



## Planning Commission Meeting

### AGENDA

Tuesday, February 20, 2024

6:00 PM

215 N. Broad St. - City Hall

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I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF AGENDA**

IV. **MINUTES OF PREVIOUS MEETING**

- [1.](#) Minutes from Previous Meeting 1-16-2024

V. **REPORT FROM CODE ENFORCEMENT OFFICER**

VI. **OLD BUSINESS**

VII. **NEW BUSINESS**

- [1.](#) Request for COA - signage -535 N. Broad St.
- [2.](#) Request for COA - Site Development - 140 S. Broad St
- [3.](#) Request for COA - Site Development - 511 N. Broad St.

VIII. **ADJOURNMENT**

**MONROE PLANNING COMMISSION  
MEETING MINUTES—January 16, 2024—Draft**

**Present:** Rosalind Parks, Randy Camp, Mike Eckles, Nate Treadaway

**Absent:** Shauna Mathias

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

**Visitors:** Mike Holt, Rev. John Purrington, Lauren Gibbs

Call to Order by Chairman Eckles at 6:00 pm.

Motion to Approve the Agenda

Motion Treadaway. Second Parks.  
Motion carried

Chairman Camp asked for any changes, corrections or additions to the December 19, 2023 minutes.

Motion to approve

Motion Parks. Second Treadaway.  
Motion carried

Chairman Camp asked for the Code Officer's Report: Brad Callendar

1. Reminder the Codeapalooza begins tomorrow

Old Business: None

**The First Item of Business** is Certificate of Appropriateness Case #2858, a request for signage at 400 S. Broad St. to replace an existing monument sign at Monroe First Methodist Church previously known as Monroe United Methodist Church. Staff recommends approval without conditions. Mike Holt, CEO and Chair of the Trustees for Monroe First Methodist and Senior Pastor John Purrington spoke in favor of the request. The church is no longer affiliated with the United Methodists and must remove all associated signage and logos. The sign will be externally illuminated

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

Motion to approve with conditions

Motion Treadaway. Second Camp.  
Motion Carried

**The Second Item of Business** is Certificate of Appropriateness Case #2859, a request at 1309 W. Spring St. to reface an existing canopy and free-standing sign at a convenience store and gas station. The gas station is transitioning from a 76 to a Texaco. The applicant proposes to illuminate the signs that face the road frontage. Staff recommends approval with two conditions related to lighting and removal of all existing non-permitted, non-conforming signs to be removed. Lauren Gibbs with Total Imaging spoke in favor of the project. We can do canopy signs without illumination or have custom back-lit signs made. If the existing 76 on the canopy were illuminated, then the T-star could be as well under the guidance of a 1 for 1 replacement.

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

Motion to approve with conditions

Motion Parks. Second Camp.

Motion Carried

**The Third Item of Business** is a policy discussion related to approval of signage in the Corridor Design Overlay District.

- Simple sign changes on existing sites now require a 60-day review time which goes back to policy changes earlier this year at the state level
- Should existing sites that meet the sign criteria still be required to come before Planning Commission?
- No vote—discussion only

Chairman Eckles entertained a motion to adjourn.

Motion to adjourn

Motion Parks. Second Camp

Meeting adjourned; 6:20pm



# City of Monroe

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

## PLANNING & ZONING COA PERMIT

PERMIT #:	2938	DESCRIPTION:	PZ COA FOR SIGNAGE
JOB ADDRESS:	535 N BROAD ST	LOT #:	64
PARCEL ID:	M0050020	BLK #:	
SUBDIVISION:		ZONING:	
ISSUED TO:	XUE JIN WANG	CONTRACTOR:	XUE JIN WANG
ADDRESS:	3558 WOODSHADE DR	PHONE:	
CITY, STATE ZIP:	LOGANVILLE GA 30052	OWNER:	
PHONE:		PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	2/01/2024
VALUATION:	\$ 0.00	EXPIRATION:	7/30/2024
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-01	PLANNING COMMISSION REGULAR MEETING	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$- 100.00
BALANCE		\$ 0.00

### NOTES:

#### NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

  
(APPROVED BY)

2/19/24  
DATE





**Planning  
City of Monroe, Georgia**

**CERTIFICATE OF APPROPRIATENESS STAFF REPORT**

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**APPLICATION SUMMARY**

**CERTIFICATE OF APPROPRIATENESS CASE #:** 2938

**DATE:** February 12, 2024

**STAFF REPORT BY:** Brad Callender, Planning & Zoning Director

**APPLICANT NAME:** Xue Jin Wang

**PROPERTY OWNER:** Xue Jin Wang

**LOCATION:** Southwest corner of N. Broad St. and G.W. Carver Dr. – 535 N. Broad St.

**ACREAGE:** ±.023

**EXISTING ZONING:** B-3 (Highway Business District)

**EXISTING LAND USE:** Fast food restaurant with a drive thru window

**ACTION REQUESTED:** The applicant is requesting approval of a Certificate of Appropriateness application for a new monument sign for the restaurant.

**STAFF RECOMMENDATION:** Staff recommends approval of this Certificate of Appropriateness as submitted without conditions.

**DATE OF SCHEDULED PUBLIC HEARINGS**

**PLANNING COMMISSION:** February 20, 2024

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**REQUEST SUMMARY**

**CERTIFICATE OF APPROPRIATENESS REQUEST SUMMARY:**

The applicant is requesting approval of a Certificate of Appropriateness application in order to replace a monument sign at Sussie's Wings. The proposed sign is to replace a previous non-conforming sign that was hit and knocked over by a vehicle. The proposed monument sign will have a brick veneer base and be approximately 20 square feet in size.

**PROPOSED PROJECT SUMMARY:**

- Monument sign for fast food restaurant
  - Total Signs Proposed – 1
    - Monument Sign – ±20 Sf
    - Illumination – external downward facing

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**STAFF ANALYSIS**

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE "CORRIDOR DESIGN STANDARDS AND GUIDELINES" AS SET FORTH IN SECTION 643A OF THE *CITY OF MONROE ZONING ORDINANCE*.

**643A.1 – Site Planning:**

This standard is not affected by this request.

**643A.2 – Architecture:**

This standard is not affected by this request.

**643A.3 – Pavement:**

This standard is not affected by this request.

**643A.4 – Landscaping:**

This standard is not affected by this request.

**643A.5 – Signs:**

The applicant is requesting approval to replace a previous non-conforming sign that was knocked over. The proposed monument sign is going to be ±20 square feet in size. The sign will have external, downward facing illumination. The sign appears to meet the general requirements for signs as outlined in Sections 643A.5 and 1250.2(1) of the Zoning Ordinance.

**643A.6 – Illumination:**

This standard is not affected by this request.

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**STAFF RECOMMENDATION**

Based upon the City Council's policies, decision making criteria and standards outlined in the Zoning Ordinance of the City of Monroe, staff recommends approval of the requested Certificate of Appropriateness application to construct the new monument sign as submitted without conditions.

