



**City of Lilburn
City Council Work Session Agenda**

January 12, 2026, at 6:30 PM

Lilburn City Hall, 340 Main St., Lilburn, GA 30047

*Council Members:
Johnny Crist, Mayor
Christina van Maanen, Post 1
Scott Batterton, Post 2
Michael Hart, Post 3
Emil Powella, Post 4*

I. Call to Order

II. Announcements

1. Announcements

1. Martin Luther King Jr. Day, City Hall and Library closed

January 19, 2026, all day

2. Mayor Crist's Town Hall Meeting

January 20, 2026, 7:00 PM - 8:15 PM @ Lilburn City Hall, Preston Room

3. Downtown Development Authority Meeting

January 21, 2026, 6:30 PM - 8:00 PM @ Lilburn City Hall, Work Session Room

4. Planning Commission Meeting

January 22, 2026, 7:00 PM @ Lilburn City Hall, Council Chambers

III. Approval of Minutes

December 8, 2025, City Council Work Session Draft Minutes

Documents:

[DECEMBER 8, 2025 CITY COUNCIL WORK SESSION DRAFT MINUTES.PDF](#)

IV. Financial Reports

Dec 2025 50K plus payments

Dec 2025 TAD2 payments - N/A

FY25-26 4th Qtr. REVENUE Report

FY25-26 4th Qtr. Report

Documents:

[DEC 2025 50K PLUS PAYMENTS.PDF](#)
[FY25-26 4TH QTR REPORT REVENUE.PDF](#)
[FY25-26 4TH QTR REPORT.PDF](#)

V. Special Presentation

Winter Weather Preparedness by Roy Whitehead

Property Maintenance Code by Jenny Simpkins and Chief Dusik

VI. Public Hearing

1. Public Hearing Item No. 1 - Approval of Ordinance No. 2026-663, an Ordinance amending the text of Appendix B – Article 7, Sec. 7.5 – Street Cuts of the Official Code of the City of Lilburn

Text amendments are proposed to Appendix B, Article 7, Sec. 7.5 – Street Cuts, to provide for a visual detail for restoration of cobblestone roads in the event of street cuts for utility installation.

These amendments are proposed to ensure the proper restoration of Railroad Avenue in the event of street cuts for utility installation. Staff worked with the Developer and TSW to develop the detail per the manufacturers guidelines.

Documents:

PH ITEM NO. 1 - AGENDA FORM - DR TEXT AMENDMENTS.PDF
PH ITEM NO. 1 -ATTACH 1 - STAFF RECOMMENDATION.PDF
PH ITEM NO 1 - ATTACH 2 - DRAFT ORD NR. 2026-663 - DEV REG
TEXT AMENDMENTS.PDF
PH ITEM NO. 1 - ATTACH 3 - DRAFT PC MEETING MINUTES -
12.18.25.PDF

2. Public Hearing Item No. 2 - Approval of Ordinance 2026-664, an Ordinance to amend the official Zoning Map updating SUP-2025-04 granting an auto use for Auto and Truck Service Center

Applicant, Mustangs LLC, is requesting a Special Use Permit to allow for Automotive and Truck Service Center on the property located at 406 Pleasant Hill Rd, R6151 004. The subject property is comprised of 1.26+/- acres. The lot is zoned CB, Commercial Business.

Based on staff interpretation of the criteria for granting a Special Use Permit found in Article 10, Section 1003 of the Lilburn Zoning Ordinance, the applicant's request meets the criteria for the proposed use and for the granting of a Special Use Permit.

Staff is recommending approval with conditions. The Planning Commission elected to revise condition 1 and add a 12th condition to those proposed by staff. Staff is in agreement, and these amendments have been incorporated into the Draft Ordinance.

Documents:

PH ITEM NO. 2 - AGENDA FORM - SUP-2025-04.PDF
PH ITEM NO. 2 - ATTACH 1 - SUP-2025-04 - APPLICATION
PACKAGE.PDF
PH ITEM NO. 2 - ATTACH 2 - SUP-2025-04 - STAFF REPORT AND
RECOMMENDATION.PDF
PH ITEM NO. 2 - ATTACH 3 - DRAFT PC MEETING MINUTES -
12.18.25.PDF
PH ITEM NO. 2 - ATTACH 4 - DRAFT ORD 2025-664_JS.PDF

VII. Agenda

1. Agenda Item No. 1 - Approval of 2026 Mayor and City Council Appointments

Each calendar year it is necessary for the Mayor and City Council to appoint the Mayor Pro-Tem, City Attorney, Legal Organ, Council Responsibilities, Municipal Judges and Solicitor(s), and members to all Commissions and Boards.

Documents:

AGENDA ITEM 1 - AGENDA FORM.PDF
AGENDA ITEM NO. 1 - ATTACH 1 - APPROVAL OF 2026 MAYOR

AND CITY COUNCIL APPOINTMENTS.PDF

2. Agenda Item No. 2 - Approval of Ordinance 2026-665, an Ordinance amending Chapter 30 of the Code of Ordinances of The City of Lilburn entitled "Municipal Court" so as to add a New Section 30-4 of the Chapter to be entitled "Rules Of Municipal Court".

This amendment will update Chapter 30 of the Code of Ordinances of The City of Lilburn entitled "Municipal Court" so as to add a New Section 30-4 of the Chapter to be entitled "Rules Of Municipal Court", allowing the Municipal Court to develop operating procedures, forms, and other documents to support orderly court operations and promote clarity for staff, litigants, and the public.

Documents:

[AGENDA ITEM NO. 2 - AGENDA FROM.PDF](#)
[AGENDA ITEM NO. 2 - ATTACH 1 ORDINANCE 2026-665.PDF](#)

3. Agenda Item No. 3 - Approval of Contract No. 2026-01, a settlement agreement with Francis Cole at no cost to the City of Lilburn.

The city charged Frances Cole, owner of 4415 Lilburn Industrial Way, with 38 counts of various code violations, and the Municipal Court judge found Cole guilty of 35 of the 38 counts on February 20, 2025. Cole was fined \$10,000 and placed on probation for 24 months. Cole filed a Petition for Review in the Gwinnett Superior Court. On September 10, 2025, the Superior Court vacated and set aside the judgement and sentence of the Lilburn Municipal Court. Lilburn filed a Petition for Discretionary Review with the Georgia Court of Appeals within 30 days, and the petition was granted.

Since this time, we've been working toward a Settlement Agreement. Staff recommends approval of the proposed Agreement, and it has been approved by Cole and her attorney.

Documents:

[AGENDA ITEM NO. 3 - AGENDA FORM.PDF](#)
[AGENDA ITEM NO. 3 - ATTACH 1.PDF](#)
[AGENDA ITEM NO. 3 - ATTACH 2.PDF](#)

VIII. Adjournment

As set forth in the Americans with Disabilities Act of 1990, the City of Lilburn does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. City Clerk, 340 Main Street, Lilburn, GA 30047 has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations, information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

The City of Lilburn will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Lilburn should be directed to City Clerk, 340 Main

Street, Lilburn, GA 30047, telephone number 770-921-2210.



City of Lilburn
City Council Work Session Draft Minutes
Draft
December 8, 2025, at 5:30 PM
Lilburn City Hall, 340 Main St., Lilburn, GA 30047

Council Members:
Johnny Crist, Mayor
Christina van Maanen, Post 1
Scott Batterton, Post 2
Michael Hart, Post 3
Emil Powella, Post 4

I. Call to Order

Mayor Crist called the work session to order at 5:35 pm.

Present:

Mayor Johnny Crist
Councilmember Christina van Maanen
Councilmember Emil Powella
Councilmember Mike Hart
Councilmember Scott Batterton

II. Announcements

III. Reports

- a. October 2025 Summary of payments greater than or equal to \$50,000

IV. Special Presentation 2026 Millage Rate

A presentation was delivered regarding the potential increase of the millage rate. Several options were outlined, each detailing how various percentage increases would support the hiring of additional staff to advance Council's 5 priorities and 20 goals. Department heads provided input on the number of new positions needed to enable the city to operate proactively

rather than reactively, including additional Police Department staff for safety and operational stability.

It was noted that the millage rate has not been increased in a decade, despite significant increases in operating costs and continued growth in Lilburn's population. In comparison to other cities of similar size and service demand, Lilburn operates with substantially fewer staff, further emphasizing the strain on existing personnel.

Council was advised that current staffing levels are not sustainable long term. Employees are experiencing excessive workloads and extended hours, leading to fatigue and illness as they work to maintain essential city operations. The proposed staffing increases, supported by a millage rate adjustment, were presented as necessary to ensure continued service delivery, improve organizational health, and help make the City of Lilburn a magical place for its citizens.

V. **Agenda**

1. **Agenda Item No. 1** – Approval of Ordinance No. 2025-661, an Ordinance amending the text of Chapter 62, Article II of the Official Code of the City of Lilburn

A text amendment is required to bring the City Code into alignment with the State's update to Law Statute 40-1-116, which prohibits taxation on motor carriers.

2. **Agenda Item No. 2** – Approval of Ordinance 2025-662, an Ordinance amending the text of Chapter 105, Section 307 of the official code of the City of Lilburn

The amendment will update Section 307 of Chapter 105, "Trees," subsection (c)(3), changing the language from "Property greater than one acre in size" to "Property greater than five acres in size." This change will expand Code Enforcement's authority to require the removal of unsightly and rotting felled trees and debris from residential properties.

3. **Agenda Item No. 3** – Approval of Contract No. 2025-87, a contract with CIGNA for health, dental, and vision insurance for eligible employees from January 1 to December 31, 2026, at an estimated cost of \$1,547,754. The City's portion of the premium is an estimated \$1,208,229.

Health insurance costs are increasing. After extensive deliberation, a plan was introduced that maintains the coverage employees are accustomed to. Staff were able to reduce the projected increase from 39.7% to 28.5%.

4. **Agenda Item No. 4** - Approval of Amendment No. 1 to Contract No. 78-2025, a contract with GMEBS for a defined benefit pension plan.

An amendment was made to the Defined Benefit Pension Plan contract to ensure that employees may purchase years of service using funds saved in their 401 pension plans. This option was not available under the original contract.

A motion was made by Councilmember Powella to move to Executive Session for Personnel matters and possible litigation. Councilmember Batterton seconded that motion. Executive Session was entered at 7:19 pm.

A motion was made to exit the Executive Session by Councilmember Hart. Seconded by Councilmember van Mannen. Executive Session ended at 7:27 pm.

VI. Adjournment

A motion was made by Councilmember Hart to adjourn the work session. Seconded by Councilmember van Mannen. Mayor Crist adjourned the work session at 7:27 pm.



City of Lilburn, GA

Check Report

By Check Number

Date Range: 12/01/2025 - 12/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: GEN-T-GENERAL FUND TRUIST						
2844	CIGNA HEALTH AND LIFE INSURANCE COMPANY	12/23/2025	EFT	0.00	102,453.80	164
253310017927	Invoice	12/01/2025	CIGNA MEDICAL NOV 2025 +/- ADJ	0.00	3,008.90	
INV0000884	Invoice	11/04/2025	HEALTH INSURANCE	0.00	49,665.62	
INV0000909	Invoice	11/18/2025	HEALTH INSURANCE	0.00	49,779.28	
2179	HEWLETT-PACKARD FINANCIAL SERVICES CO	12/23/2025	EFT	0.00	108,604.99	165
100001565074	Invoice	12/15/2025	HEWLETT Rental 10002 JAN 2025	0.00	155.10	
100001597622	Invoice	12/18/2025	Rental	0.00	108,449.89	
0994	WASTE MANAGEMENT	12/11/2025	Regular	0.00	84,267.75	80621
1590502	Invoice	12/01/2025	WM NOV 2025	0.00	84,267.75	
0001	PAYROLL TAXES	12/02/2025	Bank Draft	0.00	63,312.07	DFT0000225
INV0000941	Invoice	12/02/2025	FEDERAL TAX WITHHOLDINGS	0.00	63,312.07	
0001	PAYROLL TAXES	12/16/2025	Bank Draft	0.00	59,658.18	DFT0000228
INV0000960	Invoice	12/16/2025	FEDERAL TAX WITHHOLDINGS	0.00	59,658.18	
0001	PAYROLL TAXES	12/30/2025	Bank Draft	0.00	66,160.42	DFT0000230
INV0000964	Invoice	12/30/2025	FEDERAL TAX WITHHOLDINGS	0.00	66,160.42	

Bank Code GEN-T Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	84,267.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	189,130.67
EFT's	5	2	0.00	211,058.79
	9	6	0.00	484,457.21

Check Report

Date Range: 12/01/2025 - 12/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: SPL23-SPLOST 2023-2028						
2163	BLOUNT CONSTRUCTION COMPANY, INC.	12/10/2025	Regular	0.00	129,284.20	104
3152P001 23SPL...	Invoice	11/24/2025	City of Lilburn 3152- Repair & Resurfacing ...	0.00	129,284.20	
3030	LEWIS CONTRACTING SERVICES, LLC	12/10/2025	Regular	0.00	215,744.31	106
1	Invoice	11/23/2025	1ST & MAIN DDA ASSEMBLAGE NOV 2025	0.00	215,744.31	

Bank Code SPL23 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	345,028.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	345,028.51

Check Report

Date Range: 12/01/2025 - 12/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: TCAP-TRUIST CAPITAL PROJECTS						
2163	BLOUNT CONSTRUCTION COMPANY, INC.	12/10/2025	Regular	0.00	409,633.11	693
3152P001	Invoice	11/24/2025	City of Lilburn 3152- Repair & Resurfacing ...	0.00	409,633.11	

Bank Code TCAP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	409,633.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	409,633.11

Check Report

Date Range: 12/01/2025 - 12/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: TMC-TRUIST-MUNICIPAL COURTS						
0384	CITY OF LILBURN-GEN FUND	12/11/2025	Regular	0.00	68,112.32	1609
1025 FINES AND ...	Invoice	12/09/2025	OCT 2025 FINES AND FEES	0.00	68,112.32	

Bank Code TMC Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	68,112.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	68,112.32

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	5	0.00	907,041.69
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	189,130.67
EFT's	5	2	0.00	211,058.79
	13	10	0.00	1,307,231.15

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	12/2025	484,457.21
324	SPLOST FUND 2023 ISSUE	12/2025	345,028.51
350	CAPITAL PROJECTS FUND	12/2025	409,633.11
745	MUNICIPAL COURT	12/2025	68,112.32
			1,307,231.15

2nd Quarter of FY25/26

FY 25/26	Original Budget	Current Budget	Total Revenue	% Remain- ing
General Fund Revenues				
TAXES				
REAL PROPERTY - CURRENT YEAR				
REAL PROPERTY TAX CURRENT	3,947,039	3,947,039	3,709,116.84	6%
PUBLIC UTILITY TAX	75,000	75,000	7.09	99.99%
REAL PROPERTY - PRIOR YEAR				
REAL PROPERTY TAX - PRIOR	65,000	65,000	24,412.80	62%
PERSONAL PROPERTY - CURRENT YEAR				
MOTOR VEHICLE TAX	11,175	11,175	3,111.37	72%
MOBILE HOME TAX	25	25	-	100%
TITLE AD VALOREM TAX	529,775	529,775	237,773.74	55%
ALTERNATIVE AD VALOREM TAX	5,600	5,600	-	100%
INTANGIBLE TAX	50,000	50,000	24,144.03	52%
RAILROAD/HEAVY EQUIPMENT TAX	485	485	-	100%
PERSONAL PROPERTY TAXES	255,686	255,686	199,234.16	22%
PERSONAL PROPERTY - PRIOR YEAR				
PERSONAL PROP TAX - PRIOR	10,000	10,000	24,412.80	-144%
REAL ESTATE TRANSFER (INTANGIBLE)				
REAL ESTATE TRANSFER TAX	20,000	20,000	10,368.13	48%
FRANCHISE TAXES				
ELECTRIC FRANCHISE TAX	890,587	890,587	-	100%
GAS FRANCHISE TAX	165,173	165,173	71,568.80	57%
TELECOMM	135,000	135,000	5,603.52	96%
SANITATION FRANCHISE TAX	115,583	115,583	22,313.59	81%
BEER/WINE ALCOHOLIC BEVERAGE EXCISE TAX				
ALC BEVERAGE EXCISE TAX	650,000	650,000	257,153.05	60%
MIXED DRINK EXCISE TAX				
LOCAL OPTION MIXED DRINK TAX	110,000	110,000	41,856.40	62%
OTHER SELECTIVE SALES AND USE TAXES				
ENERGY EXCISE TAX	11,400	11,400	-	100%
BUSINESS AND OCCUPATION TAXES				
OCCUPATIONAL TAX	1,100,000	1,100,000	430,904.10	61%
INSURANCE PREMIUM TAXES				
INSURANCE PREMIUM TAX	1,441,176	1,441,176	-	100%
FINANCIAL INSTITUTIONS TAXES				
FINANCIAL INSTITUTION TAX	83,000	83,000	-	100%
PENALTIES AND INTEREST-GENERAL PROPERTY				
GENERAL PROPERTY TAX PENALTIES	35,000	35,000	18,144.30	48%
PENALTIES AND INTEREST-BUSINESS TAXES				
BUS & OCCUPATION TAX PENALTIES	21,000	21,000	15,585.47	26%
FIERI FACIAS (FI FA)				
FI Fa CHARGE	500	500	73.00	85%

2nd Quarter of FY25/26

FY 25/26	Original Budget	Current Budget	Total Revenue	% Remain- ing
General Fund Revenues				
LICENSES & PERMITS				
ALCOHOLIC BEVERAGES				
ALCOHOLIC BEVERAGE LICENSE	280,000	280,000	217,675.00	22%
ALCOHOL SPECIAL EVENT LICENSE	600	600	-	100%
SERVER'S/PAWN/DELIVERY PERMIT	6,000	6,000	3,560.00	41%
GENERAL BUSINESS LICENSE				
INSURANCE CO BUSINESS LICENSE	40,000	40,000	7,462.50	81%
OTHER BUSINESS LICENSE FEES				
ALC LICENSE APPLICATION FEE	5,500	5,500	3,250.00	41%
BUILDINGS AND SIGNS				
BUILDING PERMITS	400,000	400,000	193,720.27	52%
PUBLIC ART FEE	16,000	16,000	4,149.00	74%
REZONINGS/SUP/VARIANCE FEES	5,000	5,000	2,675.00	47%
SIGN	-	-	-	
PLAN REVIEW FEES	50,000	50,000	36,725.00	27%
DEVELOPMENT/CLEARING PERMITS	20,000	20,000	3,402.00	83%
VACANT/FORECLOSED PROPERTY REG	300	300	100.00	67%
BUSINESS LICENSES AND PERMITS				
OTHER	10,000	10,000	-	100%
BUILDING STRUCTURES AND EQUIPMENT				
(BUILDING PERMIT				
INSPECTION/REINSPECTION FEES	12,000	12,000	3,800.00	68%
CODE ENFORCEMENT FEE		-	50.00	
CELL TOWER PERMITS/FEES				
SMALL CELL ANNUAL FEE	-	-	-	
SMALL CELL COLLOCATION POLE	-	-	-	
INTERGOVERNMENTAL				
FEDERAL GRANTS-OPERATING - CATEGORICAL				
FEDERAL GRANTS - DIRECT	62,400	62,400	2,769.23	96%
BVP-BULLETPROOF VEST PROG	7,000	7,000	-	100%
STATE GRANTS-OPERATING - CATEGORICAL				
STATE GRANTS - DIRECT	5,000	5,000	-	
STATE GRANTS - INDIRECT	5,000	5,000	-	
STATE GRANTS-OTHER				
GA HOMEOWNER TAX RELIEF GRANTS	-	-	-	
OTHER SHARED REVENUE				
STREET LIGHTS-CURRENT	210,000	210,000	161,805.67	23%
STREET LIGHTS - PRIOR	3,500	3,500	960.62	73%
PAYMENT IN LIEU OF TAXES	204,226	204,226	-	
CHARGES FOR SERVICES				
COURT COSTS, FEES, AND CHARGES				
TRANSACTION FEES ONLINE PAYMEN	4,000	4,000	2,332.25	42%
OTHER GENERAL GOVERNMENT CHARGES				
FOR SERVICES				
ELECTION QUALIFYING FEE	945	945	756.00	

