



Planning Commission

AGENDA

Tuesday, September 16, 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 - August 19, 2025

V. **REPORT FROM CODE ENFORCEMENT OFFICER**

VI. **OLD BUSINESS**

VII. **NEW BUSINESS**

- [1.](#) Certificate of Appropriateness-CDO #3861 - 250 Hwy 138, Tokyo Commercial

- [2.](#) Conditional Use #3967 - 422 S. Broad St. - Personal Care Home

VIII. **ADJOURNMENT**

**MONROE PLANNING COMMISSION
MEETING MINUTES – AUGUST 19, 2025**

Present: Chairman Mike Eckles, Kim Jolly, Randy Camp, Rosalind Parks

Absent: Shauna Mathias

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

Visitors: Bonnie Rosser, GiYoung Kim, and Jonathan Freeland

Call to Order:

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

Approval of Agenda:

Chairman Eckles called for a motion to approve the agenda;

Motion Jolly,
Second Camp.
Motion carried unanimously

Minutes of Previous Meeting(s):

Chairman Eckles asked if everyone has reviewed the June 17, 2025 minutes and asked if there are any changes, corrections or additions. Commission members responded there were none. Chairman Eckles called for a motion to approve the June 17, 2025, minutes;

Motion Parks,
Second Camp.
Motion carried unanimously

Report from Code Officer:

Nothing to report but Mr. Callender thanked Mr. Eckles for his twenty-five years of service on the Planning Commission, as this is Mr. Eckles last Planning Commission Meeting.

Old Business:

None

New Business:

The First Item of Business: Certificate of Appropriateness – CDO #3861 – 250 Hwy 138, Tokyo Commercial

Brad Callender presented the request to expand the existing parking lot behind the restaurant. There are currently 72 parking spaces, the proposed additional parking is 41 spaces, for a total of 113 parking spaces. A Special Exception Variance will be required before site development plans can be approved.

Chairman Eckles asked if there was anyone here that would like to speak regarding the request and GiYoung Kim spoke representing the owner of Tokyo.

Chairman Eckles asked if there were any questions. There were none.

Chairman Eckles called for a motion to approve the request with the one condition in the staff report;

Motion Camp,
Second Jolly.
Motion carried unanimously

The Second Item of Business: Conditional Use #3904 – 1108 E. Church St. – Self-Service Laundromat

Mr. Callender presented there was an existing coin laundry at the location and the request is to place a self-service laundry back in the space. The property is zoned B-1 and this type of use is conditional. The business has not been functional or running with a business license for over six months, thus, has to come back and get a conditional use approval from the City.

Chairman Eckles asked if there was anyone here that would like to speak regarding the request and Jonathan Freeland spoke. He mentioned, in addition to Mr. Callender's presentation, that all of the equipment will be replaced, they will modernize the location, and demographic analysis has been completed. The analysis shows that there may be a market for a wash and fold in the near future, and there is a capacity for a third coin laundry in the area, and will not disrupt business for the other two laundromats. Mr. Freeland shared that there have been some tough negotiations in regards to an appropriate lease that is geared towards a convenient store, but feels confident they will push through the barriers.

Chairman Eckles asked if there were any questions. Ms. Parks asked if it was sixty days both ways in reference to messaging in the lease, and termination can happen with sixty days' notice, and Mr. Freeland confirmed that was correct and related to the ability to "tear down" a building if needed. Again, the agreement is geared towards convenient stores, not coin laundromats.

Chairman Eckles called for a motion to approve the conditional use;

Motion Camp,
Second Parks.
Motion carried unanimously

Chairman Eckles stated that he is very proud to have served the time he has on the Planning Commission and to the City of Monroe. He thinks the Commission has done a vital job assisting the City Council in an advisory capacity, and they have in a small way helped Monroe become the City it is today – Other cities around are envious.

Adjournment:

Chairman Eckles entertained a motion to adjourn;

Motion Parks,
Second Camp,
Meeting adjourned, 6:11 pm.



CITY OF MONROE

PLANNING & ZONING

CERTIFICATE OF APPROPRIATENESS STAFF REPORT

APPLICATION SUMMARY

CERTIFICATE OF APPROPRIATENESS CASE: 3965

DATE: September 10, 2025

STAFF REPORT BY: Brad Callender, Planning & Zoning Director

APPLICANT NAME: Monroe Center, LLC

PROPERTY OWNER: Monroe Center, LLC

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

ACREAGE: ±6.08

EXISTING ZONING: B-3 (Highway Commercial District)

EXISTING LAND USE: Undeveloped

ACTION REQUESTED: The owner is petitioning for a Certificate of Appropriateness to allow for development of a convenience store with fuel pumps.

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

DATE OF SCHEDULED MEETING

PLANNING COMMISSION: September 16, 2025

REQUEST SUMMARY

CERTIFICATE OF APPROPRIATENESS REQUEST SUMMARY:

The applicant is requesting a Certificate of Appropriateness to allow for development of a convenience store with fuel pumps at the property located at 1521 S. Broad St. The property was recently rezoned to B-3 (Highway Commercial District) in July and also received Conditional Use approval for the convenience store and fuel pumps. The applicant received a Certificate of Appropriateness approval for the Corridor Design Overlay District to develop the convenience store with fuel pumps in October of 2021. The applicant then submitted site development plans and was granted a Land Disturbance Permit for development of the convenience store and fuel pumps. The Land Disturbance Permit was granted to the applicant on March 6, 2024. However, the project never commenced construction. Under the rules for Land Disturbance Permits in the Development Regulations, after 6 months if the project has not commenced, the Land Disturbance Permit automatically expires. Changes to the Zoning Ordinance required the recent rezoning and conditional use approval. The purpose of this request to re-obtain a Certificate of Appropriateness for development of the convenience store with fuel pumps.

PROPOSED PROJECT SUMMARY:

- Convenience Store with Fuel Pumps, Retail Spaces
 - Proposed Building – ±8,100 Sf.
 - 3 Tenant Spaces
 - Convenience Store – ±3,900 Sf
 - Retail Spaces (2) – ±2,100 Sf
 - Proposed Parking – 26 Spaces
 - Façade Materials – Brick, Fiber Cement Siding, and Stucco
 - Roof Type – Parapet

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 proposed site plan includes a convenience store and retail spaces with fuel pumps accessed off one entrance drive from S. Broad Street. The building is oriented on the lot with one side of the building façade facing S. Broad Street and the front façade facing the fuel pumps. Parking is provided along the front and side of the building and an access drive and drive through are provided around the building. As described in the request summary, the project has already been approved previously and is only seeking to re-obtain a new Certificate of Appropriateness for the Corridor Design Overlay District. This is the next step in order to submit site development plans to the City.

(2) 643A.2 – Architecture:

Representative architectural drawings submitted with this application propose a building with facades primarily composed of brick and fiber cement siding, with stucco cornices. A parapet roof style will be provided on all four sides of the building. Windows and doors with steel trim are provided on the façade facing S. Broad Street and the front façade. The building appears to meet all of the Architecture requirements outlined in Section 643A.2 with one exception. In Section 643A.2.a.3.h, the façade of the main building is required to have at least one entrance facing a public street. A doorway/entrance will need to be added to the portion of the building facing S. Broad St.

(3) 643A.3 – Pavement:

The proposed site plan includes a parking layout and drive aisle plan with dimensions that comply with the General and Area Specific Criteria outlined in Section 643A.3 of the Zoning Ordinance. The building is oriented on the lot to limit the amount of pavement between the building and S. Broad St. to less than the required dimension of 42-feet of pavement width.

(4) 643A.4 – Landscaping:

A landscape plan was submitted with the COA application. Along the frontage of the convenience store portion of the site, sod and tree plantings are proposed in the minimum required 20-foot frontage landscape buffer. Additional trees will be required in accordance with Section 643A.4.a.3.d with plantings placed every 25 feet along the frontage. Evergreen shrubbery will be required between the fueling area and S. Broad St. in the 20-foot frontage landscape buffer to comply with Section 643A.4.a.3.b. The remainder of the site appears to comply with General Criteria outlined in Section

643A.4 of the Zoning Ordinance. In the parking regulations under Section 520.4(f), parking areas with 10 or more spaces require additional landscaping such as trees, flowers, shrubs and other ornamental plants around the interior parking areas.

