



Planning Commission

AGENDA

Tuesday, June 17, 2025

6:00 PM

City Hall

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF AGENDA**

IV. **MINUTES OF PREVIOUS MEETING**

- [1.](#) Previous Minutes 5-20-2025

V. **REPORT FROM CODE ENFORCEMENT OFFICER**

VI. **OLD BUSINESS**

VII. **NEW BUSINESS**

- [1.](#) Rezone #3816 - 1521 S Broad St B-3

- [2.](#) Conditional Use # 3817 - 1521 S. Broad St -Convenience Store with Gas Pumps

VIII. **ADJOURNMENT**

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.



CITY OF MONROE

PLANNING & ZONING

REZONE STAFF REPORT

APPLICATION SUMMARY

REZONE CASE: 3816

DATE: June 6, 2025

STAFF REPORT BY: Brad Callender, Planning & Zoning Director

APPLICANT NAME: Monroe Center, LLC

PROPERTY OWNER: Monroe Center, LLC

LOCATION: East side of S. Broad Street – 1521 S. Broad Street

COUNCIL DISTRICTS: 6 & 8

ACREAGE: ±6.08

EXISTING ZONING: M-1 (Light Industrial/Manufacturing District)

EXISTING LAND USE: Undeveloped

ACTION REQUESTED: Rezone M-1 to B-3 (Highway Commercial District)

REQUEST SUMMARY: The owner is petitioning for a rezone to allow development of a convenience store with fuel pumps.

STAFF RECOMMENDATION: Staff recommends approval of this rezone request as submitted without conditions.

DATES OF SCHEDULED MEETINGS

PLANNING COMMISSION: June 17, 2025

CITY COUNCIL: July 8, 2025

REQUEST SUMMARY

REZONE REQUEST SUMMARY:

The applicant is requesting approval of a rezone to B-3 (Highway Business District) to allow for development of a convenience store with fuel pumps. The property is currently zoned M-1 and convenience stores are not permitted uses in the M-1 zoning district. The project has already received City approvals for the project presented in this request, however changes to the Zoning Ordinance and the expiration of their permits now require a rezone of the property and restarting the development process.

PROPOSED PROJECT AMENDMENT SUMMARY:

- Rezone – B-3 Convenience Store with Fuel Pumps
 - Site Area – ±6.08 Acres
 - Potential Subdivision of 3 Commercial Lots

STAFF ANALYSIS

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE "STANDARDS FOR ZONING MAP AMENDMENT APPLICATION DECISIONS" AS SET FORTH IN SECTION 1421.8 OF THE *CITY OF MONROE ZONING ORDINANCE*.

- (1) **The location, present use, and zoning classification of the subject property, and its suitability and economic viability for use as currently zoned:** The subject property is currently zoned M-1 (Light Industrial/Manufacturing). The property has been zoned M-1 since the adoption of zoning in the City in 1972. The property has never been developed. Under the current M-1 zoning, convenience stores are not permitted uses. In order to allow a convenience store with fuel pumps, the property must be rezoned to either B-2 or B-3 and also obtain Conditional Use approval.
- (2) **The proposed use and zoning classification of the subject property:** The applicant is requesting the rezone to B-3 (Highway Business District) in order to develop a convenience store with fuel pumps and other commercial uses on the subject property. Convenience stores with fuel pumps are conditional uses in the B-3 zoning district. The M-1 zoning district has limited commercial uses permitted within the district making the rezone request align more with the intent to develop the site for commercial purposes.
- (3) **The existing land uses and zoning classification of nearby property, whether the zoning proposal seeks a use consistent with the use and development of adjacent and nearby property, and to what extent the zoning proposal will adversely affect adjacent or nearby property:** Properties located north of the site are zoned R-1A and R-2. Properties south and west of the site along S. Broad St. are zoned M-1. Properties east of the site across the Great Walton Railroad are zoned R-1. Land uses to the north along S. Broad Street are a mixture of commercial and residential uses while the land uses to the south are all non-residential with a mixture of commercial and industrial uses. The requested commercial rezone is in keeping with the land use development patterns south and west of the site. Rezoning the property to B-3 will place a commercially zoned property between residentially and industrially zoned properties.
- (4) **Whether the zoning proposal will result in a use which could adversely affect existing infrastructure including without limitation streets, transportation facilities, utilities, schools, police and fire protection, and municipal personnel:** The requested rezone to develop the property commercially should not adversely affect existing infrastructure. The applicant has already received a permit from GDOT for the improvements at the project entrance. City services and utilities should be adequate to serve the site.
- (5) **Whether the zoning proposal is consistent with the Comprehensive Plan:** The subject property is located in the South Sub-Area as identified in the Monroe Comprehensive Plan. The existing character of this vicinity of the South Sub-Area is predominantly non-residential, from this property south to the City Limit boundary. North of the property along S. Broad Street is a mixture of commercial and residential uses. The requested rezone does not conflict with any goals of the Comprehensive Plan.

- (6) Whether there are other factors or existing or changing conditions regarding the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal:** While the property has been zoned M-1, the applicant received a Certificate of Appropriateness Approval for the Corridor Design Overlay District to develop a convenience store with fuel pumps in October of 2021. The applicant then submitted site development plans and was granted a Land Disturbance Permit for development of the convenience store and fuel pumps. The Land Disturbance Permit was granted to the applicant on March 6, 2024. However, the project never commenced construction. Under the rules for Land Disturbance Permits in the Development Regulations, after 6 months if the project has not commenced, the Land Disturbance Permit automatically expires.

On December 10, 2024, the adoption of revisions to the Zoning Ordinance included changes to permitted land uses. Convenience stores with fuel pumps were changed to conditional uses in all the districts where previously permitted by right. With that now being the case, convenience stores with fuel pumps must undergo obtain conditional use approval from City Council. With City Council action now being a minimum requirement action for this use, the applicant decided to also rezone the property to align the zoning of the property with the intent to develop the remainder of property commercially.

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 rezone to allow for the development of a convenience store with fuel pumps as presented without conditions.



CITY OF MONROE

REZONE APPLICATION

3816

REZONE LOCATION & DESCRIPTION

Address (or street location): 1521 South Broad Street

Parcel Acreage/Square Feet: 264,659.5 sf, 6.08 acres

Parcel #(s): M0200283 Council Districts: (1 - 6) 6 & (7 or 8) 8

Existing Zoning: M-1 Proposed Zoning: B-3

Existing Use: undeveloped wooded lot

Proposed Use: Commercial

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: Monroe Center, LLC Phone #: 770-557-5534

Address: 130 Shadburn Ferry Road City: Buford State: Ga Zip: 30518

Applicant (if not Property Owner): _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

REZONE INFORMATION

Describe the current zoning of the subject property and abutting properties. Describe all existing uses on abutting properties (1521.4.b.3): Current Zoning of subject property is M-1. Property Northwesterly of subject property is R1A. Property Northeasterly of subject property is zoned R-2.

