



## Planning & Zoning Meeting

### AGENDA

Tuesday, January 19, 2021

5:30 PM

City Hall (Via Teleconference-Zoom)

Join Zoom Meeting <https://us02web.zoom.us/j/81210647607>

Zoom Meeting ID: 812 1064 7607

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I. **CALL TO ORDER**

II. **ROLL CALL**

III. **MINUTES OF PREVIOUS MEETING**

- [1.](#) Minutes of Previous Meeting - December 15, 2020

IV. **REPORT FROM CODE ENFORCEMENT OFFICER**

V. **PUBLIC HEARINGS**

- [1.](#) Request for Variance for Garage Entrance - 1360 Armistead Circle  
[2.](#) Request for COA - 1110 N Broad St & 0 N Broad St

VI. **RECOMMENDATIONS ON REQUESTS**

VII. **OLD BUSINESS**

VIII. **NEW BUSINESS**

IX. **ADJOURNMENT**

**MONROE PLANNING COMMISSION  
MINUTES FOR MEETING  
December 15, 2020**

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

**Absent:** Nate Treadaway

**Staff:** Pat Kelley – Director of Planning and Code

**Visitors:** Duane Wilson, Lynn Thomas, Susan Weldon, Rick Huszagh, Andrea Gray, Joe Dixon, Todd Parker, Sadie Krawczyk, Brad Callender, Deanna Green

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

**Chairman Eckles** asked for any changes, corrections or additions to the November 17, 2020.

To approve

Motion Camp, Seconded Parks  
Passed unanimously.

Chairman Eckles ask for a Code Officer Report.

Kelley: I have no report at this time.

PH open 5:33 pm

**The First Item of Business** is for petition # VAR-000081-2020 for a Variance at 603 & 606 Alcovy Street. The applicant is Pinehurst Homes, owner. The request is to vary lot size. Code Department recommends Denial.

Duane Wilson spoke to the request. His request is that he be allowed to vary from 10,000 sq ft on two lots down to a little over 8500 sq ft.

Chairman Eckles asked for any questions.

Camp asked for Kelley to reiterate his concerns on this application.

Kelley went through the provided background information that was included on the recommendation page.

Wilson asked the commission how requesting two lots to be reduced to 8500 sq ft could negatively impact the city?

Chairman Eckles asked if there were any further questions for Mr. Wilson.

Being none, he asked for any opposition.

PH closed at 5:42 pm

**Chairman Eckles** entertained a motion.  
To deny variance.

Motion by Camp. Seconded by Parks  
Passed unanimously

Public Hearing Opened at 5:43 pm

**The Second Item of Business** is for petition # VAR-000082-2020 for a Variance of setbacks at 132 Pinecrest Drive. The applicant is Susan Walden, owner of properties at 136 and 132 Pinecrest Drive. Code Department recommends for approval.

Chairman Eckles asked for someone to speak to the request.

Lynn Thomas, representative for Susan Walden spoke to the request. They are asking for a 10 ft set back on the side facing Pine Circle. Pine Circle has a 25 ft right of way.

Chairman Eckles asked for any questions.  
With no other questions Chairman Eckles asked for any opposition. There was none

PH Closed at 5:48 pm

**Chairman Eckles** entertained a motion.  
To approve the variance with reduction to 10ft.

Motion by Camp, Seconded by Sisk  
Passed unanimously

Public Hearing Opened at 5:49 pm

**The Third Item of Business** is for petition # RZ-000083-2020 for a rezone at 201 Bold Springs Avenue. The applicant is Mountain Creek Enterprises, owner of the property is requesting to rezone from PRD to B2. Code Department recommends approval of request at the lowest business/commercial zoning classification that would accommodate their needs which would be B1.

Rick Huszagh, owner of the property spoke to the request. He stated they were more fluid and their offices on Monroe-Jersey road are to capacity with employees. They are needing more space for the offices. It will be an interim space. In the future they would be using it for either an event center or two more rooms for the Wayfarer Hotel. This is the reason they were requesting a B2.

Chairman Eckles asked for any questions.

Sisk asked the difference between B1 and B2 zoning.

Kelley stated that B1 is basically neighborhood commercial and is a transitional zoning between residential and commercial zoning and B2 is the next step up as far as intensity goes and the number and type of uses. B3 is Highway Business for commercial corridor. He is recommending B1 to limit the intensity of the uses available. The Hotel would be a conditional use under the B1 zoning and the conditional use goes away when the tenant does.

Rick asked if there is a way to do a B1 zoning with a conditional approval for the hotel annex.

Kelley this would be hard to answer without defining the requirements for a hotel in this location.

Chairman Eckles asked for any opposition. There was none.

Public Hearing close at 6:02 pm

Chairman Eckles entertained a motion.

To approve the rezone to B1.

Motion by Parks, Seconded by Camp  
Passed unanimously

Old Business: Revisit Request for Conditional Use at 919 Holly Hill Road.

Code Officer Comments: Kelley stated this was a conditional use in conjunction with a text amendment. This was tabled until the text amendment could be entertained. The text amendment did pass and will now allow this conditional use. We are now considering the conditional use for a cottage food business.

Chairman Eckles asked for anyone to speak for this. No one present.

Chairman Eckles asked for any opposition.

Deanna Green spoke against this. She is representing her husband Charles Goodwin Green who is very concerned about this business being on their street. They both feel this would completely change the character of the street and neighborhood. They asked that the request be denied or tabled to a later meeting.

Chairman Eckles asked the Director of the Code Department to explain what the parameters are for this use.

Kelley gave a synopsis of what the requirements of this use would be. He stated it should be an absolutely transparent use without any disruption or visible signs to the neighborhood or adjacent properties.

Chairman Eckles entertained a motion.

There was no motion therefore the request goes to the Council with no recommendation.



New Business: Preliminary Plat approval for 455 Vine Street Subdivision.

Chairman Eckles asked for Code Office Report

Kelley stated the request for preliminary plat approval is at 455 vine Street for 220 lots that is in substantial conformance with the development regulations and is recommended for approval by the Code Department.

Andrea Gray, representative for owner Mr. Joe Dixon. The plan is consistent with zoning approved in 2017. They asked that you would follow the staff recommendation and approve the plan.

Chairman Eckles asked for questions.

Parks asked the average size of the lots

Kelley stated they are R1A with conditions. One condition being 8500 sq ft in consideration of a larger foot print or total square footage on the homes being built. Also, the zoning conditions are listed on the plat.

Chairman Eckles entertained a motion.

To approve

Motion by Sisk Seconded by Camp  
Passed unanimously

Chairman Eckles entertained a motion to adjourn.

Motion by Sisk, Seconded by Camp  
Meeting adjourned at 6:23 pm



**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 12-18-2020  
**Description:** Variance request 1360 Armistead Circle

**Budget Account/Project Name:** NA

**Funding Source:** 2020 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA **Company of Purchase:** NA

**Recommendation:** Approve

**Background:** This request is in keeping with the remainder of the neighborhood which the applicant's in-laws developed in the mid 60's. The majority of the homes on this street with carports or garages on grade are either front entry garages or carports or have been enclosed. The most side entry garages are drive under basement lots. The front entry requested will be in keeping with the pattern of this 55+ year old development.

**Attachment(s):**

Application and supporting documents.



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

# Plan Report

Plan NO.: VAR-000084-2 7

Plan Type: Variance

Work Classification: New Construction

Plan Status: In Review

Apply Date: 12/16/2020

**Expiration:**

**Location Address**

**Parcel Number**

1360 ARMISTEAD CIR, MONROE, GA 30655

M0060059

**Contacts**

TAMMY TEW 1848 WALTON RD, MONROE, GA 30656 (770)743-8453	<b>Applicant</b>  rainne3444@aol.com
--	--

**Description:** REQUEST FOR VARIANCE OF ARTICLE IX SECTION 910.1 (8) GARAGE DOORS - P&Z MTG 1/19/2021 @ 5:30 PM - COUNCIL MTG 2/9/2021 @ 6:00 PM ONLINE ZOOM MEETING

<b>Valuation:</b>	\$ 0.00
<b>Total Sq Feet:</b>	0.00

Fees	Amount
Single Family Rezone or Variance Fee	\$100.00
<b>Total:</b>	<b>\$100.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$100.00</b>
Check # 1005	\$100.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name

Description

Comments

*Hebbie Adkinson*

Issued By:

December 16, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

Date



Variance/Conditional Use Application

Application must be submitted to the Code Department 30 days prior to the Planning & Zoning

Meeting of: \_\_\_\_\_

Your representative must be present at the meeting

Street address 1360 Armistead Circle Council District 30 / 3 Map and Parcel # M0060059
Zoning R1 Acreage 0.3 Proposed Use Residential Home Road Frontage 110 ft. / on
Armistead Circle (street or streets)

Applicant
Name Tammy Tew
Address 1848 Walton Rd
Phone # 770-743-8453

Owner
Name Tammy Tew
Address 1848 Walton Rd
Phone # 770-743-8453

Request Type: (check one) Variance [X] Conditional Use [ ]

Nature of proposed use, including without limitation the type of activity proposed, manner of operation, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters:
This would be a single family home and would have 2 occupants

State relationship of structure and/or use to existing structures and uses on adjacent lots;
Private home

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):
I'm requesting a variance to allow a street facing garage and driveway due to the size of the property not allowing for side or rear garage and driveway.

State area, dimensions and details of the proposed structure(s) or use(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:
Double driveway leading into a double garage 30 'x 74'

State the particular hardship that would result from strict application of this Ordinance:
I would be unable to build this home due to the property size won't allow a side or rear driveway.

