



**City of Lilburn
Planning Commission Meeting Agenda
October 28, 2021**

**Work Session at 7:00 p.m.
Work Session at 7:00 P.M., Public Hearing at 7:30 P.M.**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**

- I. Meeting Minutes July 22, 2021

Documents:

[PC MINUTES JULY 22 2021 DRAFT.PDF](#)

- V. Old Business**
- VI. New Business**

- I. Zoning Ordinance Text Amendments and Sign Ordinance Amendments.
City initiated text amendments to the 2011 Zoning Ordinance, Article 5, Section 502, Town Center Overlay District (aka Old Town) to provide consistency between codes, refer the Lilburn Sign Ordinance, add or delete definitions, clarify or remove redundant language, and amend sections in response to recommendations of staff. Proposed amendments to Chapter 113. Lilburn Sign Ordinance do not require public hearing or formal Planning Commission recommendation.

- VII. Adjournment**

The above items are scheduled for public hearings as noted. The proposed text amendments are available for review at the Planning Department/City Hall, 340 Main Street, Lilburn, GA 30047 from 8:30 a.m. to 4:30 p.m Monday through Friday. The recommendation of this board will proceed to City Council for consideration and final action November 8th, 2021. Please check city website for meeting updates and minutes.

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
PLANNING COMMISSION MEETING MINUTES**

DRAFT

Thursday, July 22, 2021

**Lilburn City Hall, 340 Main St, Lilburn, GA 30047
Work Session at 7:00 p.m.
Public Hearing at 7:30 p.m.**

7/22/2021 – Minutes

- I. Call to Order
The meeting was called to order at 7:52 p.m. by Chairman Hugh Wilkerson.

- II. Roll Call

Present:
 - Chairman Hugh Wilkerson
 - Board member Joe Gennusa
 - Board member AJ Passman
Absent:
 - Board member Kenneth Stephenson
 - Board member Bryan Everett
Staff Members Present:
 - Joellen Wilson, Planning Director
 - Jenny Simpkins, Assistant City Manager

- III. Approval of Agenda
Motion by Board member Joe Gennusa. Second by Board member AJ Passman. All for.

- IV. Approval of Minutes
May 27, 2021 PC Meeting
Motion by Board member Joe Gennusa. Second by Board member AJ Passman. All for.

V. Old Business

a. Zoning Ordinance Text Amendment

City-initiated amendments to Article 7, to address regulations associated with Sections 716 and 733, to address home occupations and associated vehicle storage, respectively.

Staff presented proposed text amendments and recommended APPROVAL to clarify code and simplify compliance:

- Limit to 1 home occupation per residence
- Limit commercial vehicle parking locations on site and deliveries
- Limit contractors to office functions
- Clarify definition of commercial vehicle based on size and move to subsection of Section 733 with recreational vehicles, to apply to parking in all residential areas
- Conditional approval or Special Use Permit required for any home occupation not meeting all standard criteria
- Section 733, Vehicle Storage in residential zoning districts:
 - Add -Recreation vehicles shall not be used or operated as dwellings
 - Add and clarify limited allowances to commercial vehicle storage and parking for moving, services/repairs, storage in a building, and on residential lots larger than 1.5 acres.

Chairman Wilkerson asked for any discussion from the Planning Commission. No discussion. Chairman Wilkerson noted that no one from the public was present and no public comments were provided. He then asked for a motion.

Motion to approve text amendments to Article 7 of the Zoning Ordinance as recommended by staff was made by Board member Joe Gennusa. Seconded by Board member AJ Passman. All for.

VI. New Business

a. SUP-2021-03

Application by Bassam Shubbar for Special Use Permit to allow for limited auto-truck services at 4275 Lawrenceville Highway (PIN 6149 118). The lot is comprised of 0.66 acres and is also within the US29 Overlay District.

Staff presented the application and summarized analysis and recommendations, which were discussed in the work session. This is a code enforcement case as no auto repair service is currently permitted at the location, and oil changes are being performed. Staff recommended **APPROVAL** of SUP-2021-03 for Auto-Truck Services to include tires, brakes, and oil changes, with Conditions:

1. Sales and services shall be limited to tires, brakes, and oil changes on otherwise operational vehicles.
2. No washing of vehicles or parts and any future floor drain shall be connected to Gwinnett County sewer with required oil/grit separator.
3. A minimum rear 50' vegetated buffer shall be preserved and maintained as a screen.

4. A landscape plan shall be provided for approval by the Department of Planning to alter the front landscape strip to the extent practical with shade trees and evergreen shrubs.
5. No outside tire storage, or outdoor tire displays in front or side of the building.

Applicant was present but did not wish to speak.

Chairman Wilkerson asked for any discussion from the Planning Commission. Joe Gennusa asked if tires outside are new due to concerns over mosquitoes and suggested a pesticide. Tires stored in the back of the building may also collect rainwater and result in mosquitoes. Applicant clarified that used tires will only be stored inside, in the basement.

Chairman Wilkerson asked for a motion. **Motion to approve SUP-2021-03 for Limited Auto-Services with conditions recommended by staff was made by Board member AJ Passman. Seconded by Board member Joe Gennusa. All for.**

b. CIC-2021-01

Application of 112 Main LLC for a change in conditions associated with Resolution #271-07 and SUP-07-07 for the MU (mixed use) redevelopment of property located at 112 Main Street in Old Town Lilburn. Applicant is requesting changes to all the conditions that apply to the remaining commercial tract, located in District 6, LL 135, Parcel 385, containing 0.7718 acre.