Property Easterly of subject property is Great Walton Railroad. Property southeasterly of subject property is zoned M-1.

Provide a statement explaining the intent for the requested zoning change, the proposed use, and any special or unusual parts of the rezoning request (1521.4.b.4): Request to change the current zoning from M-1 to B-3.

The proposed development is a 8100 sf commercial building for a convenience store and two retail spaces. A canopy with fueling stations, parking, dumpster enclosure , and 30' interparcel access provided for this lot and remaining property. Utilites extended for future development.

REZONE INFORMATION CONT.

Describe the suitability for development under the existing zoning vs. the proposed zoning. Describe all existing uses and structures (1521.4.b.5): The subject property is part of a M-1 node along South Broad Street with a requested proposed zoning of B-3.

Dollar General, Marathon Gas Station & other commercial businesses all zoned M-1 are located across South Broad Street. The Great Walton Railroad abuts the easterly property line.

Properties north of this development have individual residential homes. The Nucor Warehouse Systems, southeasterly is zoned M-1. The proposed B-3 Zoning will allow commercial uses.

Describe the duration of vacancy or non-use if the property is vacant and unused at the time the application is submitted (1521.4.b.6): The property is a vacant wooded lot.

Select all existing utilities available and/or describe proposed utilities (1521.4.b.11):

Water ☒ Sewer ☒ Electric ☒ Gas ☒ Telecom ☒ Private Well ☐ Septic Tank ☐

REQUIRED SUBMITTAL ITEMS

THE FOLLOWING ARE REQUIRED SUBMITTAL ITEMS:

- ☒ Completed Application
- ☒ Fee (see Fee Schedule)
- ☒ Typed Legal Description
- ☒ Deed
- ☒ Survey Plat
- ☒ Typed Detailed Description of the Request
- ☒ Proof of all property taxes paid in full
- ☒ Site Plan

SITE PLANS SHALL BE DRAWN TO SCALE AND INCLUDE

THE FOLLOWING ITEMS (1521.4.b.7):

- ☒ Proposed Uses/Buildings
- ☒ Proposed Improvement Data
- ☒ Parking
- ☒ Traffic Circulation
- ☒ Landscaping/Buffers
- ☒ Stormwater/Detention Structures
- ☒ Amenities

FOR COMMERCIAL & INDUSTRIAL REZONING SITE PLANS, THE FOLLOWING SHALL ALSO BE INCLUDED WITH THE SITE PLAN ITEMS LISTED (1521.4.b.8):

- ☒ Max. Gross Sq. Footage of Structures
- ☒ Min. Sq. Footage of Landscaped Areas
- ☒ Max. Structure Height
- ☒ Min. Sq. Footage of Parking & Drives
- ☒ Proposed Number of Parking Spaces
- ☒ Required Buffers

FOR RESIDENTIAL REZONING SITE PLANS, THE FOLLOWING SHALL ALSO BE INCLUDED WITH THE SITE PLAN ITEMS LISTED (1521.4.b.9):

- ☐ Max. Number of Dwelling Units/Lots
- ☐ Maximum Structure Height
- ☐ Minimum Square Footage of Dwellings
- ☐ Minimum Lot Size
- ☐ Maximum Lot Coverage
- ☐ Maximum Structure Height
- ☐ Location of Amenities
- ☐ Required Buffers

PLANNED DISTRICT REZONES SHALL INCLUDE THE FOLLOWING IN ADDITION TO THE APPLICABLE REQUIRED APPLICATION DOCUMENTS (650.5):

- ☐ Pattern Book (Written Report) (650.5.a)
 - ☐ Pre-Application Review of Pattern Book by staff mandatory required to submit rezoning application
- ☐ Detailed Site Plans (650.5.b)
- ☐ Development Agreement (650.5.c)

OTHER ITEMS IDENTIFIED BY THE CODE ENFORCEMENT OFFICER DURING PRE-APPLICATION CONFERENCE (1521.4.b.11p):

- ☐ Other Items Required by Code Enforcement Officer

APPLICANT SIGNATURE & AFFIDAVIT

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. APPLICANT HERBY AUTHORIZES THE CODE DEPARTMENT PERSONNEL TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE ZONING ORDINANCE AND THE DEVELOPMENT REGULATIONS.

SIGNATURE:Jan S. Wilcox**DATE:**04/30/25

A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER. THE CODE DEPARTMENT WILL REMOVE THE SIGN AFTER THE PUBLIC HEARING.

PROPERTY OWNER'S AUTHORIZATION SIGNATURE, IF NOT THE APPLICANT

SIGNATURE:[Signature]**DATE:**04/30/25**NOTARY PUBLIC:**Robin H. Camp

SWORN TO AND SUBSCRIBED BEFORE THIS

30th

DAY OF

April, 20 25

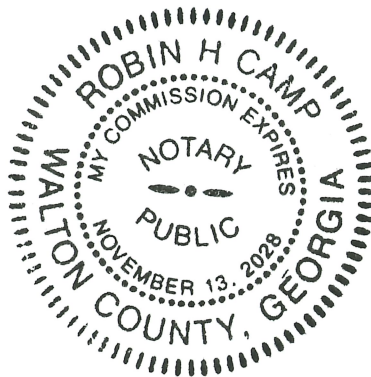
NOTARY SIGNATURE:

Robin H. Camp

DATE:

11/13/28

SEAL:



Note: It is the responsibility of the applicant and not the staff to ensure a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected. Each applicant is responsible for compliance with the Disclosure of Campaign Contributions and/or Gifts outlined in Section 1550 of the Zoning Ordinance.



April 30, 2025

Brad Callender, City Planner
City of Monroe
215 North Broad Street
Monroe, Ga 30655

**Monroe Center, LLC – 1530 South Broad Street
Conditional Use Permit & Rezoning from M-1 to B-3**

Mr. Callender

Monroe Center, LLC is requesting a Conditional Use & Rezoning for the above subject property. In October 2021, the subject property obtained Certificate of Appropriateness approval from the City of Monroe. The developer then moved forward with civil design and obtained City of Monroe, Georgia Soil Water Conservation Commission, and Georgia Department of Transportation approval. The City of Monroe issued a Land Disturbance Permit in March of 2024.