(5) 643A.5 – Signs:

Signage on this property will be required to comply with the General Criteria outlined in Section 643A.5 and Article XIII of the Zoning Ordinance. There are existing non-conforming billboard style signs on the property that will need to be removed prior to development of the site.

(6) 643A.6 - Illumination:

A lighting plan was submitted with the COA application. The submitted lighting plan appears 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 expand the develop the convenience store and retail spaces with fuel pumps, subject to the following conditions:

1. The wall facing S. Broad Street shall include one public entrance as required in Section 643A.2.a.3.h.
2. The existing billboards on the property shall be removed prior to the issuance of a Land Disturbance Permit.
3. Additional tree plantings and evergreen shrubbery shall be provided as required by Section 643A.4.a.3.b and 643A.4.a.3.d.



CITY OF MONROE #3965

CORRIDOR DESIGN OVERLAY DISTRICT

CERTIFICATE OF APPROPRIATENESS

APPLICATION

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

CDO REQUEST LOCATION & DESCRIPTION:

Address: 1521 South Broad Street Parcel #: M0200283
 Parcel Acreage/Square Feet: 6.08 Zoning: B-3

PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: Monroe Center, LLC Phone #: 770-557-5534
 Address: 3570 Thompson Mill Rd City: Buford State: Ga Zip: 30519
 Applicant (if not the owner): _____ Phone #: _____
 Address: _____ City: _____ State: _____ Zip: _____

PROJECT INFORMATION:

Description of Project/Request: Construction of a commercial building (convenience store & retail space) with fuel pumps.

Estimated Cost of Project: _____

REQUIRED SUBMITTAL ITEMS:

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

APPLICANT SIGNATURE & AFFADAVIT:

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

Jeff Russell
 Signature of Applicant

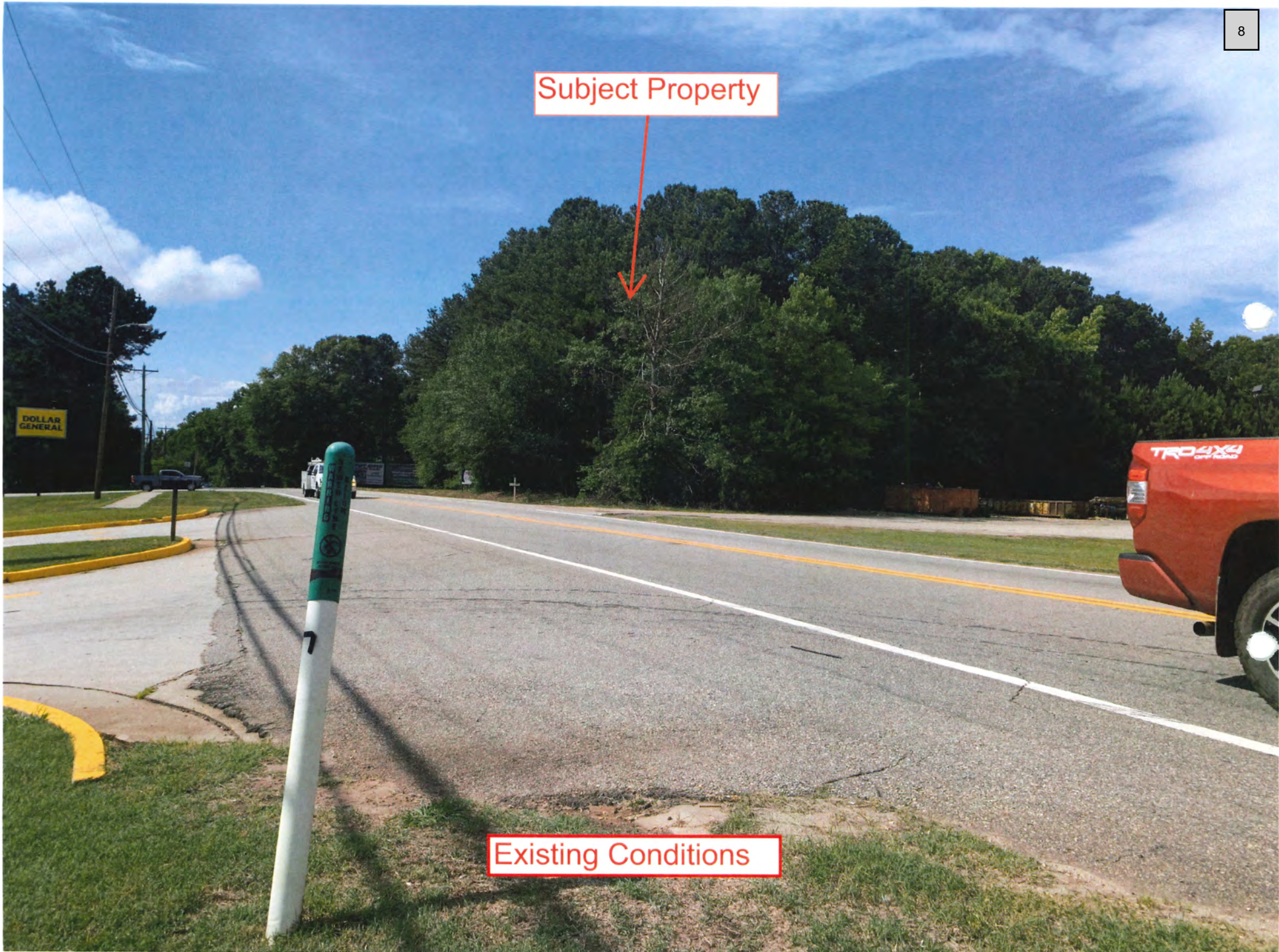
Jeff Russell
 Print Name

07-15-25
 Date

Subject Property



Existing Conditions





July 15, 2025

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

**Monroe Center, LLC – 1530 South Broad Street
Certificate of Appropriateness**

Mr. Callender

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

Due to unexpected construction costs and shortage of materials, this project was put on temporary hold. The developer is now recommitted to this project and would like to move forward with construction. The subject property was recently rezoned to "B-3" with a Conditional Use Permit approval to construct a convenience store with fueling stations.

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

Two options for the building elevation have been submitted to the city for review; the originally approved building elevation and a more recently constructed design. A 30' inter-parcel access connects to South Broad Street. The contractor posted the required GDOT performance bond for the South Broad Street improvements to secure the GDOT Permit.

Thank you for your cooperation.

Sincerely,

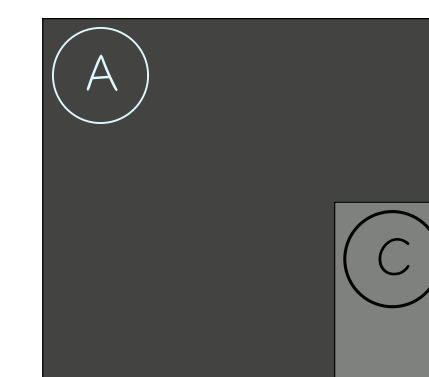
A handwritten signature in blue ink, reading "Nan S. Wilcox".

