



## **Planning & Zoning Meeting**

### **AGENDA**

**Tuesday, August 21, 2018**

**5:30 PM**

**City Hall-215 N Broad Street**

- 
- I. **CALL TO ORDER**
  - II. **ROLL CALL**
  - III. **MINUTES OF PREVIOUS MEETING**
    - [1.](#) Minutes of Previous Meeting - June 19, 2018 & August 6, 2018
  - IV. **REPORT FROM CODE ENFORCEMENT OFFICER**
  - V. **PUBLIC HEARINGS**
    - [1.](#) Request for COA - 412 S Broad Street
    - [2.](#) Request for COA - 416 S Broad Street
  - VI. **RECOMMENDATIONS ON REQUESTS**
  - VII. **OLD BUSINESS**
  - VIII. **NEW BUSINESS**
  - IX. **ADJOURNMENT**

**MONROE PLANNING COMMISSION  
MINUTES  
June 19, 2018**

**Present:** Rosalind Parks, Mike Eckles, Randy Camp, Kyle Harrison, David Butler

**Absent:** None

**Staff:** Patrick Kelley, Director of Code/Planning

**Visitors:** Aaron Charles, Jeff Carter, Don & Renee Waller, Andrew Williams, Ginny Vanoostrom-Willett, George Baker III, Carlos Hann.

The meeting was called to order by Chairman Mike Eckles at 5:28 pm.

Chairman Eckles asked for any changes, corrections or additions to the May 15, 2018 minutes. Hearing none he entertained a motion. Camp made a motion to approve. Parks seconded. Motion carried. Minutes Approved.

Code Officer Report: None

**The first item of business:** is for petition # 18-00192 for a COA at 1117 W Spring Street. The applicant, Carter Engineering Consultants, Inc is requesting a COA for the demolition and rebuilding of the Wendy's Restaurant.

Kelley stated the Code Department does not normally give a recommendation for a Certificate of Appropriateness but looking at their application the Code Department recognizes it to be in order. The plans do, as far as technically feasible, comply with the CDO requirements as much as they possibly can and squeezing that off the same foot print that they have now.

Jeff Carter of Carter Engineering Consultants spoke to the request. The building is so old and can't really be renovated. With the size of the lot there is not a lot of creativity to be done. They want to construct a new building in the exact same spot as the old building. They would appreciate the support of the Planning Commission.

Chairman Eckles asked for any questions. He entertained a recommendation for the COA.

Harrison asked Kelley if the materials and all were in order. He asked if the height was ok. Kelley answered yes to all.

Harrison made a motion to approve. Butler seconded. Motioned carried. COA granted.

**The second item of business:** is for petition # 18-00196 for a Variance at 615 E Church Street. The applicant Algin Investments, request a variance of Article VII, Sect 700.1 Table 11 to be allowed to move a small house onto this property. The property has approximately 254 ft of road frontage on Felker Street and approximately 109 ft on E Church Street. Code department recommends approval.

Chairman Eckles asked for Code Officer Report.

Kelley stated the property currently contains a house that is undergoing renovations. The lot is large enough in square footage to subdivide into two lots. It has been proposed that a structure be moved to the lot that could be created from its current location on S. Madison Ave. This structure does not meet the R1 square footage minimum of 1600 sq ft. The variance request is to allow the 1184 sq ft structure to be relocated without increasing the square footage to the required minimum for R1 zoning. In investigating for our recommendation for approval it was found that there were a number of houses in the neighborhood that are

also existing non conforming in size under the 1600 sq ft required amount. Considering that the square footage should blend with the neighborhood.

Chairman Eckles asked if there was anyone to represent the application.

Ginny Vanoostrom-Willett, representative for Algin Investments, spoke to the request. She stated that they want to take the lot at 615 E Church Street and divide it in half. They intend to take the little Historic house on S Madison and move it to the back lot. They are still working with the engineers to see how and if they can move it. She stated if they were not able to move the house, they would like the opportunity to build a house that is compliant with the houses that are on that street with an 1180 sq ft minimum.

**Kelley** mentioned that the recommendation for approval made by the Code Department did include the condition that if a house was built there it would have to meet the R1 zoning requirements as they stand or apply for a variance on its own. This is only to address the issue of the house being moved.

**Chairman Eckles** asked if this does not work out would she come back.

**Vanoostrom-Willett** stated the problem is since there is not a Council meeting in July, this would push them back until the end of the year to get anything done. She would really like to get something going earlier.

