



## Planning & Zoning Meeting

### AGENDA

Tuesday, August 17, 2021

5:30 PM

215 N Broad Street Monroe Ga 30655

---

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **MINUTES OF PREVIOUS MEETING**

[1.](#) Minutes of Previous Meeting 7/20/2021

IV. **REPORT FROM CODE ENFORCEMENT OFFICER**

V. **PUBLIC HEARINGS**

[1.](#) Zoning Code Text Amendment #11

VI. **RECOMMENDATIONS ON REQUESTS**

VII. **OLD BUSINESS**

[1.](#) Preliminary Plat Review - The Overlook of Monroe - 319 S Madison Ave

VIII. **NEW BUSINESS**

IX. **ADJOURNMENT**

**MONROE PLANNING COMMISSION  
MEETING MINUTES  
July 20, 2021**

**Present:** Mike Eckles, Randy Camp, Chase Sisk, Rosalind Parks

**Absent:** Nate Treadaway

**Staff:** Pat Kelley – Director of Planning and Code  
Debbie Adkinson – Code Department Assistant  
Laura Wilson – Code Department Assistant  
Logan Propes – City Administrator  
Brad Callender – Planner

**Visitors:** Roger Grant, Charles Preston, Tip Huynh, Ned Butler, Sam Patel, Anish Patel, Lori Volk, Todd Parker, Keith Black, Ron Anglin, Bruce Hendley, Eric Scarborough, George Baker III, Lee Rowell, and Paul Gourley

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

Chairman Eckles asked for any changes, corrections or additions to the June 15, 2021 minutes. Motion to approve minutes.

Motion Camp. Second Sisk  
Motion carried unanimously

Chairman Eckles asked for a Code Officer Report.  
Kelley: none

PH opened at 5:31 pm

**The First Item of Business** is #PLAT-000113-2021, a request for a Preliminary Plat review for Rivers Edge, 302 Michael Etchison Rd. The subdivision is for 105 lots. The application was made by Ned Butler on behalf of the owner, Reliant Homes GA LLC.

Code Department recommends approval with corrections (24) as detailed in the staff report. Kelley provided a summary of the conditions which are mostly technical in nature.

Chairmen Eckles asked if Reliant Homes had any opposition to any of the 24 conditions listed in the staff report. Ned Bulter said no.

Chairman Eckles asked for any opposition—none

PH closed at 5:34 pm

Chairman Eckles entertained a motion.  
Motion to approve with conditions

Motion Camp. Second Parks.  
Motion Carried

PH opened at 5:34 pm

**The Second Item of Business:** is Certificate of Appropriateness Case #22, a request for a COA at 100 Saratoga Dr to allow the construction of a commercial strip shopping center building. The application was made by Ron Anglin on behalf of the owner, Lifeline Management Group, LLC.

Code Department recommends approval with changes as detailed in the staff report. Kelley noted that this application had been presented to the commission members previously but had been withdrawn.

Ron Anglin spoke on behalf of the project and agreed to the conditions listed in the staff report.

Chairman Eckles asked for any questions—none  
Chairman Eckles asked for any opposition—none

PH closed at 5:36 pm

Chairman Eckles entertained a motion.  
To approve with conditions as presented.

Motion Sisk. Seconded Camp.  
Motion carried.

PH opened at 5:37 pm

**The Third Item of Business:** is Preliminary Plat Case #29, a request for a Preliminary Plat review for The Overlook of Monroe at 319 S Madison Ave. The subdivision is for 7 lots. The application was made by Bruce Hendley on behalf of the owner, New Leaf Georgia, LLC.

Code Department recommends approval with corrections (5) as detailed in the staff report. Callender provided a summary of the corrections.

Tip Huynh of Alcovy Consulting Engineering spoke on behalf of the project. He indicated the owner, Bruce Hendley and himself did not receive a copy of the staff report detailing the requested changes. A written copy was provided to Huynh at the meeting. Because Hendley did not receive a copy of the staff report prior to the meeting, he requested the review be tabled to the next available meeting.

PH closed at 5:45 pm

Chairman Eckles entertained a motion.  
To table.

Motion Parks. Seconded Camp.  
Motion carried.

PH opened at 5:46 pm

**The Fourth Item of Business:** is Rezone Case #16, a request for a Rezone of the southwest corner of the intersection of US Hwy 78 and Aycock Ave from M-1 to PCD (Planned Commercial Development). The rezone encompasses ±26.64 acres. The application was submitted by the owner, Jacks Creek Landing LLC.

Code Department recommends approval of the rezone request as submitted without conditions.

Charles Preston spoke on behalf of the project. He provided a summary of the project to date.

Chairman Eckles asked for any questions: Camp inquired about a cemetery that was previously located on the property.

Preston stated the cemetery was found by the Walton County Development Authority when they were installing sewer lines. The site was properly document and remains removed.

Chairman Eckles asked for any opposition—none

PH closed at 5:48 pm

Chairman Eckles entertained a motion.  
To approve.

Motion Camp. Seconded Sisk.  
Motion carried.

Old Business—none  
New Business—none

Prior to adjournment, Camp thanked retiring Code Department Assistant Debbie Adkinson for her years of service.

Chairman Eckles entertained a motion to adjourn.  
To adjourn

Motion Camp. Second Sisk  
Meeting adjourned at 5:49pm



**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 08-04-2021  
**Description:** City of Monroe Zoning ordinance Text amendments #11

---

**Budget Account/Project Name:** NA

**Funding Source:** 2021 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA

**Company of Purchase:** NA

---

**Recommendation:** *Approve as presented*

**Background:** This is a text amendment to permit two uses by right in the M-1 zoning district. They are Crops grown under cover and Bio diesel production.

**Attachment(s):** Amendment, resolution and Amendment breakdown.



# City of Monroe

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

## REZONE PERMIT

PERMIT #:	108	DESCRIPTION:	ZONING TEXT AMENDMENT #11
JOB ADDRESS:	215 N BROAD ST	LOT #:	
PARCEL ID:		BLK #:	
SUBDIVISION:		ZONING:	
ISSUED TO:	CITY OF MONROE	CONTRACTOR:	CITY OF MONROE
ADDRESS:	P.O. BOX 1249	ADDRESS:	P.O. BOX 1249
CITY, STATE ZIP:	MONROE GA 30655	CITY, STATE ZIP:	MONROE GA 30655
PHONE:		PHONE:	
PROP.USE		DATE ISSUED:	8/05/2021
VALUATION:	\$ 0.00	EXPIRATION:	2/01/2022
SQ FT	0.00	PERMIT STATUS:	O
OCCP TYPE:		# OF BEDROOMS	
CNST TYPE:		# OF BATHROOMS	
INSPECTION REQUESTS:	<b>770-207-4674</b> <b>dadkinson@monroega.gov</b>	# OF OTHER ROOMS	

FEE CODE	DESCRIPTION	AMOUNT
	<b>FEE TOTAL</b>	\$ 0.00
	<b>PAYMENTS</b>	\$ 0.00
	<b>BALANCE</b>	\$ 0.00

City of Monroe Zoning Code Ordinance Text Amendment- Section 630.3 Table 6—Industrial Zoning District Land Use Regulations; Modifying Industrial Zoning District Land Use table to add the principle use of Agriculture: Greenhouse, nursery, and floriculture production—indoor food crop production and under the principle use of Industrial: Industry, heavy-manufacturing, repair, assembly, or processing—biodiesel fuel production. Both uses are to be added as permitted uses.