Check all that apply: Public Water: [X] Well: [ ] Public Sewer: [X] Septic: [ ] Electrical: [X] Gas: [ ]

For any application for an overlay district, a Certificate of Appropriateness or a letter of support from the Historic Preservation Commission or the Corridor Design Commission for the district is required.



Documents to be submitted with request:

- Recorded deed
- Survey plat
- Site plan to scale
- Proof of current tax status

Application Fees:

- \$100 Single Family
- \$300 Multi Family
- \$200 Commercial

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years.

The above statements and accompanying materials are complete and accurate. Applicant hereby authorizes 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 Jammy Jew Date: 12-10-20

**PUBLIC NOTICE WILL BE PLACED AND REMOVED BY THE CODE DEPARTMENT  
SIGN WILL NOT BE REMOVED UNTIL AFTER THE COUNCIL MEETING.**

**\*Property owners signature if not the applicant**

Signature ~~Misty Townsend~~ Date: ~~12-10-20 M.T.~~

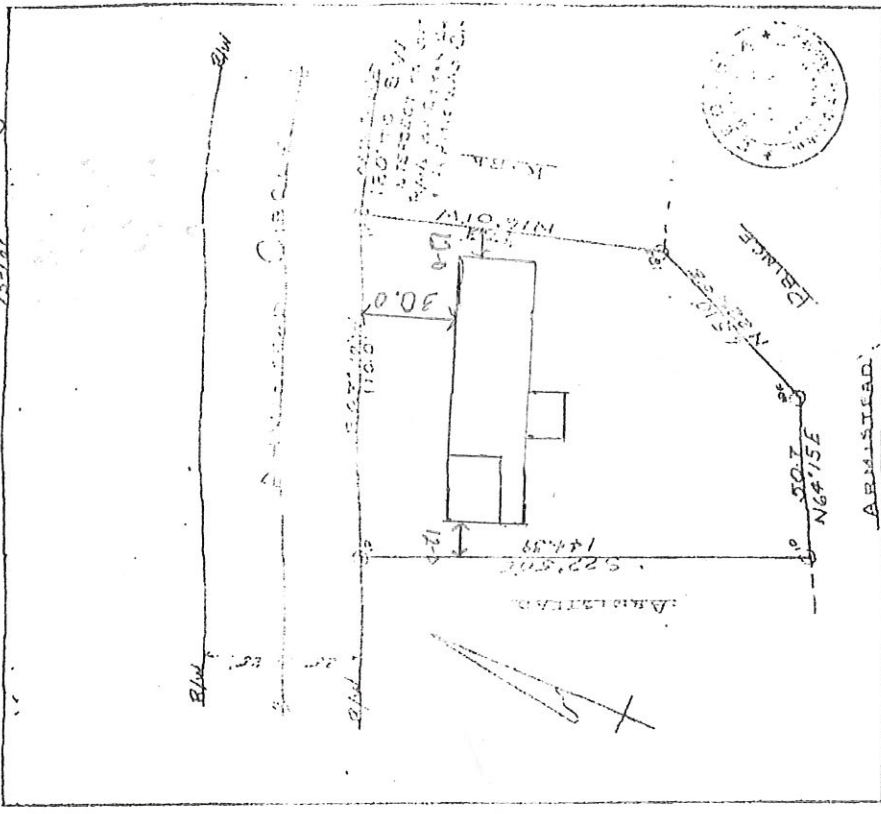
Misty Townsend Date: 12.10.20

Notary Public  
Commission Expires: \_\_\_\_\_



I hereby withdraw the above application: Signature \_\_\_\_\_ Date \_\_\_\_\_

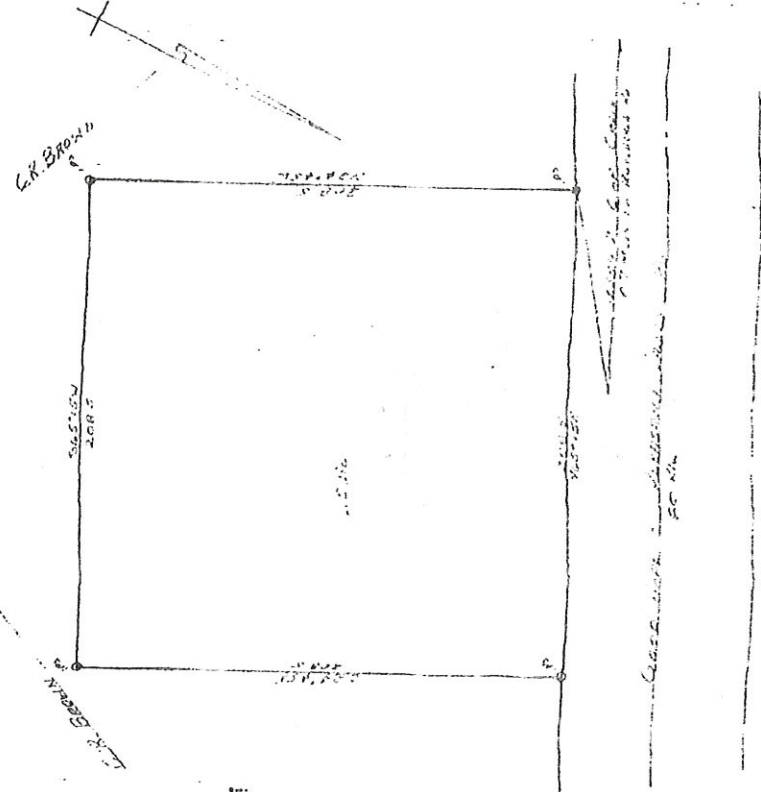
13-127



PROPERTY OF  
 LEWIS ARMISTEAD  
 LOCATED IN ARMISTEAD SUBDIVISION  
 MORGES NATION COUNTY GEORGIA  
 SURVEYED BY W. M. GREGG  
 CHECKED BY H. G. JARRARD  
 MAR 4, 1964  
 SCALE 1" = 30'

RECORDED ON THE 10 DAY OF Oct., 1964.  
 Thomas S. Pritchard  
 CLERK, WALTON SUPERIOR COURT (4)

PLAT BOOK 13 P 187



PROPERTY OF  
 C. R. BROWN  
 BRINGAME C.M. DIST  
 WILSON COUNTY GEORGIA  
 SURVEYED BY W. M. GREGG SR  
 SCALE 1" = 40'  
 OCT. 6, 1967

RECORDED ON THE 23 DAY OF March, 1970  
 Thomas S. Pritchard  
 CLERK, WALTON SUPERIOR COURT

AD VALOREM TAX NOTICE FOR THE COUNTY OF WALTON

2020 ADVALOREM TAX NOTICE FOR THE COUNTY OF WALTON

YEAR	BILL NUM	ACCOUNT NUMBER	DI	LOCATION/DESCRIPTION	MAP/PARCEL		FAIR MARKET VALUE
2020	001763	035260 010	1	LOT	M 6	59	15,002
TAXING ENTITY	ASSESSMENT	EXEMPTION	TAXABLE VALUE	MILLAGE RATE	CREDITS	TAXES DUE	
COUNTY	6001		6001	.0106770	17.01	64.07	
SCHOOL	6001		6001	.0191000		114.62	
SCH BOND	6001		6001	.0023000		13.80	
CITY TAX	6001		6001	.0075880	28.29	45.54	

TOTAL SCHOOL TAXES 128.42  
 TOTAL COUNTY TAXES 64.07  
 TOTAL CITY TAXES 45.54

**TOTAL TAX DUE 238.03**

ARMISTEAD JAMES TIMOTHY  
 158 ROSCOE DAVIS RD  
 MONROE GA 30656-4653

CREDITS ARE LISTED FOR INFORMATION PURPOSES ONLY  
 WALTON CO. TAX COMM.  
 303 S. HAMMOND DRIVE  
 SUITE 100  
 MONROE, GA. 30655

PAYMENT MUST BE MADE ON OR BEFORE  
 NOVEMBER 15, 2020  
 YOUR CANCELLED CHECK IS YOUR RECEIPT

Payments made after the due date are subject to interest and penalties governed by Georgia Code. We encourage you to pay by mail, on the web at [www.waltoncountypay.com](http://www.waltoncountypay.com) or by phone 800.279.7450.



-----PLEASE READ, THIS IS AN IMPORTANT PART OF YOUR TAX BILL-----

Certain persons are eligible for certain homestead exemptions from ad valorem taxation. In addition to the regular homestead authorized for all homeowners, certain elderly persons are entitled to additional homestead exemptions. The full law relating to each exemption must be referred to in order to determine eligibility for the exemption. If you are eligible for one of the exemptions and are not now receiving the benefit of the exemption, you must apply for the exemption not later than 4/01/2021 in order to receive the exemption in future years. For more information on eligibility for exemptions or on the proper method of applying for an exemption, you may contact the office of the County Tax Office at 303 S. HAMMOND DRIVE (770)267-1352. If you feel that your property has been assigned too high a value for tax purposes by the Board of Tax Assessors, you should file a tax return reducing the value not later than 4/01/2021 in order to have an opportunity to have this value lowered for next year's taxes. Information on filing a return can be obtained from the County Tax Office at 303 S. HAMMOND DRIVE and/or (770)267-1352.

