



Planning Commission Meeting

AGENDA

Thursday, November 16, 2023

5:30 PM

City Hall - 215 N. Broad St.

-
- I. **CALL TO ORDER**
 - II. **ROLL CALL**
 - III. **APPROVAL OF AGENDA**
 - IV. **MINUTES OF PREVIOUS MEETING**
 1. Previous Minutes 10-17-2023
 - V. **REPORT FROM CODE ENFORCEMENT OFFICER**
 - VI. **OLD BUSINESS**
 - VII. **NEW BUSINESS**
 1. Request for COA - Wall Signage - 802 N. Broad St.
 2. Request for COA - Sign Modifications - 772 W. Spring St.
 - VIII. **ADJOURNMENT**

**MONROE PLANNING COMMISSION
MEETING MINUTES—October 17, 2023—DRAFT**

Present: Shauna Mathias, Rosalind Parks, Mike Eckles, Nate Treadaway

Absent: Randy Camp

Staff: Brad Callender—City Planner
Laura Wilson—Code Assistant

Visitors: Garrett Ivesh, Lori Volk, Bruce Hendley, Ned Butler

Call to Order by Chairman Eckles at 5:30 pm.

Note by Chairman Eckles—Due to an error in the application for a rezone for Blasingame Properties (Rezone #2665), the application will have to be postponed until the November Planning Commission meeting.

Motion to table Rezone #2665 until November 16, 2023

Motion Parks. Second Mathias.
Motion carried

Motion to Approve the Agenda

Motion Parks. Second Treadaway.
Motion carried

Chairman Eckles asked for any changes, corrections or additions to the September 19, 2023 minutes.

Motion to approve

Motion Mathias. Second Treadaway
Motion carried

Chairman Eckles asked for the Code Officer’s Report: None

Old Business: None

The First Item of Business is Certificate of Appropriateness Case #2662, a request to replace an existent nonconforming sign for a monument sign for Sky Collision at 1547 S. Broad St. Staff recommends approval with one condition. Garrett Ivesh spoke in favor of the project and agrees with the stated condition.

Chairman Eckles: Anyone else here to speak in opposition? None

Motion to approved with condition

Motion Treadaway. Second Mathias.
Motion Carried

The Second Item of Business is Preliminary Plat approval request #2663 for Rivers Edge, Phase I at 302 Michael Etchison Rd. The previous preliminary plat for the project was approved by City Council in 2021. The previous preliminary plat and land disturbances permits have expired which is the basis for this request. The project consists of 105 single-family detached residential lots in the first phase. Staff recommends approval without conditions. Ned Butler from Reliant Homes spoke in favor of the request.

Chairman Eckles: Anyone else here to speak in opposition? None

Motion to approve

Motion Mathias. Second Treadaway.
Motion Carried

The Third Item of Business is Preliminary Plat approval request #2664 for Carson Pointe at 707 S. Madison Ave. The project consists of 5 small scale single-family detached residential lots. Access to the lots will be via private access easement with a paved driveway off of S. Madison Ave. Staff recommends approval without conditions. Lori Volk spoke in favor of the project.

Chairman Eckles: Anyone else here to speak in opposition? None

Motion to approve

Motion Treadaway. Second Mathias
Motion carried

The Fourth Item of Business is 2024 Planning Commission Schedule—the schedule will still be the third Tuesday of the month but the time will change to 6:00pm.

Chairman Eckles: Anyone else here to speak in opposition? None

Motion to approve

Motion Mathias. Second Parks
Motion carried

Chairman Eckles entertained a motion to adjourn.

Motion to adjourn

Motion Parks. Second Treadaway
Meeting adjourned; 5:42pm



**Planning
City of Monroe, Georgia**

CERTIFICATE OF APPROPRIATENESS STAFF REPORT

APPLICATION SUMMARY

CERTIFICATE OF APPROPRIATENESS CASE #: 2759

DATE: November 9, 2023

STAFF REPORT BY: Brad Callender, City Planner

APPLICANT NAME: Darpan Patel

PROPERTY OWNER: Janakraja, Inc.

LOCATION: East side of N. Broad Street – 802 N. Broad Street

ACREAGE: ±4.86

EXISTING ZONING: B-3 (Highway Business District)

EXISTING LAND USE: Motel

ACTION REQUESTED: The applicant is requesting approval of a Certificate of Appropriateness application for a new wall sign on the motel building.

STAFF RECOMMENDATION: Staff recommends approval of this Certificate of Appropriateness as submitted without conditions.