P&Z MTG 8/17/21 @5:30pm - COUNCIL MTG 9/14/21 6:00pm @ 215 N Broad St

### 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)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

**AN ORDINANCE TO AMEND THE ZONING  
ORDINANCE OF THE CITY OF MONROE, GEORGIA**

**The Mayor and Council of the city of Monroe, Georgia, hereby ordain as follows:**

**The Zoning Ordinance of the City of Monroe, officially adopted June 10, 2014, and Effective July 1, 2014, as thereafter amended, is hereby amended by implementing text amendments and changes outlined and identified in particular detail on Exhibit A, which such exhibit is incorporated herein by reference.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

These text amendments of the City of Monroe Zoning Ordinance shall take effect upon their adoption by the Mayor and Council.

**FIRST READING.** This 14<sup>th</sup>, day of September, 2021.

**SECOND READING AND ADOPTED** on this 12<sup>th</sup> day of October, 2021.

**CITY OF MONROE, GEORGIA**

**By: \_\_\_\_\_ (SEAL)  
John Howard, Mayor**

**Attest: \_\_\_\_\_ (SEAL)  
Debbie Kirk, City Clerk**

EXHIBIT A

City of Monroe Zoning Ordinance Text Amendment

Amendment # 11

1. Section 630.3 Table 6—Industrial Zoning District Land Use Regulations; Modifying Industrial Zoning District Land Use table to add the principle use of Agriculture: Greenhouse, nursery, and floriculture production—indoor food crop production and under the principle use of Industrial: Industry, heavy-manufacturing, repair, assembly, or processing—biodiesel fuel production. Both uses are to be added as permitted uses.



# Proposed Amendments to the Zoning Ordinance

August 17 – Planning Commission  
 September 14 – City Council 1<sup>st</sup> Reading  
 October 12 – City Council 2<sup>nd</sup> Reading

Amendment Key

**Blue** – Language to be added

**Red** – Language to be removed

**Green** – Amendment description

- **Section 630.3: Modify Industrial Zoning District Land Use Regulation table to add land uses for Indoor Food Crop Production and Biodiesel Fuel Production. Added land uses will be permitted by right in the M-1 zoning district. Indoor Food Crop Production is based upon NAICS 111419 – Other Food Crops Grown Under Cover with an illustrative example of vegetable farming grown under cover. Biodiesel Fuel Production is based upon NAICS 324199 – All Other Petroleum and Coal Products Manufacturing with an illustrative example of biodiesel fuels not made in petroleum refineries and blended with purchased refined petroleum. These NAICS references should provide clarity regarding interpretation of the intent behind these land uses.**

## Section 630.3 Industrial Land Use Regulations (M-1):

**Section 630.3 Table 6 - Industrial Zoning District Land Use Regulations**

[P]=permitted; [X]=prohibited;[C]=conditional use permit required

LAND USE CATEGORY	DISTRICT	REFERENCE
<b>Principal Use*(unless noted as an accessory use)</b>	<b>M-1</b>	<b>See Section or Note</b>
<b>Accessory building and uses</b>		
structures-general	P	See §1000.1
temporary buildings	P	See §1000.9
uses-general	P	See §1000.2
<b>Administrative and information service facilities</b>		
administrative offices/processing center	P	
call/telecommunications center	P	
data processing/programming facilities	P	
data processing/programming facilities with product production	P	
<b>AGRICULTURE:</b>		
<b>Greenhouse, nursery, and floriculture production</b>		
<u>indoor food crop production</u>	<u>P</u>	
<b>Amusements and Entertainment</b>		
adult entertainment establishment	P	Note (5)
archery range or firing range	P	See § 1031
game center	X	
miniature golf, outdoor	X	
play centers, skating rink, bowling alley	P	
theaters	X	
theaters, outdoor	X	
<b>Animal facilities and services</b>		
clinics and specialty services	C	
hospitals, lodging, and shelters	C	
<b>Building, construction and special trade facilities</b>		
contractor and developer offices	P	
contractor/developer offices with facilities	P	
contractor/developer office center	P	
landscape/irrigation service	P	
timber harvesting service	P	
tree surgery service	P	
building supply store, wholesale	P	





<b>heavy trucks, RVs and other heavy equipment</b>		
body repair and painting	P	
fueling station	P	
general service/installation of parts and accessories	P	
new or used, sales and rental	P	
parts/accessories/tires, sales	P	
truck wash, service or self-service	P	
terminal, motor freight	P	
truck stop/travel plaza	P	

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe Planning & Zoning commission will be holding a hearing for a zoning action/zoning code text amendment of Article VI, Section 630.3, Table 6. A public hearing will be held on August 17, 2021 at 5:30 P. M. in the City Hall Building at 215 N Broad Street.**

**The City of Monroe Council will be holding a hearing for a zoning action/zoning code text amendment of Article VI, Section 630.3, Table 6. A public hearing will be held on September 14, 2021 at 6:00 P.M. in the City Hall Building at 215 N Broad Street**

**All those having an interest should be present.**

**Please run on the following date:**

**August 1, 2021**



**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 08-04-2021  
**Description:** New Leaf Georgia LLC / PRELIMINARY PLAT CASE #: 29 / 319 South Madison Avenue

**Budget Account/Project Name:** NA

**Funding Source:** 2021 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA

**Company of Purchase:** NA

**Recommendation:** *The submitted Preliminary Plat does not require any corrections and is recommended for approval as submitted.*

**Background:** Currently undeveloped, previous residential structures have been razed

**Attachment(s):** Application, Staff report and Preliminary plat.



**Planning  
City of Monroe, Georgia  
PRELIMINARY PLAT REVIEW**

---

**APPLICATION SUMMARY**

**PRELIMINARY PLAT CASE #:** 29

**DATE:** August 3, 2021

**STAFF REPORT BY:** Brad Callender, City Planner

**DEVELOPER:** New Leaf Georgia LLC

**PROPERTY OWNER:** New Leaf Georgia LLC

**DESIGN CONSULTANT:** Alcovy Consulting Engineering

**LOCATION:** East side of South Madison Avenue and the west side of Milledge Avenue – 319 South Madison Avenue

**ACREAGE:** ±0.647

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

**EXISTING LAND USE:** Currently undeveloped, previous residential structures have been razed

**ACTION REQUESTED:** The owner is requesting Preliminary Plat approval for townhome development.

**STAFF RECOMMENDATION:** Staff recommends approval of this Preliminary Plat as submitted without corrections.

**DATE OF SCHEDULED PUBLIC HEARINGS**

**PLANNING COMMISSION:** August 17, 2021

**CITY COUNCIL:** September 14, 2021

---

**PRELIMINARY PLAT REVIEW SUMMARY**

The submitted Preliminary Plat does not require any corrections and is recommended for approval as submitted.



**AUTHORIZATION STATEMENT**

I hereby submit this Preliminary Plat as authorized agent/owner of all property shown thereon, and certify that all contiguous property under my ownership or control is included within the boundaries of this Preliminary Plat, as required by the Development Regulations.

Signature of Authorized Agent/Owner \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY THE CODE ENFORCEMENT OFFICE**

This Preliminary Plat has been reviewed and approved for general compliance with the Zoning Ordinance and Development Regulations of the City of Monroee.