(+) Budget exceeded Revenue
Collected; (-) Revenue exceeded
Budget

2nd Quarter of FY25/26

FY 25/26	Original Budget	Current Budget	Total Revenue	% Remain- ing
General Fund Revenues				
SPECIAL POLICE SERVICES				
PD ACCIDENT/INCIDENT REPORTS	5,500	5,500	1,212.00	78%
CHARGES FOR SERVICES				
DETENTION AND CORRECTION SERVICES				
FINGER PRINTING FEES	1,500	1,500	749.00	50%
OTHER PUBLIC SAFETY FEES				
K-9 CERTIFICATION & TRAINING	-	-	-	
AUTO IMPOUND/WRECKER FEES	100	100	-	100%
BACKGROUND CHECK FEES				
BACKGROUND CHECKS	11,500	11,500	4,575.00	60%
ACTIVITY FEES				
EVENT PRODUCTION FEES	26,500	26,500	3,792.75	86%
EVENT PRODUCTION DONATIONS	30,000	30,000	11,500.00	62%
PARK, PAVILION,BAND SHELL RENTAL	15,000	15,000	3,554.50	76%
RECEIPTS - MEETING ROOM FEES	1,000	1,000	-	100%
BAD CHECK FEES				
BAD CHECK FEES	1,050	1,050	90.00	91%
OTHER CHARGES FOR SERVICES				
MULTI-FAMILY/RESID P/U CURRENT	992,720	992,720	1,004,514.85	-1%
FALSE ALARM FINES & FEES	10,000	10,000	-	100%
SOLID WASTE RECYCLING ADM FEE	70,000	70,000	-	100%
MULTI-FAMILY/RESID-PRIOR	10,000	10,000	3,912.24	61%
TRANS. FROM SAVINGS/USE OF FB	425,370	425,370	-	
FINES & FORFEITURES				
CONFISCATION				
ABANDONED/CONFISCATED CASH	500	500	-	100%
REVENUE FROM RESTITUTION	-	-	-	
ADDITIONAL PENALTY ASSESSMENTS				
PRE-TRIAL DIVERSION/LATE	63,840	63,840	17,877.04	72%
OTHER				
TECHNOLOGY FEES - MUNICIPAL CT	51,000	51,000	20,654.82	60%
INVESTMENT INCOME				
INTEREST REVENUE				
INTEREST INCOME	50,000	50,000	2,910.40	94%
CONTRIB/DONATION PRIVATE				
CONTRIBUTIONS AND DONATIONS FROM PRIVATE SOURCES				
CONT/DONATIONS-PRIVATE SOURCE	-	-	-	
MEMORIAL FLAGS	50	50	-	100%
MISCELLANEOUS REVENUE				
RENTS AND ROYALTIES				
RENTS & ROYALTIES	-	-	-	
AUTO USE FEE 2ND JOB	-	-	-	

2nd Quarter of FY25/26

FY 25/26	Original Budget	Current Budget	Total Revenue	% Remain- ing
General Fund Revenues				
REIMBURSEMENT FOR DAMAGED PROPERTY				
REIMBURSEMENT FOR DAMAGES/PROP	5,000	5,000	-	100%
OTHER MISCELLANEOUS REVENUE				
GIRMA GRANT-RESTRICTED	-	-	-	
MISCELLANEOUS INCOME	60,000	60,000	12,600.89	79%
PROPERTY TAX OVERAGE	60	60	1.32	
OTHER FINANCING SOURCES				
INTERFUND TRANSFERS GA FUND 1 INTEREST	240,000	240,000	18,735.03	92%
OP TRANSFERS FR MUN COURT FUND	924,042	924,042	271,909.17	71%
GWT/LILBURN IGA STORMWATER	651,864	651,864	114,905.36	82%
OP TRANSFERS FR HOTEL/MOTEL	1,600	1,600	-	100%
SALE OF ASSETS				
SALE SURPLUS PROP NOT CAPITAL	36,000	36,000	12,961.01	64%
PROPERTY SALE				
SALE OF CAPITAL PROPERTY	15,000	15,000	-	
GENERAL FUND	\$ 14,774,871	\$ 14,774,871	\$ 7,247,431	51%
* GRAND TOTAL REVENUES				

* Unaudited numbers. Any excess of Revenues over Expenditures will be added to GA Fund 1 upon audit completion. We anticipate more adjustments that will increase revenue received.

2nd Quarter of FY25/26

FY 25/26

GENERAL FUND EXPENDITURES

CITY HALL

PLANNING COM/ZBA SALARIES

	Original Budget	Current Budget	FY 25/26 2nd Quarter Expenditures	Total Expenditures	%
PERSONAL SERV & BENEFITS	3,000	3,000	-	-	100%
PURCHASED/CONTRACT SERVICES		-	-	-	
SUPPLIES	150	150	-	-	100%

CITY COUNCIL

PERSONAL SERV & BENEFITS	18,682	18,682	15,611	16,151	14%
PURCHASED/CONTRACT SERVICES	14,915	14,915	2,200	3,378	77%
SUPPLIES	3,000	3,000	-	185	94%

CITY CLERK

PERSONAL SERV & BENEFITS	97,527	97,527	21,858	39,340	60%
PURCHASED/CONTRACT SERVICES	12,480	12,480	1,284	2,096	83%
SUPPLIES	1,372	1,372	8	462	66%

MAYOR

PERSONAL SERV & BENEFITS	6,367	6,367	5,608	5,833	8%
PURCHASED/CONTRACT SERVICES	4,513	4,513	550	550	88%
SUPPLIES	320	320	130	130	59%

ELECTIONS

PURCHASED/CONTRACT SERVICES	16,424	16,424	9,921	13,753	16%
SUPPLIES	365	365	236	236	0%

CITY HALL ADMINISTRATION

PERSONAL SERV & BENEFITS	242,641	242,641	65,438	119,313	51%
PURCHASED/CONTRACT SERVICES	118,260	118,260	31,855	56,551	52%
SUPPLIES	5,500	5,500	313	1,812	67%
CAPITAL OUTLAY	-	-	-	-	
TRANSFER TO CAPITAL/M&O	131,962	131,962	-	-	100%

CITIZEN ENGAGEMENT & COMMUNICATIONS

PERSONAL SERV & BENEFITS	129,157	129,157	40,115	74,797	42%
PURCHASED/CONTRACT SERVICES	108,942	108,942	25,470	42,128	61%
SUPPLIES	3,000	3,000	184	462	85%
CAPITAL OUTLAY		-			

EVENTS

PERSONAL SERV & BENEFITS	145,393	145,393	44,046	79,123	46%
PURCHASED/CONTRACT SERVICES	173,106	173,106	21,861	44,169	74%
SUPPLIES	14,000	14,000	3,901	7,247	48%

RISK MANAGEMENT

PURCHASED/CONTRACT SERVICES	248,320	248,320	4,434	112,790	55%
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TOTAL

1,499,396	1,499,396	295,023	620,506	59%
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HUMAN RESOURCES

HUMAN RESOURCES

PERSONAL SERV & BENEFITS	33,470	33,470	8,495	13,999	58%
PURCHASED/CONTRACT SERVICES	105,481	105,481	339	616	99%
SUPPLIES	9,000	9,000	(1,833)	7,260	

HR DIRECTOR

PERSONAL SERV & BENEFITS	324,037	324,037	98,643	180,002	44%
PURCHASED/CONTRACT SERVICES	8,727	8,727	2,963	2,963	66%
SUPPLIES	40	40	85	85	-113%

HR - RETIREES

PERSONAL SERV & BENEFITS	60,589	60,589	26,504	37,764	38%
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TOTAL

541,344	541,344	135,196	242,689	55%
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2nd Quarter of FY25/26

FY 25/26

GENERAL FUND EXPENDITURES

IT SERVICES

INFORMATION TECHNOLOGY (ITs)

	Original Budget	Current Budget	FY 25/26 2nd Quarter Expenditures	Total Expenditures	% Remaining
PERSONAL SERV & BENEFITS	375,394	375,394	97,501	176,253	53%
PURCHASED/CONTRACT SERVICES	738,271	738,271	231,064	526,761	29%
SUPPLIES	6,000	6,000	1,201	3,736	38%
CAPITAL OUTLAY	18,650	18,650	7,324	8,318	55%

TOTAL	1,138,315	1,138,315	337,091	715,068	37%
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FINANCE

FINANCIAL ADMINISTRATION

PERSONAL SERV & BENEFITS	477,481	477,481	130,809	236,238	9%
PURCHASED/CONTRACT SERVICES	89,520	89,520	56,485	101,574	10%
SUPPLIES	2,300	2,300	631	1,343	9%
OTHER COSTS	-	-	-	-	0%

TAX ADMINISTRATION

PURCHASED/CONTRACT SERVICES	4,000	4,000	-	-	0%
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TOTAL	573,301	573,301	187,925	339,155	41%
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COMMUNITY AND ECONOMIC DEVELOPMENT

BUSINESS SERVICES

PERSONAL SERV & BENEFITS	375,542	375,542	91,644	165,544	56%
PURCHASED/CONTRACT SERVICES	8,675	8,675	1,726	4,370	50%
SUPPLIES	2,800	2,800	39	785	72%

ACM

PERSONAL SERV & BENEFITS	193,083	193,083	50,490	92,666	52%
PURCHASED/CONTRACT SERVICES	3,900	3,900	-	200	95%
SUPPLIES	1,100	1,100	-	-	100%

TOTAL	585,100	585,100	143,899	263,565	55%
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COURT

PERSONAL SERV & BENEFITS	444,885	444,885	113,412	208,152	53%
PURCHASED/CONTRACT SERVICES	44,400	44,400	21,441	46,542	-5%
SUPPLIES	6,250	6,250	1,060	3,691	41%
OTHER COSTS	-	-	-	-	

TOTAL	495,535	495,535	135,914	258,385	48%
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POLICE DEPARTMENT

POLICE

PERSONAL SERV & BENEFITS	5,369,661	5,369,661	1,312,170	2,333,664	57%
PURCHASED/CONTRACT SERVICES	178,365	178,365	28,298	66,156	63%
SUPPLIES	281,679	281,679	93,432	128,857	54%
CAPITAL OUTLAY					

2nd Quarter of FY25/26

FY 25/26

GENERAL FUND EXPENDITURES

	Original Budget	Current Budget	FY 25/26 2nd Quarter Expenditures	Total Expenditures	% Remaining
CODE ENFORCEMENT					
PURCHASED/CONTRACT SERVICES	80,000	48,057	5,601	9,161	81%
TOTAL	5,909,705	5,877,762	1,439,501	2,537,837	57%

PUBLIC WORKS DEPARTMENT

HIGHWAYS/STREETS					
PERSONAL SERV & BENEFITS	734,721	734,721	176,582	301,301	59%
PURCHASED/CONTRACT SERVICES	74,400	74,400	12,271	27,463	63%
SUPPLIES	67,900	67,900	11,925	22,533	67%
		-			
STORM DRAINAGE					
PURCHASED/CONTRACT SERVICES	13,000	13,000	11,252	11,252	13%
STREET LIGHTING					
SUPPLIES	210,000	210,000	56,939	95,616	54%
TRAFFIC ENGINEERING					
SUPPLIES	8,500	8,500	982	5,508	35%
SOLID WASTE COLLECTION					
PURCHASED/CONTRACT SERVICES	1,062,720	1,062,720	253,404	421,724	60%
EMERGENCY PREPAREDNESS					
PURCHASED/CONTRACT SERVICES	25,000	25,000	-	2,485	
TOTAL	2,196,241	2,196,241	523,355	887,883	60%

PARKS & RECREATION DEPARTMENT

SPLASHPAD MAINTENANCE					
PURCHASED/CONTRACT SERVICES/SUPPLIES	22,478	22,478	221	2,959	87%
PARKS					
PERSONAL SERV & BENEFITS	228,915	228,915	49,344	95,469	58%
PURCHASED/CONTRACT SERVICES	50,800	50,800	6,422	15,782	69%
SUPPLIES	23,000	23,000	6,798	13,346	42%
TOTAL	325,193	325,193	62,785	127,556	61%

MUNICIPAL BUILDINGS

GEN GOVT BUILDING/PLANT					
PERSONAL SERV & BENEFITS	120,945	120,945	34,455	65,416	46%
PURCHASED/CONTRACT SERVICES	79,457	79,457	26,028	52,178	34%
SUPPLIES	184,987	184,987	57,576	105,503	43%
CAPITAL OUTLAY - PUBLIC ART					
TOTAL	385,389	385,389	118,059	223,096	42%

PLANNING & ECONOMIC DEVELOPMENT

PLANNING/ZONING					
PERSONAL SERV & BENEFITS	346,198	346,198	65,671	119,684	65%
PURCHASED/CONTRACT SERVICES	118,085	118,085	8,511	42,762	64%
SUPPLIES	1,985	1,985	28	28	99%

2nd Quarter of FY25/26

FY 25/26

GENERAL FUND EXPENDITURES

	Original Budget	Current Budget	FY 25/26 2nd Quarter Expenditures	Total Expenditures	% Remaining
PLANNING/STORMWATER					
PERSONAL SERV & BENEFITS	140,013	140,013	37,710	69,479	50%
PURCHASED/CONTRACT SERVICES	510,301	510,301	26,512	64,779	87%
SUPPLIES	8,770	8,770	421	442	95%
TOTAL	1,125,352	1,125,352	138,853	297,174	74%
GENERAL FUND					
* GRAND TOTAL EXPENDITURE	\$ 14,774,871	\$ 14,742,928	3,517,600	6,512,914	56%

*** Unaudited numbers. We anticipate additional adjustments that will lower the expenditures**

**CITY OF LILBURN
PUBLIC HEARING ITEM NO. 1**

Date:	December 19, 2025	To: Mayor and Council	December 19, 2025
From:	Reid Turner	Department:	Planning
Work Session/Reg. Mtg. Date Requested:	January 12, 2026	Presenter:	Reid Turner Planning Director
Agenda Item Type:	Approval of Ordinance No. 2026-663, an Ordinance amending the text of Appendix B – Article 7, Sec. 7.5 – Street Cuts of the Official Code of the City of Lilburn		
Audio/Visual Requirements:	Yes		

Agenda Item of Business (Background/History/Details):
Text amendments are proposed to Appendix B, Article 7, Sec. 7.5 – Street Cuts, to provide for a visual detail for restoration of cobblestone roads in the event of street cuts for utility installation.
These amendments are proposed to ensure the proper restoration of Railroad Avenue in the event of street cuts for utility installation. Staff worked with the Developer and TSW to develop the detail per the manufacturers guidelines.

Staff Recommendations:
Staff recommends the following: “Motion to APPROVE Ordinance No. 2026-663, an Ordinance amending the text of Appendix B – Article 7, Sec. 7.5 – Street Cuts of the Official Code of the City of Lilburn.”

Department Head Approval:	Reid Turner, PD
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Mayor’s Signature Required:	YES	NO
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List Attachments:
<ol style="list-style-type: none"> 1. Staff Report and Recommendation 2. DRAFT Ordinance No. 2026-663 3. DRAFT Special Called PC Meeting Minutes 12.18.25

Financial Information (For Financial Services Use Only)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager’s Initials



Staff Recommendation
Date of Report: December 16, 2025
Report by: Reid Turner, Planning Director

Public Hearing Dates
Special Called Planning Commission December 18, 2025
City Council January 12, 2026

GENERAL APPLICATION

City Zoning Ordinance Article 10, Section 1002 accommodates text amendments initiated by the Planning Department, Planning Commission or City Council. Planning Department. Text Amendments are proposed to **Article 7 Section 7.5 -Street Cuts** of the Lilburn Development Regulations to provide for a visual detail for restoration of cobblestone roads in the event of street cuts for utility installation.

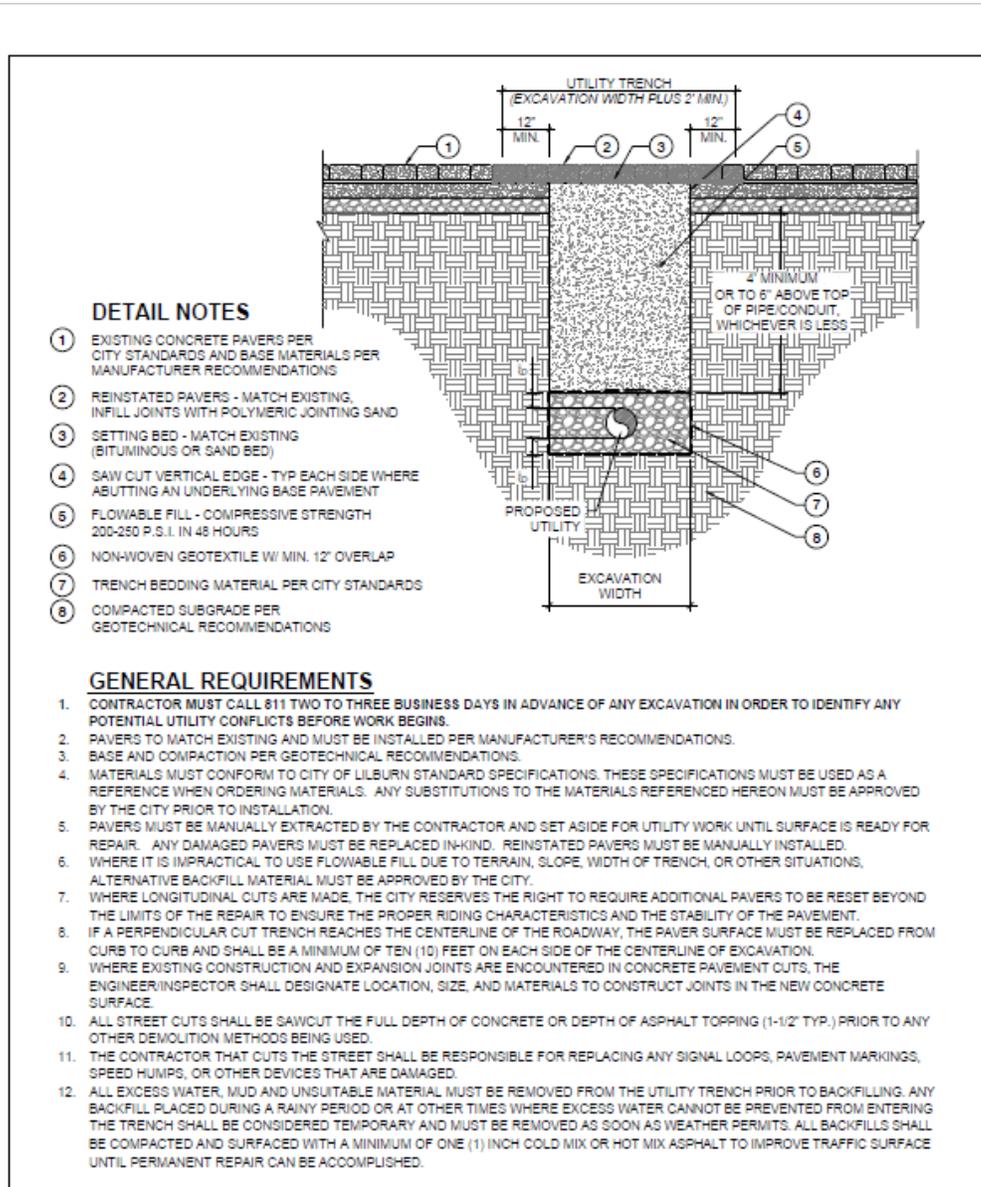
Sec. 7.5. Street Cuts.

- 7.5.1 All utility construction plans within County right-of-way shall be reviewed and approved by the Department before construction begins. Street cuts shall not be allowed unless deemed absolutely necessary due to the presence of rock, the need to tap into an existing line beneath the road surface, or other circumstance which makes boring impossible or infeasible.
- 7.5.2 No street cut shall be authorized until such Street Cut Fees have been paid.
- 7.5.3 If approved, all trenches shall be backfilled and compacted the same day the trench is opened.
- a. Trenches under the paving shall be returned to 95 percent compaction.
 - b. Trenches elsewhere shall be returned to 90 percent compaction.
 - c. See Section 6.7 for trench compaction and test requirements.
- 7.5.4 All trenches under paving shall be concreted with eight inches of Class "A" concrete base and one and one-half inch of type "E" or "F" wearing course asphalt is to be spread.
- a. The paving cut shall be widened to a minimum of nine inches beyond the edges of the trench.
 - b. The edges of the paving cut shall be smooth.
- 7.5.5 Contact the Department or Department of Public Utilities for public utility extension information from the existing to the proposed development. Contact the Traffic Engineer at least 24 hours in advance of closure of traffic lanes.

