



## CITY OF STONECREST, GEORGIA

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*Honorable Mayor Jason Lary, Sr.*

*Council Member Jimmy Clanton, Jr. – District 1*

*Council Member Rob Turner - District 2*

*Council Member Jazzmin Cobble – District 3*

*Council Member George Turner - District 4*

*Council Member Tammy Grimes – District 5*

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### CITY COUNCIL MEETING AGENDA

#### VIRTUAL MEETING

April 26, 2021 at 6:00 p.m.

Citizen Access: [Stonecrest YouTube Live Channel](#)

- I. **CALL TO ORDER:** George Turner, Mayor ProTem
- II. **ROLL CALL:** Keidra Harris, Acting City Clerk
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **MINUTES:**
  - a. **Approval** of the March 26, 2021 - Special Called Meeting Minutes
  - b. **Approval** of the April, 12, 2021 - Work Session Meeting Minutes
  - c. **Approval** of the April, 12, 2021 - Special Called Meeting Minutes
- VI. **PRESENTATIONS:**
  - a. **Introduction** to the New City Clerk, Pat Wheeler – Jim Nichols
- VII. **PUBLIC COMMENTS**

*(this meeting will be conducted virtually, the public comments received via email in advance of the meeting will be read into the minutes by the City Clerk)*
- VIII. **OLD BUSINESS:**
  - a. **Discussion** Finance: of the 2021 Budget Adjustments – Gia Scruggs
  - b. **Update** Regarding the selection of the Destination Marketing Organization (DMO) – Janice Allen Jackson
  - c. **Approval** Planning and Zoning: AX-21-001 3174 Miller Road Rezoning – Jim Summerbell

**IX. NEW BUSINESS:**

- a. **Discussion** Mayor's absence disposition
- b. **Update** COVID relief management proposal for future funding – Janice Allen Jackson
- c. **Discussion** Drafts of standing committees for consideration
  - SPLOST Oversight Committee
  - Finance Committee
  - Parks and Recreation Citizen Board
- d. **Update** Procurement: - Gia Scruggs
  - Bid Opening & Award for Marta Bus Pads
- e. **Recommendation** Parks & Recreation: Aquatics Center Re-Opening – Brandon Riley
- f. **Approvals** Planning and Zoning - Jim Summerbell
  - Zoning Petition RZ-20-002 (6892 Maddox Road)
  - Zoning Petition RZ-21-002 and Special Land Use Petition SLUP-21-002 (3174 Miller Road)
  - Special Land Use Petition SLUP-21-003 (6674 Chupp Road)
  - Special Land Use Petition SLUP-21-004 (3301 Corcktree Trail)
- g. **Approval** of the contract for services for City Finance Director with single source procurement.

**X. EXECUTIVE SESSION:**

*(when an executive session is required, one will be called for the following issues:  
1) Personnel, 2) Litigation, 3) Real Estate)*

**XI. CITY MANAGER UPDATE**

- a. Open Records Requests
- b. Business License Applications and Renewals

**XII. CITY ATTORNEY UPDATE**

**XIII. MAYOR AND COUNCIL COMMENTS**

**XIV. ADJOURNMENT**

*Americans with Disabilities Act*

*The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices.*

*If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Megan Reid, as soon as possible, preferably 2 days before the activity or event.*



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*Council Member Tammy Grimes – District 5*

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### SPECIAL CALLED CITY COUNCIL MEETING AGENDA VIRTUAL MEETING

March 26, 2021 at 7:00 p.m.

*Citizen Access: Stonecrest YouTube Live Channel*

**I. CALL TO ORDER:** Mayor Pro Tem George Turner

**II. ROLL CALL:** Sonya Isom, City Clerk: All members present.

**III. COUNCIL AGENDA ITEMS:**

1. Approval of Contract Amendment to Jacobs Engineering Contract.

- a. **Motion 1** – Made by Council Member Jazzmin Cobble to approve the Contract Amendment from Jacobs Engineering for the Amendment to section 1.2 City Representative. Seconded by Council Member Rob Turner.

**Motion Passed - 4-0** - District 1 and Mayor are absent.

**Yea** – 1 - Council Member Rob Turner, Council Member Jazzmin Cobble, Council Member George Turner, and Council Member Tammy Grimes.

**Nay** – 0 – N/A

2. Approve proposal of personnel reassignment from Jacobs Engineering

- a. **Motion 1** – Made by Council Member Jazzmin Cobble to approve the proposal for personnel assignment from Jacobs Engineering. Council Member Tammy Grimes.

**Motion Passed - 4-0** - District 1 and Mayor are absent.

**Yea** – 1 - Council Member Rob Turner, Council Member Jazzmin Cobble, Council Member George Turner, and Council Member Tammy Grimes.

**Nay** – 0 – N/A

- b. **Motion 2** - Made by Council Member Jazzmin Cobble that the contract amendment is made effective and with the authorization for the council members that voted in the affirmative to execute such Amendment via signature. Seconded by Council Member Rob Turner.

**SPECIAL CALLED CITY COUNCIL MEETING AGENDA  
VIRTUAL MEETING**

March 26, 2021 at 7:00 p.m.

**Continued**

**Motion Passed - 4-0** - District 1 and Mayor are absent.

**Yea** – 1 - Council Member Rob Turner, Council Member Jazzmin Cobble, Council Member George Turner, and Council Member Tammy Grimes.

**Nay** – 0 – N/A

**Discussion** – How do the council members sign or submit signatures? City Attorney Winston Denmark states that electronic signatures or wet signatures at city hall. Effective Immediately, and council will do an electronic signature.

**IV. ADJOURNMENT**

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## CITY OF STONECREST, GEORGIA

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*Honorable Mayor Jason Lary, Sr.*

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### CITY COUNCIL SPECIAL CALLED MEETING VIRTUAL MEETING MINUTES

April 12, 2021 at 5:30 p.m.

*Citizen Access: Stonecrest YouTube Live Channel*

**I. CALL TO ORDER:** Mayor Pro Tem ~ George Turner

**II. ROLL CALL:** Keidra Harris, Acting City Clerk: All members present.

**III. COUNCIL AGENDA ITEMS:**

1. SLUP /Rezoning Application (RZ-21-001/SLUP 21-002)

- a. **Motion 1** – Made by Council Member Rob Turner to defer item (a) RZ-21-001 to the next scheduled city council meeting on April 26, 2021. Seconded by Council Member Tammy Grimes.

**Motion Passed** - 5-0

**Yea** – 5 - Council Member Jimmy Clanton, Jr., Council Member Rob Turner, Council Member Jazzmin Cobble, Council Member George Turner, and Council Member Tammy Grimes.

**Nay** – 0 – N/A

- b. **Motion 2** - Made by Council Member Rob Turner to defer item (b) SLUP 21-002 to the next scheduled city council meeting on April 26, 2021. Seconded by Council Member Tammy Grimes.

**Motion Passed** - 5-0

**Yea** – 5 - Council Member Jimmy Clanton, Jr., Council Member Rob Turner, Council Member Jazzmin Cobble, Council Member George Turner, and Council Member Tammy Grimes.

**Nay** – 0 – N/A

2. Waive attorney-client privilege on the investigative report of the CARES Act Relief Grant program.

- a. **Discussion** - Council Member Jimmy Clanton, Jr – found himself named in the referenced document and stated that he would like to recuse himself from discussion or voting in this matter. He sent a notification beforehand to the council and the City Manager.

- b. **Motion 1** – Made by Council Member Jazzmin Cobble, to Waive attorney-client privilege regarding the investigative report of the CARES Act Relief Grant program issued on April 12, 2021, by the City Attorney but only to the extent necessary for the report to be released to the general public, media, state, or federal agencies. Seconded by Council Council Member Rob Turner.

**Motion Passed** – 4 -0

**Yea** – 4 - Council Member Rob Turner, Council Member Jazzmin Cobble, Council Member George Turner, and Council Member Tammy Grimes.

**Nay** – 0 – N/A

**Recused** – 1 - Council Member Jimmy Clanton, Jr.

#### **IV. ADJOURNMENT**

**Motion** – To Adjourn made by Council Member Jazzmin Cobble, Seconded by Council Council Member Rob Turner.

**Motion Passed - 5-0**

**Yea – 5** - Council Member Jimmy Clanton, Jr., Council Member Rob Turner, Council Member Jazzmin Cobble, Council Member George Turner, and Council Member Tammy Grimes.

**Nay – 0** – N/A

Mayor Pro Tem ~ George Turner adjourned the at 5:47 p.m.



## CITY OF STONECREST, GEORGIA

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### CITY COUNCIL WORK SESSION

#### VIRTUAL MEETING MINUTES

April 12, 2021 at 6:00 p.m.

*Citizen Access: [Stonecrest YouTube Live Channel](#)*

**I. CALL TO ORDER:** Mayor Pro Tem, George Turner

**II. ROLL CALL:** Keidra Harris, Acting City Clerk: All members present.

**III. COUNCIL AGENDA ITEMS:**

1. **City Hall Covid Update** – Acting City Manager, Janice Allen Jackson

2. **Introduction of New Personnel** – Deputy City Manager, Jim Nichols

- a. Tom Udell - City Engineer, Jim Summerbell - Planning Director, Marci Davis - Communications Director, Jonathan Bartlett - Economic Development Director, and Keidra Harris - Acting City Clerk

Remaining position to be filled as directed by The City Council's direction. Question - what is the commitment from Jacobs for this personnel. Commitment is long as it takes to get the City of Stonecrest moving in the direction of the Council's vision.

3. **Budget Adjustments for 2021**

- a. **Discussion and comments** - Council Member Jazzmin Cobble would like to allow the new department heads to look at their budgets, make comments, and change and then combine all changes into one Document. Gia Scruggs, Finance Director, would like to make some adjustments to the budgets for some additional expenses discovered. Totally under 200k for total adjustments.

4. **Contracts Outstanding**

- a. **Discussion/Updates** - Gia Scruggs, Finance Director, moving forward Finance would like to provide Mayor and Council a monthly status and reconciliation report/update for all current and future solicitations of contracts.

- i. Marta Bus Pad Construction – Schedule - Bid 03/08/21, Closing 04/20/21, Publish 04/23/21 Recommendation 04/26/21.
- ii. 2021 Street Resurfacing – Schedule Bid 03/29/21, Closing 04/22/21 – Publish on 04/23/21, request a special call meeting before 05/10/21 with Council for the selection process.
- iii. 2021 – Construction engineering – Bid 04/01/21, Closing 05/03/21 – Publish 05/05/21, request a special call meeting before 05/10/21 with Council for the selection process.
- iv. Internal Audit Services – Its urgent nature, Finance can have prepared for 05/26/21 or 06/21/21 meetings. With recent changes to the charter, Finance needs to know if there would be additional scope for this role.

Council looks forward to the new monthly finance and procurement reports. Viability of public works from the University of Georgia pricing. Will schedule for the following work session. Account for compliance reporting in the charter.

## 5. **Prioritizing Zoning Updates**

- a. **Discussion** – Update by Acting City Manager Janice Allen Jackson – Zoning Ordinance, the first steps are to get the new Planning Director up to speed and then get councils feedback for which items are most crucial for the best path forward. Some items in this plan may need to be pulled that are most urgent such as the moratorium on gas station to take sooner action, then make decisions on the rest of the Document. A workshop to discuss this item and in-depth, and break this up to identify inherited outliers and prioritize, take the time to do it right.

Items that are the priority – (1) personal care homes, (2) affect the fuel pumps, (3) industrial uses, (4) addressing rezoning existing parcels and, (5) expand gas stations. Date TBD.

## IV. **ADJOURNMENT**

Mayor Pro Tem - George Turner adjourned at 7:03 p.m.



**CITY COUNCIL AGENDA ITEM**

**SUBJECT: Approval of FY21 Budget Amendments**

- ORDINANCE**                       **POLICY**                                       **STATUS REPORT**  
 **DISCUSSION ONLY**               **RESOLUTION**                               **OTHER**

**Date Submitted:**                      **Work Session:**                                      **Special Called**  
**Council Meeting: April 26, 2021**

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**SUBMITTED BY: Gia Scruggs, M.B.A., CPM – Finance Director**

**PURPOSE: Approval for Budget adjustments**

**HISTORY:**

**FACTS AND ISSUES:** The Mayor and City Council went through a series of work session discussions regarding the 2021 Budget. As a result of those sessions and other budget adjustment recommendations by Finance and Administration, the Mayor and Council's approval is required to authorize these adjustments.

**OPTIONS: Approve, Deny, Defer**

**RECOMMENDED ACTION: Approve**



## CITY COUNCIL AGENDA ITEM

**SUBJECT:** Zoning Petition RZ-21-002 & Special Land Use Petition SLUP-21-002  
(3174 Miller Road) – Request Approval

ORDINANCE                       POLICY                       STATUS REPORT  
 DISCUSSION ONLY               RESOLUTION               OTHER

**Date Submitted:** 04/20/2021              **Work Section:**              **Council Meeting:** 04/26/2021

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**SUBMITTED BY:** Jim Summerbell, Planning and Zoning Director

**PURPOSE:** This is a Zoning Petition RZ-21-002 & Special Land Use Petition SLUP-21-002 application to operate a child day care center.

**HISTORY:** The property is an existing facility and is zoned R-100 (Medium Lot Residential) District.

**FACTS AND ISSUES:** This item was heard at the 02/02/21 Planning Commission Meeting. The applicant requested a Zoning Petition RZ-21-002 & Special Land Use Petition SLUP-21-002 to operate a child day care center. The Planning Commission recommend approval of the application. The petition was heard at the March 22<sup>nd</sup> City Council meeting.

**OPTIONS:** Approve; Deny; or make Alterative conditions

**RECOMMENDATED ACTION:**

Planning Commission recommended unanimously the Approval to operate a child day care center at the March 2<sup>nd</sup> meeting.

**ATTACHMENTS:**

- # 1 04/26/21 Staff Report
- # 2 02/02/21 Staff Report
- # 3 02/02/21 Zoning Petition RZ-21-002/Special Land Use Petition SLUP-21-002 Application
- # 4 02/02/21 Power Point Presentation



**PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT**

RZ-21-001/SLUP-21-002

**Mayor and City Council Meeting April 26, 2021**

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**GENERAL INFORMATION**

<b>Petition Number:</b>	RZ-21-002 / SLUP-21-002
<b>Applicant:</b>	Alphabet Daycare c/o Shanteria Vaughn
<b>Owner:</b>	Wilson Academy Incorporated
<b>Project Location:</b>	3174 Miller Rd
<b>District:</b>	District 4
<b>Acreage:</b>	1.66 acres
<b>Existing Zoning:</b>	R-100 (Residential Med Lot) District
<b>Proposed Zoning:</b>	RSM (Small Lot Residential Mix) District
<b>Comprehensive Plan Community: Area Designation</b>	Urban Neighborhood
<b>Proposed Development/Request:</b>	The applicant is requesting to rezone the subject properties from R-100 to RSM (Small Lot Residential Mix) District and Special Land Use permit to operate a Child Day Care Center.
<b>Staff Recommendations:</b>	<b>Approval with conditions</b>
<b>Planning Commission:</b>	<b>Approval with conditions</b>









PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

RZ-21-001/SLUP-21-002

Zoning Map



**ZONING CASE: RZ-21-001/SLUP-21-002**

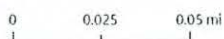
ADDRESS: **3174 Miller Road**

CURRENT ZONING: **R-100 (Residential Med Lot) District**

FUTURE LAND USE: **Urban Neighborhood**



**Subject Property**





## PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

RZ-21-001/SLUP-21-002

### PROJECT OVERVIEW

#### **Location**

The subject property is located at 3174 Miller Road. The property is approximately 378 feet north of Miller Road and Thompson Mill Rd intersection.

The property is bounded by Miller Road to the west and single family homes to the north, south and east. Woodgrove residential subdivision is located to the east.

#### **Background**

Currently, the property has kept its original zoning classification of R-100 under Stonecrest Zoning Ordinance. The subject property was previously used for the Wilson Academy. The Wilson Academy is a private school for K-12 school aged children.

The property has an existing detached single-family home located on the property. The topography of the property is characterized as being even throughout.







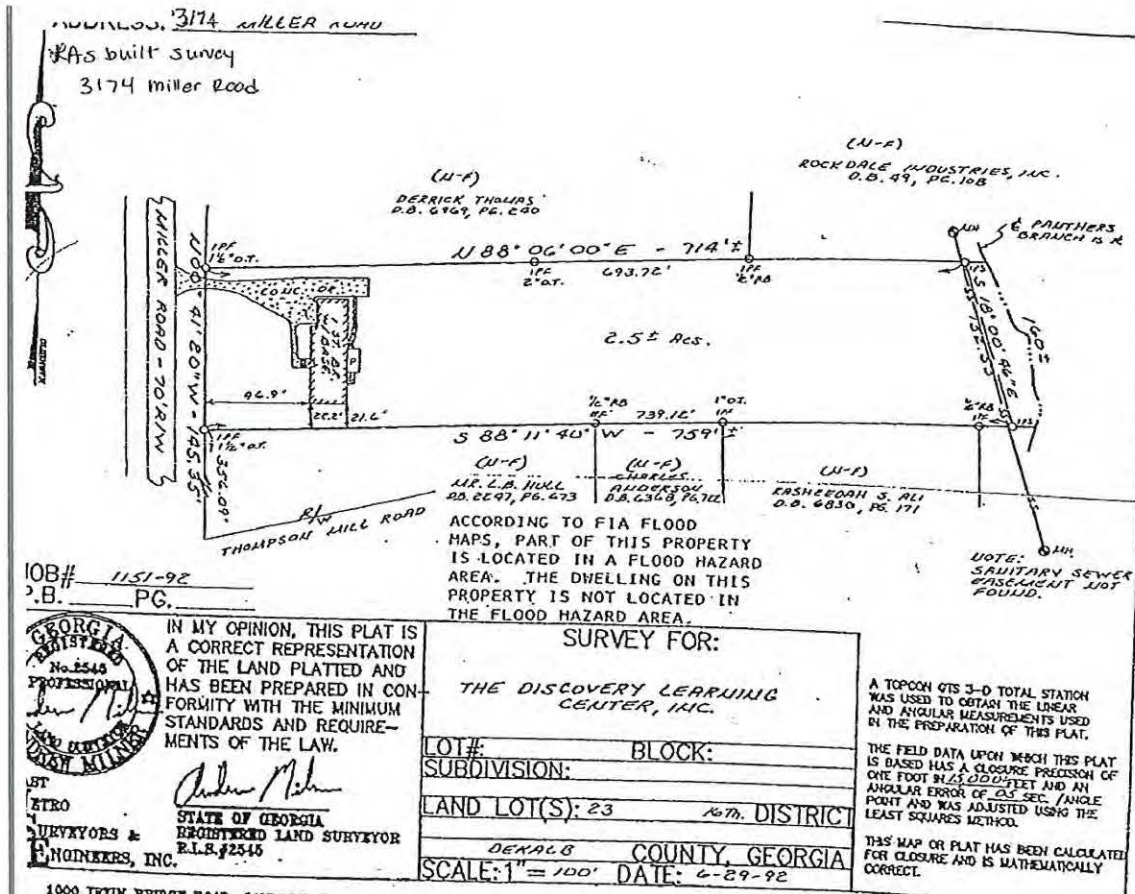
PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

RZ-21-001/SLUP-21-002

Rezoning Request

The applicant is requesting to rezone the subject property from R-100 to RSM (Small Lot Residential Mix) District to operate a child daycare center. The daycare center will run out of the existing 5,000 square foot building. The applicant has submitted a second application (SLUP) for the permit to use the daycare. The applicant intends to supervise children ages infant to ten (10) years old.