Code Enforcement Officer \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY PLANNING COMMISSION**

The Preliminary Plat shown hereon has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Monroe and is hereby given Preliminary Approval by the City of Monroe Planning Commission. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_, Chairman

By: \_\_\_\_\_, Secretary

**CERTIFICATE OF APPROVAL BY THE CITY OF MONROE COMBINED UTILITES**

The lots shown hereon and plans for water and sewage collection and disposal have been reviewed and approved by the City of Monroe Water & Gas Department, and are approved for development.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY THE CITY OF MONROE COMBINED UTILITES**

The lots shown hereon and plans for electrical has been reviewed and approved by the City Of Monroe Electric & Telecommunications Department, and are approved for development.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY MAYOR AND COUNCIL**

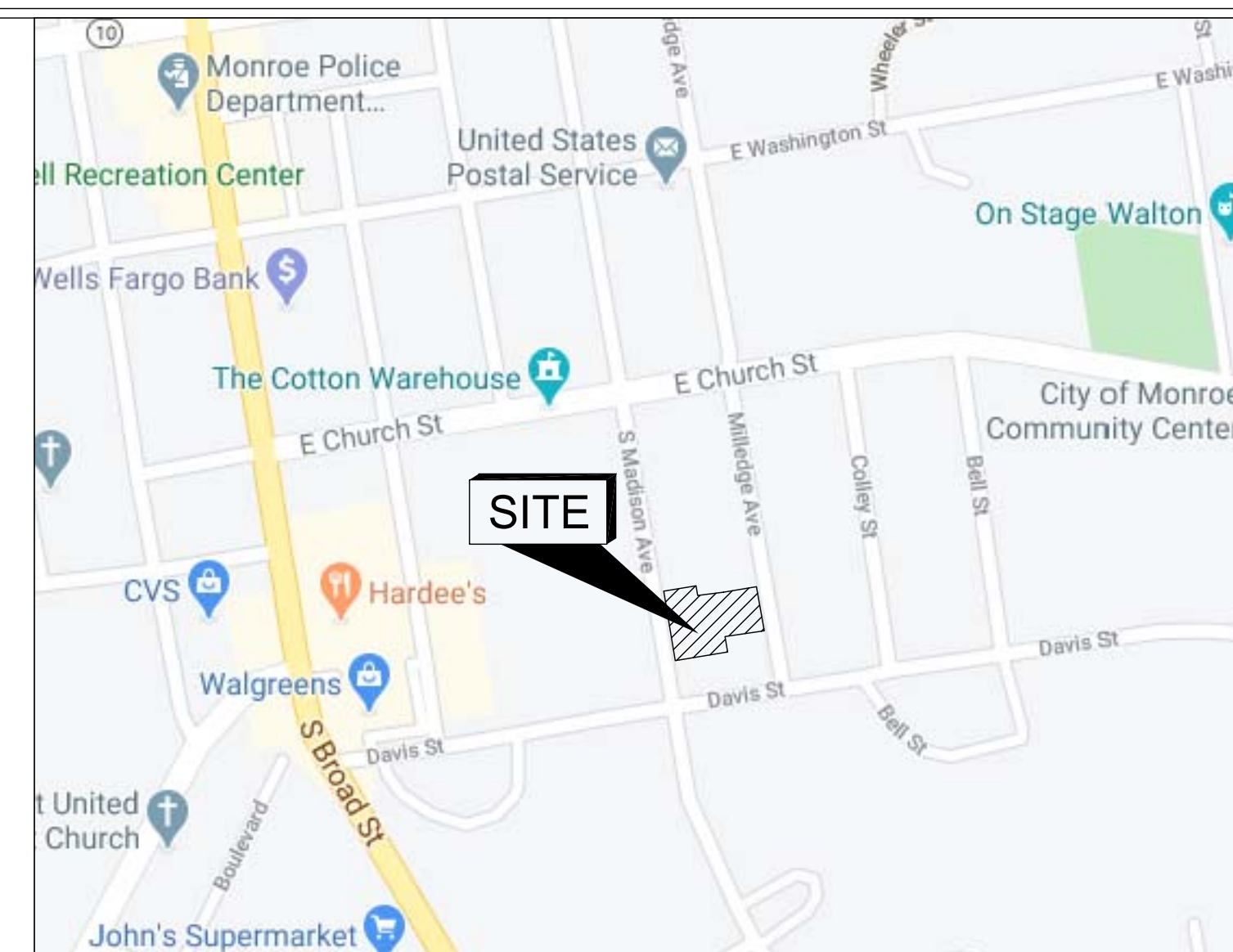
The Preliminary Plat shown hereon has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Monroe and is hereby given Preliminary Approval by the City of Monroe Mayor and Council. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_, Mayor

By: \_\_\_\_\_, City Clerk

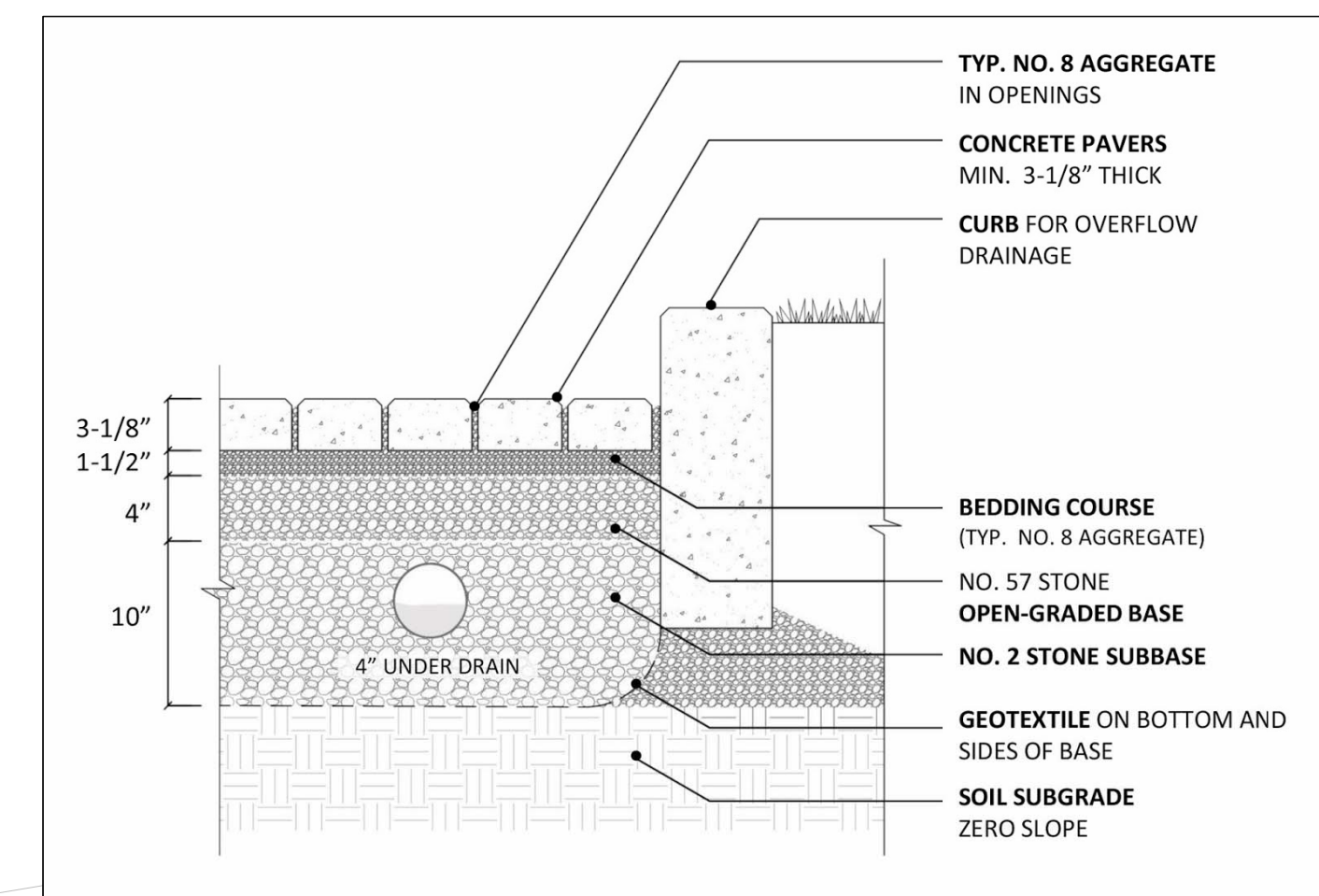
TOTAL SITE AREA = 0.647 ACRES
TOTAL DISTURBED AREA = 0.65 ACRES
THERE ARE NO STATE WATERS ON THE SITE.
THERE ARE NO NWI WETLAND ON SITE. UPON A SITE VISIT, THERE WERE NO VEGETATION WHICH INDICATES WETLANDS ON SITE.