**Chairman Eckles** stated if it doesn't work out to move the house you would have to come back for a variance for building a new house.

**Vanoostrom-Willett** stated she was hoping to get this done tonight.

Chairman Eckles asked for questions.

**Harrison** asked if there was anything on this location pertaining to historical.

**Vanoostrom-Willett** stated the intention is to have a historical appropriate one story house. The house they would like to build if the move does not work, is a 1200 sq ft house.

**Kelley** pointed out the requested square footage is less than what is allowed even in the R1A zoning. The reason for recommending approval was to save a historic structure. The first recommendation was to move it and expand it to meet the R1 zoning requirements, but moving the house and restoring it would make sense to leave it as it is. A new house should meet the requirements.

Chairman Eckles asked for more questions or recommendations.

Harrison made a motion to approve moving the house. Camp seconded. Motion carried. Recommendation for approval goes forward to the Council in August.

**Third item of business:** is a request for a variance at 125 N Wayne Street. The applicant, Andrew Williams request a variance of Article VII, Sect 700.2 table 12, Article V, Sect 520 Table 3 and Sect 570.2 of the Zoning Ordinance. The property consists of a total of .6 acres. The property has a total of approximately 126 ft of road frontage on North Wayne Street. Code Department recommends approval

Chairman Eckles asked for Code Officer report.

Kelley: This is a repurposing of an abandoned auto parts store location to a restaurant. The property is in the newly established Monroe Historic Downtown Entertainment District which is loosely defined as the CBD and this parcel. It has been discussed that the CBD and the downtown development pattern needs to be expanded. This opportunity represents a good place to start. The CBD allows zero lot lines and does not require on-site parking. This project provides parking, landscaping and setbacks to the extent technically feasible while promoting the front loaded building pattern of the Downtown area.

Andrew Williams with Silver Queen spoke to the request. He stated he would answer any questions they had.

Chairman Eckles asked if he was asking for variance because he is short on a few parking spaces.

Williams stated he wanted to move the building forward in order to create the front loaded look like downtown. We are short parking spaces but over the maximum impervious surface required. We wanted to add in the landscaping but that didn't remove 100% of the impervious surface. If we add more parking spaces we get further away from the maximum impervious surface requirement. We are hoping for a compromise.

Kelley added his comments about the parking and how the plan they have serves to reduce the impervious surface.

Chairman Eckles asked for any questions. Being none he asked for a motion.

Camp made a motion to approve. Harrison seconded. Motion Carried. Recommendation for Approval goes forward to the Council in August.

Public Hearing closed 5:55 pm

Chairman Eckles asked if there was any old business. none

Chairman Eckles asked if there was any new business. Kelley spoke to the WOW express will be coming before them again for a COA. He withdrew the Variance request before the Council Meeting.

Chairman Eckles entertained a motion to adjourn. Parks made a motion to adjourn. Camp seconded.

Meeting adjourned at 5:57 pm

**MONROE PLANNING COMMISSION**  
**MINUTES**  
**August 06, 2018**

**Present:** Rosalind Parks, Mike Eckles, Kyle Harrison, David Butler

**Absent:** Randy Camp

**Staff:** Patrick Kelley, Director of Code/Planning  
Debbie Adkinson, Code Department Assistant

**Visitors:** Steve Powers

The meeting was called to order by Chairman Mike Eckles at 5:26 pm.

Chairman Eckles asked for any changes, corrections or additions to the June 19, 2018 minutes. Hearing none he entertained a motion. Harrison made a motion to approve. Parks seconded. Motion carried. Minutes Approved.

Code Officer Report: None

Public Hearing opened at 5:28 pm

**The first item of business:** is for petition # 18-00299 for a COA at 911 N Broad Street. The applicant, Steve Powers is requesting a COA for approval for new 6000 sq ft building to house an auto repair shop. The building will be metal with stucco and brick siding.

Steve Powers spoke to the request stating he wanted to do it right.

Kelley stated that the plans submitted are in compliance with the Code.

Chairman Eckles entertained a motion. Parks made a motion to approve. Butler seconded. Motion passed unanimously. COA Granted.

Public hearing closed at 5:31

Chairman Eckles asked if there was any old business. none

Chairman Eckles asked if there was any new business. Kelley mentioned the Wendy's starting demolition this week.