**LOCAL OPTION SALES TAX CREDIT:**  
 The General Assembly reenacted the Local Option Sales Tax Act and another part of your bill shows the dollar amount of reduction of local property taxes which you have received. The law now requires the following additional information to be provided to each taxpayer:

**LOCAL TAX LEVY:**  
 Mill rate required to produce local budget 25.814  
 Reduction in mill rate due to rollback to taxpayers of sales tax proceeds this previous year 7.549  
 Actual mill rate set by local officials 18.265

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Accounts  Dashboard Accounts Transfer Payments Send Money with Zelle Plan & Analyze More Messages Profile & Settings

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Account Details

 Print

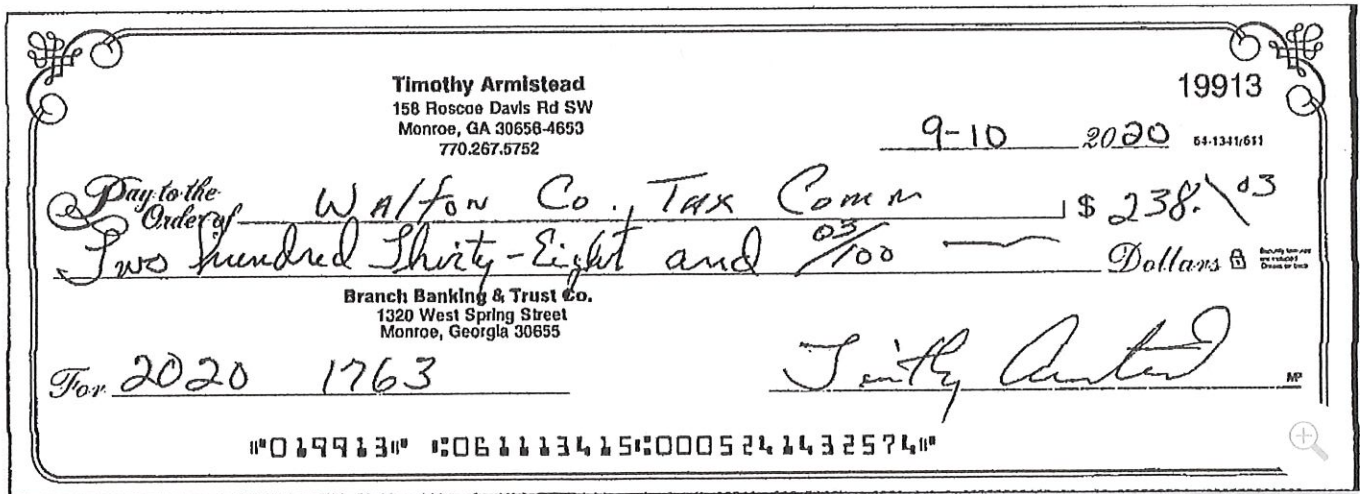
# CHECK #19913



Check #	Amount	Date Posted
19913	-\$238.03	09/18/2020

Front

Back



**Timothy Armistead**  
 158 Roscoe Davls Rd SW  
 Monroe, GA 30658-4653  
 770.267.5752

19913  
 9-10 2020 64-1341/611

Pay to the Order of Walton Co. Tax Comm \$ 238.<sup>03</sup>  
Two hundred thirty-eight and <sup>03</sup>/<sub>100</sub> Dollars

**Branch Banking & Trust Co.**  
 1320 West Spring Street  
 Monroe, Georgia 30655

For 2020 1763 Timothy Armistead

@019913@ 00611134150005241432574@

Close

 Printable Version





**Summary**

Parcel Number M0060059  
 Location Address 1360 ARMISTEAD CIR  
 Legal Description LOT  
 (Note: Not to be used on legal documents)  
 Class R3-Residential  
 (Note: This is for tax purposes only. Not to be used for zoning.)  
 Zoning R1  
 Tax District Monroe (District 01)  
 Millage Rate 39.382  
 Acres 0.3  
 Neighborhood LT-\$15,000 BASE MONROE-00200 (00200)  
 Homestead Exemption No (S0)  
 Landlot/District 30 / 3

[View Map](#)

**Owner**

TEW TAMMY JO  
 1360 ARMISTEAD CIRCLE  
 MONROE, GA 30655

**Land**

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Residential	00200-LT-\$15,000 Base Monroe	Lot	0	0	0	0.3	1

**Accessory Information**

Description	Year Built	Dimensions/Units	Identical Units	Value
Pool/Res Vinyl Lined	2000	20x40 / 0	1	\$1
Accessory Building	2000	30x60 / 0	1	\$1

**Sales**

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
10/19/2020	4706 109	013 187	\$0	Deed of Gift	ARMISTEAD JAMES TIMOTHY	TEW TAMMY JO
3/29/2017	4051 135	013 187	\$10,000	Fair Market - Improved	RUFF JOHN SANDERS	ARMISTEAD JAMES TIMOTHY
10/1/2004	2053 162	013 187	\$0	Unqualified - Vacant	RUFF JOHN S &	RUFF JOHN SANDERS
10/27/1998	895 155	013 187	\$25,000	Land Market - Vacant	ARMISTEAD JAMES TIMOTHY	RUFF JOHN S &
	124 610	NPR	\$0	Unqualified Sale		ARMISTEAD JAMES TIMOTHY

**Valuation**

	2020	2019	2018	2017
Previous Value	\$12,002	\$10,000	\$34,900	\$36,700
Land Value	\$15,000	\$12,000	\$2,867	\$10,000
+ Improvement Value	\$0	\$0	\$0	\$0
+ Accessory Value	\$2	\$2	\$7,133	\$24,900
= Current Value	\$15,002	\$12,002	\$10,000	\$34,900

No data available for the following modules: Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes, Prebill Mobile Homes, Permits, Photos, Sketches.

The Walton County Assessor makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change.

[User Privacy Policy](#)  
[GDPR Privacy Notice](#)



Last Data Upload: 12/14/2020, 6:30:06 AM

Version 2.3.98

After recording return to  
DICKINSON & WILLIS, LLC  
ATTORNEYS AT LAW  
338 NORTH BROAD STREET  
MONROE, GEORGIA 30655  
FILE # 20-395

space above line for recording

**WARRANTY DEED OF GIFT  
(No Title Certificate)**

STATE OF GEORGIA  
COUNTY OF WALTON

THIS INDENTURE, Made the 19<sup>th</sup> day of October in the year two thousand and twenty, between **JAMES TIMOTHY ARMISTEAD**, of the County of Walton and State of Georgia, as party or parties of the first part, hereinafter called Grantor and **TAMMY JO TEW**, of the County of Walton and State of Georgia, as party or parties of the second part, hereinafter called "Grantee" (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor for and in consideration of Love and Affection, the sum of TEN DOLLARS (\$10.00) and other valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee, in fee simple, together with every contingent remainder and right of reversion, the following described property:

All that tract or parcel of land lying and being in the City of Monroe , Walton County, Georgia, being a lot in ARMISTEAD SUBDIVISION as shown on a plat of survey prepared by William J. Gregg, Sr. And checked by H. G. Jernad, Registered Professional Land Surveyor No. 1162, dated March 1, 1981, recorded in Plat Book 13, page 187, Clerk's Office, Walton County Superior Court, Reference is hereby made to said plat of survey, and the same is incorporated herein for a more complete description of the property conveyed.

JTW

According to such plat of survey, the tract herein is more particularly described as follows: BEGINNING at an iron pin located on the Southeasterly right of way of Armistead Circle (shown as being 50 feet in width) situated South 74° 40' East along such right of way 120 feet from its intersection with the right of way of Etten Drive; Running thence along said right of way South 67° 10' West 110.0 feet to an iron pin; Running thence South 22° 50' East 144.39 feet to an iron pin; Running thence North 64° 15' East 50.7 feet to an iron pin; Running thence North 22° 49' East 65.10 feet to an iron pin; Running thence North 16° 01' West 97.3 feet to the POINT OF BEGINNING.

THIS CONVEYANCE IS BEING MADE SUBJECT TO any encumbrances, easements, restrictions and other matters of record.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in any wise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whosoever.

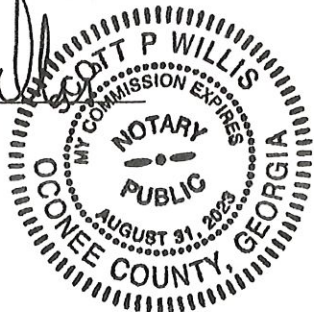
IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above written.

Signed, sealed and delivered in presence of:

*Raele Watkins-Zair*  
Witness

*James Timothy Armistead* (Seal)  
JAMES TIMOTHY ARMISTEAD

*Scott P. Willis*  
Notary Public





**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of Article IX, section 910.1(8) of the Zoning Ordinance for 1360 Armistead Circle. A public hearing will be held on January 19, 2021 before the Planning & Zoning Commission, at 5:30 P. M.**

**The City of Monroe has received a request for a variance of Article IX, section 910.1(8) of the Zoning Ordinance for 1360 Armistead Circle. A public hearing will be held on February 09, 2021 before the Mayor and Council, at 6:00 pm.**

**These meetings will be held via Zoom online. The link will be available to the public on our web site and on the agenda. All those having an interest should be present.**

**Please run on the following date:**

**January 3, 2021**



**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 01-04-2021  
**Description:**

**Budget Account/Project Name:** NA

**Funding Source:** 2021 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA **Company of Purchase:** NA

**Recommendation:** *Approve with conditions and ensure that this proposed design will meet the letter or spirit of the Corridor Design Overlay District parameters regarding visibility from the Corridor itself.*

1. *Change all aluminum, metal or vinyl cladding materials to be brick, stone, Stucco or cementitious siding materials of a wood appearance Exclusive of rollup doors.*
2. *Change gravel parking area from gravel to concrete or asphalt paving material.*
3. *Irrigation and landscaping plans are to show required perimeter planting as described in Sect. 643A of the zoning ordinance for each lot or the project at large. Subject to review and approval per the ordinance.*
4. *Specify materials and elevations for the Storage buildings to reflect CDO approved materials.*
5. *Provide a combination plat.*
6. *Any subsequent subdivision will require P&Z and City Council approval.*
7. *This is not an approval of any site design or development plans which are subject to separate review and approval for conformance to development regulations and zoning compliance.*

**Background:** This property has been intended for this development for several years and with the recent addition of annexed land to the project, the developer is now ready to move forward as described in the application.