## Certificate of Appropriateness Application

Please fill out each section completely and provide all necessary documentation.  
Incomplete applications will not be accepted.



Under the Zoning Ordinance for the City of Monroe, properties located within the Corridor Design Overlay or the Central Business District are required to obtain a Certificate of Appropriateness (COA) from the Planning Commission for any exterior material change on the property.

Project Address: 535 N. Broad St. Parcel # \_\_\_\_\_

Property listed above is located in (circle) Corridor Design Overlay or Central Business District

Project Type (circle): New Construction, Renovation of Existing Structure, Demolition, Signage

Property Owner: Xue Jin Wang

Address: 3558 Woodshade Dr. Loganville, GA 30052

Telephone Number: 347-527-8449 Email Address: Sussieswings@gmail.com

Applicant:	
Address:	
Telephone Number:	Email Address:

Estimated cost of project: \_\_\_\_\_

Please submit the following items with your application:

- \_\_\_\_ Photographs of existing condition of the property to show all areas affected
- \_\_\_\_ Plans, sketches, drawings, and diagrams of the project which detail the materials that will be used
- \_\_\_\_ Written description of the project
- \_\_\_\_ Owner authorization statement, if applicant is not the property owner
- \_\_\_\_ Application Fee \$100

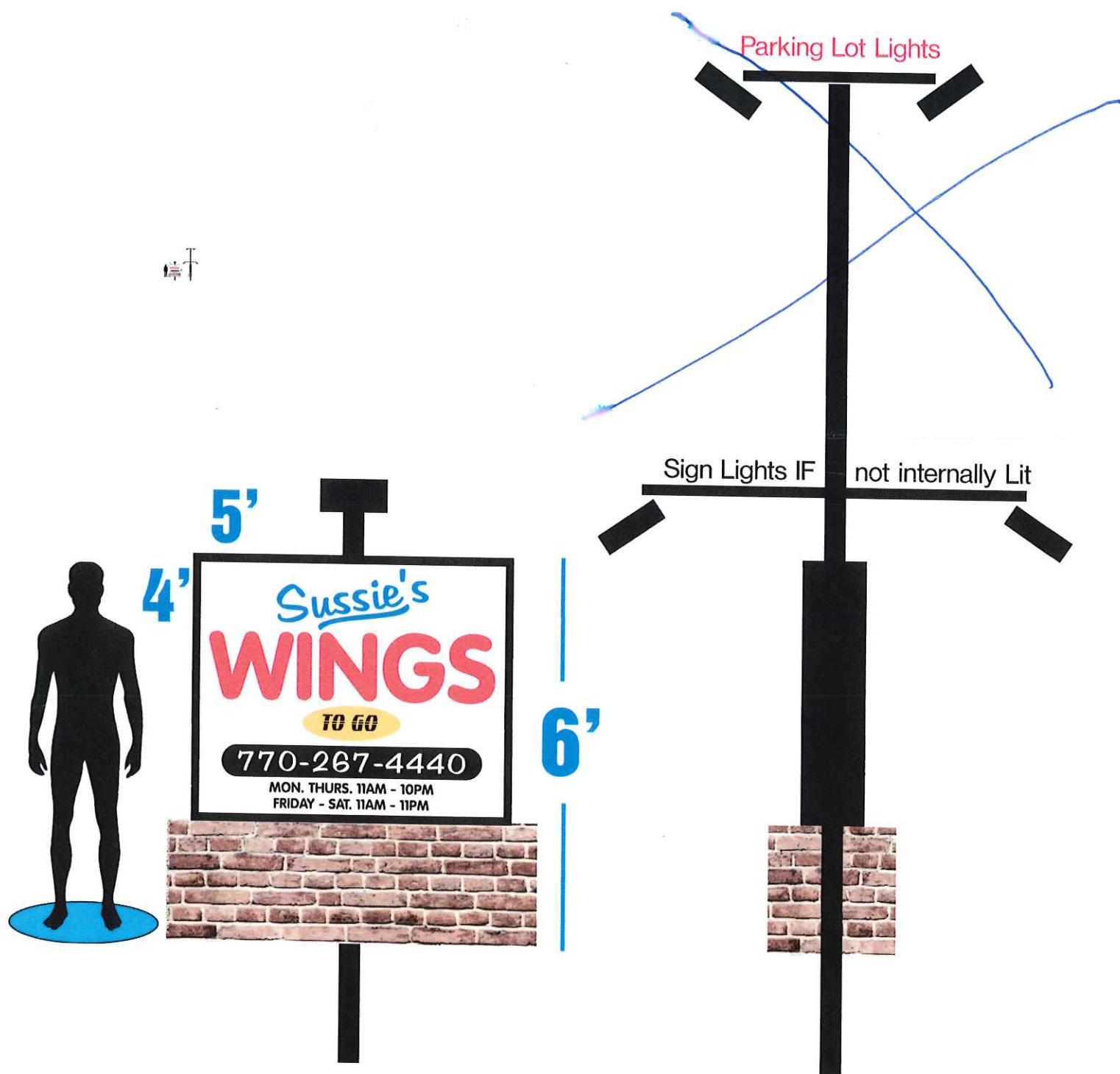
APPROVED  
#2938

Please submit all application materials in hardcopy to the Code Department and digitally at lwilson@monroega.gov; Please submit two physical copies.

[Signature]  
Signature of Applicant

11/21/23  
Date

- ~~Repairing/Replacing~~ original sign that was hit by a truck.
- New sign will be put in place by Gary from Alcan sign.
- New sign will be exact same size as the original.







# City of Monroe

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

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## PLANNING & ZONING COA PERMIT

PERMIT #:	2939	DESCRIPTION:	PZ COA FOR SITE DEVELOPMENT
JOB ADDRESS:	140 S BROAD STREET	LOT #:	
PARCEL ID:	M0140101	BLK #:	
SUBDIVISION:		ZONING:	B-2
ISSUED TO:	81 Investment Company LLC	CONTRACTOR:	81 Investment Company LLC
ADDRESS:	PO Box 2655	PHONE:	
CITY, STATE ZIP:	Loganville GA 30052	OWNER:	
PHONE:	770-715-2800	PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	2/01/2024
VALUATION:	\$ 0.00	EXPIRATION:	7/30/2024
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

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Ann E. Wain  
(APPROVED BY)

2/19/24  
DATE



**Planning  
City of Monroe, Georgia**

**CERTIFICATE OF APPROPRIATENESS STAFF REPORT**

**APPLICATION SUMMARY**

**CERTIFICATE OF APPROPRIATENESS CASE #:** 2939

**DATE:** February 12, 2024

**STAFF REPORT BY:** Brad Callender, Planning & Zoning Director

**APPLICANT NAME:** Reliant Homes GA, LLC

**PROPERTY OWNER:** 81 Investment Company, LLC

**LOCATION:** West side of N. Broad St., norths side of W. Washington St. and the east side of S. Wayne St.  
– 140 S. Broad St.

