



Planning Commission

AGENDA

Tuesday, October 21, 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 - September 16, 2025

V. REPORT FROM CODE ENFORCEMENT OFFICER

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Certificate of Appropriateness #4010 - 1200 S Broad St - Site & Exterior Building Improvements

2. Special Exception Variance #4060 - 250 Hwy 138 - Tokyo

3. Hardship Variance #4062 - 109 Walker Dr

4. Preliminary Plat #3933 - The Jax

VIII. ADJOURNMENT

MONROE PLANNING COMMISSION MEETING MINUTES – SEPTEMBER 16, 2025

Present: Acting Chairman Randy Camp, Kim Jolly, Rosalind Parks, Shauna Mathias, Bonnie Rosser

Absent: None

Staff: Brad Callender – City Planner
Laura Powell – City Clerk

Visitors: Nan Wilcox, Jeff Russell, and Jonathan Lewis

Call to Order:

Acting Chairman Camp called the Planning Commission meeting to order at 6:00 pm.

Approval of Agenda:

Acting Chairman Camp called for a motion to amend the agenda by adding a third New Business item;

Motion Mathias,
Second Parks.
Motion carried unanimously

Minutes of Previous Meeting(s):

Acting Chairman Camp asked if everyone has reviewed the August 19, 2025 minutes and asked if there are any changes, corrections or additions. Commission members responded there were none. Acting Chairman Camp called for a motion to approve the August 19, 2025, minutes;

Motion Parks,
Second Mathias.
Motion carried unanimously

Report from Code Officer:

Mr. Callender stated there was nothing to report.

Old Business:

None

New Business:

The First Item of Business: Certificate of Appropriateness #3965 – 1521 S Broad Street – Convenience Store with Fuel Pumps

Brad Callender stated that this was presented to the commission several months ago for a rezone and a conditional use. They are now back for a COA because they were subject to the code change for the rezone and conditional use and had been approved several years ago. They had received the LDP, but it has since expired. They have since gone through the rezone, the conditional use has been approved by the City, and they are here tonight, to have the COA approved, as the last step before they can submit their site development plans to get back to the LDP. Mr. Callender briefly presented the plans and noted that there are three conditions and the report states that there needs to be a public entry facing S. Broad Street and the Landscape Plan states that evergreen shrubbery needs to be added along the section with extra paving and fuel area, along with some additional tree plantings. Lastly, Mr.

Callender stated that the applicant is aware but the billboard signage needs to be removed at the LDP stage.

Acting Chairman Camp asked if there was anyone here to speak about the project. Ms. Nan Wilcox, with Carter Harkleroad Group, the civil engineering firm representing the applicant, spoke about the project. She confirmed that they had previously received the COA, but due to timing and construction costs, the project had to be placed on hold. Now, they are fully committed to finishing the project.

Mr. Callender confirmed that the three conditions would all be taken care of administratively during the site development phase.

Acting Chairman Camp called for a motion to approve the request with the three conditions;

Motion Parks,
Second Mathias.
Motion carried unanimously

The Second Item of Business: Conditional Use #3967 – 422 S. Broad Street – Personal Care Home

Mr. Callender presented and stated that the property is designated with a Character District 4 which is a neighborhood center and is asking for a conditional use for a family personal care home defined as a personal care home for two to six people. The rear of the building has a shared parking lot with John's Super Market. The home was historically used as a personal care home but they had not kept up with the licensing or it had not been used as a personal care home for some time, longer than six months, therefore, the applicant has to come back to obtain a new conditional use. The recommendation is to approve as submitted without conditions.

Acting Chairman Camp asked if there was anyone here to speak about the project. Mr. Jonathan Lewis was present and spoke regarding the project and conditional use.

Acting Chairman Camp asked if there were any questions. Mr. Camp asked if there was a limit on the amount of residents that could be there. Mr. Lewis answered six. Ms. Parks asked if they have received any applicants for the home yet, and Mr. Lewis replied, no.

Acting Chairman Camp called for a motion to approve the conditional use;

Motion Mathias,
Second Parks.
Motion carried unanimously

Addendum to the First Item of Business: Certificate of Appropriateness #3965 – 1521 S Broad Street – Convenience Store with Fuel Pumps

Ms. Wilcox and Mr. Russell returned to the meeting and she stated that Mr. Russell had just informed her that he already has a contract for the billboards and the lease runs through June 2026. Their concern is that a condition of the COA approval and receipt of the LDP is contingent on the removal of the billboards. Mr. Russell spoke and stated he has every intention of removing the billboards in June 2026 and not extending the current lease. Discussion pursued and in conclusion, the item will be recalled and the #2 condition removed, but the City will not issue a sign permit until the billboards are removed.

Acting Chairman Camp called for a motion to strike condition #2 and keep conditions #1 and #3;

Motion Parks,
Second Mathias.
Motion carried unanimously

The Third Item of Business: Appointment of Officers

Mr. Callender looked up the length of service for the chair position, and the term is one year. He also suggested appointing a Vice Chair.

Acting Chairman Camp called for a motion to appoint Randy Camp as Chairman and Rosalind Parks as Vice Chairman;

Motion Mathias,
Second Rosser.
Motion carried unanimously

Adjournment:

Acting Chairman Camp entertained a motion to adjourn;

Motion Parks,
Second Mathias,
Meeting adjourned, 6:25 pm.



CITY OF MONROE

PLANNING & ZONING

CERTIFICATE OF APPROPRIATENESS STAFF REPORT

APPLICATION SUMMARY

CERTIFICATE OF APPROPRIATENESS CASE: 4010

DATE: October 15, 2025

STAFF REPORT BY: Brad Callender, Planning & Zoning Director

APPLICANT NAME: Jessica Clark

PROPERTY OWNER: Theodore Jan Locke

LOCATION: Southwest corner of S. Broad Street and W. Fambrough Street – 1200 S Broad Street

ACREAGE: ±0.15

EXISTING ZONING: B-3 (Highway Commercial District)

EXISTING LAND USE: Neighborhood church

ACTION REQUESTED: The owner is petitioning for a Certificate of Appropriateness to convert and existing neighborhood church into a commercial building.

STAFF RECOMMENDATION: Staff recommendation is approval of this Certificate of Appropriateness request subject to conditions.

DATE OF SCHEDULED MEETING

PLANNING COMMISSION: October 21, 2025

REQUEST SUMMARY

CERTIFICATE OF APPROPRIATENESS REQUEST SUMMARY:

The applicant is requesting approval of a Certificate of Appropriateness application in order to convert an existing neighborhood church into a commercial building. The building on the site has been used for a church for over 100 years. There has not been an active church in the building for several years. The applicant proposes to make improvements to the building, parking, and landscaping on the site. The applicant proposes to operate a beauty salon in the building once renovations are complete.

PROPOSED PROJECT SUMMARY:

- Conversion of a neighborhood church into a commercial building
 - Existing Building – ±2,320 Sf.
 - Proposed Site Improvements
 - Addition of curbing and adding paved ADA parking
 - Replacement of existing ramp with porch and ADA ramp and stairs
 - Extend fence around perimeter of property
 - Addition of landscaping, shrubs, grass, and ornamental trees

STAFF ANALYSIS

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

(1) 643A.1 – Site Planning:

The site contains an existing neighborhood church building and an unimproved parking area. The applicant does propose to make modest improvements to the site to enhance the existing building and site conditions.

(2) 643A.2 – Architecture:

The applicant proposes to make modifications to the existing neighborhood church building by removing the ramp in the front and constructing a new handicap ramp on the parking lot side of the building. The applicant proposes also painting the existing brick façade of the church building.

(3) 643A.3 – Pavement:

The site currently has an unimproved parking area; representative of a gravel parking area used infrequently for an old neighborhood church in the City. The applicant proposes to retain the gravel parking area and add a concrete ADA parking pad. There is no real well-defined access point on S. Broad St. into the site. The applicant's plans indicate some curbing would be installed at the access point on S. Broad St. It would be beneficial to have a paved apron with curbing leading to the parking area that connects to S. Broad St. Staff has added a condition addressing this issue at the end of this report.

(4) 643A.4 – Landscaping:

The applicant proposes to add landscaping to the site. Representative plans include the additions of shrubs, small decorative plantings, and shade trees around the existing building. The site is currently devoid of any landscaping. The landscaping proposed with this application will be an improvement to the site. The applicant also proposes extending a fence along the western and southern boundaries of the property. The landscape buffer dimensional standards of Section 643A.4 cannot be achieved due to the limited size of the site and location of the existing building. However, as previously stated the proposed landscaping will be an improvement to the site.

(5) 643A.5 – Signs:

An existing non-conforming stanchion sign is on the right-of-way adjacent to the corner of the intersection with W. Fambrough Street and S. Broad Street. Staff recommends this sign be removed as part of this request and a condition is provided at the end of the report addressing this issue. Any new signage placed on this property will be required to comply with the General Criteria outlined in Section 643A.5 and Article XIII of the Zoning Ordinance.

(6) 643A.6 – Illumination:

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

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 recommendation is approval of the Certificate of Appropriateness application to convert the existing church building into a commercial building, subject to the following condition:

1. The existing stanchion sign located at the corner of the building shall be removed.
2. The developer shall provide a paved apron entrance into the parking lot connecting the parking lot to S. Broad St. The apron shall include curbing delineations on each side of the apron, as illustrated on drawings provided in the submitted application documents.



CITY OF MONROE #4010

CORRIDOR DESIGN OVERLAY DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

REQUEST TYPE: New Development ☐ Bldg. Modification ☐ Signage ☐ Site Modification ☒

CDO REQUEST LOCATION & DESCRIPTION:

Address: 1200 South Broad Street Parcel #: M0200000087000
Parcel Acreage/Square Feet: .15 & 2300 sq. ft. Zoning: Commercial (B-3)

PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: Ted Locke Phone #: 770-876-4574
Address: 420 Harrison Rd. City: Monroe State: GA Zip: 30656
Applicant (if not the owner): Jessica Clark Phone #: 404-783-4809
Address: 1041 Blasingame Rd. City: Monroe State: GA Zip: 30655

PROJECT INFORMATION:

Description of Project/Request: Update Commercial Building Exterior with paint and porch and landscaping
Estimated Cost of Project: \$8,000 to \$9,000

REQUIRED SUBMITTAL ITEMS:

- | | |
|---|--|
| ☒ Completed Application | ☒ Photos of Existing Conditions/Buildings |
| ☒ Fee (\$100) | ☒ Typed Detailed Description of the Request |
| ☒ Survey Plat | ☒ Owner Authorization, if applicant is not the owner |
| ☒ Site Plan, Sketches, Drawings, and/or Diagrams of the Project with details of the request | |

APPLICANT SIGNATURE & AFFIDAVIT:

I hereby certify that the above information is true and correct.