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

# Plan Report

Plan NO.: PCOM-000085-18

Plan Type: Planning Commission

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 12/21/2020

**Expiration:**

**Location Address**

**Parcel Number**

1110 N BROAD ST, MONROE, GA 30656

M0040001

**Contacts**

MONROE OZ PARTNERS LLC 426 W HIGHLAND AVE, MONROE, GA 30655 (404)819-2520	<b>Applicant</b> nathanepurvis@gmail.com
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**Description:** REQUEST FOR COA FOR NEW DEVELOPMENT - P&Z MEETING 1/19/2021 @ 5:30 PM - THIS WILL BE A ZOOM ONLINE MEETING.

<b>Valuation:</b>	<u>          \$ 0.00          </u>
<b>Total Sq Feet:</b>	<u>          0.00          </u>

Fees	Amount
Planning Commission Regular Meeting (COA)	\$50.00
<b>Total:</b>	<b>\$50.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$50.00</b>
Check # 6553	\$50.00
<b>Amount Due:</b>	<b>\$0.00</b>

<u>Condition Name</u>	<u>Description</u>	<u>Comments</u>
-----------------------	--------------------	-----------------

*Debbie Adkinson*

Issued By: Debbie Adkinson

December 21, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

Date





APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
MONROE PLANNING COMMISSION

Please read the Zoning Ordinance (Corridor Sections 643-1 through 643A.6). In addition, please consult with the Code Office to determine if any other Monroe ordinances apply, and if applicable, read those ordinances.

DATE: 12/18/20

APPLICANT: Monroe O2 Partners, LLC

APPLICANT'S ADDRESS: 426 Highland Ave. Suite A  
Monroe, GA 30655

TELEPHONE NUMBER: 404819-2520

PROPERTY OWNER: Same owner

OWNER'S ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

PROJECT ADDRESS: 1110 N. Broad St.  
Monroe, GA 30655

Brief description of project: Proposed commercial development  
with 7 lots and 2 out parcels, with lot 7 being proposed  
as a 6 buildings storage facility and lot 6 being  
office warehouse.

(Continue on separate sheet, if necessary.)

Attach photograph(s) of existing condition of property necessary to show all areas affected.

Attach plans, sketches, drawings, and diagrams of the project and detail the materials that will be used.

Provide such other information that is necessary for the Planning Commission to adequately consider the application in light of the following criteria.

In reviewing applications for COAs, the Planning Commission duties include taking into account all aspects of the exterior of the structure.

In its review, the Planning Commission shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
2. The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
3. Exterior construction materials, including textures and patterns.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
5. Roof shapes, forms, and materials;
6. Proportions, shapes, positionings and locations, patterns and sizes of any elements of fenestration.

The **Code Office** will post a notice which will notify all affected property owners of the material change being requested not less than fifteen (15) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

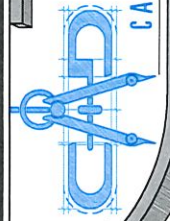
DEFINITIONS:

A “material change in appearance” means a change that will affect either the exterior architectural or environmental features of a corridor property or any structure, site, or work of art within a corridor design overlay district, and may include any one or more of the following:

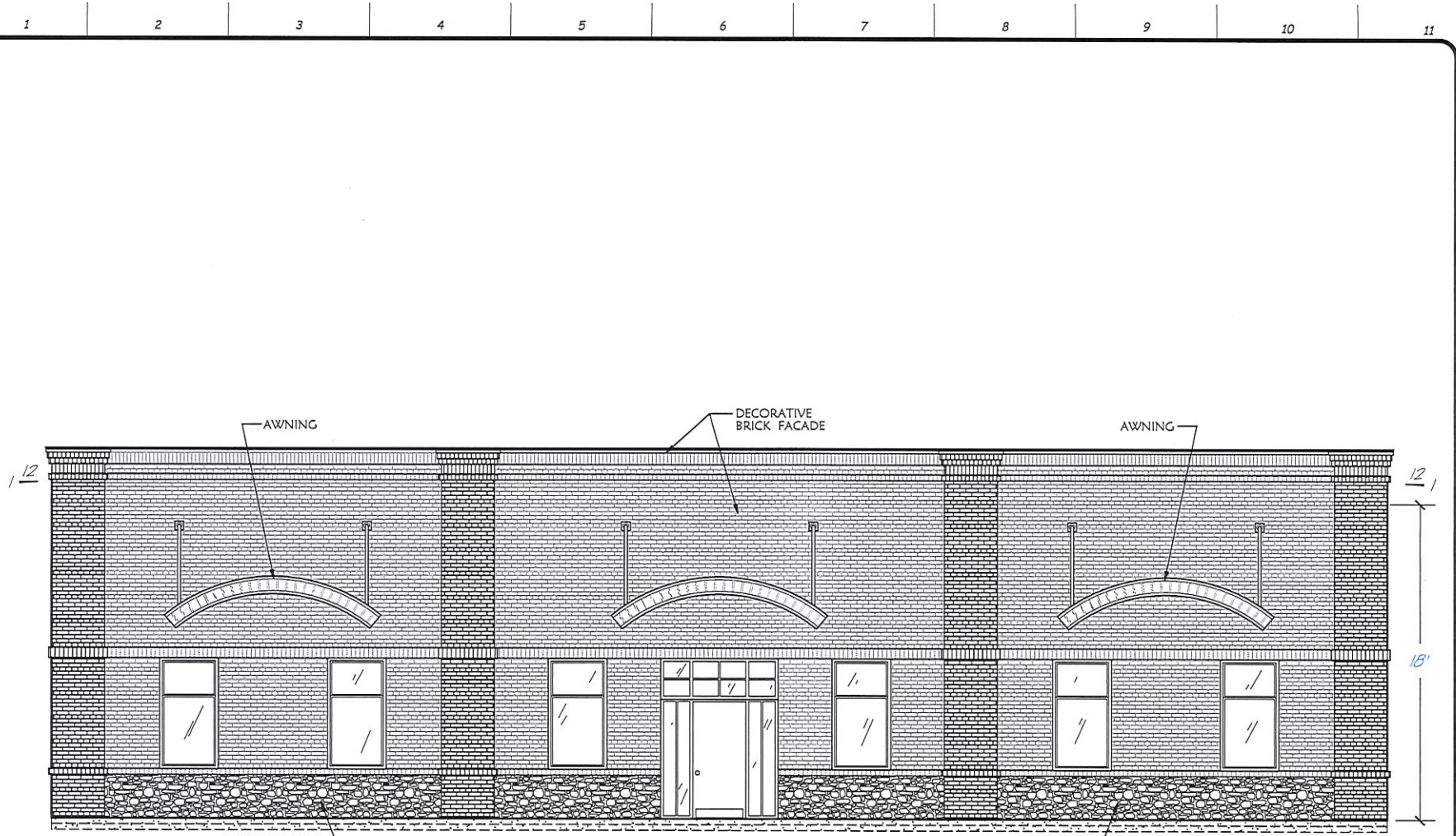
1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and



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BETHLEHEM, GA 30620  
P.O. Box 1216 Winder, GA 30680  
CADANDCOMPANY@GMAIL.COM  
**CAD AND COMPANY, LLC**



PLAN FOR:  
**NATHAN PURVIS and  
PETE POWELL**  
(FRONT ELEVATION)  
JOB #: 20.BP.1228



**FRONT ELEVATION**  
SCALE: 1/4" = 1'

BUILDING CODES VARY FOR DIFFERENT GEOGRAPHICAL LOCATIONS AND THESE PLANS MAY NOT COMPLY WITH THE CODES GOVERNING THE PURCHASER'S BUILDING SITE. THEREFORE, IT IS THE PURCHASER'S RESPONSIBILITY TO CONSULT WITH THE PROPER CONSTRUCTION PROFESSIONALS (i.e. LICENSED ARCHITECT, LICENSED ENGINEER, etc.) TO ASCERTAIN THE SUITABILITY OF THESE PLANS FOR THE BUILDING SITE AND, IF NECESSARY, MAKE ANY CHANGES OR VERIFICATIONS REQUIRED. ALL CHANGES SHALL BE THE RESPONSIBILITY OF THE PURCHASER AND THE PURCHASER'S CONSTRUCTION ADVISORS.