DATE OF SCHEDULED PUBLIC HEARINGS

PLANNING COMMISSION: November 16, 2023

REQUEST SUMMARY

CERTIFICATE OF APPROPRIATENESS REQUEST SUMMARY:

The applicant is requesting approval of a Certificate of Appropriateness application in order to place a new wall sign on the existing motel. The previous non-conforming wall sign on the motel has already been removed. The site is currently developed as a motel with associated parking and an inactive night-club.

PROPOSED PROJECT SUMMARY:

- Wall sign for motel
 - Total Signs Proposed – 1
 - Aluminum lettering
 - 7.29' X 5.16'; ±37.67 Sf
 - Illumination – halo or back-lit

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*.

643A.1 – Site Planning:

This standard is not affected by this request.

643A.2 – Architecture:

This standard is not affected by this request.

643A.3 – Pavement:

This standard is not affected by this request.

643A.4 – Landscaping:

This standard is not affected by this request.

643A.5 – Signs:

The applicant is requesting approval to place a new wall sign on the existing motel. The wall sign will face N. Broad Street. The proposed wall sign will have aluminum lettering with halo illumination. The sign is going to be ±37.67 square feet in size. The sign appears to meet the general requirements for signs as outlined in Sections 643A.5 and 1250.2(2) of the Zoning Ordinance.

643A.6 – Illumination:

This standard is not affected by this 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 approval of the requested Certificate of Appropriateness application to construct a wall sign as submitted without conditions.



City of Monroe

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

PLANNING & ZONING COA PERMIT

PERMIT #:	2759	DESCRIPTION:	COA-PLANNING & ZONING - SIGNAGE
JOB ADDRESS:	802 N BROAD ST	LOT #:	63
PARCEL ID:	M0050039	BLK #:	
SUBDIVISION:		ZONING:	
ISSUED TO:	JANAKRAJA INC	CONTRACTOR:	JANAKRAJA INC
ADDRESS:	409 JAMES HUFF RD	PHONE:	
CITY, STATE ZIP:	MONROE GA 30656	OWNER:	
PHONE:		PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	11/07/2023
VALUATION:	\$ 0.00	EXPIRATION:	5/05/2024
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-01	PLANNING COMMISSION REGULAR MEETING	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$- 100.00
BALANCE		\$ 0.00

NOTES:

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Lawrence E. Mann
(APPROVED BY)

11/8/23
DATE



Certificate of Appropriateness Application

Please fill out each section completely and provide all necessary documentation. Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within the Corridor Design Overlay or the Central Business District are required to obtain a Certificate of Appropriateness (COA) from the Planning Commission for any exterior material change on the property.

Project Address: 802 N-BROAD ST, MONROE Parcel # M0050039

Property listed above is located in (circle) Corridor Design Overlay or Central Business District

Project Type (circle): New Construction, Renovation of Existing Structure, Demolition, Signage

Property Owner: Janakrja Inc

Address: 802 N. Broad St, Monroe, GA - 30658

Telephone Number: 7062064119 Email Address: djpatel2484@gmail.com

Applicant: Darpan Patel

Address: 409 James Huff Rd, Monroe, GA - 30658

Telephone Number: 7062064119 Email Address: djpatel2484@gmail.com

Estimated cost of project: approx 4454.

Please submit the following items with your application:

- Photographs of existing condition of the property to show all areas affected
- Plans, sketches, drawings, and diagrams of the project which detail the materials that will be used
- Written description of the project
- Owner authorization statement, if applicant is not the property owner
- Application Fee \$100

Please submit all application materials in hardcopy to the Code Department and digitally at lwilson@monroega.gov; Please submit two physical copies.

[Handwritten Signature]

8/31/23.


