



Planning & Zoning Meeting

AGENDA

Tuesday, February 16, 2021

5:30 PM

City Hall (Via Teleconference-Zoom)

Join Zoom Meeting <https://us02web.zoom.us/j/89607664521>

Zoom Meeting ID: 896 0766 4521

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- I. **CALL TO ORDER**
 - II. **ROLL CALL**
 - III. **MINUTES OF PREVIOUS MEETING**
 1. Minutes of Previous Meeting - January 19, 2021
 - IV. **REPORT FROM CODE ENFORCEMENT OFFICER**
 - V. **PUBLIC HEARINGS**
 1. Request for COA - 1025 East Spring Street
 - VI. **RECOMMENDATIONS ON REQUESTS**
 - VII. **OLD BUSINESS**
 - VIII. **NEW BUSINESS**
 - IX. **ADJOURNMENT**

**MONROE PLANNING COMMISSION
MINUTES FOR MEETING
January 19, 2021**

Present: Randy Camp, Rosalind Parks, Mike Eckles, Chase Sisk, Nate Treadaway

Absent: None

Staff: Pat Kelley – Director of Planning and Code
Debbie Adkinson – Code Department Assistant
Logan Propes – City Administrator

Visitors: Brad Callender, Tammy Tew, Timothy Armistead, Nathan Purvis, Tip Huynh

CALL TO ORDER by Chairman Eckles at 5:30 pm.

Chairman Eckles asked for any changes, corrections or additions to the December 15, 2020 minutes.

To approve

Motion Camp, Seconded Parks
Passed unanimously.

Chairman Eckles ask for a Code Officer Report.

Kelley: reported that the Monroe Pavilion is on track and the permits are being issued. Should began in February or March 2021.

PH open 5:34 pm

The First Item of Business is for petition # VAR-000084-2020 for a Variance at 1360 Armistead Circle. The applicant is Tammy Tew, owner. The request is to vary Article XI, Sect 910.1(8) side or rear entrance garage. Code Department recommends approval.

Tammy Tew spoke to the request asking that the garage be allowed front entrance due to the size of the lot not being large enough for a side or rear entrance garage.

Chairman Eckles asked for any questions.

Treadaway asked if the lot was vacant.

Kelley stated the limiting factor is that it has a pool on it. The lot was a part of a larger lot that was subdivided and the pool was on this one.

Chairman Eckles asked for anyone opposing this request. There was none.

PH closed at 5:37 pm

Chairman Eckles entertained a motion.

To approve variance.

Motion by Parks. Seconded by Sisk

Passed unanimously

Public Hearing Opened at 5:37 pm

The Second Item of Business is for petition # PCOM-000085-2020 for a COA at 1110 N Broad Street and 0 N Broad Street for a New Development. The applicant is Nathan Purvis/Monroe Oz Partners LLC, owner. Code Department recommends for approval.

Chairman Eckles asked for someone to speak to the request.

Kelley stated the original plan gave some concern that resulted in the 7 items to be considered on the recommendation page. They have since modified it and what is in the packet reflects addressing all the concerns. Any remaining concerns would be ones the commission may have. Recommending approval based on the fact they have provided these changes. Also, this will be considered as a single parcel in order to meet the 60% impervious surface maximum and future subdivisions will have to be considered individually. We have the combination plat to show as one parcel.

Nathan Purvis spoke to the request. He requested that they be allowed a COA for the Development. He made changes to meet the requirements in materials and the aesthetics of the buildings.

Chairman Eckles asked if there are any questions.

With no questions Chairman Eckles asked for any opposition. There was none

PH Closed at 5:41 pm

Chairman Eckles entertained a motion.

To approve

Motion by Treadaway. Seconded by Sisk

Passed unanimously

Old Business: None

New Business: None

Chairman Eckles entertained a motion to adjourn.

Motion by Parks, Seconded by Camp

Meeting adjourned at 5:45 pm



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 01-21-2021
Description: 1025 Church located at 1025 E. Spring St. request a certificate of appropriateness to install an accessory structure to shade their playground area.

Budget Account/Project Name: NA

Funding Source: 2021 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA **Company of Purchase:** NA

Recommendation:

Background: The church would like to shade their playground equipment because it gets too hot to utilize in the open sunlight. Their will be no siding, six metal support columns and a metal roof. The structure will be painted to match. This would be the first accessory structure on the property and would be well below the limit of 50% of the heated square footage of the primary structure.

Attachment(s): Application and supporting documents.