Nan S. Wilcox, Project Manager

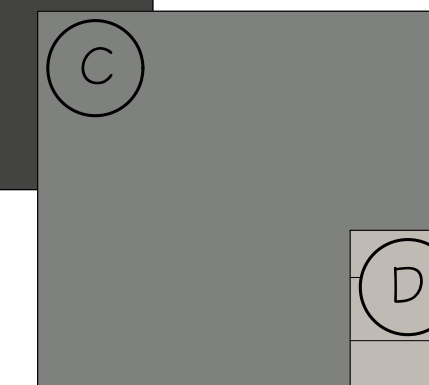




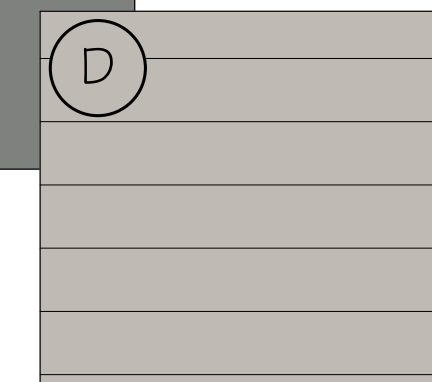
Front Elevation



COLOR "A": IRON ORE SW 7069



COLOR "C": CITYSCAPE SW 7067



COLOR "D": NICHHA WALL PANEL "ASH"
COLOR "E": EIFS - MATCH NICHHA WALL PANEL "ASH"

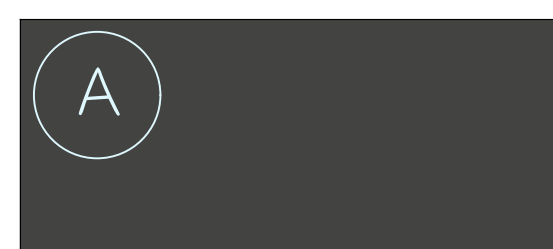


3450 Acworth Due West Road
Building 100, Suite 120
Kennesaw, Georgia 30144
P. 770-917-9172
www.mrpdesign.com

Proposed Convenience Store Elevation and Color Selections - Rex, GA



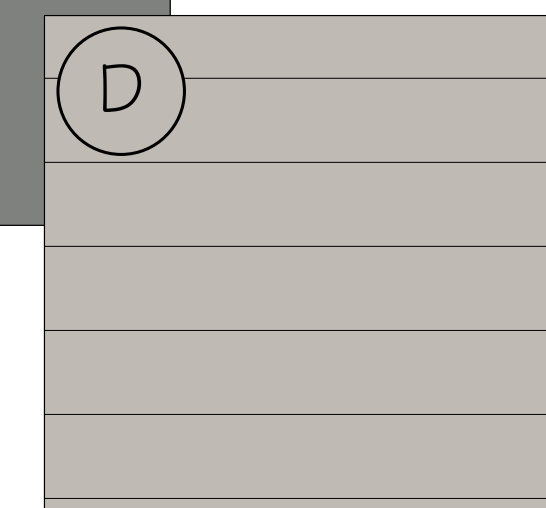
Side Elevation



COLOR "A": IRON ORE SW 7069



COLOR "C": CITYSCAPE SW 7067



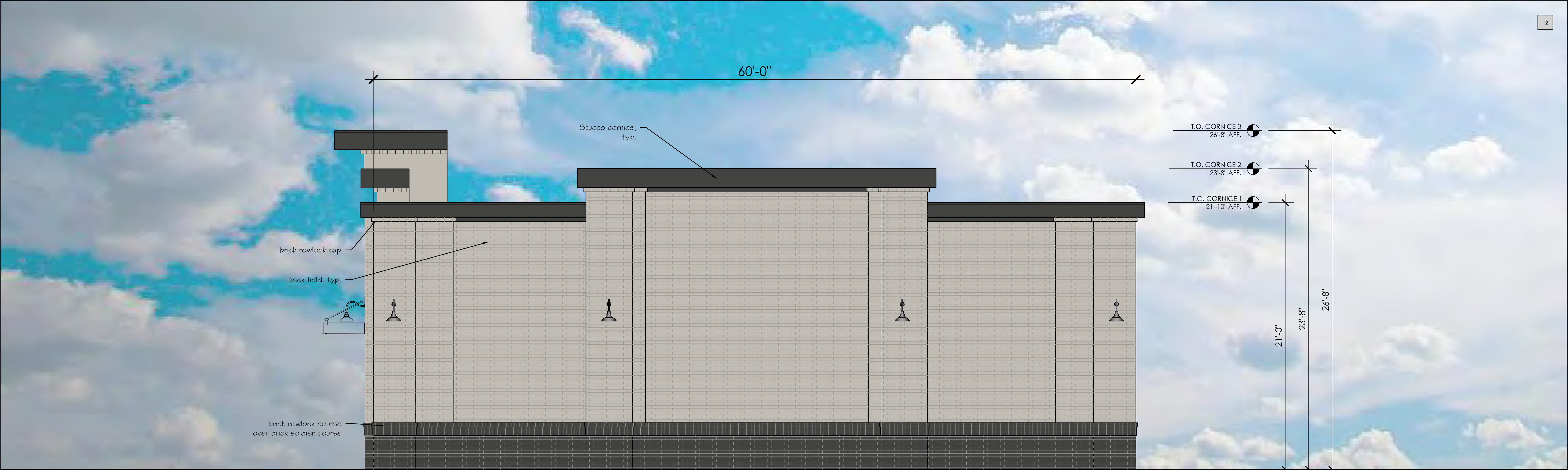
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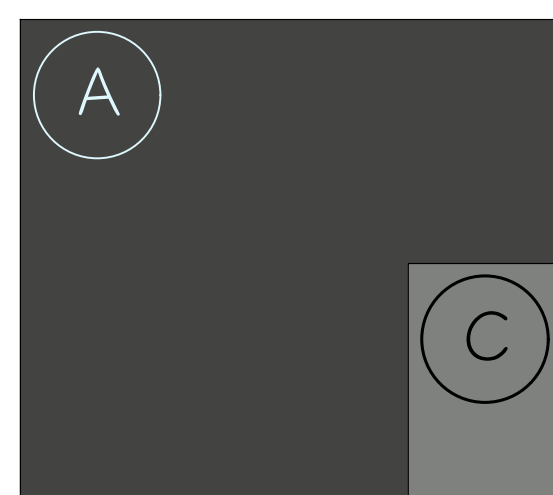


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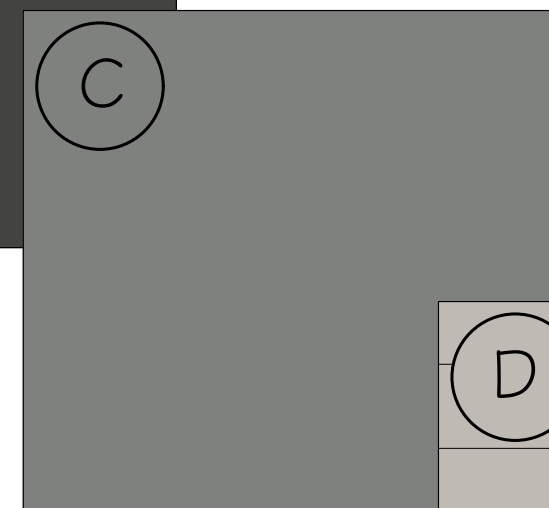
Proposed Convenience Store Elevation and Color Selections - Rex, GA



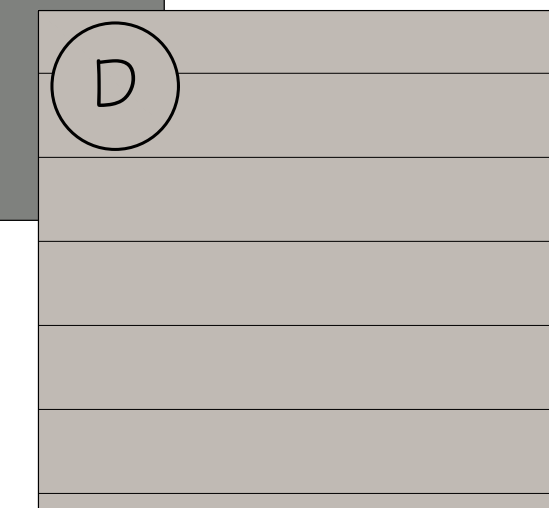
Side Elevation



COLOR "A": IRON ORE SW 7069



COLOR "C": CITYSCAPE SW 7067

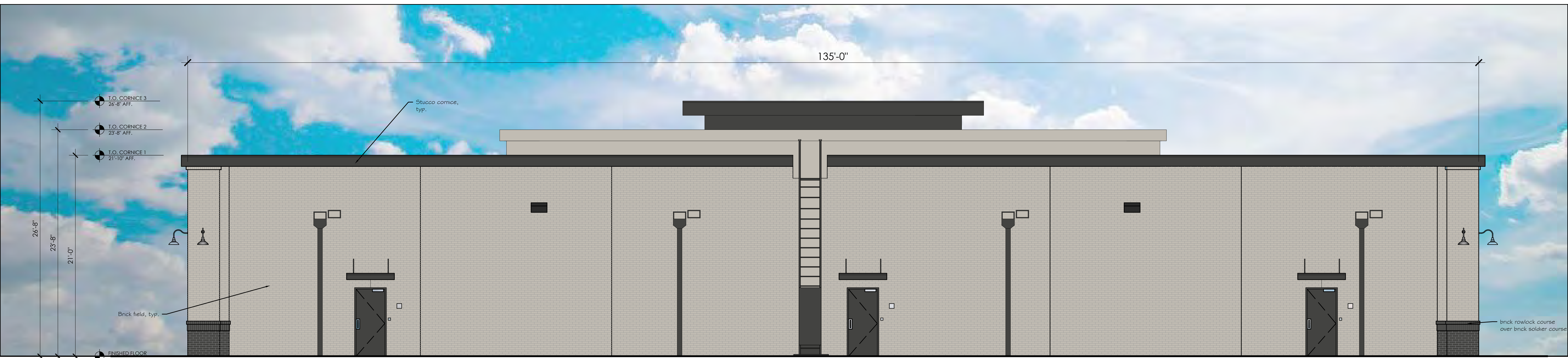


COLOR "D": NICHHA WALL PANEL "ASH"