Chairman Eckles entertained a motion to adjourn. Parks made the motion. Harrison seconded. Meeting adjourned at 5:34 pm.

Chairman Eckles entertained a motion to adjourn. Parks made a motion to adjourn.

# CERTIFICATE OF APPROPRIATENESS



215 North Broad Street  
Monroe, GA 30655  
CALLFORINSPECTIONS  
770-207-4674 ... Phone  
dadkinson@monroega.gov

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00308	07/19/2018	\$ 0.00	\$ 50.00	adkinson

NAME + ADDRESS	LOCATION <b>412 S Broad St</b> <b>Monroe, GA 30655</b>	USEZONE <b>B2</b>	
		PIN <b>M0016-148-000</b>	FLOODZONE <b>Yes</b>
	CONTRACTOR <b>Greg Thompson</b>	SUBDIVISION <b>CORRIDOR DESIGN OVERLAY</b>	
		DISTRICT	
		LOT	
		BLOCK <b>0</b>	
	<b>722 Clubside Dr</b> <b>Monroe GA 30655</b>	UTILITIES...	
		Electric	
	OWNER <b>John's Super Market % John Thompson,</b>	Sewer	
		Gas	
	<b>408 Springdale Rd</b> <b>Monroe GA 30655</b>	PROJECTID# <b>412SBroadSt-180719-</b>	
		<b>1</b>	
		EXPIRATIONDATE: <b>01/15/2019</b>	

## CHARACTERISTICS OF WORK

DESCRIPTION OF WORK	DIMENSIONS
<b>REQUEST FOR COA FOR PARKING</b>	#STORIES
<b>LOT-P&amp;Z MTG 8/21/18 @ 5:30 PM 215 N</b>	SQUAREFOOTAGE Sq. Ft.
<b>BROAD STREET</b>	#UNITS
NATURE OF WORK	SINGLE FAMILY ONLY
<b>Other</b>	#BATHROOMS
CENSUS REPORT CODE	#BEDROOMS
<b>905 - Certificate of Appropriateness</b>	TOTAL ROOMS

## NOTICE

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (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 provisions of any other state or local law regulating construction or the performance of construction.

*Greg Thompson*  
Signature of Contractor or Authorized Agent

**7-19-18**  
Date

*Libbie Adkinson*  
Approved By

**7-19-18**  
Date

## MANAGE YOUR PERMIT ONLINE

WEB ADDRESS	PERMIT NUMBER	PERMIT PIN
<a href="http://BuildingDepartment.com/project">http://BuildingDepartment.com/project</a>	<b>18-00308</b>	<b>56565</b>

## 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 44 through 58 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 3<sup>rd</sup> 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.



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: 7-20-2018

APPLICANT: Greg Thompson

APPLICANT'S ADDRESS: 416 South Broad St.  
Monroe, GA 30655

TELEPHONE NUMBER: 770-267-5632

PROPERTY OWNER: John's Supermarket Inc. + Green Thumb Development LLC

OWNER'S ADDRESS: 412 + 416 South Broad St.  
Monroe, GA 30655

TELEPHONE NUMBER: 770-267-5632

PROJECT ADDRESS: 412 + 416 South Broad St.  
Monroe, GA 30655

Brief description of project: Expand existing grocery store to  
app. 20,000 sq feet and build 6 residential  
loft apartments. Remove front parking and add "Historic  
Character" to store, parking to be moved to the side,  
and improve traffic & parking flow for store

(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.



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)]