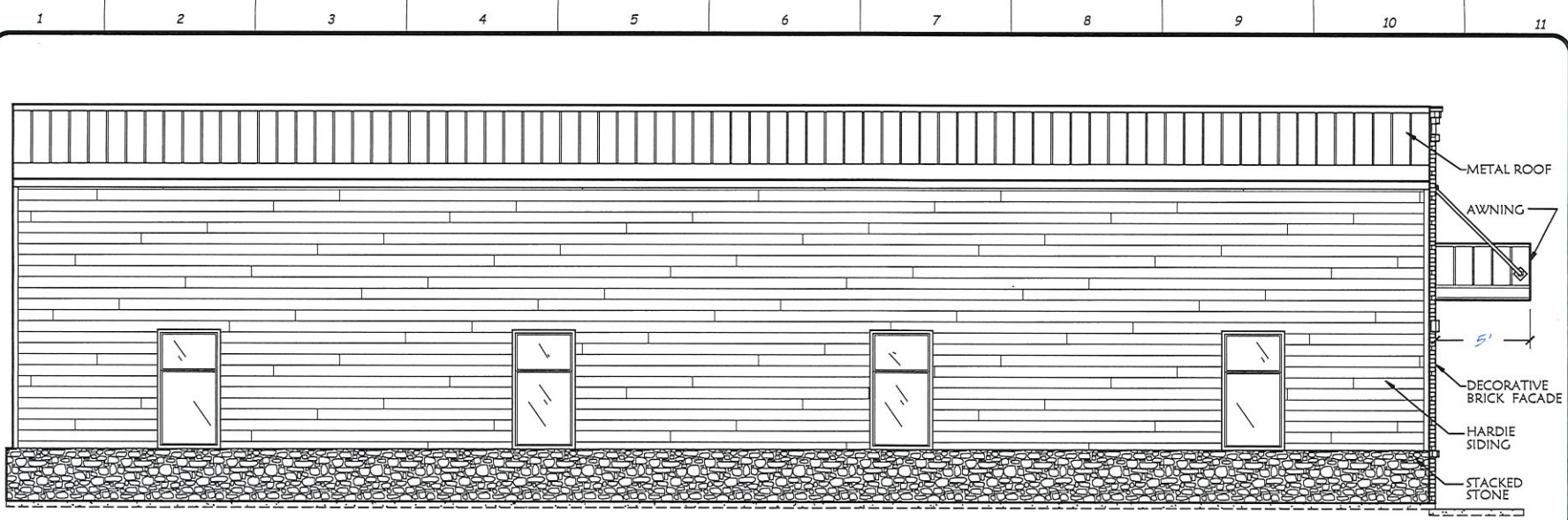
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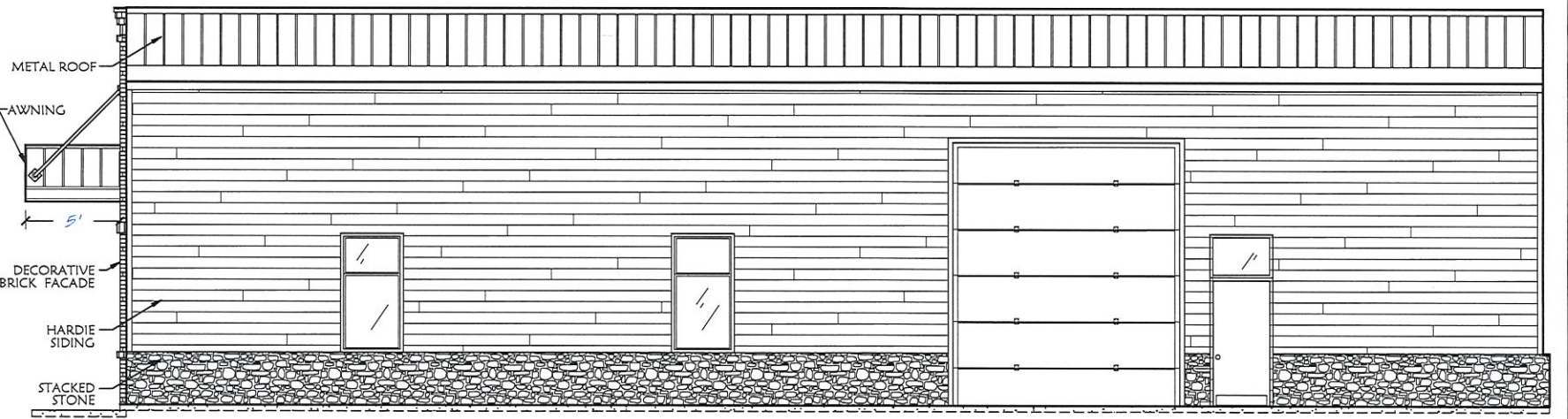
**Square Footage Calculations**  
BUILDING AREA: 5,625 Sq.Ft.  
(18'0" x 313'10")

**Revision Dates:**  
12/20/2023  
1/6/2024



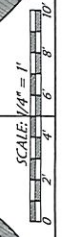
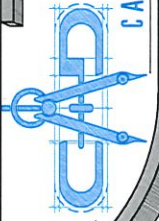


**A**  
1.2 LEFT ELEVATION  
SCALE: 1/4" = 1'



**A**  
1.3 RIGHT ELEVATION  
SCALE: 1/4" = 1'

PH: 470.429.3102 (Office)  
255 GATEWAY DRIVE SUITE 300  
BETHLEHEM, GA 30620  
P.O. Box 1216 Winder, GA 30680  
CADANDCOMPANY@GMAIL.COM



PLAN FOR:  
**NATHAN PURVIS and  
PETE POWELL**  
(SIDE ELEVATIONS)  
JOB #: 20.BP.1228

BUILDING CODES VARY FOR DIFFERENT GEOGRAPHICAL LOCATIONS AND THESE PLANS MAY NOT COMPLY WITH THE CODES GOVERNING THE PURCHASER'S BUILDING SITE. THEREFORE, IT IS THE PURCHASER'S RESPONSIBILITY TO CONSULT WITH THE PROPER CONSTRUCTION PROFESSIONALS (i.e. LICENSED ARCHITECT, LICENSED ENGINEER, etc.) TO ASCERTAIN THE SUITABILITY OF THESE PLANS FOR THE BUILDING SITE AND, IF NECESSARY, MAKE ANY CHANGES OR VERIFICATIONS REQUIRED. ALL CHANGES SHALL BE THE RESPONSIBILITY OF THE PURCHASER AND THE PURCHASER'S CONSTRUCTION ADVISORS.

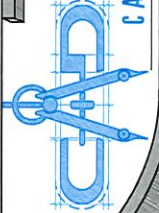
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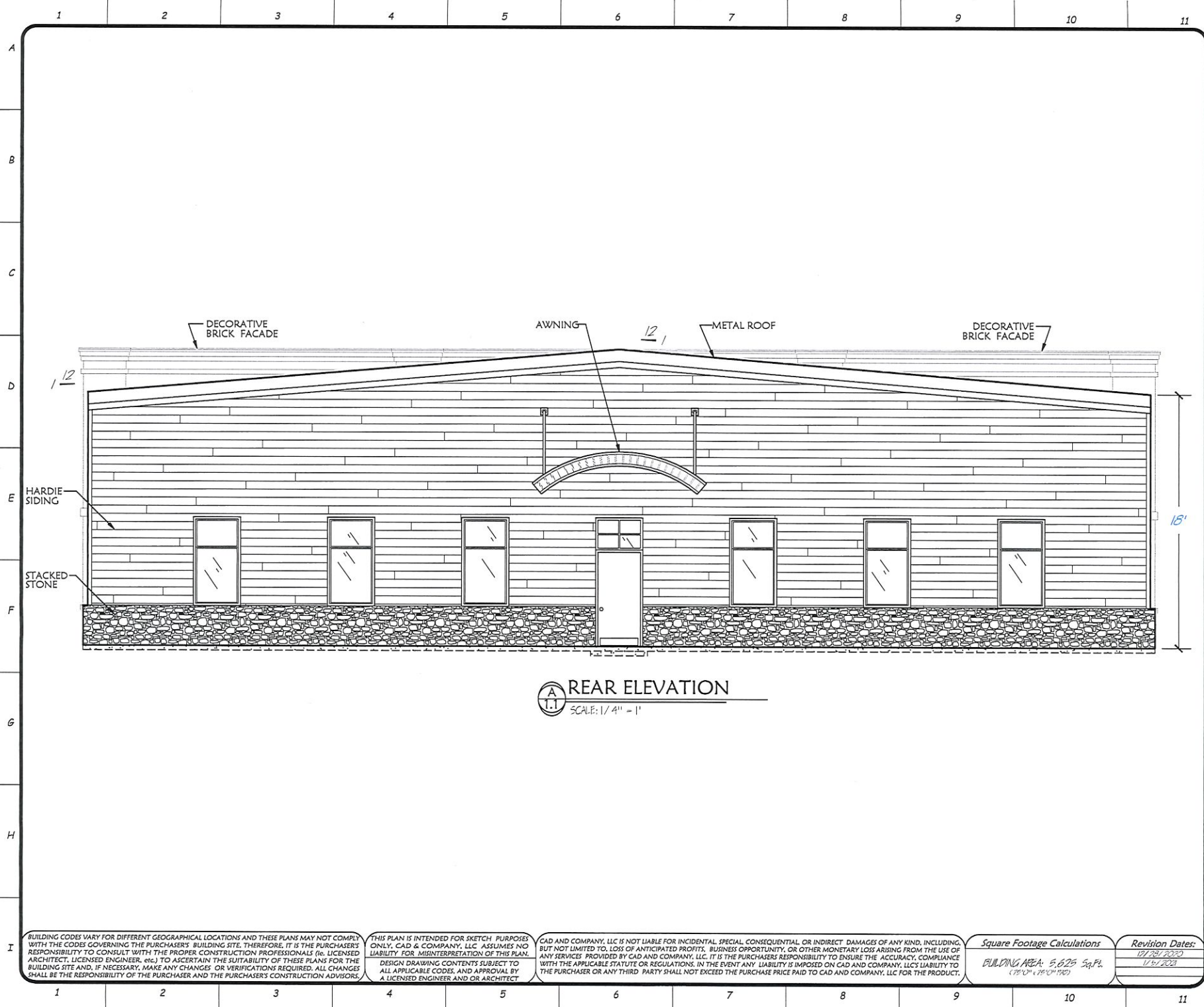
**Square Footage Calculations**  
BUILDING AREA: 5,625 Sq.Ft.  
(15'0" x 15'0" x 25')