Signature of Applicant

Date

RECEIVED #2759



Quality
INN
BY CHOICE HOTELS

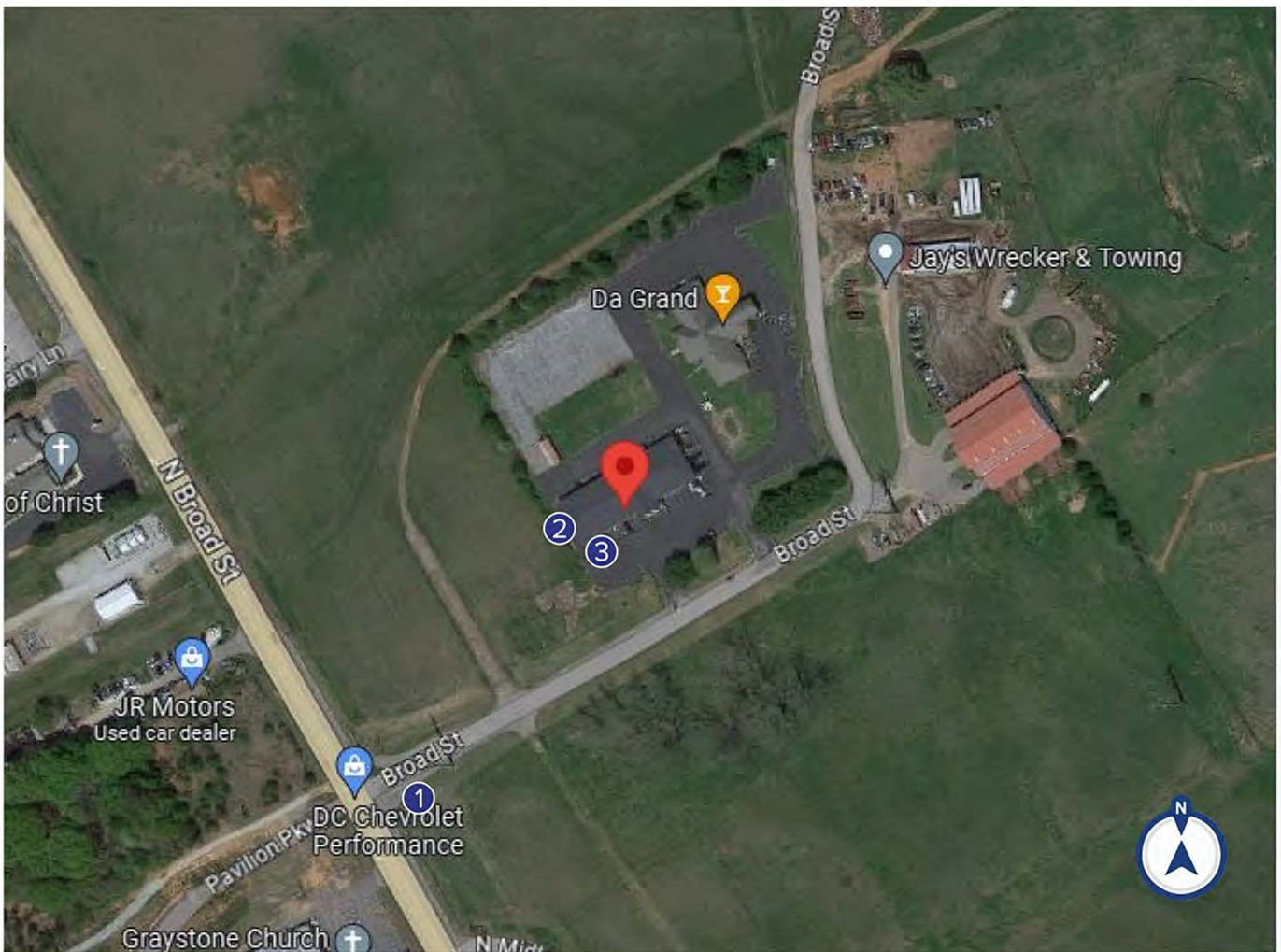
	PROPERTY BRAND/EXTENSION: Quality Inn	PROPERTY LOCATION: 802 N Broad Street Monroe, GA 30656	PROPERTY CODE: GA538
	DATE: 08/29/2023	SALES REP: Angela Houttekier	PREPARED BY: Victoria Phan
			INITIALS: _____

PROPOSED SIGNS:

- ① MID-RISE
- ② CHANNEL LETTERS

EXISTING SIGNS:

- ① NO SIGN
- ② NO SIGN



	PROPERTY BRAND/EXTENSION: Quality Inn	PROPERTY LOCATION: 802 N Broad Street Monroe, GA 30656	PROPERTY CODE: GA538
	DATE: 08/29/2023	SALES REP: Angela Houttekier	PREPARED BY: Victoria Phan
			INITIALS: _____

EXISTING



PROPOSED



RENDERINGS NOT TO SCALE



BY CHOICE HOTELS

24" Halo lit channel letter set
*Survey required before production

- PANTONE WHITE
- QUALITY LOGO GRADIENT

ACE SIGNS	PROPERTY BRAND/EXTENSION: Quality Inn	PROPERTY LOCATION: 802 N Broad Street Monroe, GA 30656	PROPERTY CODE: GA538
	DATE: 08/29/2023	SALES REP: Angela Houstekier	PREPARED BY: Victoria Phan
	INITIALS: _____		



**Planning
City of Monroe, Georgia**

CERTIFICATE OF APPROPRIATENESS STAFF REPORT

APPLICATION SUMMARY

CERTIFICATE OF APPROPRIATENESS CASE #: 2760

DATE: November 9, 2023

STAFF REPORT BY: Brad Callender, City Planner

APPLICANT NAME: Anchor Sign, Inc.