[Signature] Jessica Clark 8/21/2025
Signature of Applicant Print Name Date

Exterior Renovations

I propose to change the exterior look of the property located at 1200 South Broad Street into an upbeat salon. The building will be transposed into a warm and sophisticated establishment.

The existing building is red brick and I want to paint the brick Iron Ore by Sherwin Williams. My plan is to take down the existing front ramp and provide a new ramp to the left of the building when facing the front of the building. I will be using pressure treated wood to revamp the porch and add the new ramp. The wood will be clear coated as a natural accent with the Iron Ore. Cable wires will be added to the railings so that a more aesthetically pleasing look can be achieved.

There will be an ADA-compliant concrete pad added for accessibility at the beginning of the wood deck wheelchair ramp. The ramp will be used by all patrons that will lead to the front double doors.

Landscaping using grass, shrubs, and small trees in the front and sides of the building will immediately update the look of this unattractive commercial building.

My already established business is growing and expanding. This building will provide me with the room that I need.

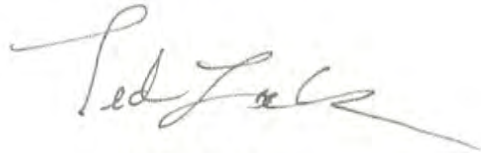
PROPOSAL FOR CORRIDOR

August 21, 2025

From: Ted Locke
Owner
1200 S Broad Street
Monroe, Ga

To: City of Monroe
Planning Dept

I hereby authorize Jessica Clark to make changes or modifications to the building Located at 1200 S Broad Street. I am in agreement to the future Hair Salon that will be occupying this space shortly. We all agree this will be a great addition to Monroe and will enhance the area by converting an empty building into a usable space. If you need anything else from me do not hesitate to ask.

A handwritten signature in cursive script, appearing to read "Ted Locke", with a long horizontal flourish extending to the right.