  
Applicant

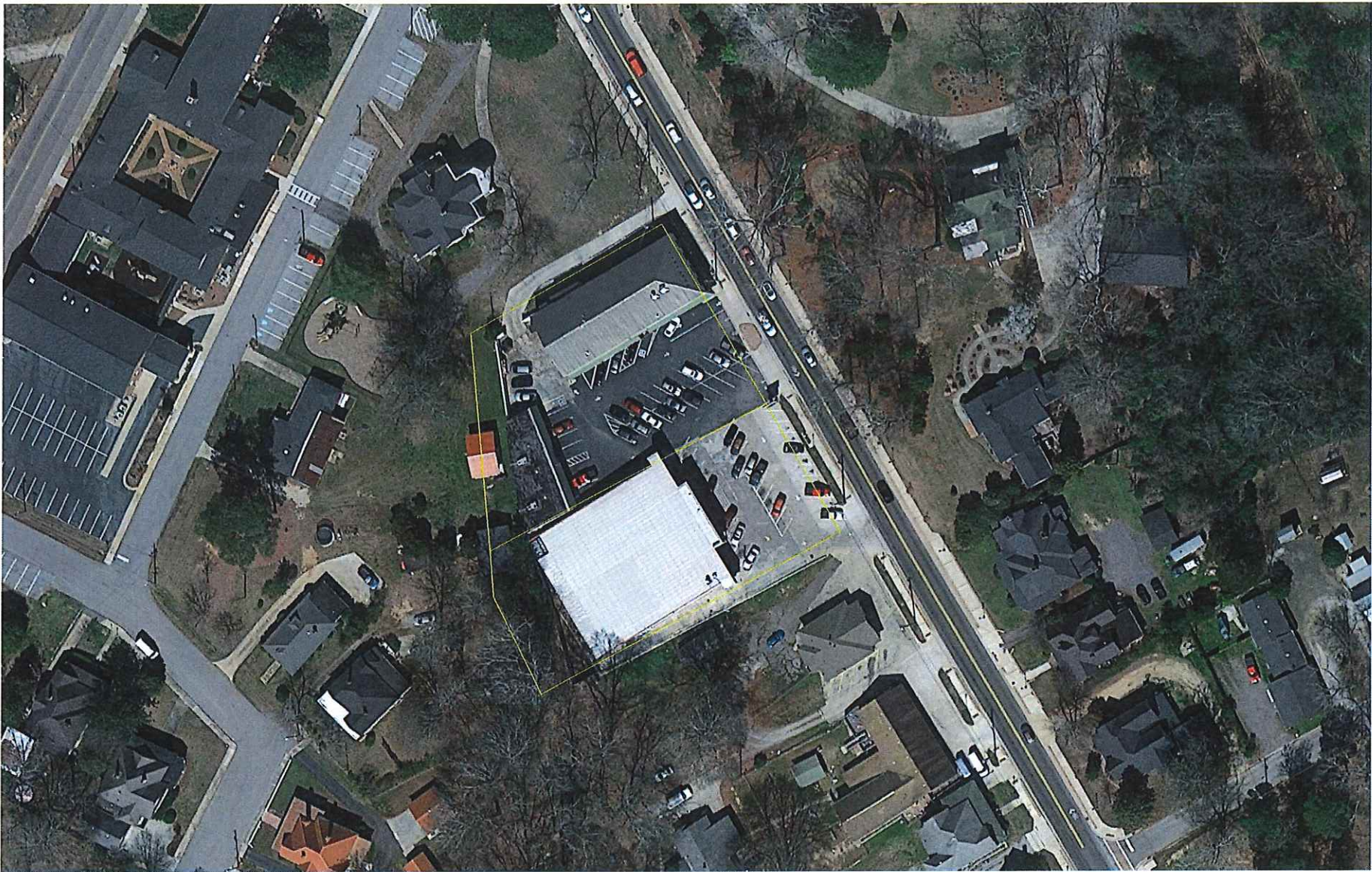
Date: 7-20-18

Effective July 1, 2014



John’s Supermarket Property

Prepared by The Office of Downtown Development, Georgia DCA Main Street Program





Preliminary Site and Parking Area Plan

Prepared by The Office of Downtown Development, Georgia DCA Main Street Program





View Looking West

Prepared by The Office of Downtown Development, Georgia DCA Main Street Program



**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a Certificate of Appropriateness. A public hearing will be held on August 21, 2018 before the Planning & Zoning Commission, at 5:30 P. M. to consider approval for replacing paving on parking lot of Graystone Church. COA is for 412 S Broad Street.**

**The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.**

**Please run on the  
following date:**

**August 5, 2018**



# CERTIFICATE OF APPROPRIATENESS



215 North Broad Street  
Monroe, GA 30655  
CALLFORINSPECTIONS  
770-207-4674 ... Phone  
dadkinson@monroega.gov

PERMITNUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00309	07/19/2018	\$ 0.00	\$ 50.00	adkinson