PROPERTY OWNER: Vishal Monroe Plaza, LLC

LOCATION: North side of W. Spring Street and the east side of Plaza Drive – 772 W. Spring Street

ACREAGE: ±11.46

EXISTING ZONING: B-3 (Highway Business District)

EXISTING LAND USE: Shopping center

ACTION REQUESTED: The applicant is requesting approval of a Certificate of Appropriateness application for a new wall sign for their tenant space in the shopping center.

STAFF RECOMMENDATION: Staff recommends approval of this Certificate of Appropriateness as submitted without conditions.

DATE OF SCHEDULED PUBLIC HEARINGS

PLANNING COMMISSION: November 16, 2023

REQUEST SUMMARY

CERTIFICATE OF APPROPRIATENESS REQUEST SUMMARY:

The applicant is requesting approval of a Certificate of Appropriateness application in order to replace an existing wall sign on their tenant space in the existing shopping center. The site is currently developed as a shopping center motel with associated parking.

PROPOSED PROJECT SUMMARY:

- Wall sign for tenant in shopping center – Family Dollar-Dollar Tree
 - Total Signs Proposed – 1
 - Aluminum lettering
 - ±147 Sf (allowed 1.5 square feet per linear wall distance of unit); Unit space is 100 linear feet
 - Illumination – exterior downward goosenecks

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*.

643A.1 – Site Planning:

This standard is not affected by this request.

643A.2 – Architecture:

This standard is not affected by this request.

643A.3 – Pavement:

This standard is not affected by this request.

643A.4 – Landscaping:

This standard is not affected by this request.

643A.5 – Signs:

The applicant is requesting approval to replace the existing wall sign for their tenant space within the shopping center. The wall sign will face W. Spring Street. The proposed wall sign will have aluminum lettering with exterior downward goosenecks. The sign is going to be ±147 square feet in size. The sign appears to meet the general requirements for signs as outlined in Sections 643A.5 and 1250.2(2) of the Zoning Ordinance.

643A.6 – Illumination:

This standard is not affected by this 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 approval of the requested Certificate of Appropriateness application to construct a wall sign as submitted without conditions.



City of Monroe

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

PLANNING & ZONING COA PERMIT

PERMIT #:	2760	DESCRIPTION:	COA-PLANNING & ZONING - SIGNAGE
JOB ADDRESS:	772 W SPRING ST	LOT #:	
PARCEL ID:	M0060301	BLK #:	
SUBDIVISION:		ZONING:	B-3
ISSUED TO:	ANCHOR SIGN INC	CONTRACTOR:	ANCHOR SIGN INC
ADDRESS:	2200 Discher St	PHONE:	
CITY, STATE ZIP:	Charleston SC 29405	OWNER:	
PHONE:		PHONE:	
PROP.USE:	COMMERCIAL	DATE ISSUED:	11/07/2023
VALUATION:	\$ 0.00	EXPIRATION:	5/05/2024
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-01	PLANNING COMMISSION REGULAR MEETING	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$- 100.00
BALANCE		\$ 0.00

NOTES:

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Laura E. Martin
(APPROVED BY)

11/8/23
DATE



Certificate of Appropriateness Application

Please fill out each section completely and provide all necessary documentation. Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within the Corridor Design Overlay or the Central Business District are required to obtain a Certificate of Appropriateness (COA) from the Planning Commission for any exterior material change on the property.

Project Address: 772 W Spring St Parcel # M0060301

Property listed above is located in (circle) Corridor Design Overlay or Central Business District

Project Type (circle): New Construction, Renovation of Existing Structure, Demolition, Signage

Property Owner: Vishal Monroe Plaza, LLC

Address: 5675 Jimmy Caster Blvd, Ste 500

Telephone Number: 770-416-1111 Email Address: vandana@aggarwalre.com

Applicant: <u>Kaitlin McGinnis at Anchor Sign, Inc.</u>	
Address: <u>2200 Discher Ave, Charleston, SC 29405</u>	
Telephone Number: <u>843-576-3241</u>	Email Address: <u>permitting@anchorsign.com</u>

Estimated cost of project: \$6,373

Please submit the following items with your application:

- Photographs of existing condition of the property to show all areas affected
- Plans, sketches, drawings, and diagrams of the project which detail the materials that will be used
- Written description of the project - *see plans attached*
- Owner authorization statement, if applicant is not the property owner
- Application Fee \$100

Please submit all application materials in hardcopy to the Code Department and digitally at lwilson@monroega.gov; Please submit two physical copies.