Ted Locke



FOR SALE - COMMERCIAL
2300 SQ FT

1200

FOR SALE

MONROE
COMMERCIAL
TEXT
770 265 1828

S Broad St
W Fambrough St



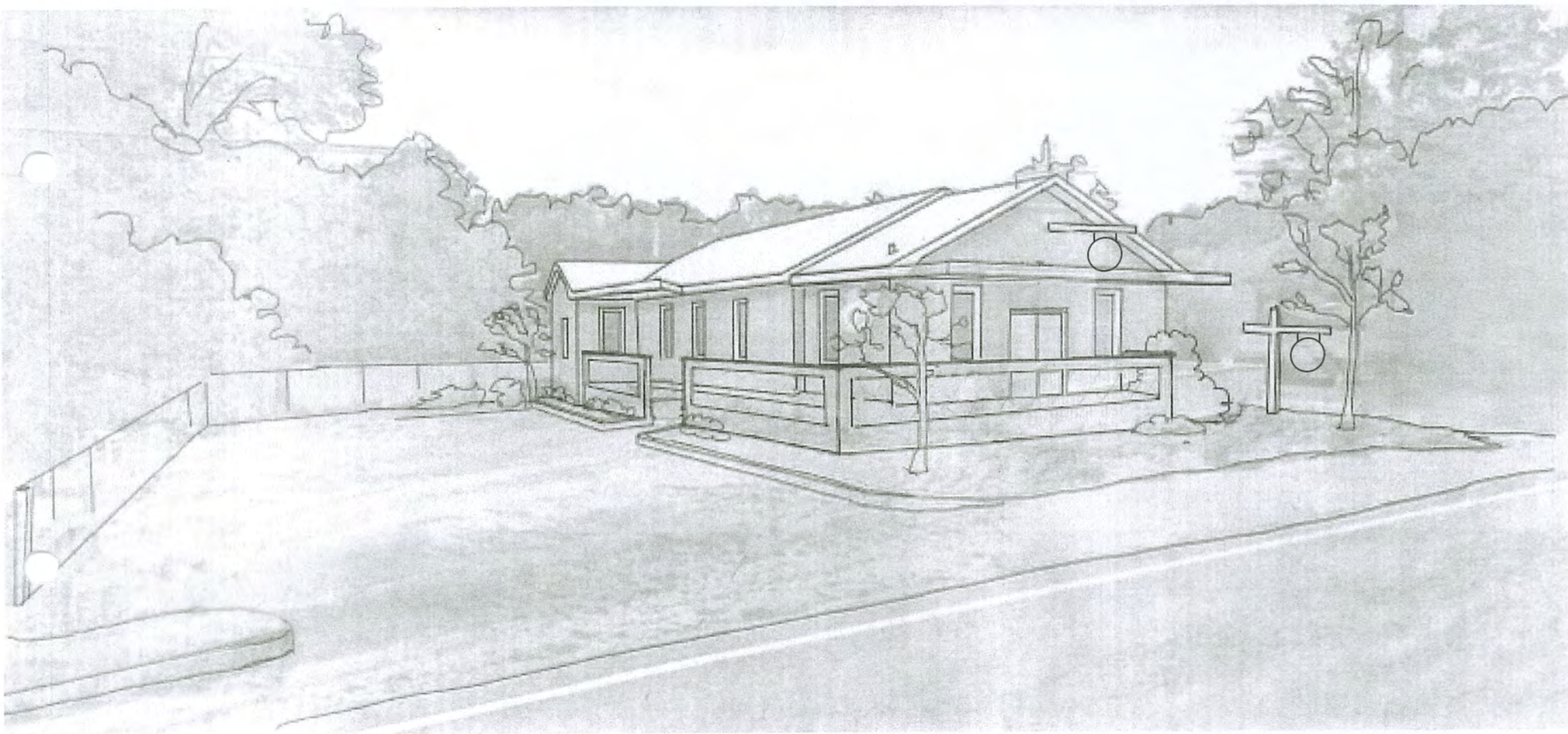
FOR SALE - COMMERCIAL
2300 SQ FT

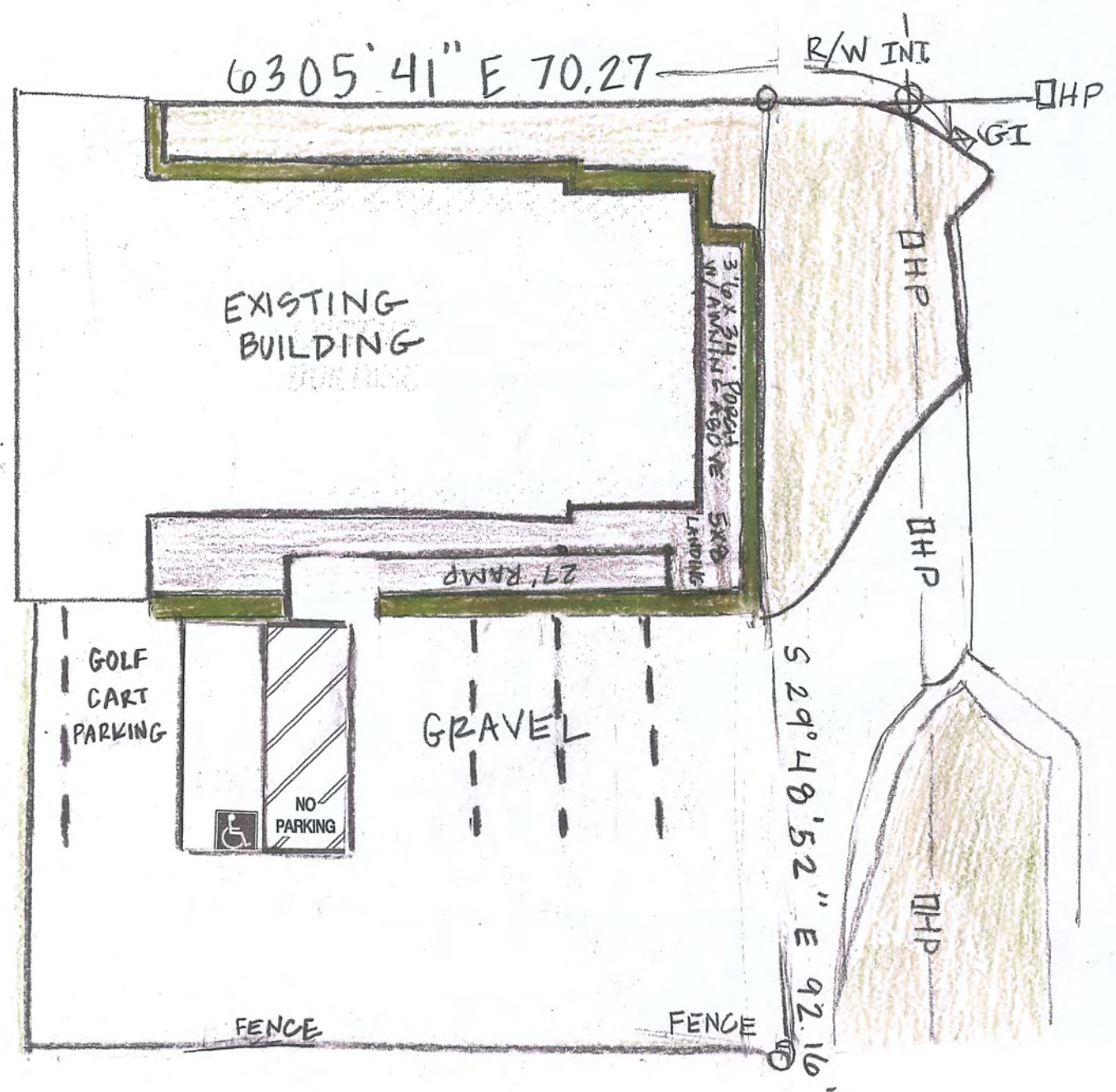
1200

S Broad St
W Fambrough St

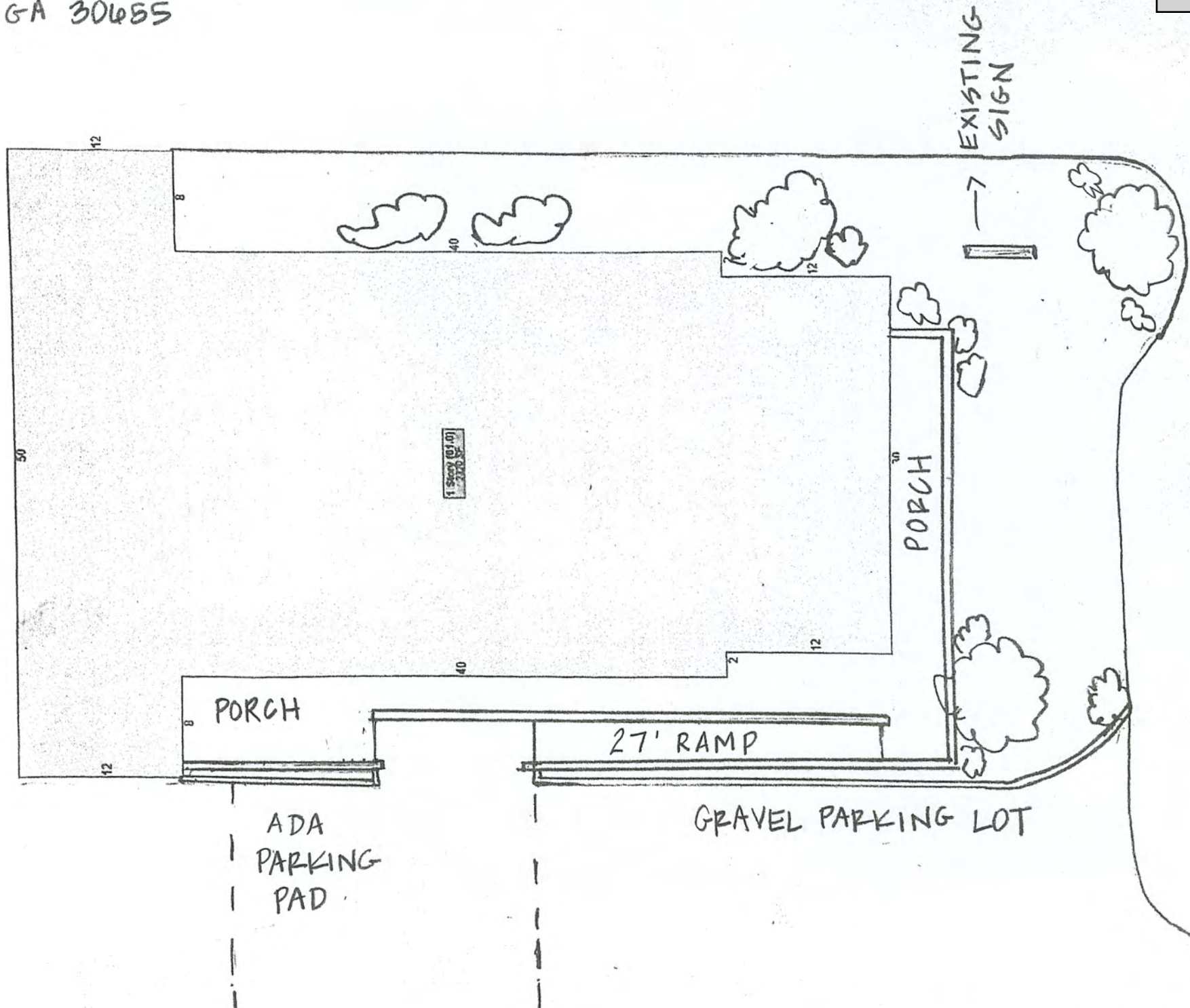


1200 SOUTH BROAD
MONROE, GA 30655





1200 SOUTH BROAD
MONROE, GA 30655



DATE OF SURVEY 1/29/2020
DATE OF PLAT 2/4/2020
SCALE 1"=30'
JOB #20007-SAVAGE
REVISIONS

SURVEYOR'S CERTIFICATE
1. THE FIELD DATA UPON WHICH
THIS PLAN IS BASED HAS A
CLOSURE PROVISION OF ONE FOOT
IN 41,585 FEET AND AN
ANGULAR ERROR OF 2 SECONDS
PER ANGLE POINT.

2. THE DATA SHOWN HEREIN HAS BEEN CALCULATED FOR CLOSURE AND HAS BEEN FOUND TO BE ACCURATE TO WITHIN ONE FOOT AT 68,547 FEET AND WAS ADJUSTED BY USING THE COMPASS RULE.

3. ANGULAR AND LINEAR
MEASUREMENTS OBTAINED BY USING
A TOPCON OPT 3005...

JOHN F. BREWER
&
ASSOCIATES

LAND SURVEYING
LAND PLANNING
DEVELOPMENT SUPERVISION
1002 S. BROAD STREET
MONROE, GEORGIA 30655
TEL (770) 267-4703
EMAIL INFO@CASURVEYING.COM

REFERENCES:
-PLAT BOOK 3 PAGE 239
-PLAT BOOK 14 PAGE 188
-PLAT BOOK 23 PAGE 129
-PLAT BOOK 75 PAGE 105

OWNER OF RECORD:
STRAIGHT STREET FAMILY
CENTER INC
2674 ALEXIS WAY
MONROE GA 30656
TAX PARCEL 110200087

OWNER OF RECORD:
MRS. M.B. PERRY, JR.
1207 MYTHIS ST
MONROE LA 70555
(TAX PARCEL MD200008)

LEGEND:

- INT. - INTERSECTION
- DC - BACK OF CURB
- SE - SANITARY SEWER EASEMENT
- C - CROWN INLET
- PP - POWER POLE
- R/W - RIGHT OF WAY
- DAP - OVERHEAD POWER
- BL - BUILDING LINE
- R - RADIUS
- R.C.P. - REINFORCED CONCRETE PIPE
- C.M.P. - CORRUGATED METAL PIPE
- LL - LAND LOT
- L.L. - LAND LOT LINE
- C - CENTER LINE

THIS DRAWING AND ANY COPIES THEREOF
ARE THE PROPERTY OF JOHN F. BREWER
AND ASSOC. AND ARE NOT TO BE CHANGED
OR ALTERED BY OTHERS IN ANY MANNER
AND SHALL NOT BE REPRODUCED OR COPIED
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BENEFIT AND EXCLUSIVE USE OF THE
PERSON, PERSONS OR ENTITY NAMED
HEREON. NO WARRANTY IS EXTENDED TO
ANY UNNAMED THIRD PARTY.

DATE _____

THE APPROVAL SIGNATURES ABOVE WERE NOT IN PLACE WHEN THIS SURVEY WAS
 CONDUCTED AND ARE TO BE PROPERLY OBTAINED PRIOR TO RECORDING.

I HAVE CONSULTED THE FLOOD INSURANCE RATE MAPS AND DETERMINED THAT, IN MY OPINION, THE AREA AS SHOWN ON THIS SURVEY DOES NOT LAY WITHIN A DESIGNATED FLOOD HAZARD AREA.

COMMUNITY PANEL NO. 1329700139E EFFECTIVE DATE: 12/8/2016

FAMBROUGH STREET
30' R/W

TRACT #2

0.0005 ACRES
(21 S.F.)

BEING A PORTION OF
TAX PARCEL M0200088

TRACT#1

0.1493 ACRBS
(6503 S.F.)

BEING ALL OF
TAX PARCEL MO200087

NUMBER	DIRECTION	DISTANCE
L1	N 39°34'21" W	47.13'
L2	S 63°25'16" W	1.70'
L3	N 26°43'44" W	25.25'
L4	N 30°34'21" W	22.45'
L5	S 80°46'21" E	25.31'

SURVEYORS CERTIFICATION:

AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION 13-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT HIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 13-6-67.

2/18/2020
DATE

JOHN E. BREWER, JR. 915 S. 79th

(6524 S.F.)

TOTAL AREA = 0.1498 ACRES

Scale: 1" = 30'



CITY OF MONROE

PLANNING & ZONING

SPECIAL EXCEPTION VARIANCE STAFF REPORT

APPLICATION SUMMARY

SPECIAL EXCEPTION VARIANCE CASE: 4060

DATE: October 15, 2025

STAFF REPORT BY: Brad Callender, Planning & Zoning Director

APPLICANT NAME: KHMJ, LLC

PROPERTY OWNER: KHMJ, LLC

LOCATION: West side of Hwy. 138

COUNCIL DISTRICTS: 2 & 7

ACREAGE: ±8.41

EXISTING ZONING/CHARACTER DISTRICT: B-3 (Highway Commercial District)

EXISTING LAND USE: Commercial building with a restaurant and café and associated parking.

ACTION REQUESTED: The owner is petitioning for a Special Exception Variance to increase the maximum amount of parking allowed for the site.

STAFF RECOMMENDATION: Staff recommends approval of this Special Exception Variance request as submitted without conditions.

DATES OF SCHEDULED MEETINGS

PLANNING COMMISSION: October 21, 2025

CITY COUNCIL: November 11, 2025

REQUEST SUMMARY

SPECIAL EXCEPTION VARIANCE REQUEST SUMMARY:

The applicant is requesting approval of a Special Exception Variance to increase the maximum amount of parking permitted on a property currently developed with a restaurant and café. Under Section 520.3 of the Zoning Ordinance, a Special Exception Variance is necessary whenever parking exceeds 120% of the minimum number of parking spaces required for a land use. The restaurant and café building is 10,000 square feet in size and the site currently has 72 parking spaces. The parking space requirements under Table 3 require 1 parking space per 300 square feet of gross floor area for a restaurant/café. The minimum number of required parking spaces in this case would be 34 parking spaces with a maximum 120% of 41. The site currently exceeds the minimum parking requirement with 72 parking spaces at 210%. The applicant is requesting to add an additional 41 spaces to the site raising the total number of parking spaces on the site to 113, or 232% of the required minimum

number of parking spaces. The restaurant's high seating count and unique operations require a much greater number of employees than typical restaurants, raising the need for a greater number of parking spaces.