VICINITY MAP N.T.S.

**PAVEMENT LEGEND**

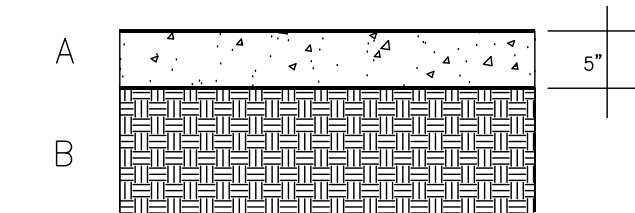
- PERMEABLE PAVER
- CONCRETE PAVEMENT



**PERMEABLE PAVER**

NO SCALE

- A. 5.0 INCH CONCRETE W/ FIBER MESH
- B. STABILIZED SUBGRADE RAW SUBGRADE SOIL (IN SITU OR COMPACTED FILL) COMPACTED TO A MINIMUM OF 100% STD. PROCTOR



**CONCRETE PAVEMENT**

NO SCALE

LOT CHART		
LOT #	ACRES	AREA
1	0.0188	820 SQ. FT.
2	0.0094	409 SQ. FT.
3	0.0230	1,002 SQ. FT.
4	0.0246	1,070 SQ. FT.
5	0.0227	989 SQ. FT.
6	0.0229	997 SQ. FT.
7	0.0306	1,333 SQ. FT.

- SITE PLAN NOTES**
- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY OF MONROE REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
  - CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF SIDEWALKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
  - ALL DISTURBED AREAS ARE TO RECEIVE SEED, MULCH AND WATER UNTIL A HEALTHY STAND OF GRASS IS ESTABLISHED.
  - ALL ISLANDS WITH CURB & GUTTER SHALL BE LANDSCAPED. THOSE ISLANDS ARE TO HAVE 18" CURB & GUTTER.
  - ALL CURBED RADII ARE TO BE 5' UNLESS OTHERWISE NOTED. STRIPPED RADII ARE TO BE 5'.
  - ALL DIMENSIONS AND RADII ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
  - THERE ARE EXISTING STRUCTURES TO BE REMOVED AS SHOWN. CONTACT ENGINEER IF ANY ADDITIONAL STRUCTURES ARE FOUND.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
  - BOUNDARY AND TOPOGRAPHIC INFORMATION TAKEN FROM A SURVEY BY ALCOVY SURVEYING AND ENGINEERING, INC. DATED 3-28-18.
  - TOTAL SITE AREA IS 0.647 ACRES.
  - SITE HAS NO EXISTING OR PREVIOUSLY EXISTING LANDFILLS AND NO PROPOSED ON-SITE BURIAL PITS.
  - THERE ARE NO CEMETERIES OR OTHER SIGNIFICANT OR HISTORICAL AREAS ON THE SITE.
  - SITE SHALL COMPLY WITH CITY OF MONROE B2 ZONING AND THE CONDITIONS APPROVED BY CITY COUNCIL.
  - WATER AND SEWER SERVICE BY CITY OF MONROE.
  - HANDICAP RAMPS REQUIRED AT ALL SIDEWALK CROSSINGS.
  - THE PROPERTY OWNER ASSOCIATION SHALL BE RESPONSIBLE FOR MAINTENANCE OF STORM WATER MANAGEMENT SYSTEM OUTSIDE OF THE RIGHT-OF-WAY INCLUDING DETENTION AND WATER QUALITY FACILITIES, LAKES, STORM DRAINS AND/OR WATER COURSES.
  - NECESSARY SIGNAGE, SUFFICIENT LIGHTS, SIGNS AND OTHER TRAFFIC CONTROL METHODS AS MAY BE NECESSARY FOR THE PROTECTION AND SAFETY OF THE PUBLIC SHALL BE PROVIDED AND MAINTAINED THROUGHOUT THE WORKING AND CONSTRUCTION ON ROADS IN CITY OF MONROE.
  - STREETLIGHTS ARE TO BE DESIGNED AND INSTALLED BY POWER PROVIDER.
  - THERE ARE NO NWI WETLAND ON THE SITE.
  - THERE ARE NO STATE WATERS ON THE SITE.
  - HQA REQUIRED.
  - PROPOSED USE: TOWNHOMES WITH COMMON AREA.
  - SITE SETBACK: FRONT SETBACK - 10' SIDE SETBACK - 10' REAR SETBACK - 10'

- LEGEND**
- R.B.F. = REBAR FOUND
  - I.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOVY"
  - C.M.F. = CONCRETE MONUMENT FOUND
  - O.T.P. = OPEN TOP PIPE
  - C.T.P. = CRIMPED TOP PIPE
  - R/W = RIGHT OF WAY
  - P.L. = PROPERTY LINE
  - C.L. = CENTER LINE
  - B.S.L. = BUILDING SETBACK LINE
  - L.L. = LAND LOT
  - L.L.L. = LAND LOT LINE
  - G.M.D. = GEORGIA MILITIA DISTRICT
  - T.B.M. = TEMPORARY BENCH MARK
  - R. = RADIUS
  - CH. = CHORD
  - TAN. = TANGENT
  - N/O. = NOW OR FORMERLY
  - D.B. = DEED BOOK
  - P.B. = PLAT BOOK
  - P.G. = PAGE
  - D.E. = DRAINAGE EASEMENT
  - S.S.E. = SANITARY SEWER EASEMENT
  - F.F.E. = FINISHED FLOOR ELEVATION
  - ⊕ = MANHOLE
  - ⊙ = DRAIN INLET
  - ⊙ = FIRE HYDRANT
  - ⊙ = LIGHT POLE
  - ⊙ = POWER POLE
  - P- = POWER LINE
  - X- = FENCE LINE
  - W- = WATER LINE
  - G- = GAS LINE
  - ⊕ = VALVE
  - ⊙ = WELL
- (DISTANCE) = DEED OR PLAT CALL  
P.O.C. = POINT OF COMMENCEMENT  
P.O.B. = POINT OF BEGINNING

**GEORGIA811**

www.Georgia811.com



**A.C.E.**  
ALCOVY CONSULTING ENGINEERING AND ASSOCIATES, LLC.  
P.O.C. TIP HUYNH, P.E.  
485 Edwards Rd.  
Oxford, Georgia 30054  
Phone: 770-466-4002  
tipacello@gmail.com

© 2021  
Alcovy Consulting Engineering and Associates LLC. - ALL RIGHTS RESERVED

This drawing and any permitted reproductions, in whole or part, are the sole property of Alcovy Consulting Engineering and Associates LLC. and shall not be reproduced or conveyed in any way without the written permission of Alcovy Consulting Engineering and Associates LLC.