Kaitlin McGinnis 8/28/23
 Signature of Applicant Date

February 2, 2023

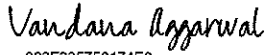
City of Monroe, GA
215 North Broad Street
Monroe, GA 30655
Phone: (770)207-4674

Re: Family Dollar - Combo (DL-20209FD)
772 West Spring Street
Monroe, GA 30655

To Whom It May Concern:

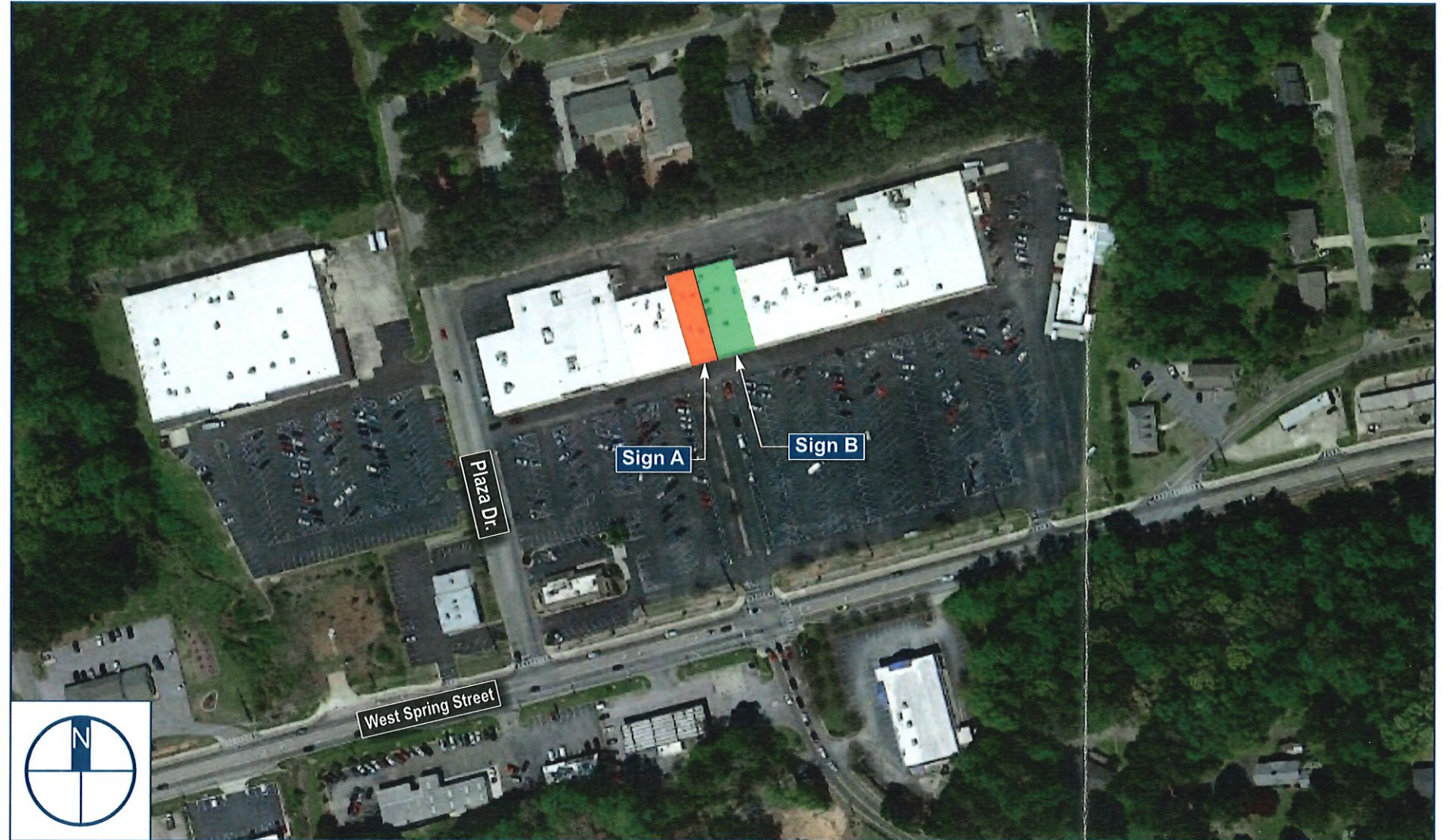
Please allow this letter to serve as written authorization for Anchor Sign, Inc. and any and all officers, employees, and contractors, to act as authorized agents for the property owner to submit for, represent, obtain, and pick up any and all necessary variance documents and permits to complete the proposed sign installations and connections for the above-mentioned project location listed above.

