

## **Planning & Zoning Meeting**

### **AGENDA**

## Tuesday, October 15, 2019 5:30 PM 215 N Broad Street, Monroe, GA 30655

- I. <u>CALL TO ORDER</u>
- II. ROLL CALL
- III. MINUTES OF PREVIOUS MEETING
  - 1. Minutes of Previous Meeting September 17, 2019
- IV. REPORT FROM CODE ENFORCEMENT OFFICER
- V. **PUBLIC HEARINGS** 
  - 1. Request for COA 250 Ga Hwy 138
- VI. <u>RECOMMENDATIONS ON REQUESTS</u>
- VII. OLD BUSINESS
- VIII. <u>NEW BUSINESS</u>
- IX. ADJOURNMENT

### MONROE PLANNING COMMISSION MINUTES September 17, 2019

**Present**: Randy Camp, Kyle Harrison, Rosalind Parks, David Butler, Mike

**Eckles** 

**Absent:** 

Staff: Debbie Adkinson – Code Dept Assistant

Darrell Stone - Director of Planning and Development

Pat Kelley - Director of Planning and Code

Visitors: Robert Barclift, Randy Crosby, Ron Smith, Debra Smith, Mike Birnbrey, Steve Lee, George Baker III, Ram Ready

### CALL TO ORDER by CHAIRMAN MIKE ECKLES at 5:30 pm

Chairman Eckles asked for any changes, corrections or additions to the August 20, 2019 minutes. Hearing none he entertained a motion. Harrison made a motion to approve. Camp seconded. Motion carried. Minutes approved.

Chairman Eckles

Public Hearing open 5:31 pm

<u>The first item of business:</u> is for petition #VAR-000023-2019 for a Variance at 906 Alcovy Street. The applicant, Alcovy Surveying & Engineering Inc. wants to vary Article VII, Section 700.1, Table 11 for lot frontage on lot #4.

Code Officer Report: Kelley stated the applicant is requesting a variance on frontage of one lot that has approximately 386 linear feet of road frontage. They need 400 ft of frontage to subdivide this lot into 4 separate lots with the minimum lot frontage of 100 ft.

Ron Smith of Alcovy Surveying and Engineering spoke to the request. He thanked the commission for their service. The lot that needs the variance is the largest in size but has less frontage.

Harrison: The minimum lot size is 14,000 sq. ft? Kelley: yes, and this lot has over 5000 sq. ft more than required.

Chairman Eckles asked for any other questions. He asked for any opposition. There was none.

Public Hearing Closed at 5:33 Chairman Eckles entertained a motion.

Camp made a motion to approve. Parks seconded. Motion Carried.

Public Hearing opened 5:34 pm

**The Second & Third Items of business:** are for petition # ZONE-000025-2019 for 123 Plaza Trace and ZONE-000024-2019 for 143 Plaza Trace. The applicant, Monroe Family LTD is asking for a rezone of these properties from "P" Professional to "R2" Multi Family Residential.

Code Officer Report: Kelley stated this is a rezone to show on financing documents that shows the use that is there and not an existing non-conforming use.

Randy Crosby with Monroe Family LTD spoke to the request. He stated they are preparing a package for the Department of Community Affairs to get rehab funding. They require the property to show it is zoned for its use.

Chairman Eckles asked for any opposition. There was none. PH closed at 5:36 pm

Chairman Eckles entertained a motion.

Harrison made a motion to approve. Parks Seconded. Motion Carried.

Public Hearing opened at 5:37 pm

<u>The fourth item of business:</u> is a request for a COA at 2130 West Spring Street. The applicant Southbound Monroe LLC is requesting a COA for a 7500 sq. ft. retail strip center with 4 tenants.

Code Officer report: Kelley mentioned on the recommendation be tabled or denied due to not having all information needed regarding the impervious surface calculations and the reduction requested by suppling pervious pavers. No response since August 8<sup>th</sup> but if they have that information now it can be considered. If the information is not available it is recommended to deny or table until that information is received.

Mike Birnbrey, owner of the property and Robert Barclift of Kimberly Horne spoke to the request. The presented more information on the pavers and the 50% reduction. There was more discussion on the type of pavers or surface that would need to be used. Also, the landscaping plan and the need for one was discussed along with the sidewalk that would not be placed there but paid to put someplace else in the City.

Chairman Eckles asked for any opposition. There was none.

Public Hearing closed at 5:49 pm

Chairman Eckles entertained a motion.