PROPOSED SPECIAL EXCEPTION VARIANCE SUMMARY:

- Increase minimum amount of parking allowed above 120%
 - o Current Use – Restaurant/Café
 - o Building Size – ±10,000 Sf
 - o Required Parking – 34 spaces, 1 space per 300 square feet; 41 spaces, 120% max
 - o Existing Parking – 72 spaces or 210% of the max
 - o Requested Increase in Parking – 41, 113 total spaces or 232% of the max

STAFF ANALYSIS

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE "STANDARDS FOR SPECIAL EXCEPTION VARIANCE APPROVAL" AS SET FORTH IN SECTION 1530.7(b) OF THE *CITY OF MONROE ZONING ORDINANCE*.

A Special Exception Variance may be granted upon a finding that the relief, if granted:

- (1) Would not cause substantial detriment to the public good:** The applicant is requesting Special Exception Variance approval to expand parking on the subject property more than the current parking requirements allows. The site is already developed with a greater number of parking spaces than the most recent adoption of the Zoning Ordinance and revision of the parking requirements. The applicant is requesting to construct parking that exceeds the maximum number of parking spaces due to the unique operations of the existing restaurant. The restaurant, on a typical shift, employs a much higher number of staff members to operate the restaurant than a traditional family restaurant. Due to this issue and the number of seats provided in the restaurant itself, a greater number of parking spaces are required to provide adequate parking for patrons and employees simultaneously. Currently, the restaurant owner is required to "shuttle" employees over from the previous restaurant location due to the lack of parking. If the Special Exception Variance is granted, it will benefit operations of the restaurant and not cause a substantial detriment to the public good.
- (2) Would not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity:** Granting this Special Exception Variance should have not impact on the adjoining properties in the vicinity of this property. Additional parking will be added to the rear of the existing building in an area anticipated to construct additional parking. The newly subdivided lots as part of this site should not be affected with the subdivision of the property itself, considering the expansion of the parking area to be within an area on the newly created lot for the restaurant.
- (3) Would not diminish and impair property values within the surrounding neighborhood:** Granting this Special Exception Variance to increase the parking on the site to exceed the minimum parking requirement by 232% will not have any impact on adjoining properties or property values. The property was recently subdivided with a lot size to accommodate the additional construction of the requested additional parking without impacting any other properties.

- (4) Would not impair the purpose and intent of this Ordinance:** This property is currently developed in compliance with the Corridor Design Overlay requirements with regards to building location, maximum pavement depth, and landscaping requirements from Hwy 138. The proposed additional parking will be to the rear of the building where most of the existing parking is located. If granted, the special circumstances related to this restaurant's operations and its need for additional parking does not impair the purpose and intent of the Zoning Ordinance.
-

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 Special Exception Variance to increase the parking allowed on the site as described in this request.



4060

CITY OF MONROE

SPECIAL EXCEPTION VARIANCE APPLICATION

21

SPECIAL EXCEPTION VARIANCE TYPE: ☒ CITY COUNCIL ☐ ADMINISTRATIVE

SPECIAL EXCEPTION VARIANCE REQUEST LOCATION & DESCRIPTION

Address: 250 M.L.K. JR. BLVD (GA HWY 138), MONROE, GA 30655

Parcel #: M0020001B00 Council Districts: (1 — 6) 2 & (7 or 8) 7

Zoning: B3 Parcel Acreage/Square Feet: 1.80

Stated Purpose of Variance Request (Provide ordinance reference): Increase number of parking spaces from 72 spaces as existing to 113 spaces as proposed. The minimum required spaces are 34 min. per Zoning Ordinance Section 520.3 Table 3.

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: KHMJ, LLC. / Mi-Kyung Pyun Phone #: 404. 932. 4406

Address: 1005 HIGHGROVE DR. City: MONROE State: GA Zip: 30655

Applicant (if not the owner): Phone #:

Address: City: State: Zip:

VARIANCE INFORMATION

Describe the location of the structure and/or use for which the variance is sought (required to be shown on a plat by a licensed surveyor) (1530.2(a)(2)): The variance is sought to expand the existing parking lot at 250 M.L.K. JR. BLVD (GA HWY 138), MONROE, GA 30655

Describe the relationship of the structure and/or use to existing structures and uses on adjacent lots (1530.2(a)(3)): The parking lot expansion is for the existing Tokyo Hibachi Restaurant and is located at the rear of the restaurant building. It does not affect the use of the adjacent properties.

Describe the specific sections of the Zoning Ordinance for which the variance is requested(1530.2(a)(4)): Requirements of number of parking spaces in Zoning Ordinance Section 520.3.

Describe the characteristics of the property relating to its size, shape, or topography that prevent compliance with the Zoning Ordinance (1530.2(a)(5)): The property is less than 2 acres with rectangular shape and relatively flat / gently sloped.

VARIANCE INFORMATION CONT.

Describe the particular hardship that would result from strict application of the Zoning Ordinance (Note: Hardship is considered to be the reason compliance is physically not possible, as opposed to financial hardships which are not a basis for a variance) (1530.2(a)(6)): The existing building has 3 tenants including Tokyo Sushi and Hibachi Restaurant. Due to the insufficient parking spaces during peak times, it creates traffic issues in on-site and off-site.

If the variance requested is located in the Corridor Design Overlay District or a Historic Preservation District, a Certificate of Appropriateness from the applicable design review board(s) is required to be submitted with this application. (1530.2(a)(7)).

REQUIRED SUBMITTAL ITEM CHECKLIST

- | | |
|---|--|
| ☒ Completed Application | ☐ Deed |
| ☒ Fee (see Fee Schedule) | ☐ Proof of all property taxes paid in full |
| ☒ Survey Plat | ☐ CDO or HPC approval provided, if applicable |
| ☒ Site Plan; Drawn to Scale | ☐ Other information as required by the 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: *Michael Roberson* DATE: 08/22/2025

NOTE: FOR PUBLIC HEARINGS, A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING AND REMOVED BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER. THE CITY WILL PLACE AND REMOVE THE PUBLIC NOTICE SIGN.

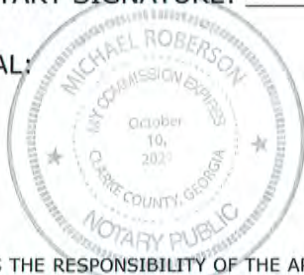
PROPERTY OWNER'S AUTHORIZATION SIGNATURE, IF NOT THE APPLICANT ABOVE

OWNER'S SIGNATURE: *Michael Roberson* DATE: 08/22/2025

NOTARY PUBLIC: *U/R* SWORN TO AND SUBSCRIBED BEFORE THIS
22nd DAY OF Aug, 20 25

NOTARY SIGNATURE: *U/R* DATE: 08/22-2025

SEAL:



IT IS THE RESPONSIBILITY OF THE APPLICANT AND NOT THE STAFF TO ENSURE THAT 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.

ZONED: B3
TOTAL PROJECT ACREAGE: 1.796 AC
LIMITS OF DISTURBANCE: 0.52 AC

GENERAL NOTES:

1. SITE ACREAGE: 2.501 AC., ZONED B3
3. CONTOUR INTERVAL SHOWN HEREON IS TWO (2) FOOT
4. THE HORIZONTAL DATUM FOR THIS SURVEY IS BASED ON THE NORTH AMERICAN DATUM OF 1988 (NAD 88).
5. ALL CURB DIMENSIONS ARE TO THE FRONT OF CURB UNLESS OTHERWISE NOTED.
6. ALL CONSTRUCTION SHALL COMPLY WITH THE CITY OF MONROE STANDARDS.
7. HANDICAP PARKING SPACES SHALL BE DESIGNED AS RESERVED FOR DISABLED BY A SIGN SHOWING THE SYMBOL OF ACCESSIBILITY. SUCH SIGNS SHALL NOT BE OBSCURED BY VEHICLES PARKING IN
8. CONTRACTOR SHALL CALL CITY INSPECTOR TO SCHEDULE A PRE-CONSTRUCTION MEETING PRIOR TO THE START OF ANY CONSTRUCTION.
9. ALL BUFFERS AND TREE SAFE AREAS SHALL BE CLEARLY IDENTIFIED PROTECTIVE FENCING PRIOR TO COMMENCEMENT OF ANY LAND DISTURBANCE.
10. NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL SITE IMPROVEMENTS HAVE BEEN COMPLETED.
11. HIGH INTENSITY LIGHTING FACILITIES SHALL BE SO ARRANGED THAT THAT THE SOURCE OF ANY LIGHT IS CONCEALED FROM PUBLIC VIEW AND FROM ADJACENT RESIDENTIAL PROPERTY AND DOES NOT INTERFERE WITH TRAFFIC.
12. EACH BUILDING AND ITS LOCATION RELATIVE TO PROPERTY LINES AND OTHER STRUCTURES SHALL COMPLY WITH THE 2020 INTERNATIONAL BUILDING CODE WITH GA STATE AMENDMENTS (IBC) WITH REGARDS TO HEIGHT AND AREA REQUIREMENTS OF IBC TABLE 503 AND THE FIRE RESISTANCE AND HORIZONTAL SEPARATION REQUIREMENTS OF IBC TABLES 601 AND 602 BASED ON OCCUPANCY GROUP CLASSIFICATION AND TYPE OF CONSTRUCTION.
13. CONTRACTOR SHALL MAINTAIN APPROPRIATE TRAFFIC CONTROL MEASURES FOR EMERGENCY AND ALL OTHER VEHICLES AT THE SITE, AND IN ACCORDANCE WITH ALL FEDERAL, STATE, AND LOCAL ORDINANCES AND LAWS.
14. NO REZONING AND CHANGE IN CONDITIONS EXIST ON THE PROPERTY.
15. EACH BUSINESS SHALL POST AND MAINTAIN THE ADDRESS OF THE BUILDING IN A CONSPICUOUS PLACE VISIBLE FROM THE STREET NOT MORE 15 FEET OFF THE CURB OR EDGE OF THE STREET. THE ADDRESS SHALL CONSIST OF FIGURES AT LEAST 4 INCHES HIGH ON CONTRASTING BACKGROUND FOR 24 HOURS VISIBILITY.
16. A SEPARATE BUILDING PERMIT SHALL BE OBTAINED FOR ALL RETAINING WALLS GREATER THAN 4 FEET IN HEIGHT AND ALL WALLS USED AS A DAM PRIOR TO CONSTRUCTION OF THE WALLS.
17. NO DRIVE-UP WINDOWS ARE TO BE INSTALLED.
18. NO OUTSIDE STORAGE PROPOSED. THIS INCLUDES SUPPLIES, EQUIPMENT, VEHICLES, PRODUCTS, ETC.
19. SIGNS, LOCATION, NUMBER, AND SIZE ARE NOT APPROVED UNDER THIS BUILDING PERMIT. A SEPARATE PERMIT IS REQUIRED FOR EACH SIGN.
20. NO BILLBOARDS ARE PERMITTED.
21. PARKING LOTS SHALL BE MAINTAINED IN GOOD CONDITION. FREE OF POTHOLE'S, WEEDS, DUST, TRASH, AND DEBRIS.