Thank you,

DocuSigned by:

083F335750174E8...

SIGN A	35" Family Dollar [Linear]
Type:	Individual Channel Letters
Illumination:	Non Illuminated (Exterior Goosenecks)
Square Footage:	68.36
To Grade:	Top of Sign to Grade = 15'-3 3/4" Bottom of Sign to Grade = 12'-4 3/4"

SIGN B	32 1/2" Dollar Tree [Linear]
Type:	Individual Channel Letters
Illumination:	Non Illuminated (Exterior Goosenecks)
Square Footage:	78.82
To Grade:	Top of Sign to Grade = 15'-2 1/2" Bottom of Sign to Grade = 12'-6"



Client: Family Dollar
 Site #: DL-20209FD
 Address: 772 West Spring Street
 Monroe, GA 30655

REVISION INFO	08/25/2023	Original Renderings	KB

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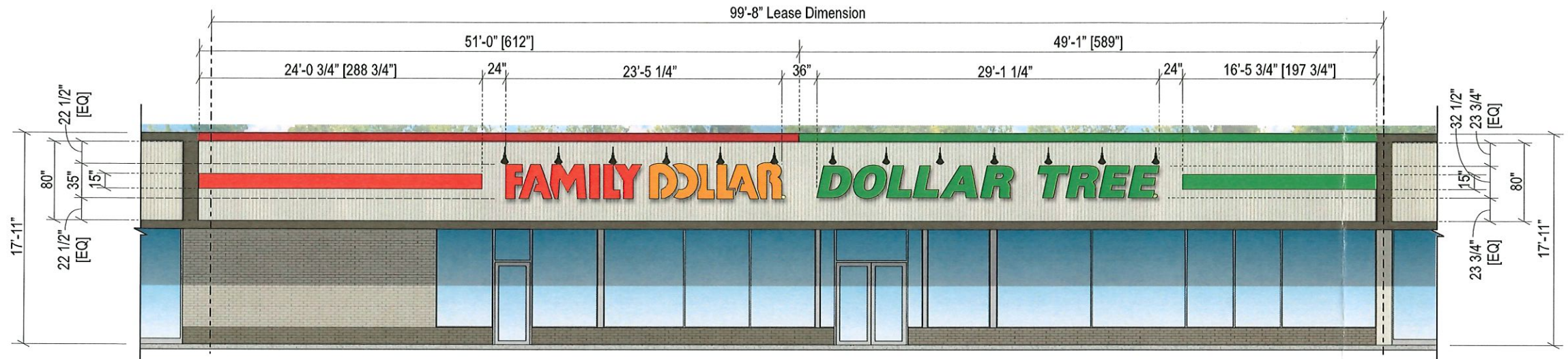


SIGN A	35" Family Dollar [Linear]
Type:	Individual Channel Letters
Illumination:	Non Illuminated (Exterior Goosenecks)
Square Footage:	68.36
To Grade:	Top of Sign to Grade = 15'-3 3/4" Bottom of Sign to Grade = 12'-4 3/4"

SIGN B	32 1/2" Dollar Tree [Linear]
Type:	Individual Channel Letters
Illumination:	Non Illuminated (Exterior Goosenecks)
Square Footage:	78.82
To Grade:	Top of Sign to Grade = 15'-2 1/2" Bottom of Sign to Grade = 12'-6"



Existing



Front Elevation (South)
Scale: 3/32" = 1'-0"

Allowable Square Footage this Elevation:	150.00
Formula: 1 1/2 per sq ft of building frontage	
Actual Square Footage this Elevation:	147.18



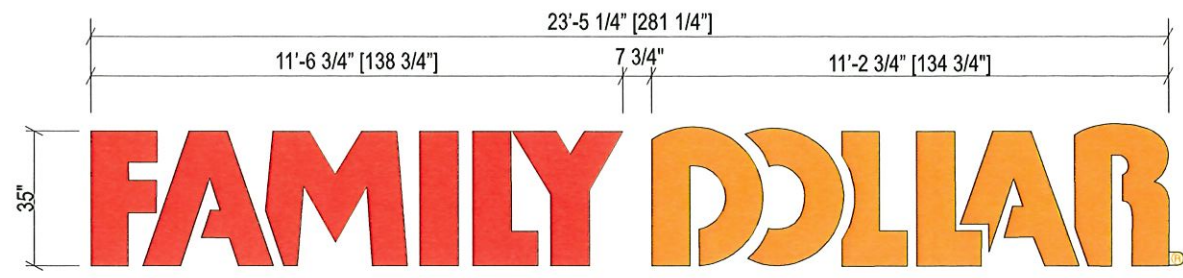
Client: Family Dollar
 Site #: DL-20209FD
 Address: 772 West Spring Street
 Monroe, GA 30655