Due to unexpected construction costs and shortage of materials, this project was put on temporary hold. The developer is now recommitted to this project and would like to construct the originally approved design.

The enclosed site layout includes an 8,100 sf commercial building for a convenience store and two retail spaces. A canopy with fueling stations is proposed. Twenty four parking spaces including two handicap spaces are provided. A 20' landscape strip is provided along South Broad Street with a 25' buffer along the NW property line. Interior landscaping is provided around the building. An enclosed dumpster is proposed rear of the proposed building. Detention is provided in a pond, rear of the development. Water & Sanitary Sewer Service is available along South Broad Street.

A 30' inter-parcel access connects to South Broad Street. The contractor posted the required GDOT performance bond for the South Broad Street improvements to secure the GDOT Permit.

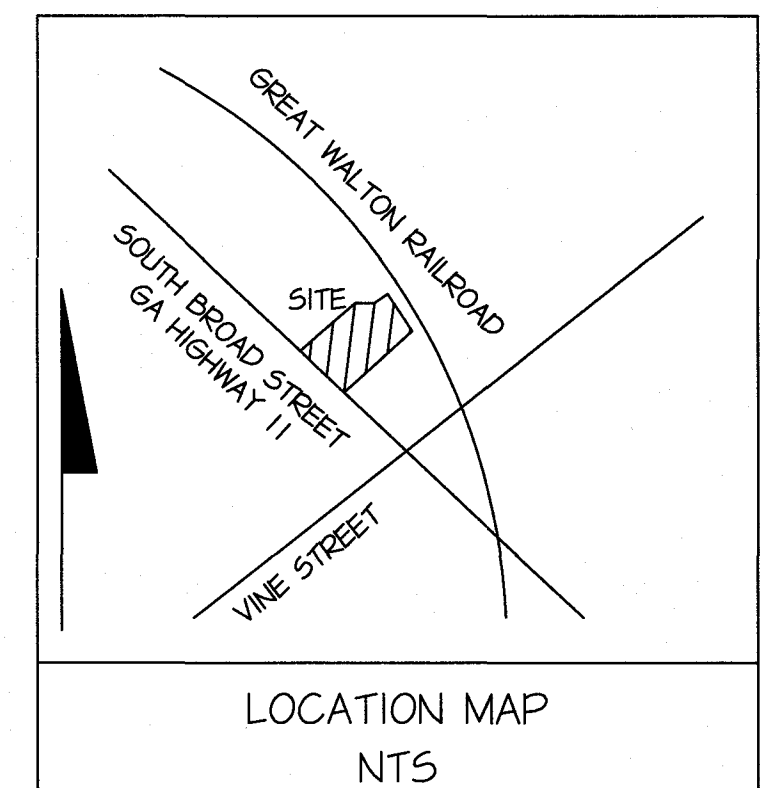
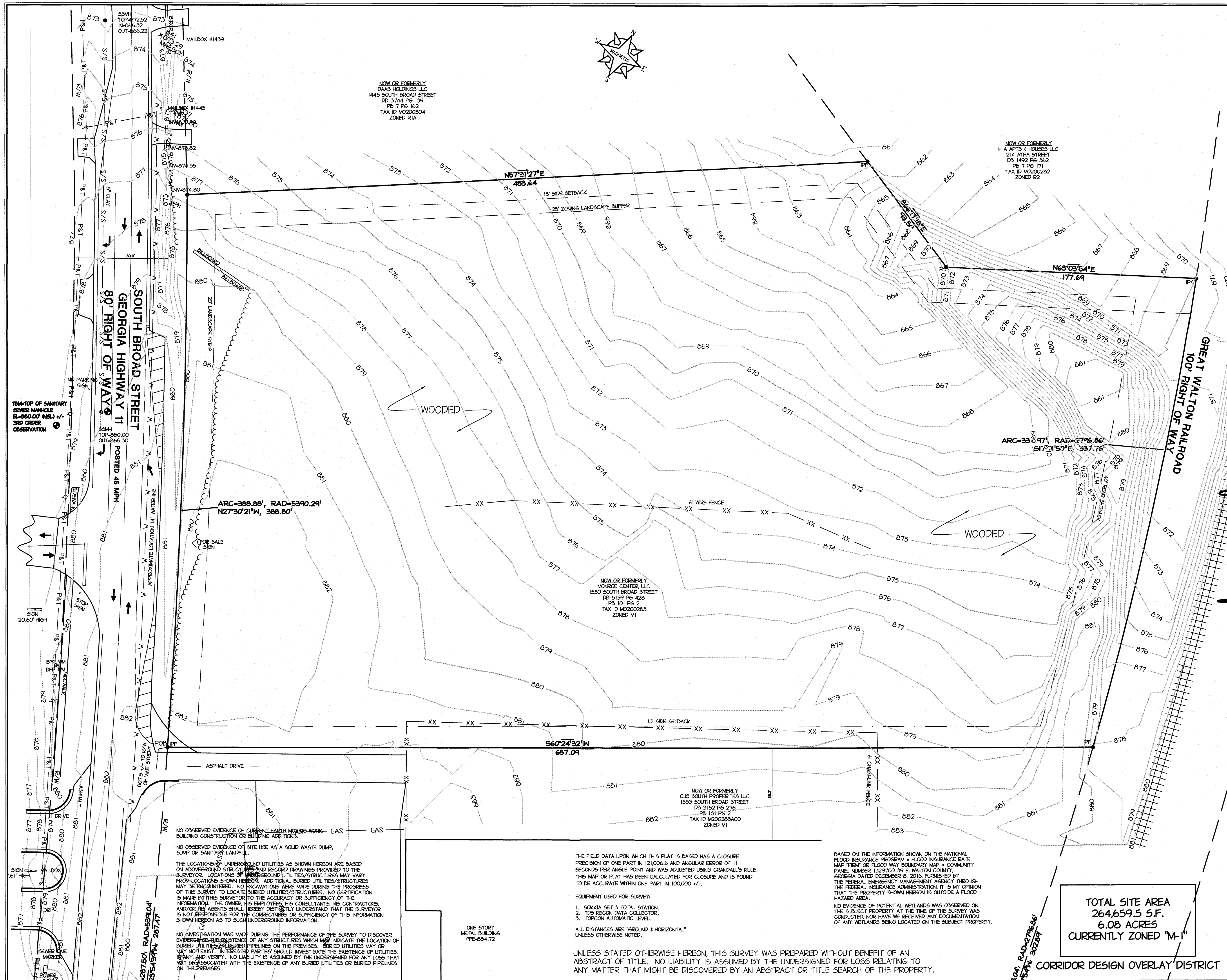
The subject property is part of a M-1 node. Many commercial developments exist near the property. The developer is prepared to provide required buffers along the residential zoned property. The B-3 code will allow a variety of commercial development with the remaining undeveloped property.