**PRELIMINARY PLAT**

**PROPOSED THE OVERLOOK OF MONROE**

PARCEL: M0160124 & M0160125  
LAND LOT: 65  
DISTRICT: 3RD  
319 S MADISON AVE.  
CITY OF MONROE, GA

DATE: 6/17/2021  
SCALE: 1" = 30'

**OWNER/DEVELOPER**

NEW LEAF GEORGIA, LLC.  
P O BOX 256  
STATHAM, GA 30666  
BRUCE HENDLEY  
706-424-0999  
bruce@hendleyhomesga.com

24 HOUR - EMERGENCY CONTACT  
BRUCE HENDLEY  
706-424-0999  
bruce@hendleyhomesga.com

**REVISIONS**

NO.	DATE	DESCRIPTION
1	7/21/21	CITY COMMENTS

JOB No. 18-033

C-1







**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 07-12-2021  
**Description:** Preliminary plat case #29 319 S. Madison Ave. New Leaf Georgia LLC

**Budget Account/Project Name:** NA

**Funding Source:** 2021 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA

**Company of Purchase:** NA

**Recommendation:** Staff recommends approval of this preliminary plat subject to corrections as listed in the staff report.

**Background:** This project is to be a townhouse residential development and is a reuse of previously single family detached home sites which have been razed. The property is a single parcel.

**Attachment(s):** Application, Staff report and supporting documents.



**Planning  
City of Monroe, Georgia  
PRELIMINARY PLAT REVIEW**

---

**APPLICATION SUMMARY**

**PRELIMINARY PLAT CASE #:** 29

**DATE:** June 25, 2021

**STAFF REPORT BY:** Brad Callender, City Planner

**DEVELOPER:** New Leaf Georgia LLC

**PROPERTY OWNER:** New Leaf Georgia LLC

**DESIGN CONSULTANT:** Alcovy Consulting Engineering

**LOCATION:** East side of South Madison Avenue and the west side of Milledge Avenue – 319 South Madison Avenue

**ACREAGE:** ±0.647

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

**EXISTING LAND USE:** Currently undeveloped, previous residential structures have been razed

**ACTION REQUESTED:** The owner is requesting Preliminary Plat approval for townhome development.

**STAFF RECOMMENDATION:** Staff recommends approval of this Preliminary Plat subject to the corrections listed below.

**DATE OF SCHEDULED PUBLIC HEARINGS**

**PLANNING COMMISSION:** July 20, 2021

**CITY COUNCIL:** August 10, 2021

---

**PRELIMINARY PLAT REVIEW SUMMARY**

The submitted Preliminary Plat requires the following corrections prior to signing the plat for approval.

1. In the Notes Section, state the proposed use as “Townhomes with common area”. (7.2.4(f))
2. In the Notes Section, state the building setbacks proposed for the townhome lots. (7.2.4(g))
3. The proposed access drive encroaches onto the adjoining parcel, MO160113. Revise the taper on the driveway location so no encroachment will occur on the adjoining property. (7.2.4(i))
4. The proposed driveway access to the townhomes is required to be a minimum of 22-feet in width connecting to a public street. Revise the access drive to contain a minimum of 22-feet in width. (7.2.4(i) & 9.16(C)(3))
5. With regards to the previous comment, the minimum 22-foot driveway could be achieved by eliminating parking for the mail box kiosk. The Development Regulations do not warrant any required parking for the mail box kiosk and considering the limited size of the development, the parking for that feature can be eliminated. Also, eliminating the parking along the proposed

driveway will provide adequate space to accommodate the minimum driveway width required. Consider modifying the rear patio feature to allow for a second parking space behind each unit. There is enough width on each townhome lot to allow for a parking space along the side of the driveway for the garage. This alternative would also eliminate the need to provide additional parking storage elsewhere on the site in the common area. (7.2.4(i))



# City of Monroe

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

## PRELIMINARY PLAT PERMIT

PERMIT #:	29	DESCRIPTION:	Preliminary Plat for 319 S. Madison Ave
JOB ADDRESS:	319 S MADISON AVE	LOT #:	65
PARCEL ID:	M0160125	BLK #:	3
SUBDIVISION:	THE OVERLOOK OF MONROE	ZONING:	B2
ISSUED TO:	New Leaf Georgia LLC	CONTRACTOR:	New Leaf Georgia LLC
ADDRESS:	PO Box 256	ADDRESS:	PO Box 256
CITY, STATE ZIP:	Statham GA 30666	CITY, STATE ZIP:	Statham GA 30666
PHONE:	706-424-0999	PHONE:	
PROP.USE VALUATION:	\$ 0.00	DATE ISSUED:	6/29/2021
SQ FT:	0.00	EXPIRATION:	None
OCCP TYPE:		PERMIT STATUS:	O
CNST TYPE:		# OF BEDROOMS	
INSPECTION REQUESTS:	770-207-4674 dadkinson@monroega.gov	# OF BATHROOMS	
		# OF OTHER ROOMS	

FEE CODE	DESCRIPTION	AMOUNT
PZ-05	PRELIMINARY PLAT REVIEW (PER LOT)	\$ 140.00
<b>FEE TOTAL</b>		\$ 140.00
<b>PAYMENTS</b>		\$- 140.00
<b>BALANCE</b>		\$ 0.00

Preliminary Plat review of 7 lots –P&Z Meeting 7/20/2021 @5:30pm and City Council Meeting 8/10/2021 @6pm  
215 N. Broad St.

### 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)

6/29/21  
DATE

# CITY OF MONROE

## DEVELOPMENT PERMIT AND PRELIMINARY SUBDIVISION PLAT APPLICATION

Application fees: Preliminary Subdivision Plats - \$20 per lot Non-residential Projects - 50% of BP  
NPDES fees: \$40/disturbed acre to EPD and \$40/disturbed acre to City of Monroe  
Shall be paid prior to issuance of permit.

Three copies of the site development plans including erosion, sediment & pollution control plan and two copies of the stormwater management study or two copies of the preliminary subdivision plat. Also required on all developments...  
Two copies of the hydraulic calculations with water line design must accompany all applications.

### THIS FORM MUST BE COMPLETELY FILLED OUT.

Project Name The Overlook of Monroe

Project Location 319 S. Madison Ave.

Proposed Use Town houses Map/Parcel MO160124 & MO160125

Acreage 0.647 #S/D Lots 7 # Multifamily Units \_\_\_\_\_ # Bldgs 2

Water(provider) Monroe Sewer(provider) monroe

Property Owner New Leaf Georgia LLC. Phone# 706-424-0999

Address P.O. Box 256 City Statham State GA Zip 30666

Developer Same as owner Phone# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Designer Alcovy Consulting Engineering Phone# 770 466-4002

Address 485 Edwards Rd. City Oxford State GA Zip 30054

Site Contractor \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The applicant shall be responsible from the date of the permit, or from the time of the beginning of the first work, whichever shall be the earlier, for all injury or damage of any kind resulting from this work, whether for basic services or additional services, to persons or property. The applicant shall exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense (including death) to persons or property caused or sustained in connection with the performance of this permit or by conditions created thereby or arising out of or anyway connected with the work performed under the permit or for any and all claims for damages under the laws of the United States or of Georgia arising out of or in any way connected with the acquisition of and construction under the permit and shall assume and pay for, without cost to the City, the defense of any and all claims, litigation, and actions, suffered through any act or omission of the applicant or any subcontractor or anyone directly or indirectly employed under the supervision of any of them.