**ACREAGE:** ±0.30

**EXISTING ZONING:** B-2 (General Commercial District)

**EXISTING LAND USE:** Commercial building and parking

**ACTION REQUESTED:** The applicant is requesting approval of a Certificate of Appropriateness application in order to demolish an existing commercial building and construct a multi-story mixed use building.

**STAFF RECOMMENDATION:** Staff recommends approval of this Certificate of Appropriateness as submitted without conditions.

**DATE OF SCHEDULED MEETING**

**PLANNING COMMISSION:** February 20, 2024

**REQUEST SUMMARY**

**CERTIFICATE OF APPROPRIATENESS REQUEST SUMMARY:**

The applicant is requesting approval of a Certificate of Appropriateness application in order to develop a multi-story mixed use building at 140 S. Broad St. The applicant proposes to first demolish the existing commercial building on the site. The proposed building will be 3 stories in height with commercial on the first level and residences on the second and third levels. The exterior façade of the building will be brick. The existing parking lot on the site will be slightly reduced in total size and number of spaces.

**PROPOSED PROJECT SUMMARY:**

- Mixed Use Building
  - Total Floor Area – 16,500 Sf
  - Height & Façade – 3 stories, brick
  - Uses – Commercial on the first floor, residences on the second and third floors
  - Commercial Floor Area – 3,000 Sf
  - Residential Unit Sizes – 670 Sf to 1,185 Sf

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## **STAFF ANALYSIS**

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE “SPECIAL DESIGN STANDARDS AND EXCEPTIONS FOR THE CBD OVERLAY” AS SET FORTH IN SECTION 646.6 OF THE *CITY OF MONROE ZONING ORDINANCE*.

**646.6.1 Because of the pedestrian nature of the CBD Overlay, the presence of ample on-street and public lot parking, and the allowance of commercial parking garages within the CBD, new buildings and uses within the CBD shall not be subject to the off-street parking requirements as required in Section 520 of this Ordinance upon granting of a COA by the Planning Commission allowing such reduced or eliminated off-street parking requirements:** The site currently has parking and a small commercial building. The existing commercial building will be razed. The new commercial building will be a multi-story mixed use building. The building will have a brick façade and will appear like most existing buildings in downtown. Existing parking on the site will be slightly reduced to accommodate the construction of the new building. The proposed development of the site as proposed in this request meets the requirement of the CBD Overlay.

**646.6.2 To continue the existing historical building pattern of the CBD Overlay and to encourage traditional zero lot line construction throughout the CBD Overlay, the lot coverage restrictions of Section 570 of this Ordinance shall not apply to property located within the CBD Overlay upon granting of a COA by the Planning Commission allowing such lot coverage proposed:** The proposed building will be similar to other existing buildings within downtown. The building will create a unique mixed use opportunity within downtown in compliance with the intent of the CBD Overlay. The building will directly front upon sidewalks around the building, similar to other existing buildings in downtown. This request meets the intent of the CBD overlay.

**646.6.3 To continue the existing historical building pattern of the CBD Overlay and to encourage traditional zero lot line construction throughout the CBD Overlay, the dimensional requirements of the underlying zoning district contained in Section 700.2-Table 11 of this Ordinance shall not apply to property located within the CBD Overlay upon the granting of a COA by the Commission allowing different dimensional requirements. Said dimensional requirements shall be consistent with the minimums contained herein in Table 9:** As stated above, the proposed building and development of the building as mixed use meets the intent of the CBD overlay.

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## **STAFF RECOMMENDATION**

Based upon the City Council’s policies, decision making criteria and standards outlined in the Zoning Ordinance of the City of Monroe, staff recommends approval of the requested Certificate of Appropriateness application to allow the demolition of the existing building and construct a new multi-story mixed use building as submitted without conditions.





## Certificate of Appropriateness Application

Please fill out each section completely and provide all necessary documentation.  
Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within the Corridor Design Overlay or the Central Business District are required to obtain a Certificate of Appropriateness (COA) from the Planning Commission for any exterior material change on the property.

Project Address: 140 South Broad Street Parcel # M0140101

Property listed above is located in (circle) Corridor Design Overlay or Central Business District

Project Type (circle): New Construction, Renovation of Existing Structure, Demolition, Signage

Property Owner: 81 Investment Company, LLC

Address: PO Box 2655 Loganville, GA 30052

Telephone Number: 678.373.0536 Email Address: nbutler@relianthomes.com

Applicant: <u>Reliant Homes GA, LLC</u>	
Address: <u>PO Box 2655 Loganville, GA 30052</u>	
Telephone Number: <u>678.373.0536</u>	Email Address: <u>nbutler@relianthomes.com</u>

Estimated cost of project: \_\_\_\_\_

Please submit the following items with your application:

- \_\_\_\_\_ Photographs of existing condition of the property to show all areas affected
- \_\_\_\_\_ Plans, sketches, drawings, and diagrams of the project which detail the materials that will be used
- \_\_\_\_\_ Written description of the project
- \_\_\_\_\_ Owner authorization statement, if applicant is not the property owner
- \_\_\_\_\_ Application Fee \$100

Please submit all application materials in hardcopy to the Code Department and digitally at [lwilson@monroega.gov](mailto:lwilson@monroega.gov); Please submit two physical copies.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

OWNER  
81 INVESTMENTS COMPANY, LLC  
PO BOX 2655  
LOGANVILLE, GA 30052  
(770) 715-2800  
nbutler@relianthomes.com

DEVELOPER  
PRIMARY PERMITEE  
RELIANT HOMES GA, LLC  
PO BOX 2655  
LOGANVILLE, GA 30052  
(770) 715-2800  
nbutler@relianthomes.com

24 HOUR CONTACT  
NED BUTLER  
(770) 715-2800

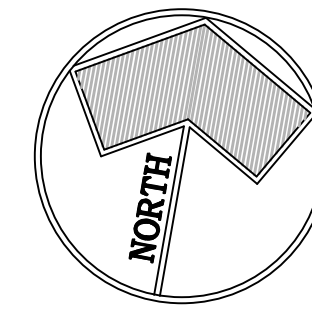
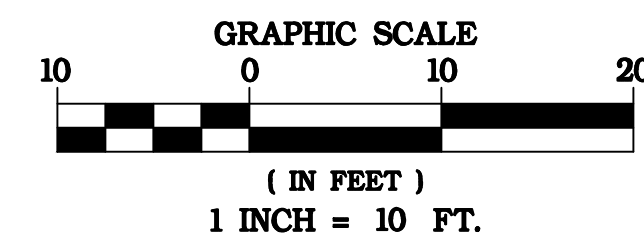
**SEDIMENT STORAGE:**  
PERIMETER SILT FENCING (Sd1-S) WILL BE INSTALLED AND FUNCTIONING FOR SEDIMENT CONTROL & STORAGE BEFORE ANY MAJOR GRADING OR IMPERVIOUS SURFACES ARE CONSTRUCTED.