Thank you for your cooperation.

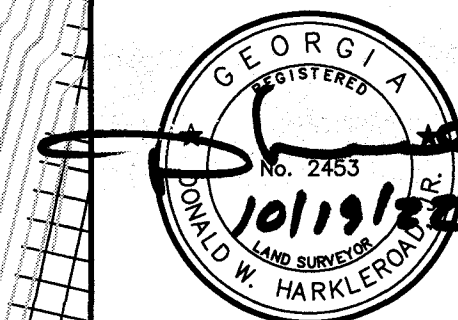
Sincerely,

Nan S. Wilcox, Project Manager





- LEGEND:
- | | | |
|---|---|-----------------------------------|
| ICV | " | IRIGATION CONTROL VALVE |
| IPF | " | IRON PIN FOUND |
| IP5 | " | IRON PIN SET (1/2" RD.) |
| OT | " | OPEN TOP PIPE |
| CMF | " | CRIMP TOP PIPE |
| CNT | " | CONCRETE MONUMENT FOUND |
| N & C | " | NAIL AND CAP |
| RD | " | REBAR |
| PP | " | POWER POLE |
| TP | " | TELEPHONE POLE |
| LL | " | LAND LOT |
| LLL | " | LAND LOT LINE |
| POB | " | POINT OF BEGINNING |
| BL | " | BUILDING LINE |
| CL | " | CENTER LINE |
| PL | " | PROPERTY LINE |
| FH | " | FIRE HYDRANT |
| CB | " | CATCH BASIN |
| DI | " | DROP INLET |
| HW | " | HEAD WALL |
| JB | " | JOINTION BOX |
| DE | " | DRAINAGE EASEMENT |
| WM | " | WATER METER |
| WV | " | WATER VALVE |
| GV | " | GAS VALVE |
| MH | " | MAN HOLE |
| — T — | " | TELEPHONE LINE |
| — U — | " | BURIED TELEPHONE CABLE |
| — L — | " | GAS LINE (APPROXIMATE LOCATION) |
| — W — | " | WATER LINE (APPROXIMATE LOCATION) |
| — S/S — | " | SANITARY SEWER LINE |
| — SD — | " | STORM DRAIN LINE |
| — B — | " | RIGHT-OF-WAY MONUMENT FOUND |
|  | " | ANCHOR |
|  | " | POWER LINE (OVERHEAD) |
| — X — | " | FENCE |
|  | " | FIRE HYDRANT |
|  | " | TREE |



The survey was prepared in conformity with The Technical Standards for Property Surveys in Georgia as set forth in Chapter 180-7 of the Rules of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in the Georgia Plat Act O.C.G.A. 15-6-67, O.C.G.A. Sec. 15-6-67, 43-15-4, 43-15-6, 43-15-19, 43-15-22.

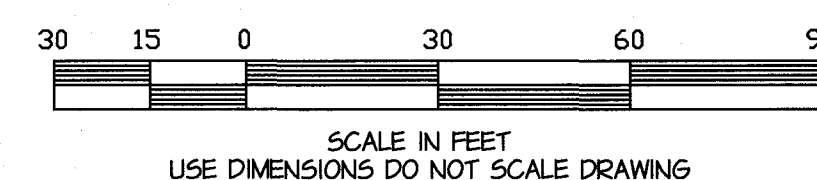
To Monroe Center, LLC
(names of others as negotiated with the client)

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1 thru 4, 6 thru 11, 13 and 14 of Table A thereof. The field work was completed on 6/22/21.

Date: 10-19-22

Pursuant to Rule 180-6.09 of the Georgia State Board of Registration for Professional Engineers and Land Surveyors, the term "certify" or "certification" relating to land surveying services shall mean a signed statement based of facts and knowledge known to the land surveyor and is not a guarantee or warranty, either expressed or implied.

RECORDED PLATS
PB 56 PG 14
PB 101 PG 2



10/19/22	I	UPDATE RECORDING INFORMATION		DWH
DATE	NO.	REVISION		BY
<p style="text-align: center;">ALTA/NSPS LAND TITLE SURVEY</p> <p style="text-align: center;">FOR</p> <p style="text-align: center;">MONROE CENTER LLC</p>				
<p>LOCATED</p> <p>1530 SOUTH BROAD STREET/GA HIGHWAY 11</p> <p>LL 67 3RD DISTRICT</p> <p>CITY OF MONROE</p> <p>WALTON COUNTY, GEORGIA</p>				
			<p>PLAT PREPARED ON</p> <p>DATE 09/29/21</p>	
SCALE: 1"= 30'		JOB NO.: 63045RVY		FIELD DATE: 09/16/21



**Harkleroad and
Associates**

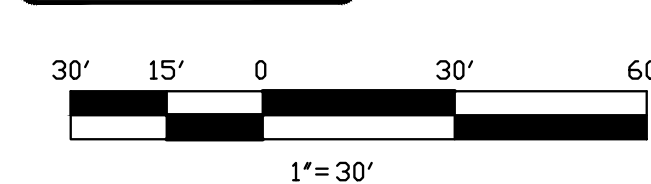
ENGINEERS - LAND SURVEYORS 1608 TREE LANE, BUILDING A SUITE 100, SNELLVILLE, GA 30078 PHONE (770) 982-1996 / FAX: (770) 982-1998		
COA	DONALD W. HARKLEROAD & ASSOCIATES, INC.	
	No. PEF000295, LSF000260	EXPIRATION: 06/30/2022