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SIGN A	35" Family Dollar [Linear]
Type:	Individual Channel Letters
Illumination:	Non Illuminated (Exterior Goosenecks)
Square Footage:	68.36
To Grade:	Top of Sign to Grade = 15'-3 3/4" Bottom of Sign to Grade = 12'-4 3/4"

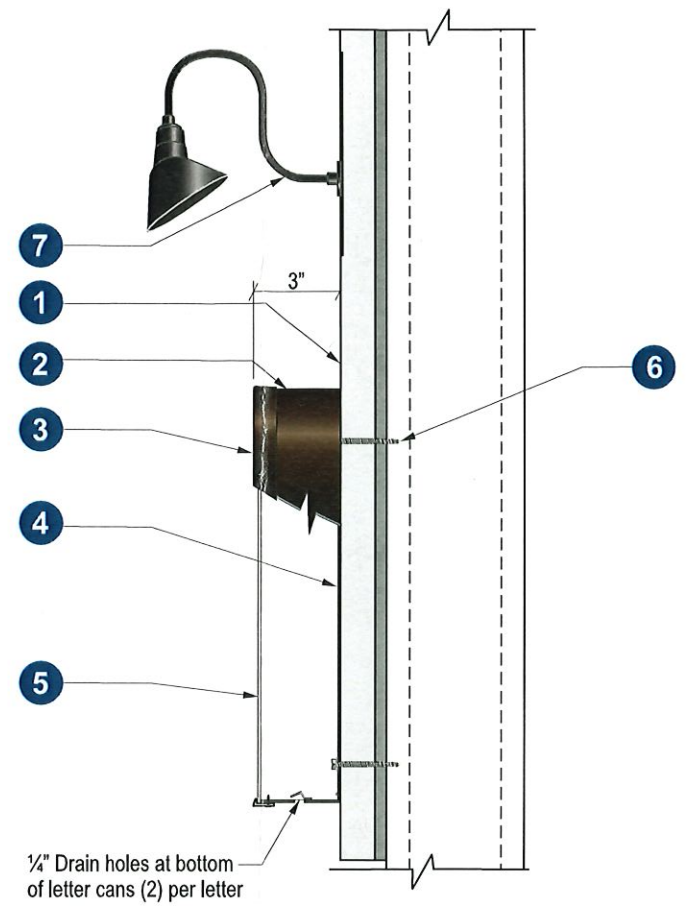


Sign Layout Detail
Scale: 1/4" = 1'-0"

Specifications: Channel Letters	
1.	Existing Facade: Thick Gauge Ribbed Metal Panel / Steel
2.	0.040 Aluminum letter returns (pre-finished bronze)
3.	1" Jewelite trimcap (pre-finished bronze) bonded to face and #8 pan head screws to returns
4.	3mm Signabond Lite composite backs fastened to returns w/ 1/2" 18 gauge staples. Seal w/ VOC compliant 360 white latex caulk to prevent moisture penetration. (interior of sign can painted white for maximum illumination)
5.	3/16" Clear lexan faces w/ second surface vinyl <input checked="" type="checkbox"/> 3M 3630-73 Dark Red <input checked="" type="checkbox"/> 3M 3630-44 Orange <input type="checkbox"/> 3635-70 diffuser
6.	Mounting hardware: #12 Sheet Metal Screws
7.	Gooseneck Lights QTY: 8



Gooseneck Lighting Layout Detail
Qty 6
Scale: NTS



Section @ LED Channel Letter
Front-Lit (Remote)
Scale: N.T.S.