Conceptual Site Plan





PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

RZ-21-001/SLUP-21-002

Proposed Elevations





PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

RZ-21-001/SLUP-21-002



**Public Participation**

Property owners within 500 feet of subject property were mailed notices of the proposed rezoning in January. The community meeting was held on December 21<sup>st</sup> 2020, at 7:00 pm via zoom.com. Several residents show up at the community meeting regarding the rezoning application and special land use permit application. There were several concerns from residents regarding the homeless residing in the vacant building. Many residents express a desire for a business to start operating on the property.





**PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT**

RZ-21-001/SLUP-21-002

**STANDARDS OF REZONING REVIEW**

Section 7.3.4 of the Stonecrest Zoning Ordinance list eight factors to be considered in a technical review of a zoning case completed by the Community Development Department and Planning Commission. Each element is listed with staff analysis.

- **Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property or properties.**

As shown in the table below, the subject property is surrounded by low density housing. \* Please see the map below table

Adjacent & Surrounding Properties	Zoning (Petition Number)	Land Use	Density Non-Residential (SF/Acre) Residential (Units/Acre)
Applicant	Proposed: RSM	Educational	5,000 SF/Acre
Adjacent: North	R-100 (Residential Med Lot) District	Residential (Detached Single Family Home)	1.0 unit/acre
Adjacent: West	R-100 (Residential Med Lot) District	Residential (Detached Single-Family Home)	n/a
Adjacent: East	R-75 (Residential Med Lot) District	Residential (Parks of Stonecrest)	4-8 units/acre
Adjacent: South	R-100 (Residential Med Lot) District	Residential (Detached Single-Family Home)	1.0 units/acre
Nearby: South	R-100 (Residential Med Lot) District	Residential (Detached Single-Family Home)	n/a

The proposed change in zoning would permit a use that would be suitable in view and development of the nearby properties. The RSM Zoning classification would allow operation of a daycare, which would be similar to the previous use.

- **Whether the zoning proposal is in conformity with the policy and intent of the comprehensive plan.**



## PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

RZ-21-001/SLUP-21-002

The subject property is located within the Urban Neighborhood character area of the Stonecrest Comprehensive Plan. The character area intends to limit small-scale goods and services to meet the needs of the surrounding residents.

The proposed zoning is in an area transitioning from low-density housing to medium density housing. The current character of the area shows many of the surrounding properties to be single-family detached. The proposed zoning change and development of institutional use would be in keeping with the policy and intent of the comp plan.

- **Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.**

The property is currently zoned R-100, which permits the development of detached single-family home development with a minimum lot size of 15,000 square feet. The property does have reasonable economic use as currently zoned. The property sits along Miller Road, which is a collector road in a suburban neighborhood.

- **Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property or properties.**

The proposed zoning proposal is not anticipated to have a negative impact on the existing use or usability of adjacent or nearby properties. Staff believes the suggested zoning for a daycare would complement the area by allowing the surrounding residential development access to small scale goods and services.

- **Whether there are other existing or changing conditions affecting the use and development of the property, which gives supporting grounds for either approval or disapproval of the zoning proposal.**

There are no changing conditions affecting the use and development of the property, which give supporting grounds for either approval or disapproval of the zoning proposal. There are existing conditions that would provide supporting grounds for approval of the zoning change as the property was previous use for a private school.

- **Whether the zoning proposal will adversely affect historic buildings, sites, districts, or archaeological resources.**

There are currently no historic buildings, sites, districts, or archaeological resources on the subject property.

- **Whether the zoning proposal will result in a use that will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.**

Access to the property will be Miller Road, which is a collector road that staff believes would have the traffic capacity to handle the volume of traffic generated by the zoning change. The zoning proposal will not cause an excessive or burdensome on utilities as Dekalb County states the property has the sewer capacity for the intended use. The proposed use will not have harmful or oppressive use of schools.





## PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

RZ-21-001/SLUP-21-002

- Whether the zoning proposal adversely impacts the environment or surrounding natural resources.

The zoning proposal will not adversely impact the environment or surrounding natural resources.

*\*The applicant submitted special land use permit application in support of the request zoning change for a specific use.*

### CRITERIA OF REVIEW

Section 7.4.6 of the Stonecrest Zoning Ordinance list twenty factors to be considered in a technical review of a special land use permit completed by the Community Development Department and Planning Commission. Each criterion is listed with staff analysis.

- A. Adequacy of the size of the site for the use contemplated and whether or not the adequate land area is available for the proposed use including the provision of all required yards, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located.**

The approximately 5,000 square foot residence on 3 acres is adequate for the operation of a child daycare facility.

- B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district.**

The proposed daycare is compatible with the adjacent properties and land use with other surrounding uses.

- C. Adequacy of public services, public facilities, and utilities to serve the proposed use.**

There are adequate public services, public facilities, and utilities to sever the proposed use.

- D. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area.**

Miller Road classified as minor arterial, and the Planning Staff believes little or no impact on the public streets or traffic in the area.

- E. Whether existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use.**

The existing land use located along the access routes to the site would not be adversely affected by the character of the vehicles of the volume traffic generated by the proposed use. Miller Road is a minor arterial road that is designed to handle the proposed use.

- F. Adequacy of ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of a fire or another emergency.**





## PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

RZ-21-001/SLUP-21-002

The existing subject property can be accessed by vehicles via an existing curb cut with a driveway on Miller Road. Emergency vehicles can access the site from the existing driveway.

**G. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use.**

The proposed use will not create any adverse impact on the adjoining land use by reason of noise, smoke, odor, dust or vibration generated by the proposed use.

**H. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use.**

Staff believes the proposed use would not have adversely affected the adjoining land use because of the hours of operation.

**I. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use.**

Staff believes the nature of the proposed use would not have adversely affected the adjoining property located to the north, south, or east of the subject property.

**J. Whether the proposed use is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located.**

The proposed use is otherwise consistent with the zoning district classification requirement in which the use is proposed to be located.

**K. Whether the proposed use is consistent with the policies of the comprehensive plan.**

The proposed use is consistent with the policies of the comprehensive plan. Staff believes a child daycare is the intended small-scale convenience goods or services meant for the area.

**L. Whether the proposed use provides for all required buffer zones and transitional buffer zones where required by the regulations of the zoning district in which the use is proposed to be located.**

The proposed use does not require buffer or transitional buffers by the zoning district

**M. Whether there is adequate provision of refuse and service areas.**

An adequate refuse and service area will be provided by the applicant.

**N. Whether the length of time for which the special land use permit is granted should be limited in duration.**



## PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

RZ-21-001/SLUP-21-002

Staff believes there is not a compelling reason to limit the special land use duration as the applicant.

- O. Whether the size, scale, and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale, and massing of adjacent and nearby lots and buildings.**

The existing building has the appropriate structure, which is consistent in size, scale, and massing with adjacent and surrounding buildings in the area.

- P. Whether the proposed use will adversely affect historic buildings, sites, districts, or archaeological resources.**

This use will not adversely affect any historic buildings, sites, districts, or archaeological resources.

- Q. Whether the proposed use satisfies the requirements contained within the supplemental regulations for such special land use permits.**

The proposed use submitted site plan submitted to staff has met all the requirements within the supplemental regulation Sec 4.2.19 set forth by the zoning ordinance.

- R. Whether the proposed use will create a negative shadow impact on any adjoining lot or building as a result of the proposed building height.**

The proposed development would not exceed the height of nearby residential structures. The existing building would be similar to the height abutting the property. There will be no negative shadow impact on any adjoining lot.

- S. Whether the proposed use would be consistent with the needs of the neighborhood or the community as a whole, be compatible with the neighborhood, and would not be in conflict with the overall objective of the comprehensive plan.**

The proposed child daycare would be consistent with the neighborhood's needs or the community and would not conflict with the comprehensive plan's overall objective.



PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

RZ-21-001/SLUP-21-002

**STAFF RECOMMENDATION**

Based on further review, it appears the applicant meets all the criteria for approval. Therefore, staff recommends **APPROVAL** of **RZ-21-002** and **SLUP-21-002** the following conditions:

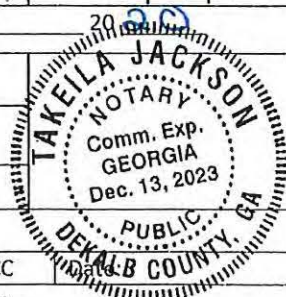
1. Access shall be limited to the existing curb cut off Miller Rd.
2. All refuse containers shall be screened from public view except during pick up.
3. The applicants shall secure the necessary certification by the State of Georgia, and the license of business required building permits and certificates of occupancy from the city of Stonecrest.
4. The Special Land Use Permit shall be issued to Shanteri Vaughn (operator) to operate a Child Day Care Center and shall not be transferable.





## Special Land Use Permit Application

Applicant Information	Name: <u>Shanteria Vaughn</u>		
	Address: <u>5259 Winding Glen Drive</u>		<u>Lithonia, GA 30038</u>
	Phone: <u>404-918-0457</u>	Fax: <u>N/A</u>	Email: <u>alphaKidsca@gmail.com</u>
	Owner's Name: <u>Byron Wilson</u>		
Owner's Address: <u>374 Miller Rd. Lithonia, GA. 30038</u>			
Owner Information	Phone: <u>678-615-3436</u>	Fax: <u>678-615-3503</u>	Email: <u>VShanteria@yahoo.com</u>
	Property Address: <u>3174 Miller Road</u>		Acreage: <u>5</u> 3 acres
	Parcel ID: <u>1602302031</u>		
	Current Zoning Classification: <u>R-100</u>		
	Proposed Use of Property: <u>Childcare Center / Facility</u>		
	Is this development and/or request seeking any incentives or tax abatement through the City of Stonecrest or any entity that can grant such waivers, incentives, and/or abatements? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Property Information	Property Information: <u>The property has obtained its status as a prestigious learning center / academy for 20 plus years.</u>		
	<u>- Spacious - two levels 5,000 sf. on 3 acres</u>		
Affidavit	To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest Zoning Ordinance.		
	Applicant's Name: <u>Shanteria Vaughn</u>		
	Applicant's Signature: <u>Shanteria Vaughn</u>		Date: <u>11/4/20</u>
	Sworn to and subscribed before me this <u>4th</u> Day of <u>Nov</u> 20 <u>20</u>		
Notary	Notary Public: <u>Takeila Jackson</u>		
	Signature: <u>Takeila Jackson</u>		
My Commission Expires: <u>12-13-2023</u>			
<input type="checkbox"/> Application Fee <input type="checkbox"/> Sign Fee <input type="checkbox"/> Legal Fee			
Fee: \$		Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Date:	



08-03-2017



### Special Land Use Permit Application Checklist

(Incomplete applications will not be accepted)

- Pre-application meeting (A staff signed pre-application form must be submitted with application) 11/2/20 w/ *whiter? Daniels*
  - Completed application with all applicable information
  - Letter of intent
  - Public Participation Plan
  - ~~Environmental Site Analysis Form~~
- Complete and detailed site plan of the proposed use prepared, signed and sealed by an architect, landscape architect or engineer licensed in the State of Georgia, showing the following, as relevant:
  - All buildings and structures proposed to be constructed and their location on the property;
  - Height of proposed building(s);
  - Proposed use of each portion of each building;
  - All driveways, parking areas, and loading areas;
  - Location of all trash and garbage disposal facilities;
  - Setback and buffer zones required in the district in which such use is proposed to be located;
  - Landscaping plan for parking areas; and
  - All additional requirements outlined under page 4 (Site Plan Checklist)
- Written legal description of the property matching the site plan. *"as built survey"*
- Building elevations (attached residential & non-residential). *"pictures of front/back side/side"*
- Signed and notarized affidavits of all owners. Use attached sheet.
- Signed and notarized affidavits of all applicants. Use attached sheet.
- Electronic version of the entirety of your application submittal, saved as a single PDF.

Please respond to the following criteria based on the nature of your request, as required by state law and City of Stonecrest+ Zoning Ordinance (use additional pages where necessary):

#### Special Land Use Permit Criteria

Analyze the impact of the proposed rezoning and provide a written point-by-point response to the following questions:

- a. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located;
- b. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district;
- c. Adequacy of public services, public facilities, and utilities to serve the use contemplated;
- d. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area;
- e. Whether or not existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use;
- f. Ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency;
- g. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use;
- h. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use;

**3174 Miller Road**

**Stonecrest, GA. 30038**

**Special Land Use Permit Criteria**

- A. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located;
- The proposed childcare and learning center is 5,760 Sq. Ft., and has suitable parking. The site is adequate for all requirements.
- B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district:
- The proposed childcare and learning center is compatible with the adjacent properties and land uses.
- C. Adequacy of public services, public facilities, and utilities to serve the use contemplated;
- The proposed childcare and learning center is located within a residential neighborhood, and there is adequate access to public services, public facilities and all utilities.
- D. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestions in the area;
- The proposed childcare and learning center is located on Miller Road; Miller Road is a local street and there should be no impact on the traffic patterns.
- E. Whether or not existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use;
- The proposed childcare and learning center use will not affect any preexisting sites or land uses along the route to the site.



F. Ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency;

-The proposed childcare and learning center is safely accessed by automotive vehicles, access is convenient as there is no problem with traffic flow and control; access during any emergency event such as fire is open.

G. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use;

-The proposed childcare and learning center will not create any adverse impacts on any adjoining land by noise, smoke, odor, dust, or vibration generated by the use of the proposed.

H. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use;

-The proposed childcare and learning center will operate during the hours of 6AM – 7PM, Monday through Friday, and will not create adverse impacts on any adjoining land because all services will be provided inside the center.

I. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use;

-The proposed childcare and learning center will not create any adverse impacts on any adjoining land use due to the manner of operation.

J. Whether or not the proposed plan is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located;

-The proposed childcare and learning center is zoned Residential. A Special Land Use Permit is required for the operation for more than six children.

K. Whether or not the proposed use is consistent with the policies of the comprehensive plan;

-The proposed childcare and learning center will be consistent with policies of the "Stonecrest Comprehensive Plan 2038"; the comprehensive plan state Policy CF-6 "Ensure that community facilities or neighborhood schools that are no longer utilized for their

-The proposed building satisfies the requirements due to it being a residential building that will be converted into a childcare and learning center.

R. Whether or not the proposed building as a result of its proposed height will create a negative shadow impact on any adjoining lot or building;

-The proposed building is a one-story building and does not create a negative shadow impact on any adjoining lot or building.

S. Whether the proposed use would result in a disproportionate proliferation of that or similar uses in the subject character area; and

-The proposed should not result in a disproportionate proliferation of this similar service.

T. Whether the proposed use would be consistent with the needs of the neighborhood or to the community as a whole, be compatible with the neighborhood;

-The proposed childcare and learning center would be consistent with the needs of the neighborhood and community as a whole, the childcare and learning center would provide a needed service to children within the community who deserve a high-quality education.





### Campaign Disclosure Statement

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the City of Stonecrest City Council or a member of the City of Stonecrest Planning Commission?

Yes  No

<b>Applicant / Owner</b>	Signature: <i>Chamber Naylor</i>
	Address: <i>5259 Winding Glen Dr. Lithonia, GA. 30038</i>
	Date: <i>11/04/2020</i>

If you answered yes above, please complete the following section:

Date	Government Official	Official Position	Description	Amount

**Shanteria Vaughn**  
5259 Winding Glen Drive  
Stonecrest, Georgia 30038  
(404) 918-0451

**Mr. Christopher Wheeler**  
Planning and Zoning Director  
City of Stonecrest  
3120 Stonecrest Blvd  
Stonecrest, GA 30058

Stonecrest Special Land Use Permit

Re: Letter of Intent

Dear Mr. Wheeler;

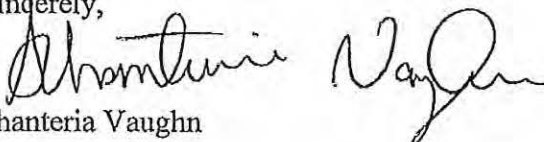
My name is Shanteria Vaughn and I am proposing to open and operate a Childcare Learning Center for more than six children. Currently the property is located at 3174 Miller Road and is zoned residential. The property is located in Dekalb County, Stonecrest, GA. Please accept this letter as my intent to acquire a Special Land Use Permit in order to operate a Childcare Learning Center.

I am an Educator who has worked in the Education Sector for over six years, and have earned my Specialist in Educational Leadership. I have worked with children on various levels and have a sincere passion to help children become the best and brightest learners they can be. As an educator, I have seen first-hand how children who have not received a quality primary education, fall behind once they matriculate to traditional school settings. I endeavor to provide children a firm foundation in their learning, so they are able to achieve continued success. My intention is to immerse the children in Science, Technology, Reading, Engineering, Arts & Mathematics (S.T.R.E.A.M). With a commitment to excellence and knowing what children are required to know once they enter Elementary School, I recognize the need for quality childcare services in the Stonecrest area.

It is my intention to provide a safe, comfortable, and enriching environment for every child enrolled in the Childcare and Learning Center. The Childcare and Learning Center will seek National Accreditation as well as Quality Rated Credentialing to ensure each child is given a successful foundation in our Center. We intend to abide by the State Rules and Regulations as specified by Georgia's Bright From The Start, Department of Early Care and Learning.

Thank you for your time and consideration,

Sincerely,

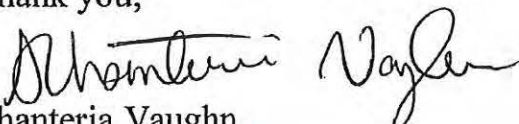
  
Shanteria Vaughn

**Shanteria Vaughn**  
5259 Winding Glen Drive  
Stonecrest, Georgia 30038  
(404) 918-0451

Greetings Neighbor,

My name is Shanteria Vaughn and I am interested in opening and operating a Childcare Learning Center. I will be hosting a meeting to discuss my plans with all of you. Due to the current state of COVID-19 the meeting will be virtually via zoom. The meeting date will be Monday December 21, 2020 at 7:00 p.m. Please be in attendance as I would love to answer any questions you may have, and address any concerns.

Thank you,

  
Shanteria Vaughn



Shanteria Vaughn is inviting you to a scheduled Zoom meeting.

Topic: Community Meeting for 3174 Miller Road

Time: Monday Dec 21, 2020 07:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

**<https://tinyurl.com/y4yfq73a>**

**Meeting ID: 374 032 4795**

## **Community Meeting Sign in Sheet**

Due to the current state of COVID-19 the Sign in sheet has to be completed electronically. Please use your **smart device to scan the QR Code below** OR sign in via **Zoom** Community meeting.

<https://tinyurl.com/y4yfg73a>



**SCAN ME**



Shanteria Vaughn is inviting you to a scheduled Zoom meeting.