[7.5.6 The 'Standard Detail: Utility Cut – Paver Street,' dated December 16, 2025, is hereby adopted as a required restoration standard for any utility trenching or pavement cuts within the Railroad Avenue right-of-way where the existing surface consists of concrete pavers constructed in accordance with City of Lilburn](#)

[standards and associated base materials. The purpose of this standard is to ensure that cobblestone and paver street sections disturbed by utility work are restored with matching pavers, base, bedding, and jointing materials to preserve appearance, ride quality, and long-term pavement performance.](#)

[In addition to Railroad Avenue, this standard shall apply to any current or future public street, or portion thereof, constructed with a substantially similar concrete paver street section, including use of removable pavers, setting bed, base, geotextile, trench bedding, and flowable fill, as determined by the City Engineer or their designee. On all such streets, contractors shall comply with the general requirements and layer specifications shown on the 'Standard Detail: Utility Cut – Paver Street,' including manual extraction and reinstallation of pavers, use of flowable fill or approved alternate backfill, minimum trench widths and depths, and restoration of any disturbed pavement markings or devices.](#)



STANDARD DETAIL: UTILITY CUT - PAVER STREET

CITY OF LILBURN

SCALE: NOT TO SCALE
DO NOT SCALE OR MEASURE THESE DRAWINGS
ISSUE DATE: 2025.12.18

340 MAIN STREET
LILBURN, GEORGIA 30047
(770) 921-2210
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City of Lilburn

in Gwinnett County

State of Georgia

Ordinance

Number:

2026-663

DRAFT

Date of Reading and Adoption: January 12, 2026

At the meeting of the Lilburn City Council held at 340 Main Street, Lilburn, Georgia.

**AN ORDINANCE TO AMEND THE OFFICIAL CODE OF LILBURN, GEORGIA,
Appendix B, Article 7, Section 7.5 – Street Cuts to provide for a construction detail for the restoration
of Cobblestone/Paver roads in the event of a utility street cut.**

WHEREAS: pursuant to Chapter 1, Section 1-6 of the City Code of Lilburn, the City Council is authorized to amend the City Code, including the Development Regulations, by official action; and

WHEREAS: the Planning Commission of the City of Lilburn, after duly advertised public notice, held a Special Called Public Hearing on December 18, 2025, to consider the proposed text amendments to the Development Regulations and, following deliberation, recommended approval to the City Council; and

WHEREAS: the City Council finds that the amendments, as set forth herein, are necessary and appropriate to promote the health, safety, convenience, order, prosperity, and general welfare of the present and future inhabitants of the City of Lilburn.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Lilburn, Georgia, sitting in regular session on January 12, 2026, that **Appendix B, Article 7, Section 7.5 – Street Cuts** –of the City of Lilburn is hereby amended as set forth in this ordinance.

BE IT FURTHER RESOLVED that this Ordinance shall be effective upon its adoption, and that all ordinances, regulations, or parts of the same in conflict with this Ordinance are hereby rescinded to the extent of said conflict.

This ordinance is effective immediately upon adoption and is adopted this 12th day of January 2026 by recorded vote of the Mayor and Council of the City of Lilburn.

SO ORDAINED this the 12th day of January, 2026.

APPROVED:

Johnny Crist, Mayor City of Lilburn

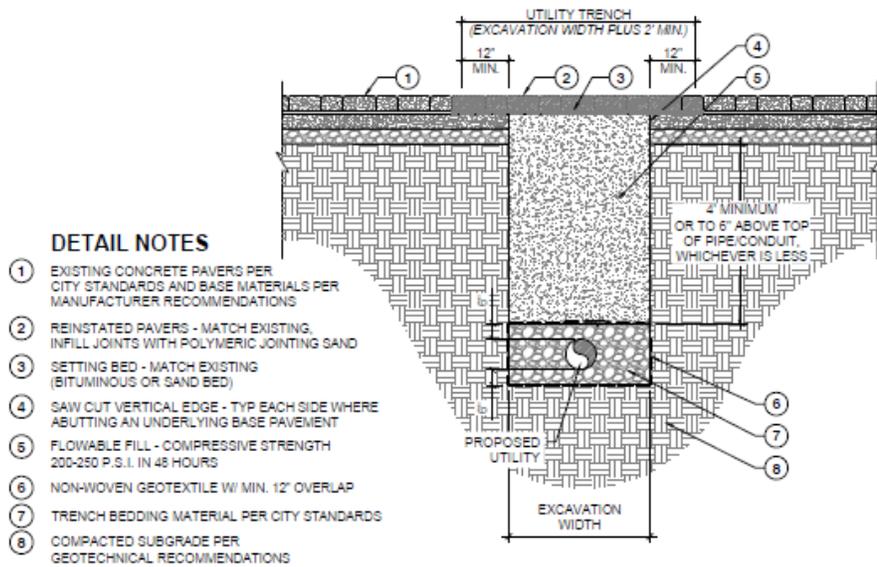
ATTEST:

Anja Peay, City Clerk

Sec. 7.5. Street Cuts.

- 7.5.1 All utility construction plans within County right-of-way shall be reviewed and approved by the Department before construction begins. Street cuts shall not be allowed unless deemed absolutely necessary due to the presence of rock, the need to tap into an existing line beneath the road surface, or other circumstance which makes boring impossible or infeasible.
- 7.5.2 No street cut shall be authorized until such Street Cut Fees have been paid.
- 7.5.3 If approved, all trenches shall be backfilled and compacted the same day the trench is opened.
- a. Trenches under the paving shall be returned to 95 percent compaction.
 - b. Trenches elsewhere shall be returned to 90 percent compaction.
 - c. See Section 6.7 for trench compaction and test requirements.
- 7.5.4 All trenches under paving shall be concreted with eight inches of Class "A" concrete base and one and one-half inch of type "E" or "F" wearing course asphalt is to be spread.
- a. The paving cut shall be widened to a minimum of nine inches beyond the edges of the trench.
 - b. The edges of the paving cut shall be smooth.
- 7.5.5 Contact the Department or Department of Public Utilities for public utility extension information from the existing to the proposed development. Contact the Traffic Engineer at least 24 hours in advance of closure of traffic lanes.
- 7.5.6 The 'Standard Detail: Utility Cut – Paver Street,' dated December 16, 2025, is hereby adopted as a required restoration standard for any utility trenching or pavement cuts within the Railroad Avenue right-of-way where the existing surface consists of concrete pavers constructed in accordance with City of Lilburn standards and associated base materials. The purpose of this standard is to ensure that cobblestone and paver street sections disturbed by utility work are restored with matching pavers, base, bedding, and jointing materials to preserve appearance, ride quality, and long-term pavement performance.

In addition to Railroad Avenue, this standard shall apply to any current or future public street, or portion thereof, constructed with a substantially similar concrete paver street section, including use of removable pavers, setting bed, base, geotextile, trench bedding, and flowable fill, as determined by the City Engineer or their designee. On all such streets, contractors shall comply with the general requirements and layer specifications shown on the 'Standard Detail: Utility Cut – Paver Street,' including manual extraction and reinstallation of pavers, use of flowable fill or approved alternate backfill, minimum trench widths and depths, and restoration of any disturbed pavement markings or devices.



DETAIL NOTES

- ① EXISTING CONCRETE PAVERS PER CITY STANDARDS AND BASE MATERIALS PER MANUFACTURER RECOMMENDATIONS
- ② REINSTATED PAVERS - MATCH EXISTING. INFILL JOINTS WITH POLYMERIC JOINTING SAND
- ③ SETTING BED - MATCH EXISTING (BITUMINOUS OR SAND BED)
- ④ SAW CUT VERTICAL EDGE - TYP EACH SIDE WHERE ABUTTING AN UNDERLYING BASE PAVEMENT
- ⑤ FLOWABLE FILL - COMPRESSIVE STRENGTH 200-250 P.S.I. IN 48 HOURS
- ⑥ NON-WOVEN GEOTEXTILE W/ MIN. 12" OVERLAP
- ⑦ TRENCH BEDDING MATERIAL PER CITY STANDARDS
- ⑧ COMPACTED SUBGRADE PER GEOTECHNICAL RECOMMENDATIONS

GENERAL REQUIREMENTS

1. CONTRACTOR MUST CALL 811 TWO TO THREE BUSINESS DAYS IN ADVANCE OF ANY EXCAVATION IN ORDER TO IDENTIFY ANY POTENTIAL UTILITY CONFLICTS BEFORE WORK BEGINS.
2. PAVERS TO MATCH EXISTING AND MUST BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS.
3. BASE AND COMPACTION PER GEOTECHNICAL RECOMMENDATIONS.
4. MATERIALS MUST CONFORM TO CITY OF LILBURN STANDARD SPECIFICATIONS. THESE SPECIFICATIONS MUST BE USED AS A REFERENCE WHEN ORDERING MATERIALS. ANY SUBSTITUTIONS TO THE MATERIALS REFERENCED HEREON MUST BE APPROVED BY THE CITY PRIOR TO INSTALLATION.
5. PAVERS MUST BE MANUALLY EXTRACTED BY THE CONTRACTOR AND SET ASIDE FOR UTILITY WORK UNTIL SURFACE IS READY FOR REPAIR. ANY DAMAGED PAVERS MUST BE REPLACED IN-KIND. REINSTATED PAVERS MUST BE MANUALLY INSTALLED.
6. WHERE IT IS IMPRACTICAL TO USE FLOWABLE FILL DUE TO TERRAIN, SLOPE, WIDTH OF TRENCH, OR OTHER SITUATIONS, ALTERNATIVE BACKFILL MATERIAL MUST BE APPROVED BY THE CITY.
7. WHERE LONGITUDINAL CUTS ARE MADE, THE CITY RESERVES THE RIGHT TO REQUIRE ADDITIONAL PAVERS TO BE RESET BEYOND THE LIMITS OF THE REPAIR TO ENSURE THE PROPER RIDING CHARACTERISTICS AND THE STABILITY OF THE PAVEMENT.
8. IF A PERPENDICULAR CUT TRENCH REACHES THE CENTERLINE OF THE ROADWAY, THE PAVEMENT SURFACE MUST BE REPLACED FROM CURB TO CURB AND SHALL BE A MINIMUM OF TEN (10) FEET ON EACH SIDE OF THE CENTERLINE OF EXCAVATION.
9. WHERE EXISTING CONSTRUCTION AND EXPANSION JOINTS ARE ENCOUNTERED IN CONCRETE PAVEMENT CUTS, THE ENGINEER/INSPECTOR SHALL DESIGNATE LOCATION, SIZE, AND MATERIALS TO CONSTRUCT JOINTS IN THE NEW CONCRETE SURFACE.
10. ALL STREET CUTS SHALL BE SAWCUT THE FULL DEPTH OF CONCRETE OR DEPTH OF ASPHALT TOPPING (1-1/2" TYP.) PRIOR TO ANY OTHER DEMOLITION METHODS BEING USED.
11. THE CONTRACTOR THAT CUTS THE STREET SHALL BE RESPONSIBLE FOR REPLACING ANY SIGNAL LOOPS, PAVEMENT MARKINGS, SPEED HUMPS, OR OTHER DEVICES THAT ARE DAMAGED.
12. ALL EXCESS WATER, MUD AND UNSUITABLE MATERIAL MUST BE REMOVED FROM THE UTILITY TRENCH PRIOR TO BACKFILLING. ANY BACKFILL PLACED DURING A RAINY PERIOD OR AT OTHER TIMES WHERE EXCESS WATER CANNOT BE PREVENTED FROM ENTERING THE TRENCH SHALL BE CONSIDERED TEMPORARY AND MUST BE REMOVED AS SOON AS WEATHER PERMITS. ALL BACKFILLS SHALL BE COMPACTED AND SURFACED WITH A MINIMUM OF ONE (1) INCH COLD MIX OR HOT MIX ASPHALT TO IMPROVE TRAFFIC SURFACE UNTIL PERMANENT REPAIR CAN BE ACCOMPLISHED.

STANDARD DETAIL: UTILITY CUT - PAVER STREET

CITY OF LILBURN

SCALE: NOT TO SCALE
 DO NOT SCALE OR MEASURE THESE DRAWINGS
 ISSUE DATE: 2025.12.16

340 MAIN STREET
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**City of Lilburn
Planning Commission Meeting Minutes**

DRAFT

Lilburn City Hall, 340 Main St., Lilburn, GA 30047

*Board Members:
Hugh Wilkerson, Chair
Kenneth Stephenson
Joe Gennusa
Beanie Danos
James Hampton*

A work session was held prior to the regular scheduled meeting, at 7:00 p.m., to allow the board members to discuss this evening's agenda items. No other items were discussed and no actions were taken.

12/18/2025 - Minutes

I. Call to Order

7:33 PM by Hugh Wilkerson, Chairman.

II. Roll Call

Present:

- Chairman Hugh Wilkerson
- Board member Beanie Danos
- Board member James Hampton
- Board member Kenneth Stephenson
- Board member Joe Gennusa

Absent:

- None

Staff Members Present:

- Reid Turner, Planning Director
- Matthew Ferreira, City Planner

III. Approval of Agenda

Motion by Board member, James Hampton. Motion seconded by Board member, Kenneth Stephenson. All voted for. Motion passes.

IV. Approval of Minutes

Motion by Board member, Kenneth Stephenson to approve Draft Meeting Minutes for the November 20, 2025 Planning Commission Meeting. Seconded by Board member, James Hampton. All voted for. Motion passes.

1. DRAFT November 20, 2025 Special Called Planning Commission Hearing Minutes

V. Old Business

1. Development Ordinance Text Amendments

Text amendments are proposed to Appendix B, Article 7, Sec. 7.5 – Street Cuts, to provide for a visual detail for restoration of cobblestone roads in the event of street cuts for utility installation.

Chairman Wilkerson asks for a staff report from Reid Turner, Planning Director.

Mr. Turner describes the City's intent to revitalize the streetscape of the Old Town District and the nature of the proposed text amendments, which is to provide details for a cobblestone-type paver roadway in the Development Regulations. The details would be provided in the instance that repairs may be needed in any future sections of roadway made of cobblestone.

Chairman Wilkerson asks if there are any comments or questions from the Board or the public. None heard.

Chairman Wilkerson asks the Board if there is a motion on the case.

Motion by Board member, Kenneth Stephenson to approve the text amendments. Seconded by Board member, Beanie Danos. All voted for. Motion passes.

VI. New Business

1. SUP-2025-04

Applicant, Mustangs LLC is requesting a Special Use Permit to allow for Automotive and Truck Service Center on the property located at 406 Pleasant Hill Rd, R6151 004. The subject property is comprised of 1.26+/- acres. The lot is zoned CB, Commercial Business.

Chairman Wilkerson asked for a staff report from Reid Turner, Planning Director.

Mr. Turner described the history of the property as well as the zoning and use history of the property. Mr. Turner details the ownership and business licensing history of the property. Mr. Turner describes the application and the intent by the applicant with the proposed use on the property, how it is commensurate with surrounding uses, and that no development would be necessary on the property for the proposed use. Mr. Turner describes that the applicant intends to purchase the property to open a luxury auto repair shop that would specialize in the repair and maintenance of higher-end European automobiles and that the applicant intends to use the existing building with minimal exterior modifications and intend to comply with all Zoning and U.S. 29 Overlay District requirements. Mr. Turner states that after review, staff feels that the applicant is in substantial compliance with the guidelines governing the exercise of zoning power, and that as such would recommend approval of the Special Use Permit with conditions. Mr. Turner lists the recommended conditions per the Staff Analysis in the case of approval of the Special Use Permit. Mr. Turner states that all public advertisements were met by staff for this application and that no public comments have been received.

Chairman Wilkerson welcomes the applicant's representative to the podium.

Mr. Joe Logan comes to the podium to speak. Mr. Blank makes a point to state that the property has been used for some time as an auto service or auto-focused property and has been vacant for two years. Mr. Logan states his client, the purchaser's, plan to comply with the conditions recommended by staff. Mr. Logan states that the applicant intends to adhere to all planting requirements under the Special Use Permit, though he makes a point to clarify that the landscaping would need to come short of the entranceway, in his opinion, because he finds that it is a slight rise to get to Pleasant Hill Road and if landscaping were planted to closely to the entrance it would pose a safety concern for vehicles exiting the property. Mr. Logan requests guidance on how far the landscaping would need to go along the right-of-way.

Board member Danos asks Mr. Logan if the applicant currently owns the property or if they are waiting for a decision from Mayor and City Council to approve the Special Use Permit to close on the purchase of the property.

Mr. Logan responds stating that the applicant intends to purchase the property before the City Council meeting and that whether it passes or not, the applicant is under contract on the property. Mr. Logan adds that the nature of the property, if not approved, would become economically obsolete with the surrounding area.

Chairman Wilkerson opens the meeting to the public for any comments. None heard.

Chairman Wilkerson closes the public comment section.

Chairman Wilkerson asks the Board if there is a motion on the Special Use Permit case.

Motion by Board member, Beanie Danos to approve the Special Use Permit with the following revisions to conditions recommended by staff: revise Condition #1 to read "All cars stowed on the lot must have a valid,

current license plate and be screened from view of the right-of-way; and to add a condition (Condition #12) to read as follows, "Applicant shall be required to restore the vegetated buffer to the rear of the property to adequately screen business operations from the residential properties to the rear."

Motion seconded by Board member, James Hampton. All voted for. Motion passes.

VII. Adjournment

Chairman Wilkerson asks the Board if there is a motion for adjournment.

Motion to adjourn by Board member, Kenneth Stephenson. Motion seconded by Board member, Beanie Danos. All voted for. Meeting was adjourned at approximately 7:43 PM.

Approved this _____ day of _____, 20__.

Hugh Wilkerson, Planning Commission Chair

ATTEST:

Matthew Ferreira, Secretary

CITY OF LILBURN
PUBLIC HEARING ITEM NO. 2

Date:	December 19, 2025	To: Mayor and Council	December 19, 2025
From:	Reid Turner	Department:	Planning
Work Session/Reg. Mtg. Date Requested:	January 12, 2026	Presenter:	Reid Turner Planning Director
Agenda Item Type:	Approval of Ordinance 2026-664, an Ordinance to amend the official Zoning Map updating SUP-2025-04 granting an auto use for Auto and Truck Service Center		
Audio/Visual Requirements:	Yes		

Agenda Item of Business (Background/History/Details):	
<p>Applicant, Mustangs LLC, is requesting a Special Use Permit to allow for Automotive and Truck Service Center on the property located at 406 Pleasant Hill Rd, R6151 004. The subject property is comprised of 1.26+/- acres. The lot is zoned CB, Commercial Business.</p> <p>Based on staff interpretation of the criteria for granting a Special Use Permit found in Article 10, Section 1003 of the Lilburn Zoning Ordinance, the applicant’s request meets the criteria for the proposed use and for the granting of a Special Use Permit.</p> <p>Staff is recommending approval with conditions. The Planning Commission elected to revise condition 1 and add a 12th condition to those proposed by staff. Staff is in agreement, and these amendments have been incorporated into the Draft Ordinance.</p>	

Staff Recommendations:	
<p>Staff recommends the following: “Motion to approve Ordinance No. 2026-664, a special use permit (SUP-2025-04) granting an auto use for an Auto and Truck Service Center at 406 Pleasant Hill Rd.”</p>	

Department Head Approval:	Reid Turner, PD
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Mayor’s Signature Required:	YES	NO
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List Attachments:	
<ol style="list-style-type: none"> 1. Application Package 2. Staff Report 3. DRAFT Special Called Planning Commission Meeting Minutes – 12.18.2025 4. Ordinance No. 2026-664_____ 	

Financial Information (For Financial Services Use Only)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager’s Initials



Rec#: 200200733
Special Use Permit Application

CASE NUMBER: SUP-2025-04
 Date Complete: 11/21/25

Please type or print using BLACK ink

Applicant: Mustangs, LLC	Property Owner: TAU SOUTH, LLC, successor-in-interest to ARC NTLBNGA001, LLC
Address: 1670 Spectrum Dr,	Address: c/o Realty Income Corporation 11995 El Camino Real
City, State & Zip: Lawrenceville, GA 30043	City, State & Zip: San Diego, CA 92130
Contact Person: Aryn Haji	Owner Contact: Israel Luna
Business Phone: 770-622-9192	Business Phone: 858-284-5434
Email: amynmotors@yahoo.com	Email: iluna@realtyincome.com
Cell Phone: 404-680-9595	Cell Phone:

APPLICANT IS THE Owner's Agent Property Owner Contract Purchaser

ADDRESS OF PROPERTY: 406 Pleasant Hill Road NW, Lilburn, GA 30047

LAND DISTRICT: 6 LAND LOT(S): 151 PARCEL(S): 004 ACRE(S): 1.26

CURRENT ZONING: Commercial Business (CB) PROPOSED ZONING DISTRICT(S): Commercial Business (CB)

SPECIAL USE PERMIT REQUESTED: Automotive and truck service center

Applicant filed or intend to file, any variance, rezoning, modification or waiver applications? YES NO

If YES, describe each: _____

Please attach all REQUIRED documents. Refer to Rezoning, SUP and CIC Instructions for fees, submittal and hearing schedule.