City of Monroe
 215 N. Broad Street
 Monroe, GA 30655
 (770)207-4674

Plan Report

Plan NO.: PCOM-000087-2 **5**

Plan Type: Planning Commission

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 01/19/2021

Expiration:

Location Address

Parcel Number

1025 E SPRING ST, MONROE, GA 30655

M0130119

Contacts

1025 CHURCH 1025 E SPRING ST, MONROE, GA 30655 (770)266-1013	Applicant joyce.chambers003@gmail.com
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Description: Request for COA for Playground Cover - P&Z Meeting 2/16/2021 @ 5:30 pm
 Online Zoom Meeting

Valuation:	\$ 0.00
Total Sq Feet:	0.00

Fees	Amount
Planning Commission Regular Meeting (COA)	\$50.00
Total:	\$50.00

Payments	Amt Paid
Total Fees	\$50.00
Check # 1154	\$50.00
Amount Due:	\$0.00

<u>Condition Name</u>	<u>Description</u>	<u>Comments</u>
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 Issued By: Debbie Adkinson

January 19, 2021

 Date

 Plan_Signature_1

 Date

 Plan_Signature_2

 Date

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
MONROE PLANNING COMMISSION

Please read the Zoning Ordinance (Corridor Sections 643-1 through 643A.6). In addition, please consult with the Code Office to determine if any other Monroe ordinances apply, and if applicable, read those ordinances.

DATE: 1/14/21

APPLICANT: 1025 Church

APPLICANT'S ADDRESS: 1025 E. Spring St.
Monroe, Ga. 30655

TELEPHONE NUMBER: 770-266-1013 or Joyce 770-601-1878

PROPERTY OWNER: 1025 Church

OWNER'S ADDRESS: 1025 E. Spring St.

TELEPHONE NUMBER: 770-266-1013

PROJECT ADDRESS: 1025 E. Spring St.

Brief description of project: Construct a 42'x50' open air ^{steel} pavilion/standalone to cover existing playground equipment. Color of roof will be almond to closely match existing church w/gutter to be forest green to match playground equip. Attached is a preliminary drawing that will include bea engineered 3x4' footers

(Continue on separate sheet, if necessary.)

Attach photograph(s) of existing condition of property necessary to show all areas affected.

Attach plans, sketches, drawings, and diagrams of the project and detail the materials that will be used.

REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

Under Monroe's Zoning ordinance, you are required to obtain a Certificate of Appropriateness (COA) from the Planning Commission for any exterior material change you wish to make to your property if your property is located within a Corridor Design Overlay District. Please see pages 45 through 52 of the Zoning Ordinance.

The following steps must be taken in order to have your proposed change considered by the Planning Commission:

1. Stop by the Code Office at least 45 working days in advance of the next regular meeting of the Planning Commission (the Third Tuesday of each month at 5:30 pm), read the Zoning Ordinance, and request that your proposal be added to the agenda.
2. Fill out the application for a COA and turn it in to the Code Office.
3. Pay the \$50.00 fee. If you request a "special meeting" at some date or time (other than the 3rd Tuesday of every month), the fee is \$100.00.
4. Provide all documentation which will assist the Planning Commission in deciding if your proposed change(s) are in keeping with the Corridor Design Overlay District standards and guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the COA application for additional information.

Suggested documentation consists of all architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to the Code Office at the time of your application, as it gives Planning Commission members time to consider your request prior to the meeting. Physical samples, if applicable, should be brought with you to the meeting.

5. Appear at the meeting on the scheduled day and time to present your proposal.

Thank you, the Planning Commission looks forward to considering your request.

Provide such other information that is necessary for the Planning Commission to adequately consider the application in light of the following criteria.

In reviewing applications for COAs, the Planning Commission duties include taking into account all aspects of the exterior of the structure.

In its review, the Planning Commission shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
2. The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
3. Exterior construction materials, including textures and patterns.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
5. Roof shapes, forms, and materials;
6. Proportions, shapes, positionings and locations, patterns and sizes of any elements of fenestration.

The **Code Office** will post a notice which will notify all affected property owners of the material change being requested not less than fifteen (15) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

DEFINITIONS:

A “material change in appearance” means a change that will affect either the exterior architectural or environmental features of a corridor property or any structure, site, or work of art within a corridor design overlay district, and may include any one or more of the following:

1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and

- 5. The erection, alteration, restoration, or removal of any building or other structure within a corridor district, including walls, fences, steps and pavements, or other appurtenant features.