Topic: Community Meeting for 3174 Miller Road

Time: Monday Dec 21, 2020 07:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

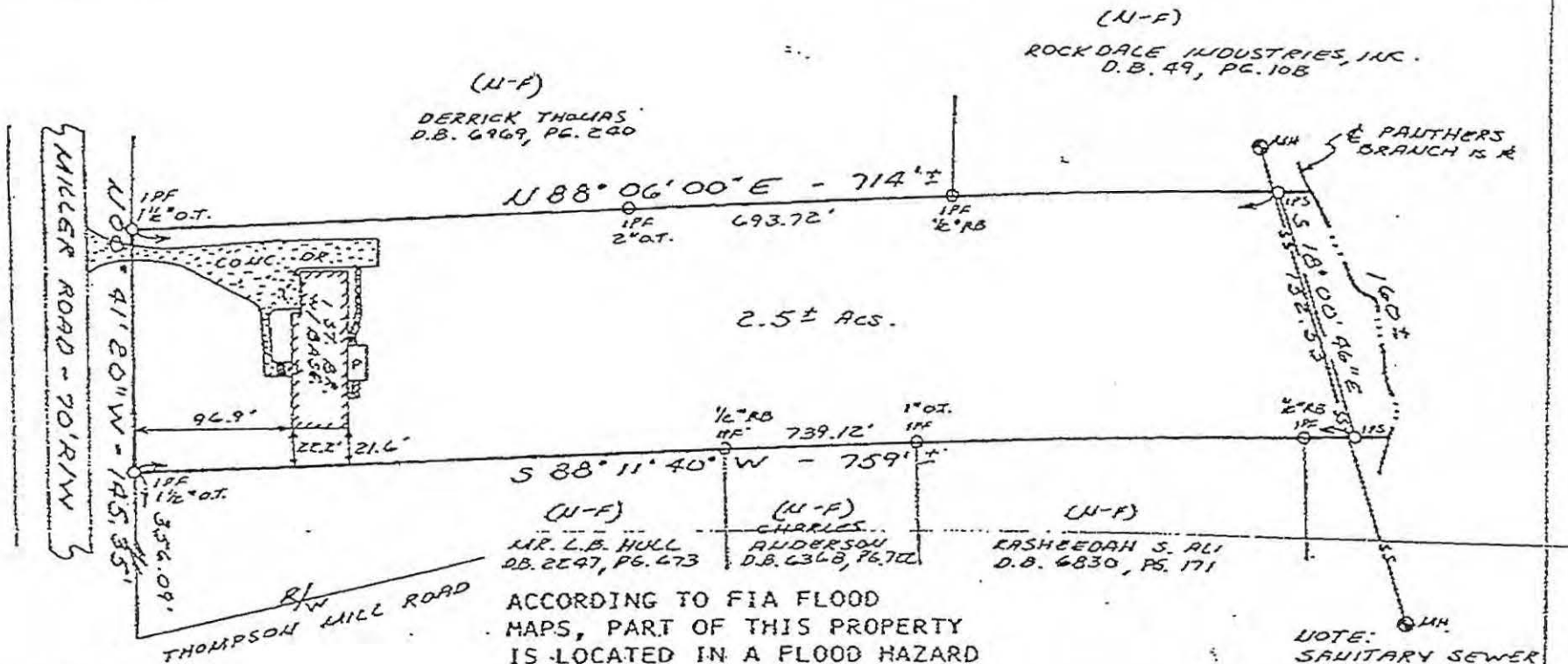
<https://tinyurl.com/y4yfg73a>

**Meeting ID: 374 032 4795**



ADJACENT 3174 MILLER ROAD

AS built survey  
3174 Miller Road



ACCORDING TO FIA FLOOD MAPS, PART OF THIS PROPERTY IS LOCATED IN A FLOOD HAZARD AREA. THE DWELLING ON THIS PROPERTY IS NOT LOCATED IN THE FLOOD HAZARD AREA.

NOTE: SANITARY SEWER BASEMENT NOT FOUND.

JOB# 1151-92  
P.B. PG.



IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF THE LAW.

*Andrew Nelson*

STATE OF GEORGIA  
REGISTERED LAND SURVEYOR  
R.L.R.#2545

EST  
S  
SURVEYORS &  
ENGINEERS, INC.

SURVEY FOR:

THE DISCOVERY LEARNING CENTER, INC.

LOT#:	BLOCK:
SUBDIVISION:	
LAND LOT(S): 23	16th. DISTRICT
DEKALB COUNTY, GEORGIA	
SCALE: 1" = 100' DATE: 6-29-92	

A TOPCON GTS 3-D TOTAL STATION WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

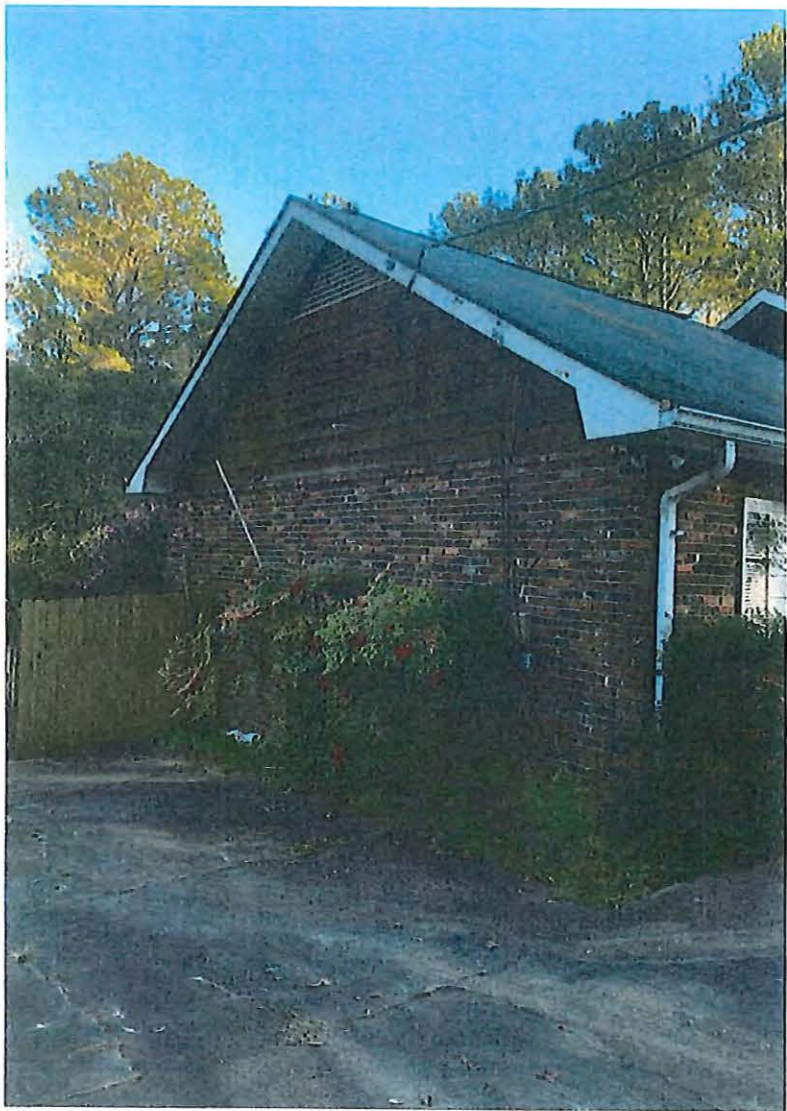
THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 25,000 FEET AND AN ANGULAR ERROR OF .05 SEC. / ANGLE POINT AND WAS ADJUSTED USING THE LEAST SQUARES METHOD.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS MATHEMATICALLY CORRECT.









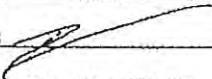

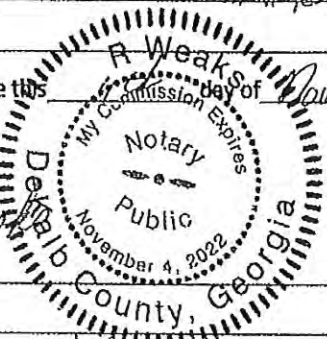






### Property Owner(s) Notarized Certification



The owner and petitioner acknowledge that this Land Use Petition application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

Property Owner (if Applicable)	Signature: 	Date: 11/4/20			
	Address: 5174 MILLER RD	City, State: ATLANTA, GA	Zip: 30036		
	Phone: 678-615-3436				
	Sworn to and subscribed before me this _____ day of <u>November</u> , 20 <u>20</u>				
Property Owner (if Applicable)	Notary Public: 				
	Signature:			Date:	
	Address:			City, State:	Zip:
	Phone:				
Property Owner (if Applicable)	Sworn to and subscribed before me this _____ day of _____, 20_____				
	Notary Public:				
	Signature:	Date:			
	Address:	City, State:	Zip:		
Property Owner (if Applicable)	Phone:				
	Sworn to and subscribed before me this _____ day of _____, 20_____				
	Notary Public:				



### Applicant/Petitioner Notarized Certification

Petitioner states under oath that: (1) he/she is the executor or Attorney-In-Fact under a Power-of- Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").

<b>Applicant / Petitioner</b>	Signature: <u>Shantel Najar</u>	Date: <u>11/4/20</u>
	Address: <u>5259 Winding Glen Dr.</u> City, State: <u>Lithonia, GA</u>	Zip: <u>30038</u>
	Phone: <u>404-918-0451</u>	
	Sworn to and subscribed before me this <u>4th</u> day of <u>Nov</u> , 20 <u>20</u>	
	Notary Public: 	
<b>Attorney / Agent</b>	Signature: <u>Takeila Jackson</u>	Date: <u>11-4-20</u>
	Address: <u>600 South Central</u> City, State: <u>Harpsville GA</u>	Zip: <u>30354</u>
	Phone: <u>470 747-6550</u>	
	Sworn to and subscribed before me this <u>4th</u> day of <u>Nov</u> , 20 <u>20</u>	
	Notary Public: 	



# THE WILSON ACADEMY

FOR

OWNER: BYRON F WILSON

3174 MILLER ROAD  
LITHONIA GA 30038

## ABBREVIATIONS

<p>                 @ - AT                  A/C - AIR CONDITION                  A.C.T. - ACoustical CEILING TILE                  A.F.F. - ABOVE FINISH FLOOR                  ALUM. OR AL. - ALUMINUM                  ANOD. - ANODIZED                  APPROX. - APPROXIMATE                  BC. - BOARD                  BLDG. - BUILDING                  BOT. - BOTTOM                  C.C. - CASSED OPENING                  C.C. - CONTROL JOINT                  C.T. - CERAMIC TILE                  C. - CENTER LINE OR COLUMN LINE                  C.G. - CEILING                  CLR. - CLEAR                  COL. - COLUMN                  CON. - CONCRETE                  CON. - CONCRETE MASONRY UNITS                  CONT. - CONTINUOUS                  D.S. - DOWNPOUT                  DBL. - DOUBLE                  DEMO. - DEMOLITION                  DEPT. - DEPARTMENT                  D.F. - DRAINING FOUNDATION                  DIA. - DIAMETER                  DIM. - DIMENSION                  DIS. - DISPENSER                  DISPL. - DISPOSAL                  DWG. - DRAWINGS                  DTL. - DETAIL                  E.F. - EXHAUST FAN                  E.I.F.S. - EXTERIOR INSULATION FINISH SYSTEM                  EA. - EACH                  EQ. - EQUAL                  ELEC. - ELECTRICAL                  ELEV. - ELEVATION                  EQUIP. - EQUIPMENT                  EXIST. - EXISTING                  EXT. - EXTERIOR                  F.O. - FLOOR DRAIN                  F.E. - FIRE EXTINGUISHER                  F.F. - FINISH FLOOR                  F.F.E. - FINISH FLOOR ELEVATION                  F.O.C. - FACE OF CONCRETE                  F.O.M. - FACE OF MASONRY                  F.O.S. - FACE OF STUD                  F.R.P. - FIBERGLASS REINFORCED PANELS                  FLR. - FLOOR                  FOUND. OR FDN. - FOUNDATION                  FTS. - FOOTING                  FT. - FOOT                  G.C. - GENERAL CONTRACTOR                  GA. - GAGE OR GAUGE                  GYD.B.D. - GYPSUM WALL BOARD                  H. - HIGH                  H. OR H.C. - HANDICAP                  N. NO. - NUMBER                  H.A. - HANDICAP ACCESSIBLE                  H.H. - HUB AND VAN                  H.D. - HUB DRAIN                  HORIZ. - HORIZONTAL                  HT. - HEIGHT                  INSUL. - INSULATION                  N.H. - NUMBER                  J. - JOINT                  J.T. - JOIST                  L.F. - LINEAR FOOT                  L.L.H. - LONG LEG HORIZONTAL                  L.L.V. - LONG LEG VERTICAL                  LAV. - LAVATORY             </p>	<p>                 M.C.I. - MASONRY CONTROL JOINT                  M.C. - MASONRY COLUMN                  M.S. - METAL STUD                  MANUF. - OR MFR. - MANUFACTURER                  MAX. - MAXIMUM                  MECH. - MECHANICAL                  MZZ. - MIZZANNE                  MIN. - MINIMUM                  MISCL. - MISCELLANEOUS                  M.O. - MASONRY OPENING                  MET. - METAL                  N.C. - NOT IN CONTRACT                  N.E.P. - NON-REMOVABLE PAN                  N.T.S. - NOT TO SCALE                  O.C. - ON CENTER                  O.F.C.I. - OWNER FURNISH, CONTRACTOR INSTALL                  O.F.O.I. - OWNER FURNISH, OWNER INSTALL                  O.S. - OTHER(S)                  PART. - PARTITION                  PL. - PLATE                  PLUMB. - PLUMBING                  PNL. - PANEL                  POLY. - POLYETHYLENE                  PRE-FIN OR P.F. - PRE-FINISH                  PSF. - POUNDS PER SQUARE FOOT                  PSI. - POUNDS PER SQUARE INCH                  P.T. - PRESSURE TREATED                  PT. - PAINT                  Q.T. - QUANTITY TAKE                  R. - RISER                  REF. - REFERENCE                  REIN. - REINFORCE                  REQ'D. - REQUIRED                  R.O. - ROUGH OPENING                  SAN. - SANITARY SOWER                  S.F. - SQUARE FOOT                  S.D. - SANITARY WAPOR DISPENSER                  S.P.J. - SECOND FLOOR JOINT                  S.S. - STAINLESS STEEL                  S. - STRUCTURE LINE                  S.P.E.S. - SPECIFICATIONS                  ST. - STAIN                  STL. - STEEL                  STRUCT. - STRUCTURAL                  S.S. - STAINLESS STEEL                  T.O.S. - TURNED DOWN SLAB                  T.F. - TOP OF FINISH                  T.O.C. - TOP OF CONCRETE                  T.O.S. - TOP OF STEEL                  T.S. - TOP OF WALL                  T.S. - THICK SLAB                  TEMP. - TEMPERED                  TR. - TRIGLAS                  TYP. - TYPICAL                  U. - URINAL                  U.L. DES. NO. - UNDERWRITERS LABORATORIES DESIGN                  U.N.C. - UNLESS NOTED OTHERWISE                  V.C. - VENT, COMPOSITION TILE                  VERT. - VERTICAL                  VENT. - VENTILATION                  V.C. - VENT WALL COVERING                  V.E. - VERTICAL "X" BRACING                  W. - WIDE                  W/ - WITH                  W/H. - WATER HEATER                  W.R. - WATER RESISTANT                  W. - WOOD                  W.F. - WALL FOOTING                  W/C - WATER CLOSET             </p>
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## DEKALB COUNTY BUILDING PLAN REVIEW

DEPARTMENT OF PLANNING, ZONING, AND DEVELOPMENT  
330 WEST PINE IN LITHONIA, GA 30038

PLANNING DIVISION 484-371-0188  
PERMITS 484-371-0115  
STRUCTURAL DIVISION 484-371-0217

PROJECT SCOPE: Obtain C/O for existing business - The Wilson Academy School - with NO remodel or new construction work, building structure or site.

### BUILDING CODES:

PROJECT CRITERIA: PLAN REVIEW IS BASED ON THE FOLLOWING INFORMATION:  
 SITE L. DWG: JACOB E. GOOCH II, PHONE #: 678-442-1118, GA. STATE REG. #2889.  
 A. OCCUPANCY CLASSIFICATION: GROUP E (INSTITUTIONAL EDUCATION)  
 B. TYPE OF CONSTRUCTION: V (SPRINKLERED (YES OR NO): YES  
 C. SEISMIC HAZARD EXPOSURE GROUP 1 SEISMIC DESIGN CATEGORY: C SITE CLASS D  
 D. TOTAL INTERIOR FINISH AREA IN SQUARE FEET: 5,780 SF  
 E. FLOOR LEVEL: TOTAL NUMBER OF STORES IN BUILDING: 2 ]  
 F. BUILDING HEIGHT (FT) 14'-6", PER SBC 33-0-0", PER DC ORD. 35'-0"  
 G. CALCULATED OCCUPANCY LOAD: 100 GROSS AREA = 5,780 SQ. FT. / (100) = (58) OCCUPANTS, PLUS PORCH  
 H. REQUIRED MINIMUM FLOOR LIVE LOADS (P.S.F.): 40 PSF.  
 I. ALL BUILDINGS DISCLOSED IN THESE PLANS SHALL BE CONSTRUCTED IN COMPLIANCE WITH THE DEKALB COUNTY CONSTRUCTION CODE AND INCLUDES REVISIONS, AMENDMENTS AND ADDENDUMS TO THE FOLLOWING LISTED CODES:

- 1) INTERNATIONAL BUILDING CODE - 2008 EDITION WITH 2007, 2009, & 2010 GEORGIA AMENDMENTS
- 2) INTERNATIONAL MECHANICAL CODE - 2006 EDITION WITH 2007, 2008, 2009, 2010, & 2012 GEORGIA AMENDMENTS
- 3) INTERNATIONAL FUEL GAS CODE - 2006 EDITION WITH 2007, 2008, 2009, 2010, & 2012 GEORGIA AMENDMENTS
- 4) INTERNATIONAL PLUMBING CODE - 2006 EDITION WITH 2007, 2008, 2009, 2010, & 2012 GEORGIA AMENDMENTS
- 5) NFPA NATIONAL ELECTRIC CODE - 2011 EDITION WITH AMENDMENTS
- 6) INTERNATIONAL FIRE CONSERVATION CODE - 2008 EDITION WITH 2011 & 2012 GEORGIA AMENDMENTS
- 7) STANDARD SWIMMING POOL CODE - 1994 EDITION WITH 2000 GEORGIA AMENDMENTS
- 8) INTERNATIONAL RESIDENTIAL CODE - 2006 EDITION WITH 2007, 2008, 2009, 2010, 2011 & 2012 GEORGIA AMENDMENTS
- 9) GEORGIA EROSION AND SEDIMENTATION ACT OF 1975, THIRD EDITION, 1992
- 10) NFPA CODES FOR FIRE PROTECTION AND LIFE SAFETY: NFPA 101 2000 EDITION
- 11) NFPA CODES AND STANDARDS AS ADOPTED AND MODIFIED BY THE STATE FIRE MARSHAL
- 12) TITLE 25 O.C.G.A., TITLE 30 O.C.G.A. GEORGIA ACCESSIBILITY CODE
- 13) INTERNATIONAL FIRE CODE 2006 EDITION WITH 2007 & 2010 GEORGIA AMENDMENTS
- 14) ALL DISABLED ACCESSIBLE REQUIREMENTS SHALL REFERENCE THE GEORGIA ACCESSIBILITY CODE, 120-3-3.