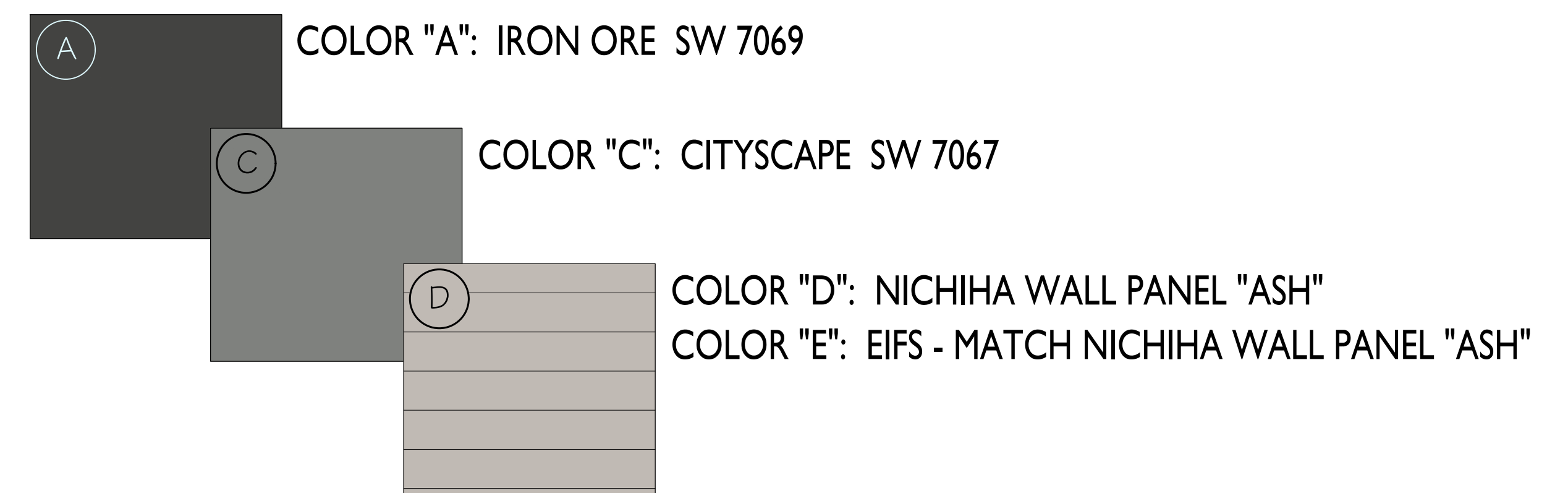
COLOR "E": EIFS - MATCH NICHHA WALL PANEL "ASH"



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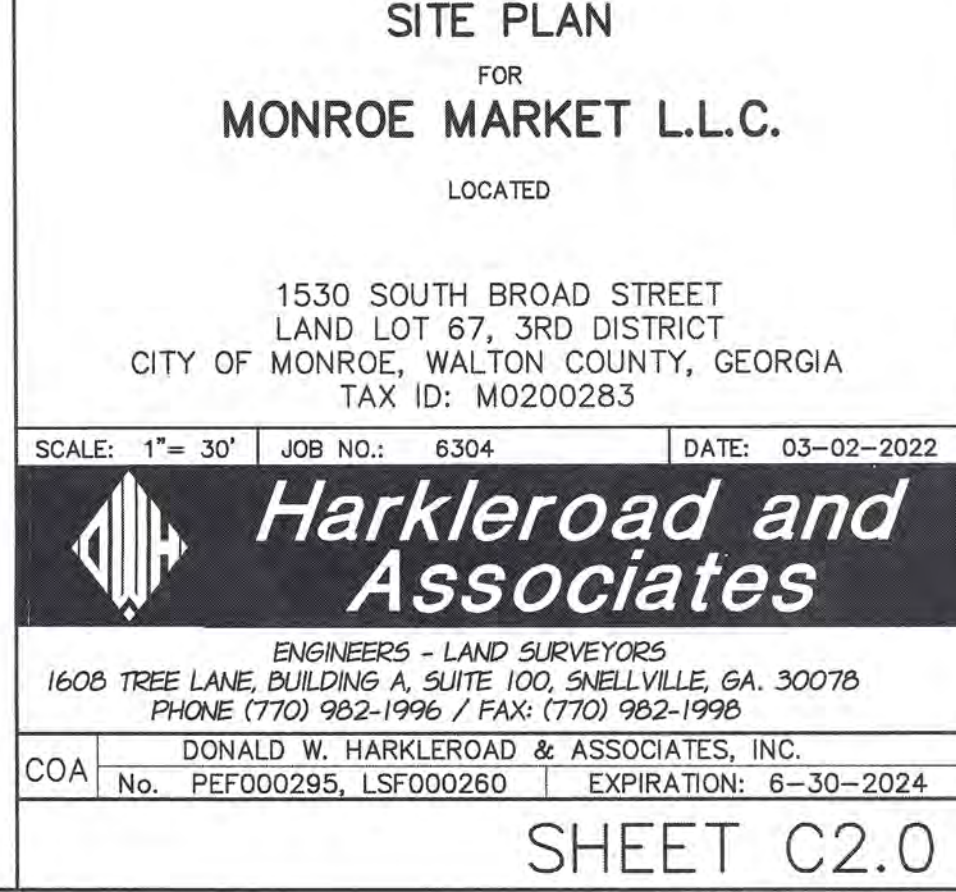