**WATER NOTE:**  
DOMESTIC WATER PROVIDED BY CITY OF MONROE.

**SANITARY WASTE NOTE:**  
SANITARY SEWER SERVICE PROVIDED BY CITY OF MONROE.

**SIGN & STRIPING NOTES:**  
-ALL SIGNS SHALL CONFORM WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) STANDARDS AND CITY OF MONROE FOR COLOR, SIZE, REFLECTIVITY, HEIGHT AND PLACEMENT.  
-STRIPING (WHITE AND YELLOW) AND ARROW MARKING SHALL BE APPLIED USING CITY OF MONROE COUNTY OR GEORGIA DOT STANDARD THERMOPLASTIC.  
-ALL SIGNS MUST BE INSTALLED CONCURRENTLY WITH THE PERFORMANCE OF THE STRIPING WORK.

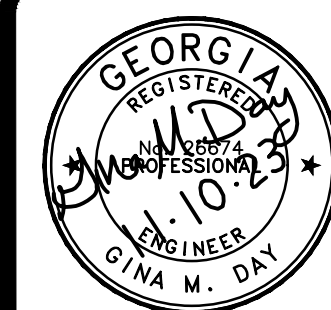
N/F  
JACK DYAL BRISCOE  
D.B. 1072, PG. 218  
P.B. 82, PG. 138  
TAX PARCEL M0140100  
ZONED B2



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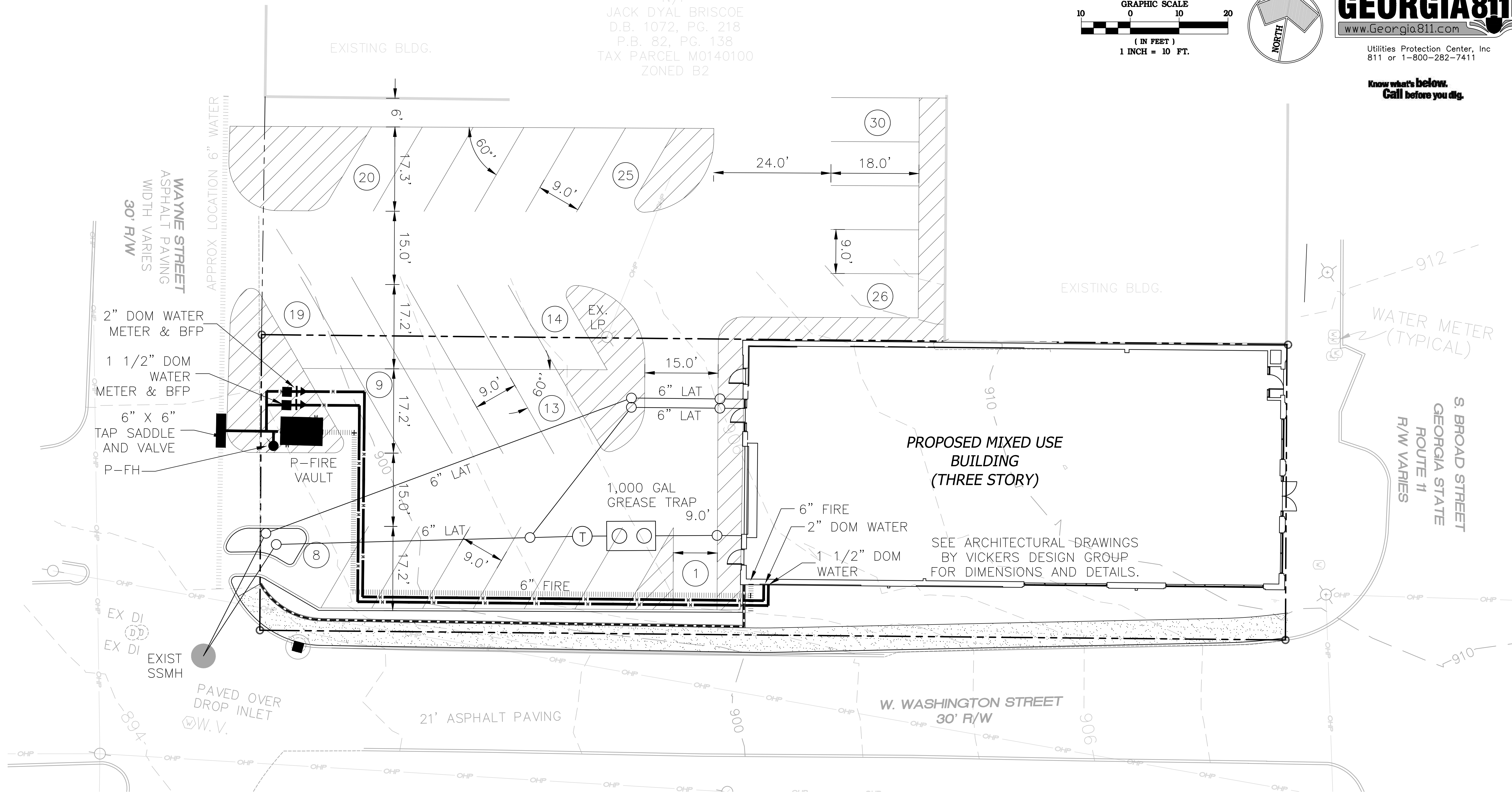
**RH**  
RELIANT HOMES

SITE LAYOUT & UTILITY PLAN  
FOR  
**S. BROAD ST. COMMERCIAL**  
LOCATED IN  
LANDLOT 65 - 3RD DISTRICT - PARCEL #'S M0140100 & M0140101  
134 & 140 S. BROAD ST., CITY OF MONROE, WALTON COUNTY, GEORGIA

REVISIONS		NO.	DATE	INITIAL DATE OF PLANS	DESCRIPTION
		1	11/10/23		

DATE: 11/10/23  
DRAWN BY: BHD/JAM  
JOB NO.: 23-104

SHEET 3 OF 12



**GENERAL NOTES:**

1. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED.
2. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY.
3. SITE GRADING SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND ANY RECOMMENDATIONS BY A QUALIFIED REGISTERED GEOTECHNICAL ENGINEER.
4. THE LOCATIONS OF UNDERGROUND FACILITIES SHOWN ON THIS PLAN ARE BASED ON FIELD SURVEYS AND LOCAL UTILITY COMPANY RECORDS. IT SHALL BE THE CONTRACTOR'S FULL RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES TO LOCATE THEIR FACILITIES PRIOR TO STARTING CONSTRUCTION.
5. ALL DIMENSIONS AND GRADES SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
6. ALL DIMENSIONS ARE TO EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.