ALL DISABLED ACCESSIBLE REQUIREMENTS SHALL REFERENCE THE GEORGIA ACCESSIBILITY CODE, 120-3-3.

GENERAL NOTES:  
 1. IDENTIFICATION OF FIRE BARRIERS SHALL BE BY SIGN OF STICKLING PERMANENTLY INSTALLED ABOVE ANY DECORATIVE CEILING AND/OR IN CONCEALED SPACES. THE LETTERING SHALL BE 2" IN HEIGHT AND SPACED EVERY 12 FT. THE FOLLOWING WORKING IS RECOMMENDED: "1 HOUR FIRE AND SMOKE BARRIER, PROTECT ALL OPENINGS" (TITLE 25 STATE FIRE MARSHALL'S RULES AND REGULATIONS CHAPTER 120-3-3).

NOTE:  
 EACH WINDOW AND DOOR LOCATED IN WALLS WHICH SEPARATE CONDITIONED AND UNCONDITIONED SPACE (INCLUDING BUILDING EXTERIOR) SHALL BE LABELED BY THE MANUFACTURER TO CERTIFY COMPLIANCE WITH THE REQUIREMENTS OF NATIONAL PENETRATION RATING COUNCIL PER NFRC-100 AND 200 FOR FIELD VERIFICATION BY THE INSPECTOR (CMC SECTION 102.3). AS AN ALTERNATIVE, SPECIFY THE THERMAL TRANSMITTANCE (U-VALUE) FOR EACH DOOR AND WINDOW WHICH SHALL NOT BE LESS THAN THE APPLICABLE DEFAULT VALUE LISTED IN CMC TABLE 102.3.

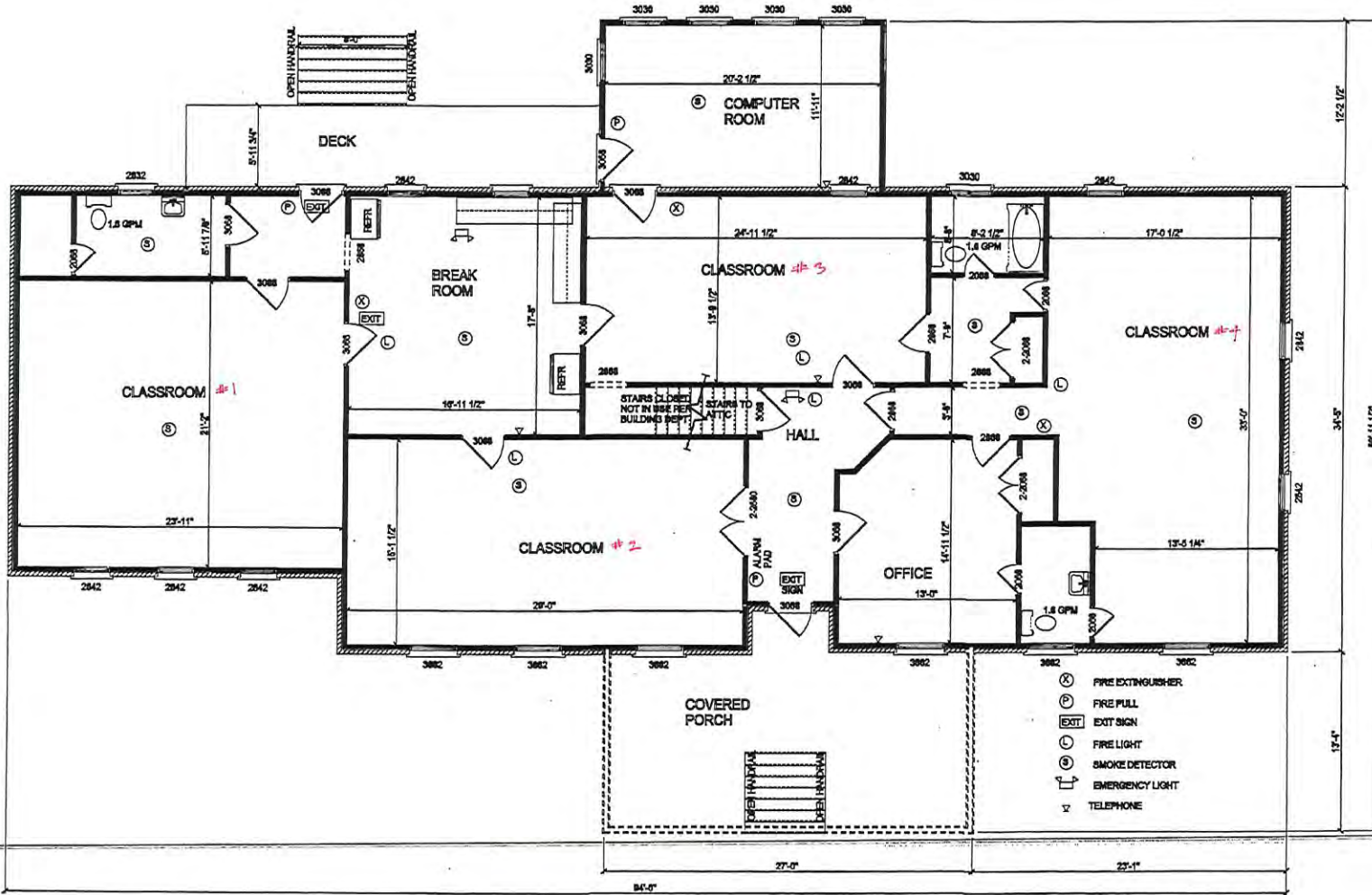
## NOTES

1. THESE ARE NOT APPROVED WITHIN THE SCOPE OF THIS BUILDING PERMIT. A SEPARATE SIGN LOCKDOWN PERMIT IS REQUIRED FOR EACH SIGN.
2. SMOKING IS PROHIBITED IN ALL ENCLOSED PUBLIC PLACES AND IN ALL ENCLOSED AREAS WITHIN PLACES OF EMPLOYMENT IN ACCORDANCE WITH DEKALB COUNTY CLEAR INDOOR AIR ORDINANCES.  
 A SIGN CLEARLY STATING THAT SMOKING IS PROHIBITED SHALL BE CONSPICUOUSLY POSTED BY THE BUILDING OWNER, AGENT, OPERATOR, PERSON IN CHARGE OF PROTECTION AT EACH ENTRANCE OR IN A PROMINENT PLACE NEAR EACH ENTRANCE INTO THE BUILDING IN ACCORDANCE WITH DEKALB COUNTY'S AIR ACT OF 2000. ACCEPTABLE SIGNS SHALL DISPLAY EITHER "NO SMOKING" OR THE INTERNATIONAL "NO SMOKING" SYMBOL (CONSISTING OF A PICTORIAL REPRESENTATION OF A SMOKING CIGARETTE ENCLOSED IN A RED CIRCLE WITH A RED BARE ACCESS, ETC.).
3. NO CONTRACTOR SHALL BE USED ON THIS SITE.
4. FE = SLOTTED FIVE EIGHTH INCH DIA. AT 4 FT. TO TOP OF CONCRETE. LOCATE ONE PER CONCRETE PER LINE.
5. NO STORAGE SHALL BE KEPT UNDER THIS PERMIT APPLICATION. TOWNSHIP SHALL SUBMIT SEPARATE APPLICATION FOR STORAGE BELONGING TO BUCKLE COUNTY BOARDING DEPARTMENT.
6. ALL CONTRACTOR SHALL COMPLY WITH SECTION 102.3.2, 701.2 AND 701.3 OF IBC WITH OTHER SUPPLEMENTS AND AMENDMENTS.
7. NO INTERIOR FINISH LARGER THAN FIVE FEET CREST AS INDICATED.
8. REMOVAL SLICES SHALL OBTAIN SEPARATE (APPROVED) WHITE PERMIT FROM CONSTRUCTION.
9. THE OWNER/DEVELOPER SHALL OBTAIN A THE OWNER/DEVELOPER FROM THE COUNTY THE UNIFORM SPINZED PLANS INCLUDING IN THIS SET OF PLANS ARE FOR REFERENCE ONLY - NOT FOR PERMITS. CONTACT THE UNIFORMS OFFICE FROM TO INQUIRE ANY FURTHER INFORMATION. THEREAFTER PERMITS INCLUDING COMPLETE SEISMIC SURVEY FORMS SHALL BE PROVIDED AND APPROVED BY THE BUCKLE COUNTY THE UNIFORMS OFFICE, PRIOR TO INSTALLATION, FOR COMPLIANCE WITH THE UNIFORMS AND WITH 13.
10. GENERAL CONTRACTOR SHALL PROVIDE SITE COORDINATION SCHEDULE ON ALL EXTERIOR DOORS; SEIZURE SHALL BE A MINIMUM SIZE OF 4".

### FIRE MARSHAL INSPECTION:

CONTACT THE DEKALB COUNTY FIRE MARSHAL'S (INSPECTOR REQUEST LINK) AT (404) 271-4508 FOR INSPECTIONS AT 8:00 AM AND 10:00 AM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 11:00 AM AND 2:00 PM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 3:00 PM AND 5:00 PM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 6:00 PM AND 8:00 PM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 9:00 PM AND 11:00 PM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 12:00 PM AND 2:00 PM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 3:00 PM AND 5:00 PM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 6:00 PM AND 8:00 PM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 9:00 PM AND 11:00 PM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 12:00 PM AND 2:00 PM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 3:00 PM AND 5:00 PM. CONTACT: DON ARDEN (404) 271-4508 FOR INSPECTIONS AT 6:00 PM AND 8:00 PM. 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**EXISTING MAIN FLOOR PLAN**

SCALE: 1/4"=1'-0"

OCCUPANT LOAD 98  
 MAIN FLOOR 3364 HEATED SF  
 BASEMENT 2396 HEATED SF  
 FRONT PORCH 386  
 CONSTRUCTION TYPE SPRINKLED, PROTECTED  
 OCCUPANCY TYPE

NO.	REVISION	DATE	BY	CHKD.

WAGNER CONSULTANTS  
 1811 DEER CREEK LANE  
 ALBANY, GEORGIA 31701  
 TEL: 478-442-1118  
 FAX: 478-442-1118




The Wilson Academy  
 Byron Wilson  
 3174 Main Road  
 Ocala, FL 32668  
 770-870-0840  
 878-654-1040  
 hoscsmaster@thewilsonacademy.org

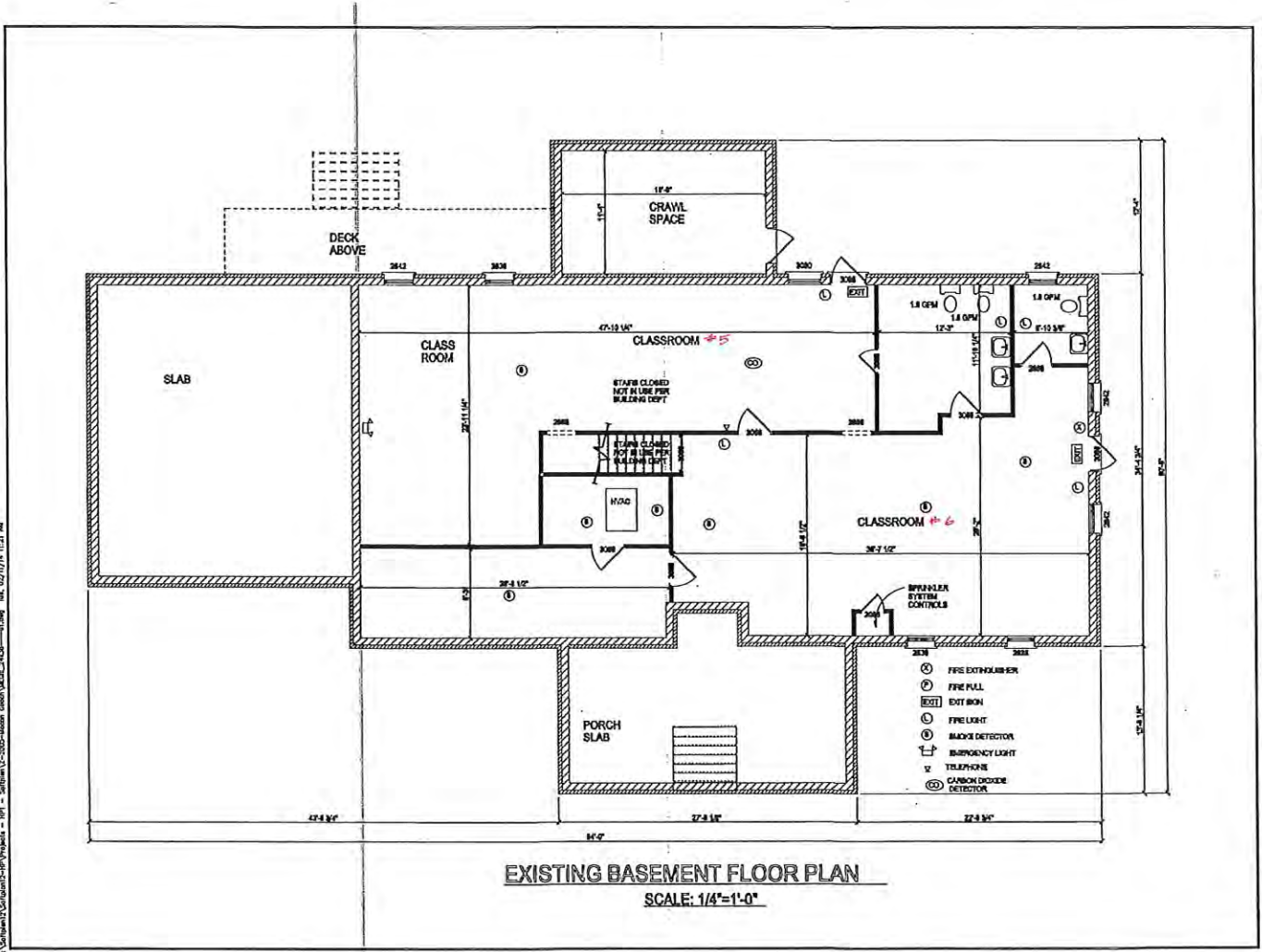
DESIGN	JDA	3/17/2014
DRAWN	CAD	3/17/2014
CHECKED	MRS	3/17/2014

PROJECT #:  
 SHEET

**A1**



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<p><b>MEG</b> MEG CONSULTANTS INCORPORATED 1000 W. 10TH AVENUE DENVER, CO 80202 TEL: 303.733.1111 WWW.MEGCONSULTANTS.COM</p>	<p><b>The Wilson Academy</b> Drew F. Wilson 3174 Westwood Denver, CO 80230 773-573-8945 773-573-1044 headmaster@wilsonacademy.org</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">DESIGN</td> <td style="width: 25%;">JCA</td> <td style="width: 25%;">JYS/SHK</td> <td style="width: 25%;"></td> </tr> <tr> <td>DRAWN</td> <td>CAD</td> <td>JYS/SHK</td> <td></td> </tr> <tr> <td>CHECKED</td> <td>MBG</td> <td>JYS/SHK</td> <td></td> </tr> </table>	DESIGN	JCA	JYS/SHK		DRAWN	CAD	JYS/SHK		CHECKED	MBG	JYS/SHK		<p>PROJECT # _____ SHEET <b>A2</b></p>
DESIGN	JCA	JYS/SHK											
DRAWN	CAD	JYS/SHK											
CHECKED	MBG	JYS/SHK											

## **Community Meeting Sign in Sheet**

*If you wish to sign in electronically, please use your smart device to scan the QR Code below OR sign in via Zoom Community meeting (TBA):*

<https://tinyurl.com/y4yfg73a>



**SCAN ME**



Shanteria Vaughn is inviting you to a scheduled Zoom meeting.

Topic: Community Meeting for 3174 Miller Road

Time: Dec 21, 2020 07:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://tinyurl.com/y4yfg73a>

**Meeting ID:** 374 032 4795



**Shanteria Vaughn**

5259 Winding Glen Drive  
Stonecrest, Georgia 30038  
(404) 918-0451

Greetings Neighbor,

My name is Shanteria Vaughn and I am interested in opening and operating a Childcare Learning Center. We will be hosting a meeting to discuss our plans with all of you. Due to the current state of COVID-19 our meeting date will be determined at a later date. Please be on the lookout for another notice from us as we would love to answer any questions you may have, and address any concerns.

Thank you,

Shanteria Vaughn

## **Shanteria Vaughn**

(404) 918-0451

The Community Meeting for 3174 Miller Road Stonecrest, Georgia was Monday Dec 21, 2020 07:00 PM Eastern Time. There were five residents in attendance each over the age of 18. I have attached a generated copy of the sign in excel document. In this meeting I discussed my business plans for the property. I asked the residents if they had any concerns with what I informed them on. Later in the meeting, I asked the residents if they had any concerns about the property and I was informed that since the property had been vacant for over a year, many homeless individuals have made the property their home. The residents stated that they were ready for the building to become operable because they are seeing a lot of homeless individuals lingering around and the sight of it is unpleasant for their kids to see. I informed them that I would inform the owner and try to work quickly as possible to get the building up and running.

Timestamp	Resident First Name	Resident Last Name	Resident Address
12/21/2020 19:18:48	Geno	Olivacce	3164 Miller Road
12/21/2020 19:22:26	Cavar	Olivacce	3164 Miller Rd Lithonia GA
12/21/2020 19:24:04	Donna	Innocent	3164 Miller Rd, LITHONIA
12/22/2020 0:15:48	Geno	Olivacce	3164 Miller Road
12/22/2020 11:14:19	Kiana	Collins	5259 Winding Glen Drive S

30038

Ga 30038

Stonecrest, GA 30038

## Tuyanna Daniel

---

**From:** Alphabet Kids Early Care & Learning Academy <alphakidsecla@gmail.com>  
**Sent:** Friday, January 8, 2021 10:19 AM  
**To:** Tuyanna Daniel; Chris Wheeler  
**Subject:** CORRECTION: 3174 Miller Road Property

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

I am sending this email to ask if my former business partner (Dr. Kiki Michelle Singletary Williams) or anyone whose name is not on the paperwork submitted. She previously discussed information with me on the SLUP Application. She is no longer a business partner with my organization and I would like to cease all information shared with her about 3174 Miller Road property if she inquires by phone or any other communications. Thank you for your time and consideration.

Regards,







**GEOTECHNICAL  
&  
ENVIRONMENTAL  
CONSULTANTS, INC**  
**A Terracon COMPANY**

April 14, 2021

Via Fax: (470) 299 4214

**SUBJECT: Information Questionnaire – Planning & Zoning**  
Harmony at Stonecrest  
6600 Old Hillandale Drive  
Stonecrest, Dekalb County Georgia  
GEC Job #HN217250

**Attention: Planning & Zoning Specialist**  
Stonecrest Planning & Zoning

Geotechnical & Environmental Consultants, Inc. (GEC) is currently conducting a Phase I Environmental Site Assessment (ESA) on the above referenced site located at 6600 Old Hillandale Drive in Stonecrest, Dekalb County, Georgia. The site is located withing Parcel Number 16 120 02 005. For the purposes of our assessment, please mark and/or briefly answer the following questions and return to GEC via fax at 478-757-1608 or email at [sferrand@geconsultants.com](mailto:sferrand@geconsultants.com)

1. What is the zoning for the subject property?  
\_\_\_\_\_
2. Are you aware of any zoning restrictions currently on the subject property?  
 Yes     No    If Yes, please elaborate.  
\_\_\_\_\_  
\_\_\_\_\_
3. Are you aware of any site history, including its past usage and/or any past tenants (i.e. businesses) and their current/former usage of the property?     Yes     No    If Yes, please elaborate.  
\_\_\_\_\_  
\_\_\_\_\_
4. Utilities serving the subject property. Mark all that apply.  
 city water     well water     unknown/do not know  
 city sewer     septic system  
 previous water well on site?     previous septic system on site?
5. Are there any records or any known environmental conditions or concerns at the subject property or in the immediate site vicinity?     Yes     No    If Yes, please elaborate.  
\_\_\_\_\_  
\_\_\_\_\_

The subject property is noted on the attached location map. Thank you for your assistance in this matter. If you have any questions or desire any further information, please contact our office.