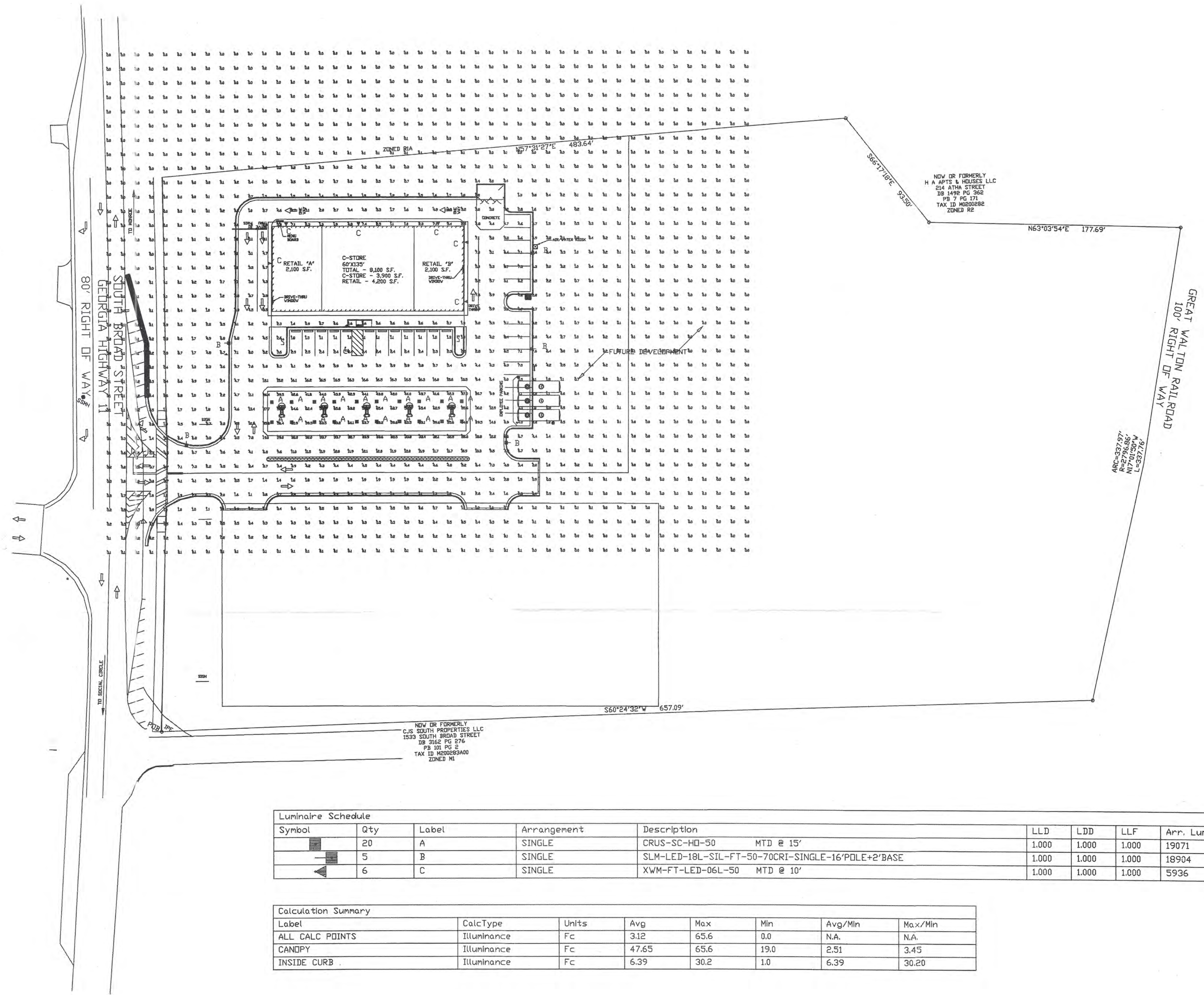
Back Elevation



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Proposed Convenience Store Elevation and Color Selections - Rex, GA





Luminaire Schedule									
Symbol	Qty	Label	Arrangement	Description	LLD	LDD	LLF	Arr. Lum. Lumens	Arr. Watts
	20	A	SINGLE	CRUS-SC-HQ-50 MTD @ 15'	1.000	1.000	1.000	19071	125
	5	B	SINGLE	SLM-LED-10L-SIL-FT-50-70CRI-SINGLE-16'POLE+2'BASE	1.000	1.000	1.000	18904	135
	6	C	SINGLE	XWM-FT-LED-06L-50 MTD @ 10'	1.000	1.000	1.000	5936	44.7

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
ALL CALC POINTS	ILLUMINANCE	Fc	3.12	65.6	0.0	N.A.	N.A.
CANOPY	ILLUMINANCE	Fc	47.65	65.6	19.0	2.51	3.45
INSIDE CURB	ILLUMINANCE	Fc	6.39	30.2	1.0	6.39	30.20





PHOTOMETRIC EVALUATION
NOT FOR CONSTRUCTION

Based on the information provided, all dimensions and luminaire locations shown represent recommended positions. The engineer and/or architect must determine the applicability of the layout to existing or future field conditions.

This lighting plan represents illumination levels calculated from laboratory data taken under controlled conditions in accordance with The Illuminating Engineering Society (IES) approved methods. Actual performance of any manufacturer's luminaires may vary due to changes in electrical voltage, tolerance in lamps/LED's and other variable field conditions. Calculations do not include obstructions such as buildings, curbs, landscaping, or any other architectural elements unless noted. Fixture nomenclature noted does not include mounting hardware or poles. This drawing is for photometric evaluation purposes only and should not be used as a construction document or as a final document for ordering product.

SHEET C6.0

Total Project Watts
Total Watts = 3443.2



LIGHTING PROPOSAL LD-154615

MONROE MARKET
1530 SOUTH BROAD STREET
WALTON COUNTY, GA

BY/DATE: DATE: 10-11-21 REV: SHEET 1 OF 1

SCALE: 1"=40'