PARKING SUMMARY

PARKING REQUIREMENT FOR RESTAURANT:
TOTAL FLOOR AREA: 10,003 S.F.
NUMBER OF SEATS: 220
NUMBER OF EMPLOYEES: 35

MIN. PARKING REQUIREMENT:
1 SPACE PER 600 S.F. GFA
10003/600 = 17 SPACES

1 SPACE PER 5 SEATS
220/5 = 44 SPACES

1 SPACE PER EMPLOYEE
35/1 = 35 SPACES

TOTAL MIN. REQUIRED: 96 SPACES

MAX. PARKING REQUIREMENT:
120% OF MINIMUM REQUIRED
96 X 1.20 = 115

PROVIDED:
EXISTING: 72 SPACES
PROPOSED: 41 SPACES

TOTAL: 113 SPACES INCLUDING 5 H.C.

INTERIOR LANDSCAPE REQ: 12% OF PARKING AREA

EXT PARKING AREA = 14740 SF

PROP PARKING AREA = 6534 SF

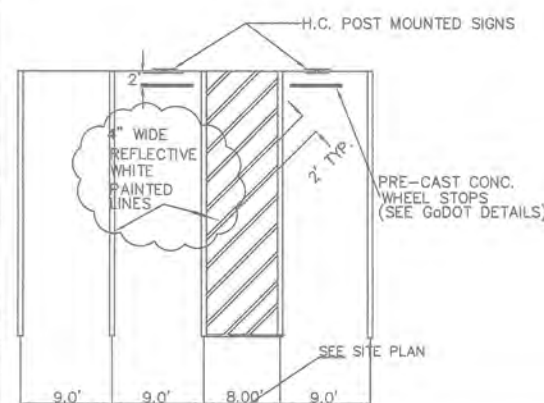
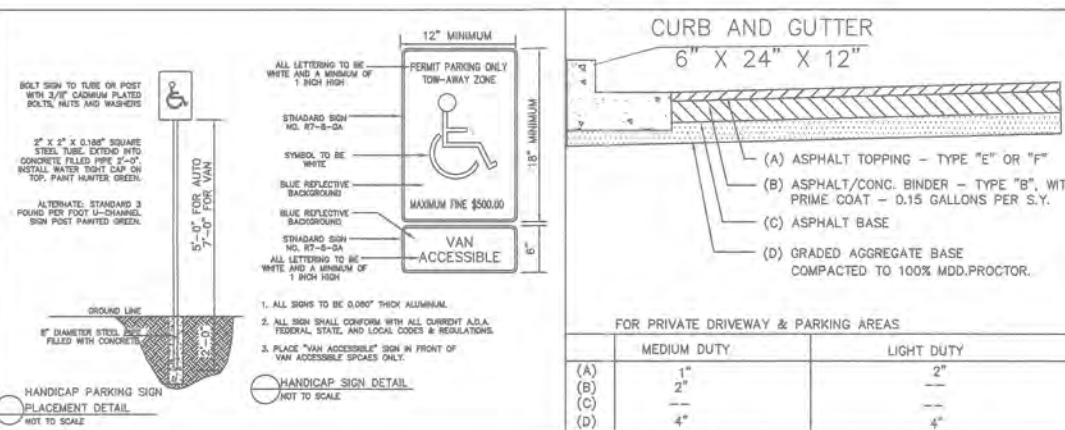
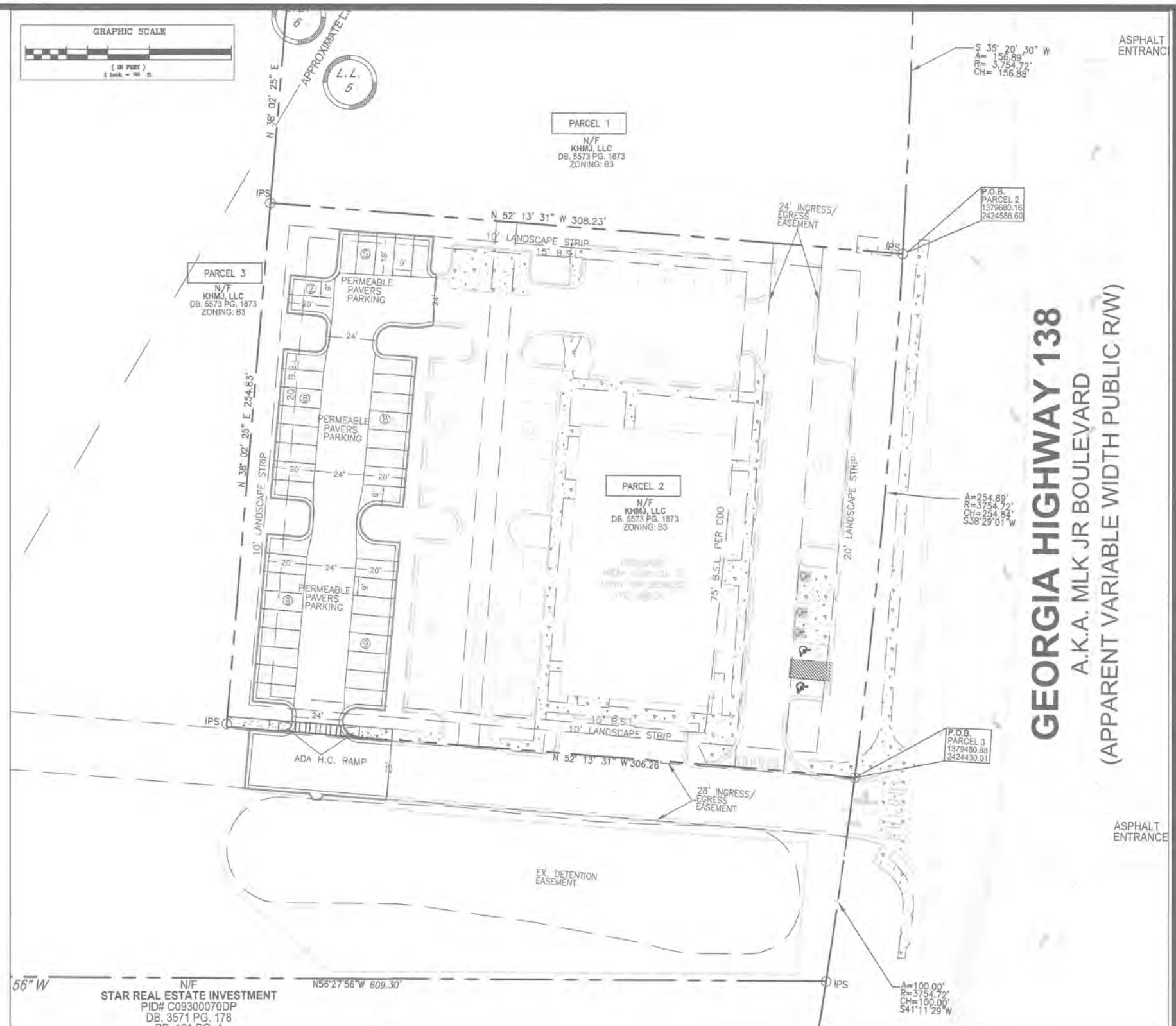
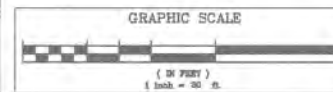
TOTAL PARKING AREA = 21274 SF

12% X 21274 = 2553 SF (REQUIRED)

EXT LANDSCAPE AREA = 3780 SF

PROP LANDSCAPE AREA = 5072 SF

TOTAL LANDSCAPE AREA = 8852 SF (PROVIDED)



DEVELOPER/24 HR CONTACT
N/A
900 PEACHTREE PKWY, SUITE 200
NORCROSS, GA 30092
PH: 404-514-3412
CONTACT: GI YOUNG KIM
OWNER/PRIMARY PERMITTEE
KHML LLC
9446 W. SPRING ST.
MONROE, GA 30655
PH: 404-597-8745
EMAIL: GIMINVESTMENT@GMAIL.COM

SEAL
GEORGIA
REGISTERED
PROFESSIONAL
ENGINEER
06/02/25
EL MINA, INC
DESIGN BUILD

REVISIONS
No. Date Description
1
2
3
4

TOKYO 2 SUSHI
& HIBACHI
PARKING ADDITION
250 M.L.K. JR. BLVD (GA HWY 138)
MONROE, GA 30655
PARCEL#M0020001B00, LANDLOT 005, 03 DISTRICT

TITLE
SITE PLAN
DATE 06/02/25
DRAWN: JT
CHECKED: GA
JOB NO.
SHEET NUMBER
C2



CITY OF MONROE

PLANNING & ZONING

HARDSHIP VARIANCE STAFF REPORT

APPLICATION SUMMARY

SPECIAL EXCEPTION VARIANCE CASE: 4062

DATE: October 15, 2025

STAFF REPORT BY: Brad Callender, Planning & Zoning Director

APPLICANT NAME: Matt Peters

PROPERTY OWNER: Thomas T. & LeAnn R. Chick

LOCATION: South side of Walker Drive

COUNCIL DISTRICTS: 6 & 8

ACREAGE: ±.610

EXISTING ZONING/CHARACTER DISTRICT: B-3 (Highway Commercial District)

EXISTING LAND USE: Small commercial building and accessory buildings.