Sincerely,

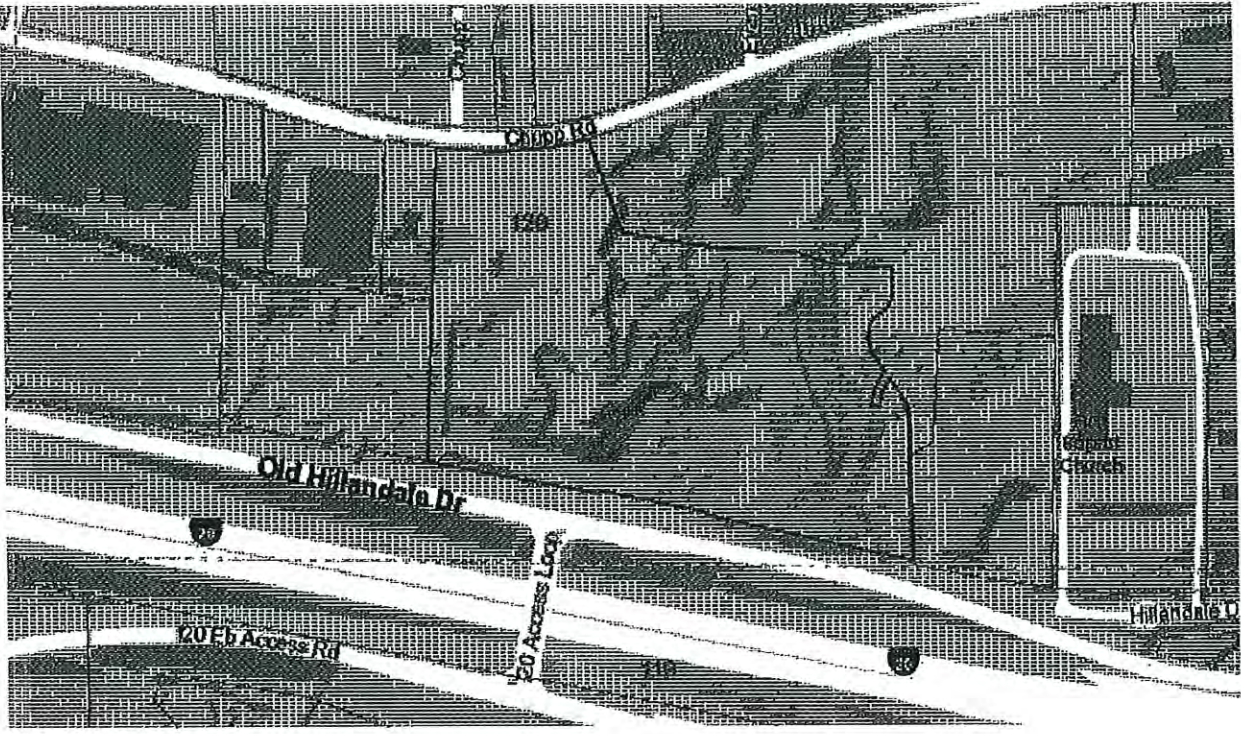
**Sheridan Henderson**  
**Environmental Specialist**

Form Completed by: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_





**GEC**



## CITY COUNCIL AGENDA ITEM

**SUBJECT: Update on COVID Relief Management for Future Funding**

**ORDINANCE**                       **POLICY**                       **STATUS REPORT**

**DISCUSSION ONLY**               **RESOLUTION**               **OTHER**

**Date Submitted: 04/22/21**

**Work Section:**

**Council Meeting: 04/26/21**

---

**SUBMITTED BY:** Jim Nichols

**PURPOSE:** The purpose of this item is for the Acting City Manager to update the Council on the intentions for management of possible future COVID relief funds.

**HISTORY:** There is a possibility that the City may be issued additional COVID relief funds in the future. If this occurs, the management and distribution of the funds will need to be addressed. The Acting City Manager will provide the Council with an update on potential plans for this activity.

**OPTIONS:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:** none





## CITY COUNCIL AGENDA ITEM

**SUBJECT: Standing Committees for Consideration**

**ORDINANCE**                       **POLICY**                       **STATUS REPORT**  
 **DISCUSSION ONLY**               **RESOLUTION**               **OTHER**

**Date Submitted: 04/21/21**              **Work Section:**                      **Council Meeting: 04/26/21**

---

**SUBMITTED BY:** Jim Nichols

**PURPOSE:** The purpose of this item is for the Council to discuss and consider the formation of standing committees to address a variety of City focus areas.

**HISTORY:** The Council wishes to consider the establishment of standing committees to provide input and guidance on a variety of City-related matters. This topic will be reviewed and discussed for consideration.

### **FACTS AND ISSUES:**

Attached are the 3 draft committees referenced in the draft agenda, which will be made available to the public to volunteer to serve on by submitting a short bio and requesting assignment. Applications of volunteers and nominees shall be reviewed by the next work session and final assignments by the next council meeting in May.

### **OPTIONS:**

### **RECOMMENDED ACTION:**

**ATTACHMENTS:** none

A RESOLUTION OF THE CITY OF STONECREST, GEORGIA,  
TO ESTABLISH THE STANDING SPLOST OVERSIGHT COMMITTEE OF THE  
CITY OF STONECREST, GEORGIA

WHEREAS, the City of Stonecrest was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum; and

WHEREAS, Senate Bill 208 provided a charter for the City of Stonecrest (the "City Charter"); and

WHEREAS, Senate Bill 21, passed in the Georgia General Assembly during the 2021 Session and subsequently signed into law on April 2, 2021; and

WHEREAS, Section 1.03(b)(42) of the City Charter grants the City the power to exercise and enjoy all other powers, functions and rights necessary or desirable to promote the general welfare of the City and its inhabitants; and

WHEREAS, Section 7 of Senate Bill 21 amended Section 2.11 to read as follows: \*(c)(1) The city council shall have the power by ordinance or resolution to establish oversight, policy, and standing committees of the council; and

WHEREAS, the citizens of DeKalb County voted on November 7, 2017, to impose a Special Purpose Local Option Sales Tax (SPLOST) to be spent on capital improvements for the use and benefit of DeKalb County and qualified municipalities within the DeKalb County;

WHEREAS, the City Council of the City of Stonecrest have determined that it is in the best interest of the City and its citizens to establish an oversight committee known as the SPLOST Oversight Committee of the City of Stonecrest, Georgia, for the purpose of providing transparency and accountability to the citizens of the City of Stonecrest concerning the use of SPLOST funds; and

SECTION I.  
ESTABLISHMENT OF THE SPLOST OVERSIGHT COMMITTEE AND  
AUTHORIZATION

1. The Mayor and City Council of the City of Stonecrest affirms that the Special Purpose Local Option Sales Tax is the City's opportunity to affect substantive improvements that connect our citizens and starts to form our City into one defined by the collective pursuit of a high quality of life for all residence. To further help accomplish this vision, there is hereby established the SPLOST Oversight Committee of the City of Stonecrest, Georgia (hereinafter referred to as the "SPLOST Committee").

SECTION II.  
MISSION AND DUTIES

1. The mission of the SPLOST Oversight Committee is to provide transparency and accountability to the citizens of the City of Stonecrest from the 2017 SPLOST.
2. The purpose of the SPLOST Committee is to;
  - i. Provide as necessary and appropriate advice, reviews, reports, and recommendations to City Council on SPLOST projects.
3. Members must attend two-thirds of the SPLOST Oversight Committee meetings in a calendar year. Failure to do so warrants removal from the SPLOST Oversight Committee.

SECTION III  
MEMBERSHIP

1. Except as provided in subsection (2) of this Section III, the City Council shall establish qualifications for members of the SPLOST Oversight Committee. Each committeeperson shall be nominated and approved by the City Council.
2. Each SPLOST Oversight Committee member must be either a resident of the City; or a member of the City Council.
3. Should the SPLOST Oversight Committee member move out of the City, he/she may remain active until the City Council appoint his/her replacement.

SECTION IV  
TERMS

1. Each SPLOST Oversight Committee member shall serve until the succeeding end of the City's fiscal year. Consecutive terms are permissible.
2. Members filling vacancies shall serve the remainder of the term to which they were appointed. A consecutive appointment is permissible. Members whose terms expire shall continue to serve until a replacement is appointed or a consecutive appointment is made.
3. Any member may be removed with or without cause by the City Council.

SECTION V  
COMPENSATION

1. Stonecrest SPLOST Oversight Committee members will serve without compensation.

SECTION VI  
QUORUM



A majority of the actual number of SPLOST Oversight Committee members shall establish a quorum at the initial meeting. The number of members to establish a quorum may thereafter be specified by that Committee's rules of procedure. Any action taken requires a majority of affirmative votes of the quorum present.

## SECTION VII GOVERNANCE

1. The SPLOST Oversight Committee shall adopt its rules of procedure, which shall be substantially similar to the rules of procedure of the City Council and determine its time of meeting. The date and time of each meeting as well as agenda items to be considered shall be publicized in the same manner as meetings of the Mayor and Council.
2. All meetings at which official action is taken shall be open to the public and all records maintained by the SPLOST Oversight Committee shall be public records unless expressly exempted by a provision of the State's Open Records Act. The SPLOST Oversight Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, and records of its examinations and other official actions, all of which shall be filed in the office of the City Clerk. Copies of the minutes shall be sent to the Mayor and each member of the City Council. The minutes of the proceedings shall be a public record. This section shall not be construed as prohibiting closed sessions when permitted by the State Open Meetings and Open Records Acts.
3. Expenditures of the SPLOST Oversight Committee, if any, shall be within the amounts appropriated for the purposes intended by the Mayor and City Council during the annual budgeting process.

## SECTION VIII INITIAL MEMBERS

The initial members of the SPLOST Oversight Committee shall be as follows:

- 1. Member
- 2. Member
- 3. Member
- 4. Member
- 5. Member
- 6. Councilmember
- 7. Councilmember

This Resolution shall be effective immediately upon its approval.

SO RESOLVED this \_\_\_\_\_ the day \_\_\_\_\_ of, 2021

Approved:

\_\_\_\_\_  
Mayor/Mayor Pro Tempore

Attest:

\_\_\_\_\_  
City Clerk

A RESOLUTION OF THE CITY OF STONECREST, GEORGIA,  
TO ESTABLISH THE STANDING FINANCE COMMITTEE OF THE CITY OF  
STONECREST, GEORGIA

WHEREAS, the City of Stonecrest was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum; and

WHEREAS, Senate Bill 208 provided a charter for the City of Stonecrest (the "City Charter"); and

WHEREAS, Senate Bill 21, passed in the Georgia General Assembly during the 2021 Session and subsequently signed into law on April 2, 2021; and

WHEREAS, Section 1.03(b)(42) of the City Charter grants the City the power to exercise and enjoy all other powers, functions and rights necessary or desirable to promote the general welfare of the City and its inhabitants; and

WHEREAS, Section 7 of Senate Bill 21 amended Section 2.11 to read as follows: \*(c)(1) The city council shall have the power by ordinance or resolution to establish oversight, policy, and standing committees of the council; and

WHEREAS, the City Council finds that the public health, safety and welfare of the citizens of Stonecrest, as well as the interests of the City's financial interests and its stakeholders, will best be served by appointing a Stonecrest Finance Oversight Committee which will be comprised of public and private stakeholders in the City of Stonecrest, GA who will evaluate and submit to the City Council recommendations of financial and budgeting finding;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Stonecrest, Georgia, as follows:

SECTION 1.

ESTABLISHMENT AND AUTHORIZATION OF THE  
STONECREST FINANCE OVERSIGHT COMMITTEE

1. There is hereby established the Stonecrest Finance Oversight Committee of the City of Stonecrest, Georgia (the " Stonecrest Finance Oversight Committee ").
2. Two or more councilmembers may be a member of the Stonecrest Finance Oversight Committee.
3. The City Manager or designee, the City Finance Director, and the Internal Auditor shall be ex-officio members of the Stonecrest Finance Oversight Committee.

SECTION II.  
DUTIES

1. The Stonecrest Finance Oversight Committee shall study and research City matters of interest and import related to Stonecrest Finances and Budget (the " Stonecrest Finance Oversight Committee "), and shall report recommendations to the City Council regarding financial reports and budget performance on all funds, services, strategies, departments and organizational units of the city on a regular basis. Additional tasks shall include review of the budget structure, review of the purchasing policy, creating a detailed budget calendar and outline rules for passing the budget.
2. Members must attend two-thirds of the Stonecrest Overlay Committee meetings in a calendar year. Failure to do so warrants removal from the Stonecrest Finance Oversight Committee.



SECTION III  
MEMBERSHIP

1. Except as provided in subsection (2) of this Section III, the City Council shall establish qualifications for members of the Stonecrest Finance Oversight Committee. Each committeeperson shall be nominated and approved by the City Council.
2. Each Stonecrest Finance Oversight Committee member must be either a resident of the City; or a member of the City Council.
3. Should the Stonecrest Finance Oversight Committee member move out of the City, he/she may remain active until the City Council appoint his/her replacement.

SECTION IV  
TERMS

1. Each Stonecrest Finance Oversight Committee member shall serve until the succeeding end of the City's fiscal year. Consecutive terms are permissible.
2. Members filling vacancies shall serve the remainder of the term to which they were appointed. A consecutive appointment is permissible. Members whose terms expire shall continue to serve until a replacement is appointed or a consecutive appointment is made.
3. Any member may be removed with or without cause by the City Council.

SECTION V  
COMPENSATION

Stonecrest Finance Oversight Committee members will serve without compensation.

SECTION VI  
QUORUM

A majority of the actual number of Stonecrest Finance Oversight Committee members shall establish a quorum at the initial meeting. The number of members to establish a quorum may thereafter be specified by that Committee's rules of procedure. Any action taken requires a majority of affirmative votes of the quorum present.

SECTION VII  
GOVERNANCE

1. The Stonecrest Finance Oversight Committee shall adopt its rules of procedure, which shall be substantially similar to the rules of procedure of the City Council and determine its time of meeting. The date and time of each meeting as well as agenda items to be considered shall be publicized in the same manner as meetings of the Mayor and Council.
2. All meetings at which official action is taken shall be open to the public and all records maintained by the Stonecrest Finance Oversight Committee shall be public records unless expressly exempted by a provision of the State's Open Records Act. The Stonecrest Finance Oversight Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, and records of its examinations and other official actions, all of which shall be filed in the office of the City Clerk. Copies of the minutes shall be sent to the Mayor and each member of the City Council. The minutes of the proceedings shall be a public record. This section shall not be construed as prohibiting closed sessions when permitted by the State Open Meetings and Open Records Acts.
3. Expenditures of the Stonecrest Finance Oversight Committee, if any, shall be within the amounts appropriated for the purposes intended by the Mayor and City Council during the annual budgeting process.

SECTION VIII

INITIAL MEMBERS

The initial members of the Stonecrest Finance Oversight Committee shall be as follows:

1. Member
2. Member
3. Member
4. Member
5. Member
6. Councilmember
7. Councilmember
8. City Manager or Designee- ex-officio
9. City Finance Director- ex-officio
10. Internal Auditor- ex-officio

This Resolution shall be effective immediately upon its approval.

SO RESOLVED this \_\_\_\_\_ the day \_\_\_\_\_ of, 2021

Approved:

\_\_\_\_\_  
Mayor/Mayor Pro Tempore

Attest:

\_\_\_\_\_

STATE OF GEORGIA  
COUNTY OF DEKALB  
CITY OF STONECREST

RESOLUTION 2021-

City Clerk





38 Parks and Recreation Citizen Advisory Board of the City of Stonecrest, Georgia  
39 (hereinafter referred to as the “Parks and Recreation Board”).

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**SECTION II.**

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1. The mission of the Parks and Recreation Board is to include the citizens of the  
45 City of Stonecrest to address the immediate need of improving City Parks.

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2. The purpose of the Parks and Recreation Board is to ensure:

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a. To provide as necessary and appropriate advice, reviews, reports and  
50 recommendations to the public, City Manager, Mayor, Mayor Pro Tempore  
51 and City Council on park and recreation facility conditions and areas of  
52 immediate concern;

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b. That lists of projects are equitable, appropriately prioritized, and well  
54 distributed throughout the City;

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c. That each district of the City is represented and has the opportunity to  
56 advocate for cleaner and improved facilities.

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3. Members must attend two-thirds (2/3) of the Parks and Recreation Board  
58 meetings in a calendar year. Failure to do so warrants removal from the Board.

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**SECTION III.  
MEMBERSHIP**

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1. The Parks and Recreation Board shall be composed of seven (7) members, two (2)  
64 of whom shall be Councilmembers \_\_\_\_\_ and \_\_\_\_\_ appointed by the  
65 City Council to serve as ex-officio, non-voting members of the Board.

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2. The City Council shall establish qualifications for members of the Parks and  
68 Recreation Board. Each board person shall be nominated and approved by the  
69 City Council.

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3. Each Board member must be either a resident of the City or an owner or officer of  
72 a business domiciled in the City. Should the board member move out of the City  
73 or no longer be an owner or an officer of a business domiciled in the City, he/she  
74 may remain active until the City Council appoint his/her replacement.