770.442.8171 tel
770.442.1123 fax

Manley Land Design, Inc.
51 Old Canton Street
Alpharetta, Georgia 30009

manleylanddesign.com



MONROE MARKET, LLC

1530 SOUTH BROAD STREET
WALTON COUNTY, GA 30655



REVISION SCHEDULE
NO. DATE BY DESCRIPTION

MLD PROJECT # 2021199
DRAWN BY KCN
CHECKED BY SLM
DATE 9/22/21

Landscape Plan

L-100

PERMIT

GENERAL LANDSCAPE NOTES

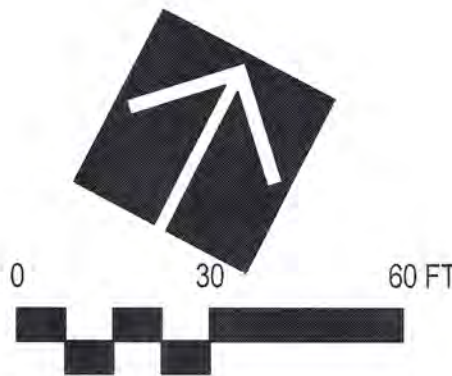
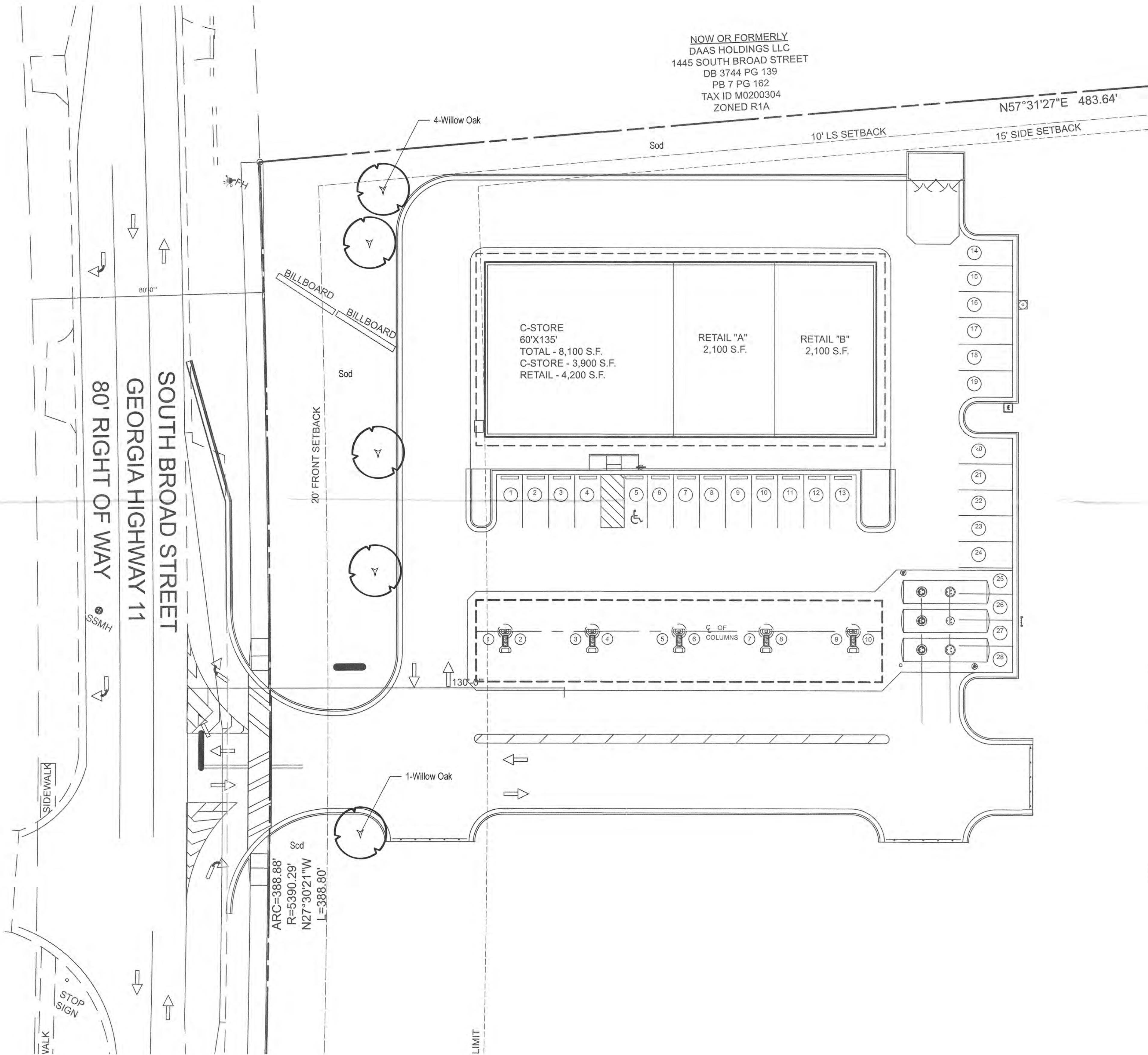
- Landscape Contractor to read and understand the Landscape Details and Specifications (sheet L-101) prior to finalizing bids. The Landscape Specifications shall be adhered to throughout the construction process.
- Contractor is responsible for locating and protecting all underground utilities prior to digging.
- Contractor is responsible for protecting existing trees from damage during construction.
- Contractor is responsible for understanding and adhering to all constraints and limits of the site ie: Code requirements as stated on the landscape plan, minimum plant sizes in the plant list, property boundaries, limits of disturbance, easements and buffers.
- All tree protection devices to be installed prior to the start of land disturbance, and maintained until final landscaping.
- Tree protection areas to be protected from sedimentation.
- Tree protection fencing shall be inspected daily; repair or replaced as needed.
- No parking, storage or other construction activities shall occur within tree protection areas.
- All planting areas shall be cleaned of construction debris (ie. concrete, rock, rubble, building materials, etc) prior to adding and spreading of the topsoil.
- Minimum 4" depth of topsoil shall be added to all planting and sodded areas. Graded areas shall be held down the appropriate elevation to account for topsoil depth. See Landscape Specifications for required topsoil characteristics.
- Remove debris from all parking lot islands, fracture/loosen subgrade to a min. 24" depth and add topsoil to a 6"-8" bermed height above island curbing; refer to sheet L-101 for landscape specifications and landscape island detail.
- Prior to beginning work, the Landscape Contractor shall inspect the subgrade, general site conditions, verify elevations, utility locations, irrigation, approve topsoil provided by the General Contractor and observe the site conditions under which the work is to be done. Notify the General Contractor of any unsatisfactory conditions, work shall not proceed until such conditions have been corrected and are acceptable to the Landscape Contractor.
- Any deviations from the approved set of plans shall be approved by the Landscape Architect.
- Landscape shall be installed in conformance with ANSI Z50.1 the "American Standard for Nursery Stock" and the accepted standards of the American Association of Nurserymen.
- Existing grass in proposed planting areas shall be killed and removed. Hand rake to remove all rocks and debris larger than 1 inch in diameter, prior to adding topsoil and planting shrubs.
- Sod to be delivered fresh (Cut less than 24 hours prior to arriving on site), laid immediately, rolled, and watered thoroughly immediately after planting. Edge of sod at planting beds are to be "V" trenched; see Landscape Details.
- Any existing grass disturbed during construction to be fully removed, regraded and replaced. All tire marks and indentions to be repaired.
- Soil to be tested to determine fertilizer and lime requirements prior to laying sod.
- Annual and perennial beds: add min. 4 inch layer of organic material and till to a min. depth of 12 inches. Mulch annual and perennial beds with 3 inch depth of mini nuggets.
- All shrubs beds (existing and new) to be mulched with a min. 3 inch layer of mulch (pine straw).
- Planting holes to be dug a minimum of twice the width of the root ball, for both shrubs and trees. Set plant material 2-3" above finish grade. Backfill planting pit with planting mix as specified in the Landscape Specifications.
- Water thoroughly twice in first 24 hours and apply mulch immediately.
- The Landscape Contractor shall guarantee all plants installed for one full year from date of acceptance by the owner. All plants shall be alive and at a vigorous rate of growth at the end of the guarantee period. The Landscape Contractor shall not be responsible for acts of God or vandalism. See Landscape Specifications for Warranty requirements/expectations.
- Any plant that is determined dead, in an unhealthy, unsightly condition, lost its shape due to dead branches, or other symptoms of poor, non-vigorous growth, shall be replaced by the Landscape Contractor. See Landscape Specifications for warranty requirements/expectations.
- Stake all evergreen and deciduous trees as shown in the planting detail and as per the Landscape Specifications.
- Remove stakes and guying from all trees after one year from planting.

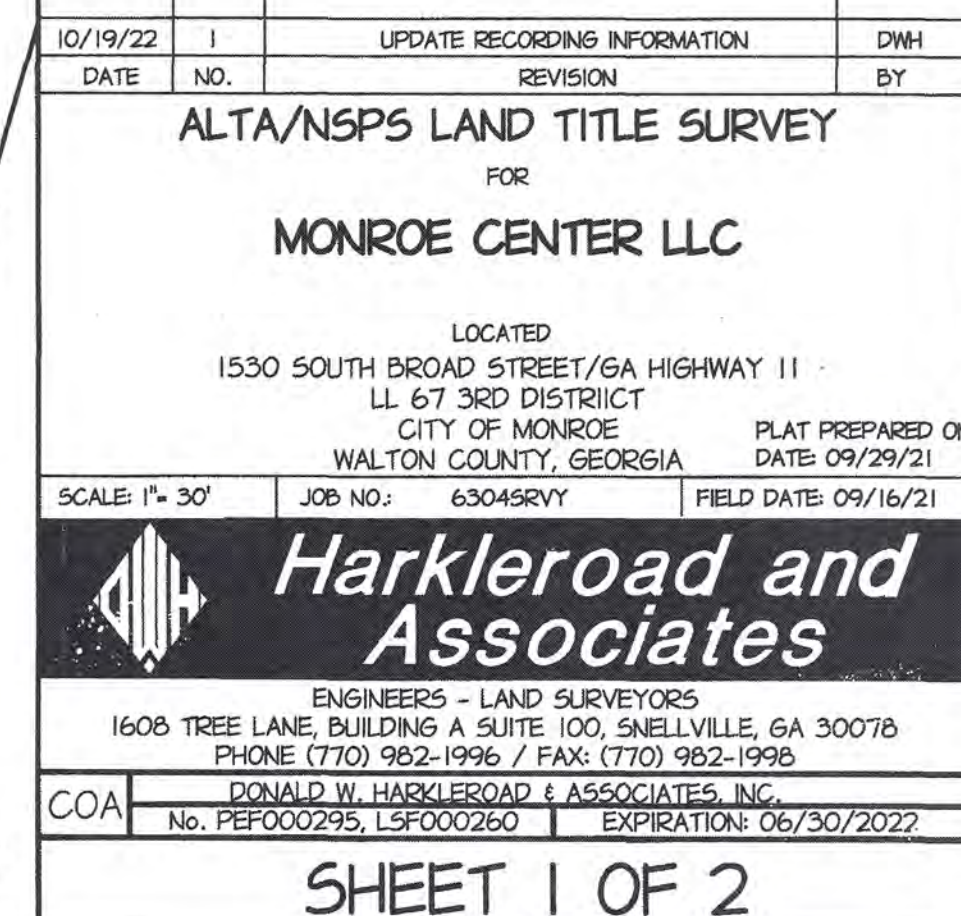
PLANT LIST

Qty	Botanical Name	Common Name	Scheduled Size	Remarks
5	Trees			
	Quercus phellos	Willow Oak	2.5" Cal.	B & B; single straight leader
Shrubs				
Groundcovers				
Other				

LANDSCAPE REQUIREMENTS

A. STREET FRONTAGE LANDSCAPE			
REQUIRED	1.	(1) large tree per 40 LF of frontage	
		South Broad Street: 183 LF / 40 LF	= 5 street tree;
PROVIDED	1.	5 willow oaks	= 5 street tree;







CITY OF MONROE

PLANNING & ZONING

CONDITIONAL USE STAFF REPORT

APPLICATION SUMMARY

CONDITIONAL USE CASE: 3967

DATE: September 10, 2025

STAFF REPORT BY: Brad Callender, Planning & Zoning Director

APPLICANT NAME: Jonathan Lewis

PROPERTY OWNER: John Kenneth & Susan P. Still

LOCATION: West side of S. Broad Street – 422 S. Broad Street

COUNCIL DISTRICTS: 4 & 8

ACREAGE: ±0.71

EXISTING ZONING/CHARACTER DISTRICT: CD-4 (Neighborhood Center Character District)

EXISTING LAND USE: Single-family dwelling and shared parking lot

REQUEST SUMMARY: The owner is petitioning for Conditional Use approval on this property to allow for a family personal care home.