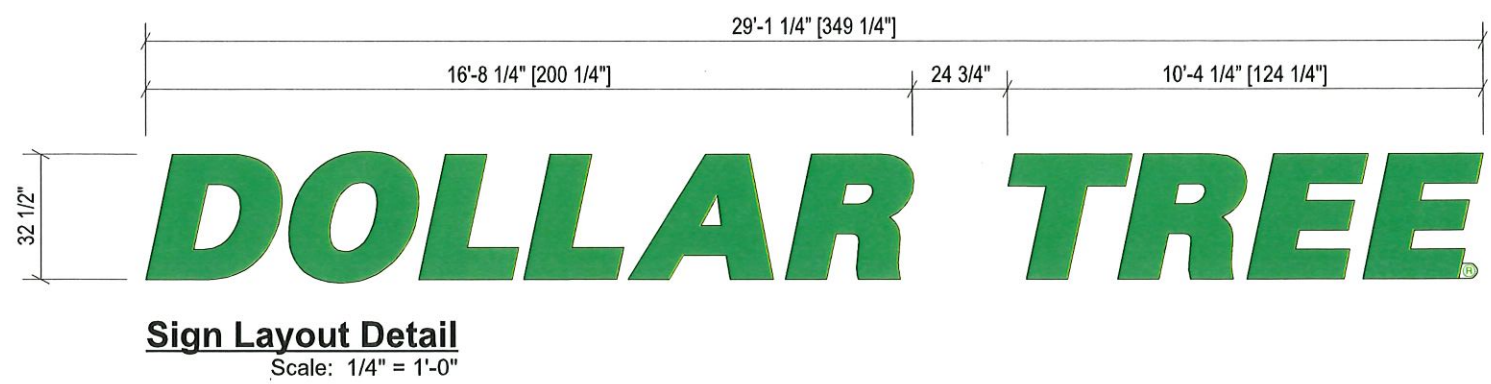
Client:	Family Dollar
Site #:	DL-20209FD
Address:	772 West Spring Street Monroe, GA 30655

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	08/25/2023	Original Renderings	KB

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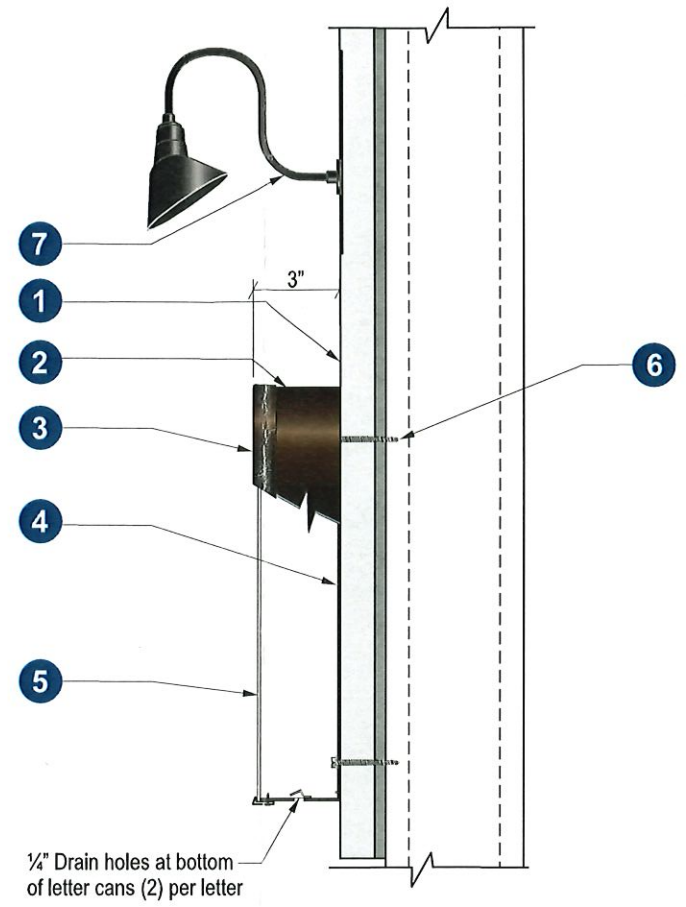
SIGN B	32 1/2" Dollar Tree [Linear]
Type:	Individual Channel Letters
Illumination:	Non Illuminated (Exterior Goosenecks)
Square Footage:	78.82
To Grade:	Top of Sign to Grade = 15'-2 1/2" Bottom of Sign to Grade = 12'-6"



- Specifications: Channel Letters**
- Existing Facade: Thick Gauge Ribbed Metal Panel / Steel
 - 0.040" Aluminum letter returns painted to match (pre-finished bronze)
 - 1" Jewelite trimcap (pre-finished bronze) bonded to face and #8 pan head screws to returns
 - 3mm Signabond Lite composite backs fastened to returns w/ 1/2" 18 gauge staples.
Seal w/ VOC compliant 360 white latex caulk to prevent moisture penetration.
(interior of sign can painted white for maximum illumination)
 - 0.15" Clear lexan faces w/ second surface vinyl
 3M 3630-156 Vivid Green (Translucent)
 3635-70 diffuser
 - Mounting hardware: #12 Sheet Metal Screws
 - Gooseneck Lights QTY: 8



Gooseneck Lighting Layout Detail
Qty 7
Scale: NTS



Section @ LED Channel Letter
Front-Lit (Remote)
Scale: N.T.S.



Client: Family Dollar
 Site #: DL-20209FD
 Address: 772 West Spring Street
 Monroe, GA 30655

REVISION INFO	08/25/2023	Original Renderings	KB

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