

MONROE PLANNING COMMISSION MEETING MINUTES – MAY 20, 2025

Present: Shauna Mathias, Kim Jolly, Randy Camp, Rosalind Parks, Chairman Mike Eckles

Absent: None

Staff: Brad Callender – City Planner
Kaitlyn Stubbs – Executive Assistant

Visitors: Moshe Webster, Eun Joy Kim, Bill Wolford

Call to Order:

Chairman Eckles called the Planning Commission meeting to order at 5:59 pm.

Approval of Agenda:

Chairman Eckles called for a motion to approve the agenda;

Motion Mathias,
Second Parks.
Motion carried unanimously

Minutes of Previous Meeting(s):

Chairman Eckles asked if everyone has reviewed the April 15, 2025, minutes and asked if there are any changes, corrections or additions. Commission members responded there were none. Chairman Eckles called for a motion to approve the April 15, 2025, minutes;

Motion Camp,
Second Parks.
Motion carried unanimously

Report from Code Officer:

None

Old Business:

None

New Business:

The First Item of Business: Environmental Variance – 311 Stokes St.

Brad Callender presented the environmental variance request. This is located in the Code of Ordinances in section 42.274A, where we have our environmental section. Applicant is asking for a reduction of the 25-foot impervious setback. This setback is attached to the 50 foot undisturbed stream buffer. There is an existing single family dwelling now with accessory structure they asking for the impervious setback to build a new residence. The blue (located on the map plan) is the state waters buffer. This water buffer encompasses a lot of the property. If you now take, our standards and you attach that with our other buffer standards (which is the 50-ft) and then apply our impervious setback of 25 feet to this it gets restrictive. It encroaches almost all buildable parameters of this property. This is why they are asking for a reduction of the 25-foot impervious set back. They are also proposing to extend a driveway to this area, but will have gravel in this spot. They have been granted administrative special exception variances that are currently permissible now in the ordinance to push the structures up. They have already had the benefit of getting these structures as far forward as they can. The recommendation is to approve the variance as submitted without conditions.

Chairman Eckles asked if anyone was present to speak or represent in favor of the application. Moshe Webster shared they bought the property back in 2019 and have been working toward this since. They are just trying to build their house there. The structure there is in bad shape, and it needs to be taken down.

Mr. Randy Camp asked about the stream. Mr. Callender shared that it is an unnamed stream that flows southeasterly out of downtown. Mr. Webster shared that from his understanding it is a spring that comes back from close to downtown.

Ms. Mathias asked if they were going to build first or take the structure down first. Mr. Webster stated they would remove the structure first and then build.

Chairman Eckles asked if anyone was present to speak against the application. There were none. Chairman Eckles asked if Commission members had any questions or discussion. Commission members responded there were none.

Chairman Eckles called for a motion to approve the agenda;

Motion Mathias,

Second Parks.

Motion carried unanimously

The Second Item of Business: Preliminary Plat– Tokyo Commercial

Brad Callender presented the preliminary plat request for Tokyo. They are asking for a commercial subdivision of three lots. The existing building that is on the property now, is developed with an entrance off HWY 138. There are two retail units on either side of the current restaurant now. They are asking to subdivide the property into three separate tracks and they are proposing to utilize the existing entrance that they have constructed for the restaurant to access those three properties. They have included, at the city's request, an easement that would extend through the property and potentially provide some interconnectivity to the property to the west. It is not mentioned that they would build a driveway at this time but there is an easement platted just in case there ever is some possible future interconnectivity. Mr. Callender shared that this is a requirement of their development regulations that there can be interconnectivity required in the future but were not mandating that it be done at this time.

Chairman Eckles asked if anyone was present to speak or represent in favor of the application. Bill Wolford with Terramark land surveying stated that they prepared the preliminary plat on behalf of the owner.

Chairman Eckles asked if there was any idea as to what the other two properties might be used for. The owner shared that nothing was planned at this time.

Ms. Jolly asked if there were any concerns about the traffic coming off HWY 138. Mr. Callender shared Georgia Department of Transportation controls that situation and not the City. We have raised our own concerns with them on this issue. In dealing with this intersection, it is too close to Michael Etchison to put a traffic signal in. The proximity to Michael Etchison prohibits from putting one in, even if Tokyo wants to pay for one and put it in, it would not be allowed. GDOT has allowed them to construct the entrance based on engineering standards.

Chairman Eckles asked if anyone was present to speak against the application. There was none. Chairman Eckles asked if Commission members had any questions or discussion. Commission members responded there was none.

Chairman Eckles called for a motion to approve the agenda;

Motion Mathias,

Second Camp.

Motion carried unanimously

Adjournment:

Chairman Eckles entertained a motion to adjourn;

Motion Camp,

Second Parks,

Meeting adjourned, 6:11 pm.