



Planning & Code Committee Meeting

AGENDA

Tuesday, June 05, 2018 6:00 PM
City Hall

-
- I. CALL TO ORDER
 - II. MATTERS BEFORE COMMITTEE
 - 1. Monthly Code Report
 - III. ADJOURN



CODE

DEPARTMENT

MONTHLY REPORT

June

2018

The Code Department of the City of Monroe respectfully submits this report to the Mayor and Council. It is the intent of this report to highlight statistics, specific job duties, and any job functions related to the Code Department during the time period of April 1, 2018 thru April 30, 2018.

Statistics:

- Total Calls: 357
- Total Minutes: 19:44:30
- Total Minutes/Call: 3:19
- Code Inspections: 50
- Total Permits Written: 36
- Amount collected for permits: \$9,361.00
- Check postings for Miscellaneous Revenue 135

Business/Alcohol Licenses new & renewals:

- **New Businesses:** 17
- Andrea P. Gray, LLC
- Athens Trailer Services, LLC
- AYM Services-residential
- Bill's Cleaning Service-residential
- Brondyke Enterprises LLC DBA American Truck
- Early Solutions LLC-residential
- Major Humphrey's Brewing Company
- Malone Services
- Med Cross Imaging LLC
- Paragon Contracting Services
- Phantom Mobiles LLC
- Piedmont Walton Hospital INC
- Pioneer Motor Sales LLC
- Six Scoops LLC DBA Scoops
- Supernatural Transportation Service-residential
- US Casualty LLC
- Vision Automotive

- **Closed Businesses:** 10
- First Legacy LLC-residential
- Clearview Primary Care @ Monroe
- Clearview Regional Medical Center
- Clearview Urgent Care Monroe
- Affordable Bonding
- Scoops – change of ownership
- Beaudry Title Abstractors Service
- On Time Impressions

Simone Organic Boutique
Steve Hicks HVAC and Service Co-residential

Major Projects

- Major Projects Permitted: None
- Major Projects Ongoing: None

Code Department:

- Receiving business license payments, affidavits and identification. Reviewing all documents and updating changes in system.
- Making numerous phone calls regarding insufficient paperwork and/or incorrect amounts for license payments
- Receipting payments for 2018 business licenses –44 payments
- Creating new applications for alcohol licenses
- Reviewing new alcohol ordinance and new procedures
- Process paperwork (check requests) for overpayments on business license
- Permit Applications – Parade, Road Race ect
- Processing paperwork for alcohol licenses
- Checking turn on list from utilities and contacting businesses that have not purchased business licenses
- Checking all businesses for delinquent city and county personal property taxes prior to accepting payments for licenses
- Researching state license requirements for businesses
- Updating spread sheets regarding business licenses, number of employees, E-Verify #'s etc.
- Applications for PTVR registrations
- Reviewing templates for new software
- Attending GABTO conference – April 16 & 17
- Issuing permits for Building, Electrical, Plumbing and HVAC
- Scheduling inspections for contractors.
- Entering district data into the property system for reports.
- Preparing agenda items for Planning & Zoning and Historic Preservation Meetings.
- Scheduling Planning and Zoning and Historic Preservation meetings and attending
- Taking minutes for Planning & Zoning and Historic Preservation meetings and preparing them
- Taking and recording complaints.
- Researching Zoning Inquiries.
- Responding online inquiries.
- Cleaning up expired permits.
- Attended 1A Soil Erosion renewal class
- Working on Local Update of Census Addresses
- Inspecting and processing nuisance housing projects – see attached.

City Marshal:

- Patrolled city daily.
- Removed 41 signs from road way.
- Wrote 102 repair / cleanup orders and Re-inspections
- Transported city funds for deposit to banks daily.
- Investigated 2 utility tampering and theft cases. (6 citations issued)
- Represented city in Municipal Court.

Historic Preservation Commission:

Request for COA – 204 Walton Street – COA Granted

Request for COA – 203 N Jackson Street – COA Granted

Planning Commission:

Request for Rezone from B2 to B3 – 1050 N Broad Street-Recommend approval

DEMOLITION AND CLEANUP

ADDRESS	OWNER	DISPOSITION	NOTES
2016			
203 Bold Springs Ave	Bobby Carrell	Corp. building demolished.	Negotiated removal of the Corp. building by Dec. 15. The Rock Gym will be addressed in 2017. The remainder of the buildings will be secured from entry. No action taken on securing the buildings or the Rock Gym 02-17-17. This case to be escalated to ensure compliance. Owner to provide plan for disposal of demo debris and securing of the buildings by 03-03-17. Never done. Debris pile burned 4-21-17. Burned debris still not removed 05-10-17. A new case will be established without regard to any previous negotiations.
339 N. Madison Ave	Scott Collins	Property under contract. New owner to remodel.Sale to remodeler fell through. Case proceeding as originally intended.	No response sent to Attorney's office
408 Ash St	Arnold prop.	Trash being removed via dumpsters	Property cleanup underway. Legal action postponed as long as progress is being made.
410 Ash St	Arnold prop.	Trash being removed via dumpsters	Property cleanup underway. Legal action postponed as long as progress is being made.
412 Ash St	Arnold prop.	Trash being removed via dumpsters	Property cleanup underway. Legal action postponed as long as progress is being made.
510 Harris St	Premier Property Ventures LLC	Legal service underway	No response sent to Attorney's office
514 Harris St	Henry Albert Jackson Jr. c/o Mattie Bates	Legal service underway	No response sent to Attorney's office
1101 S. Madison Ave	Gaynor Bracewell	Legal service underway	Notice sent late 11-21-16
2017			
525 N. Broad St.	Matthew Kuruvilla	Pending Demo Memo and response 01-30-17	Exhibit "A" and pictures prepared. 30 days to respond.Owner has decided to demolish the building and The convenience store and redevelop the property in light of the Cities North Broad St. Project. Entered into agreement to remove in 60 Days from 02-06-17. No action taken to this point.04-13-17 Case to be forwarded to the City attorney.Demolition permit purchased 06-06-17. Demolition completed on structure. consent agreement is incomplete. Renewing action to ensure completion. Demolition complete.
400 Mill St.	CMA Development, LLC	Documenting deficiencies and Renewing case	Exhibit "A" and pictures prepared. 30 days to respond Demolition permit purchased 04-10-17 Demolition complete
421 Ash St.	Charlie and Tessie Ann Clark	Documenting deficiencies and Renewing case. Tack service to original owner. 04-10-17 Discovered that property was acquired by Michael Reese 03-07-17. We will have to add or substitute him as the defendant.	Exhibit "A" and pictures prepared. 30 days to respond. The case is going to court in May. New owner Michael Reese, who purchased in March at the tax sale is the current defendant and has been served. Reese indicated the original owners do not want to release redemption rights so the case will proceed as intended.
317 S. Madison Ave	Rivermeade Rentals / Hope Monroe	Demo Memo sent	Exhibit "A" and pictures prepared. 30 days to respond. Hope Monroe LLC Purchased a demolition permit. Demolition date is pending. Demolition Complete.
513 Roberts St.	Ada Lou Etchison / John Brown	Demo Memo sent / 04-07-17 Owner wants to enter into a consent order for demolition by the City. He cannot afford and is physically unable to remove the structure himself.	Exhibit "A" and pictures prepared. 30 days to respond. The owner has responded and is willing to sign off on a consent order allowing the City to remove the structure. He states he has neither the means or physical ability to do so this himself. Consent order to allow demolition by the City.
410 Ash St	Arnold prop.	Progress being made defacto land fill being removed.	permits pulled, clean up and demolition underway. Demolition complete
412 Ash St	Arnold prop.	Progress being made defacto land fill being removed.	permits pulled, clean up and demolition underway. Demolition complete
Colley St.	Colley Davis LLC	Gryffon investments pulled permit 03-28-17. Being removed 04-10-17	Demolition complete cleanup and grassing underway. Demolition complete
Colley St.	Colley Davis LLC	Gryffon investments pulled permit 03-28-17. Being removed 04-10-17	Demolition complete cleanup and grassing underway. Demolition complete
Colley St.	Colley Davis LLC	Gryffon investments pulled permit 03-28-17. Being removed 04-10-17	Demolition complete cleanup and grassing underway. Demolition complete