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

DATES OF SCHEDULED PUBLIC HEARINGS

PLANNING COMMISSION: September 16, 2025

CITY COUNCIL: October 14, 2025

REQUEST SUMMARY

CONDITIONAL USE PERMIT REQUEST SUMMARY:

The applicant is requesting Conditional Use approval to allow for a family personal care home. Family personal care homes, by definition, provide care in a family residential setting for two (2) to six (6) people. The subject property is currently designated with the character district of CD-4 under the Character Based Code. The subject property contains a single-family residence and a shared parking lot with the grocery store on the adjoining property. The single-family residence was previously used as a family personal care home in the past. However, the residence has not been used for a personal care home for the last few years. With more than 6 months having transpired since the last active business license was issued for that use, Conditional Use approval is necessary to allow a new family personal care home in the residence.

PROPOSED PROJECT SUMMARY:

- Family Personal Care Home
 - Existing Building Floor Area – ±1,628 Sf.
 - Number of care recipients – 6

STAFF ANALYSIS

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

- (1) **The proposed use will not be detrimental to adjacent properties or the general neighborhood, the proposed use will not significantly adversely affect public health, safety, morality and welfare, and the proposed use as designed will minimize adverse effects on the surrounding neighborhood:** The proposed family personal care home should not be detrimental to surrounding uses. The single-family residence was previously used as a personal care home in the past. There are other personal care homes in the vicinity along S. Broad St.
- (2) **The applicable standards in Article XI have been met:** There are no standards applicable to personal care homes in Article XI of the Zoning Ordinance.
- (3) **The proposed use is consistent with the Comprehensive Plan, and the conditional use is compatible with the community development pattern:** The subject property is located in the Downtown Sub-Area as identified in the Monroe Comprehensive Plan. The existing character of this vicinity of the Downtown Sub-Area is a mixture of commercial, childcare homes, and residences. The requested Conditional Use does not conflict with any goals of the Comprehensive Plan.
- (4) **A rezoning to allow the requested use as a permitted use would not be appropriate:** Family personal care homes are permitted only as Conditional Uses in the underlying CD-4 character district. Personal care homes are conditional uses in all other character districts as well.
- (5) **The proposed use will not be injurious to the natural environment or the other property in the immediate vicinity, or unconstitutionally diminish property values within the surrounding neighborhood:** The property is fully developed with the existing single-family residence and shared parking lot. Granting conditional use approval for the family personal care home should not negatively impact property values on adjacent properties.
- (6) **Off-street parking and loading, and access thereto, will be adequate:** The site is currently accessed from a driveway off S. Broad St. to a shared parking lot for the residence and adjoining grocery store. Parking and access will remain adequate to accommodate the requested conditional use.
- (7) **Public facilities and utilities are capable of adequately serving the proposed use, and the use would not lead to a major negative change in existing levels of public service, or fiscal stability:** Public services and utilities are adequate to serve the proposed care home. As previously stated, the existing single-family residence was formerly used as a family personal care home in the past.

- (8) **The use will not be an extension of a use which will cause a damaging volume of (a) agricultural, (b) commercial, (c) industrial, or (d) higher density residential use into a stable neighborhood of well-maintained single-family homes, nor likely lead to decreasing surrounding property values, neighborhood deterioration, spreading of blight, or additional requests of a similar nature which would expand the problem:** As previously stated, the requested Conditional Use will be located inside an existing single-family residence that was formerly used as a family personal care home in the past. This standard will not be affected by granting this conditional use.
- (9) **The use would not significantly increase congestion, noise, or traffic hazards:** With the site already being developed, no changes to traffic or congestion should result from granting the conditional use.
- (10) **Granting this request would not have a “domino effect,” in that it becomes the opening wedge for further rapid growth, urbanization or other land-use change beyond what is indicated in the Comprehensive Plan:** No domino effect will result along S. Broad Street in the granting of this Conditional Use for a family personal care at this location previously used for the same purpose.

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 requested Conditional Use for a family personal care home as submitted without conditions.



CITY OF MONROE

CONDITIONAL USE APPLICATION

#3967
RECEIVED
JUL 31 2025
21

CONDITIONAL USE LOCATION & DESCRIPTION

Address: 422 South board st Monroe LA 70655
Parcel #: M0160144 Council Districts: (1 - 6) 4 & (7 or 8) 8
Zoning: CD-4 Parcel Acreage/Square Feet: 0.71 ac.
Type of Conditional Use Requested: Personal care home family

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: John Still Phone #: 678-227-2661
Address: 3501 maina michael Rd City: Good Hope State: Ga Zip: 30641
Applicant (if not Property Owner): Jonathan Lewis Phone #: 470-415-9793
Address: 1445 stone leigh Hill Rd City: Lithonia State: GA Zip: 30058

CONDITIONAL USE INFORMATION

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

Property will be use as a Personal Care Home. 6 occupants,
hours are 8AM - 8PM 7 days a week, 0 number of vehicle trips,
Water and sewer use.

Describe the location of the proposed structure(s) or use(s) and its relationship to existing adjacent uses or structures, and use of adjacent properties (1525.1.a.3):

The location is on the main road of
South broad st, next to John's supermarket.

CONDITIONAL USE INFORMATION CONT.

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

Parking is in the front of the location. The location is next to a daycare & next to John Supermarket.

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

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

REQUIRED SUBMITTAL ITEMS

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

APPLICANT SIGNATURE & AFFIDAVIT

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

SIGNATURE: _____

DATE: _____

07/03/25

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

PROPERTY OWNER'S AUTHORIZATION SIGNATURE, IF NOT THE APPLICANT

SIGNATURE: _____

DATE: _____

July 3, 2025

NOTARY PUBLIC: _____

SWORN TO AND SUBSCRIBED BEFORE THIS

3rd DAY OF July, 2025

NOTARY SIGNATURE: _____

DATE: _____

7-3-25

SEAL:



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

RENTAL AGREEMENT

LANDLORDS

John K. and Susan P. Still

Home: (770) 267-7283 Work: (770) 267-7283

Cell: 678-227-2661

- em 1- Rent due 15 of each month in the amount of \$ 2000.00
- em 2- Rent payable in advance. Beginning on March 15, 2025
- em 3- Damage deposit of \$ 2000.00 refunded at end of rental, if there is no damage.
- em 4- Premises to remain in same condition as at commencement with reasonable wear, or tear, or accident by fire expected.
may Adjust Room size to Fit State Rules JKS
- em 5- Yard and ground will be kept neat, cut, and clean of trash and debris at all times. (We will cut yard for a fee of \$ 0, let us know if you will need this service.)
- em 6- Tenant will not conduct activities that will be obnoxious, disturb, or be unpeaceful to neighbors.
- em 7- Tenant agrees to Rent at this location for a period of 3 years and 60 days notice if moving.
- em 8- 10% Service charge on any rent delinquent for more than five (5) days.
- em 9- 10% Service charge on any deposit delinquent per month until paid.
- em 10- NO SMOKING in the home. NO
- em 11- NO ANIMALS OR PETS. NO
- em 12- The premises are rented for the use of residence for a family consisting of ADULTS
Personal Care Home
- em 13- Repair work due to tenant's negligence and/or abuse is the responsibility of the tenant and must be paid when repair work is completed or finished.
- em 14- Tenant must have liability insurance and add John & Susan still
violation of any (one) of the above items will immediately and willingly surrender premises.
- Appliances
Refrigerator ☒
Stove ☒

pm 2- Rent payable in advance. Beginning on March 15, 2025

em 3- Damage deposit of \$ 2000.00, refunded at end of rental, if there is no damage.

em + Premises to remain in same condition as at commencement with reasonable wear, or tear, or accident, or fire expected.

may Adjust Room size to Fit State Rules JKS
Yard and ground will be kept neat, cut, and clean of trash and debris at all times. (We will cut yard for a fee of \$0, let us know if you will need this service.)