SHEET 1 OF 2



1.	ALL DIMENSIONS SHOWN ARE MEASURED TO THE FACE OF CURB AND FACE OF BUILDING, UNLESS OTHERWISE NOTED. REFER TO ARCHITECTURAL DRAWINGS FOR BUILDING DIMENSIONS.
2.	THE CONTRACTOR IS TO FIELD VERIFY DIMENSIONS FOR ACCURACY PRIOR TO BEGINNING CONSTRUCTION. IF DISCREPANCIES EXIST, CALL ENGINEER IMMEDIATELY.
3.	DEVIATIONS FROM THESE PLANS AND SPECIFICATIONS WITHOUT THE PRIOR CONSENT OF THE ENGINEER OF RECORD MY BE CAUSE FOR THE WORK TO BE UNACCEPTABLE.
4.	"TYP" MEANS THAT THE CONDITION IS REPRESENTATIVE FOR SIMILAR CONDITIONS THROUGHOUT, UNLESS OTHERWISE NOTED
5.	TESTING OF MATERIALS REQUIRED FOR THE CONSTRUCTION OF THE PAVING IMPROVEMENTS SHALL BE PERFORMED BY AN PROFESSIONAL ORGANIZATION FOR TESTING MATERIALS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT THE WORK CONSTRUCTED MEETS THE REQUIREMENTS OF THE PROJECT SPECIFICATIONS.
6.	ALL SIGNS, PAVEMENT MARKINGS, AND OTHER TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION, AS WELL AS APPLICABLE STATE AND LOCAL REQUIREMENTS UNLESS OTHERWISE NOTED.
7.	TRAFFIC CONTROL SHALL BE IN ACCORDANCE WITH THE STATE DOT STANDARDS.
8.	ALL HANDICAP RAMMING, STRIPING, AND PAVEMENT MARKINGS SHALL CONFORM TO THE "ADA STANDARDS FOR ACCESSIBLE DESIGN", LATEST EDITION.
9.	THE PAVING CONTRACTOR IS TO COORDINATE WITH THE BUILDING CONTRACTOR ON THE CONSTRUCTION AND PAVING NEAR ANY BUILDINGS, SCREENING WALLS, DUMPSTER PADS AND ENCLOSURES.
10.	ALL DISCREPANCIES FOUND BY THE CONTRACTOR RELATED TO UNDERGROUND UTILITIES OR OTHER APPURTENANCES SHALL BE RESOLVED TO THE SATISFACTION OF THE OWNER/DEVELOPER AND ENGINEER OF RECORD PRIOR TO INSTALLATION OF ANY PAVEMENT.
11.	EXISTING MANHOLE TOPS, INLETS, VALVE BOXES, ETC. ARE TO BE ADJUSTED AS REQUIRED TO MATCH FINISHED GRADES. IF NECESSARY, RE-ADJUSTMENTS SHALL BE PERFORMED UPON COMPLETION OF PAVING, FINE GRADING, AND LANDSCAPING TO ENSURE A SMOOTH TRANSITION.
12.	ALL PAVEMENT TO BE SLOPED FOR POSITIVE DRAINAGE

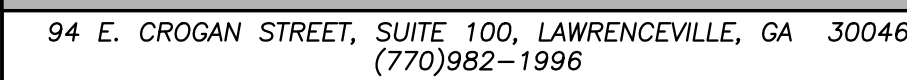
1.	ACCESSIBLE ROUTES AND GENERAL SITE ELEMENTS SHALL COMPLY WITH THE STANDARDS OUTLINED IN THE D.O.J. 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN AND 2010 GEORGIA ACCESSIBILITY CODE.
2.	WALKING SURFACES MUST HAVE A RUNNING SLOPE NO STEEPER THAN 1:20 (5.00%) AND A CROSS SLOPE NO STEEPER THAN 1:48 (2.08%).
3.	RAMPS MUST HAVE A RUNNING SLOPE NO STEEPER THAN 1:12 (8.33%), AND A CROSS SLOPE NO STEEPER THAN 1:48 (2.08%).
4.	RAMPS WITH A RISE GREATER THAN 6" (5") SHALL HAVE HANDRAILS. THE MAXIMUM RAMP RISE SHALL BE NO GREATER THAN 30" (2.5').
5.	LANDINGS SHALL BE AT LEAST AS WIDE AS THE ASSOCIATED RAMP AND/OR CURB RAMP, AND HAVE A SLOPE NO GREATER THAN 1:48 (2.08%) IN ALL DIRECTIONS. EXCEPTION: LANDINGS THAT CHANGE DIRECTION SHALL BE AT LEAST 60" (5') WIDE.
6.	A MINIMUM 60" (5') LONG LANDING SHALL BE PROVIDED AT THE TOP AND BOTTOM OF EACH RAMP. EXCEPTION: A MINIMUM 36" (3') LONG LANDING SHALL BE PROVIDED AT THE TOP OF A CURB RAMP, AND NO LANDING IS REQUIRED AT THE BOTTOM.
7.	PARKING SPACES AND THE ASSOCIATED ACCESS AISLE(S) SHALL HAVE A SLOPE NO GREATER THAN 1:48 (2.08%) IN ALL DIRECTIONS.
8.	GROUND SURFACES ARE TO BE STABLE, FIRM, AND SLIP RESISTANT.
9.	DETECTABLE WARNINGS SHALL BE INSTALLED ON WALKING SURFACES TO WARN OF HAZARDS ON WALKS, RAMPS, AND LANDINGS.



REZONING & CONDITIONAL USE PLAN

LOCATED

SCALE: 1"= 30'	JOB NO.: 6304	DATE: 03-02-202
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SHEET C2.0



CITY OF MONROE

PLANNING & ZONING

CONDITIONAL USE STAFF REPORT

APPLICATION SUMMARY

CONDITIONAL USE CASE: 3817

DATE: June 6, 2025

STAFF REPORT BY: Brad Callender, Planning & Zoning Director

APPLICANT NAME: Monroe Center, LLC

PROPERTY OWNER: Monroe Center, LLC

LOCATION: East side of S. Broad Street – 1521 S. Broad Street

COUNCIL DISTRICTS: 6 & 8

ACREAGE: ±6.08

EXISTING ZONING: M-1 (Light Industrial/Manufacturing District)

EXISTING LAND USE: Undeveloped

REQUEST SUMMARY: The owner is petitioning for Conditional Use approval on this property to allow development of a convenience store with fuel pumps.

STAFF RECOMMENDATION: Staff recommends approval of this Conditional Use request as submitted without conditions.

DATES OF SCHEDULED PUBLIC HEARINGS

PLANNING COMMISSION: June 17, 2025

CITY COUNCIL: July 8, 2025

REQUEST SUMMARY

CONDITIONAL USE PERMIT REQUEST SUMMARY:

The applicant is requesting approval of a Conditional Use in order to develop a convenience store with fuel pumps. The property is currently zoned M-1 (Light-Industrial/Manufacturing). Convenience stores with fuel pumps are not permitted uses in the M-1 zoning district, so in conjunction with this Conditional Use request the applicant is also seeking to rezone the property to the B-3 (Highway Business District) zoning classification.

PROPOSED PROJECT AMENDMENT SUMMARY:

- Rezone – B-3 Convenience Store with Fuel Pumps
 - Site Area – ±6.08 Acres
 - Potential Subdivision of 3 Commercial Lots

STAFF ANALYSIS

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE "STANDARDS FOR CONDITIONAL USE APPLICATION DECISIONS" AS SET FORTH IN SECTION 1425.5 OF THE *CITY OF MONROE ZONING ORDINANCE*.