**Revision Dates:**  
11/28/2020  
11/27/2020

PH: 470.429.3102 (Office)  
255 GATEWAY DRIVE SUITE 300  
BETHLEHEM, CA 90620  
P.O. Box 1216 Winder, CA 90680  
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**CAD AND COMPANY, LLC**



PLAN FOR:  
**NATHAN PURVIS and  
PETE POWELL**  
(REAR ELEVATION)  
JOB #: 20.BP.1228



**REAR ELEVATION**  
SCALE: 1/4" = 1'

BUILDING CODES VARY FOR DIFFERENT GEOGRAPHICAL LOCATIONS AND THESE PLANS MAY NOT COMPLY WITH THE CODES GOVERNING THE PURCHASER'S BUILDING SITE. THEREFORE, IT IS THE PURCHASER'S RESPONSIBILITY TO CONSULT WITH THE PROPER CONSTRUCTION PROFESSIONALS (i.e. LICENSED ARCHITECT, LICENSED ENGINEER, ETC.) TO ASCERTAIN THE SUITABILITY OF THESE PLANS FOR THE BUILDING SITE AND, IF NECESSARY, MAKE ANY CHANGES OR VERIFICATIONS REQUIRED. ALL CHANGES SHALL BE THE RESPONSIBILITY OF THE PURCHASER AND THE PURCHASER'S CONSTRUCTION ADVISORS.

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**Square Footage Calculations**  
BUILDING AREA: 5,625 Sq.Ft.  
(78'-0" x 72'-0" 1/2)

**Revision Dates:**  
12/28/2020  
1/26/2021



SCALE: 1/8" = 1'

SCALE: 1/4" = 1'

SCALE: 1/4" = 1'

A 1.0 FRONT ELEVATION  
SCALE: 1/4" = 1'

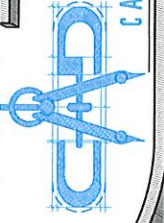
A 1.1 FRONT ELEVATION  
SCALE: 1/4" = 1'

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DESIGN DRAWING CONTENTS SUBJECT TO ALL APPLICABLE CODES AND APPROVAL BY A LICENSED ENGINEER AND OR ARCHITECT.

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CAD AND COMPANY, LLC



PLAN FOR:  
**NATHAN PURVIS and PETE POWELL**  
(FRONT ELEVATION)  
JOB #: 21.BP.0108

Revision Dates:  
07/02/2022



SCALE: 1/8" = 1'

SCALE: 1/4" = 1'

SCALE: 1/4" = 1'

REAR ELEVATION  
SCALE: 1/4" = 1'

REAR ELEVATION  
SCALE: 1/4" = 1'

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DESIGN DRAWINGS, CONTRACTS, SUBJECT TO ALL APPLICABLE CODES, AND APPROVAL BY A LICENSED ENGINEER AND OR ARCHITECT

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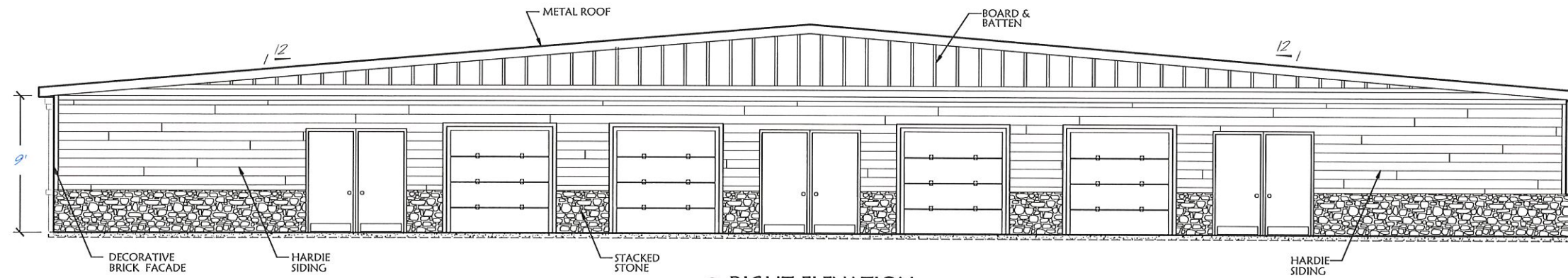


PLAN FOR:  
**NATHAN PURVIS and PETE POWELL**  
(REAR ELEVATION)  
JOB #: 21.BP.0108  
Revision Date: 07/09/2021

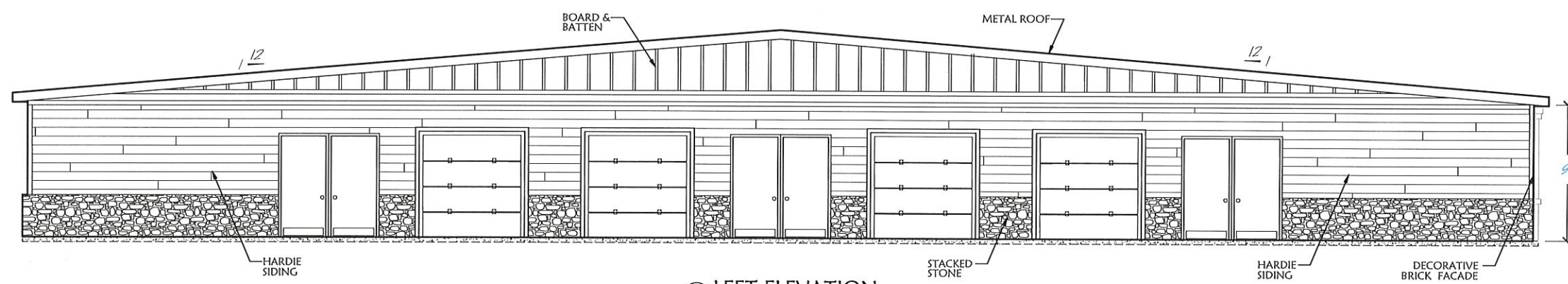
Square Footage Calculations  
PROP. BILLING AREA: 24,000 Sq Ft  
(24,000 x 1.05 = 25,200)

Revision Date: 07/09/2021





**RIGHT ELEVATION**  
SCALE: 1/4" = 1'



**LEFT ELEVATION**  
SCALE: 1/4" = 1'

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CADANDCOMPANY@GMAIL.COM  
**CAD AND COMPANY, LLC**

**NATHAN PURVIS and PETE POWELL**  
(SIDE ELEVATIONS)  
JOB #: 21.BP.0108

Revision Dates:  
07/28/2021

Square Footage Calculations  
PROP. BUILDING AREA: 24,000 S.F.  
(20'-0" x 120'-0" x 10'-0")

SCALE: 1/4" = 1'

SHEET No. 3.0

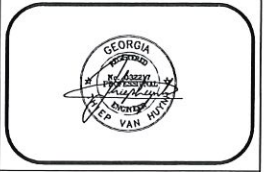




**ALCOVY**  
SURVEYING & ENGINEERING, INC.  
P.O. C. TIP HUYNH, P.E.  
2205 Highway 81 South  
Loganville, Georgia 30052  
Phone: 770-466-4002  
Fax: 770-466-4295  
tip@alcovyse.com

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**SITE PLAN**

**PROPOSED MONROE COMMERCIAL**

C0900009  
PARCELS: M0040001  
LAND LOT(S): 62  
DISTRICT: 3RD  
1110 N. BROAD STREET  
MONROE, GEORGIA

DATE: 12/18/2020  
SCALE: 1" = 60'

**OWNER/PRIMARY PERMITTEE**

MONROE OZ PROPERTIES, LLC.  
426 W HIGHLAND AVE STE A  
MONROE, GA 30655  
NATHAN PURVIS  
PHONE: 404-819-2520  
nathannpurvis@gmail.com

24 HOUR - EMERGENCY CONTACT  
NATHAN PURVIS  
PHONE: 404-819-2520  
nathannpurvis@gmail.com

**REVISIONS**

NO.	DATE	DESCRIPTION

JOB No. 15-148  
C-1.2



**PAVEMENT LEGEND**

- TYPE I PAVEMENT
- TYPE II PAVEMENT
- 6" GRAVEL
- CONCRETE PAVEMENT
- GRAVEL

TOTAL SITE AREA = 15.22 ACRES
TOTAL DISTURBED AREA = 13.99 ACRES
THERE ARE NO STATE WATERS ON THE SITE.
THERE ARE NO NWI WETLAND ON SITE. UPON A SITE VISIT, THERE WERE NO VEGETATION WHICH INDICATES WETLANDS ON SITE.