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**SECTION IV.  
TERMS**

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- 79 1. Each member shall serve for a term of one (1) year.  
80  
81 2. Members filling vacancies shall serve the remainder of the term to which  
82 they were appointed. A consecutive appointment is permissible. Members  
83 whose terms expire shall continue to serve until a replacement is  
84 appointed or a consecutive appointment is made.  
85
- 86 3. Any member may be removed with or without cause by the City Council.  
87

88 **SECTION V.**  
89 **COMPENSATION**

90  
91 Parks and Recreation Board members may serve without compensation.  
92 Reasonable expenses for travel may be reimbursed and Board members may be  
93 compensated pursuant to a policy to be established by the City Manager and approved by  
94 the City Council.  
95

96 **SECTION VI.**  
97 **QUORUM**

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99 A majority of the actual number of Parks and Recreation Board members  
100 establishes a quorum. Any action taken requires a majority of affirmative votes of the  
101 quorum present.  
102

103 **SECTION VII.**  
104 **GOVERNANCE**

- 105  
106 1. The Parks and Recreation Board shall adopt its rules of procedure, which shall be  
107 substantially similar to the rules of procedure of the City Council.  
108  
109 2. The Parks and Recreation Board shall set its own meeting schedule and establish  
110 the meeting agendas.  
111
- 112 3. The date and time of each meeting as well as agenda items to be considered shall  
113 be publicized in the same manner as meetings of the City Council.  
114
- 115 4. All meetings shall be open to the public and all records maintained by the Parks  
116 and Recreation Board shall be public records unless expressly exempted by a  
117 provision of the State's Open Records Act.  
118

- 119 5. At each meeting, the public shall be granted time for public comment.  
120
- 121 6. The Parks and Recreation Board shall elect a chairman to conduct meetings and a  
122 vice chairman to conduct meetings in the absence of the chairman. Elections shall  
123 be held at the first regular meeting of the calendar year. The chairman shall serve  
124 for one (1) year or until re-elected or a successor is elected. The vice chairman  
125 shall serve for one (1) year or until re-elected or a successor is elected. The Board  
126 shall select one of its members to be the secretary.  
127
- 128 7. The Parks and Recreation Board shall keep minutes of its proceedings, showing  
129 the vote of each member upon each question, and records of its examinations and  
130 other official actions all of which shall be filed in the office of the City Clerk.  
131 Copies of the minutes shall be sent to the Mayor and each member of the City  
132 Council.  
133
- 134 8. The Parks and Recreation Board will report either in person or in writing to the  
135 Mayor and City Council at the first regular City Council meeting every other  
136 month, commencing with the first regular City Council Meeting in \_\_\_\_\_, 2021.  
137

138 **SECTION VIII.**  
139 **INITIAL MEMBERS**  
140

141 The initial members of the Parks and Recreation Board shall be as follows:

- 142 1. \_\_\_\_\_ (District 1)  
143 2. \_\_\_\_\_ (District 2)  
144 3. \_\_\_\_\_ (District 3)  
145 4. \_\_\_\_\_ (District 4)  
146 5. \_\_\_\_\_ (District 5)  
147 6. \_\_\_\_\_ (At-large)  
148 7. \_\_\_\_\_ (At-large)  
149 8. Councilman \_\_\_\_\_ (District 1)  
150 9. Councilman \_\_\_\_\_ (District 4)  
151

152  
153 This Resolution shall be effective immediately upon its adoption.  
154

155 **SO RESOLVED AND EFFECTIVE** this the \_\_\_\_\_ day of \_\_\_\_\_,  
156 2021.  
157

158  
159

STATE OF GEORGIA  
DEKALB COUNTY  
CITY OF STONECREST

RESOLUTION 2021- \_\_\_\_\_

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Approved:

\_\_\_\_\_  
Mayor/Mayor Pro Tempore

Attest:

\_\_\_\_\_  
City Clerk

DRAFT





**CITY COUNCIL AGENDA ITEM**

**SUBJECT: Bid Opening & Award for Marta Bus Pads**

- ORDINANCE                       POLICY                       STATUS REPORT  
 DISCUSSION ONLY               RESOLUTION               OTHER

**Date Submitted: April 23, 2021              Work Session:**  
**Council Meeting: April 26, 2021**

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**SUBMITTED BY: Gia Scruggs on behalf of Public Works**

**PURPOSE: Purchasing is requesting approval to enter into a contract with the bidder for ITB #2021-002 for a contract amount not to exceed \$75,605.00**

**HISTORY: The City of Stonecrest requested interested parties submit formal bids to construct concrete pads in seven (7) locations at which MARTA shelters are to be installed by MARTA. All concrete pads will be constricted with the approved specifications from Georgia Department of Transportation (GDOT), Metro Atlanta Rapid Transit Authority (MARTA) and any other applicable codes, laws, and regulations. The Contractor will provide all labor, materials, and equipment necessary to perform the work.**

**FACTS AND ISSUES: The City of Stonecrest wants to construct concrete MARTA bus pads at seven (7) locations. The successful bidder was required to have verifiable experience at construction of similar projects in accordance with the specifications and the lowest bidder was not able to adequately demonstrate this. Backbone Infrastructure submitted the lowest qualified proposal in the amount of \$75,605.00. SPLOST funds will be used for this project.**

**OPTIONS: Approve, Deny, Defer**

**RECOMMENDED ACTION: Approve**

City of Stonecrest  
ITB#2021-02 Bid Summary

<b>VENDORS</b>	<b>Bid Amount</b>
B.E. GUTHRIE CONSTRUCTION	\$ 49,900.00
BACKBONE INFRASTRUCTURE	\$ 75,605.00
SUMMIT CONTRACTOR AND DEVELOPMENT	\$ 78,720.13
BUILDLINE	\$ 92,301.00
SIMBA	\$ 95,360.00
CONSTRUCTION ENGINEERING & MANAGEMENT CO	\$ 99,150.00
LLANO CONTRACTORS	\$ 149,938.40
GLOSSON ENTERPRISES	\$ 163,135.00
4SYT INDUSTRIES, LLC	\$ 201,034.86
MULTIPLEX, LLC	\$ 336,730.00
BARFIELD HOLT CONSTRUCTION LLC	\$ 347,003.00



## CITY COUNCIL AGENDA ITEM

**SUBJECT: Recommendation for the Parks & Recreation Department Aquatics Center Re-Opening**

ORDINANCE                       POLICY                       STATUS REPORT  
 DISCUSSION ONLY               RESOLUTION               OTHER

**Date Submitted: 04/21/21              Work Section:                      Council Meeting: 04/26/21**

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**SUBMITTED BY:** Brandon Riley, Parks and Recreation Director.

**PURPOSE:** The Parks and Recreation Department is seeking approval from the Mayor and Council on reopening the Browns Mill Aquatic Center effective 4<sup>th</sup> of July weekend.

**FACTS AND ISSUES:** As the Parks and Recreation Department works toward a path to recovery from the COVID-19 pandemic, it is essential that we take a thoughtful and methodical approach to reinstating operations that protect public health and safety.

The attached presentation offers a recommended course of action for the City's reopening of the aquatic center including reference to:

- Vendor
- Operational hours
- Operating practices
- Permits and equipment needed to open the facility.
- Attendance figures
- Revenue projections
- Overall safety recommendations for reinstating operations.

**OPTIONS:**

**RECOMMENDED ACTION: Approval**

**ATTACHMENTS:** Aquatics Presentation and DPH COVID Guidelines





## COVID-19 Guidance – Public Swimming Pools

On June 29, 2020, Governor Kemp issued Executive Order 06.29.20.02 “Empowering a Healthy Georgia.” In accordance with the Order, each Public Swimming Pool must implement the statewide mitigation measures applicable to non-critical infrastructure businesses to reduce the exposure and spread of COVID-19 among its workforce and the public it serves. The Georgia Department of Public Health and local county health departments regulate public swimming pools in Georgia, including the following:

1. Public pools regulated under Title 31, Chapter 45 of the Georgia Code and Chapter 511-3-5 of the Rules of the Department of Public Health (including municipal, school, hotel, and motel pools, any pool to which access is granted in exchange for payment of a daily fee, special purpose pools, spas, and recreational water parks);
2. Public pools operating under County Ordinances, including subdivision, apartment and country club pools; and
3. Public pools as defined in the State’s mandatory International Swimming Pool and Spa Code.

Under the Governor’s Order, recreational water parks that operate single waterslides and similar non-mechanical attractions at municipal, county, state, or community-operated pools, consistent with Safety Fire Commissioner Rule 120-3-27-.43, will follow this Public Swimming Pool Guidance. However, recreational water parks that are operators of water amusement rides as defined in Code section 25-15-51(1) and Safety Fire Commissioner Rule 120-3-27-.02(54) must comply with the Order’s applicable sections for operators of amusement rides and the Department’s *COVID-19 GUIDANCE FOR WATERPARKS AND WATER AMUSEMENT RIDES*.

To reduce the risk of spreading COVID-19 at public swimming pools, the Department has developed the mitigation measures contained in this guidance document. These mitigation measures are based on Executive Order 06.29.20.02 and the Centers for Disease Control and Prevention’s [guidance on operating and managing public pools, hot tubs, and water playgrounds during the pandemic](#).

### Facility Mitigation Measures to Reduce Exposure Risks among Swimmers and Patrons

The following measures are strongly recommended for all operators of public swimming pools:

- Employ cleaning and disinfection measures to reduce patron exposure.
  - [Clean and disinfect](#) frequently touched surfaces at least daily and shared objects each time they are used. For example:
    - Handrails, slides, and structures for climbing or playing
    - Lounge chairs, tabletops, pool noodles, kickboards, and drinking fountains
    - Door handles and surfaces of restrooms, handwashing stations, diaper-changing stations, and showers
  - Limit locker room use when possible; design facility plans addressing access and egress.

- Require patrons to spray showers with a provided cleaning spray after use.
  - Require workers to clean and sanitize bathroom and shower areas regularly throughout the opening hours in addition to the regular cleaning schedule.
  - Consult with the company or engineer that designed the public pool to decide which [List N disinfectants approved by the U.S. Environmental Protection Agency](#) (EPA) are best for your facility.
  - Set up a system so that furniture (for example, lounge chairs) that needs to be cleaned and disinfected is kept separate from already cleaned and disinfected furniture.
  - Label containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.
  - Launder towels and clothing according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely.
  - Protect shared furniture, equipment, towels, and clothing that have been cleaned and disinfected from becoming contaminated before use.
  - Ensure [safe and correct use](#) and storage of disinfectants, including storing products securely away from children.
- Maintain water quality parameters to ensure water sanitation.
  - Be aware of maintaining all water quality parameters within ideal operating ranges; ensure disinfectant and pH levels are monitored accordingly to ensure proper disinfection.
  - Test water quality parameters in accordance with state or local rules and regulations.
- Review mechanical ventilation service records and operation and follow tips as appropriate.
  - Ensure that ventilation systems of indoor spaces operate properly.
  - Increase introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to staff, patrons, or swimmers.
- Review water systems and maintain procedures for the facility.
  - [Take steps](#) to ensure that all water systems (for example, drinking fountains, decorative fountains, hot tubs) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.
- Modify the layout of the facility to promote social distancing.
  - Change deck layouts to ensure that in the standing and seating areas, individuals can remain at least 6 feet apart from those they don't live with.
  - Ensure that the layout will not impede the four foot of unstructured decking required around the pool perimeter for emergency rescue.
- Introduce physical barriers and guides to prohibit gathering.
  - Provide physical cues or guides (for example, lane lines in the water or chairs and tables on the deck) and visual cues (for example, tape on the decks, floors, or

- sidewalks) and signs to ensure that staff, patrons, and swimmers stay at least 6 feet apart from those they don't live with, both in and out of the water.
- Monitor communal or shared spaces for social distancing.
  - Stagger use of communal spaces (for example, in the water or breakroom), if possible, and [clean and disinfect](#) frequently touched surfaces regularly (based on daily usage but at least once during hours of operation and before opening). Clean and disinfect shared objects each time they are used.
    - Discourage people from sharing items that are difficult to clean, sanitize, or disinfect or that are meant to come in contact with the face (for example, goggles, nose clips, and snorkels).
    - Discourage people from sharing items such as food, equipment, toys, and supplies with those they don't live with.
    - Ensure adequate equipment for patrons and swimmers, such as kick boards and pool noodles, to minimize sharing to the extent possible, or limiting use of equipment by one group of users at a time and cleaning and disinfecting between use.
  - Seek approval of alterations or modification of the aquatic features.
    - Consult the company or engineer that designed the public pool before altering an aquatic feature (for example, slides and structures designed for climbing or playing).
    - Inform the local health authority of any planned alteration to equipment or aquatic features.
  - Prepare food concession areas for service.
    - Ensure areas designated for dining encourage social distancing; design seating areas to ensure six (6) feet of separation.
    - Food Service Establishments must comply with the existing guidance published by the department.
  - Establish contacts for patrons and staff members.
    - Assign monitoring responsibility to an appropriate staff member, such as a trained operator or assigned assistant.
    - Use lifeguards for water safety only, ensuring that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or social distancing of others.
    - Designate a COVID-19 Point of Contact staff member to be responsible for responding to COVID-19 concerns. All staff should know who this person is and how to contact him or her.
    - Limit public pool use to only staff, patrons, and swimmers who live in the local area, if feasible.
  - Assess communication systems and put methods in place.
    - Have staff, patrons, and swimmers self-report if they have [symptoms](#) of COVID-19.

- Have staff report a positive test for COVID-19, or if they were exposed to someone with COVID-19 within the last 14 days.
  - Broadcast [regular announcements about how to stop the spread on PA system](#).
  - Include messages about behaviors that prevent the spread of COVID-19 in contacts with individual patrons or households, in emails, on facility websites (for example, posting online [videos](#)), through facility's [social media accounts](#), and on entrance tickets, and via homeowners association websites and email.
  - Utilize contactless forms of patron check-in; suspend use of wristbands and handstamps.
- Discontinue organized events or classes.
    - Due to social distancing requirements, limits on gatherings, and spectator safety considerations, all organized sport competitions should be postponed.
    - **Consult with your local jurisdiction and/or** amateur sports governing or certifying body for requirements or recommendations to determine if events, such as aquatic fitness classes, swim lessons, swim team practice and swim meets can commence while maintaining the requirements and intent of this guidance. However, celebrations and party bookings should not occur at this time.

### How to Prepare for When a Staff Member or a Patron Becomes Ill or Gets Sick

To prepare for when someone gets sick, operators of public swimming pools should establish plans for the following:

- Isolating and requesting appropriate transportation for those who are sick to their home or a healthcare provider.
  - Immediately separating staff, patrons, or swimmers with COVID-19 [symptoms](#) (such as cough, shortness of breath or difficulty breathing, fever, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, and diarrhea).
  - Establishing procedures for contacting emergency personnel or a family member to transport anyone who is sick to their home or to a healthcare provider.
- Notifying public health officials if someone is sick.
  - Immediately notifying designated Point of Contact, who will contact [local public health officials](#).
  - Public health will inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.
- Cleaning and disinfecting an area used by an ill person.
  - Closing off areas used by a sick person and not using the areas until after cleaning and disinfecting them.
  - Waiting more than 24 hours before cleaning and disinfecting these areas.

- Ensuring [safe and correct](#) use and storage of [EPA-approved List N disinfectants](#), including storing products securely away from children.

## Statewide Mitigation Measures for Non-Critical Infrastructure

The following requirements are found in Executive Order 06.29.20.02 and are applicable to all businesses and organizations that are not considered Critical Infrastructure, including public swimming pools:

- Screen and evaluate workers who exhibit symptoms of COVID-19. *Symptoms of COVID-19 may include a fever over 100.4°F, cough, shortness of breath or difficulty breathing, fatigue, chills, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea. While it is strongly recommended that each facility have an infrared thermometer on hand to screen employees, it is not required. Employees may screen themselves with their own thermometers and do their own [symptom checking](#) prior to coming to work. Consider using the screening methods in CDC's [General Business FAQs](#).*
- Require workers who exhibit symptoms of COVID-19 to not report to work or to seek medical attention. *An employee with known or suspected COVID-19 must follow CDC guidelines to self-isolate for at least for at least ten days after symptom onset and end isolation only after symptoms have shown progressive improvement and the employee has been fever-free for three consecutive days without medication before returning to work. Employers should consider implementing sick leave (time off) policies and practices for staff that are flexible and non-punitive. Employers should also consider developing return-to-work policies aligned with CDC's [criteria to discontinue home isolation](#).*
- Require hand washing or sanitation by workers at appropriate places within the location. *Use proper hand hygiene and respiratory etiquette. Encourage all staff, patrons, and swimmers to [wash their hands](#) often and cover their coughs and sneezes. Provide adequate supplies to support proper hygiene. Supplies include soap, hand sanitizer with at least 60 percent alcohol, if feasible (for adults and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.*
- Prohibit gatherings during hours of operation. *No more than fifty people may be present at a single location if six feet of distance cannot be maintained between each person. However, public swimming pools are strongly encouraged to ensure that people who do not live together maintain social distancing even in groups smaller than the maximum allowed in a single location.*
- Permit workers to take breaks and meals outside, in their office or personal workspace, or in such other areas where Social Distancing is attainable.
- Implement teleworking as practicable.
- Implement staggered shifts as practicable. *Stagger or rotate shifts to limit the number of staff members present at the public pool at the same time.*



- Deliver intangible services remotely as practicable.
- Discourage workers from using other workers' phones, desks, offices, or other tools and equipment (*such as pens, pencils, etc.*).
- Prohibit handshaking and unnecessary person-to-person contact in the workplace.
- For retailers and service providers, provide for alternative points of sale outside of buildings, including curbside pick-up or delivery of products and/or services if an alternate point of sale is permitted under Georgia law.
- For retailers and service providers, open sales registers must be at least six feet apart.
- Point of sale equipment, including Pin entry devices and signature pads, should be frequently cleaned and sanitized. *Registers and point of sale machines should be cleaned and sanitized between uses by different employees.*
- If practicable, provide personal protective equipment as available and appropriate to the function and location of the worker within the business location. *Strongly encourage the [proper use of cloth face coverings](#) as feasible. Face coverings are **most essential** at times when physical distancing is difficult. Advise those wearing face coverings to not wear them in the water. Cloth face coverings can be difficult to breathe through when they're wet.*
- If practicable, provide disinfectant and sanitation products for workers to clean their workspace, equipment, and tools.
- If practicable, increase physical space between workers' worksites to at least six feet. *Where possible, stagger workstations to avoid workers standing next to each other. Where six feet of separation is not possible, consider spacing options that include other mitigation efforts, such as cloth face coverings and increased frequency of cleaning and sanitizing surfaces.*
- Post a sign on the front of the facility stating that individuals who have symptoms of COVID-19 shall not enter. *According to current CDC guidance, symptoms of COVID-19 may include a fever over 100.4°F, cough, shortness of breath or difficulty breathing, fatigue, chills, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea.*
- Enhance sanitation as appropriate. *A list of approved disinfectants from the Environmental Protection Agency that are shown to be effective against SARS-CoV-2, the virus that causes COVID-19, can be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. An alternative disinfectant can be used: 1/3 cup of unscented bleach added to 1 gallon of water. Do not mix bleach with other cleaning and disinfection products together because this can cause fumes that are very dangerous to breathe in. Schedule time for disinfection.*
- Disinfect common surfaces regularly. *Clean and disinfect restrooms regularly, check restrooms based on the frequency of use, and ensure adequate supply of soap and paper*

towels is available. Clean and disinfect frequently touched surfaces based on daily usage but at least once during hours of operation and before opening. General CDC guidance on cleaning and disinfecting can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>.

- Hold all meetings and conferences virtually, as practicable. Provide staff training on all safety protocols and new procedures. Conduct training virtually or ensure that [social distancing](#) is maintained during in-person training.
- Place notices that encourage hand hygiene at the entrance to the pool and in other areas where they are likely to be seen.
- Increase physical space between workers and patrons. *Exceptions to the social distancing guidance include: anyone rescuing a distressed swimmer, providing first aid, or performing cardiopulmonary resuscitation, with or without an automated external defibrillator; and individuals in the process of evacuating a public pool or entire facility due to an emergency.*
- If the public swimming pool engages volunteers or has members of the public participate in activities, prohibit volunteering or participation in activities for persons diagnosed with COVID-19, having exhibited symptoms of COVID-19, or having had contact with a person that has or is suspected to have COVID-19 within the past fourteen (14) days.

## Resources

Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

State of Georgia Executive Order 04.23.20.02, Reviving a Healthy Georgia

<https://gov.georgia.gov/executive-action/executive-orders/2020-executive-orders>.

Cleaning and Disinfecting for Reopening

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html>.

CDC/EPA Cleaning and Disinfecting Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>.