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.

SIGNATURE OF APPLICANT: Bruce Hendry

DATE: 6/10/2021





**AUTHORIZATION STATEMENT**

I hereby submit this Preliminary Plat as authorized agent/owner of all property shown thereon, and certify that all contiguous property under my ownership or control is included within the boundaries of this Preliminary Plat, as required by the Development Regulations.

Signature of Authorized Agent/Owner \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY THE CODE ENFORCEMENT OFFICE**

This Preliminary Plat has been reviewed and approved for general compliance with the Zoning Ordinance and Development Regulations of the City of Monroee.

Code Enforcement Officer \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY PLANNING COMMISSION**

The Preliminary Plat shown hereon has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Monroe and is hereby given Preliminary Approval by the City of Monroe Planning Commission. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_, Chairman

By: \_\_\_\_\_, Secretary

- SITE PLAN NOTES**
- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY OF MONROE REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
  - CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF SIDEWALKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
  - ALL DISTURBED AREAS ARE TO RECEIVE SEED, MULCH AND WATER UNTIL A HEALTHY STAND OF GRASS IS ESTABLISHED.
  - ALL ISLANDS WITH CURB & GUTTER SHALL BE LANDSCAPED. THOSE ISLANDS ARE TO HAVE 18" CURB & GUTTER.
  - ALL CURBED RADII ARE TO BE 5' UNLESS OTHERWISE NOTED. STRIPPED RADII ARE TO BE 5'.
  - ALL DIMENSIONS AND RADII ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
  - THERE ARE EXISTING STRUCTURES TO BE REMOVED AS SHOWN. CONTACT ENGINEER IF ANY ADDITIONAL STRUCTURES ARE FOUND.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
  - BOUNDARY AND TOPOGRAPHIC INFORMATION TAKEN FROM A SURVEY BY ALCOVY SURVEYING AND ENGINEERING, INC. DATED 3-28-18.
  - TOTAL SITE AREA IS 0.647 ACRES.
  - SITE HAS NO EXISTING OR PREVIOUSLY EXISTING LANDFILLS AND NO PROPOSED ON-SITE BURIAL PITS.
  - THERE ARE NO CEMETERIES OR OTHER SIGNIFICANT OR HISTORICAL AREAS ON THE SITE.
  - SITE SHALL COMPLY WITH CITY OF MONROE B2 ZONING AND THE CONDITIONS APPROVED BY CITY COUNCIL.
  - WATER AND SEWER SERVICE BY CITY OF MONROE.
  - HANDICAP RAMP REQUIRED AT ALL SIDEWALK CROSSINGS.
  - THE PROPERTY OWNER ASSOCIATION SHALL BE RESPONSIBLE FOR MAINTENANCE OF STORM WATER MANAGEMENT SYSTEM OUTSIDE OF THE RIGHT-OF-WAY INCLUDING DETENTION AND WATER QUALITY FACILITIES, LAKES, STORM DRAINAGE AND/OR WATER COURSES.
  - NECESSARY SIGNAGE, SUFFICIENT LIGHTS, SIGNS AND OTHER TRAFFIC CONTROL METHODS AS MAY BE NECESSARY FOR THE PROTECTION AND SAFETY OF THE PUBLIC SHALL BE PROVIDED AND MAINTAINED THROUGHOUT THE WORKING OF AND CONSTRUCTION ON ROADS IN CITY OF MONROE.
  - STREETLIGHTS ARE TO BE DESIGNED AND INSTALLED BY POWER PROVIDER.
  - THERE ARE NO NWI WETLAND ON THE SITE.
  - THERE ARE NO STATE WATER ON SITE.
  - HOA REQUIRED.

**CERTIFICATE OF APPROVAL BY THE CITY OF MONROE COMBINED UTILITES**

The lots shown hereon and plans for water and sewage collection and disposal have been reviewed and approved by the City of Monroe Water & Gas Department, and are approved for development.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY THE CITY OF MONROE COMBINED UTILITES**

The lots shown hereon and plans for electrical has been reviewed and approved by the City Of Monroe Electric & Telecommunications Department, and are approved for development.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY MAYOR AND COUNCIL**

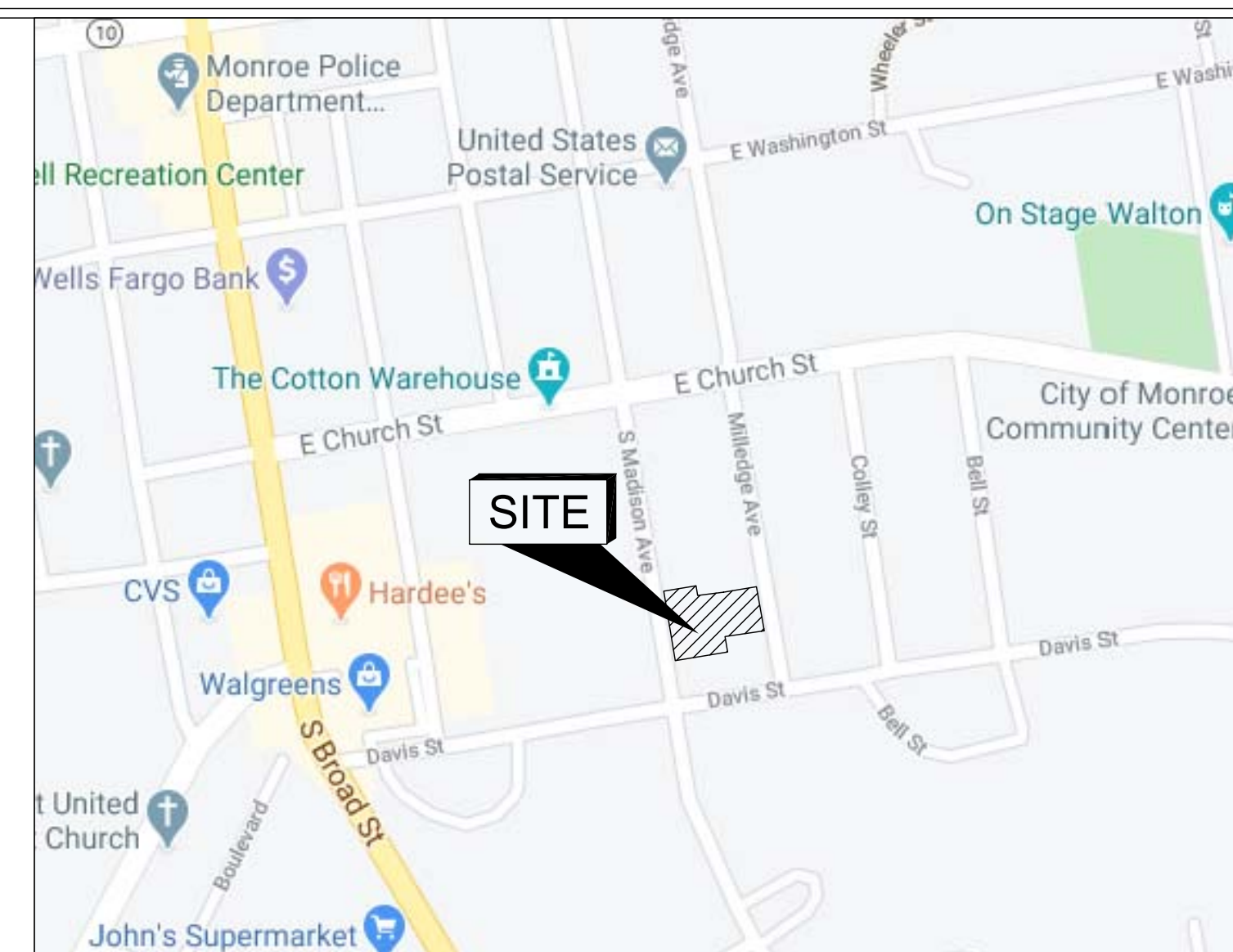
The Preliminary Plat shown hereon has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Monroe and is hereby given Preliminary Approval by the City of Monroe Mayor and Council. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_, Mayor