ACTION REQUESTED: The owner is petitioning for a Hardship Variance to eliminate all paving requirements for an outdoor landscaping supply business.

STAFF RECOMMENDATION: Staff recommends denial of this Hardship Variance request.

DATES OF SCHEDULED MEETINGS

PLANNING COMMISSION: October 21, 2025

CITY COUNCIL: November 11, 2025

REQUEST SUMMARY

HARDSHIP VARIANCE REQUEST SUMMARY:

The applicant proposes to place an outdoor landscape supply business on the subject property. The applicant is requesting approval of a Hardship Variance to eliminate the paving requirements for a material storage yard, loading and unloading area, and customer parking area. The subject property is currently zoned B-3 (Highway Business District).

PROPOSED HARDSHIP VARIANCE SUMMARY:

- Eliminate all paving requirements from the following:

- o Zoning Ordinance – Section 520.4(a) –

Surfacing of Parking Areas.

All such parking shall be hard surfaces with concrete or plant bituminous material and shall be maintained in a dust-proof condition. A good stand of grass or landscaped bedding shall be maintained on the remainder of the lot. Industry-accepted, high quality alternative pervious parking surfaces may be utilized upon approval by the Code Enforcement Officer.

- o Zoning Ordinance – Section 530 – Off-Street Loading and Unloading Space.

(Entire Section)

- o Zoning Ordinance – Section 1100.5 – Outdoor/Outside Storage or Services.

Except as exempted herein or otherwise provided for in this Ordinance, all businesses, servicing, storage, or processing shall be conducted within a completely enclosed building with the exception of where the nature of the activity makes it impossible (e.g. product delivery). Outside storage of inoperable vehicles and inoperable appliances is specifically prohibited. The following are exempt provided that such are not located in the front yard and are screened from the public right-of-way in accordance with Section 550:

Section 1100.5(b)

Equipment (small and heavy) and material storage yards, including but not limited to construction materials, plant materials, lawn and garden products and equipment, rental equipment, and farm implements;

STAFF ANALYSIS

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE “STANDARDS FOR HARDSHIP VARIANCE APPROVAL” AS SET FORTH IN SECTION 1530.8(a) OF THE CITY OF MONROE ZONING ORDINANCE.

Such variances may be granted in such individual cases of unnecessary hardship upon a finding by the Council that all of the following conditions exist:

- (1) There are extraordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography:** The site is a rectangular shaped lot meeting all of the minimum dimensional requirements of the B-3 zoning district. The site has flat topography. There are no extraordinary or exceptional conditions preventing compliance with the paving requirements of the Zoning Ordinance for the material storage, loading and unloading areas, or customer parking areas. There are no conditions on the subject property preventing development in compliance with the Zoning Ordinance and Development Regulations of the City.
- (2) The literal application of this Ordinance to the subject property would create an unnecessary hardship:** The applicant's narrative states paving would significantly increase stormwater runoff and further contends stormwater management would be costly. Monetary limitations of the applicant are not relevant with regards to compliance with the paving standards of the Zoning Ordinance and any subsequent need to install stormwater management facilities. In other words, financial hardships are not hardships created by the Zoning Ordinance. Hardships created by the Zoning Ordinance are when the zoning ordinance itself, prevents compliance.
- (3) Such conditions are peculiar to subject property:** There are no special conditions peculiar to the subject property preventing development in compliance with the Zoning Ordinance and development regulations. The site is ideally suited for development with an appropriately sized property and flat topography. Simply not wanting to abide by the requirements of the Zoning Ordinance does not make the subject property unique or peculiar.
- (4) Relief, if granted, would not cause substantial detriment to public good or impair the purposes or intent of this Ordinance:** Detriment to the public good would be in the form of development failing to comply with the standards of the Zoning

Ordinance intended to create orderly, sustainable development patterns within the city. Developing this site with a commercial operation without paving sets a precedent that other commercial operations throughout the City should also not be required to have pavement on their site as well.

The applicant makes an unusual claim that by not paving the site the lack of paving will aid in the reduction of the urban heat island effect. The Zoning Ordinance requires parking lots and paved areas to include landscaping and tree plantings around the perimeters of paved areas to provide shade, which reduces heating created by hardscapes. The site itself is surrounded by hardwood trees on the surrounding properties further enhancing shading of the property. With regards to the urban heat island effect, this is typically measured on a regional scale and not on a parcel-by-parcel basis for half-acre sized tracts. For example, it would take an impervious hardscape area four times the size of Atlanta-Hartsfield International Airport to be begin a point of measurable impact to create the urban heat island affect for a metropolitan area.

The applicant further claims that not paving the site for the operation is consistent with community goals. There are no goals within the 2022 Comprehensive Plan, Zoning Ordinance, or Development Regulations suggesting that certain land uses, regardless of their location, should not abide by paving requirements of the Zoning Ordinance.

The detriment to the public good would also come in the form of the type of land use that's proposed. Even though the property is zoned B-3, it's directly adjacent to residential uses zoned R-1A. The applicant's description of the intended business operations includes outdoor storage of and the wholesale/retail sale of the following items: topsoil, mulch, decorative stone, gravel, sand, pavers, and natural stone, all available in quantities suitable for projects of any size. Section 1100.5 of the zoning ordinance requires this operation to be within a fully enclosed building or in a paved storage yard in the side and rear yard screened from the right-of-way. The description of the intended business on the property raises concerns about the lack of compatibility next to adjacent land uses. Based upon the applicant's description, there will clearly be heavy equipment used to handle the material. There will also be heavy trucks entering and exiting the site on a routine basis to off-load the products described for the business and in turn, to come and purchase the products from the business once on the site.

The property has never had a commercial operation of that magnitude on the property in its development history. A salon was previously on the property for a number of years. The proposed wholesale/retail landscape/soil/stone supply operation could have a very negative impact on the neighboring residential properties along Walker Drive. Considering the applicant doesn't want to pave the site, this could enable a multitude of negative unforeseen factors such as routine spillover onto Walker Drive of the material from the site and material escaping from the site in heavy storm events onto adjacent properties.

Based upon the type of business described, this use may be better suited in an a unincorporated setting outside of the City.

FURTHER ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE “LIMITATIONS ON HARDSHIP VARIANCE APPROVAL” AS SET FORTH IN SECTION 1530.8(b) OF THE *CITY OF MONROE ZONING ORDINANCE*.

In no case shall a Hardship Variance be requested or granted for any of the following:

- (1) A condition created by the applicant or property owner, including the result of an unwise investment decision or real estate transaction:** By not wanting to comply with the paving requirements of the Zoning Ordinance, the applicant is creating the condition for the need for the Hardship Variance. There's nothing preventing the applicant from developing the site in compliance with the standards of the Zoning Ordinance.
- (2) A change in conditions of approval imposed through a zoning change or conditional use approval granted by the Council:** This Hardship Variance request does not reflect any changes to conditions imposed through a zoning change.
- (3) Confer upon the property of the applicant any special privilege denied to other properties in the district:** Granting this Hardship Variance will confer to the property special privileges in the form of not requiring any paving standards for the site while throughout the remainder of the City, it will still be required for all other commercial developments. This will establish a precedent that certain commercial operations should not be required to pave their operations.
- (4) Permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district:** The description provided in the applicant's narrative indicates the business would be open to the public for any customer. According to Table 4 – Principal Uses Allowed By Zoning District, only a Wholesale Lawn and Garden Supply establishment may be located on a properties zoned B-3 or M-1. Based upon the description provided by the applicant, the proposed land use is not permitted by right on the property if materials described will be sold as retail to any customer. The operation would have to strictly be limited to a wholesale operation. With that being case, it's reasonable to suggest the site is not conducive or large enough for a strictly wholesale “outdoor” operation of *any type*. It is also reasonable to suggest that any strictly wholesale operation is not compatible with adjacent residential land uses along Walker Drive.
- (5) Inconsistent with the construction and design standards and design criteria adopted by the City of Monroe:** Sections 520.4., 530, and 1100.8 are all requiring paving of the material storage areas, loading and unloading zones, and customer parking areas. The request not to pave any element of the site is completely inconsistent with the construction and design standards of the Zoning Ordinance.
- (6) Any item or matter regulated under Article XIII of this Ordinance:** Article XIII and Section 730 associated with Article XIII regulate signage and are not part of this Hardship Variance request.

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 denial of the requested Hardship Variance to not pave the material storage yard, loading and unloading areas, and on-site parking spaces.



CITY OF MONROE

HARDSHIP VARIANCE APPLICATION

#4062

HARDSHIP VARIANCE REQUEST LOCATION & DESCRIPTION

Address: 109 Walker Dr

Parcel #: M0200318 Council Districts: (1 — 6) 6 & (7 or 8) 8

Zoning: Commercial-B3 Parcel Acreage/Square Feet: 0.610

Stated Purpose of Variance Request (Provide ordinance reference): Use of property with gravel lot.

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: Tom Chick Phone #: 770 883 1192

Address: 6518 Highland Pointe Pl City: Monroe State: LA Zip: 30656

Applicant (if not the owner): Matt Peters Phone #: 770 601 5445

Address: 2225 Ike Stone Rd City: Monroe State: LA Zip: 30656

VARIANCE INFORMATION

Describe the location of the structure and/or use for which the variance is sought (required to be shown on a plat by a licensed surveyor) (1530.2(a)(2)): 109 Walker Dr. Monroe LA 30656

Describe the relationship of the structure and/or use to existing structures and uses on adjacent lots (1530.2(a)(3)): The structure will be used as office and storage.

Describe the specific sections of the Zoning Ordinance for which the variance is requested (1530.2(a)(4)): Paving of lot and outside material storage.
Requesting Relief From 520.48 + 530

Describe the characteristics of the property relating to its size, shape, or topography that prevent compliance with the Zoning Ordinance (1530.2(a)(5)): gentle slope, currently gravel lot which slows runoff and allows ground to absorb.

Describe the particular hardship that would result from strict application of the Zoning Ordinance (Note: Hardship is considered to be the reason compliance is physically not possible, as opposed to financial hardships which are not a basis for a variance) (1530.2(a)(6)): Paving this location would possibly cause run off issues for neighbors. Residential/commercial

Sept. 5th

VARIANCE INFORMATION CONT.