[Sec 643.4(4) (a)]

“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing [Sec. 210(65)].

“Landscaping/landscape area” means a portion of lot or land area, either natural or modified for aesthetic or functional purposes through grading and planting, consisting of vegetation including but not limited to trees, shrubs, ground covers, grass, flowers, decorative rock, bark, mulch and other similar materials. [Sec. 210(86)].

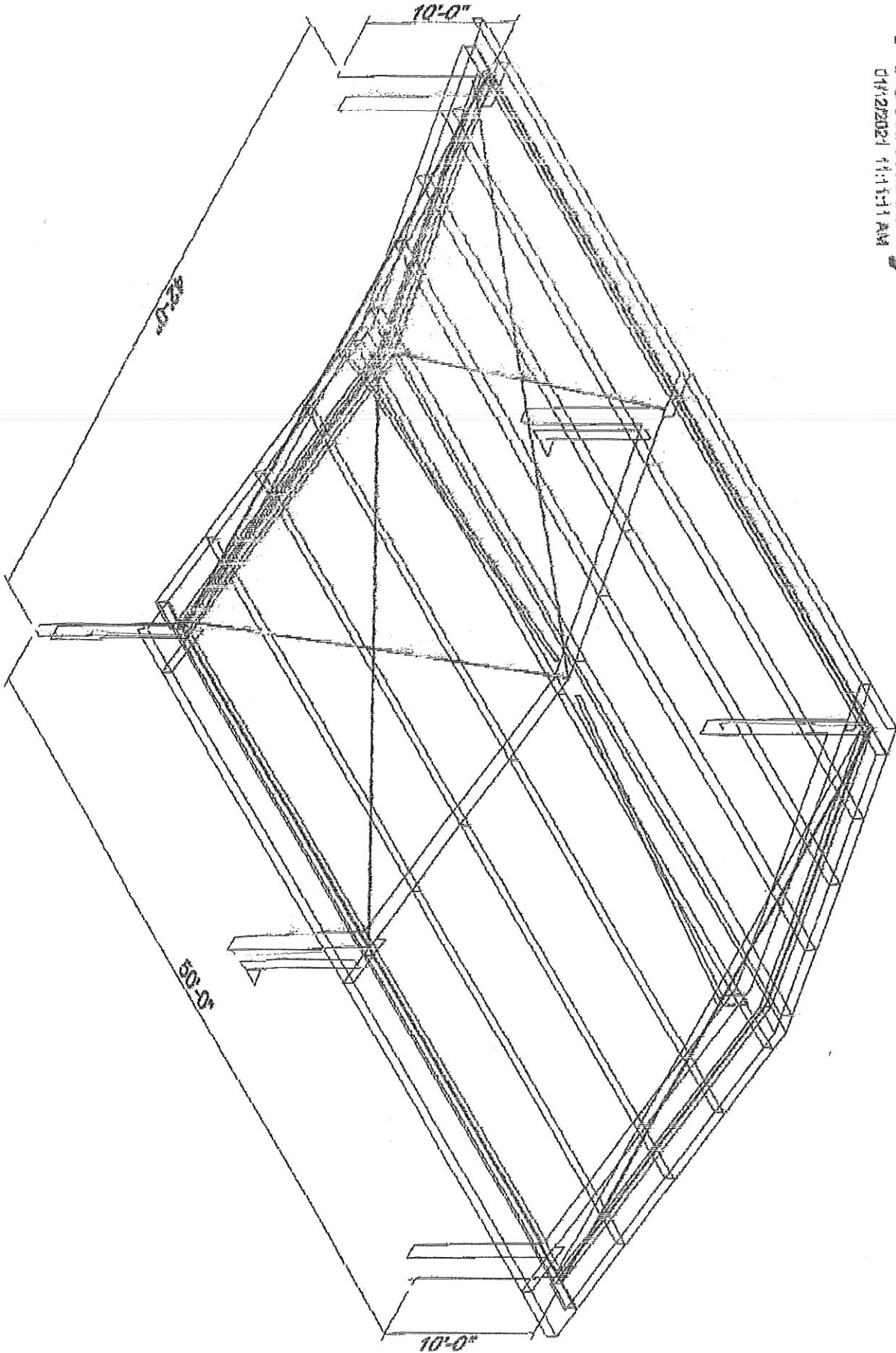
Ordinary maintenance or repair of any exterior architectural feature in or on a corridor property that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 643.4(3) (b)]