**ACCESS PLAN NOTES:**

- SAW CUT REQUIRED AT EDGE OF EXISTING PAVEMENT TO PROVIDE JOINT UNIFORMITY.
- ALL TEMPORARY TRAFFIC CONTROL MUST BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

NOTE: LAYOUT OF ALL SITE CONSTRUCTION SHALL BE PERFORMED BY AN EXPERIENCED GEORGIA REGISTERED LAND SURVEYOR.

**SITE NOTES:**

1. THIS PROPOSED DEVELOPMENT CONSISTS OF THE S. BROAD STREET COMMERCIAL BUILDING & ASSOCIATED PARKING.
2. THE SUBJECT PROPERTY IS ZONED B2.
3. TOTAL SITE AREA IS 0.54 ACRES.
4. NO PORTION OF THIS PROPERTY IS LOCATED IN A 100 YEAR FLOOD HAZARD ZONE PER F.E.M.A. FLOOD INSURANCE RATE MAP OF WALTON COUNTY, GEORGIA. COMMUNITY PANEL NO. 13297C0137F, EFFECTIVE DATE: DECEMBER 15, 2022.
5. THE LOCATION OF EXISTING UTILITIES ON THESE CONSTRUCTION PLANS ARE APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTORS TO CALL THE PROTECTION CENTER (800-282-7411) THREE (3) DAYS PRIOR TO EXCAVATION.
6. SANITARY WASTE: CITY OF MONROE SEWER PUBLIC WATER: CITY OF MONROE
7. BOUNDARY & TOPOGRAPHIC SURVEY PROVIDED BY NORTHEAST LAND SURVEYING, LLC., DATED 02/03/23. SOURCE OF DATUM IS MEAN SEA LEVEL.
8. STORMWATER MANAGEMENT: THIS PROJECT PROPOSES AN INCREASE OF LESS THAN 5,000 S.F. OF IMPERVIOUS AREA AND DISTURBANCE OF LESS THAN 1 ACRE, THEREFORE IT IS EXEMPT FROM STORMWATER MANAGEMENT REQUIREMENTS PER THE GEORGIA STORMWATER MANAGEMENT MANUAL V2 (SECTION 4.2.2).
9. THE NATIONAL WETLAND INVENTORY MAPS HAVE BEEN CONSULTED AND THERE ARE NO WETLANDS IDENTIFIED ON THE PROPERTY. APPROVAL OF THESE PLANS DOES NOT CONSTITUTE APPROVAL BY CITY OF MONROE OR THE PROJECT ENGINEER OF ANY LAND DISTURBING ACTIVITIES WITHIN WETLAND AREAS. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO CONTACT THE APPROPRIATE REGULATORY AGENCY FOR APPROVAL OF ANY WETLANDS DISTURBANCE.





December 1, 2023

City of Monroe  
215 N. Broad Street  
Monroe, GA 30655

The project proposes to develop 140 S Broad Street into a three-story live work development. The first floor will be built out as a general commercial space with the 2 and 3 floors containing residential units. The existing building and part of the parking lot will be demolished with the remaining parking area to be repaired. The entire lot will be an impervious surface. The building will be situated on the corner of Broad Street and Washington Street. The exterior of the building will be constructed of brick like the other buildings downtown. Gooseneck lighting will be placed on the first-floor exteriors of the front and rear of the building.

The project will also make use of existing utility connection locations in the immediate vicinity of the property.

Regards,

Ned Butler  
Vice President  
Reliant Homes GA, LLC





# City of Monroe

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

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## PLANNING & ZONING COA PERMIT

PERMIT #:	2940	DESCRIPTION:	PZ COA SITE DEVELOPMENT
JOB ADDRESS:	511 N BROAD ST	LOT #:	
PARCEL ID:	M0060157	BLK #:	
SUBDIVISION:		ZONING:	B-3
ISSUED TO:	RICHARD DIEGEL	CONTRACTOR:	RICHARD DIEGEL
ADDRESS:	2247 BETHANY CHURCH RD	PHONE:	
CITY, STATE ZIP:	SNELLVILLE GA 30039	OWNER:	
PHONE:		PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	2/01/2024
VALUATION:	\$ 400,000.00	EXPIRATION:	7/30/2024
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-01	PLANNING COMMISSION REGULAR MEETING	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$- 100.00
BALANCE		\$ 0.00

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Anne E. Wain  
(APPROVED BY)

2/19/24  
DATE



**Planning  
City of Monroe, Georgia**

**CERTIFICATE OF APPROPRIATENESS STAFF REPORT**

**APPLICATION SUMMARY**

**CERTIFICATE OF APPROPRIATENESS CASE #:** 2940

**DATE:** February 12, 2024

**STAFF REPORT BY:** Brad Callender, Planning & Zoning Director

**APPLICANT NAME:** Richard Diegel

**PROPERTY OWNER:** Rals Enterprise LLC/Shamsun Naher

**LOCATION:** West side of N. Broad St. – 511 N. Broad St.

**ACREAGE:** ±1.07

**EXISTING ZONING:** B-3 (Highway Business District)

**EXISTING LAND USE:** Undeveloped

**ACTION REQUESTED:** The applicant is requesting approval of a Certificate of Appropriateness application in order to allow construction of a dog kennel.

**STAFF RECOMMENDATION:** Staff recommends approval of this Certificate of Appropriateness as submitted without conditions.

**DATE OF SCHEDULED MEETING**

**PLANNING COMMISSION:** February 20, 2024

**REQUEST SUMMARY**

**CERTIFICATE OF APPROPRIATENESS REQUEST SUMMARY:**

The applicant is requesting approval of a Certificate of Appropriateness application in order to allow construction of a dog kennel. The site formerly contained a single-family residence that was razed and the lot was cleared several decades back.

**PROPOSED PROJECT SUMMARY:**

- Dog Kennel
  - Total Building Area – 4,000 Sf, single-story
  - Façade Materials – stone veneer water table with board and batten siding on the front of the building, horizontal lap siding on remaining sides of the building
  - Access – right-in, right-out only access drive from N. Broad St.
  - Parking – 12 Spaces
  - Landscaping – 20' landscaping area along N. Broad St., 10' landscape buffer along the sides of the site and a 20' landscape buffer along the rear of the site
  - Outdoor Feature – fenced outdoor play and potty yards will be located behind the bldg.

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## **STAFF ANALYSIS**

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE “CORRIDOR DESIGN STANDARDS AND GUIDELINES” AS SET FORTH IN SECTION 643A OF THE *CITY OF MONROE ZONING ORDINANCE*.

### **643A.1 – Site Planning:**

The site is located on the west side of N. Broad St. and is currently vacant. The lot is proposed to be developed with a dog kennel with an outdoor area. The site will be accessed from a right-in, right-out only driveway off N. Broad St. The building is oriented on the lot at the minimum set back distance M. Broad Street at 35-feet. Landscaping is included along the road frontage and on each side of the site. Parking will be located on the side of the building. The development appears to meet the general intent of the Site Planning Requirements in Section 643A.1(1) of the Zoning Ordinance.

