



**City of Lilburn  
Planning Commission Meeting Minutes**

**DRAFT**

**May 27, 2021**

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

5/27/2021 - Minutes

**I. Call to Order**

The meeting was called to order at 7:43 p.m. by Chairman Hugh Wilkerson.

**II. Roll Call**

Present:

- Chairman Hugh Wilkerson
- Board member Joe Gennusa
- Board member AJ Passman
- Board member Kenneth Stephenson

Absent:

- Board member Bryan Everett

Staff Members Present:

- Joellen Wilson, Planning Director
- Jonathan Harris, Planner

**III. Approval of Agenda**

Motion by Board member Stephenson. Second by Board member Gennusa. All for.

**IV. Approval of Minutes**

**I. February 25, 2021 PC Meeting**

Motion by Board member Ken Stephenson. Second by Board member AJ Passman. All for.

**V. Old Business**

None.

## VI. New Business

### I. SUP-2021-02

Application by David Giang for Special Use Permit to allow redevelopment of a dwelling on a lot zoned CB (Commercial Business) for use as a multi-use building with office use on the ground floor and a residence on terrace level. The property is in District 6, LL 146, Parcel 003 recently subdivided as Tract 1 of 5284 Lawrenceville Highway. The lot is comprised of 0.35 acres and is also within the US29 Overlay District.

Staff presented the application and summarized analysis and recommendations, which were discussed and edited for clarity in the work session. Staff recommended APPROVAL of SUP-2021-02 for Residential Use as a Component of a Mixed-Use Building according to Section 702, with Conditions:

1. Only the property owner shall own and operate the office business and only the property owner or a member of the immediate family shall occupy the dwelling.
2. Office use shall be limited to those permitted by right within Lilburn Zoning Ordinance and the business shall maintain an Occupation Tax Certificate from City of Lilburn.
3. Site plan shall be submitted to Department of Planning to consider permits for interparcel access, a new 20' asphalt or concrete driveway, a minimum 1 and no more than 3 parking spaces in front of building with direct access to front entry, and no more than 2 residential parking spaces behind the building with direct access to residential space. No gravel or decorative stone parking allowed.
4. Alternative parking for the dwelling may be within a detached garage if set in the side or rear yard, oriented parallel to US29 with no garage door opening visible from US29, with exterior materials and colors to match the principal building. Garage subject to rear yard coverage, principal building setbacks and height restrictions, and shall be permitted after principal building is approved. No additional vehicle storage and no outdoor storage permitted.
5. Site plan to comply with current CB dimensions (40' bldg. setback and 10' front landscape strip) with 20' rear buffer. The 20' rear buffer shall provide screening adjacent to rear property line or sewer easement with combination of 6' privacy fence and 2 staggered rows of evergreen trees 6' in height and maintained in perpetuity.
6. Connection to Gwinnett County public sewer required prior to Certificate of Occupancy.
7. Architectural elevations and building plans shall be submitted for permitting with exterior materials and colors to comply with US29 Overlay standards.
8. All utilities shall be under ground and any utility boxes (meter boxes, HVAC units, and similar) shall be screened from view from US29.
9. Except garage described in condition #4, no residential accessory buildings or structures shall be permitted, including sheds, pool, chimney, solar panel, satellite dish, antenna or similar appurtenances. Minor accessory structures such as walls, fences, and mailboxes are permitted and exempt from minimum setbacks.
10. New impervious surface areas may not exceed 5,000 sf without stormwater analysis. Pervious areas shall be stabilized and landscaped prior to Certificate of Occupancy.
11. Signage shall be limited to 1 monument sign in front of the principal building, and sign shall be no larger than six square feet or four feet in height.

Applicant described his Driveway and Parking Plan and intent for interior floor spaces, noting they would not be adding to the building but they were trying to address water infiltration issues in the basement, and he noted the septic tank is currently located under the rear

overhang. Mr. Giang responded to Board member Gennusa's question about the sewer connection and applicant agreed to the conditions.

Chairman Wilkerson asked for any discussion from the Planning Commission. No discussion.

Chairman Wilkerson noted no one from public was present and no public comments were provided. He then asked for a motion.

**Motion to approve SUP-2020-02 for Residential Use as a Component of a Mixed Use Building with conditions recommended by staff was made by Board member Passman. Seconded by Board member Stephenson. All for.**

VII. **Adjournment**

Motion to adjourn by Board member Passman. Seconded by Board member Gennusa. All voted for. Meeting was adjourned at approximately 8:10 PM.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Hugh Wilkerson, Planning Commission Chair