If the variance requested is located in the Corridor Design Overlay District or a Historic Preservation District, a Certificate of Appropriateness from the applicable design review board(s) is required to be submitted with this application. (1530.2(a)(7)).

In no case shall a Hardship Variance be requested or granted for any of the following (1530.8(b)):

- (1) A condition created by the applicant or property owner, including the result of an unwise investment decision or real estate transaction;
- (2) A change in conditions of approval imposed through a zoning change or conditional use approval granted by the Council;
- (3) Confer upon the property of the applicant any special privilege denied to other properties in the district;
- (4) Permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district;
- (5) Inconsistent with the construction and design standards and design criteria adopted by the City of Monroe; and,
- (6) Any item or matter regulated under Article XIII of this Ordinance.

REQUIRED SUBMITTAL ITEM CHECKLIST

- | | |
|---|--|
| ☒ Completed Application | ☒ Deed |
| ☒ Fee (see Fee Schedule) <u>250</u> | ☒ Proof of all property taxes paid in full |
| ☒ Survey Plat | ☒ CDO or HPC approval provided, if applicable |
| ☒ Site Plan; Drawn to Scale | ☐ Other information as required by the 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: Matt Peters DATE: 9-4-25

NOTE: FOR PUBLIC HEARINGS, A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING AND REMOVED BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER. THE CITY WILL PLACE AND REMOVE THE PUBLIC NOTICE SIGN.

PROPERTY OWNER'S AUTHORIZATION SIGNATURE, IF NOT THE APPLICANT ABOVE

OWNER'S SIGNATURE: [Signature] DATE: 9-4-25

NOTARY PUBLIC: Azalynn Garcia SWORN TO AND SUBSCRIBED BEFORE THIS
04th DAY OF September, 2025

NOTARY SIGNATURE: Azalynn Garcia DATE: 09/04/2025

SEAL:



IT IS THE RESPONSIBILITY OF THE APPLICANT AND NOT THE STAFF TO ENSURE THAT 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.

Variance Request Report

Property Address: 109 Walker Drive, Monroe, GA

Applicant: Matt Peters and Tom Chick

Request: Variance from Paving Requirement

Ordinance: 520.48 and 530

1. Description

5P/LMS Landscape Supply is designed with the needs of small-scale landscapers and residential customers in mind. Providing a wide selection of high-quality materials, including topsoil, mulch, decorative stone, gravel, sand, pavers, and natural stone, all available in quantities suitable for projects of any size.

Whether the customer is tackling a weekend DIY project, refreshing garden beds, or completing a small landscaping job, 5P/LMS Landscape Supply offers convenient access to the products needed without the hassle of bulk-only suppliers. We welcome both homeowners and independent landscapers! Our knowledgeable staff will always be ready to provide guidance on product selection, quantities, and installation tips.

There will be flexible purchase options, easy loading, and delivery services available, our supply yard makes it simple and affordable to bring an outdoor vision to life.

2. Background

The subject property at 109 Walker Drive is currently under consideration for development/use that would ordinarily trigger requirements for paving and inside storage of materials under the City of Monroe's zoning ordinances: 520.48 and 530. The applicant, 5P/LMS Landscape Supply is requesting a variance to allow use of gravel lot and outside material storage, rather than paving and inside material storage.

2. Hardship & Practical Difficulties

- **Topography & Drainage:** Paving would significantly increase stormwater runoff and require costly detention measures. The existing grade allows natural percolation and drainage, which would be compromised by paving.
- **Environmental Impact:** Paving increases the urban heat island effect, reduces green space, and prevents groundwater recharge. Leaving portions unpaved preserves natural infiltration and reduces long-term maintenance costs for stormwater infrastructure.

Variance Request Report

3. Consistency with Community Goals

- **Aesthetic Compatibility:** Maintaining landscaped or gravel areas instead of paving promotes a more attractive property consistent with nearby land uses.
- **Traffic & Usage:** The projected traffic volume at this location does not warrant a paved lot. A combination of designated parking areas and designated loading areas adequately support vehicle access.

4. Proposed Alternative

The applicant proposes to:

- Leave areas as gravel or landscaped surfaces, minimizing impervious surface while providing functional use.
- Maintain a clean and structured parking and storage area.

5. Conclusion

Requiring areas around 109 Walker Drive to be paved imposes unnecessary hardship, increases environmental impacts, and is not essential to the property's intended use or to the surrounding community's welfare.

For these reasons, the applicant—5P/LMS Landscape Supply—respectfully requests approval of the variance.



SURVEYOR CERTIFICATION

This plat is a retracement of an existing parcel of land and does not subdivide or create a new parcel or make changes to any real property boundaries. The recording information of the documents, maps, plats or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND.

Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

8/7/2022

Ronald C. Smith

Ronald Calvin Smith, Ga. R.L.S. no. 2921

RESERVED FOR THE CLERK OF THE COURT



REFERENCES:
1) SURVEY FOR PEARL COCHRAN & WYNETTE C. STEVENS
DATED 6/19/1981, PREPARED BY GREGG AND ASSOCIATES
RECORDED IN PLAT BOOK 54, PAGE 8, WALTON COUNTY.

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
C.M.D. = GEORGIA MILITIA DISTRICT
T.B.M. = TEMPORARY BENCH MARK
R. = RADIIUS
CH. = CHORD
TAN. = TANGENT
N/F. = NOW OR FORMERLY
D.B. = DEED BOOK
P.B. = PLAT BOOK
PG. = PAGE
D.E. = DRAINAGE EASEMENT
S.S.E. = SANITARY SEWER EASEMENT
F.F.E. = FINISHED FLOOR ELEVATION
(MH) = MANHOLE
= DRAIN INLET
= FIRE HYDRANT
= LIGHT POLE
= POWER POLE
= POWER LINE
= FENCE LINE
= WATER LINE
= GAS LINE
= VALVE
= WELL
(DISTANCE) = DEED OR PLAT CALL
P.O.C. = POINT OF COMMENCEMENT
P.O.B. = POINT OF BEGINNING

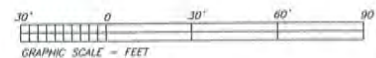
A GEOMAX Z90 TOTAL STATION WAS USED
TO OBTAIN THE LINEAR AND ANGULAR
MEASUREMENTS USED IN THE PREPARATION
OF THIS PLAT.

THE FIELD DATA UPON WHICH THIS MAP OR
PLAT IS BASED HAS A CLOSURE PRECISION
OF ONE FOOT IN 36,451
FEET AND AN ANGULAR ERROR OF 02"
PER ANGLE POINT, AND WAS ADJUSTED USING
LEAST SQUARES METHOD.

THIS MAP OR PLAT HAS BEEN CALCULATED
FOR CLOSURE AND IS FOUND TO BE
ACCURATE WITHIN 1 FOOT IN 85,456 FEET.

0.610 ACRES

TAX PARCEL M0200318, ZONED B3



RETRACEMENT BOUNDARY SURVEY FOR:

LAWN MANAGEMENT SERVICES, INC.

LAND LOT(S) 36	3RD DISTRICT	WALTON COUNTY, GEORGIA
SCALE: 1" = 30'	CITY OF MONROE	FIELD WORK DATE: 8/4/2022
RONALD CALVIN SMITH, LLC		DATE: 8/7/2022
146 N.E. BLVD. BOX 254, MONROE, GA. 30655		JOB NO. CHICK
770-289-4175, EMAIL: gar1s2921@gmail.com		

Variance Request Report





CITY OF MONROE

PLANNING & ZONING

PRELIMINARY PLAT STAFF REPORT

APPLICATION SUMMARY

PRELIMINARY PLAT CASE: 3933

DATE: October 15, 2025

STAFF REPORT BY: Brad Callender, Planning & Zoning Director

PROJECT NAME: The Jax

DEVELOPER: Green River Builders Multifamily, LLC

PROPERTY OWNER: Jax Apartments, LLC

DESIGN CONSULTANT: Patrick & Associates

LOCATION: Southwest corner of US Hwy 78 and Aycock Avenue – 200 Aycock Avenue

ACREAGE: ±26.42

EXISTING ZONING/CHARACTER DISTRICT: PCD (Planned Commercial District)

EXISTING LAND USE: Multi-family development and associated parking

ACTION REQUESTED: The owner is requesting Preliminary Plat approval to subdivide the property into 2 lots, 1 for commercial purposes and 1 for the existing multi-family development.

STAFF RECOMMENDATION: Staff recommends approval of this Preliminary Plat as submitted.

DATE OF SCHEDULED PUBLIC HEARINGS

PLANNING COMMISSION: October 21, 2025

PRELIMINARY PLAT SUMMARY

The applicant is requesting approval of a Preliminary Plat to subdivide the existing property into 2 lots. One lot will contain the existing multi-family development, and the other new lot will be for commercial development. The Jax rezone pattern book included the concept to subdivide the property into two lots as illustrated on the preliminary plat when it was rezoned to PCD (Planned Commercial District) back in 2022. The existing access points for the multi-family development will be utilized for the new commercial lot through joint/cross access easements.

PROJECT SUMMARY:

- Project Name – The Jax
- Development Type – Commercial & Multi-Family
- Total Site Area – ±26.42 Acres
 - o Proposed Lots – 2; 1-Commercial ±2.22 acres, 1-Multi-Family ±24.20 acres



CITY OF MONROE

#3953

35

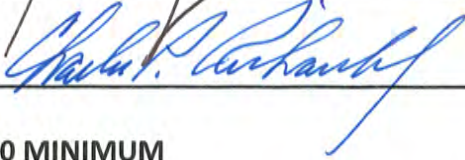
PRELIMINARY PLAT APPLICATION

Project Name: The Jax
Project Location: 200 Aycock Avenue
Development Type: Commercial & Multi-Family
Parcel #: M0230011B00 Acreage: 26.42 Total Lots or Units: 2
Applicant: Peter Mazur Phone #: 813-299-3540
Address: 1677 Hwy. 78 City: Monroe State: GA Zip: 30656

Property Owner: Jax Apartments, LLC Phone #: _____
Address: 1677 Hwy. 78 City: Monroe State: GA Zip: 30656
Developer: Green River Builders Multifamily LLC Phone #: 770-679-9228
Address: 1677 Hwy. 78 City: Monroe State: GA Zip: 30656
Designer: Patrick & Associates Phone #: 770-483-9745
Address: 928 Blacklawn Rd. SW City: Conyers State: GA Zip: 30094

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME 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:  DATE: 8/25/25

SIGNATURE OF OWNER:  DATE: 08-25-25

FEE: \$30 PER LOT/UNIT; \$150 MINIMUM

It is the responsibility of the applicant and not the staff to ensure that a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected.