- ✓ STANDARDS GOVERNING EXERCISE OF THE ZONING POWER (attached-add sheets as necessary)
- ✓ CONFLICT OF INTEREST CERTIFICATION/DISCLOSURE OF CAMPAIGN CONTRIBUTIONS (attached)
- ✓ APPLICANT/PROPERTY OWNER NOTARIZED CERTIFICATIONS (attached)
- ✓ TYPED METES AND BOUNDS LEGAL DESCRIPTION OF PROPERTY AND BOUNDARY SURVEY PLAT
- ✓ TYPED LETTER OF INTENT – explain proposed plan and conditions voluntarily made to meet amendment criteria
- ✓ SITE PLAN– 1 full size (to scale) and 5 reductions (8.5" x 11") and legible electronic file
- ✓ LIST OF ADJOINING PROPERTY OWNERS – names and mailing addresses

City of Lilburn Planning Department (770) 638-2197
340 Main St. • Lilburn, GA 30047 • www.CityofLilburn.com

STANDARDS GOVERNING THE EXERCISE OF ZONING POWER (SUP)

Pursuant to Section 1003 of the 2011 Zoning Resolution (as amended), the criteria specified in **Section 1003-8**, are relevant in considering a Special Use Permit application. As part of the zoning process, the Applicant; the Planning Staff, Planning Commission, and the Mayor and City Council of the City of Lilburn are to analyze the application with respect to each of the matters enumerated upon which findings of fact shall be based:

1. Is the proposed special use consistent with the Comprehensive Plan?

Yes, the proposed use of the property as an **automotive and truck repair facility** along **Pleasant Hill Road** is consistent with the City of Lilburn Comprehensive Plan. Pleasant Hill Road is designated as a commercial corridor intended to support **retail, service, and light-industrial uses** that serve the local community and regional traffic. The proposed facility is a **service-oriented commercial use** similar in intensity and character to existing businesses along the corridor, including automotive service providers, tire stores, and light-industrial operations.

The proposed use supports the Comprehensive Plan's goals of **encouraging economically productive uses, maintaining a mix of commercial services, and promoting compatibility with surrounding land uses**. By utilizing the existing building and minimizing changes to the site, the project preserves the character and scale of the corridor, aligns with surrounding development patterns, and contributes to the long-term vitality of the Pleasant Hill Road area.

2. Is the proposed special use consistent with supplemental studies adopted by City Council, including Livable Centers Initiative (LCI) studies?

The proposed use of the property as an automotive and truck repair facility is not directly addressed by any Livable Centers Initiative (LCI) studies adopted by the City Council. LCI studies focus primarily on town center revitalization and pedestrian-oriented, mixed-use development, whereas the subject property is located along Pleasant Hill Road, a major arterial commercial corridor. The proposed use is consistent with the intended function of this corridor for automobile-oriented commercial and service uses, and therefore, the LCI studies are not applicable to this site.

3. Is the proposed special use compatible with adjacent uses?

Yes, the proposed automotive and truck repair facility is compatible with adjacent uses. Nearby properties along Pleasant Hill Road include **other auto service center, retail businesses, restaurants, and other commercial uses**. The proposed facility is similar in scale, function, and intensity to these existing uses, and its operation within the existing building will maintain the established character of the area. Appropriate site design measures, including landscaping, screening, and proper parking layout, will further ensure that the use is harmonious with surrounding properties.

4. Is the proposed special use consistent with the stated purpose of the zoning district in which it will be located?

Yes, the City of Lilburn's Commercial Business (CB) district is intended to accommodate retail, service, and office uses that serve the local community along major commercial corridors, such as Pleasant Hill Road, while ensuring compatibility with surrounding properties. The proposed automotive and truck repair facility is a service-oriented use similar in scale and intensity to the property's prior use as a tire store, and it is consistent with the purpose of the CB district. Its operation will provide needed vehicle maintenance services to the community while maintaining a professional appearance and adhering to all applicable City standards for parking, landscaping, and environmental compliance.

5. Will the height, size or location of the buildings or other structures on the property be compatible with the height, size or location of buildings or other structures on neighboring properties?

Yes, the height, size or location of the existing building is consistent and compatible with the height, size or location of buildings or other structures on neighboring properties. The business will utilize the existing building and maintain a professional appearance with appropriate landscaping, screening, and property maintenance to ensure minimal impact on surrounding uses.

6. Is the open space adequate to preserve the character of the area and mitigate environmental impacts?

The site is fully developed and the existing building footprint is consistent with surrounding properties along Pleasant Hill Road. While the property is primarily designed for commercial use, **landscaping, setbacks, and site design features** have been incorporated to preserve the visual character of the corridor and to provide separation from adjacent properties. Operations will comply with all

applicable environmental regulations, and waste handling, stormwater management, and other best practices will be followed to mitigate potential environmental impacts.

7. *Are screening and buffers adequate to protect adjacent uses from negative impacts of the proposed use?*

Yes, the proposed use includes **adequate screening and buffers** to protect adjacent properties from potential negative impacts. The existing landscaping and site layout provide effective separation between the subject property and surrounding commercial and service-oriented uses along Pleasant Hill Road. Any additional landscaping or site improvements will further ensure that the facility operates in harmony with neighboring properties while maintaining the visual character of the corridor.

8. *Are off-street parking facilities adequate? Will they be properly located to reduce negative impact on surrounding property uses?*

The site is fully developed and the off street parking spaces (including handicapped parking spaces) are adequate for the proposed use. The parking spaces are adequately screened from surrounding properties.,

9. *Are the hours and manner of operation of the proposed use compatible with surrounding uses?*

Yes, the proposed hours of operation of 7:00 AM to 7:00 PM are consistent and compatible with surrounding uses.

10. *Are there environmental resources or features which should be considered, for example, topography, special geological features, highly erodible soils, water runoff issues downstream, floodplain, wetlands, specimen trees, etc.?*

Yes, the subject property at 406 Pleasant Hill Road NW is an established commercial site that has been used for automotive-related purposes since approximately 1988. As such, there are no known environmental resources or special site features—such as steep topography, unique geological formations, highly erodible soils, floodplain areas, wetlands, or specimen trees—that would be impacted by the proposed use. Existing site infrastructure, grading, and stormwater management are already in place to accommodate similar commercial activity, and the proposed automotive and truck repair facility will continue operations within the building footprint and paved areas, minimizing any potential environmental impacts.

**CHAPTER 67A
CONFLICT OF INTEREST IN ZONING ACTIONS**

SECTION 36-37A-1: DEFINITIONS

SECTION 36-37A-2: DISCLOSURE OF FINANCIAL INTERESTS

SECTION 36-37A-3: DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

SECTION 36-37A-4: PENALTIES

Effective Date: This Chapter became effective July 1, 1984.

Cross References: Codes of ethics and conflicts of interest, T. 45, Ch. 10.

Code Commission Notes: Ga. L. 1986, p. 1269, Sec. 1 and Ga. L. 1986, p. 1496, Sec. 1, both enacted as Chapter 85 of Title 36. The chapter enacted by Ga. L. 1986, p. 1269, Sec. 1 was redesignated as Chapter 67A of Title 36 pursuant to Sec. 26-9-3.

SECTION 36-37A-1: DEFINITIONS

As used in this chapter, the term:

- (1) "Applicant" means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action.
- (2) "Business entity" means any corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust.
- (3) "Financial interest" means all direct ownership interests of the total assets or capital stock of a business entity where such ownership interest is 10 percent or more.
 - a. "Campaign contribution" means a "contribution" as defined in paragraph (7) of Code Section 21-5-3.
- (4) "Local government" means any County or municipality of this State.
- (5) "Local government official" means any member of the governing authority of a local government or any member of a planning or zoning commission.
- (6) "Member of the family" means the spouse, mother, father, brother, sister, son, or daughter of a local government official.
- (7) "Property interest" means the direct or indirect ownership of real property and includes any percentage of ownership less than total ownership.
 - a. "Opponent" means any person who opposes a rezoning action or any attorney or other person representing or acting on behalf of a person who opposes a rezoning action.
 - b. "Oppose" means to appear before, discuss with, or contact, either orally or in writing, any local government or local government official and argue against a rezoning action.
 - c. "Person" means an individual, partnership, committee, association, corporation, labor organization, or any other organization or group of persons.
- (8) "Real property" means any tract or parcel of land and, if developed, any buildings or structures located on the land.
- (9) "Rezoning action" means action by local government adopting an amendment to a zoning ordinance which has the effect of rezoning real property from one zoning classification to another. (Code 1981, § 36-67A-1, enacted by Ga. L. 1986, p. 1269, § 1; Ga. L. 1991, p. 1365, § 1; Ga. L. 2005, p. 859, § 24/HB 48.)

SECTION 36-37A-2: DISCLOSURE OF FINANCIAL INTERESTS

A local government official who:

- (1) Has a property interest in any real property affected by a rezoning action upon which that official's local government will have the duty to consider;
- (2) Has a financial interest in any business entity which has a property interest in any real property affected by a rezoning action upon which that official's local government will have the duty to consider; or
- (3) Has a member of the family having any interest described in paragraph (1) or (2) of this Code Section shall immediately disclose the nature and extent of such interest, in writing of the governing authority of the local government in which the local government official is a member. The local government official who has an interest as defined in paragraph (1) or (2) of this Code section shall disqualify himself from voting on the rezoning action. The disqualified local government official shall not take any other action on behalf of himself or any other person to influence action on the application for rezoning. Such disclosures shall be a public record and available for public inspection at any time during normal working hours. (Code 1981, § 36-67A-2, enacted by Ga. L. 1986, p. 1269, § 1; Ga. L. 1991, p. 1365, § 1.)

SECTION 36-37A-3: DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

- (A) When any applicant for rezoning action has made within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more or made gifts having in the aggregate a value of \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the applicant and the attorney representing the applicant to file a disclosure report with the governing authority of the respective local government showing:

- (1) The name of the local government official to whom the campaign contribution or gift was made; and
 - (2) The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution; and
 - (3) An enumeration and description of each gift having a value of \$250.00 or more made by the applicant to the local government official during the two years immediately preceding the filing of the application for the zoning change.
- (B) The disclosure required by subsection (1) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- (C) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority of the respective local government showing:
- (1) The name and official position of the local government official to whom the campaign contribution was made; and
 - (2) The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (D) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government or any of its agencies on the rezoning application. (Code 1981, § 36-67A-3, enacted by Ga. L. 1986, p. 1269, § 1; Ga. L. 1991, p. 1365, § 1; Ga. L. 1993, p. 91, § 36.)

SECTION 36-37A-4: PENALTIES

Any person knowingly failing to comply with the requirements of this chapter or violating the provisions of this chapter shall be guilty of a misdemeanor. (Code 1981, Section 36-67A-4, enacted by Ga. L. 1986, p. 1269, Sec. 1.)

CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS

The undersigned below, making application for rezoning, has complied with the Official Code of Georgia, Section 36-67A-1, et. seq, Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.



 Signature of Applicant/Applicant's Attorney or Representative

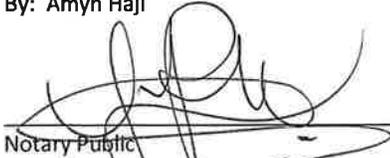
Nov 18th 2025

 Date

Mustangs, LLC

By: Amyn Haji

Title: Manager/Member

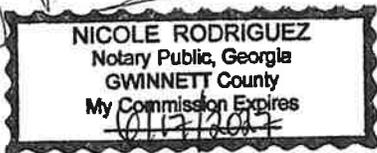


 Notary Public

11/18/2025

 Date

(Seal)



DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND/OR GIFTS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions or gifts of an aggregate value that is \$250.00 or more to the Mayor and Council Members or a member of the Lilburn Planning Commission? YES NO. If the answer is YES, please complete the following section:

NAME OF OFFICIAL	CONTRIBUTION/GIFT	DESCRIPTION	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach additional sheets if necessary to disclose or describe all contributions and gifts.



APPLICANT CERTIFICATION

The undersigned below is authorized to make this application and is aware that no application or reapplication affecting the same property shall be acted upon within twelve (12) months from the date of last action by the Mayor and Council, unless waived by the Mayor and Council. In no case shall an application or reapplication be acted upon in less than six (6) months from the date of last action by the Mayor and Council. Further, no application may be withdrawn once advertised and must receive final action by the Mayor and Council.

Amy Hajj

Nov 18th 2025

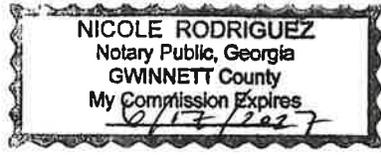
Signature of Applicant
Amyn Haji
for MUSTANGS, LLC
Type or Print Name

Date
Manager/Member
Title

Nicole Rodriguez
Notary Public

11/18/2025
Date

(Seal)



PROPERTY OWNER CERTIFICATION

The undersigned below, or as attached, is the record owner of the property considered in this application and is aware that if an application is denied by the Mayor and Council, no application or reapplication affecting the same land shall be acted upon within twelve (12) months from the date of last action by the Mayor and Council, unless waived by the Mayor and Council. In no case shall an application or reapplication be acted upon in less than six (6) months from the date of last action by the Mayor and Council. Further, no application may be withdrawn once advertised and must receive final action by the Mayor and Council.

SEE ATTACHED

Signature of Owner

Date

for TAU SOUTH, LLC, successor-in-interest to ARC NTLBNGA001, LLC
Type or Print Name

Title

Notary Public

Date

(Seal)

ADMINISTRATIVE USE ONLY		
CASE NUMBER: <u>SUP-2025-04</u>	DATE COMPLETE: <u>11/21/25</u>	RECEIVED BY: <u>RT</u>
APPLICATION FEE: <u>\$500</u>	PAID BY/RECEIPT#: <u>R0020073</u>	HEARING DATES: <u>PC 12/18/25 CC 01/12/26</u>

PROPERTY OWNER:

Tau South, LLC,
a Delaware limited liability company,

By: Tau Operating Partnership, L.P.,
a Delaware limited partnership, its sole member,

By: Tau Acquisition LLC,
a Delaware limited liability company, its general partner,

By: Realty Income Corporation,
a Maryland corporation, its member manager

Approved As To Form
Legal Department

mao
T. Odelowo

By: 
Name: Janeen S. Drakulich
Title: Senior Vice President, Head of Asset Management

ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO

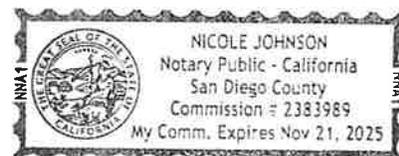
On November 4, 2025 before me, Nicole Johnson, Notary Public, personally appeared Janeen S. Drakulich, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.


Signature of Notary Public

(Notary Seal)



Metes and Bounds Legal Description

ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lot 151 of the 6th District of Gwinnett County Georgia, being more particularly described as follows:

TO FIND THE TRUE POINT OF BEGINNING, begin at the point of intersection of the centerline of U.S. Highway 29 with the construction centerline of said Pleasant Hill Road (a right-of-way of varying widths) (as said centerline is defined by the deed and plans identified on the plat referenced as Plat Reference 2 on the plat of survey hereinafter identified), and running thence in a northwesterly direction, along said construction centerline of Pleasant Hill Road, a distance of 488.78 feet to a point; thence North 68 degrees 23 minutes 33 seconds East a distance of 63.45 feet to a point on the northeastern right-of-way line of Pleasant Hill Road marking the TRUE POINT OF BEGINNING; FROM THE TRUE POINT OF BEGTNNING AS THUS ESTABLISHED, running thence North 68 degrees 23 minutes 33 seconds East a distance of 273.48 feet by deed and North 68 degrees 20 minutes 24 seconds East a distance of 263.13 feet by measurement to an Iron Pin found; thence North 27 degrees 48 minutes 45 seconds West a distance of 200.36 feet by deed and North 27 degrees 51 minutes 23 seconds West a distance of 200.34 feet by measurement to an iron pin; thence South 68 degrees 30 minutes 54 seconds West a distance of 271.12 feet by deed and South 68 degrees 28 minutes 27 seconds a distance of 270.96 feet by measurement to a right-of way monument found on said northeastern right-of way line of Pleasant Hill Road; thence South 27 degrees 07 minutes 28 seconds East, along said right-of-way line of Pleasant Hill Road a distance of 200.69 feet by deed and 192.49 feet by measurement to the point marking the TRUE POINT OF BEGINNING.

Less right-of-way conveyance per Deed Book 48845, page 491, records of Gwinnett County, Georgia.

MUSTANGS, LLC
1670 Spectrum Dr,
Lawrenceville, GA 30043
770-622-9192
amynmotors@yahoo.com

October 31, 2025

Planning and Economic Development Department
City of Lilburn
340 Main Street
Lilburn, Georgia 30047

Re: Letter of Intent for Special Use Permit – Automotive and Truck Repair Facility
Property Address: 406 Pleasant Hill Road NW, Lilburn, Georgia 30047 (APN R6151-004)
Zoning District: Commercial Business (CB)

Dear Planning and Economic Development Department:

I am submitting this Letter of Intent in support of an application for a Special Use Permit (SUP) to allow for the operation of an automotive and truck repair facility on the property located along Pleasant Hill Road in the City of Lilburn, Georgia, identified 406 Pleasant Hill Road NW, Lilburn, Georgia 30047 (APN R6151-004). The property is presently zoned Commercial Business (CB), and the proposed use is permitted within this zoning district subject to the issuance of a Special Use Permit.

The subject property consists of approximately 1.26 acres and is located within the Pleasant Hill Road commercial corridor, which includes a mix of retail, service, and light-industrial uses. The existing one-story building of approximately 11,050 square feet was previously used as a tire store, and the proposed use as an automotive and truck repair facility is similar in nature and intensity. The facility will specialize in servicing higher-end European vehicles, providing premium maintenance and repair services. The existing building will be utilized with minimal exterior modifications, maintaining the site's established layout and character.

The facility will include multiple service bays, an administrative office, and a customer waiting area. The site provides adequate parking and maneuvering space for both passenger vehicles and light- to medium-duty trucks. Access to the property is provided directly from Pleasant Hill Road, and all driveways and parking areas will remain paved and in compliance with City of Lilburn development standards.

We intend to fully comply with all applicable zoning requirements for Commercial Business (CB) properties. To that end, no body or paint repair will be conducted on the premises. Also, all service bays will be enclosed and oriented to parallel Pleasant Hill Road. All vehicle service and maintenance activities will occur entirely within the enclosed building, and operations will comply with applicable City, State, and Federal regulations regarding environmental protection, noise, and hazardous material

Planning and Economic Development Department

October 31, 2025

Page 2

handling. Waste oils, fluids, and other materials will be properly stored and disposed of through licensed recyclers or approved waste management contractors. The proposed hours of operation are 7:00 a.m. to 7:00 p.m., Monday through Saturday.

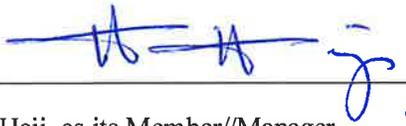
The height, size, and location of the building are consistent with surrounding properties, and the proposed use is compatible with adjacent commercial and service-oriented uses, including another auto service center, retail businesses, and restaurants. Appropriate site design measures, including landscaping, screening, and proper parking layout, will ensure that the facility operates in harmony with neighboring properties while maintaining the visual character of Pleasant Hill Road.

The proposed use aligns with the intent of the Commercial Business (CB) zoning district and the City of Lilburn Comprehensive Plan, supporting continued commercial activity along Pleasant Hill Road while maintaining the established character of the corridor.

Thank you for your time and consideration of this application. Please let me know if any additional information or documentation is required during your review process.

