

**MONROE PLANNING COMMISSION  
MEETING MINUTES—November 16, 2023**

**Present:** Shauna Mathias, Rosalind Parks, Mike Eckles, Nate Treadaway

**Absent:** Randy Camp

**Staff:** Brad Callender—City Planner  
Laura Wilson—Code Assistant

**Visitors:** Matthew Bensen

Call to Order by Chairman Eckles at 5:30 pm.

Motion to Approve the Agenda

Motion Mathias. Second Parks.  
Motion carried

Chairman Eckles asked for any changes, corrections or additions to the October 17, 2023 minutes.

Motion to approve

Motion Treadaway. Second Parks.  
Motion carried

Chairman Eckles asked for the Code Officer’s Report: Brad Callendar

1. Thank you for accommodating the meeting date change for the Thanksgiving holiday
2. The kickoff for the rewrite of the zoning ordinance to form based code will happen in December; the consultant hired by the City would like to interview (15-30 minutes) the planning commission members over zoom the week of December 18<sup>th</sup>;

Old Business: None

**The First Item of Business** is Certificate of Appropriateness Case #2759, a request to add two wall signs on an existing motel at 802 N. Broad St. for the Quality Inn. The signs are halo lit. The previous non-conforming wall signs have already been removed. Staff recommends approval without conditions.

Chairman Eckles: Anyone else here to speak in opposition? None

Motion to approved with condition

Motion Mathias. Second Treadaway.  
Motion Carried

**The Second Item of Business** is Certificate of Appropriateness Case #2760, a request to replace existing wall signs at 772 W. Spring St for the Family Dollar/Dollar Tree. The proposed sign will have gooseneck lighting. Staff recommends approval without conditions. Valerie with Anchor Sign spoke in favor of the request.

Chairman Eckles: Anyone else here to speak in opposition? None

Motion to approve

Motion Treadaway. Second Mathias.  
Motion Carried

Chairman Eckles entertained a motion to adjourn.

Motion to adjourn

Motion Parks. Second Treadaway  
Meeting adjourned; 5:38pm