10- Tenant will not conduct activities that will be obnoxious, disturb, or be unpeaceful to neighbors.

7- Tenant agrees to ^{Rent} at this location for a period of 3 years and 60 days notice if moving.

in 8- 10% Service charge on any rent delinquent for more than five (5) days.

m 9- 10% Service charge on any deposit delinquent per month until paid.

in 10- NO SMOKING in the home. NO

m 11- NO ANIMALS OR PETS. *No*

on 12- The premises are rented for the use of residence for a family consisting of ADULTS
PERSONAL CARE HOME

m 13- Repair work due to tenant's negligence and/or abuse is the responsibility of the tenant and must be paid when repair work is completed or finished.

on 14 - Tenant must have liability insurance and add John & Susan still.
 nant violation of any (one) of the above items will immediately and willingly surrender premises.

Ental Location 422 South Broad St, Monroe, Ga, 3065

name Jonathan Lewis SSN 157-96-3509

Present Address 1445 Stone Leigh Hill Rd, Lithonia Ga.
 How long lived there 30058-5646

How long lived there _____ years _____ months. Home Phone 30058-3646

Place of Employment _____ Cell Telephone 470-415-9793

House's Name _____ SSN _____

House's Employment _____ Telephone _____

10-69-00 100-7-80 - 2025 SUPPLEMENTAL AGREEMENT

Date March 11, 2025

Jonathan Lewis

1445 Stoneleigh Hill Rd

Lithonia, GA 30058

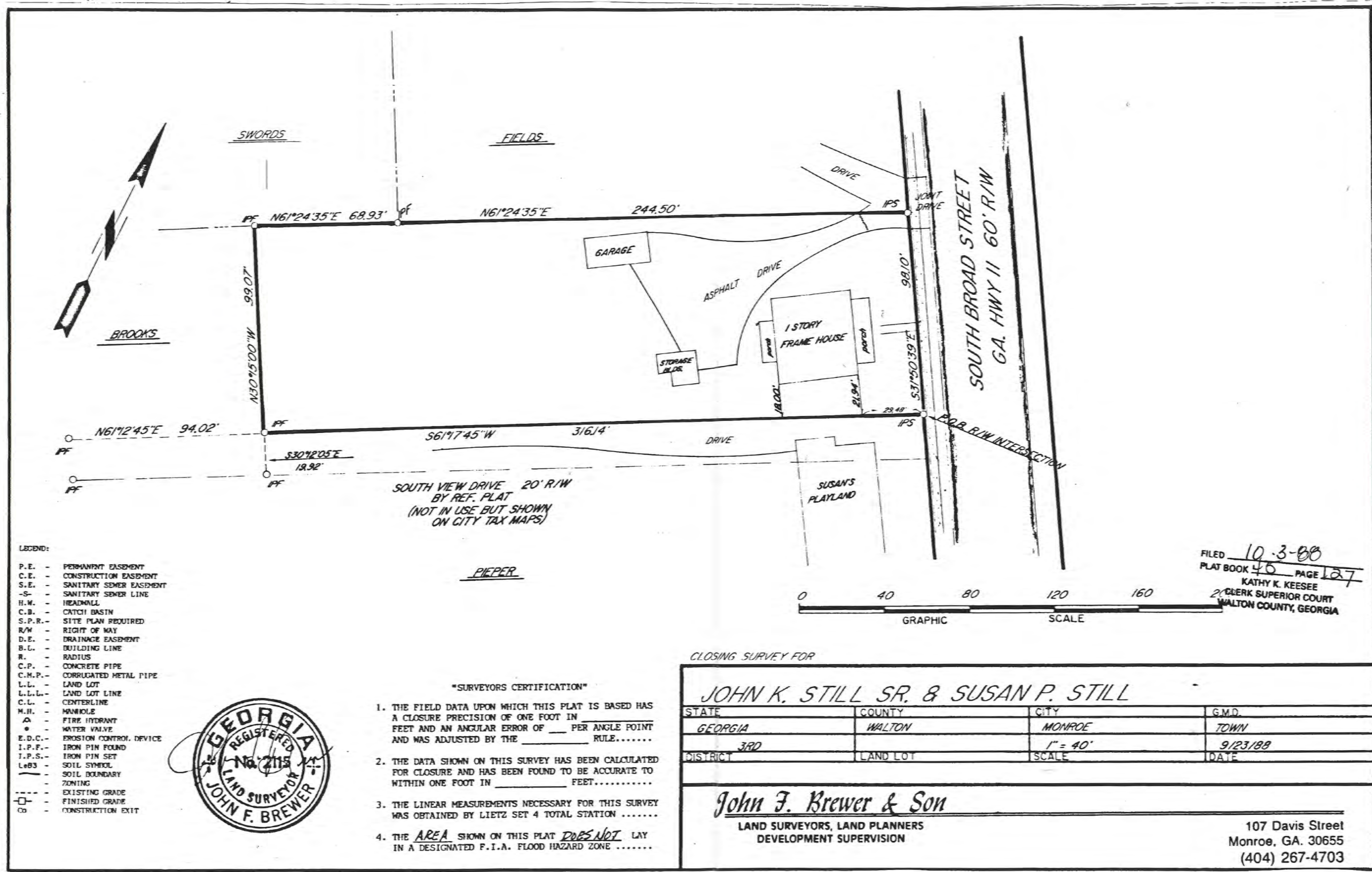
To whom it may concern:

I want to support the community by opening a Personal Care Home at 422 South Broad Street Monroe GA 30655.

Best,

Jonathan Lewis





- LEGEND:
- P.E. - PERMANENT EASEMENT
 - C.E. - CONSTRUCTION EASEMENT
 - S.E. - SANITARY SEWER EASEMENT
 - S- - SANITARY SEWER LINE
 - H.W. - HEADWALL
 - C.B. - CATCH BASIN
 - S.P.R. - SITE PLAN REQUIRED
 - R/W - RIGHT OF WAY
 - D.E. - DRAINAGE EASEMENT
 - B.L. - BUILDING LINE
 - R. - RADIUS
 - C.P. - CONCRETE PIPE
 - C.M.P. - CORRUGATED METAL PIPE
 - L.L. - LAND LOT
 - L.L.L. - LAND LOT LINE
 - C.L. - CENTERLINE
 - M.H. - MANHOLE
 - - FIRE HYDRANT
 - - WATER VALVE
 - E.D.C. - EROSION CONTROL DEVICE
 - I.P.F. - IRON PIN FOUND
 - I.P.S. - IRON PIN SET
 - L.S. - SOIL SYMBOL
 - - - - - SOIL BOUNDARY
 - - - - - ZONING
 - - - - - EXISTING GRADE
 - - - - - FINISHED GRADE
 - Co - CONSTRUCTION EXIT



- "SURVEYORS CERTIFICATION"
1. THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN _____ FEET AND AN ANGULAR ERROR OF _____ PER ANGLE POINT AND WAS ADJUSTED BY THE _____ RULE.....
 2. THE DATA SHOWN ON THIS SURVEY HAS BEEN CALCULATED FOR CLOSURE AND HAS BEEN FOUND TO BE ACCURATE TO WITHIN ONE FOOT IN _____ FEET.....
 3. THE LINEAR MEASUREMENTS NECESSARY FOR THIS SURVEY WAS OBTAINED BY LIETZ SET 4 TOTAL STATION
 4. THE AREA SHOWN ON THIS PLAT DOES NOT LAY IN A DESIGNATED F.I.A. FLOOD HAZARD ZONE

CLOSING SURVEY FOR

JOHN K. STILL SR. & SUSAN P. STILL

STATE	COUNTY	CITY	G.M.D.
GEORGIA	WALTON	MONROE	TOWN
DISTRICT	LAND LOT	SCALE	DATE
3RD		1" = 40'	9/23/88

John F. Brewer & Son
LAND SURVEYORS, LAND PLANNERS
DEVELOPMENT SUPERVISION

107 Davis Street
Monroe, GA. 30655
(404) 267-4703

RECORDED - 4 1988
This day of, 19.....
Kathy K. Keese
Clerk, Walton Superior Court