- (1) **The proposed use will not be detrimental to adjacent properties or the general neighborhood, the proposed use will not significantly adversely affect public health, safety, morality and welfare, and the proposed use as designed will minimize adverse effects on the surrounding neighborhood:** The proposed convenience store with fuel pumps should not be detrimental to surrounding uses. Properties to the south are predominantly industrial and commercial with properties north of the site a mixture of commercial and residential.
- (2) **The applicable standards in Article XI have been met:** There are no standards applicable to Convenience Stores with Fuel Pumps under the B-3 zoning district in Article XI of the Zoning Ordinance.
- (3) **The proposed use is consistent with the Comprehensive Plan, and the conditional use is compatible with the community development pattern:** The subject property is in the South Sub-Area as identified in the Monroe Comprehensive Plan. The existing character of this vicinity of the South Sub-Area is predominantly non-residential, from this property south to the City Limit boundary with a mixture of commercial and residential uses north of the property along S. Broad Street. The requested Conditional Use does not conflict with any goals of the Comprehensive Plan.
- (4) **A rezoning to allow the requested use as a permitted use would not be appropriate:** The applicant is requesting a rezone in conjunction with this rezone request to the B-3. Convenience stores with fuel pumps are permitted only as Conditional Uses in the zoning districts where allowed. A rezoning to allow the requested use is not an option for this type of land use.
- (5) **The proposed use will not be injurious to the natural environment or the other property in the immediate vicinity, or unconstitutionally diminish property values within the surrounding neighborhood:** The property is currently zoned M-1 and could be developed with more intense uses than the requested down zone to B-3. The conditional use of a convenience store with fuel pumps developed along the highway is in keeping with the underlying intent of the B-3 zoning district and should not negatively impact property values on adjacent properties.
- (6) **Off-street parking and loading, and access thereto, will be adequate:** The site will be accessed from a private driveway located off Hwy 11 into the center of the existing property. The applicant has an approved GDOT driveway permit for the entrance to the project on Hwy 11 that includes adding a through lane and the construction of deceleration lanes and acceleration taper. The convenience store will be connected to private drive with multiple access points. The private drive will be constructed to provide access to future parcels for the subdivision of the property.

- (7) **Public facilities and utilities are capable of adequately serving the proposed use, and the use would not lead to a major negative change in existing levels of public service, or fiscal stability:** Public services and utilities are adequate to serve the proposed development. The convenience store was previously approved by the City for construction in 2024, but those permits have expired.
- (8) **The use will not be an extension of a use which will cause a damaging volume of (a) agricultural, (b) commercial, (c) industrial, or (d) higher density residential use into a stable neighborhood of well-maintained single-family homes, nor likely lead to decreasing surrounding property values, neighborhood deterioration, spreading of blight, or additional requests of a similar nature which would expand the problem:** The primary uses surrounding the site to the south are industrial and commercial. The development of the property for commercial purposes as the result of a down zoning of the property from industrial to commercial zoning will not negatively affect surrounding properties.
- (9) **The use would not significantly increase congestion, noise, or traffic hazards:** The applicant has already been approved for project entrance improvements by GDOT and are reflected on the submitted concept plan as noted above.
- (10) **Granting this request would not have a "domino effect," in that it becomes the opening wedge for further rapid growth, urbanization or other land-use change beyond what is indicated in the Comprehensive Plan:** Non-residential development exists south of the site along S. Broad Street. No domino effect will result along S. Broad Street in the granting of this Conditional Use for a convenience store with fuel pumps on this property.

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 Conditional Use for development of the site for a convenience store with fuel pumps as submitted without conditions.



CITY OF MONROE

CONDITIONAL USE APPLICATION

3817

CONDITIONAL USE LOCATION & DESCRIPTION

Address: 1521 South Broad Street

Parcel #: M0200283 Council Districts: (1 - 6) 6 & (7 or 8) 8

Zoning: M-1 Parcel Acreage/Square Feet: 264,659.5 sf, 6.08 acres

Type of Conditional Use Requested: Convenience Store/Gas Station

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: Monroe Center, LLC Phone #: 770-557-5534

Address: 130 Shadburn Ferry Road City: Buford State: Ga Zip: 30518

Applicant (if not Property Owner): _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

CONDITIONAL USE INFORMATION

Describe the nature of the proposed use, including without limitation the type of activity proposed, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters (1525.1.a.2):

Proposed 8,100 sf commercial building for a convenience store and two retail space,

canopy with fueling pumps, and dumpster enclosure. Employees - 12, hours of business - 16 hours min.

Trip Generation - 3458 2-way 24 hour, new trips 1,729 trips

Water Useage - 2-1" domestic meters, 1-3/4" domestic meter, existing 14" water line along frontage

Sanitary Sewer - 6" extension for commercial building, 8" extension for future development, existing 8" sanitary sewer along frontage

Describe the location of the proposed structure(s) or use(s) and its relationship to existing adjacent uses or structures, and use of adjacent properties (1525.1.a.3): Proposed 8100 sf commercial building is 50.9' from South Broad Street R/W

and 69.2' from NW property line. Residence on NW property approximately 40' from adjoining property line.

Nucor Warehouse Systems has a metal building 65' southeast from adjoining SE property line.

Dollar General has a building SW of property, across South Broad Street. Great Walton Railroad exists to the rear of the property.

CONDITIONAL USE INFORMATION CONT.

Describe the area, dimensions and details of the proposed structure(s) or uses(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways (1525.1.a.4): The property is vacant. Proposed 8100 sf

(135' x 60') commercial building, convenience store & two retail spaces, 140' x 28' canopy with 10 fueling stations, proposed 24 parking spaces, including 2 hc spaces, 30' inter-parcel access, connecting to South Broad Street

20' Landscape strip along South Broad Street, 25' buffer along NW property line, interior landscape areas provided. Setbacks 20' front, 40' rear, 10' side provided.

Select all existing utilities available and/or describe proposed utilities (1525.1.a.5):

Water ☒ Sewer ☒ Electric ☒ Gas ☒ Telecom ☒ Private Well ☐ Septic Tank ☐

REQUIRED SUBMITTAL ITEMS

- | | |
|---|--|
| <input checked="" type="checkbox"/> Completed Application | <input checked="" type="checkbox"/> Site Plan; Drawn to scale, if applicable |
| <input checked="" type="checkbox"/> Fee (see Fee Schedule) | <input checked="" type="checkbox"/> Deed |
| <input checked="" type="checkbox"/> Survey Plat | <input checked="" type="checkbox"/> Proof of all property taxes paid in full |
| <input checked="" type="checkbox"/> Typed Detailed Description of the Request | <input type="checkbox"/> Other information as required by Code Officer |

APPLICANT SIGNATURE & AFFIDAVIT

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. APPLICANT HERBY AUTHORIZES THE CODE DEPARTMENT PERSONNEL TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE ZONING ORDINANCE AND THE DEVELOPMENT REGULATIONS.