Respectfully submitted,

Mustangs, LLC

By: 
Aryn Haji, as its Member//Manager 11/18/2025

Enclosures

List of Adjoining Property Owners

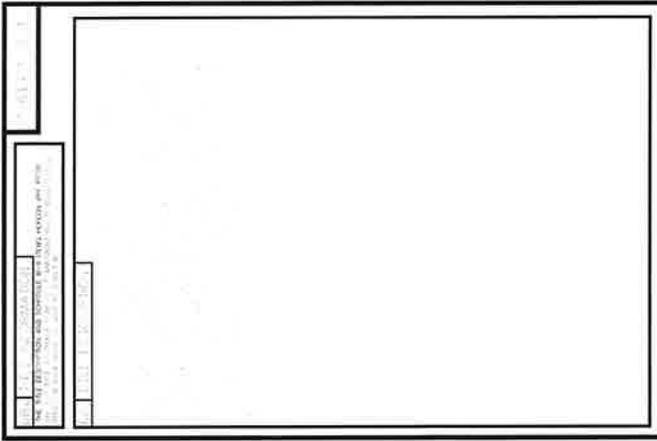
City of Lilburn Adjoining Property Owners are:

Property	Owner	Owner Mailing Address
R6151 003 416 PLEASANT HILL RD LILBURN, GA 30047	POULOPOULOS ANNASTASIOS	9455 RED BIRD LN ALPHARETTA, GA 30022- 8923
R6151 006 396 PLEASANT HILL RD LILBURN, GA 30047	ALDI INC (GEORGIA)	1597 DRY POND RD JEFFERSON, GA 30549-1821

R6151 055
500 Pleasant Hill Rd
Lilburn, GA 30047

RPMI 500
Pleasant Hill
Road Owner LLC

5508 Parkcrest Dr
Ste 320
Austin, TX 78731



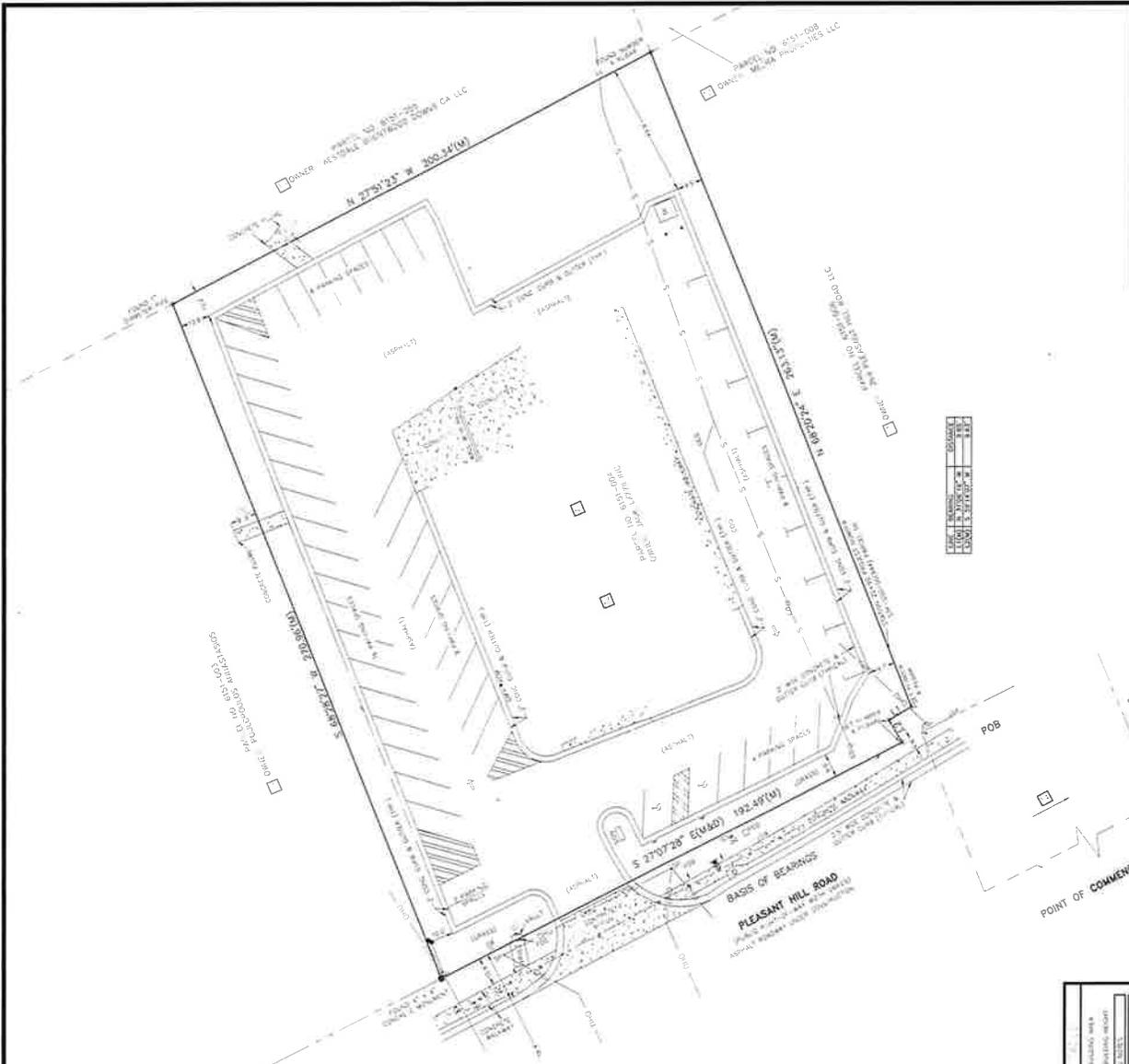
406 PLEASANT HILL ROAD

ASME AMERICAN SURVEYING INC.

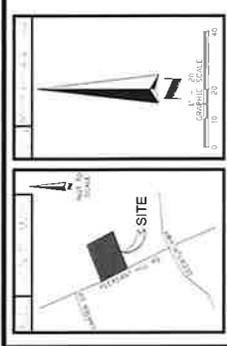
1030 N. GARDEN AVENUE SUITE 8
MESA, ARIZONA 85203
PH: (480) 437-7315 FAX: (480) 437-7316

DATE: 01/15/2010
PROJECT NO: 001010
SHEET NO: 20

PROJECT: 406 PLEASANT HILL ROAD
OWNER: DIVERSIFIED HOLDINGS, INC.
DESIGNED BY: ASME AMERICAN SURVEYING INC.
DRAWN BY: [Name]
CHECKED BY: [Name]
DATE: 01/15/2010



DATE: 01/15/2010
SHEET NO: 20



POINT OF BEGINNING
 BEARING: S 27°07'28" E
 DISTANCE: 192.49 FT (W)

PROPERTY INFORMATION
 TRACT NO: 100-000000-000
 SECTION: 10
 TOWNSHIP: 10 N
 RANGE: 10 E

ADJACENT PROPERTIES
 TO THE NORTH: [Property Name]
 TO THE SOUTH: [Property Name]

ADJACENT PROPERTIES
 TO THE WEST: [Property Name]
 TO THE EAST: [Property Name]

ADJACENT PROPERTIES
 TO THE NORTHWEST: [Property Name]
 TO THE SOUTHWEST: [Property Name]

NO.	DESCRIPTION	DATE	BY
1	PRELIMINARY SURVEY	01/15/2010	[Name]
2	FINAL SURVEY	01/15/2010	[Name]



Small town. Big difference.

Staff Report & Recommendation
Special Use Permit Case SUP-2025-04
Date of Report: December 2, 2025
Report by: Reid Turner, Director of Planning

Hearing Dates:
Special Called Planning Commission December 18, 2025
Mayor and Council January 12, 2026

GENERAL INFORMATION

Applicant: Mustangs LLC
Owner: TAU South LLC, Successor-in-interest to ARC NTLBNGA001, LLC
Size: 1.26+/- acres
Location: 406 Pleasant Hill Rd, PIN #6151 004
Existing Zoning: CB
Proposed Use: Auto- and Truck Service Center

SURROUNDING LAND USES & ZONING DISTRICTS

To the North:	Strip Shopping Center/Auto Repair	CB
To the East:	Residential Multi-family Apartments	RM13
To the South:	Grocery Store	CB
To the West:	ROW/School	CB/OI

ZONING HISTORY

The subject site fronts Pleasant Hill Rd near the intersection of Lawrenceville Highway (U.S. 29). The property has been zoned Commercially since being annexed into the city via Resolution #407-11 on December 1st 2011. The property, originally developed in 1988, Licensing records indicate that the first business license in our records was issued in April of 2014 to NTB, for an Auto and Truck Service Center. The property shifted hands in 2020, and a business license for Mavis Tire and Brakes was issued until it was terminated in September of 2023. Currently, the site has been vacant since Mavis' termination of their business license. The site remains zoned CB and exists within the U.S. 29 Overlay District.

APPLICANT'S INTENT

The applicant is requesting a Special Use Permit to allow for Auto and Truck Service Center on the subject parcel that would be commensurate with previously licensed businesses on the property and would not necessitate redevelopment of the property.

The Applicant intends to purchase the property to open a luxury auto repair shop that would specialize in the repair and maintenance of higher-end European automobiles, according to the applicant's letter of intent. The Applicant intends to utilize the existing building with minimal exterior modifications. The Applicant further states in their letter of intent that they intend to comply with the requirements of the Zoning Ordinance, and U.S. 29 Overlay District.

ANALYSIS OF ZONING/SPECIAL USE PERMIT REQUEST

According to the **City of Lilburn 2011 Zoning Ordinance, Article 6, Section 602.-Use Table**, the Auto and Truck Service Center use requires an SUP in both the CB Zoning District and the U.S. 29 Overlay District. The subject property has a single commercial building originally constructed in 1988 which contains a single suite. Despite being previously utilized as an Automotive Repair shop, due to changes in city code requiring an SUP for all automotive uses in the US-29 Overlay District, discontinuance or abandonment of a non-conforming use per Sec. 903 (2) requires compliance with current regulations should the Business License lapse for a period of more than six months. The site currently complies with most of the supplemental requirements associated with this use, found in **Article 6. Section 603. - Supplemental Conditions Table** including the minimum 200 feet of roadway frontage, and service being conducted in enclosed bays only with a 100% opaque screen. Additionally, the subject property is in compliance with some conditions found in **Article 5. Sec. 501 – Lawrenceville Highway (U.S. 29) Corridor Overlay District** applicable to Uses within the Overlay District including:

- 5' sidewalks installed on public streets
- Pedestrian lighting along ROW
- Requirements for the orientation of buildings towards the ROW
- Compliance with parking layout requirements with only 20% of parking oriented to the front of the building.
- Parking lot lighting requirements(lights installed on exterior of building)
- Primary façade material standards (building exterior is stone)
- Signage standards (Monument ground signs with material complementing primary façade materials).
- Public bench already installed along ROW.

The site is not currently in compliance with the landscaping requirements of the U.S. 29 Overlay, dumpster screening requirements, and some architectural standards including modulation of façade, diversity in height planes, and two foot high contrasting base on façade.

STANDARDS GOVERNING THE EXERCISE OF THE ZONING POWER

Pursuant to Section 1003 of the 2011 Zoning Resolution (as amended), the criteria specified in **Section 1003-8**, are relevant in considering a Special Use Permit application. As part of the zoning process, the Applicant; the Planning Staff, Planning Commission, and the Mayor and City Council of the City of Lilburn

are to analyze the application with respect to each of the matters enumerated ***upon which findings of fact shall be based.***

The Applicant's response is attached to the application. Staff's response is below:

- 1. Is the proposed special use consistent with the Comprehensive Plan?**
Yes, the 2024 Comprehensive Plan Character Area Map identifies this parcel to be within the Lawrenceville Highway Overlay District, a primarily commercial character area with existing uses consistent with the proposed use.
- 2. Is the proposed special use consistent with supplemental studies adopted by City Council, including Livable Centers Initiative (LCI) studies?**
The most recent LCI Study, conducted in 2022, identified and provided recommendations for multiple nodes of redevelopment. The subject site does not exist within one of the identified nodes and as such, no recommendation was made for the area. Though the site is in close proximity to the Technology Park Node, recommended in the LCID Study, the specific parcel was not included in that node's scope.
- 3. Is the proposed special use compatible with adjacent uses?**
Yes, uses on adjacent properties are commercial in nature with Auto and Equipment Oriented Uses already present to the north and a grocery store (Aldi) to the south. The parcels to the east are multifamily apartments within unincorporated Gwinnett, and uses to the west, separated from this parcel by Pleasant Hill Road, are Educational in nature (Berkmar).
- 4. Is the proposed special use consistent with the stated purpose of the zoning district in which it will be located?**
Yes, both the CB district and U.S. 29 Overlay District allow for the Auto and Truck Service Center use with an approved Special Use Permit.
- 5. Will the height, size or location of the buildings or other structures on the property be compatible with the height, size or location of buildings or other structures on neighboring properties?**
Yes, no changes to the existing building have been proposed. The subject property is already developed with a single existing building located on the property which has sat vacant for two years.
- 6. Is the open space adequate to preserve the character of the area and mitigate environmental impacts?**
Yes, the site has substantial landscape strips along the side property lines that provide screening and relief from impervious surface areas. Additionally, there is a roughly 3000 s.f. area to the rear of the site that once had grass but based on aerials seems to have largely become dirt. The area should be stabilized to prevent sediment runoff and ensure infiltration.
- 7. Are screening and buffers adequate to protect adjacent uses from negative impacts of the proposed use?**
There are no screening or buffer requirements between commercial uses. Landscaping requirements in the code of ordinances are applicable to the front and side landscape strips and associated setbacks. The buffer to the rear is narrow and does not meet the 40' buffer

requirements in current code, though the buffer has grown in nicely and the trees appear to be in good health.

8. Are off-street parking facilities adequate? Will they be properly located to reduce negative impact on surrounding property uses?_

Yes, off-street parking facilities will not be changed from the existing layout. Based on the 11,050 square footage total, the site would require a minimum of 44 spaces, which the site currently exceeds. Striping in the lot is faded and should be refreshed prior to occupancy.

9. Are the hours and manner of operation of the proposed use compatible with surrounding uses?

Yes, the hours and manner of operation would be similar to both the auto uses to the north, and the grocery store to the south. The Business would only be able to operate in hours commensurate with the Code of Ordinances

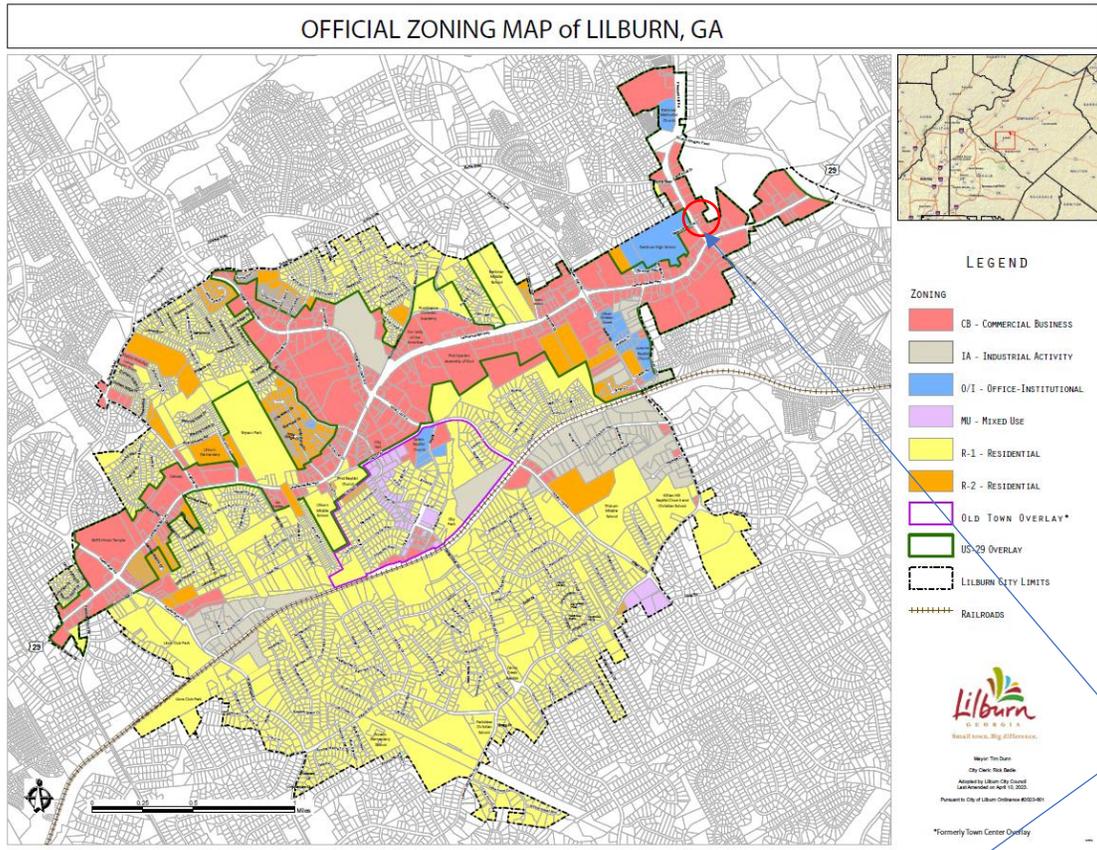
10. Are there environmental resources or features which should be considered, for example, topography, special geological features, highly erodible soils, water runoff issues downstream, floodplain, wetlands, specimen trees, etc.?

There is a stream located to the north at the rear of the adjoining property. Redevelopment in the area could pose a hazard to the stream, though none is proposed. Regardless, the streams health should be a paramount concern.

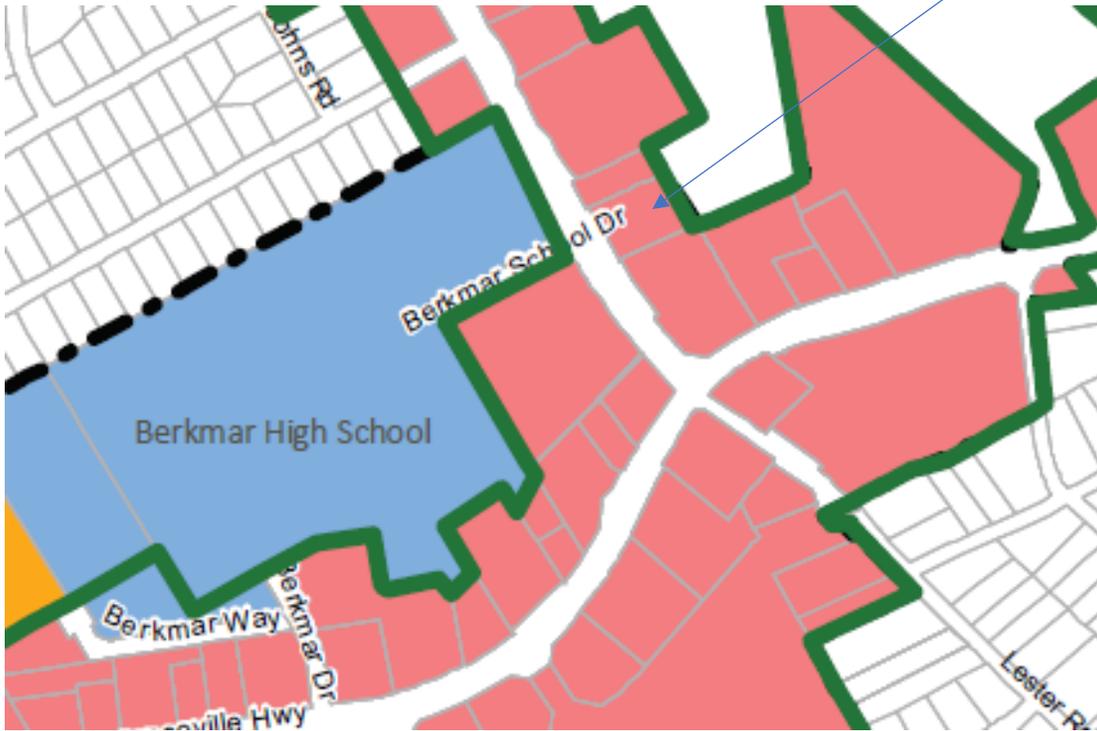
Based upon the above criteria for Special Use Permits and *Section 1003-7. Criteria for amendments to official zoning map*, staff recommends **APPROVAL** of the SUP request to allow for Auto and Truck Service Center Use **with the following conditions:**

1. All cars stored on the lot must have a valid Georgia license plate and be screened from view of the ROW.
2. No body or paint repair.
3. No washing of parts or vehicles outside the building.
4. No Heavy Equipment Service as described in Article 6.
5. No used auto parts sales.
6. No broker office or vehicle sales.
7. Service permitted only in enclosed bays.
8. The property shall be required to provide two rows of landscaping along the Pleasant Hill Road frontage to achieve screening of cars awaiting service, due to site orientation/composition.
9. No outdoor storage allowed on site.
10. Parking lot to be restriped prior to issuance of Occupational Tax Certificate
11. The Property Owner shall ensure that the parcel is brought into compliance with all landscaping requirements, property maintenance requirements of the U.S. 29 Overlay District, and these conditions of approval within 120 days of approval of the Special Use Permit.