**CONCRETE PAVEMENT**  
NO SCALE

**TYPE I PAVEMENT**  
(FOR ENTRANCE)  
NO SCALE

**TYPE II PAVEMENT**  
(FOR PARKING LOT ONLY)  
NO SCALE

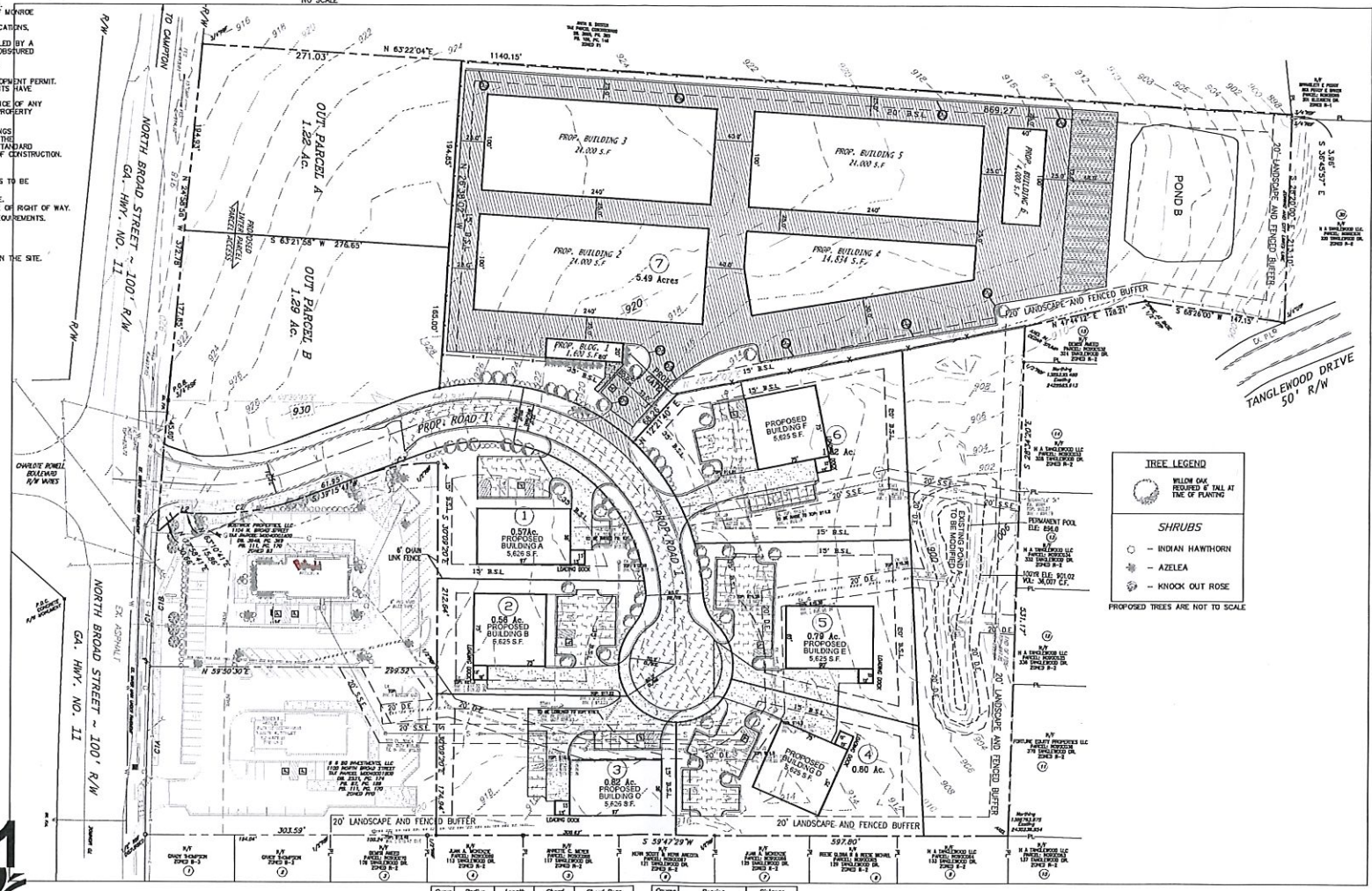
**GRAVEL**  
NO SCALE

**SITE PLAN NOTES**

1. SITE CONTAINS 15.22 ACRES TOTAL.
2. PROPERTY IS ZONED B-3.
3. BOUNDARY AND TOPOGRAPHIC INFORMATION TAKEN FROM A SURVEY BY ALCOVY SURVEYING AND ENGINEERING, INC. DATED 11/4/20.
4. NO PART OF THIS SITE IS IN A FLOOD HAZARD ZONE ACCORDING TO F.I.R.M. COMMUNITY PANEL NO. 1319700306, DATED 12/8/16.
5. THERE ARE NO MAXIMUM ALLOWABLE BUILDING HEIGHT LIMIT.
6. ALL CURB RADI ARE 5.0' UNLESS OTHERWISE NOTED.
7. ALL CURB DIMENSIONS ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
8. ALL CONSTRUCTION MATERIALS AND PROCEDURES SHALL CONFORM TO CITY OF MONROE AND GEORGIA DEPARTMENT OF TRANSPORTATION STANDARDS.
9. SEE ARCHITECTURAL PLANS FOR BUILDING FLOOR PLAN DIMENSIONS, DOOR LOCATIONS, AND OTHER ARCHITECTURAL DETAILS.
10. HANDICAP PARKING SPACES SHALL BE DESIGNATED AS RESERVED FOR DISABLED BY A SIGN SHOWING THE SYMBOL OF ACCESSIBILITY. SIGN SIGNS SHALL NOT BE OBTAINED BY VEHICLES PARKING IN THE SPACES.
11. CONTRACTOR TO NOTIFY INSPECTOR AT LEAST 24 HOURS BEFORE BEGINNING EACH PHASE OF CONSTRUCTION.
12. SIGN LOCATION, NUMBER AND SIZE ARE NOT APPROVED UNDER THIS DEVELOPMENT PERMIT.
13. NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL SITE IMPROVEMENTS HAVE BEEN COMPLETED.
14. HIGH INTENSITY LIGHTING FACILITIES SHALL BE SO ARRANGED THAT THE SOURCE OF ANY LIGHT IS CONCEALED FROM PUBLIC VIEW AND FROM ADJACENT RESIDENTIAL PROPERTY AND DOES NOT INTERFERE WITH TRAFFIC.
15. THE LOCATIONS OF ALL BUILDINGS FROM PROPERTY LINES AND OTHER BUILDINGS SHALL COMPLY WITH THE HEIGHT AND AREA LIMITATIONS OF TABLE 500 AND THE FIRE RESISTIVE REQUIREMENTS OF TABLE 600 OF THE 1993 EDITION OF THE STANDARD BUILDING CODE BASED ON OCCUPANCY GROUP CLASSIFICATIONS AND TYPES OF CONSTRUCTION.
16. NO DRIVE UP WINDOWS ARE PROPOSED.
17. BUILDING NOT TO BE SPRINKLERED.
18. NO SIGNAGE IS PROPOSED AT THIS TIME AND THE APPROPRIATE SIGN PERMITS TO BE OBTAINED AT A LATER DATE.
19. THERE ARE NO EXISTING OR PROPOSED NEST WASTE BURY PITS ON THIS SITE.
20. OWNER IS RESPONSIBLE FOR MAINTENANCE OF STORM DRAIN SYSTEM OUTSIDE OF RIGHT OF WAY.
21. OWNER IS RESPONSIBLE FOR COMPLIANCE WITH N.P.D.E.S. GENERAL PERMIT REQUIREMENTS.
22. THERE ARE NO WETLANDS ON THIS SITE.
23. SITE IS SERVED BY CITY OF MONROE SANITARY SEWER SYSTEM.
24. SITE IS SERVED BY CITY OF MONROE BY CITY OF MONROE WATER SYSTEM.
25. THERE ARE NO CEMETERIES OR OTHER SIGNIFICANT OR HISTORICAL AREAS ON THE SITE.

**SITE PLAN KEYED NOTES**

- (A) AREA STRIPED WITH 5/8"x4"ACMP @ 45° AT 2'-0" O.C.
- (B) ACCESSIBLE PARKING SPACE TYPICAL. SEE DETAIL SHEET.
- (C) ACCESSIBLE RAMP. SEE DETAIL SHEET.
- (D) 24" CONCRETE CURB AND OUTER (TYPE A) TYPICAL. SEE DETAIL SHEET.
- (D1) 24" CONCRETE CURB AND OUTER (TYPE B) TYPICAL. SEE DETAIL SHEET.
- (E) PAINTED DIRECTIONAL ARROW (TYPICAL). SEE DETAIL SHEET.
- (F) CONCRETE DUMPSTER PAD.
- (G) 5" CONCRETE SIDEWALK.
- (H) HANDICAP SIGN. SEE DETAIL SHEET.



**TREE LEGEND**

YELLOW OAK PLANTED @ FALL AT TIME OF PLANTING

**SHRUBS**

- INDIAN HAWTHORN
- AZELEA
- KNOCK OUT ROSE

PROPOSED TREES ARE NOT TO SCALE



**GEORGIA811**  
www.Georgia811.com

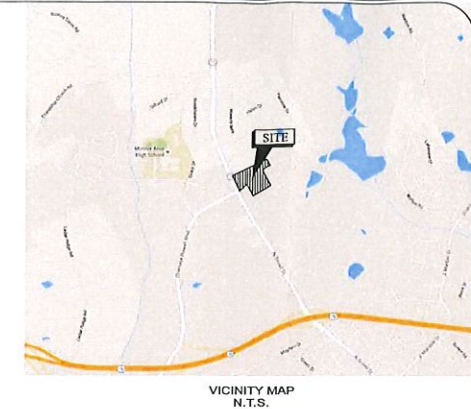
Curve	Radius	Length	Chord	Chord Bear	Curve	Bearing	Distance
CD	200.00'	112.79'	123.91'	N 77°11'11" E	CD	N 77°11'11" E	123.91'
CE	375.00'	145.16'	164.10'	N 77°11'58" E	CE	N 39°19'41" E	81.55'