### **643A.2 – Architecture:**

The proposed façade of the dog kennel will include a stone veneer water table with board and batten siding on the front side of the building and horizontal lap siding on the remaining sides of the building. The roof of the building will be a ridge style with gables. Wooden fencing will be placed around the outdoor play and potty area. The building appears to meet the intent of the Architectural requirements under Section 643A.2A.

### **643A.3 – Pavement:**

The site will be accessed from N. Broad St. from a right-in, right-out only style entry. Parking spaces will be located on the side of the proposed building. The pavement areas proposed throughout the site appears to comply with the general and area specific criteria outlined in Section 643A.3 of the Zoning Ordinance.

### **643A.4 – Landscaping:**

The submitted development proposes to include landscaping along N. Broad St. inside a 20-foot strip. There are existing street trees planted along the existing right-of-way of N. Broad St. Additional buffers will be included along the sides and rear of the site. The landscaping proposed in the submitted development plans appears to comply with the landscaping criteria outlined in Section 643A.4 of the Zoning Ordinance.

### **643A.5 – Signs:**

The application includes a representative sign on the building elevations and a monument sign on the site. All of the regulated signs proposed in this request include external or no illumination. The proposed sign appears to comply with the CDO requirements outlined in Section 634A.5 of the Zoning Ordinance.

### **643A.6 – Illumination:**

A lighting plan was not included with the development plans. Any lighting added to the site will be required to comply with the Illumination Criteria for the Corridor Design Standards and Guidelines outlined in Section 643A.6 of the Zoning Ordinance.

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**STAFF RECOMMENDATION**

Based upon the City Council's policies, decision making criteria and standards outlined in the Zoning Ordinance of the City of Monroe, staff recommends approval of the requested Certificate of Appropriateness application to construct a dog kennel as submitted without conditions.



## Certificate of Appropriateness Application

Please fill out each section completely and provide all necessary documentation.  
Incomplete applications will not be accepted.



Under the Zoning Ordinance for the City of Monroe, properties located within the Corridor Design Overlay or the Central Business District are required to obtain a Certificate of Appropriateness (COA) from the Planning Commission for any exterior material change on the property.

Project Address: 511 N. Broad St. Parcel # M0060157

Property listed above is located in (circle) Corridor Design Overlay or Central Business District

Project Type (circle): New Construction, Renovation of Existing Structure, Demolition, Signage

Property Owner: Shamsun Nager

Address: 2506 Tullamore Cir., Snellville 30039

Telephone Number: 503-927-6321 Email Address: \_\_\_\_\_

Applicant: <u>Richard Diegel</u>	
Address: <u>2247 Bethany Church Rd., Monroe 70655</u>	
Telephone Number: <u>678-687-1775</u>	Email Address: <u>rsdiegel@gmail.com</u>

Estimated cost of project: 300 - 400K

Please submit the following items with your application:

- ☒ Photographs of existing condition of the property to show all areas affected
- ☒ Plans, sketches, drawings, and diagrams of the project which detail the materials that will be used
- ☒ Written description of the project
- ☐ Owner authorization statement, if applicant is not the property owner
- ☒ Application Fee \$100

APPROVED  
# 2940

Please submit all application materials in hardcopy to the Code Department and digitally at [lwilson@monroega.gov](mailto:lwilson@monroega.gov); Please submit two physical copies.

[Signature]  
Signature of Applicant

12/12/23  
Date

**Pleasant Paws, LLC**

Written description of the project located at 511 N. Broad St., Monroe GA 30655

Our goal is to build a dog boarding, daycare, grooming and training facility. This will be our second location, our first location is located at 2325 Main Street East, Snellville GA 30078. For details about the business you can visit [www.pleasantpaws.com](http://www.pleasantpaws.com). For this location we are proposing a 50' x 80' building on a slab foundation. The framing will be 9' outer walls with trusses with a gable on the front and back. This facility will be able to house approximately 100 dogs. Our daycare and potty yards will be located at the back of the building. A minimum 7' privacy fence will surround the outside yards. Inside this outer wall there will be six yards partitioned with a 5' chain link fence. An open type sloped roof structure will be built the length of the yards for shade and shelter from inclement weather.

**BUSINESS DESCRIPTION OF SERVICES**

**Pleasant Paws** is a full service dog management facility which includes overnight boarding, daycare, expert grooming and professional training. Upon passing the temperament test, our overnight boarding includes all day exercise and socialization for your pup! When our daycare customers arrive their dogs can't help but bolt through the door to play with their buddies! For your convenience you can add a bath or haircut to any service, our professional grooming is second to none! Pleasant Paws offers expert dog training in all areas including, basic thru off leash obedience, clicker training, behavioral training, and much more. Our trainers are professionally certified through positive reinforcement and have many years of experience under their belts. Give us a call today!

## **City of Monroe Planning and Zoning**

**RE:** COA meeting

**Property Address:** 511 N Broad St Monroe, Ga 30655


**12/14/2023**

To whom it may concern,

I am the owner of 511 N Broad Street. We are presently in a real estate contract with Sarah and Richard Diegel as potential purchasers of the property.

This letter is to state that I agree and authorize Sarah and Richard Diegel to submit a COA application with the city of Monroe.

Kind regards,

DocuSigned by:  
  
B285894F5AD444F...