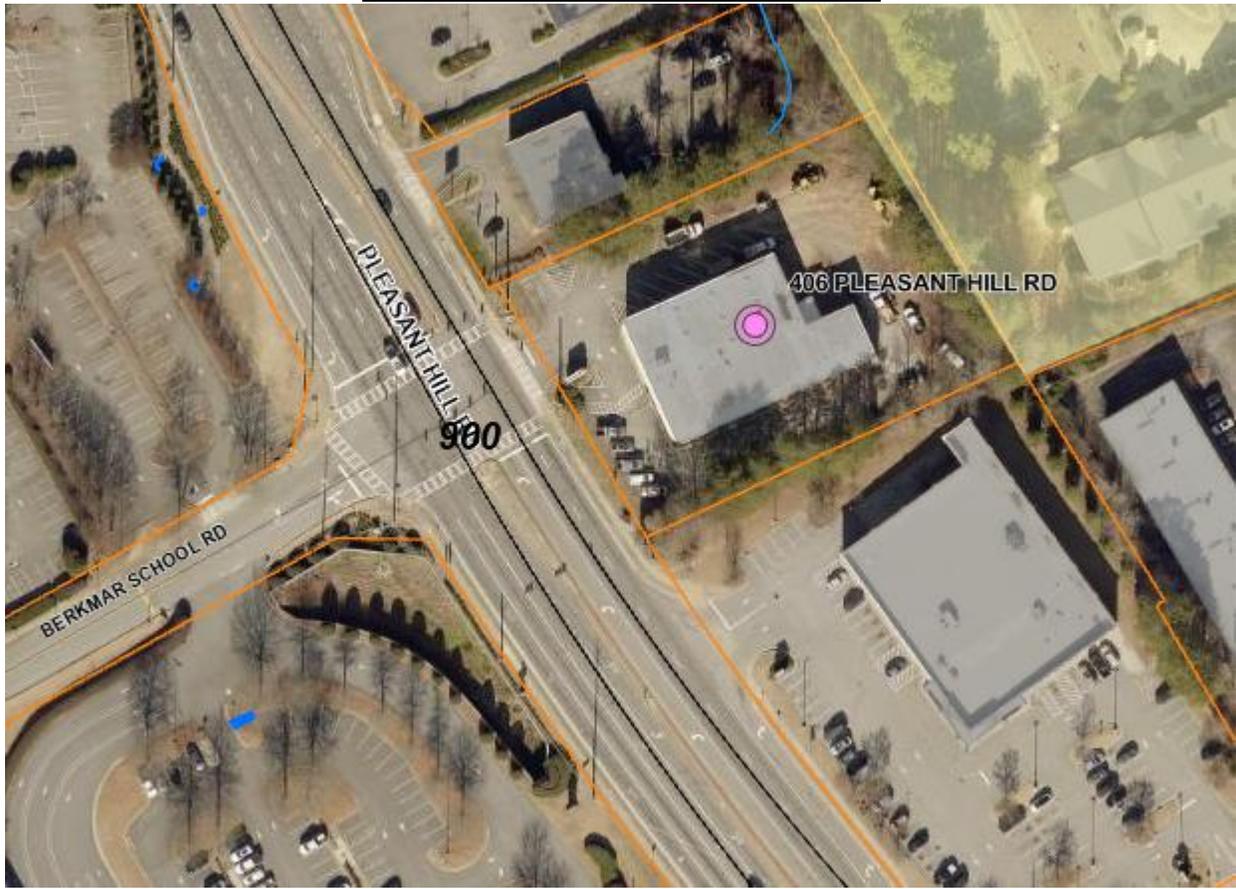
City of Lilburn Zoning Map



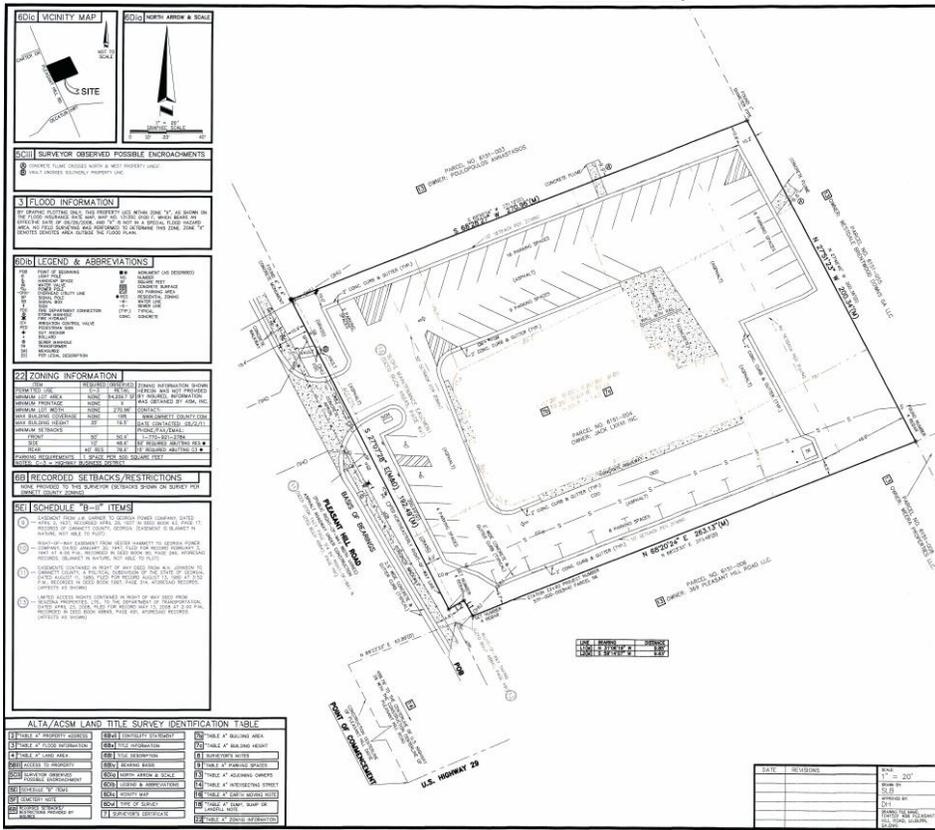
Subject Site



Aerial Parcel Map with View of the Site



Site Survey



SHEET 1 OF 1

801 TITLE INFORMATION

801 TITLE DESCRIPTION

8 SURVEYOR'S NOTES

4 LAND AREA

801 BEARING BASIS

801 CEMETERY NOTE

801 PARKING SPACES

801 ACCESS TO PROPERTY

16 EARTH MOVING NOTE

18 DUMP, SUMP OR LANDFILL NOTE

801 CONTIGUITY STATEMENT

7 SURVEYOR'S CERTIFICATE

ALTA/ACSM LAND TITLE SURVEY

OF

400 PLEASANT HILL ROAD

LEBURN, GEORGIA

ASM SURVEYING & MAPPING INC.

1000 W. BROAD ST., SUITE 100, ATLANTA, GA 30306

802 VICINITY MAP

802 NORTH ARROW & SCALE

803 SURVEYOR OBSERVED POSSIBLE ENCROACHMENTS

803 FLOOD INFORMATION

803 LEGEND & ABBREVIATIONS

803 ZONING INFORMATION

803 RECORDED DEEDS/RESTRICTIONS

803 SCHEDULE "B" ITEMS

ALTA/ACSM LAND TITLE SURVEY IDENTIFICATION TABLE

DATE	REVISIONS



**City of Lilburn
Planning Commission Meeting Minutes**

DRAFT

Lilburn City Hall, 340 Main St., Lilburn, GA 30047

*Board Members:
Hugh Wilkerson, Chair
Kenneth Stephenson
Joe Gennusa
Beanie Danos
James Hampton*

A work session was held prior to the regular scheduled meeting, at 7:00 p.m., to allow the board members to discuss this evening's agenda items. No other items were discussed and no actions were taken.

12/18/2025 - Minutes

I. Call to Order

7:33 PM by Hugh Wilkerson, Chairman.

II. Roll Call

Present:

- Chairman Hugh Wilkerson
- Board member Beanie Danos
- Board member James Hampton
- Board member Kenneth Stephenson
- Board member Joe Gennusa

Absent:

- None

Staff Members Present:

- Reid Turner, Planning Director
- Matthew Ferreira, City Planner

III. Approval of Agenda

Motion by Board member, James Hampton. Motion seconded by Board member, Kenneth Stephenson. All voted for. Motion passes.

IV. Approval of Minutes

Motion by Board member, Kenneth Stephenson to approve Draft Meeting Minutes for the November 20, 2025 Planning Commission Meeting. Seconded by Board member, James Hampton. All voted for. Motion passes.

1. DRAFT November 20, 2025 Special Called Planning Commission Hearing Minutes

V. Old Business

1. Development Ordinance Text Amendments

Text amendments are proposed to Appendix B, Article 7, Sec. 7.5 – Street Cuts, to provide for a visual detail for restoration of cobblestone roads in the event of street cuts for utility installation.

Chairman Wilkerson asks for a staff report from Reid Turner, Planning Director.

Mr. Turner describes the City's intent to revitalize the streetscape of the Old Town District and the nature of the proposed text amendments, which is to provide details for a cobblestone-type paver roadway in the Development Regulations. The details would be provided in the instance that repairs may be needed in any future sections of roadway made of cobblestone.

Chairman Wilkerson asks if there are any comments or questions from the Board or the public. None heard.

Chairman Wilkerson asks the Board if there is a motion on the case.

Motion by Board member, Kenneth Stephenson to approve the text amendments. Seconded by Board member, Beanie Danos. All voted for. Motion passes.

VI. New Business

1. SUP-2025-04

Applicant, Mustangs LLC is requesting a Special Use Permit to allow for Automotive and Truck Service Center on the property located at 406 Pleasant Hill Rd, R6151 004. The subject property is comprised of 1.26+/- acres. The lot is zoned CB, Commercial Business.

Chairman Wilkerson asked for a staff report from Reid Turner, Planning Director.

Mr. Turner described the history of the property as well as the zoning and use history of the property. Mr. Turner details the ownership and business licensing history of the property. Mr. Turner describes the application and the intent by the applicant with the proposed use on the property, how it is commensurate with surrounding uses, and that no development would be necessary on the property for the proposed use. Mr. Turner describes that the applicant intends to purchase the property to open a luxury auto repair shop that would specialize in the repair and maintenance of higher-end European automobiles and that the applicant intends to use the existing building with minimal exterior modifications and intend to comply with all Zoning and U.S. 29 Overlay District requirements. Mr. Turner states that after review, staff feels that the applicant is in substantial compliance with the guidelines governing the exercise of zoning power, and that as such would recommend approval of the Special Use Permit with conditions. Mr. Turner lists the recommended conditions per the Staff Analysis in the case of approval of the Special Use Permit. Mr. Turner states that all public advertisements were met by staff for this application and that no public comments have been received.

Chairman Wilkerson welcomes the applicant's representative to the podium.

Mr. Joe Logan comes to the podium to speak. Mr. Blank makes a point to state that the property has been used for some time as an auto service or auto-focused property and has been vacant for two years. Mr. Logan states his client, the purchaser's, plan to comply with the conditions recommended by staff. Mr. Logan states that the applicant intends to adhere to all planting requirements under the Special Use Permit, though he makes a point to clarify that the landscaping would need to come short of the entranceway, in his opinion, because he finds that it is a slight rise to get to Pleasant Hill Road and if landscaping were planted to closely to the entrance it would pose a safety concern for vehicles exiting the property. Mr. Logan requests guidance on how far the landscaping would need to go along the right-of-way.

Board member Danos asks Mr. Logan if the applicant currently owns the property or if they are waiting for a decision from Mayor and City Council to approve the Special Use Permit to close on the purchase of the property.

Mr. Logan responds stating that the applicant intends to purchase the property before the City Council meeting and that whether it passes or not, the applicant is under contract on the property. Mr. Logan adds that the nature of the property, if not approved, would become economically obsolete with the surrounding area.

Chairman Wilkerson opens the meeting to the public for any comments. None heard.

Chairman Wilkerson closes the public comment section.

Chairman Wilkerson asks the Board if there is a motion on the Special Use Permit case.

Motion by Board member, Beanie Danos to approve the Special Use Permit with the following revisions to conditions recommended by staff: revise Condition #1 to read "All cars stowed on the lot must have a valid,

current license plate and be screened from view of the right-of-way; and to add a condition (Condition #12) to read as follows, "Applicant shall be required to restore the vegetated buffer to the rear of the property to adequately screen business operations from the residential properties to the rear."

Motion seconded by Board member, James Hampton. All voted for. Motion passes.

VII. Adjournment

Chairman Wilkerson asks the Board if there is a motion for adjournment.

Motion to adjourn by Board member, Kenneth Stephenson. Motion seconded by Board member, Beanie Danos. All voted for. Meeting was adjourned at approximately 7:43 PM.

Approved this _____ day of _____, 20__.

Hugh Wilkerson, Planning Commission Chair

ATTEST:

Matthew Ferreira, Secretary



City of Lilburn

in Gwinnett County

State of Georgia

Ordinance

Number:

2026-664

DRAFT

Date of Reading and Adoption: January 12, 2026

At the meeting of the Lilburn City Council held at 340 Main Street, Lilburn, Georgia.

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF LILBURN, GEORGIA, WITH A ZONING UPDATE OF THE OFFICIAL ZONING MAP; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, The Georgia Zoning Procedures Law, found in O.C.G.A. § 36-66-2, grants counties and municipalities the power to regulate land use, while establishing minimum due process procedures, including required public hearings and notices for zoning actions like rezonings, variances, and conditional use permits; and

WHEREAS, Lilburn City Code provides that the zoning map and text may be amended from time to time by ordinance of the Mayor and Council in Article 10 of the Lilburn Zoning Ordinance; and

WHEREAS, An application has been made by Mustangs, LLC, for a Special Use Permit to allow for an auto and truck service center on the property zoned CB, Commercial Business, and located at 4069 Pleasant Hill Road (parcel no. R6151 004); and

WHEREAS, The city met all state and local regulations related to zoning procedures including the proper provision of public notice and public hearings; and

WHEREAS, The City of Lilburn's Planning Commission met on Thursday, December 18, 2025, and voted to approve the Special Use Permit, SUP-2025-04, with conditions.

NOW, THEREFORE, BE IT ORDAINED that the Mayor and City Council of the City of Lilburn, Georgia, hereby approves SUP-2025-04 with the conditions outlined in Exhibit A.

BE IT FURTHER ORDAINED that this Ordinance shall be effective upon its adoption, and that all ordinances, regulations, or parts of the same in conflict with this Ordinance are hereby rescinded to the extent of said conflict.

SO ORDAINED this the 12th day of January, 2026.

APPROVED:

Johnny Crist, Mayor

ATTEST:

Anja Peay, City Clerk

EXHIBIT A

1. All cars stored on the lot must have a valid, current, license plate and be screened from view of the ROW.
2. No body or paint repair.
3. No washing of parts or vehicles outside the building.
4. No Heavy Equipment Service as described in Article 6.
5. No used auto parts sales.
6. No broker office or vehicle sales.
7. Service permitted only in enclosed bays.
8. The property shall be required to provide two rows of landscaping along the Pleasant Hill Road frontage to achieve screening of cars awaiting service, due to site orientation/composition.
9. No outdoor storage allowed on site.
10. Parking lot to be restriped prior to issuance of Occupational Tax Certificate
11. The Property Owner shall ensure that the parcel is brought into compliance with all landscaping requirements, property maintenance requirements of the U.S. 29 Overlay District, and these conditions of approval within 120 days of approval of the Special Use Permit.
12. Applicant shall be required to restore the vegetated buffer to the rear of the property to adequately screen business operation from the residential properties to the rear.

**CITY OF LILBURN
AGENDA ITEM NO. 1**

Date:	12-18-2025	To: Mayor and Council	January 12, 2026
From:	Anja Peay	Department:	City Clerk
Work Session/Reg. Mtg. Date Requested:	January 12,2026	Presenter:	Anja Peay
Agenda Title:	Approval of 2026 Mayor and City Council Appointments		
Audio/Visual Requirements:	Yes/No/NA		

Agenda Item Description (Background/History/Details):
Each calendar year it is necessary for the Mayor and City Council to appoint the Mayor Pro-Tem, City Attorney, Legal Organ, Council Responsibilities, Municipal Judges and Solicitor(s), and members to all Commissions and Boards.

Staff Recommendations (Motion) :
Staff recommends the following: “Motion to approve the various appointments presented”

Department Head Approval:	J, Simpkins
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Mayor’s Signature Required:	YES	NO
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List Attachments:
1. 2026 Appointments

Financial Information (For Financial Services Use Only)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager’s Initials
				JS

2026 Appointments

Mayor Recommendations:

Mayor Pro Tem – Scott Batterton by Mayor Crist
 Parliamentary Procedures – Robert’s Rules of Order
 City Attorney & Parliamentarian – Richard A. Carothers
 Legal Organ – Gwinnett Daily Post

Council Responsibilities:

All council members will share equally in all areas of responsibility.

Municipal Court Appointments:

Municipal Judge – Charles L. Barrett, III
 Associate Judge(s) – Carla Brown, Erica Dove
 Pro Hac (Standby) Judge(s) – Kenneth Wickham, Jennifer Mann, Mike Greene
 Solicitor – Kelsey Wiley, Bryan Brown, Laura Mayfield
 Assistant Solicitor – Robert “Bob” Giannini

Board and Commission Appointments:

Board/ Commission	Appointed By:				
	Mayor Crist	Council Post 1 van Maanen	Council Post 2 Batterton	Council Post 3 Hart	Council Post 4 Powella
Planning Commission	James Hampton	Beanie Danos	Peter Sirbu	Michael Delashmit	Ken Stephenson
Zoning Board of Appeals	Calum Lewis	Angie Ballard	Joe Gennusa	George Churchill	David Hull
Merit Board	Beth Thompson	Monica Smith	Jack Bolton	Pamela Hart	Bruno Bischoff

Lilburn Downtown Development Authority:

Appointments to the Lilburn DDA are made every two years on a staggering basis.
 Appointments are recommended by the Lilburn DDA and ratified by the Mayor and Council.
 The current term of 2 board members concludes at the end of 2026.

Seat #	Current Appointment	Current Term Expiration Date	DDA Recommendation	New Term
1	Tom Mills	12/31/2028	NA	NA
2	Scott Mecredy	12/31/2028	NA	NA
3	Elmer Nash	12/31/2028	NA	NA
4	Hugh Wilkerson	12/31/2028	NA	NA
5	Mark DeArmon	12/31/2028	NA	NA
6	Joe Nocera	12/31/2026	NA	NA
7	Amy Valdez Barker	12/31/2026	NA	NA

**CITY OF LILBURN
AGENDA ITEM NO. 2**

Date:	December 128, 2025	To: Mayor and Council	January 12, 2026
From:	R. Whitehead	Department:	Municipal Court
Work Session/Reg. Mtg. Date Requested:	January 12, 2026	Presenter:	R. Whitehead
Agenda Title:	Approval of Ordinance 2026-665, an Ordinance amending Chapter 30 of the Code of Ordinances of The City of Lilburn entitled "Municipal Court" so as to add a New Section 30-4 of the Chapter to be entitled "Rules Of Municipal Court".		
Audio/Visual Requirements:	No		

Agenda Item Description (Background/History/Details):
This amendment will update Chapter 30 of the Code of Ordinances of The City of Lilburn entitled "Municipal Court" so as to add a New Section 30-4 of the Chapter to be entitled "Rules Of Municipal Court", allowing the Municipal Court to develop operating procedures, forms, and other documents to support orderly court operations and promote clarity for staff, litigants, and the public.

Staff Recommendations (Motion) :
Staff recommend the following: "Motion to approve Ordinance No. 2026-665 an Ordinance amending Chapter 30 of the Code of Ordinances of The City of Lilburn entitled "Municipal Court" so as to add a New Section 30-4 of the Chapter to be entitled "Rules Of Municipal Court".