NAME + ADDRESS	LOCATION <b>416 S Broad St</b> <b>Monroe, GA 30655</b>	USEZONE <b>B2</b>	
		PIN <b>M0016-147-000</b>	FLOODZONE <b>No</b>
	CONTRACTOR <b>Greg Thompson</b>	SUBDIVISION <b>CORRIDOR DESIGN OVERLAY</b>	DISTRICT
		LOT	
		BLOCK <b>0</b>	
		UTILITIES...	
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		Sewer	
	OWNER <b>Greg Thompson (770 317 1043)</b>	Gas	
	<b>722 Clubside Dr</b> <b>Monroe GA 30655</b>	PROJECTID# <b>416SBroadSt-180719-1</b>	
		EXPIRATIONDATE: <b>01/15/2019</b>	

## CHARACTERISTICS OF WORK

### DESCRIPTION OF WORK

**REQUEST FOR COA FOR BUILDING  
CHANGES - P&Z MTG 8/21/18 @ 5:30 PM -  
215 N BROAD STREET**

### NATURE OF WORK

**Other**

### CENSUS REPORT CODE

**905 - Certificate of Appropriateness**

### DIMENSIONS

	#STORIES
SQUAREFOOTAGE	Sq. Ft.
	#UNITS
SINGLEFAMILYONLY	
	#BATHROOMS
	#BEDROOMS
	TOTALROOMS

## NOTICE

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Signature of Contractor or Authorized Agent