By: \_\_\_\_\_, City Clerk

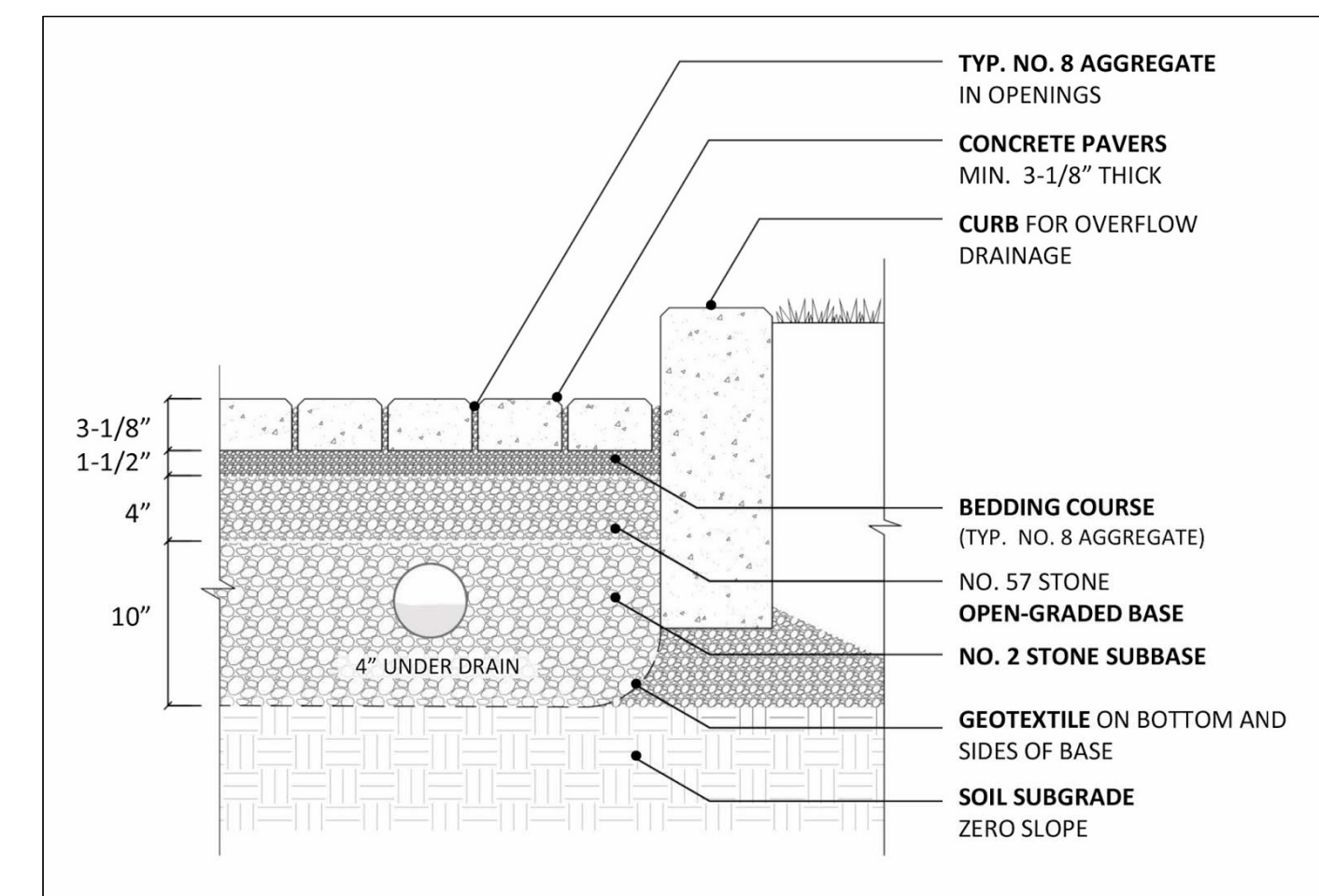
TOTAL SITE AREA = 0.647 ACRES
TOTAL DISTURBED AREA = 0.65 ACRES
THERE ARE NO STATE WATERS ON THE SITE.
THERE ARE NO NWI WETLAND ON SITE. UPON A SITE VISIT, THERE WERE NO VEGETATION WHICH INDICATES WETLANDS ON SITE.



VICINITY MAP N.T.S.