SIGNATURE: Man J. Wilcox **DATE:** 04/30/25

A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER. THE CODE DEPARTMENT WILL REMOVE THE SIGN AFTER THE PUBLIC HEARING.

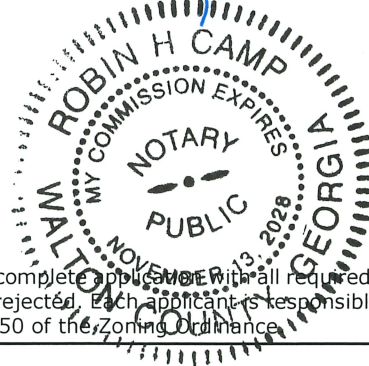
PROPERTY OWNER'S AUTHORIZATION SIGNATURE, IF NOT THE APPLICANT

SIGNATURE: [Signature] **DATE:** 04/30/25

NOTARY PUBLIC: Robin H. Camp SWORN TO AND SUBSCRIBED BEFORE THIS

30th DAY OF April, 20 25 NOTARY SIGNATURE: Robin H. Camp

DATE: 11/13/28 SEAL:



Note: It is the responsibility of the applicant and not the staff to ensure a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected. Each applicant is responsible for compliance with the Disclosure of Campaign Contributions and/or Gifts outlined in Section 1550 of the Zoning Ordinance.



April 30, 2025

Brad Callender, City Planner
City of Monroe
215 North Broad Street
Monroe, Ga 30655

**Monroe Center, LLC – 1530 South Broad Street
Conditional Use Permit & Rezoning from M-1 to B-3**

Mr. Callender

Monroe Center, LLC is requesting a Conditional Use & Rezoning for the above subject property. In October 2021, the subject property obtained Certificate of Appropriateness approval from the City of Monroe. The developer then moved forward with civil design and obtained City of Monroe, Georgia Soil Water Conservation Commission, and Georgia Department of Transportation approval. The City of Monroe issued a Land Disturbance Permit in March of 2024.

Due to unexpected construction costs and shortage of materials, this project was put on temporary hold. The developer is now recommitted to this project and would like to construct the originally approved design.

The enclosed site layout includes an 8,100 sf commercial building for a convenience store and two retail spaces. A canopy with fueling stations is proposed. Twenty four parking spaces including two handicap spaces are provided. A 20' landscape strip is provided along South Broad Street with a 25' buffer along the NW property line. Interior landscaping is provided around the building. An enclosed dumpster is proposed rear of the proposed building. Detention is provided in a pond, rear of the development. Water & Sanitary Sewer Service is available along South Broad Street.

A 30' inter-parcel access connects to South Broad Street. The contractor posted the required GDOT performance bond for the South Broad Street improvements to secure the GDOT Permit.

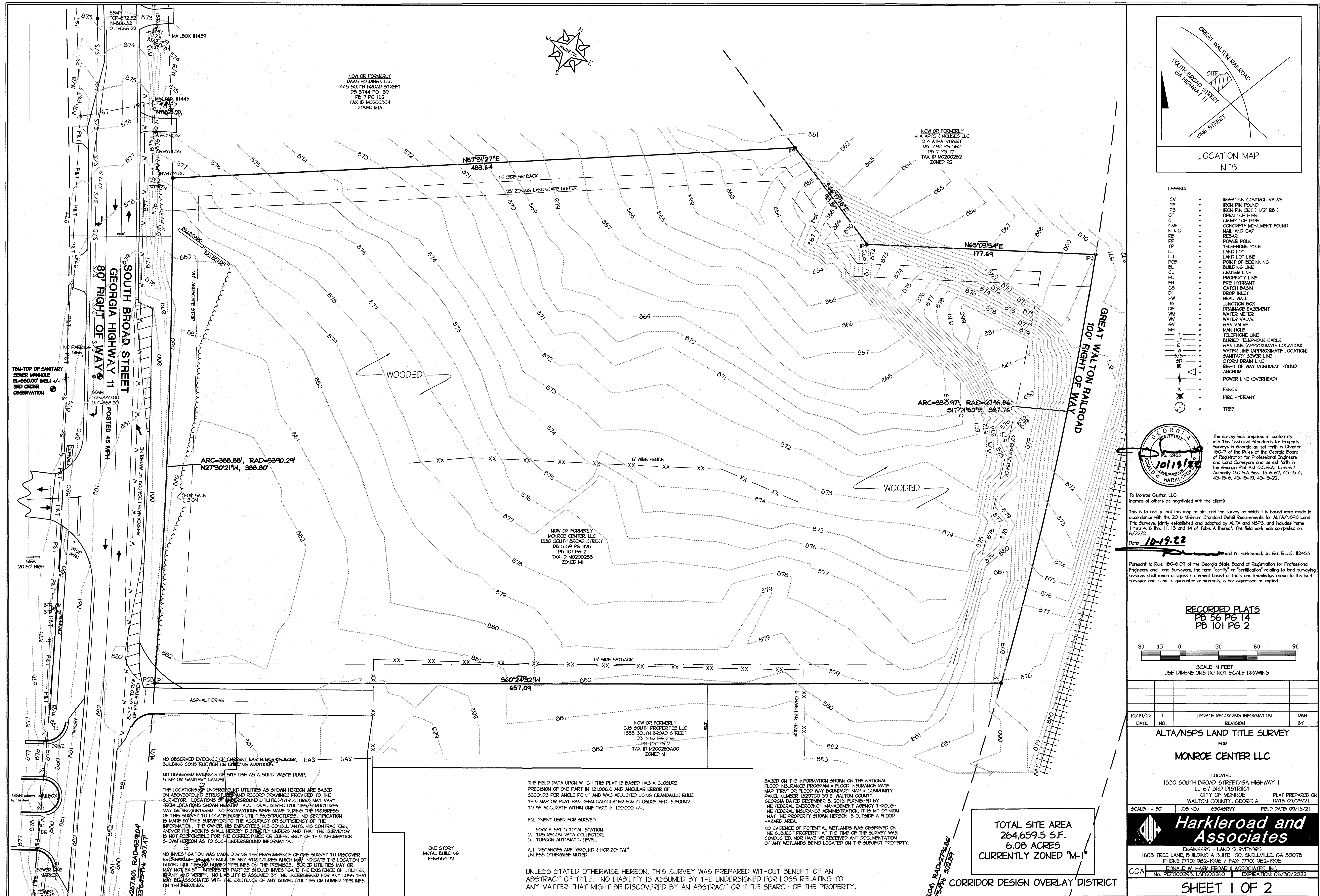
The subject property is part of a M-1 node. Many commercial developments exist near the property. The developer is prepared to provide required buffers along the residential zoned property. The B-3 code will allow a variety of commercial development with the remaining undeveloped property.