Date

**7-19-18**

Approved By

Date

**7-19-18**

## MANAGE YOUR PERMIT ONLINE

### WEBADDRESS

<http://BuildingDepartment.com/project>

### PERMITNUMBER

**18-00309**

### PERMITPIN

**56571**

15



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Applicant

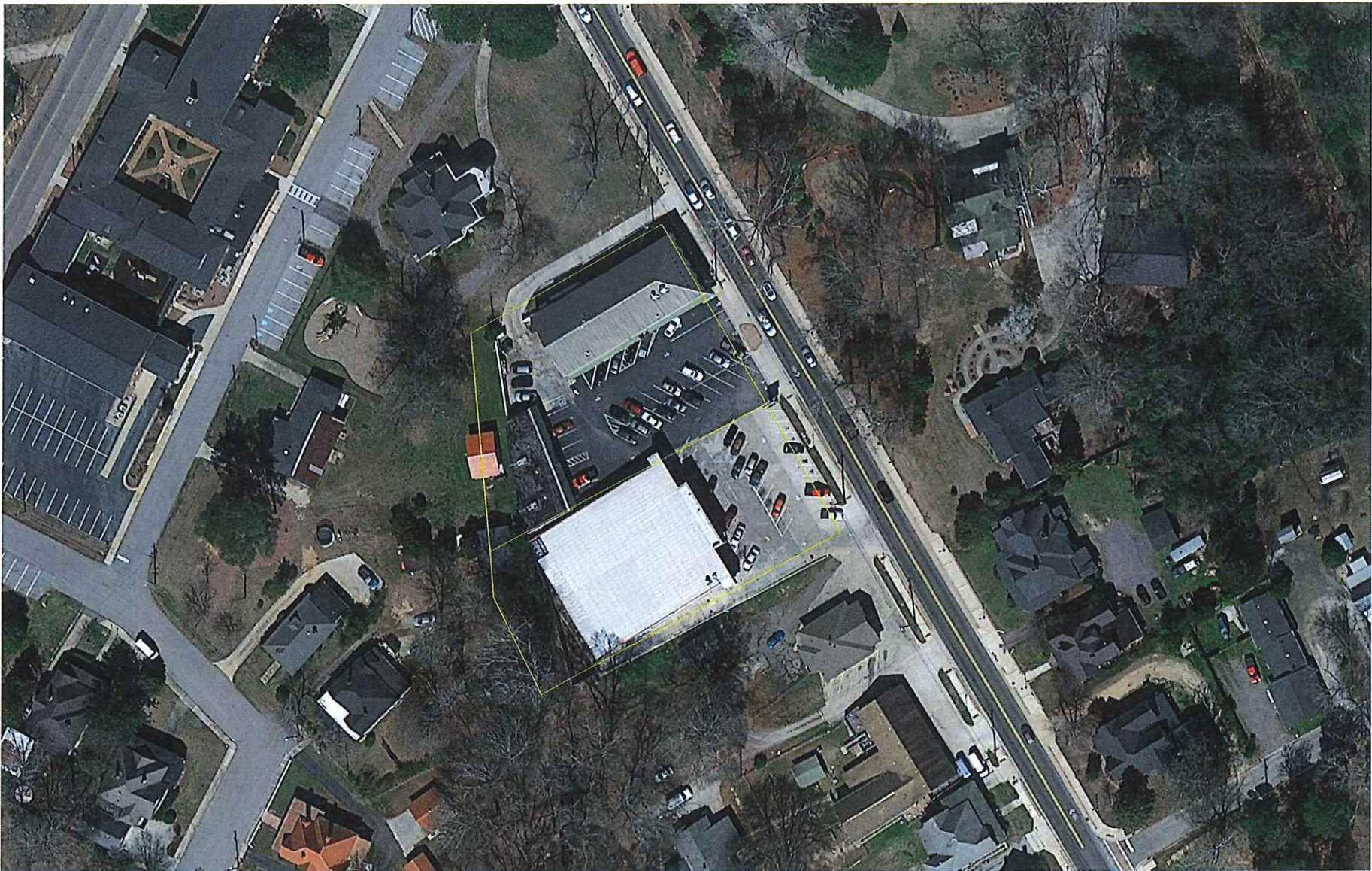
Date: 7-20-18

Effective July 1, 2014



John’s Supermarket Property

Prepared by The Office of Downtown Development, Georgia DCA Main Street Program





View Looking West

Prepared by The Office of Downtown Development, Georgia DCA Main Street Program





View Looking East

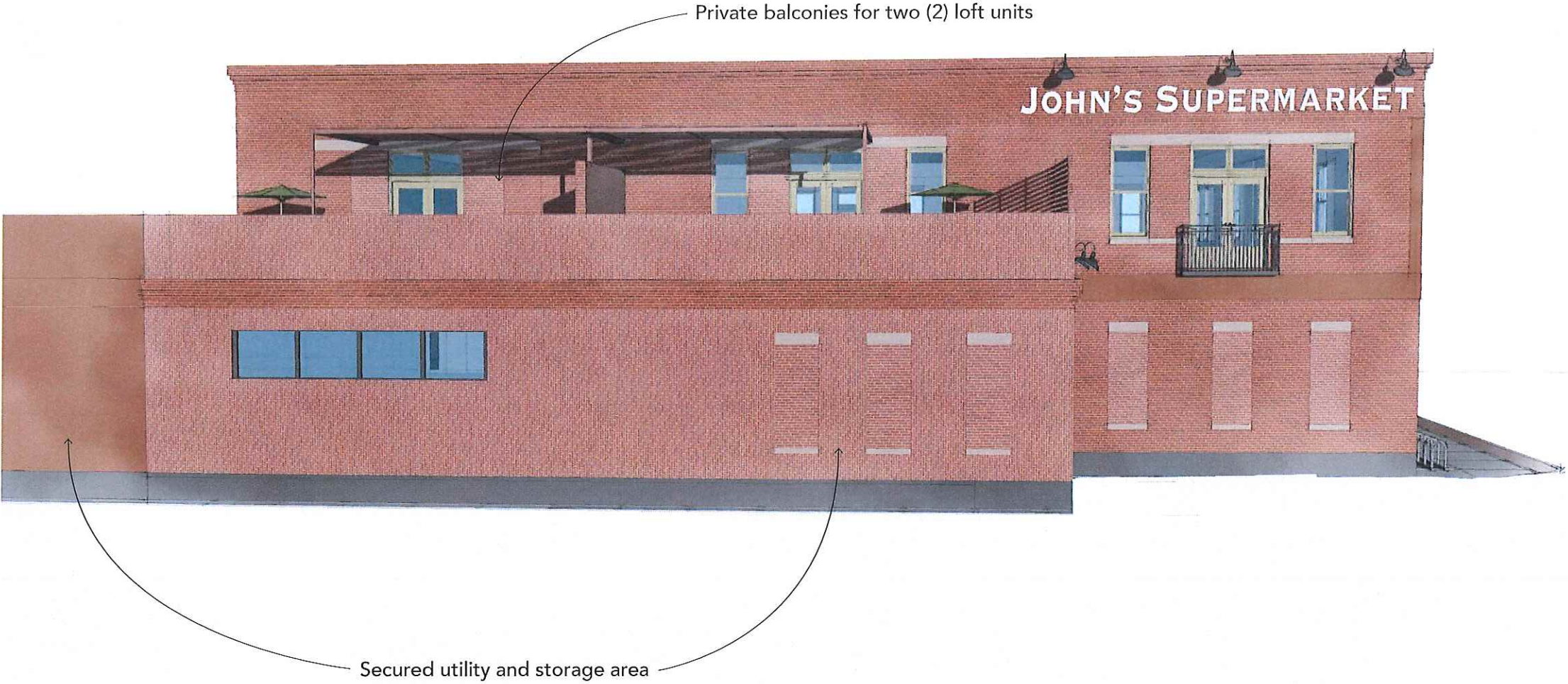
Prepared by The Office of Downtown Development, Georgia DCA Main Street Program