Department Head Approval:	JS
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Mayor's Signature Required:	YES
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List Attachments:
1. Ordinance 2026-665

Financial Information (For Financial Services Use Only)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager's Initials
N/A				JS



City of Lilburn
Lilburn, Georgia

Ordinance No.
2026-665
Draft

STATE OF GEORGIA
COUNTY OF GWINNETT

Date of Reading and Adoption: January 12, 2026
At the regular meeting of the Lilburn City Council

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LILBURN, GEORGIA TO AMEND CHAPTER 30 OF THE CODE OF ORDINANCES OF THE CITY OF LILBURN ENTITLED “MUNICIPAL COURT” SO AS TO ADD A NEW SECTION 30-4 OF THE CHAPTER TO BE ENTITLED “RULES OF MUNICIPAL COURT”; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

WHEREAS, the effective administration of the Municipal Court requires flexibility to implement consistent and efficient internal practices; and

WHEREAS, allowing the Municipal Court to develop operating procedures, forms, and other documents supports orderly court operations and promotes clarity for staff, litigants, and the public; and

WHEREAS, the Mayor and Council for the City of Lilburn hereby amend Chapter 30 of the Code of Ordinances of the City of Lilburn to add a new Section 30-4 to be entitled “Rules of Municipal Court.”

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Lilburn, Georgia, sitting in regular session on January 12, 2026, that Chapter 30 of the Code of Ordinances of the City of Lilburn, Georgia, is hereby amended to add a new Section 30-4 to read as follows:

Section 30-4. Rules for Municipal Court.

With the approval of the city council, the judge shall have full power and authority to make reasonable rules and regulations necessary and proper to secure the efficient and successful administration of the municipal court, and develop operating procedures, forms, and other documents; provided, however, that the city council may adopt in part or in toto the rules and regulations applicable to municipal courts. The rules and regulations made or adopted shall be filed with the city clerk, shall be available for public inspection, and, upon request, a copy shall be furnished to all defendants in municipal court proceedings at least 48 hours prior to said proceedings.

SO ORDAINED this 12th day of January, 2026.

APPROVED:

Johnny Crist, Mayor

ATTEST/AUTHENTICATED:

Anja Peay, City Clerk
(Seal)

**CITY OF LILBURN
AGENDA ITEM NO. 3**

Date:	December 22, 2025	To: Mayor and Council	January 12, 2026
From:	Jenny Simpkins	Department:	City Manager
Work Session/Reg. Mtg. Date Requested:	January 12, 2026	Presenter:	Jenny Simpkins
Agenda Title:	Approval of Contract No. 2026-01, a settlement agreement with Francis Cole at no cost to the City of Lilburn.		
Audio/Visual Requirements:	No		

Agenda Item Description (Background/History/Details):
<p>The city charged Frances Cole, owner of 4415 Lilburn Industrial Way, with 38 counts of various code violations, and the Municipal Court judge found Cole guilty of 35 of the 38 counts on February 20, 2025. Cole was fined \$10,000 and placed on probation for 24 months. Cole filed a Petition for Review in the Gwinnett Superior Court. On September 10, 2025, the Superior Court vacated and set aside the judgement and sentence of the Lilburn Municipal Court. Lilburn filed a Petition for Discretionary Review with the Georgia Court of Appeals within 30 days, and the petition was granted. Since this time, we've been working toward a Settlement Agreement. Staff recommends approval of the proposed Agreement, and it has been approved by Cole and her attorney.</p>

Staff Recommendations (Motion) :
Staff recommend the following: "Motion to approve Contract No. 2026-01, a settlement agreement with Francis Cole at no cost to the City of Lilburn."

Department Head Approval:	JS
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Mayor's Signature Required:	YES
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List Attachments:
<ol style="list-style-type: none"> 1. Contract No. 2026-01 2. Zoning Ordinance

Financial Information (For Financial Services Use Only)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager's Initials
N/A				JS

**IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA**

FRANCES M. COLE,)	
Petitioner)	Civil Action File No.:
)	25-A-02548-3
v.)	
)	
CITY OF LILBURN, GEORGIA)	Municipal Court Case:
Respondent)	Z24008787
)	

SETTLEMENT AGREEMENT

NOW COME, the City of Lilburn, Georgia (“City”), and Frances M. Cole (“Petitioner”), and enter into this Settlement Agreement which shall be a final and complete resolution of the above-referenced cases.

On July 23, 2024, the City filed an Accusation in the Municipal Court of Lilburn containing 38 counts. The counts all alleged that Petitioner had violated either the Lilburn Zoning Ordinance or other provisions of the ordinances of the City and that the violations were occurring on the property identified as 4415 Lilburn Industrial Way, Lilburn, Georgia (Gwinnett Tax Parcel R6133-003) (“Property”). Each count alleged that the violation was occurring on April 19, 2024. The Accusation was served on the Petitioner on July 24, 2024. The Petitioner pled not guilty to all charges, and a trial was held before the Municipal Court of the City of Lilburn on February 20, 2025. The Municipal Court found the Petitioner guilty on 35 of the 38 counts of the Accusation. The Municipal Court placed the Petitioner on probation for twenty-four (24) months and fined the Petitioner Ten Thousand Dollars (\$10,000.00). The fine could be reduced by bringing the Subject Property into compliance with City of Lilburn ordinances within

certain time frames. The Petitioner filed a Petition for Review in the Gwinnett Superior Court within the time provided by law.

On September 10, 2025, the Superior Court entered an Order on Petition for Review that “vacated and set aside” the judgement and sentence of the Lilburn Municipal Court. On October 10, 2025, the City of Lilburn filed a Petition for Discretionary Review with the Georgia Court of Appeals. The Petition was granted on October 31, 2025.

The parties desire to enter into this Settlement Agreement to resolve all issues in the current litigation.

NOW THEREFORE, based on the promises and covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the City of Lilburn and Frances M. Cole, do hereby agree as follows:

1. The City of Lilburn will dismiss its Appeal within five (5) days of the Effective Date of this Agreement, said date being defined below. The parties will enter into a Consent Order asking the Superior Court to Vacate its Order of September 10, 2025, and to enter an Order vacating and setting aside the decision of the Lilburn Municipal Court in Case No. Z24008787 and Approving this Settlement Agreement as the Final Order of the Superior Court in this action.
2. Frances M. Cole covenants not to sue the City of Lilburn for damages as a result of the City’s actions against her related to this case, both at the Municipal Court as well as in the Superior Court.
3. The parties agree that the Property may be used for the grandfathered use of a “junkyard.” For purposes of this Settlement Agreement, the term junkyard is defined as “Property used for indoor or outdoor storage, keeping or abandonment, whether or not for sale or resale, of junk including scrap metal, rags, paper or other scrap material, used lumber, salvaged house wrecking and structural steel materials and equipment or for the or abandonment of automobiles or other vehicles or machinery or parts thereof.” For purposes of this Settlement Agreement, “junkyard” does not include the selling of automobiles and does not allow for the general public, a customer, or a potential buyer to pick or sort through items on the Property for the purposes of purchasing any item located thereon. The parties agree that this grandfathered use shall end on December 31, 2031, and that thereafter the Property

may not be used as a “junkyard” as defined herein.

4. The parties have come to a mutual agreement as to the lawful and legal uses allowed on the Property under the Zoning and Special Use Permit approved as 262-07 and the current City of Lilburn Zoning Ordinance and agree that the uses set forth below are legal and lawful uses for the Property: any of the following uses which are not allowed under any future properly adopted amendments to the City of Lilburn Zoning Ordinance and which are being conducted on the Property now or prior to the adoption of that amendment shall be considered lawful non-conforming uses and shall be subject to the provisions of Section 903 of the City of Lilburn Zoning Ordinance which reads as follows:

Section 903. Nonconforming use.

A nonconforming use may be continued even though such use does not conform with the use provisions of the zoning district in which said use is located, except as otherwise provided in this section:

1. *Change of use.* A nonconforming use shall not be changed to another nonconforming use. A change in tenancy or ownership shall not be considered a change to another nonconforming use, provided that the use itself remains unchanged.
2. *Discontinuance or abandonment.* A nonconforming use shall not be reestablished after discontinuance or abandonment for one year. Vacancy and/or non-use of the building, regardless of the intent of the owner or tenant, shall constitute discontinuance or abandonment under this subsection. If an occupation certificate is required for said nonconforming use and the occupation certificate has lapsed for more than six months, said lapse of occupation certificate shall constitute discontinuance.
3. *Expansion.* A nonconforming use shall not be expanded, enlarged or extended, in land area or in floor space or volume of space in a building or structure, except for a use which complies with the zoning district in which said use is located.
4. *Repair.* A nonconforming use shall not be rebuilt, altered or repaired after damage exceeding 50 percent of its replacement cost at the time of damage as determined by the Planning Department, except for a use which conforms with the zoning district in which said use is located, and provided such rebuilding, alteration or repair is substantially completed within one year of such damage.

LEGAL USES

- A. Tow Service, which is defined as an establishment that dispatches towing vehicles and which provides for the temporary storage of vehicles but does not include disposal, disassembly, salvage, or accessory storage of inoperable vehicles. This use does not include a salvage yard or junkyard as that term is defined herein.
- B. Wrecked Motor Vehicle Compound, which is defined as an area used to store

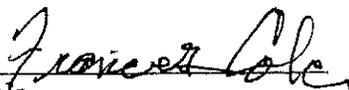
disabled or impounded vehicles until such time as their disposition (either by junk, salvage, repair, etc.) has been determined by the insurance company, the owner of the vehicle, or his legal representative. The area where the vehicles are stored must be surrounded by an eight foot fence and the vehicles may not be visible from the public right of way. This use does not include a salvage yard or junkyard as that term is defined herein.

- C. Baking Plants
 - D. Building Material or Other Outdoor Storage Yards including the storage of operable vehicles such as, but not limited to, automobiles, recreational vehicles, boats, work trailers and commercial trucks.
 - E. Cold Storage Plants
 - F. Soft Drink Bottling and Disturbing Plants
 - G. Truck Terminals
 - H. Wholesaling and Warehousing
 - I. Newspaper and Printing Plants
 - J. Office or Office Parks
 - K. Taxidermists
 - L. All industrial uses that:
 - a. Are not public nuisances
 - b. Are not dangerous to the public health, safety or general welfare
 - c. Meet all applicable state and federal environmental regulations.
 - M. All uses permitted as a right in the I-A (Industrial Area) under Article 6 of the of Lilburn Zoning Ordinance as of the date of this Agreement, which is attached hereto as Exhibit A.
5. Petitioner agrees to install a six-foot chain-link fence across the entire frontage of the Property at the location of the current fence line and to install a locked or automated gate on the fence to restrict vehicular access to the Property. The general public, customers, and potential buyers will not be allowed access to the areas of the Property where wrecked or damaged vehicles are stored, and Petitioner will provide for at least three (3) identified parking spaces for any

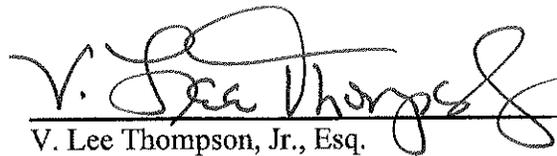
customers. Petitioner further agrees to install a landscape buffer of Green Giant Arborvita trees within the ten feet in front of the fence at appropriate spacing to create a visual screen. The trees will be approximately six feet in height at the time of planting and shall be spaced so that at the time of planting, there shall be a visual screen. The driveway located on the Property and all areas where vehicles will be driven or parked will be covered with a layer of #57 stone and topped with asphalt millings to reduce dust and create a clean appearance.

6. The City shall provide Petitioner a 2025 Occupation Tax Certificate/ Business license for the business of towing and recovery within three business days of the Effective Date of this Agreement.
7. The Effective Date of this Agreement shall be the date that the Agreement is signed by the last party signing the Agreement.
8. The parties acknowledge that a portion of the Property is being legally used for a cell tower in accordance with a recorded Perpetual Easement Agreement. The parties agree that this use is lawful and the use shall be allowed to continue and shall not be affected by the terms of this Settlement Agreement.
9. This Settlement Agreement shall be binding on the parties, their successors and assigns and shall be recorded on the public deed records of Gwinnett County, Georgia to place the public on notice of the lawful uses of the Property.

Agreed to this 9 day of December, 2025.



Frances M. Cole



V. Lee Thompson, Jr., Esq.
Georgia Bar No. 710050
Attorney for Petitioner Frances M. Cole
Pereira, Kirby, Kinsinger & Nguyen, LLP.
P.O. Box 1250
Lawrenceville, Georgia 30046

770-963-2997 (Phone)
lthompson@pkknlaw.com

Agreed to this ____ day of _____, 2025.

City of Lilburn

By: _____

Title: _____

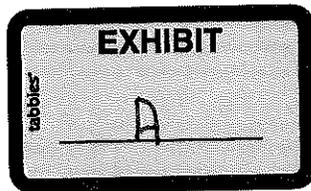
Attest: _____

Title: _____

(CITY SEAL)

Angela Couch
Georgia Bar Number: 190005
Attorney for the City of Lilburn
Carothers & Mitchell, LLC
1809 Buford Highway
Buford, GA 30518
678-730-0444
Angela.couch@carmitch.com

[Signature Page for Settlement Agreement between Frances M. Cole and the City of Lilburn]



ARTICLE 6. USE AND SUPPLEMENTAL CONDITIONS TABLES

Section 601. How to use this table.

Each table looks similar to the example below:

PUBLIC INFRASTRUCTURE	SPECIFIC USES	R- 1	R- 2	MU	OT	CB	O- I	I- A	U.S. 29	Section Reference	Comment/Condition
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Transit	Bus, train, or taxi lots and facilities					S		S	S		
	Parking Lot, Deck			P ₁	S	P ₁	P ₁	P ₁	S		20 acre minimum for commercial vehicle storage lot.
	Passenger Facilities	P	P	P	P	P	P	P			Includes transit stops, GTC stations.
Utilities	Cellular/Wireless Communication Tower			S	S	S	S	S	S	Ch. 117	New Towers. Refer to Telecommunications Towers and Antennas Code for alterations
	Electric Substation or Gas Regulator Station	C	C	C	C	C	C	C	C	Article 6: Sec. 603	As deemed required for location to serve land uses in vicinity.
	Public Utility Facilities	C	C	C	C	C	C	C	C		

- First column lists general groupings (e.g. Public Infrastructure Types for the category listed in the column header (Public Infrastructure)).
- Second column lists specific uses.
- Middle columns represent each City of Lilburn zoning and/or overlay district (OT, and U.S. 29), with a use code.
- The letters corresponding to use codes are as follows:

Blank	Use is Not Permitted in that district
P	Use is Permitted in that district, subject to comments, Supplemental Conditions (Sec. 603), Specific Use Provisions (Article 7) and business licensing restrictions.
C	Use is Permitted subject to Administrative Conditional approval , requiring the Planning Director or designee to review and apply conditions as specified in: Use Table; Supplemental Conditions Table (Sec. 603); and/or Specific Use Provisions (Article 7) in addition to relevant conditions imposed during the review and approval process.
S	Use requires a Special Use Permit , requiring public hearing and subject to conditions and approval by City Council.
P ₁	Use is Permitted, but only as an Accessory Use to a principal use. This letter code does not pertain to those uses specifically identified under the column header 'Accessory Uses'

- Section Reference column indicates ordinance section number(s) with additional standards related to the specific use either in the Supplemental Conditions Table (Article 6 - Section 603); or Article 7.
- Comment/Condition column indicates applicable additional information, conditions or restrictions pertaining to a use for implementation in a particular zoning or overlay district.

(Ord. No. 2016-503, Exh. A, 6-13-2016; Ord. No. 2022-596, Att. 1, 11-14-2022; Ord. No. 2023-602, Exh. A, 5-8-2023;
Ord. No. 2023-603, Exh. A, 6-12-2023)

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Section 602. Use table.

SPECIFIC USES		R1	R2	MU*	OT	CB	O-1	IA	U.S. 29	Section Reference	Comment/Condition
*Upon Master Concept Plan approval											
RESIDENTIAL USES											
Residential Dwelling Types	Single-family Detached	P	P	P	P	S			S	U.S. 29 Overlay Provisions	See development standards for minimum unit size and lot configurations. Permitted as part of a mixed-use development in CB under the U.S. 29 Overlay with Concept Plan review.
	Single-family (cluster-cottage, creative lot configuration)	P	P	P	P	S			S	U.S. 29 Overlay Provisions	Permitted as part of a mixed-use development in CB under the U.S. 29 Overlay with Concept Plan review.
	Single-family Attached (fee simple)	S	S	P	P	S			S	Sec. 734 U.S. 29 Overlay Provisions Art. 7	Permitted as part of a mixed-use development in CB under the U.S. 29 Overlay with Concept Plan review.
	Single-family Attached (condominium)	S	S	P	P	S			S	Sec. 734 U.S. 29 Overlay Provisions	Permitted as part of a mixed-use development in CB under the U.S. 29 Overlay with Concept Plan review.
	Boarding and Rooming Houses	S	S								Limited to not more than 10 non-transient boarders.

	Dormitory																Permitted as ancillary supporting use to a hospital use, medical facility, or associated educational facility.
Residential	Home-based Occupation	C	C	C	C	C	C	C	C	C		Art. 716					Subject to HO criteria and licensing. In OI and CB, permitted in existing residential dwellings only.
	Pet House Structure	P	P	P	P	P	P	P	P								Restricted to rear yard setback area. No kennels.
	Private Tennis Court	P	P	P	P	P	P	P	P			Art. 7					Administrative conditional approval required for lighting.
	Storage Shed	P	P	P	P	P	P	P	P								Rear yard only. Subject to setback, bldg. separation and material review.
	Swimming Pool (private)	P	P	P	P	P	P	P	P			Art. 7					Subject to structure separation and fencing requirements.
Business	Farm Stand Sale of Products Produced on Premises	C							C								Requires a temporary use permit in nonresidential districts and subject to minimum lot size

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	Veterinary Clinic																Grooming and care allowed. No outdoor boarding. Adaptive reuse of dwelling permitted in MU.	
	Veterinary Clinic with Outdoor Kennel							S		P							Art. 6, § 603 Outdoor boarding. May include large animals as appropriate.	
Other	Charitable Institution (office)							P	P	P	P	P						
	Public Utility or Other Similar Professional Office							P	P	P	P	P					Public office in MU and CB limited to tenant or component of mixed-use, office park, or commercial center.	
	Office Park							S		S	P	S					Art. 6, § 603	
	Office Condominiums							P	P	P	P	P						
	Other Similar Professional Office Uses Not Specified							C	C	C	P	P					Subject to administrative conditional approval.	
COMMERCIAL																		
Personal Services	Barber Shop, Hair Salon							P	P	P	P	P						
	Clothing Alterations							P	P	P								Includes tailors and seamstresses.
	Dance/Fitness/Karate Studio							P	P	P								Limited to 2,500 sq. ft. in MU* and OT.

																			accessory use permitted in MU.
	Convenience Store w/Gas Pumps		S			S			P		S				Art. 6, § 603 Art. 7				Automated car wash as accessory use permitted only in CB.
	Drug Store w/Drive Thru Pharmacy		C			P			P		P								Administrative conditional approval required with Drive-Thru in MU. No less than 3 vehicle stacking for drive through.
	Fruit and Nut Stores					P			P		P								
	Grocery Stores					C			P		P				Art. 7				Square footage limitations in MU.
	Health, Nutrition and Vitamin Food Stores					C			C		P								Limited to 2,500 sq. ft. in MU and OT.
	Ice Cream Shops					P			P		P								
	Newsstands					P			P		P								
	Specialty Food Stores					P			C		P								Includes ancillary catering services. Square footage limitations in TC.
Dining	Bars, Taverns, Microbrewery					S			S		P				Art. 7				Permitted with food service only and administrative conditional review.
	Cafes and Coffee Shops					P			P		P								Permitted in O-I as accessory use.