OWNER:
PARCEL M0230011B00
JAX APARTMENTS, LLC.
1677 HWY 78
MONROE, GA 30655
DB 5574, PG. 773
PB 99 PG 112
SITE ADDRESS: 200 AYCOCK AVENUE

This Plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

James S. Hull, Jr.
James S. Hull, Jr. GA RLS 2986



TEXT LEGEND	
IPF	IRON PIN FOUND
IPS	IRON PIN SET
RB	REBAR
OTP	OPEN TOP PIPE
CMF	CONCRETE MOMUMENT FOUND
CMP	CORRUGATED METAL PIPE
CONC	CONCRETE
D.E.	DRAINAGE EASEMENT
DIA	DIAMETER
GAS V	GAS VALVE
R/W MON	RIGHT-OF-WAY MONUMENT
SWCB	SINGLE WING CATCH BASIN
DWCB	DOUBLE WING CATCH BASIN
FH	FIRE HYDRANT
V	VALVE
FH&V	FIRE HYDRANT AND VALVE
WM	WATER VALVE
MH	MANHOLE
PP	POWER POLE
P.O.B.	POINT OF BEGINNING
TRAF. BOX	TRAFFIC SIGNAL BOX
TYP	TYPICAL
LP	LIGHT POLE
P.V.	POST INDICATOR VALVE

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 Monroe.

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 Approval by the City of Monroe Planning Commission. This 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 if no Site Development Plans are approved and no Final Plat is recorded. If Site Development Plans are approved within one (1) year from the date of this Certificate of Approval, this Certificate of Approval shall extend to the expiration of Site Development Plans. If no Final Plat is recorded by the expiration of the Site Development Plans, then this Certificate of Approval shall expire and be null and void in its entirety and shall require a new Preliminary Plat Approval by the City of Monroe Planning Commission.

Dated this ____ day of _____, 20__

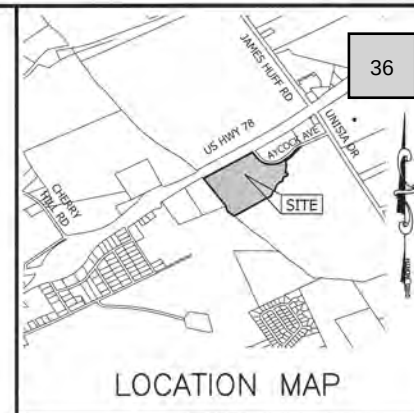
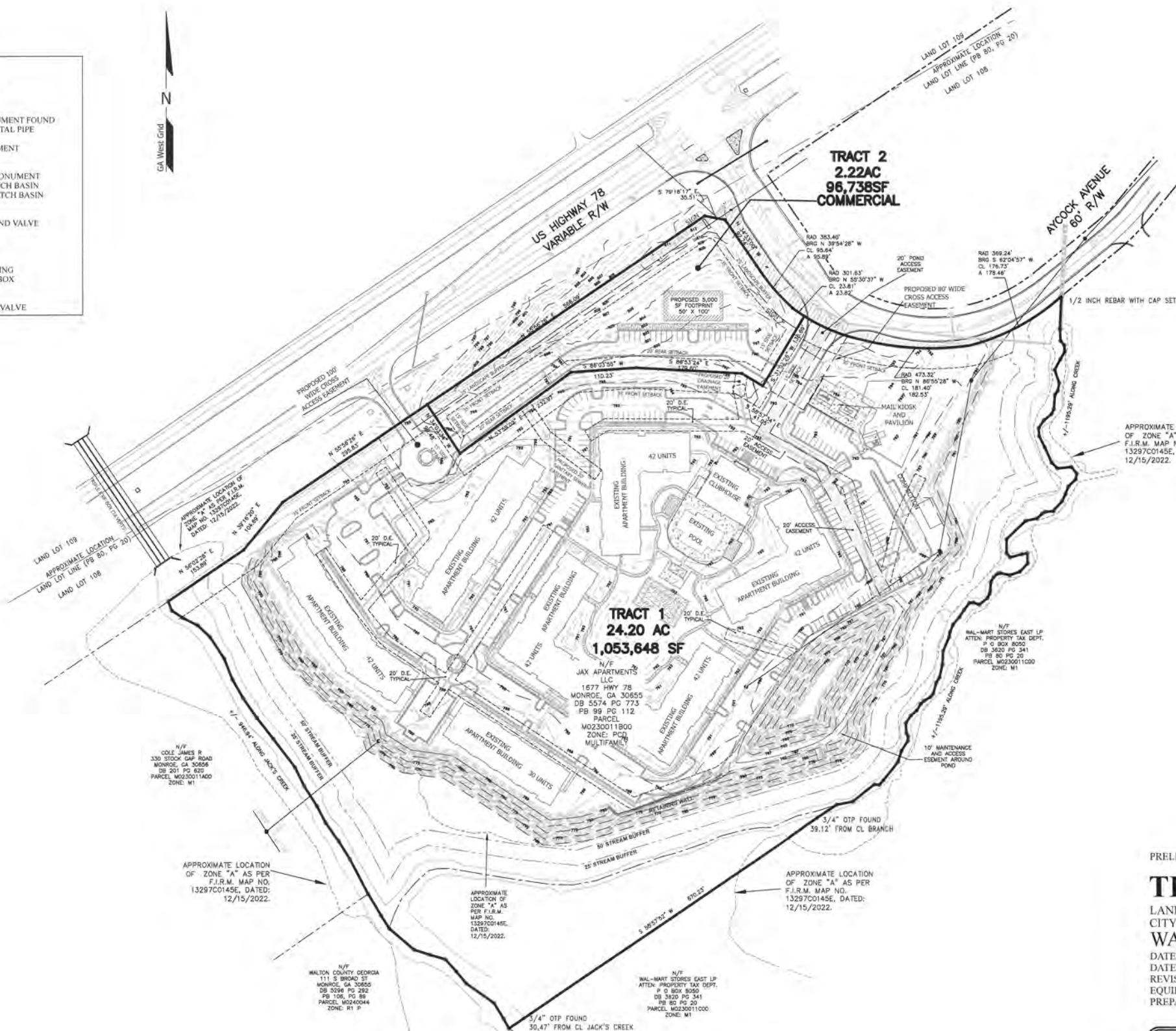
By: _____, Chairman

By: _____, Secretary

WATER AND SEWER PROVIDED BY CITY ON MONROE

PCD/B-3 REQUIREMENTS:

MAXIMUM COVERAGE = 60%
MINIMUM WIDTH = 100'
MINIMUM FRONTAGE = 100'
FRONT SETBACK = 35'
SIDE SETBACK = 15'
REAR SETBACK = 20'
MAXIMUM BUILDING HEIGHT = 35'
MINIMUM GROUND FLOOR AREA = 2,000 SQUARE FEET



A LEICA GS18 GPS UNIT WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT. THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A POSITIONAL TOLERANCE OF 0.04' FEET BASED ON REDUNDANT MEASUREMENTS AND HAS NOT BEEN ADJUSTED. ALL DISTANCES SHOWN HEREON ARE SURFACE DISTANCES. THE HORIZONTAL DATUM REFERENCED HEREON IS REFERENCED TO THE NAD 83, GEORGIA WEST ZONE STATE PLANE COORDINATE SYSTEM. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND WAS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 122,374 FEET.

Note: This plat was prepared for the exclusive use of the person, persons or entity named hereon. This plat does not extend to any person, persons or entity without the express recertification of the surveyor naming such person, persons or entity.

UTILITY NOTE: PATRICK & ASSOCIATES, INC. NOR THE LICENSED PROFESSIONAL ASSUME ANY LIABILITY FOR THE EXISTENCE, LOCATION, MATERIAL OR SIZE OF ANY UNDERGROUND UTILITY SHOWN ON THIS SURVEY. IT IS THE RESPONSIBILITY OF THE OWNER/CONTRACTOR TO VERIFY THE EXISTENCE, EXACT LOCATION, MATERIAL AND SIZE OF ANY UNDERGROUND UTILITY ASSOCIATED WITH THE PROJECT.

THIS 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. 15-6-167, AUTHORITY O.C.G.A. SECS. 15-6-67, 43-15-4, 43-15-6, 43-15-19 AND 43-15-22.

By graphic plotting only, this property is in Zone "X" Flood Insurance Rate Map No. 13297C0145E, which bears an effective date 12-15-2022. No field surveying was performed to determine this zone.

PROJECT DESCRIPTION:
There are currently 282 residential apartments, parking, and amenities. The developer is proposing a 2.22 ACRE commercial out tract with a commercial/retail building to provide support for the residents and neighbors

TOTAL NUMBER OF LOTS : 2
-There are no known landfills on this property.
-There are no known groundwater recharge areas on this site.
-Any wetlands on this site are located within the 100yr flood plain limits.
-There are no known protected river corridors on this site.
-There are no known water supply watershed areas on this site.
-Development type: commercial and multi family
-Total Area: 26.42 acres

PRELIMINARY PLAT FOR:

THE JAX
LAND LOT 108 - 3rd DISTRICT
CITY OF MONROE
WALTON COUNTY, GEORGIA
DATE OF FIELD WORK: 5-28-25
DATE OF PLAT PREPARATION: 6-2-25
REVISED PER COMMENTS: 8-19-25
EQUIPMENT USED: LEICA GS18
PREPARED BY:

PATRICK & ASSOCIATES, INC.
SURVEYING & ENGINEERING
928 BLACKLAWN ROAD SW
CONYERS, GEORGIA 30094
PHONE: 770-483-9745



SHEET 1 OF 1
MASTER 22-298
JOB NO. 24-624
DWG. NO. 37078