East Elevation

Prepared by The Office of Downtown Development, Georgia DCA Main Street Program





North Elevation

Prepared by The Office of Downtown Development, Georgia DCA Main Street Program



Interior cafe seating with view to exterior

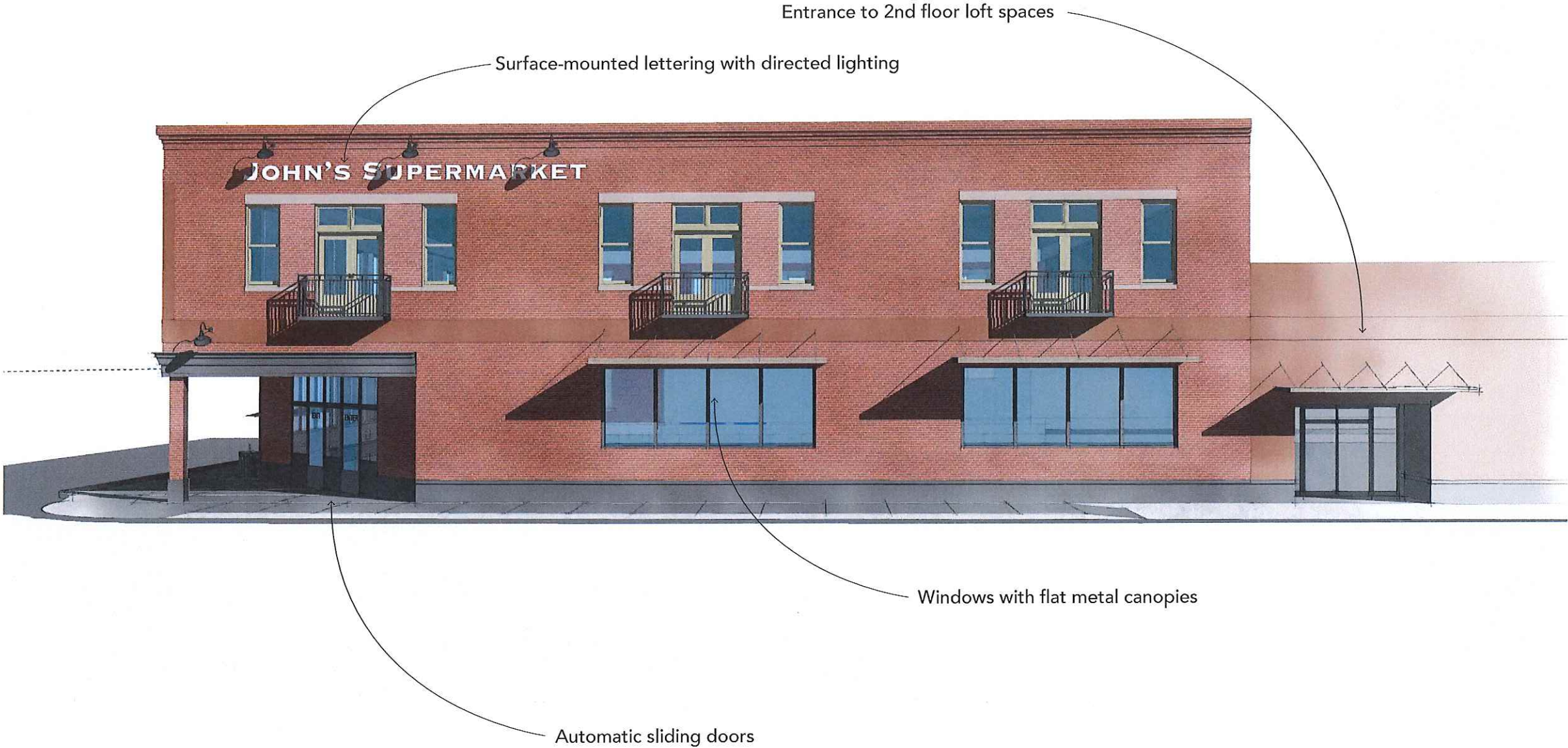
Seating area is shaded by building in the afternoons