Harrison made a motion to approve with Conditions the landscaping plan and pervious Paver infiltration data be submitted. Camp Seconded. Motion Carried. COA granted

Old Business: none

New Business: Preliminary Plat Review for petition # PLAT-000028-2019 at 1415 East Church Street.

Kelley: Mentioned the previous submittal of a plan which has since been revised to accommodate the 6 out of 7 items requested by the City. #7 was not a required item so therefore was not accommodated. Recommendation is to approve.

Steve Lee of Terrastone Development spoke to the request for plat review. He stated this would be an 86-lot development of R1 Single Family Residence.

Kelley also stated the required and indicate a sewer easement. They have done but all required parties have not signed off on this. If recommended by Commission for approval it should be with the condition this is in place before Council hears it.

Lee stated this easement is in two conservation with several members and trustees involved. They have a verbal indication there will be no problem.

Chairman Eckles asked if there was any opposition. There was none.

Chairman Eckles entertained a motion.

Camp made a motion to approve with the condition the sanitary sewer easement be submitted before Council Meeting. Butler Seconded. Motion Passed

Chairman Eckles entertained a motion to adjourn.

Motion to adjourn by Parks Motion Carried – Meeting adjourned at 5:56 pm



**To:** Planning and Zoning

From: Patrick Kelley

**Department:** Planning, Zoning, Code and Development

**Date:** 10-01-2019

**Description:** Corridor COA request for 250 GA Hwy 138

**Budget Account/Project Name: NA** 

Funding Source: 2019 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA Company of Purchase: NA

**Recommendation: Denial** based on the considerations listed below in the background section or **table** the matter for revision to be considered in the next regularly scheduled meeting of the Commission.

**Background:** This is a request for a new restaurant location for Tokyo II.

This property does not currently have sewer service and is requesting approval of a septic system. The septic system may not be necessary due to sewer system expansion intended to cover this area. There is no approval of the street cut provided from the GDOT. This request includes the site design and building design only. No irrigation plan has been provided. No landscape plan has been provided. Approval and permitting are all contingent upon the aforementioned deficiencies being addressed. Many of the design parameters of the corridor overlay appear to have been ignored in this design.

#### Attachment(s):

Civil site plans and elevation.

Since 1821



(404)932-4466

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

## Plan Report

Plan NO.: PCOM-000029-2019

Plan Type: Planning Commission

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 09/12/2019

**Expiration:** 

Location Address 250 GA HWY 138, MONROE, GA 3	0655	 
Contacts		
HOHWAN, LLC	Owner	

**Description**: REQUEST FOR COA FOR NEW RESTUARANT BUILDING - P&Z MTG 10/15/19 @ 5:30 PM 215 N BROAD ST

Valuation: \$0.00

Total Sq Feet: 0.00

Fees	Amount
Planning Commission Regular Meeting (COA)	\$50.00
Total:	\$50.00

3351 North Berkeley Lake Road Ste 110, Duluth, GA 30096

Payments	Amt Paid
Total Fees	\$50.00
Check # 5845	\$50.00
Amount Due:	\$0.00

**Condition Name** 

Description

Comments

albie alken	September 12, 2019
Issued By: Debbie Adkinson	Date
Plan_Signature_1	Date
Plan_Signature_2	Date
	6

## REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

Under Monroe's Historic Preservation ordinance, you are required to obtain a Certificate of Appropriateness (COA) for any exterior material change you wish to make to your property if your property is located within a historic district, or if the change would affect property in a historic district. Please see pages 3 and 4, <u>Definitions</u>.

The following steps must be taken in order to have your proposed change considered by the Historic Preservation Commission (HPC):

- 1. Stop by the Code Office at least 10 working days in advance of the next regular meeting of the HPC (the second Tuesday of each month at 6:00 pm), read the Historic Preservation Ordinance, and request that your proposal be added to the agenda.
- 2. Fill out the application for a COA and turn it in to the Code Office.
- 3. Pay the \$10.00 fee. If you request a "special meeting" at some date or time (other than the 2<sup>nd</sup> Tuesday of every month), the fee is \$50.00.
- 4. Provide all documentation which will assist the HPC in deciding if your proposed change(s) are in keeping with the historic district standards and guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the COA application for additional information.
  - Suggested documentation consists of all architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to the Code Office at the time of your application, as it gives HPC members time to consider your request prior to the meeting. Physical samples, if applicable, should be brought with you to the meeting.
- 5. Appear at the meeting on the scheduled day and time to present your proposal.

Thank you, the HPC looks forward to considering your request.

# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS MONROE HISTORIC PRESERVATION COMMISSION

Please read the Historic Preservation Ordinance (Code Sections 8-4-1 through 8-4-91). In addition, please consult with the Code Office to determine if any other Monroe ordinances apply, and if applicable, read those ordinances.

DATE: 9/10/2019			
APPLICANT: HOHWAN, LLC / MIKYUNG PYUN			
APPLICANT'S ADDRESS: 250 MARTIN LUTHER KING JR BLVD			
MONROE, GA 30655			
TELEPHONE NUMBER: (404) 931-4466			
PROPERTY OWNER: HOHWAN, LLC / MIKYUNG PYUN			
OWNER'S ADDRESS: 250 MARTIN LUTHER KING JR BLVD			
MONROE, GA 30655			
TELEPHONE NUMBER: (404) 931-4466			
PROJECT ADDRESS: 250 MARTIN LUTHER KING JR BLVD			
MONROE, GA 30655			
Brief description of project:			
(Continue on separate sheet, if necessary.)			

Attach photograph(s) of existing condition of property necessary to show

Attach plans, sketches, drawings, and diagrams of the project and detail

all areas affected.

the materials that will be used.

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

In reviewing applications for COAs, the HPC's duties include taking into account the historic and architectural significance of the structure and maintaining maps showing the historic and architectural significance of structures in the Historic Districts.

In its review, the HPC 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 seven (7) 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 historic property or any structure, site, or work of art within a historic 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
- 5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

[Sec. 8-4-2(f)]

"Exterior architectural features" means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing [Sec. 8-4-2(b)].

"Exterior environmental features" means all those aspects of the landscape or the development of the site which affect the historical character of the property [Sec. 8-4-2(c)].

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property, that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 8-4-81]