Staff presented the application and summarized analysis and recommendations, which were discussed in the work session. Staff recommended APPROVAL of CIC-2021-01 to apply to the 0.77+/-acre tract, with new conditions (underlined text is incorporated from SUP-07-07):

1. The site shall be developed, and buildings shall be designed and constructed in general conformity with the Old Town Lilburn Concept Plan and elevations depicted in Exhibits A and B of the CIC application by 112 Main Street, LLC. The Planning Director... will make the determination of conformity.
 - a. The project shall consist of primarily non-residential commercial/retail and office uses.
 - b. In spaces less than 2,500 square feet, artisan/craftsman uses and beauty salons will be considered for conditional approval.
 - c. Residential uses are not required but may be proposed on upper floors only with minimum 850 square feet.
 - d. Where there are no dimensions provided on Concept Plans (Exhibits A and B), MU zoning and Town Center Overlay criteria may apply (i.e., max. height may exceed proposed 40 feet from street level).
 - e. Architectural renderings and details shall be provided and given satisfactory review by the Planning Director... for consistency with the architectural design illustrated in Exhibits A and B, including but not limited to, architectural façade treatments, colors, materials, windows, and other design elements, prior to issuance of a building permit.
 - f. Storefronts and building access from Service Alley depicted on the plans may be subject to approval of private access easements.
2. Applicant shall commit to start of construction of the 1st building (min 5,000 sq ft) within six

- months of City Council's approval of the Change in Conditions (anticipated August 9, 2021), subject to issuance of permits. Architectural plans shall be submitted for review to all applicable agencies within four months of City's approval of the Change in Conditions.
3. No subdivision of the "future commercial" tract as surveyed on Old Town Lilburn recorded plat will be considered until the city issues a Certificate of Occupancy for the 1st building.
 - a. Subdivision of the site shall be limited to no more than three similarly sized parcels.
 - b. Construction documents for permitting all buildings on each parcel shall include pedestrian connections between buildings, parking as may be necessary for residential units, and service areas behind the buildings.
 4. If residential units are proposed, parking requirements must be met for residential units on the 0.77-acre parcel or via parking agreement with property owners within 800 ft of the residential unit(s).
 5. All construction entrance access shall be from the rear of the buildings via Service Alley. Owner authorization for permanent access easements shall be provided to the city in writing.
 6. Removable, permeable pavers as approved by the Planning Director may be installed on undeveloped property for up to 18 months upon issuance of CO for Building #1. The property owner may activate the undeveloped property with mobile food vendors and temporary seating. No [other] parking is permitted in any area shown as building area.
 7. A waste management plan shall be submitted and approved...prior to issuance of a building permit. Sanitation and delivery services shall access from Service Alley at rear of buildings. Dumpsters shall be covered and screened on three sides with walls finished to be compatible with the buildings and metal reinforced opaque gates.
 8. Developer will work with the city to provide a landscape plan which supplements city streetscape with combination of trees on the rear of the property per Exhibit B and evergreen shrubs and seasonal color within five feet of the building.
 9. Parking spaces shall be provided to accommodate employees and minimum of one loading/unloading space for each parcel with access to Service Alley.
 10. Developer will work with city to determine stormwater runoff reduction requirements and provide a practicability report for modification or waiver.
 11. Developer will work with city to coordinate use of public space in right of way (outside red line on Exhibit A). Restrictive covenants shall be required to apply to all current and future property owners to apply to building façade materials and colors, outdoor patio spaces and furniture, and building signage to comply with amended ordinances, access, and maintenance agreements.

Chairman Wilkerson asked if there are comments or questions for Joellen from the Planning Commission. Board member AJ Passman asked about the original concept plan as it shows parking in the rear of the building; however, the proposed plan does not show parking. Joellen illustrated public parking in proximity to the site and expressed that city plans are underway to provide additional parking on Main Street and First Avenue. Conditions do require agreements for some parking.

Chairman Wilkerson asked if the applicant would like to speak. The applicant, represented by Mason Zimmerman, described the concept plans and agreed to new conditions. He stated that their intent is to build something new that looks like it has been here for a long time, to fit into the existing landscape. Their tenants are not chains but original, local

businesses.

Chairman Wilkerson asked if the public has comments for or against the proposal. The owner of 71 Trigg Myers Way, Redge Hannah, is concerned about a dumpster and/or grease trap across from his front door; thereby degrading the value of his townhome. Zimmerman stated that the actual location for dumpsters hasn't been finalized but they would make an effort to minimize negative impacts to adjacent residential properties.

Ms. Davita David, 4841 Lula Street, asked about additional public parking planned. Staff explained that additional public parking will be added to Main Street and plans for a multi-story parking garage are in the concept stage for the City's overflow parking lot on the south side of Main Street near the railroad tracks.

Chairman Wilkerson asked for a motion. **Joe Gennusa made a motion to accept the CIC proposal and conditions as presented by staff.** AJ Passman made a second. All for.

VII. Adjournment

Motion to adjourn by Board member AJ Passman at 8:45 p.m. Second by Board member Joe Gennusa. All voted for. Meeting was adjourned at 8:46 p.m.

Approved this _____ day of _____, 2021.

Hugh Wilkerson, Planning Commission Chair