COMMENTS:



West Elevation

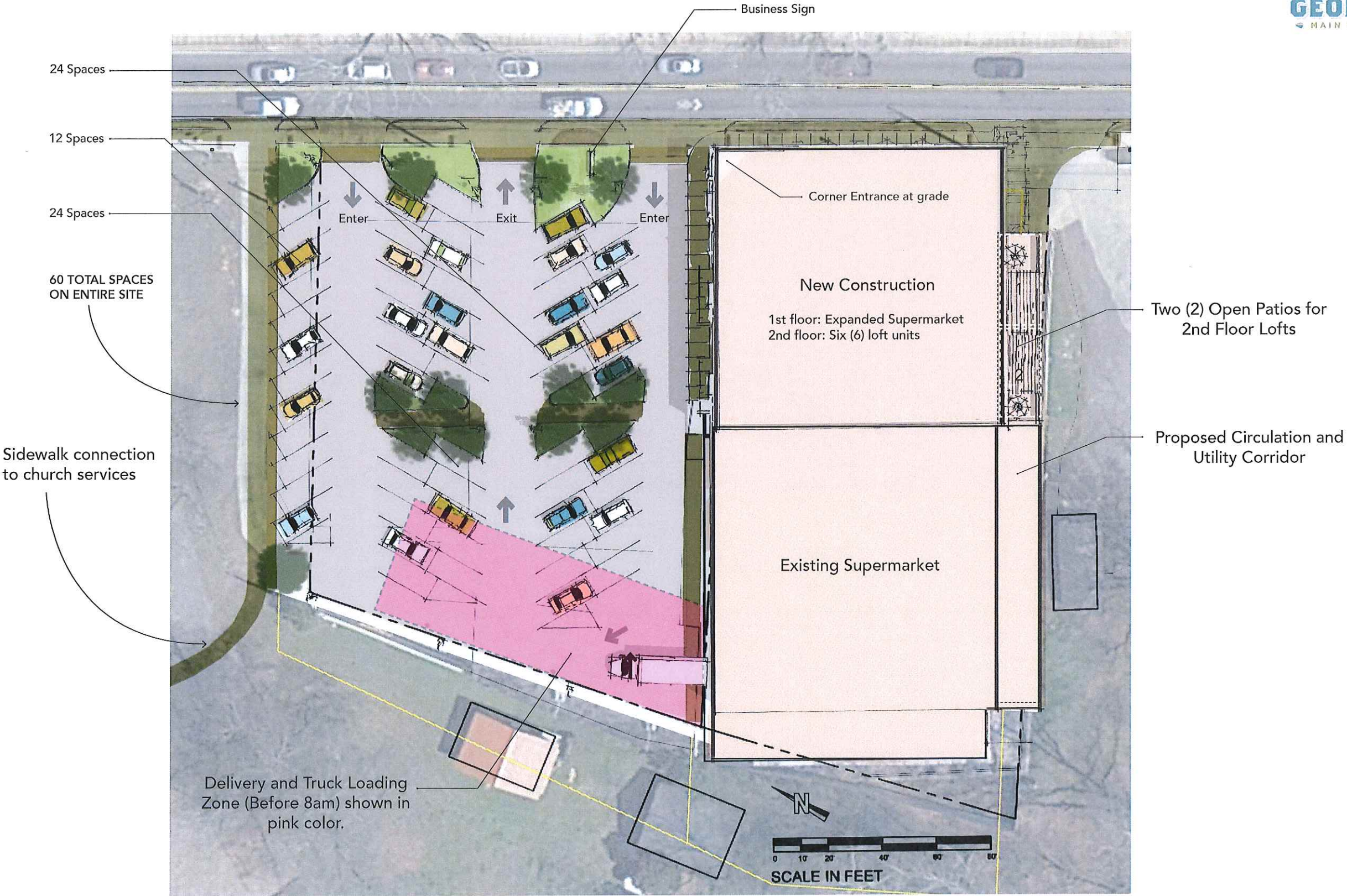
Prepared by The Office of Downtown Development, Georgia DCA Main Street Program





Preliminary Site and Parking Area Plan

Prepared by The Office of Downtown Development, Georgia DCA Main Street Program



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CITY OF MONROE**

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**August 5, 2018**