**SITE PLAN NOTES**

1. SITE CONTAINS 15.22 ACRES TOTAL.
2. PROPERTY IS ZONED B-3.
3. BOUNDARY AND TOPOGRAPHIC INFORMATION TAKEN FROM A SURVEY BY ALCOVY SURVEYING AND ENGINEERING, INC. DATED 11/4/20.
4. NO PART OF THIS SITE IS IN A FLOOD HAZARD ZONE ACCORDING TO F.L.R.M. COMMUNITY PANEL NO. 13287C0132E, DATED 12/8/16.
5. THERE ARE NO MAXIMUM ALLOWABLE BUILDING HEIGHT LIMITS.
6. ALL CURB RAOH ARE 3.0' UNLESS OTHERWISE NOTED.
7. ALL CURB DIMENSIONS ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
8. ALL CONSTRUCTION MATERIALS AND PROCEDURES SHALL CONFORM TO CITY OF MONROE AND GEORGIA DEPARTMENT OF TRANSPORTATION STANDARDS.
9. SEE ARCHITECTURAL PLANS FOR BUILDING FLOOR PLAN DIMENSIONS, DOOR LOCATIONS, AND OTHER ARCHITECTURAL DETAILS.
10. HANDICAP PARKING SPACES SHALL BE DESIGNATED AS RESERVED FOR DISABLED BY A SIGN SHOWING THE SYMBOL OF ACCESSIBILITY. SUCH SIGNS SHALL NOT BE OCCUPIED BY VEHICLES PARKING IN THE SPACES.
11. CONTRACTOR TO NOTIFY INSPECTOR AT LEAST 24 HOURS BEFORE BEGINNING EACH PHASE OF CONSTRUCTION.
12. SIGNS, LOCATION, NUMBER AND SIZE ARE NOT APPROVED UNDER THIS DEVELOPMENT PERMIT.
13. NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL SITE IMPROVEMENTS HAVE BEEN COMPLETED.
14. HIGH INTENSITY LIGHTING FACILITIES SHALL BE SO ARRANGED THAT THE SOURCE OF ANY LIGHT IS CONCEALED FROM PUBLIC VIEW AND FROM ADJACENT RESIDENTIAL PROPERTY AND DOES NOT INTERFERE WITH TRAFFIC.
15. THE LOCATIONS OF ALL BUILDINGS FROM PROPERTY LINES AND OTHER BUILDINGS SHALL COMPLY WITH THE HEIGHT AND AREA LIMITATIONS OF TABLE 509 AND THE FIRE RESISTIVE REQUIREMENTS OF TABLE 609 OF THE 1993 EDITION OF THE STANDARD BUILDING CODE BASED ON OCCUPANCY GROUP CLASSIFICATIONS AND TYPES OF CONSTRUCTION.
16. NO DRIVE UP WINDOWS ARE PROPOSED.
17. BUILDING NOT TO BE SPRINKLERED.
18. NO SIGAGE IS PROPOSED AT THIS TIME AND THE APPROPRIATE SIGN PERMITS TO BE OBTAINED AT A LATER DATE.
19. THERE ARE NO EXISTING OR PROPOSED INERT WASTE BURY PITS ON THIS SITE.
20. OWNER IS RESPONSIBLE FOR MAINTENANCE OF STORM DRAIN SYSTEM OUTSIDE OF RIGHT OF WAY.
21. OWNER IS RESPONSIBLE FOR COMPLIANCE WITH N.P.D.E.S. GENERAL PERMIT REQUIREMENTS.
22. THERE ARE NO WETLANDS ON THIS SITE.
23. SITE IS SERVED BY CITY OF MONROE SANITARY SEWER SYSTEM.
24. SITE IS SERVED BY CITY OF MONROE BY CITY OF MONROE WATER SYSTEM.
25. THERE ARE NO CEMETERIES OR OTHER SIGNIFICANT OR HISTORICAL AREAS ON THE SITE.

TOTAL SITE AREA = 15.22 ACRES
TOTAL DISTURBED AREA = 13.59 ACRES
THERE ARE NO STATE WATERS ON THE SITE.
THERE ARE NO NWI WETLAND ON SITE. UPON A SITE VISIT, THERE WERE NO VEGETATION WHICH INDICATES WETLANDS ON SITE.



**ALCOVY**  
SURVEYING & ENGINEERING, INC.  
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**EX. CONDITION/  
DEMOLITION PLAN**

**PROPOSED  
MONROE  
COMMERCIAL**

C0900009  
PARCELS: M0040001  
LAND LOT(S): 62  
DISTRICT: 3RD  
1110 N. BROAD STREET  
MONROE, GEORGIA

DATE: 12/18/2020  
SCALE: 1" = 60'

**OWNER/PRIMARY  
PERMITTEE**

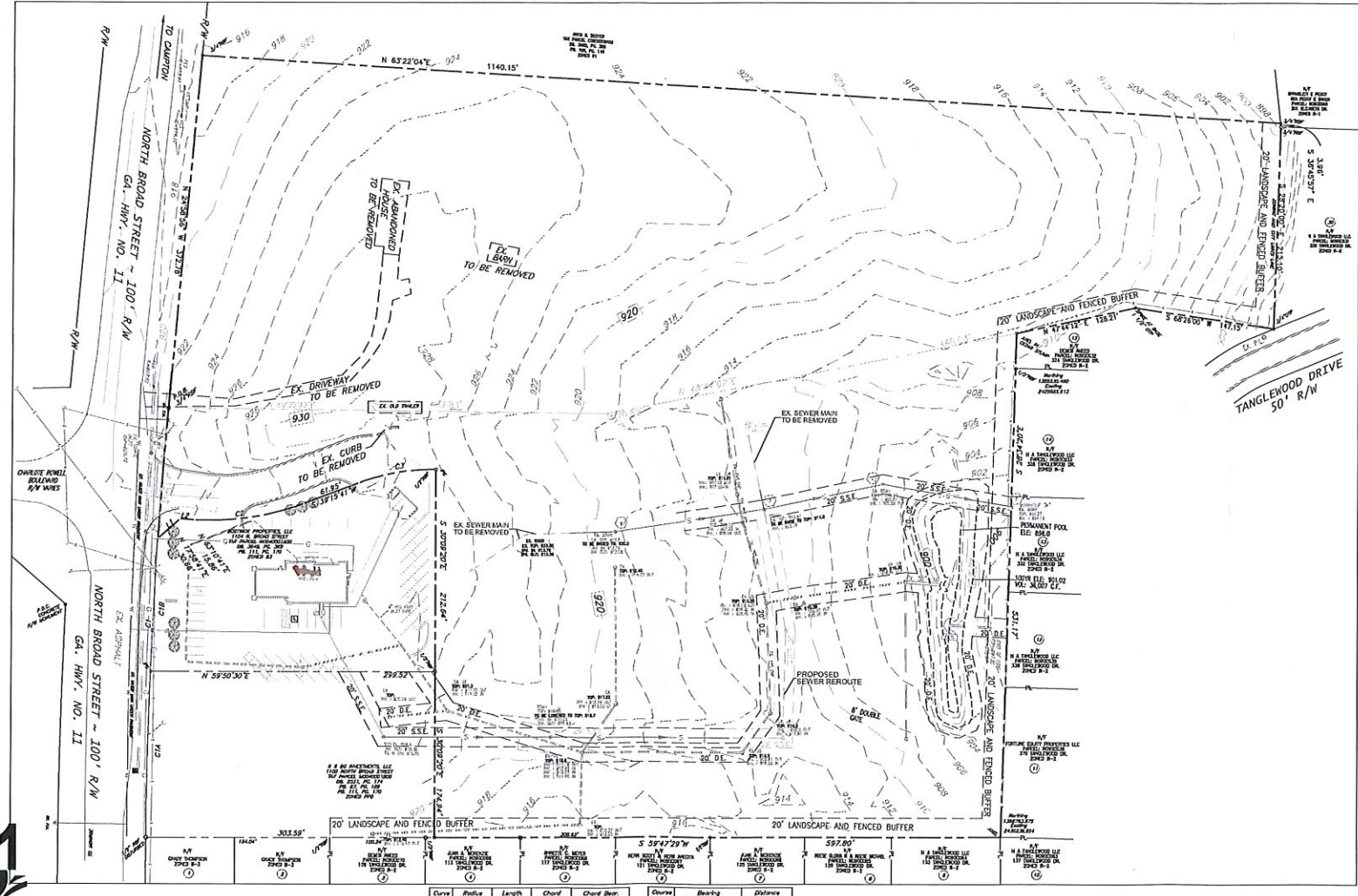
MONROE OZ PROPERTIES, LLC.  
426 W HIGHLAND AVE STE A  
MONROE, GA 30655  
NATHAN PURVIS  
PHONE: 404-819-2520  
nathanpurvis@gmail.com

24 HOUR - EMERGENCY CONTACT  
NATHAN PURVIS  
PHONE: 404-819-2520  
nathanpurvis@gmail.com

**REVISIONS**

NO.	DATE	DESCRIPTION

JOB No. 15-148  
C-1.1



**GEORGIA811**  
www.Georgia811.com

Curve	Radius	Length	Chord	Chord Bear.	Curve	Radius	Length	Chord	Chord Bear.
C1	2750.00'	116.84'	116.84'	N 59°17'11" E	C1	2750.00'	116.84'	116.84'	N 59°17'11" E
C2	2750.00'	116.84'	116.84'	N 59°17'11" E	C2	2750.00'	116.84'	116.84'	N 59°17'11" E
C3	2750.00'	116.84'	116.84'	N 59°17'11" E	C3	2750.00'	116.84'	116.84'	N 59°17'11" E

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a Certificate of Appropriateness for a new development. A public hearing will be held on January 19, 2021 before the Planning & Zoning Commission, at 5:30 P. M. for 1110 N Broad St and 0 N Broad Street.**

**This meeting will be held via Zoom online. The link will be available to the public on our web site and on the agenda. All those having an interest should be present.**

**Please run on the following date:**

**January 3, 2021**