Shamsun Naher  
RALS Enterprise LLC





A



B



C



D



E



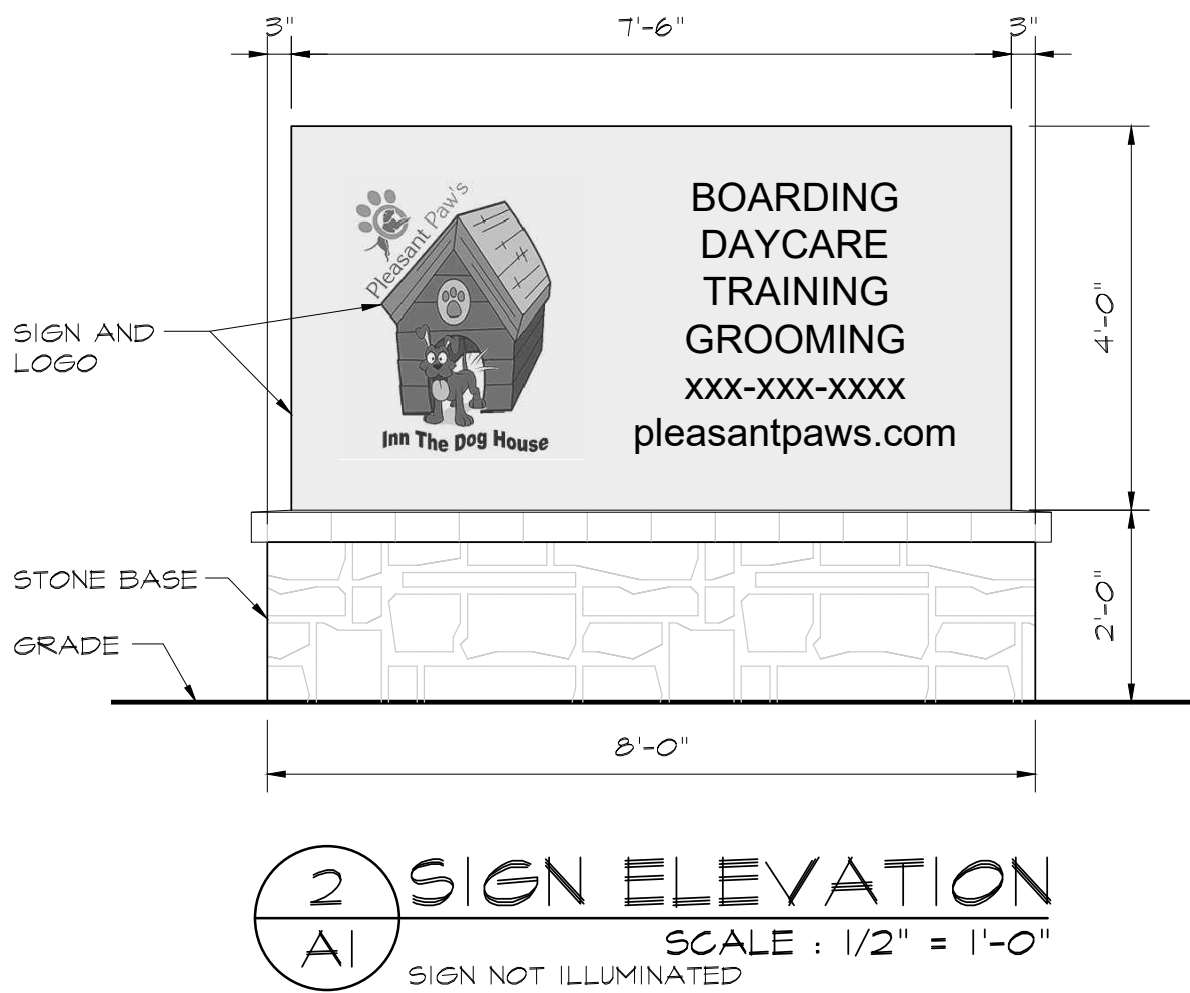
F

SITE PHOTOGRAPHS



SITE PLAN  
SCALE: 1" = 20'-0"

0 10' 20' 50'



2 SIGN ELEVATION  
SCALE: 1/2" = 1'-0"  
SIGN NOT ILLUMINATED

SITE ANALYSIS	
PROPOSED BUILDING AREA	4,000 S.F.
PARKING AREA, ASPHALT	6,483 S.F.
TOTAL PARKING	12 SPACES (INCLUDING 1 HCP SPACE)
TOTAL SITE AREA	±1.07 ACRES

BACKGROUND DOCUMENTATION FOR  
**PLEASANT PAWS**  
511 NORTH BROAD STREET  
MONROE, GA 30655

Sy Richards, Architect Inc.

MONROE, GEORGIA

For Review  
12/11/2023 11:10:58 AM

SHEET TITLE  
SITE PLAN

DATE

DRAWN BY  
CL / KT

SHEET

A1

OF  
ISSUED FOR

REVISION

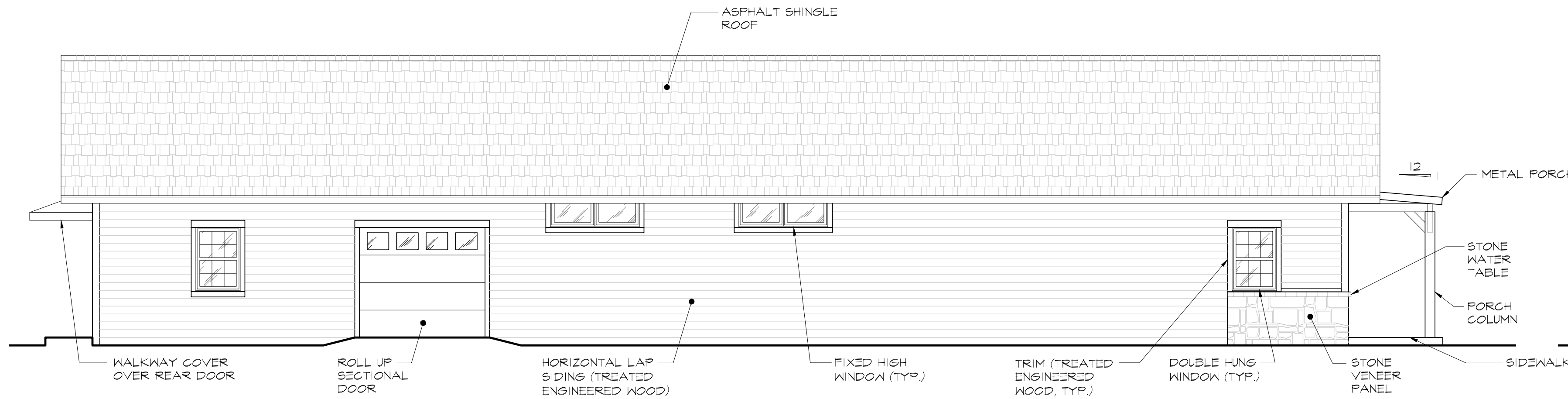
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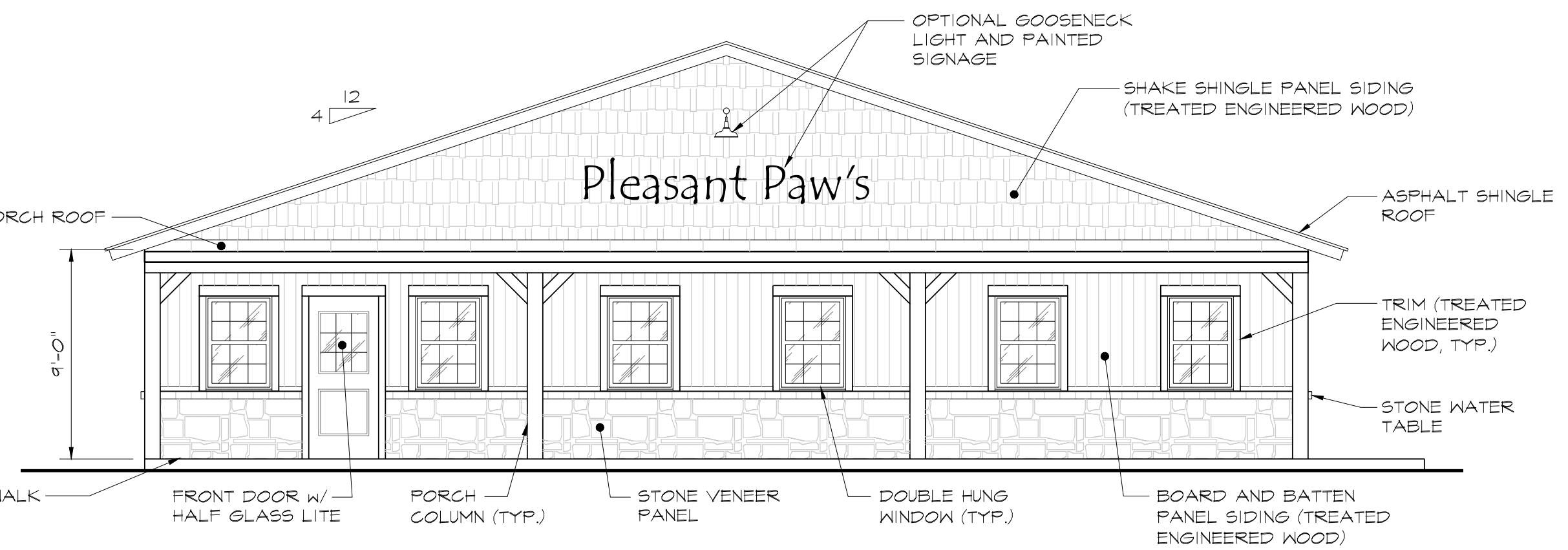
SY RICHARDS, ARCHITECT INC.  
MONROE, GEORGIA