1025 Church

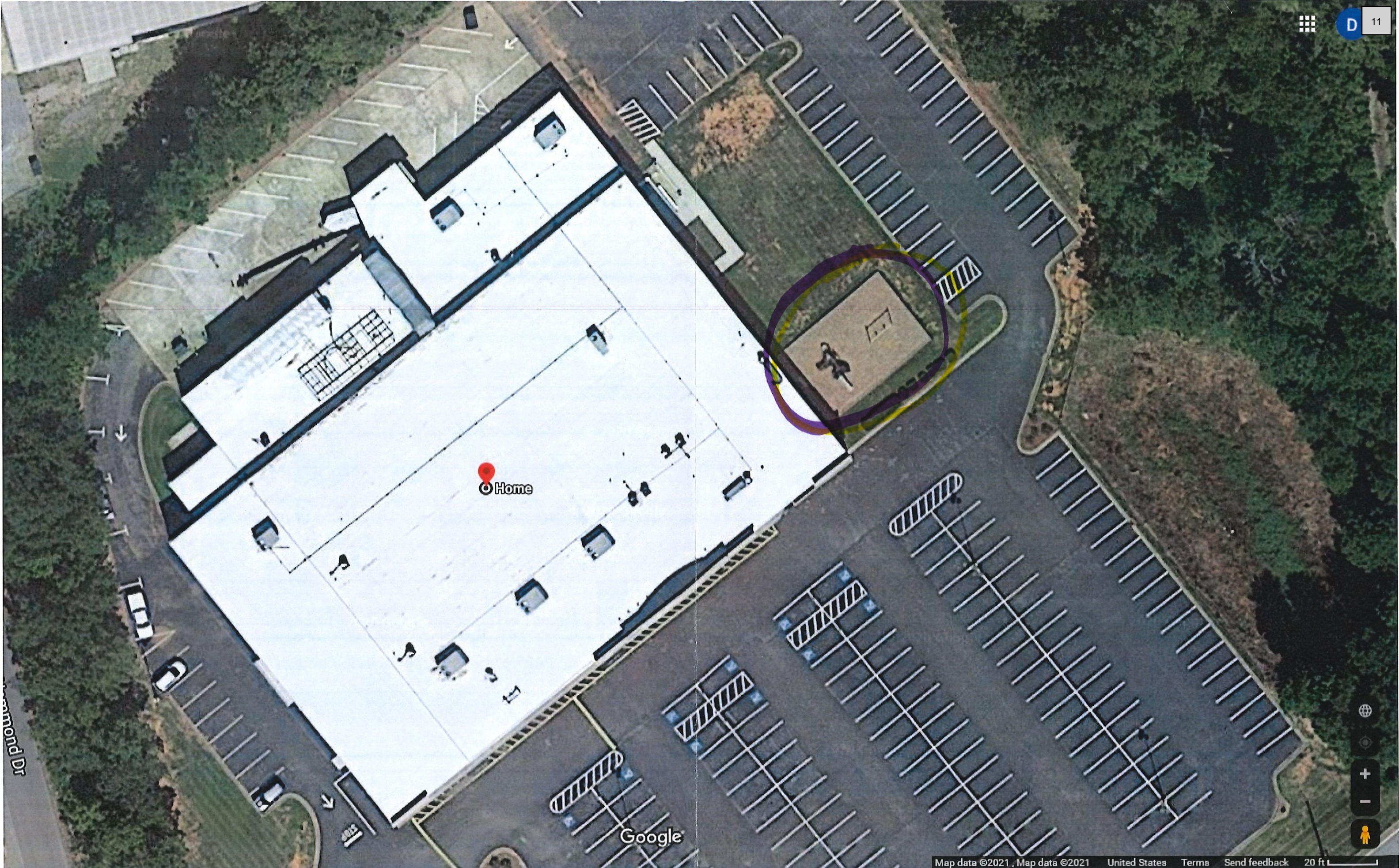
Samy J. J. Sr.
Applicant

Date: 1/14/21

Revised 9/23/19



Preliminary
01/22/2021 11:11:11 AM



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Home

Google



**NOTICE TO THE PUBLIC
CITY OF MONROE**

The City of Monroe has received a request for a Certificate of Appropriateness to add an Open Air Pavilion. A public hearing will be held on February 16, 2021 before the Planning & Zoning Commission, at 5:30 P. M. for 1025 East Spring Street.

This meeting will be held via Zoom online. The link will be available to the public on our web site and on the agenda. All those having an interest should be present.

Please run on the following date:

January 31, 2021