
Planning and Zoning Commission

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May 19, 2026, Planning and Zoning Commission Minutes

Voting Board Members Present: Steve Coleman (Chair), Hal Clarke, James Freeman, Noah Harbuck, John Howard, and Martin Pennington

Voting Board Members Not Present: Chris Soule

Staff Present: Dean Nelson, Rachel Floyd, and Will Campbell.

- I. **Call to Order:** Steve Coleman called the meeting to order at 5:02 p.m.
- II. **Approval of Agenda:** Mr. Clarke offered a motion to approve the agenda as presented. Mr. Freeman seconded the motion. The motion passed unanimously, 4-0.
- III. **Approval of Minutes:**
 - a) **Regular Meeting – March 23, 2026**

Mr. Pennington moved to approve the minutes as presented. Mr. Freeman seconded. The minutes were approved, 4-0.
- IV. **Planning and Zoning Business:**
 - a) **Public hearing to consider a petition by Robert Ivey for a Setback Variance for parcel F26 056, Monroe County Memorial Chapel, located at 86 W. Main Street.**

Mr. Coleman opened the public hearing at 5:04 p.m.

Community Development Director Dean Nelson provided background information on Robert Ivey's request for a variance, on behalf of the owner Milton Heard, to allow an encroachment into the 25' minimum side setback for parcel F26 056, zoned Highway Business. Granting the variance request would allow for an addition to the primary structure. The proposed addition would include a storage room and two-car carport along the eastern lot line. The current structure, which predates the Zoning Ordinances, is already within the minimum setback. Mr. Nelson confirmed the Public Hearing was properly advertised and provided the uses of the parcels surrounding the subject parcel. He also provided maps of the parcel and relevant zoning definitions.

Mr. Harbuck arrived at 5:06 p.m.

In the staff report, Mr. Nelson explained the criteria for granting a variance and the staff recommendation that the request be denied, as granting the request would allow further nonconformance to a structure and use presently nonconforming to the standards of the district.

Mr. Ivey spoke in support of the request. He stated that the funeral home needs to add a storage room to the back of the chapel to keep files in an area with a concrete floor and access to HVAC. While adding the storage area, they would also like to add the carport to keep the limos protected. He stated the addition would not be visible to the adjacent properties, and he does not believe the addition would hinder the neighborhood in any way, but the funeral home desperately needs to relocate their files to an area with a concrete floor.

Mr. Clarke asked when the Chapel was built. Mr. Ivey responded around 30 years ago.

Mr. Clarke asked Mr. Nelson to elaborate on his recommendation. Mr. Nelson explained that the property's use as a funeral home is allowed as a nonconforming continuation, but according to Article 19 of the Zoning Ordinances, you shall not add to a structure to increase nonconformance.

Mr. Clarke asked if rezoning is a possibility. He stated Highway Business seems like an unusual zoning for the area, but he is concerned it would set a precedence to approve the variance request.

Mr. Coleman said the adjacent property owner, Mike Dodd, did not have an issue with the Chapel's proximity to the property line when it was built.

Mr. Harbuck asked if the property owner would need to apply for and go through additional public hearings to rezone the property. Mr. Nelson stated that the use is able to continue as a nonconformance, and the issue is that the structure is nonconforming and the proposed addition would only further its nonconformance.

Mr. Clarke asked if the addition could be moved over 25 feet.

Mr. Coleman stated that he does not see how the Board could deny the request

Mr. Pennington asked if the carport could be moved to a different area. Mr. Ivey responded he is more concerned with the storage area, as it needs a concrete floor and HVAC.

Mr. Clarke stated he wants the board to avoid setting a precedence, and asked what zoning has a zero-lot-line. Mr. Nelson responded that the Central Business District allows zero lot line. Mr. Harbuck stated the rezoning process would be a new application and more public hearings.

Mr. Clarke asked how long the rezoning process would take. Mr. Nelson responded about 90 days, and they would have to apply to rezone and other rezoning would have to take place to avoid spot zoning.

No one present spoke in opposition.

Mr. Coleman closed the public hearing at 5:30 p.m.

Mr. Harbuck offered the motion to recommend approval of the variance request as presented by the applicant. Mr. Freeman seconded the motion. The motion passed, 5-0.

V. Design Review:

a) 1823 Artisan Guild review of front awning.

Mr. Nelson offered background information for the Design Review application for the addition of a 30' awning. The subject property is parcel F35 062, located at 30 E. Main Street, zoned Central Business District and located within a Corridor Overlay District. Mr. Nelson stated a First Steps Meeting was held on January 28, 2026, to discuss converting the building into a restaurant, but the use of the building has not changed.

Mr. Nelson discussed surrounding uses, the standards for design review, the staff recommendation that the design be approved, provided maps and photos of the property, and renderings and materials for the proposed awning.

The property owners, Tracy and Denise Buff, were present to answer any questions.

Mr. Coleman asked if the current awning would be replaced. Mr. Buff responded that the new awning would extend from the current one.

Mr. Coleman said it will be a great improvement to the building.

Mr. Clarke gave the motion to approve the design review for 30 E. Main Street. Mr. Harbuck seconded the motion. The motion passed 5-0.

VI. Additional Business:

Mr. Harbuck requested Mr. Nelson and the Community Development Department investigate limiting the number of vape stores within city limits. Mr. Harbuck would like to limit the number of vape stores to however many are currently in the city.

VII. Adjournment:

The meeting was adjourned at 5:43 p.m.