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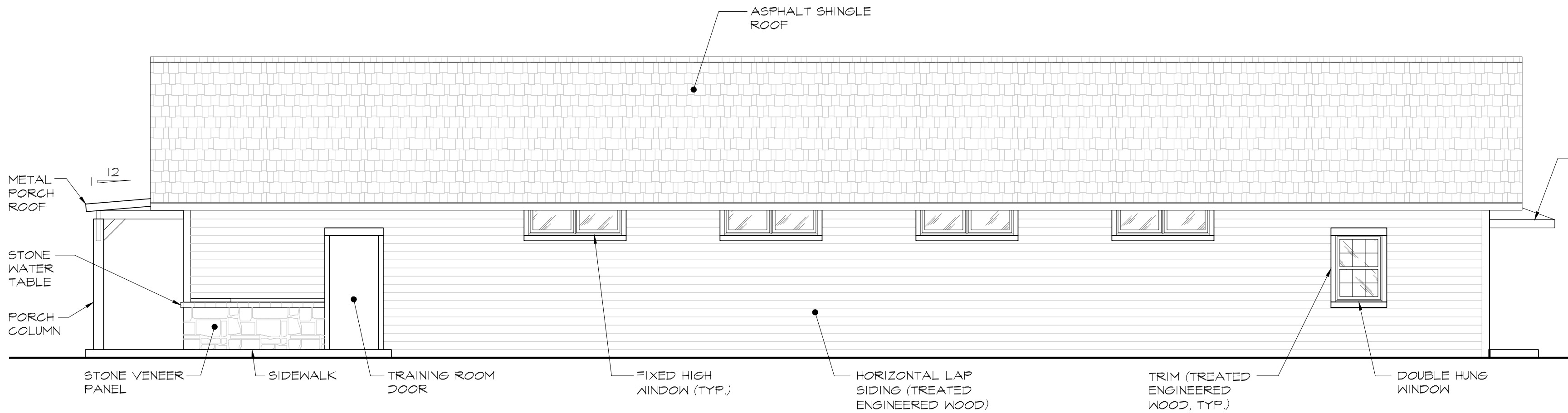




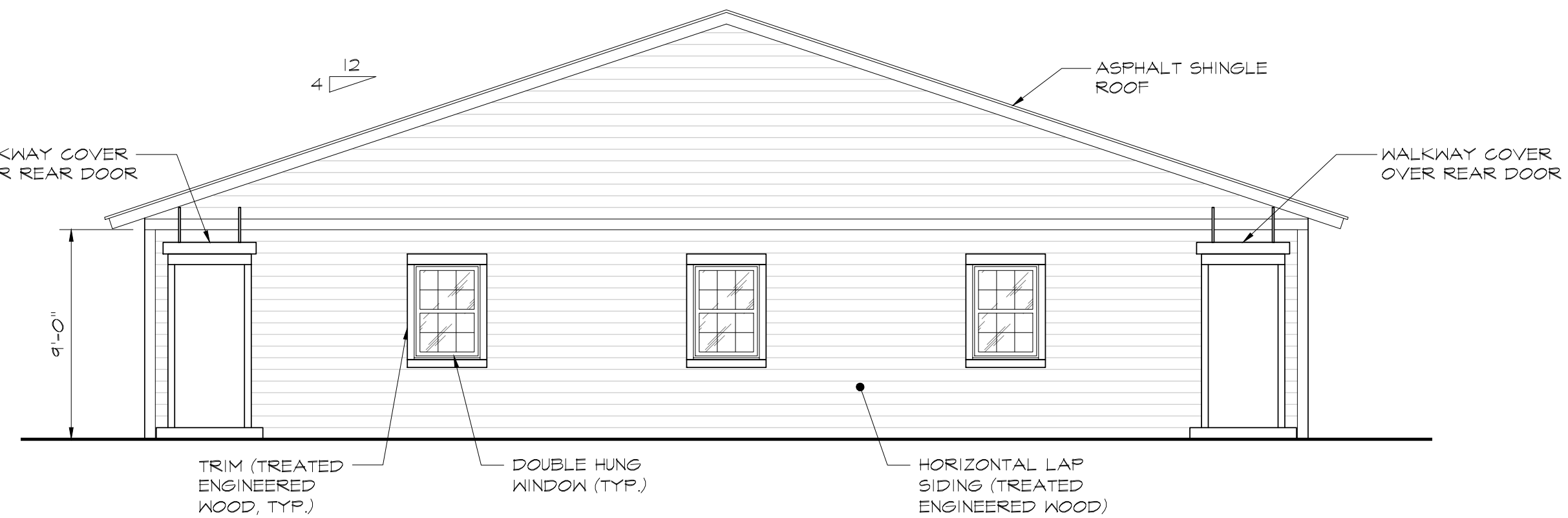
1 SOUTH ELEVATION  
SCALE : 3/16" = 1'-0"



2 EAST ELEVATION  
SCALE : 3/16" = 1'-0"



3 NORTH ELEVATION  
SCALE : 3/16" = 1'-0"



4 WEST ELEVATION  
SCALE : 3/16" = 1'-0"

NO.	DATE	REVISION

BACKGROUND DOCUMENTATION FOR  
**PLEASANT PAWS**  
511 NORTH BROAD STREET  
MONROE, GA 30655

**Sy Richards, Architect Inc.**  
MONROE • GEORGIA

**For Review**  
12/11/2023 11:11:19 AM

SHEET TITLE  
**BUILDING ELEVATIONS**

DATE

DRAWN BY  
CL / KT

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**A2**

OF  
ISSUED FOR