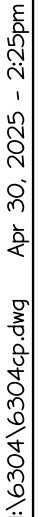
Thank you for your cooperation.

Sincerely,

Nan S. Wilcox, Project Manager

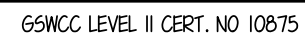
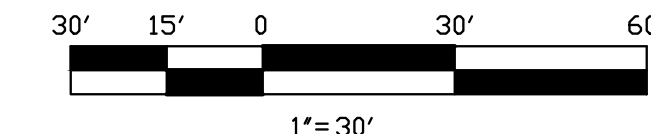






1.	ALL DIMENSIONS SHOWN ARE MEASURED TO THE FACE OF CURB AND FACE OF BUILDING, UNLESS OTHERWISE NOTED. REFER TO ARCHITECTURAL DRAWINGS FOR BUILDING DIMENSIONS.
2.	THE CONTRACTOR IS TO FIELD VERIFY DIMENSIONS FOR ACCURACY PRIOR TO BEGINNING CONSTRUCTION. IF DISCREPANCIES EXIST, CALL ENGINEER IMMEDIATELY.
3.	DEVIATIONS FROM THESE PLANS AND SPECIFICATIONS WITHOUT THE PRIOR CONSENT OF THE ENGINEER OF RECORD MY BE CAUSE FOR THE WORK TO BE UNACCEPTABLE.
4.	"TYP" MEANS THAT THE CONDITION IS REPRESENTATIVE FOR SIMILAR CONDITIONS THROUGHOUT, UNLESS OTHERWISE NOTED
5.	TESTING OF MATERIALS REQUIRED FOR THE CONSTRUCTION OF THE PAVING IMPROVEMENTS SHALL BE PERFORMED BY AN PROFESSIONAL ORGANIZATION FOR TESTING MATERIALS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT THE WORK CONSTRUCTED MEETS THE REQUIREMENTS OF THE PROJECT SPECIFICATIONS.
6.	ALL SIGNS, PAVEMENT MARKINGS, AND OTHER TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION, AS WELL AS APPLICABLE STATE AND LOCAL REQUIREMENTS UNLESS OTHERWISE NOTED.
7.	TRAFFIC CONTROL SHALL BE IN ACCORDANCE WITH THE STATE DOT STANDARDS.
8.	ALL HANDICAP RAMMING, STRIPING, AND PAVEMENT MARKINGS SHALL CONFORM TO THE "ADA STANDARDS FOR ACCESSIBLE DESIGN", LATEST EDITION.
9.	THE PAVING CONTRACTOR IS TO COORDINATE WITH THE BUILDING CONTRACTOR ON THE CONSTRUCTION AND PAVING NEAR ANY BUILDINGS, SCREENING WALLS, DUMPSITER PADS AND ENCLOSURES.
10.	ALL DISCREPANCIES FOUND BY THE CONTRACTOR RELATED TO UNDERGROUND UTILITIES OR OTHER APPURTENANCES SHALL BE RESOLVED TO THE SATISFACTION OF THE OWNER/DEVELOPER AND ENGINEER OF RECORD PRIOR TO INSTALLATION OF ANY PAVEMENT.
11.	EXISTING MANHOLE TOPS, INLETS, VALVE BOXES, ETC. ARE TO BE ADJUSTED AS REQUIRED TO MATCH FINISHED GRADES. IF NECESSARY, RE-ADJUSTMENTS SHALL BE PERFORMED UPON COMPLETION OF PAVING, FINE GRADING, AND LANDSCAPING TO ENSURE A SMOOTH TRANSITION.
12.	ALL PAVEMENT TO BE SLOPED FOR POSITIVE DRAINAGE

1.	ACCESSIBLE ROUTES AND GENERAL SITE ELEMENTS SHALL COMPLY WITH THE STANDARDS OUTLINED IN THE D.O.J. 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN AND 2010 GEORGIA ACCESSIBILITY CODE.
2.	WALKING SURFACES MUST HAVE A RUNNING SLOPE NO STEEPER THAN 1:20 (5.00%) AND A CROSS SLOPE NO STEEPER THAN 1:48 (2.08%).
3.	RAMPS MUST HAVE A RUNNING SLOPE NO STEEPER THAN 1:12 (8.33%), AND A CROSS SLOPE NO STEEPER THAN 1:48 (2.08%).
4.	RAMPS WITH A RISE GREATER THAN 6" (5") SHALL HAVE HANDRAILS. THE MAXIMUM RAMP RISE SHALL BE NO GREATER THAN 30" (2.5').
5.	LANDINGS SHALL BE AT LEAST AS WIDE AS THE ASSOCIATED RAMP AND/OR CURB RAMP, AND HAVE A SLOPE NO GREATER THAN 1:48 (2.08%) IN ALL DIRECTIONS. EXCEPTION: LANDINGS THAT CHANGE DIRECTION SHALL BE AT LEAST 6'0" (5') WIDE.
6.	A MINIMUM 6'0" (5') LONG LANDING SHALL BE PROVIDED AT THE TOP AND BOTTOM OF EACH RAMP. EXCEPTION: A MINIMUM 36" (3') LONG LANDING SHALL BE PROVIDED AT THE TOP OF A CURB RAMP, AND NO LANDING IS REQUIRED AT THE BOTTOM.
7.	PARKING SPACES AND THE ASSOCIATED ACCESS AISLE(S) SHALL HAVE A SLOPE NO GREATER THAN 1:48 (2.08%) IN ALL DIRECTIONS.
8.	GROUND SURFACES ARE TO BE STABLE, FIRM, AND SLIP RESISTANT.
9.	DETECTABLE WARNINGS SHALL BE INSTALLED ON WALKING SURFACES TO WARN OF HAZARDS ON WALKS, RAMPS, AND LANDINGS.

[illegible]

LOCATED

SCALE: 1" = 30'	JOB NO.: 6304	DATE: 03-02-202
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COA	DONALD W. HARREROAD & ASSOCIATES, INC.	
	No. PEF000295, LSF000260	EXPIRATION: 6-30-202

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