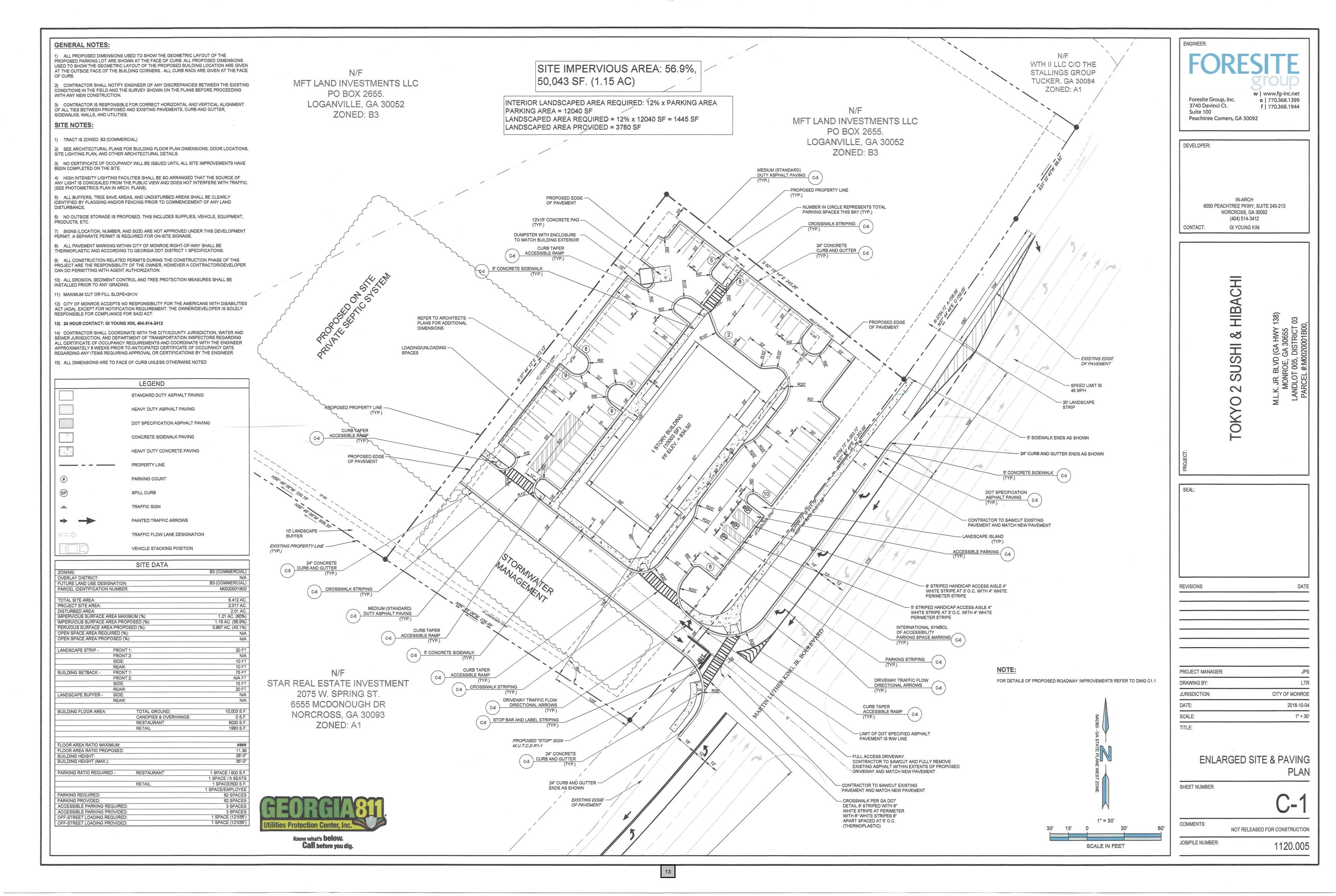
Applicant

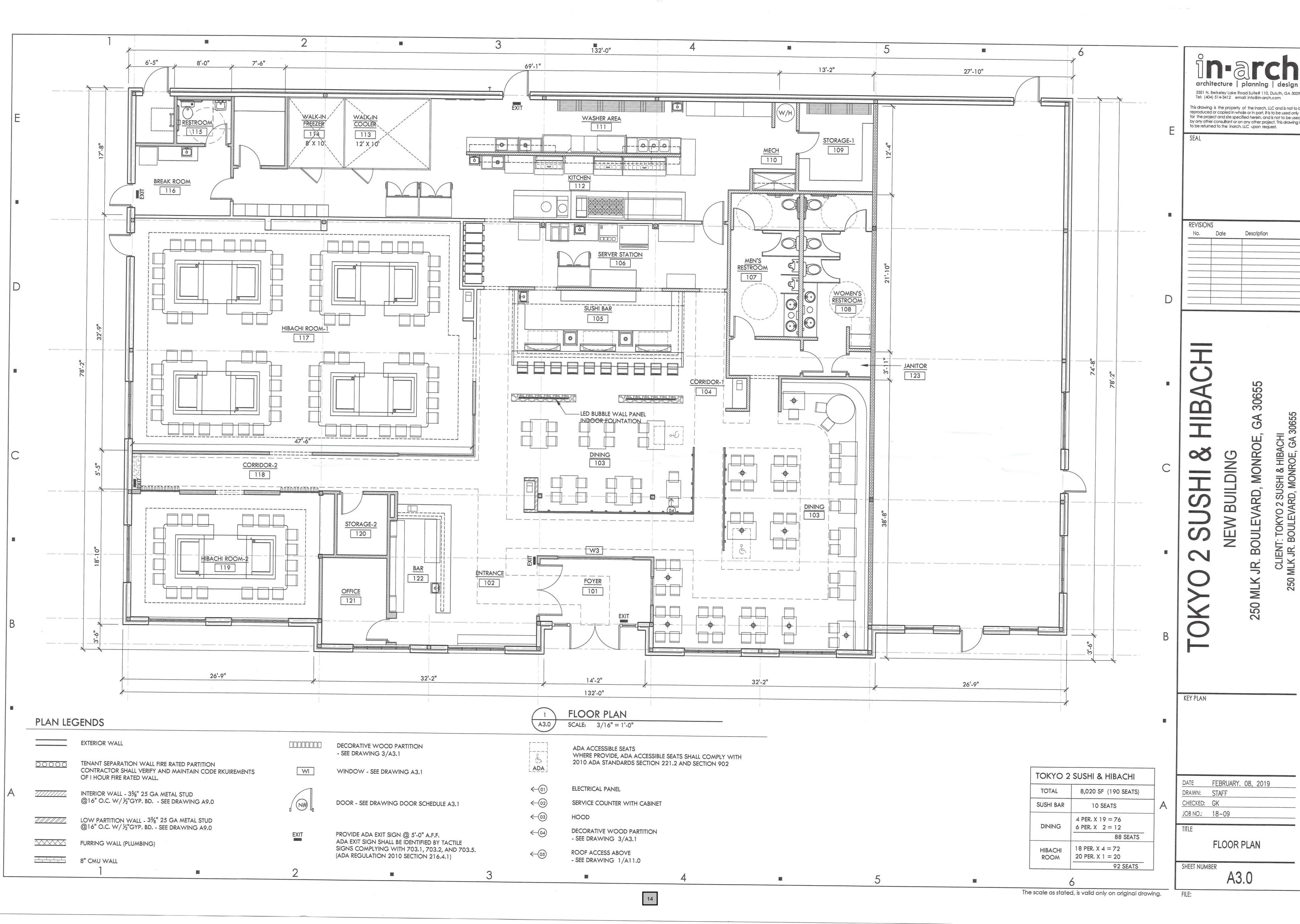
Date:

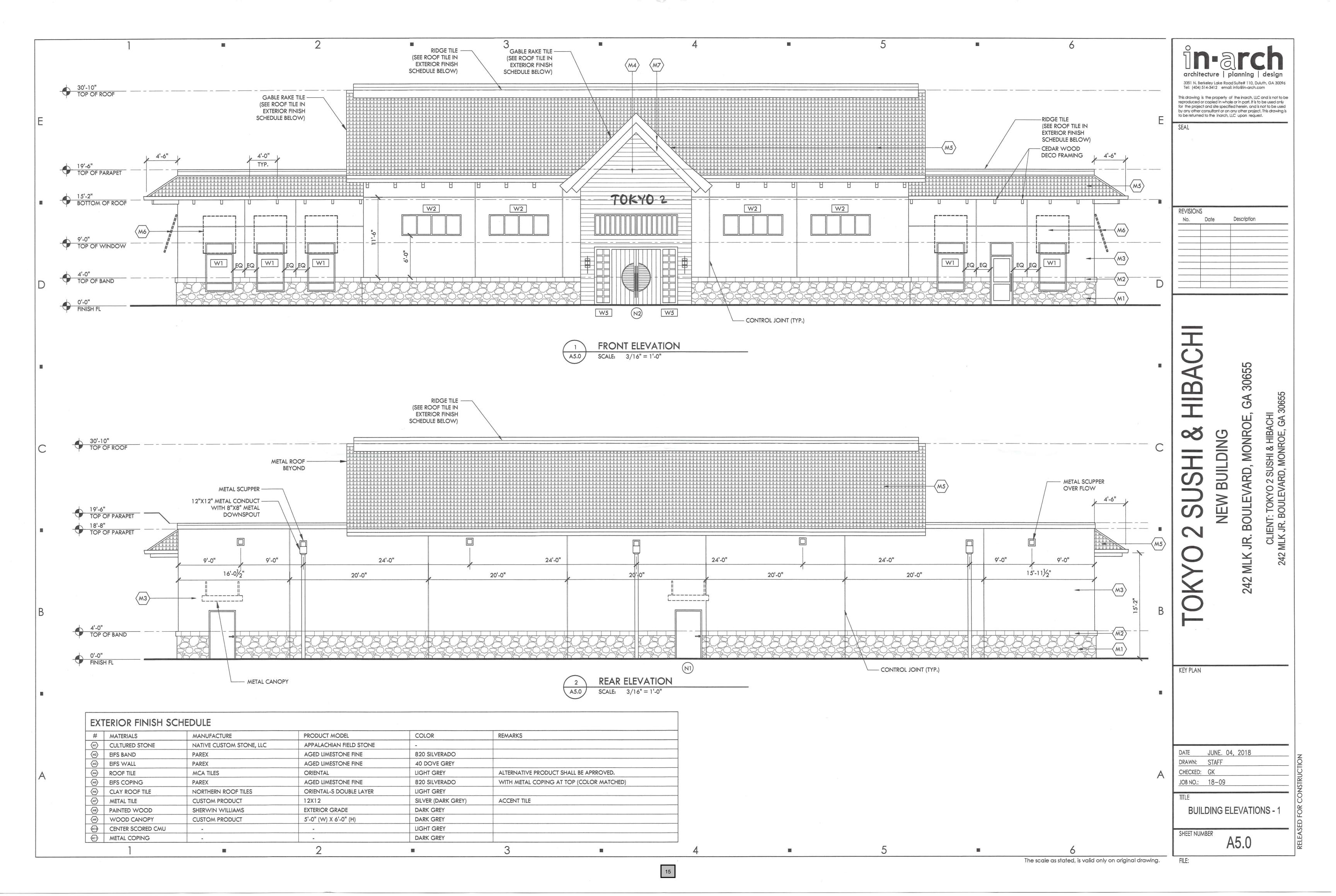
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# NOTICE TO THE PUBLIC CITY OF MONROE

The City of Monroe has received a request for a Certificate of Appropriateness. A public hearing will be held on October 15, 2019 before the Planning & Zoning Commission, at 5:30 P. M. for a restaurant at 250 Ga Hwy 138.

The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.

Please run on the following date:

**September 29, 2019**