**PAVEMENT LEGEND**

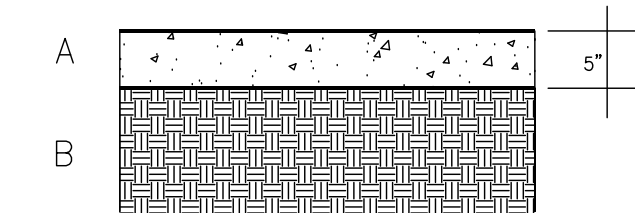
- PERMEABLE PAVER
- CONCRETE PAVEMENT



**PERMEABLE PAVER**

NO SCALE

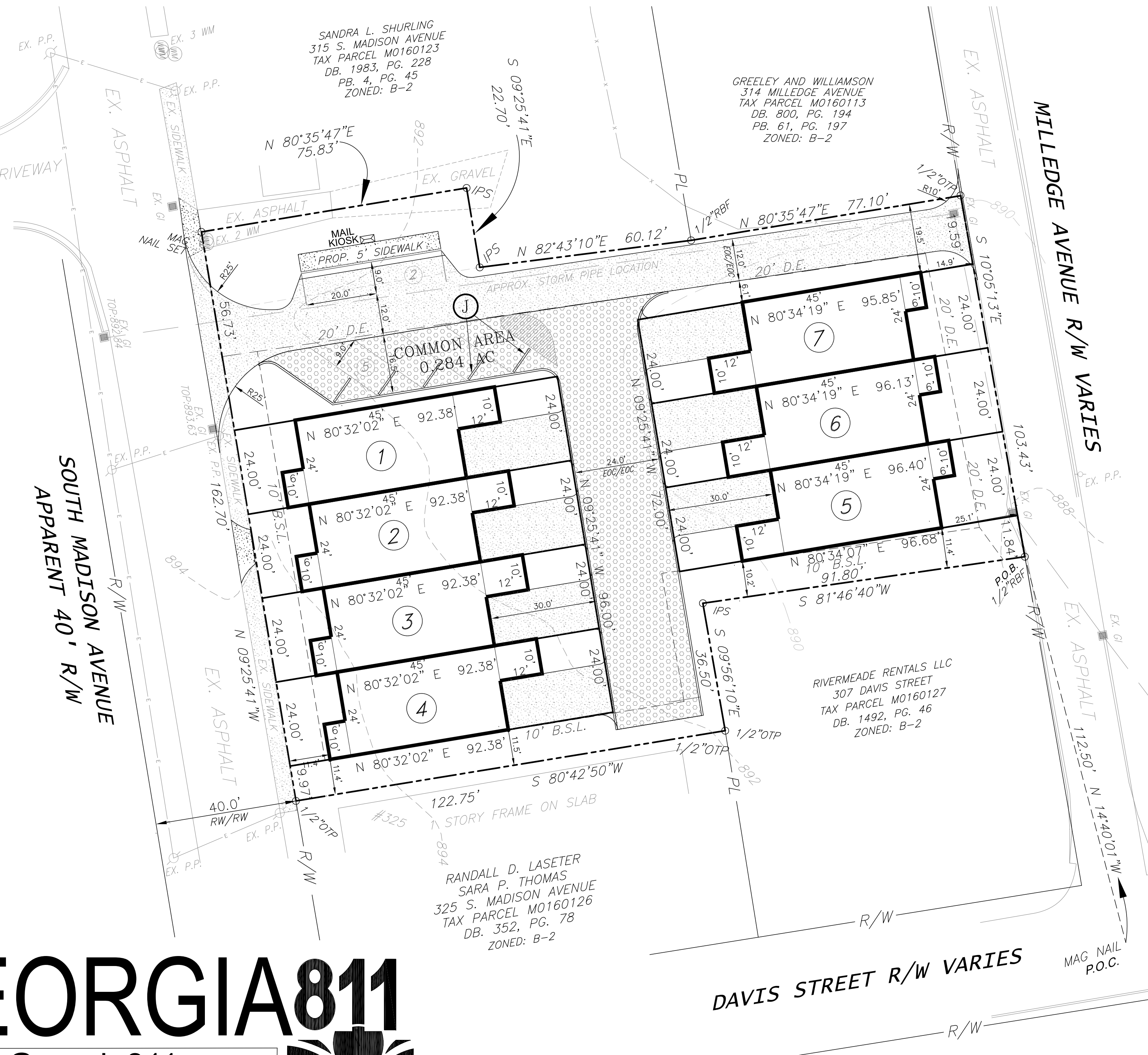
- 5.0 INCH CONCRETE W/ FIBER MESH
- STABILIZED SUBGRADE (RAW SUBGRADE SOIL (IN SITU OR COMPACTED FILL) COMPACTED TO A MINIMUM OF 100% STD. PROCTOR)



**CONCRETE PAVEMENT**

NO SCALE

LOT CHART		
LOT #	ACRES	AREA
1	0.051 ACRES	2,217 SQ. FT.
2	0.051 ACRES	2,217 SQ. FT.
3	0.051 ACRES	2,217 SQ. FT.
4	0.051 ACRES	2,217 SQ. FT.
5	0.053 ACRES	2,304 SQ. FT.
6	0.053 ACRES	2,310 SQ. FT.
7	0.053 ACRES	2,317 SQ. FT.



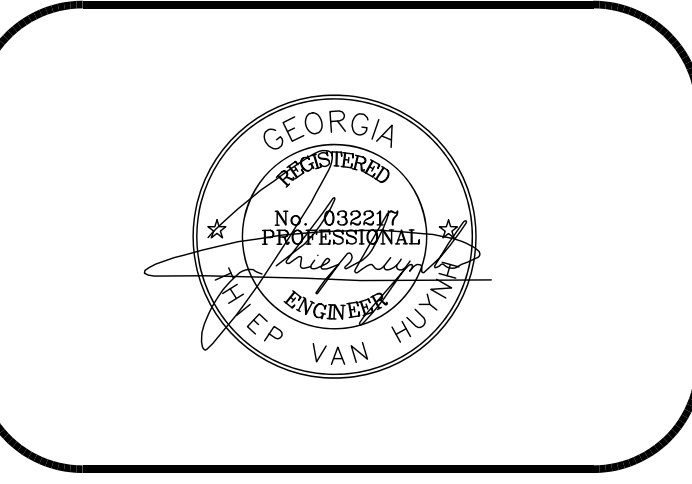
- LEGEND**
- R.B.F. = REBAR FOUND
  - I.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOVY"
  - C.M.F. = CONCRETE MONUMENT FOUND
  - O.T.P. = OPEN TOP PIPE
  - C.T.P. = CRIMPED TOP PIPE
  - R/W = RIGHT OF WAY
  - P.L. = PROPERTY LINE
  - C.L. = CENTER LINE
  - B.S.L. = BUILDING SETBACK LINE
  - L.L. = LAND LOT
  - L.L.L. = LAND LOT LINE
  - G.M.D. = GEORGIA MILITIA DISTRICT
  - T.B.M. = TEMPORARY BENCH MARK
  - R. = RADIUS
  - CH. = CHORD
  - TAN. = TANGENT
  - N/O. = NOW OR FORMERLY
  - D.B. = DEED BOOK
  - P.B. = PLAT BOOK
  - P.G. = PAGE
  - D.E. = DRAINAGE EASEMENT
  - S.S.E. = SANITARY SEWER EASEMENT
  - F.F.E. = FINISHED FLOOR ELEVATION
  - ⊕ = MANHOLE
  - ⊙ = DRAIN INLET
  - ⊙ = FIRE HYDRANT
  - ⊙ = LIGHT POLE
  - ⊙ = POWER POLE
  - P- = POWER LINE
  - X- = FENCE LINE
  - W- = WATER LINE
  - G- = GAS LINE
  - V- = VALVE
  - ⊙ = WELL
- (DISTANCE) = DEED OR PLAT CALL  
P.O.C. = POINT OF COMMENCEMENT  
P.O.B. = POINT OF BEGINNING

**GEORGIA811**  
www.Georgia811.com

**A.C.E.**  
ALCOVY CONSULTING ENGINEERING AND ASSOCIATES, LLC.  
P.O.C. TIP HUYNH, P.E.  
485 Edwards Rd.  
Oxford, Georgia 30054  
Phone: 770-466-4002  
tipacello@gmail.com

© 2021  
Alcovy Consulting Engineering and Associates LLC. - ALL RIGHTS RESERVED

This drawing and any permitted reproductions, in whole or part, are the sole property of Alcovy Consulting Engineering and Associates LLC. and shall not be reproduced or conveyed in any way without the written permission of Alcovy Consulting Engineering and Associates LLC.



**PRELIMINARY PLAT**

**PROPOSED THE OVERLOOK OF MONROE**

PARCEL: M0160124 & M0160125  
LAND LOT: 65  
DISTRICT: 3RD  
319 S MADISON AVE.  
CITY OF MONROE, GA

DATE: 6/17/2021  
SCALE: 1" = 30'

OWNER/DEVELOPER

NEW LEAF GEORGIA, LLC.  
P O BOX 256  
STATHAM, GA 30666  
BRUCE HENDLEY  
706-424-0999  
bruce@hendleyhomesga.com

24 HOUR - EMERGENCY CONTACT  
BRUCE HENDLEY  
706-424-0999  
bruce@hendleyhomesga.com

**REVISIONS**

NO.	DATE	DESCRIPTION

JOB No. 18-033  
**C-1**