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	Art/Hobby/Craft/School Supply Shop																	Big Box prohibited in MU and OT.
	Frame Shops																	Maximum 2,500 sq. ft. building limitations in OT.
	Interior Design Services and Shop																	
	Music Studio, With Accessory Sales																	
	Photography Sales and Studios, Film Developing																	
	Bicycle Store																	Temporary outdoor display only.
	Bookstores																	Limited to 2,500 sq. ft. in OT.
	Camera/Photo Supply																	
	Cellular Phone Vendor Sales and Service																	
	Cigar Shops																	
	DVD, Computer Game, and CD Music Rental and Retail Stores																	Big box prohibited in MU and OT. Equipment sales limited to accessories and software.
	Fabric Shop																	
	Florist																	
	Furniture Repair and Upholstery																	Limited to 2,500 sq. ft. in MU.
	Gift Shops																	Accessory use in O-I.

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													housing animals shall be located at least 300 feet from dwelling or business on any property.
													Crematory allowed in conjunction with funeral home. Stand-alone crematories subject to state law.
													Art. 6, § 603
													P
													P
													Art. 6, § 603
													New cemetery allowed as accessory to funeral home in CB.
													Within MU, limited to 8,000 square feet per acre.
													Subject to administrative conditional approval. Retail and service are incidental uses in O-I districts.
													Includes wholesale/retail.
													Subject to auto sales and service requirements.

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	Machine, Welding, Radiator/Muffler Repair									S	Art. 6, § 603	Outside storage not permitted in business parks.
	Breweries and Soft Drink Bottling									P	Art. 7, Sec. 737 provisions, city licensing and State law	May include commercial production facilities.
	Newspaper Printing Plant									P		
	Distillery									P		Distillery uses with a gross floor area of 10,000 S.F. or greater are required to have a tasting room component.
Light Storage/Distribution/Warehousing	Building Supply Lumber Yards									C	See Light Outdoor Storage	Outdoor storage screening required subject to administrative conditional review.
	Light Outdoor Storage									C	Art. 6, § 603	Not permitted in office park or planned business park. Vehicle storage prohibited.
	Warehousing, Wholesaling, Storage and Distribution (Light)									C	Art. 6, § 603	
Other	Light Industrial/Business Park									C	Art. 6, § 603	

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HEAVY INDUSTRIAL											
Production and Processing	Agricultural Processing								C	Art. 6, § 603	May include activities which create emissions within federal standards.
	Alternative Energy Production								S	Art. 6, § 603	Solid waste incinerator and/or microwave facility prohibited.
	Dry Cleaning Plant								S	Art. 6, § 603	
	Heavy Industrial								C	Art. 6, § 603	May include activities which create emissions within federal standards.
	Manufacturing, Processing								C	Art. 6, § 603	May include activities which create emissions within federal standards.
Distribution and Storage	Bulk Container Storage								S	Art. 6, § 603	
	Distribution Centers								P		
	Towing and Wrecker Service								P	Art. 6, § 603	Business Truck and operable vehicle parking only. Screening requirements apply.
	Wrecked Motor Vehicle Compound								S	Article 6: Sec. 603	Min. Lot Size 2 acres. Temporary Storage

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Section 603. Supplemental conditions table.

SPECIFIC USE	ZONE	CONDITION
ACCESSORY USES		
Agricultural	Private Horse Riding Stables for Resident	R-1 1. Use of private stables shall be limited to property with a minimum of three acres which is not part of a platted subdivision. 2. No structure or corral shall be located closer than 100 feet to any property line.
Residential Dwelling Types	Multi-family Age Restricted	R2, MU, OT, CB, U.S. 29 1. This use is intended to be located in areas of more intensive development near retail and services, with access to public transportation. 2. Minimum lot area and setbacks apply (two acre lot area with 200 foot frontage width; 40 ft. side and rear yards). 3. Minimum unit size of 550 sq. ft. for one bedroom and 750 sq. ft. for two bedroom. 4. Maximum 25 du/ac density. 5. Six story or 80' height limit. 6. Minimum 150 foot building distance from adjacent R zones. 7. Buildings shall have sprinkler systems in all common areas; standpipe systems on every floor. 8. Entire building will have approved monitoring smoke detection systems installed in accordance with NFPA Codes. 9. Access will be provided in all areas around building to insure proper placement of fire equipment.
	Residential as Component of Mixed-Use Building	MU, OT, CB/U.S. 29 1. A minimum of 30 percent of total square footage of buildings in a MU project shall include residential uses as a component of a mixed-use building

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			<p>(commercial and/or office).</p> <p>2. Residential use component may not exceed 70 percent of square footage of the building.</p> <p>3. Structure must be two stories or greater.</p> <p>4. Residential shall be located on upper floors above ground floor business or to the rear of the building.</p> <p>5. Where adjacent to a required buffer, the minimum required side yard or rear yard setback(s) may increase an additional five feet for every ten feet of increase in building height above 35 feet.</p> <p>6. All visible frontages shall be detailed with architectural elements.</p> <p>7. Required garage and off-street parking must be located to the rear of a minimum of 50 percent of mixed-use buildings.</p> <p>8. Business portion shall have direct entry from street frontage sidewalk. Entrances to residential, office or other upper story uses shall be clearly apparent in form and location of ground floor uses.</p>
Business	Live/Work Residence	OT Overlay, MU	<p>1. Permitted use provided additional parking is provided at one space per 1,000 square feet of office use.</p> <p>2. Residential appearance to be maintained.</p> <p>3. Permanent occupancy not required.</p> <p>4. On residential properties a sign not larger than six square feet or four feet in height is allowed.</p>
Dwelling Uses	Subdivision Tennis Courts and/or Pool	R-1, R-2, MU*,	<p>1. Permitted as accessory to residential portion of a mixed-use development in CB under</p>

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		CB/U.S. 29	the U.S. 29 Overlay, and in MU. 2. Permitted in R-1 and R-2 when included as dedicated or reserved area on final recorded subdivision plat.
PUBLIC/INSTITUTIONAL			
Care Facilities	After School Program	R-1, R-2, MU*, OT, CB, O-I	After-school programs are permitted as an associated use to all schools, religious institutions and day care facilities in the MU, O-I or CB districts with administrative review in R-1, R-2, MU and OT when located within a residence in association with a family day care home with the following conditions. 1. The after-school program is limited to no more than four consecutive hours per day, and within the hours of 2:00 p.m. and 6:30 pm. 2. A permanent fence enclosing any designated play areas shall be constructed before commencing the after school program use.
	Day Care Center	MU*, OT, O-I, CB, IA	See Article 7, Section 708
	Family Daycare Home	R-1, R-2, MU*, OT	See Article 7, Section 710
	Group Home	R-1, R-2, MU*, O-I	See Article 7, Section 715
COMMERCIAL USES			
Auto and Equipment Uses	Auto, Motorcycle and Truck Service Center	CB/U.S. 29, IA	1. Special use permit required in CB or U.S. 29 Overlay. 2. In CB and U.S. 29 Overlay, buildings shall be designed in consideration of the context of the site and area. The design shall complement and be compatible with the

			<p>predominant architectural theme of the U.S. 29 Overlay or of the integrated development site.</p> <p>3. No body or paint repair.</p> <p>4. Service permitted only in enclosed bays.</p> <p>5. All service bays shall be oriented so as to parallel U.S. 29 and other major arterial roadways on which they are located, and/or when within 300 feet of property zoned or used for residential uses.</p> <p>6. All service bays shall have a 100 percent opaque screen of a minimum of three and one-half feet on surrounding street frontages.</p>
	Auto, Motorcycle and Truck Sales or Dealership	CB, IA	<p>1. SUP required in CB.</p> <p>2. Sales lots shall have dedicated vehicle inventory parking.</p> <p>3. All existing vehicle display areas with frontage on U.S. 29, and any new facilities with frontage on major arterial roadways, shall be screened to a minimum height of two and one-half feet.</p> <p>4. Minimum one acre useable site in IA, min. 5 acre site in CB.</p> <p>5. Minimum 200 foot roadway frontage.</p> <p>6. Two elevated display racks are permitted per motor vehicle sales lot, not to exceed five feet in height.</p>
	Vehicle Storage Lots	CB, IA	See Art. 7, § 733
Restricted Uses	Auto and Truck Body and Heavy Repair	CB/U.S. 29, IA	<p>1. Special use permit required in CB or U.S. 29.</p> <p>2. In CB, auto repair buildings shall be designed in consideration of the context of</p>

		<p>the site and area. The design shall complement and be compatible with the predominant architectural theme of the U.S. 29 Overlay or of the integrated development site.</p> <ol style="list-style-type: none"> 3. Service permitted only in enclosed bays. 4. All service bays shall be oriented so as to parallel U.S. 29 and other major arterial roadways on which they are located, and/or when within 300 feet of property zoned or used for residential uses. 5. All service bays shall have a 100 percent opaque screen of a minimum of three and one-half feet on surrounding street frontages. 6. Damaged vehicles and/or vehicles undergoing repair shall be enclosed within an eight-foot high, opaque fence. 7. Outdoor storage of dismantled and inoperable autos and parts is prohibited. 8. Driveway access on through lots should not be allowed on streets primarily servicing property zoned or used for residential uses. 9. Exterior building elevations facing public streets shall be a minimum of 50 percent of the storefront in clear glass. 10. A five-foot minimum planter should be provided around the footprint of all building elevations except at pedestrian and vehicular entrances to said building and at any building elevation abutting a landscaped perimeter yard. 11. A safe pedestrian path
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			should be provided from the required on-site parking to the primary customer entrance.
Supply and Wholesale	Building Supply Center with Outdoor Lumberyard	CB, IA	<ol style="list-style-type: none"> 1. SUP required in CB. 2. No fabrication or outside storage permitted in CB under the U.S. 29 Overlay. 3. Storage or equipment areas must be screened with a six feet high, opaque fence.
	Contractor's Offices with Outdoor Storage	CB, IA	<ol style="list-style-type: none"> 1. SUP required in CB. 2. Storage or equipment areas must be screened with a six-foot high, opaque fence.
Food and Convenience Stores	Convenience Food Store with Pumps	MU*, CB	<ol style="list-style-type: none"> 1. SUP required for fuel pumps. 2. A ten-foot landscaped strip shall be provides along ROW. 3. Fuel pumps and canopies covering fuel pumps are permitted in the front yard setback provided they are located a minimum of 15 feet from the ROW, and the canopies are located at least ten feet from the ROW. 4. No outdoor storage is permitted. 5. Display of beverages in permanent containers on pump islands as specified in Article 7, Section 724.
Personal Services	Dry Cleaning Facility	MU*, CB, IA	<ol style="list-style-type: none"> 1. Limited to 2,500 square feet and no drive-thru facilities in MU. 2. Incidental to primary industrial or business park uses in IA.
	Dry Cleaning with Drive-Thru	CB, IA, U.S. 29	See Article 7, Section 710 for additional conditions.
Shops and Non-Food Stores	Home Improvement with Garden Center	CB/U.S. 29, IA	<ol style="list-style-type: none"> 1. A six-foot high solid fence must surround all storage areas for business vehicles, equipment and bulk storage. 2. All principal and accessory structures must conform to the

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			<p>building code with no agricultural exceptions.</p> <p>3. Outdoor plant displays access walks shall comply with site accessibility requirements of the building code.</p> <p>4. Required parking spaces and drive aisles shall be asphalt or concrete. Business vehicle and equipment parking and drive area may be gravel/crush and run in IA.</p> <p>5. Customer parking requirements for outdoor retail display areas shall be one space for every 500 square feet of retail space.</p>
Other	New Cemetery	R-2	<p>New cemeteries, provided any new cemetery allowed under this paragraph:</p> <ol style="list-style-type: none"> 1. Has 100 or more feet of frontage along a street classified as a minor arterial or higher grade thoroughfare, 2. Is adjacent to an existing cemetery or immediately across a public right-of-way from an existing cemetery, 3. Is located entirely outside the Lawrenceville Highway Corridor Overlay, 4. Has its boundaries shown on a plan that is filed with the city, 5. Complies with other all other development regulations of the city, and 6. Burial of human remains shall be entirely within concrete vaults.
	Funeral Home/Crematory	CB/U.S. 29	Subject to state law.
	Hotel, Motel	MU*, CB/U.S. 29	<ol style="list-style-type: none"> 1. Guest rooms shall be accessed internally to the building with no direct room access to the outside.

			<ol style="list-style-type: none"> 2. Lobby shall be a minimum of 700 square feet. 3. Minimum site shall be two acres. 4. On-site management required on 24 hour basis in an office within the primary structure. 5. Each room must have a minimum of 300 square feet and access with a magnetic keycard entry/locking device. 6. For buildings containing three stories or less or no more than 130 rooms, minimum roof pitch is 4:12. 7. Outside storage of commercial equipment is prohibited. 8. No business license shall be issued for any business operating out of a guest room of the facility. 9. When adjacent to residentially zoned property, a 100 foot landscaped buffer is required. On existing vacant/undeveloped sites, and where feasible, 75 feet of such buffer in natural state is required. 10. Any outdoor recreation areas/pools must be located to the rear of the site or internal courtyards. 11. Extended stay is prohibited.
	Amusement Game Room	CB/U.S. 29	<ol style="list-style-type: none"> 1. Every amusement game room in the city shall comply with the proximity provision for businesses licensed to sell alcohol, set out in ARTICLE III, Sec. 6-64. 2. No amusement game room in the city shall offer to the public more than six bona fide coin operated amusement

			<p>machines.</p> <p>3. All machines shall, at all times, be kept and placed in plain view of and open and accessible to any person who may frequent or be in any place of business where such machines are kept or used.</p> <p>4. See additional licensing requirements in Chapter 14, Article V.</p>
PROFESSIONAL SERVICES			
Medical/Clinical	Veterinary Hospital with Outdoor Kennel	CB/U.S. 29, IA	<p>1. Special use permit required.</p> <p>2. Outdoor boarding and/or runs permitted, located at least 300 feet from any existing residential use or business when measured from property line of subject property to residence or business establishment of closest properties.</p>
Other	Office Park	MU*, CB/U.S. 29, IA	<p>1. Distributive functions such as loading, unloading, storage, packaging and unpackaging shall be limited to ten percent of the total building area and five percent of the total lot area.</p>
LIGHT INDUSTRIAL			
Production and Processing	Machine, Welding, Radiator, Muffler Repair Shops	IA	<p>Permitted with screening in business/light industrial parks and stand-alone facilities.</p> <p>1. Outside storage not permitted in business/light industrial parks.</p> <p>2. In stand-alone establishments, conditions of Light Outdoor Storage establishments shall apply.</p>
Light Storage/Distribution/Warehousing	Light Outdoor Storage	IA	<p>Includes outdoor storage yards for building material and equipment used in the conduct of the business subject to the following conditions:</p> <p>1. They shall not be located within the required front yard.</p>

			<p>2. They shall be screened by a solid fence a minimum of eight feet in height.</p> <p>3. Conditions also apply to outdoor storage established in connection with a permitted building or other use in IA.</p>
Other	Light Industrial/Business Park	IA	Includes all light industrial uses not objectionable by reason of the emission of noise, vibration, smoke, dust, gas, fumes, odors, or radiation, do not create fire or explosion hazards, and do not require outdoor storage, and ancillary retail and service establishments clearly incidental to primary uses.
HEAVY INDUSTRIAL			
Heavy Manufacturing and Distribution	Heavy Equipment/Farm Sales, Repair and Service	IA	<p>Subject to following conditions and location compatibility review:</p> <ol style="list-style-type: none"> 1. The facility is not located closer than 300 feet to a residential, commercial, institutional, mixed-use, Old Town or U.S. 29 Overlay boundary. 2. The sales or repair yard shall be completely enclosed with a solid opaque fence not projecting into the required front yard, not less than eight feet in height, to effectively screen storage and operations from public view. 3. All repair bays visible from an adjacent ROW shall be oriented parallel to the roadway. 4. Must meet standards of Article 7, Section 727 Open Display, and all applicable state/federal environmental regulations.
Distribution and Storage	Bulk Storage Tanks	IA	Subject to following conditions and location compatibility

			<p>review:</p> <ol style="list-style-type: none"> 1. No above ground storage tanks may be located closer than 500 feet to the R-1, R-2, MU, CB and O-I districts or Old Town or U.S. 29 Overlay boundary. 2. All storage is subject to approval of the fire department. 3. Stored materials are not dangerous to public health, safety or welfare.
	Wrecked Motor Vehicle Compound	IA	<p>Subject to following conditions and location compatibility review:</p> <ol style="list-style-type: none"> 1. The yard is not located closer than 300 feet to a mixed-use, Old Town Overlay district or U.S. 29 Overlay boundary. 2. The yard is completely enclosed with a solid opaque fence not projecting into the required front yard, not less than eight feet in height to effectively screen all storage and operations from public view. 3. Meet all applicable state and federal environmental regulations.
	Reclaimed Materials Processing Facility	IA	<p>A special use permit is required to operate a recovered materials processing facility on private property, subject to the following requirements:</p> <ol style="list-style-type: none"> 1. Activities shall be limited to collection, sorting, packaging, resale, and shipping. 2. Collection area shall be screened by a solid opaque fence or similar screening to a height of six feet. 3. All materials delivered outside of structure must be removed from any outdoor unloading area and brought into

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			<p>a fully enclosed interior space within a time limit as established per the special use permit.</p> <p>4. All materials collected shall not be visible once deposited in a bin or bunker. All sorting and collection bins shall be enclosed and stored inside a fully-enclosed building.</p> <p>5. A minimum distance of 1,000 linear feet is required for properties located adjacent to or across the street from any property used for or zoned for residential use.</p> <p>6. Lighting for such facilities shall be placed in such a fashion as to be directed away from any nearby residential areas.</p>
Production and Processing	Agricultural Processing	IA	<p>Subject to following conditions and location compatibility review:</p> <ol style="list-style-type: none"> 1. Are not public nuisances. 2. Are not dangerous to public health, safety or welfare. 3. Meet all applicable state and federal environmental regulations.
	Alternative Energy Production	IA	<p>Subject to following conditions and location compatibility review:</p> <ol style="list-style-type: none"> 1. Are not public nuisances. 2. Are not dangerous to public health, safety or welfare. 3. Meet all applicable state and federal environmental regulations.
	Dry Cleaning Plant	IA	<ol style="list-style-type: none"> 1. Dry cleaning plants using systems which make use of solvents rated at above 40 according to the Underwriters' Laboratories, Inc. Standard of Classification known as class I systems shall be prohibited.

			<p>2. Dry cleaning plants which make use of solvents rated at more than five, but less than 40, according to the Underwriters' Laboratories, Inc. Standard of Classification, known as class II and III systems, shall not be established in buildings with other occupancy and shall only be established in buildings which shall be setback not less than 20 feet from any side or rear property line and another building.</p> <p>3. The applicant for such a plant shall certify in writing at the time of application that all the above conditions shall be met.</p>
	Manufacturing, Processing	IA	<p>Subject to following conditions and location compatibility review:</p> <ol style="list-style-type: none"> 1. Are not public nuisances. 2. Are not dangerous to public health, safety or welfare. 3. Meet all applicable state and federal environmental regulations.
Other	Prohibited Industrial Uses	IA	<p>The following uses shall be prohibited in all districts and may not be approved for the district, even as a special use:</p> <ol style="list-style-type: none"> 1. Coal Burning Facilities; 2. Paper and pulp manufacturers; 3. Explosives, including fireworks manufacture or storage in bulk quantities; 4. Garbage, offal, dead animal reduction or dumping; 5. Mining and related activity; 6. Quarrying and related activity; 7. Stock yards, commercial; 8. Conversion of energy by nuclear fusion or fission;

			9. Blasting. 10. Salvage yard.
PUBLIC INFRASTRUCTURE			
Utilities	Electric Substation or Gas Regulator Station	All zones	1. The structures are placed at least 50 feet from any property line. 2. The structures are enclosed by a vinyl coated woven wire fence a minimum of eight feet in height. 3. A minimum 25 foot buffer strip is provided along the side and rear property lines but, not extending into the required front yard, planted with evergreen trees and shrubs that grow at least eight feet in height to provide a visual screen. 4. No vehicles are stored on the premises.
TEMPORARY USES			
Temporary Outdoor Events	Yard Sale	R-1, R-2, OT, MU	Yard sales, where permitted, shall not exceed three consecutive days for each yard sale. A yard sale on a particular property shall not occur more frequently than once in a six-month period.

(Ord. No. 2014-473, Exh. A, 9-8-2014; Ord. No. 2016-503, Exh. A, 6-13-2016; Ord. No. 2019-542, 10-14-2019; Ord. No. 2022-596, Att. 1, 11-14-2022; Ord. No. 2023-597, Att. 1, 2-13-2023; Ord. No. 2023-602, Exh. A, 5-8-2023; Ord. No. 2023-603, Exh. A, 6-12-2023)