Bell St.	Colley Davis LLC	Gryffon investments pulled permit 03-28-17	Demolition complete cleanup and grassing underway. Demolition complete
Bell St.	Colley Davis LLC	Gryffon investments pulled permit 03-28-17	Demolition complete cleanup and grassing underway. Demolition complete
410 Davis St.	Open Wells LLC	Gryffon investments pulled permit 03-28-17	block building to be removed. Demolition complete.
830 HWY 138	Liberty First Bank	Demo Memo sent. Demo permit pulled / possible training burn for the FD	House address is 319 Carwood Dr. This property is to be used in a training burn 04-28-17. Demolition complete.
830 HWY 138	Liberty First Bank	additional structure being discussed for demolition. Lee Garrett has committed to addressing the additional structures and the open well on site.	Structures located at the end of Reed St.
339 N. Madison Ave.	Hope Monroe	Substitution of defendant from Scott Collins to Bill Shea then to Hope Monroe.	City seeking consent order. Hope Monroe negotiating for purchase and rehab. Awaiting purchase by Hope Monroe LLC, with a commitment to properly rehab the property. To be rehabed by Hope Monroe LLC. No action to date, 06-06-17. Still no progress 09-14-17 referred to attorneys for further action. This property is currently (09-25-17) being slated for demolition by Hope Monroe in order to build a new home in its place.
1101 S. Madison Ave	Bill Shea	Substitution of defendant from Gaynor Bracewell	City Seeking consent order. Consent order signed 04-13-17 with 120 days to rehab'd or demolished or after 150 days the City will Remove the structure. Currently under stop work order due to damaged asbestos siding for an environmental assesment. Owner attempting repairs to current code standards per consent agreement within 120 days. August 2017. Deadlines not met. The city will demolish this structure after securing an order from the Municipal court judge.
510 Harris St	Premier Property Ventures LLC	Legal service underway. Completed and heard in court.	No response sent to Attorney's office. Order to demolish obtained from Judge Samuels. Demolition complete
514 Harris St	Henry Albert Jackson Jr. c/o Mattie Bates	Legal service underway. Completed and heard in court.	No response sent to Attorney's office. Order to demolish obtained from Judge Samuels. Demolition complete
203 Bold Springs Ave	Bobby Carrell	Securing of Elem. School next step. Rock Gym is waiting for investor. Roof to be removed.	Negotiated removal of the Corp. building by Dec. 15, 2016. The Rock Gym will be addressed in 2017. The remainder of the buildings will be secured from entry. No action taken on securing the buildings or the Rock Gym 02-17-17. This case to be escalated to ensure compliance. Owner to provide plan for disposal of demo debris and securing of the buildings by 03-03-17. Never done. Debris pile burned 4-21-17. Burned debris still not removed 05-10-17. A new case will be established without regard to any previous negotiations. No response yet. Sent to city attorneys for processing. Defendant had the date changed because it conflicted with a trip he had planned. Solicitor, code office and the court had no knowledge of the change. Found out when a courtesy call to the defendant to appear was made.
417 Shamrock Dr.	Sadie Thornton	Held up by legal. Nuisance needs to be abated. Investigations have concluded. New investigations have arisen.	Owner desires to remove the nuisance. We need an order from the court for nuisance abatement. Working on a consent order to demolish as soon as new investigations are complete. Consent order in place awaiting completion of investigations or deadline whichever is first.
123 W. Marable St.	Sierra Hester	demo memo sent.	awaiting response to demo memo. The owner expressed the intent to demolish the structure. Demolition complete.
706 Marable St.	Bobby Carrell	demo memo sent.	awaiting response to demo memo. No response yet. Sent to city attorneys for processing. Supposed to be in court 08-31-17. Defendant had the date changed because it conflicted with a trip he had planned. Solicitor, code office and the court had no knowledge of the change. Found out when a courtesy call to the defendant to appear was made.
203 Bold Springs Ave	Bobby Carrell Corp building	Training burn, Debris never remove 09-25-17	Corps building burned debris and foundation remain. Nuisance building abated. Subsequent owner to remove debris and foundation.

2018

1101 S. Madison Ave	Bill Shea	Substitution of defendant from Gaynor Bracewell	City Seeking consent order. Consent order signed 04-13-17 with 120 days to rehab'd or demolished or after 150 days the City will Remove the structure. Currently under stop work order due to damaged asbestos siding for an environmental assesment. Owner attempting repairs to current code standards per consent agreement within 120 days. August 2017. Deadlines not met. The city will demolish this structure after securing an order from the Municipal court judge.Carryover from 2017 to be demolished after agreement to donate to the city is completed.Demolition completed by the City week of March 19-23, 2018.
513 Roberts St.	Ada Lou Etchison / John Brown	Demo Memo sent / 04-07-17 Owner wants to enter into a consent order for demolition by the City. He cannot afford and is physically unable to remove the structure himself.	Exhibit "A" and pictures prepared. 30 days to respond. The owner has responded and is willing to sign off on a consent order allowing the City to remove the structure. He states he has neither the means or physical ability to do so this himself. Consent order to allow demolition by the City. Completed in February 2018
1452 S. Broad St.	Suntrust Bank NE GA Trust for Elaine Hodges	Demolished in cooperation with the Owner and the Bank	Completed in February 2018
307 Turner St.	H A Apts & Houses	demolition permit purchased	To be completed in March 2018 Demolition to be started 03-28-18 Waiting on utility locates and gas shut off at the street. Completed April 2018
319 S. Madison Ave	John Howard Howard Bros. construction and Development Inc.	Two demolition permit purchased	To be completed in March 2018. Efforts were made to have the fire department use these for training but the asbestos report came back and they can not. One house is potentially going to be moved and saved. The other still needs to be demolished right away to avoid a citation and nuisance abatement case. Properties cleaned and secured for the time being. 05-01-18
601 East Marable St.	Gabriel Ansley	demolished by owner	This property was demolished by the owner at the request of the code office after attempts to rehabilitate the property. Completed March 2018
1360 Armistead Cir.	Timothy Armistead	demolished by owner	This property was demoloshed at the request of the Code office due to dilapidation. Completed March 2018
327 Bold Springs Ave.	Duane Wilson	demo memo sent.	Awaiting response to demo memo. Sent 09-14-17. Completed Jan. 4 2018
417 Shamrock Dr.	Duane Wilson	Demo started by owner	City Finished Demolition, grading and stabilization per court order. Completed April 2018