Guidance for Building Water Systems

<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.

Parks and Recreational Facilities

<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/index.html>

A stylized, colorful illustration of a landscape. The foreground features rolling green hills with dark brown soil patches. On the left, there is a green tree, a purple flower, and an orange flower. A small red bird is flying in the sky above the tree. The background consists of layered, wavy bands of light blue and white, suggesting a sky or water. The overall style is flat and modern.

# **City of Stonecrest Parks & Recreation**

**Reopening Plan for the Browns Mill  
Aquatics Center**

# Objective: Aquatic Center

- The Parks and Recreation Department is seeking approval from the Mayor and Council on reopening the Browns Mill Aquatic Center. This template would be reviewed as we move forward and remain flexible to coincide with the current conditions in our community. Practice of recommended CDC guidelines would be in place. Best practices shall be applied and health conditions monitored by the City regularly.
- Includes:
  - The vendor
  - Operational hours
  - Operational management of the Browns Mill Aquatic Center
  - Permits needed to open the facility
  - Replacement of furniture in the facility
  - ADA (Average Daily Attendance)
  - Revenue
- Recommendations:
  - Dekalb Board of Health
  - Center for Disease Control (CDC)
  - CDC Guidelines the National Recreation and Parks Associations uses throughout the country to manage aquatic centers during COVID.

# Vendor

- **Pre-COVID StandGuard Aquatics**
  - Awarded the RFP by the Mayor and Council in 2020
  - StandGuards goal was to manage all aspects of the facility which includes the following
    - ✓ Admission
    - ✓ Staffing
    - ✓ Maintenance
    - ✓ Concessions
    - ✓ Programming
    - ✓ Fiscal Management
    - ✓ Retail
  - This operation has one full-time facility director and 50 seasonal staff (lifeguards)

## **COVID in 2020**

- The Council approved the recommendation last March but due to Covid, the contract was not executed. City Attorney has opined that a new RFP is not required.



# Operational Hours

- Traditionally, the Browns Mill Aquatic Center would open everyday from Memorial Day weekend to Labor Day weekend. (May–September)
  - Monday – Saturday from 10:00 am to 8:00 pm
  - Sundays from 1:00 pm to 7:00 pm
  - The pool would be closed on all school days when DeKalb County School District is in session
  - Council must be aware that there is about a 6–8-week timeframe for getting the following items and equipment necessary to open the Aquatics Center:
    - ✓ Permits (State, County and Health Department permits are required to open for public use)
    - ✓ Cleaning and disinfection measures for all parts of facility (restrooms, pool furniture, front desk, concessions, doorknobs, locker rooms, faucets/sinks, etc.).
    - ✓ Implementing environmental controls — installing sneeze guards and creating barriers between staff and older adults, using markers to mark off 6 feet of distance, rearranging equipment, blocking off equipment, etc.
    - ✓ Creating a plan for conducting health screenings of staff and users.
    - ✓ Installing signage and using a variety of communications channels to educate community about facility user measures — proper hygiene, wearing masks, health screenings, etc.
    - ✓ Replacement of furniture in the facility
    - **Projected start date would be 4th of July weekend.**

# Operational management of the facility

- The vendor will be responsible for managing all aspects of the facility pertaining to operational cost.
- Prior to the start of the Public Season, the Vendor shall perform the following services:
  - Setup and prepare for usage all movable equipment, including tables, chairs, lounges, and lifeguard chairs, and shade covers, etc.
  - Clean, inspect and prepare vacuuming equipment.
  - Inspect and prepare all hoses.
  - Check and clean all gutters and drains, including gutter covers.
  - Drain and acid wash pools as necessary.
  - Fill pools.
  - Install ladders, check slides, place lifeguard chairs, place and clean furniture.

# Operational management of the facility

## Continued

- Check all pumps and motors.
- Clean pool area within the pool enclosure.
- Circulate water through filtration system.
- Backwash filters and inspect for any defects.
- Have pools ready for operation at least ten (10) days before opening day.
- Report to City all operating deficiencies.
- Facility Structures(Facility decking, fencing, access doors, lighting, play feature structures, locker rooms, concession stand equipment, offices)
- Aquatic facility/Pool (Water chemistry and Quality, gutter systems, and surface conditions)

# Average Daily Attendance & Revenue

- In previous years, this facility has averaged 800 patrons per day during the summer.
- Summer revenue at full capacity can range between \$125,000-\$150,000 per year.
- **Recommendation**
  - Given the bathing load capacity for the Browns Mill Aquatic Facility is 1,300, Dekalb County in previous years operated the facility between 800 and 1,000 guests. It was recommended by the BOH to cut those numbers in half to reduce the possibility of spreading and creating zones around the facility to create adequate social distancing.
- **Vendor**
  - The vendor will collect all revenues for the operation and use those funds to pay for all costs associated with the operations.
- **The City of Stonecrest**
  - The vendor will pay the City of Stonecrest 20% of gross revenues however, **this could change if the attendance numbers are reduced due to safety measures.**
  - The vendor will give City of Stonecrest access to all reporting in their recreation management software system that will track and record all revenues to the facility. This includes all online purchases, purchases onsite, and all functions (concessions and admissions)

# Recommendations

- As the Parks and Recreation Department works toward a path to recovery from the COVID-19 pandemic, it is essential that we take a thoughtful and methodical approach to reinstating operations that protect the public health and safety. This section of recommendations includes guidance on commonly managed aquatic centers, outlining considerations for reinstating operations.
- **Center for Disease Control (CDC)**
  - CDC is not aware of any scientific reports of the virus that causes COVID-19 spreading to people through the water in pools, hot tubs, water playgrounds, or other treated aquatic venues.
  - Please see the CDC aquatic recommendation link below:
  - [https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html#anchor\\_1612214349775](https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html#anchor_1612214349775)
- **Environmental Health County Supervisor (DeKalb County Board of Health)**
  - Employ cleaning and disinfection measures to reduce patron exposure
  - Limit locker room use when possible; design facility plans addressing access
  - Maintain water quality parameters to ensure water sanitation
  - Introduce physical barriers and guides to prohibit gathering
  - The entire recommendation from the Department of Health is in the agenda packet



# Recommendations

- **CDC Guidelines that the National Recreation and Parks Associations (NRPA) uses throughout the country to manage aquatic centers during COVID.**
  - Cleaning and disinfection measures for all parts of facility (restrooms, pool furniture, front desk, concessions, doorknobs, locker rooms, faucets/sinks, etc.).
  - Physical distancing, mask measures, limiting equipment sharing, limiting capacity and group sizes in programs and creating monitoring practices and policies.
  - Implementing environmental controls — installing sneeze guards and creating barriers between staff and older adults, removal of furniture, using markers to mark off 6 feet of distance, rearranging equipment, blocking off equipment, etc.
  - Creating a plan for conducting health screenings of staff and users.
  - Installing signage and using a variety of communications channels to educate community about facility user measures — proper hygiene, wearing masks, health screenings, etc.
  - Staff safety measures — establish policies for safe behavioral practices (PPE, physical distancing, hand washing, masks, health screenings, protocols on first aid and CPR, etc).
  - Please see the NRPA aquatic recommendation link below:
  - <https://www.nrpa.org/our-work/Three-Pillars/health-wellness/coronavirus-disease-2019/path-to-recovery/specific-guidance-for-common-park-and-recreation-spaces-facilities-and-programs/>



**THANK YOU!**  
**ANY QUESTIONS?**



**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Zoning Petition RZ-20-002  
(6892 Maddox Road) – Withdrawal Request

- ORDINANCE**                       **POLICY**                       **STATUS REPORT**  
 **DISCUSSION ONLY**               **RESOLUTION**               **OTHER**

**Date Submitted:** 04/20/2021      **Work Section:**                      **Council Meeting:** 04/26/2021

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**SUBMITTED BY:** Jim Summerbell, Planning and Zoning Director

**PURPOSE:** This is a Zoning Petition RZ-20-002 to withdraw application for rezoning 52 acres to M-2 for an Asphalt Plant.

**HISTORY:** The property is zoned M (Heavy Industrial) District.

**FACTS AND ISSUES:** This item was heard at the 04/06/21 Planning Commission Meeting. The applicant requested a withdrawal for Zoning Petition RZ-20-002. The Planning Commission recommend approval of the withdrawal.

**OPTIONS:** Approve; Deny; or make Alterative conditions

**RECOMMENDATED ACTION:**

Planning Commission recommended unanimously to Approve the withdrawal request at the April 6<sup>th</sup> meeting.

**ATTACHMENTS:**

# 1      04/06/21 Emailed Received: Withdrawal Request for RZ-20-002 Zoning Application

## Lillian Lowe

---

**From:** Lillian Lowe  
**Sent:** Tuesday, April 6, 2021 2:37 PM  
**To:** Eric Hubbard; JW Eady; 'JW Eady'; Joyce Walker; Lisa Wright; 'Pearl Hollis'  
**Cc:** Chris Wheeler; Tuyanna Daniel; Michael Huening  
**Subject:** Withdrawal Request for RZ-20-002 Zoning Application

**Importance:** High

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>
	Eric Hubbard	
	JW Eady	
	'JW Eady'	
	Joyce Walker	
	Lisa Wright	
	'Pearl Hollis'	
	Chris Wheeler	Read: 4/6/2021 2:55 PM
	Tuyanna Daniel	Read: 4/6/2021 6:04 PM
	Michael Huening	

Good afternoon Commissioners,

**RE: April 6th Planning Commission Meeting**

Mr. Chris Wheeler received the email below regarding withdrawal of **RZ-20-002** zoning application.

---

**From:** Ryan Teague <[rteague@baldwin-paving.com](mailto:rteague@baldwin-paving.com)>  
**Sent:** Tuesday, April 6, 2021 1:39 PM  
**To:** Chris Wheeler <[cwheeler@stonecrestga.gov](mailto:cwheeler@stonecrestga.gov)>  
**Subject:** RE: Rezoning Application

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Mr. Wheeler –

As discussed, please accept this as Baldwin Paving Company's formal request to withdraw our zoning application that we filed last year.

Best regards,  
Ryan Teague

Ryan Teague  
Owner/Co-President  
Baldwin Paving Company, Inc.  
1014 Kenmill Drive NW  
Marietta, GA 30060  
404.358.7390

Regards,

Lillian Lowe  
PLANNING & ZONING ADMINISTRATIVE ASSISTANT  
PLANNING COMMISSIONERS SECRETARY  
ZONING BOARD OF APPEALS SECRETARY

**City of Stonecrest**

direct: 770.224.0173 | main: 770.224.0200 | fax: 470.299.4214

[www.stonecrestga.gov](http://www.stonecrestga.gov)





## CITY COUNCIL AGENDA ITEM

**SUBJECT:** AX-21-001 2935 Miller Rd (Request Approval)

- ORDINANCE                       POLICY                                       STATUS REPORT  
 DISCUSSION ONLY               RESOLUTION                               OTHER

**Date Submitted:** 04/20/21

**Council Meeting:** 04/26/2021

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**SUBMITTED BY:** Jim Summerbell, Planning & Zoning Director

**PURPOSE:** This is the **AX-21-001** application for Nu Ground Studio (2935 Miller Rd) that was approved by the Planning Commission on 04/06/2021.

**HISTORY:** This item was heard at the 04/06/21 Planning Commission Meeting. The applicant is requesting to annex 7.4 acres in the city limits of Stonecrest and rezone the property to Light Industrial.

**RECOMMENDED ACTION:** The Planning Commission recommend Approval of the **AX-21-001** application for Nu Ground Studio at the 04/06/21 meeting.

**OPTIONS:** Approve; Deny; or make Alternative conditions

**ATTACHMENT(S):**

- #1 04/06/21 Staff Report
- # 2 04/06/21 AX-21-001 Application
- # 3 04/06/21 Power Point Presentation



**PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT**

AX-21-001

**Planning Commission April 6<sup>th</sup>, 2021 / Mayor and City Council Meeting April 26<sup>th</sup>, 2021**

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**GENERAL INFORMATION**

<b>Petition Number:</b>	AX-21-001
<b>Applicant:</b>	Nu Ground Studio / Dennis Carter
<b>Owner:</b>	Nu Ground Holdings LLC
<b>Project Location:</b>	2935 Miller Road
<b>District:</b>	N/A
<b>Acreage:</b>	7.4
<b>Existing Zoning:</b>	M (Light Industrial) District
<b>Proposed Zoning:</b>	M (Light Industrial) District
<b>Comprehensive Plan Community: Area Designation</b>	Light Industrial
<b>Proposed Development/Request:</b>	The applicant is requesting to annex 7.4 acres in the city limits of Stonecrest and rezone the property to Light Industrial.
<b>Staff Recommendations:</b>	<b>Approval</b>



PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

AX-21-001

Aerial Map



ZONING CASE: **AX-21-001**

ADDRESS: **2935 Miller Rd**

CURRENT ZONING: **Light Industrial (M)**

FUTURE LAND USE: **Highway Corridor (HC)**



**Subject Property**

0 0.025 0.05 mi





PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

AX-21-001

Zoning Map



ZONING CASE: **AX-21-001**

ADDRESS: **2935 Miller Rd**

CURRENT ZONING: **Light Industrial (M)**

FUTURE LAND USE: **Highway Corridor (HC)**



**Subject Property**

0 0.025 0.05 mi



## PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

AX-21-001

### PROJECT OVERVIEW

#### **Location**

The subject property is located at 2935 Miller Road. The property currently sits outside the western city limits in unincorporated DeKalb County. The property is surrounded by primarily industrial uses, both in city and the county.



#### **Background**

Currently, the property has kept its original zoning classification of M (Light Industrial) District under DeKalb County Ordinance. The topography of the property is characterized as being uneven throughout the property. Currently 56,000 square foot movie production studio sits on the property.



### Rezoning Request

The applicant is requesting to annex and rezone the 7.4 acres of the subject property from unincorporated DeKalb County to M (Light Industrial) District. The applicant has indicated the will still operate as a movie production studio.

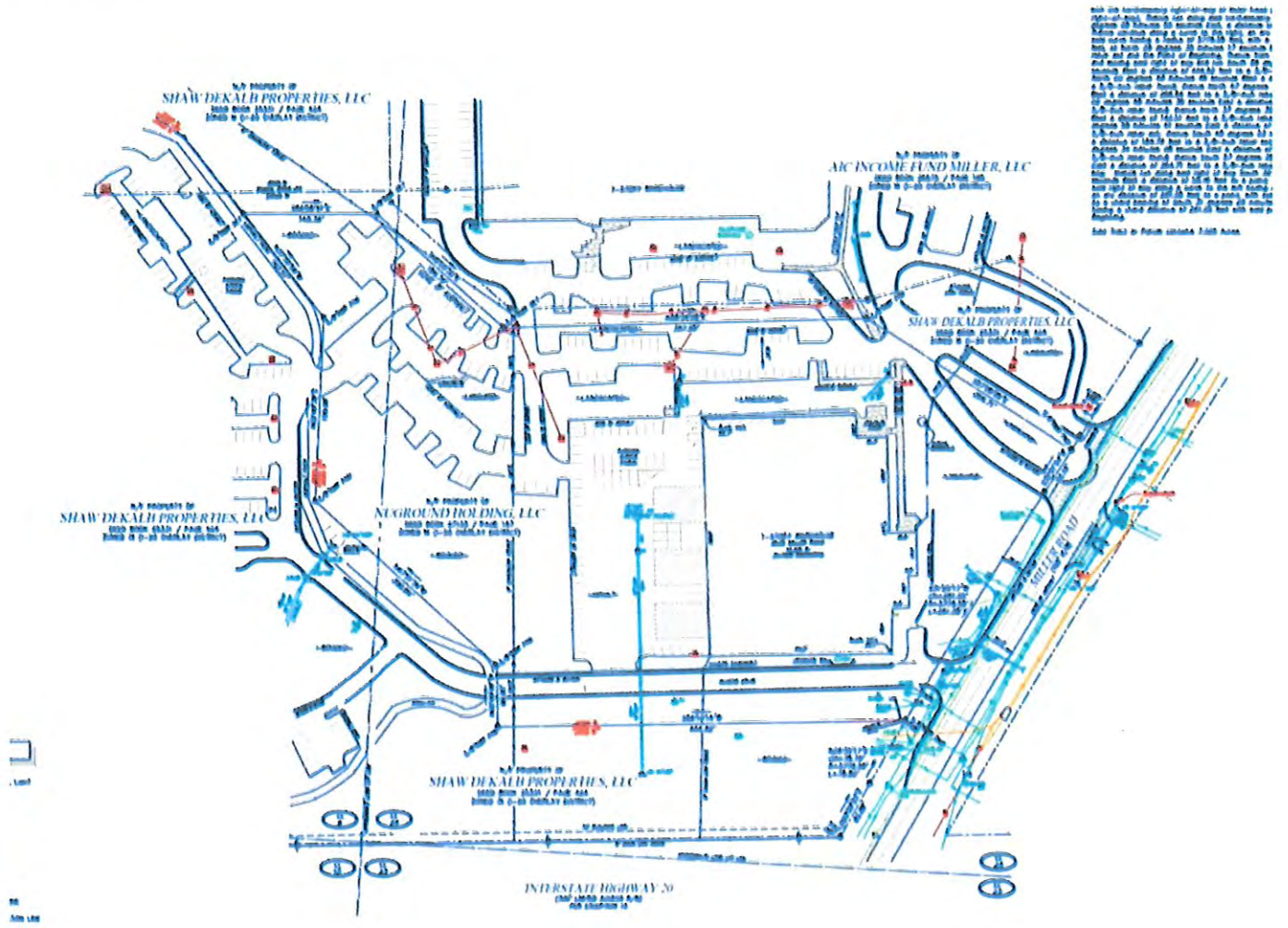




PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

AX-21-001

Legal Survey





PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

AX-21-001

**Building Elevations**







**PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT**

AX-21-001

**STANDARDS OF REZONING REVIEW**

Section 7.3.5 of the Stonecrest Zoning Ordinance list eight factors to be considered in a technical review of a zoning case completed by the Community Development Department and Planning Commission. Each element is listed with staff analysis.

- **Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property or properties.**

As shown in the table below, the subject property is surrounded by residential use and some commercial uses.

\* Please see the map below table

<b>Adjacent &amp; Surrounding Properties</b>	<b>Zoning (Petition Number)</b>	<b>Land Use</b>	<b>Density Non-Residential (SF/Acre) Residential (Units/Acre)</b>
<b>Applicant</b>	<b>Proposed: M</b>	<b>Industrial</b>	<b>53,206 sqft</b>
Adjacent: North	M (Light Industrial) District	Industrial	645,999 sqft
Adjacent: West	OI (Office-Institutional) District	Office	n/a
Adjacent: East	M (Light Industrial) District	Industrial	n/a
Nearby: South	OI (Office-Institutional) District	Office	n/a

The proposed change in zoning would permit a use that would be suitable in view and development of the nearby properties. The surrounding uses are strictly light industrial uses. The existing use falls into the light industrial uses category.

- **Whether the zoning proposal is in conformity with the policy and intent of the comprehensive plan.**

The zoning proposal is in conformity with the policy and intent of the comprehensive plan. Light Industrial uses such as warehousing is a primary land use in the Future Land Use for this area.

- **Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.**

The property is currently zoned M (Light Industrial), which permits the light industrial uses such as storage and warehousing. The property does have reasonable economic use as currently zoned.



## PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

AX-21-001

- **Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property or properties.**

Part of this property is in Dekalb County. As per this approval the entire site will be moved into the City of Stonecrest limits. The proposed use will not adversely affect the existing use or usability of adjacent or nearby property. The adjacent Dekalb property is zoned residential on the northern portion and Commercial to the southern part.

- **Whether there are other existing or changing conditions affecting the use and development of the property, which gives supporting grounds for either approval or disapproval of the zoning proposal.**

There are existing conditions affecting the use and development of the property, which give supporting grounds for approval of the zoning proposal. The existing building and use of the property which is allowed in light industrial give supporting grounds for approval of the zoning proposal.

- **Whether the zoning proposal will adversely affect historic buildings, sites, districts, or archaeological resources.**

There are currently no historic buildings, sites, districts, or archaeological resources on the subject property.

- **Whether the zoning proposal will result in a use that will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.**

Access to the property is via Miller Road, which is a collector road that staff believes would have the traffic capacity to handle the volume of traffic generated by the zoning change and will not cause excessive or burdensome use of the existing street or transportation.

- **Whether the zoning proposal adversely impacts the environment or surrounding natural resources.**

The subject property will not adversely impact the environment or surrounding natural resources as the property is not undeveloped. There is an existing movie production studio on the property.

### **STAFF RECOMMENDATION**

Base on the findings and conclusions, it appears the applicant does meet all the criteria for approval and the supplemental regulations. Therefore, staff recommend **Approval** of AX-21-001.



PLANNING COMMISSION / MAYOR AND CITY COUNCIL STAFF REPORT

AX-21-001





# LETTER OF INTENT

Check one:

- Zoning
- Variances
- Administrative Variances
- Special Administrative Permit

Write a description for the questions below:

1) What is the purpose of this business?

*Film studio*

2) How will this business serve the Community?

*To create jobs while supporting the local economy by bringing the film industry to City of Stonecrest.*

Submit the Letter of Intent with your application or permit to:

City of Stonecrest  
ATTN: Chris Wheeler, Director  
Planning & Zoning Department  
3120 Stonecrest Blvd.  
Stonecrest, GA 30088

*Income Contax* owner/applicant/petitioner acknowledge that this  
(Print Name)

Letter of Intent is an accurate description of the business purpose and it will serve the community.

*[Signature]*  
Applicant Signature

*2/22/21*  
Date



## Rezoning Application Checklist

(Incomplete applications will not be accepted)

- Pre-application meeting (A staff-signed pre-application form must be submitted with application)
- Completed application with all applicable information
- Letter of intent
- Public Participation Plan
- Environmental Site Analysis Form
- Complete and detailed site plan of the proposed use prepared, signed and sealed by an architect, landscape architect or engineer licensed in the State of Georgia, showing the following, as relevant:
  - All buildings and structures proposed to be constructed and their location on the property;
  - Height of proposed building(s);
  - Proposed use of each portion of each building;
  - All driveways, parking areas, and loading areas;
  - Location of all trash and garbage disposal facilities;
  - Setback and buffer zones required in the district in which such use is proposed to be located;
  - Landscaping plan for parking areas; and
  - All additional requirements outlined under page 4 (Site Plan Checklist)
- Written legal description which includes a narrative of the metes and bounds of the property matching the site plan.
- Building elevations (attached residential & non-residential).
- Signed and notarized affidavits of all owners. Use attached sheet.
- Signed and notarized affidavits of all applicants. Use attached sheet.
- Electronic version of the entirety of your application submittal, saved as a single PDF.

Please respond to the following criteria based on the nature of your request, as required by state law and City of Stonecrest Zoning Ordinance (use additional pages where necessary).

### Comprehensive Plan Land Use Map Amendments

Analyze the impact of the proposed rezoning and provide a written point-by-point response to the following questions:

- a. Whether the proposed land use change will permit uses that are suitable in view of the use and development of adjacent and nearby property; *It will. We currently operate as a film studio.*
- b. Whether the proposed land use change will adversely affect the existing use or usability of adjacent or nearby property; *It will not*
- c. Whether the proposed land use change will result in uses that will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities or schools; *It will not*
- d. Whether the amendment is consistent with the written policies in the comprehensive plan text; *YES*
- e. Whether there are environmental impacts or consequences resulting from the proposed change; *N/A*
- f. Whether there are impacts on properties in an adjoining governmental jurisdiction in cases of proposed changes near city boundary lines; *N/A*
- g. Whether there are other existing or changing conditions affecting the use and development of the affected land areas that support either approval or denial of the proposed land use change; and *N/A*
- h. Whether there are impacts on historic buildings, sites, districts or archaeological resources resulting from the proposed change. *There are not.*





**Zoning Map Amendments**

Analyze the impact of the proposed rezoning and provide a written point-by-point response to the following questions:

- a. Whether the zoning proposal is in conformity with the policy and intent of the comprehensive plan; *It is*
- b. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties; *It is. Use currently operate a film studio*
- c. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned; *Yes*
- d. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property; *No*
- e. Whether there are other existing or changing conditions affecting the use and development of the property that provide supporting grounds for either approval or disapproval of the zoning proposal; *N/A*
- f. Whether the zoning proposal will adversely affect historic buildings, sites, districts, or archaeological resources; and *It will not*
- g. Whether the zoning proposal will result in a use that will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools. *It will not*

**The following items may be required:**  
*(Review provided thresholds for applicability)*

- Traffic Impact Study *N/A*
- Development of Regional Impact Review *N/A*
- Environmental Impact Report *N/A*
- DeKalb County Department of Watershed Management Capacity Letter *N/A*
- DeKalb County School Capacity Letter (for 10 residential dwellings/units or more) *N/A*

**SPECIAL NOTE TO ALL APPLICANTS:**

**An incomplete application will AUTOMATICALLY be rejected, and NO refund will be issued to the applicant(s).**



1. A **Trip Generation Report** shall be submitted as a part of zoning applications for all Non-Residential and Mixed-Use developments and for Residential Developments with greater than 10 proposed units. Applicants should follow this sample report: *N/A*

Land Use (ITE Code)	Intensity	Daily		A.M Peak		P.M. Peak		
		Total	In	Out	Total	In	Out	Total
General Office (710)	50,000 Gross Square Feet	782	95	13	108	23	112	135
Townhouse (230)	200 Units	1,157	15	75	90	71	35	106
<b>TOTAL</b>		<b>1,939</b>	<b>110</b>	<b>88</b>	<b>198</b>	<b>94</b>	<b>147</b>	<b>241</b>

2. A **Traffic Impact Study** shall be submitted as part of the zoning application for developments that produce 100 or more peak hour trips or at the discretion of the Public Works Department based on review of the request at the pre-application meeting. *N/A*

3. The minimum requirements of the Traffic Impact Study shall be as follows: *N/A*

Land Use	ITE Code	Variable	Rate Trips/Var	Minimum Size for 100 Peak Hour Trips
<b>Residential</b>				
Single Family Detached	210	Housing Units	1.01	99 Units
Apartment	220	Housing Units	0.62	161 Units
Townhome/Condo	230	Housing Units	0.52	192 Units
<b>Retail</b>				
Shopping Center	820	1000 sf GLA	9.71	26 ksf GLA
Specialty Center	826	1000 sf GLA	5.82	20 ksf GLA
Pharmacy - no drive-thru	880	1000 sf	8.4	11.5 ksf
Pharmacy - w/drive-thru	881	1000 sf	9.91	10 ksf
<b>Services</b>				
Fast Food	934	1000 sf	45.42	2.2 ksf
Sit Down Restaurant	932	1000 sf	10.81	9 ksf
Coffee/Donut Shop	937	1000 sf	100.58	1 ksf
Bank no drive-thru	911	1000 sf	12.13	8 ksf
Bank w/drive-thru	912	1000 sf	24.3	4 ksf
Gas Station	944	Pumps	13.87	7 pumps
<b>Institutional</b>				
Day Care	565	Students	0.81	123 Students
Private School (K-8)	534	Students	0.9	111 Students
Private School (K-12)	536	Students	0.81	123 Students
<b>Office</b>				
General Office	710	1000 sf	1.56	64 ksf
Medical Office	720	1000 sf	3.57	28 ksf
<b>Lodging</b>				
Hotel	310	Rooms	0.6	166 Rooms





### Amendment Application

Owner Information	Owner's Name:	Eunome Conley		
	Owner's Address:	825 Dunwoody Dr Lawrenceville GA 30048		
	Phone:	678-233-8819	Fax:	
	Property Address:		2935 Miller Rd Decatur GA 30032	Parcel Size: 7.02 AC
	Parcel ID:	16 024 07 003		
	Current Zoning Classification:	M - Industrial District		
	Requested Zoning Classification:	Amexhibition into City of Stonecrest		
	Name:			
	Address:			
	Phone:		Fax:	
Cell:		Email:		
Property Information	Is this development and/or request seeking any incentives or tax abatement through the City of Stonecrest or any entity that can grant such waivers, incentives, and/or abatements?			
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	1. Will the zoning proposal permit a use that is suitable in view of the use and development of adjacent and nearby properties?			
	YES			
	2. Will the affected property of the zoning proposal have a reasonable economic use as currently zoned?			
	YES			
	3. Will the zoning proposal adversely affect the existing use or usability of adjacent or nearby property?			
NO				
Questionnaire	4. Are other existing or changing conditions affecting the existing use or usability of the development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?			
	NO			
	5. Will the zoning proposal adversely affect historic buildings, sites, districts, or archaeological resources?			
	NO			
6. Will the zoning proposal result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?				
NO				





Attendant

To the best of my knowledge, this zoning application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest Zoning Ordinance.

*Shane Carter*

Applicant's Name:

~~Applicant's Signature~~

Date: *2/22/01*

Sworn to and subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

Notary Public:  
Signature:  
My Commission Expires:

Application Fee    Sign Fee    Legal Fee

Fee: \$ \_\_\_\_\_      Payment:  Cash    Check    CC

Date:

Approved    Approved with Conditions    Denied

Date:

\*One sign is required per street frontage and/or every 500 feet of street frontage

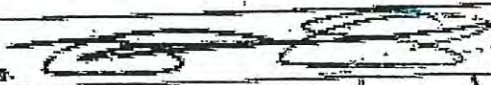
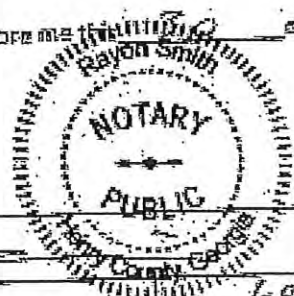
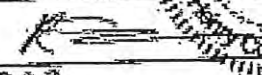
Notary

Fee



# Property Owner(s) Notarized Certification


The owner and petitioner acknowledge that this Zoning Map Petition application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application for zoning amendment, and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

Property Owner (If Applicable)	Signature: 	Date: 01/20/21
	Address: 500 Cypress	City, State: Lawrenceville GA Zip: 30046
	Phone:	
	Sworn to and subscribed before me this 10th day of March, 2021	
	Notary Public: 	
Property Owner (If Applicable)	Signature: 	Date: 5.30.2021
	Address: 1111 Gardenery Way	City, State: Decatur GA Zip: 30245
	Phone:	
	Sworn to and subscribed before me this _____ day of _____, 20__	
	Notary Public:	
Property Owner (If Applicable)	Signature:	Date:
	Address:	City, State: Zip:
	Phone:	
	Sworn to and subscribed before me this _____ day of _____, 20__	
	Notary Public:	



### Applicant/Petitioner Notarized Certification

Petitioner states under oath that: (1) he/she is the executor or Attorney-in-Fact under a Power-of-Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").

Applicant / Petitioner	Signature: 	Date: 01/30/19	
	Address: 505 Dunwoody	City, State: Lawrenceville	Zip: 30248
	Phone: 678-233-5819		
Sworn to and subscribed before me this _____ day of _____, 20__			
Notary Public:			
Attorney / Agent	Signature:	Date:	
	Address:	City, State:	Zip:
	Phone:		
Sworn to and subscribed before me this _____ day of _____, 20__			
Notary Public:			






### Campaign Disclosure Statement

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the City of Stonecrest City Council or a member of the City of Stonecrest Planning Commission?

Yes  No

Applicant / Owner	Signature: 
	Address: 2935 Miller Rd Decatur GA 30033
	Date: 2/02/21

If you answered yes above, please complete the following section:

Date	Government Official	Official Position	Description	Amount





**GENERAL INFORMATION**

Date: 11/25/19

Applicant/ Owner Name W. Brand Holdings Email wbrandholdings@icba.com

Phone # wk \_\_\_\_\_ cell# 678/233-8819

Address 2935 Miller Rd Decatur GA 30035

Location and address if available of the subject property  
\_\_\_\_\_  
\_\_\_\_\_

The size/acreage of the subject property approximately 7 acres / 52,000 square feet building.

The proposed land use category of the subject property upon annexation  
Film Studio

Present DeKalb County Zoning Classification(s) M - Industrial District

Desired City of Stonecrest Zoning Classification(s) Light Industrial

List the number of houses, if any on property being submitted 0/0

The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. § 36-36-20) to the existing corporate limits of Stonecrest, Georgia, and the description of such territory is as follows:

*[Insert complete description of land to be annexed.]*

Applicant Signature: [Signature]

Date 11/25/19



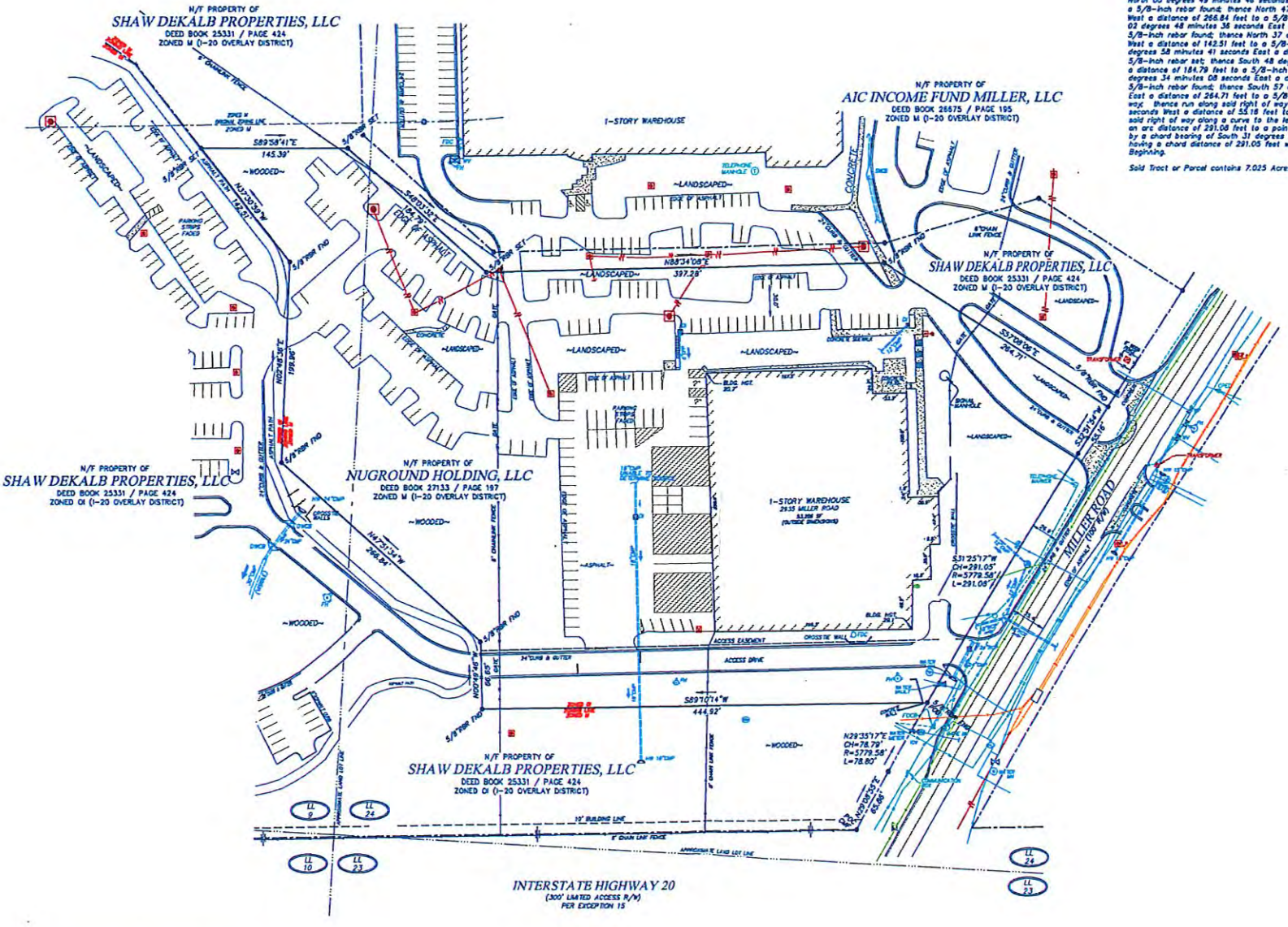
We, the undersigned, all of the owners of all real property of the territory described herein respectfully request that the City Council annex this territory to the City of Stonecrest, Georgia, and extend the city boundaries to include the same.

LAND OWNERS			
Name (Print)	Address (Print)	Signature	Date (Print)
1. <i>Christine Gandy</i>	<i>12416 Oakwood Ln La Verne CA 91750</i>	<i>[Signature]</i>	<i>11/25/19</i>
2. <i>Boone</i>	<i>19030 Freeway Dr Fontainebleau Springs GA 30130</i>	<i>[Signature]</i>	<i>11/25/19</i>
3. <i>Boone</i>			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



CLONE OF COURT RECORDS INFORMATION

NORTH (SEE GENERAL NOTES)



**PROPERTY DESCRIPTION**

All that tract or parcel of land lying and being in Land Lots 9 and 24 of the 16th District, DeKalb County, Georgia, and being more particularly described as follows:

Commencing at a concrete monument found at the intersection of the northern right-of-way of Interstate Highway 20 (a 300 foot right-of-way) with the northwesterly right-of-way of Miller Road (a 100 foot right-of-way). Thence run along said northwesterly right-of-way North 29 degrees 08 minutes 55 seconds East, a distance of 65.86 feet to a point. Thence continue along a curve to the right, an arc length of 78.80 feet, said curve having a radius of 5779.58 feet, with a chord distance of 78.79 feet, to North 26 degrees 35 minutes 17 seconds East, to a 5/8 inch rebar set and the Point of Beginning. Thence from said Point of Beginning and leaving said right-of-way and run South 89 degrees 10 minutes 14 seconds West a distance of 444.92 feet to a 5/8-inch rebar found, thence North 50 degrees 48 minutes 48 seconds West a distance of 66.65 feet to a 5/8-inch rebar found, thence North 47 degrees 51 minutes 34 seconds West a distance of 266.84 feet to a 5/8-inch rebar found, thence North 02 degrees 48 minutes 36 seconds East a distance of 198.89 feet to a 5/8-inch rebar found, thence North 37 degrees 30 minutes 59 seconds West a distance of 142.51 feet to a 5/8-inch rebar set, thence South 89 degrees 58 minutes 41 seconds East a distance of 143.39 feet to a 5/8-inch rebar set, thence South 48 degrees 03 minutes 32 seconds East a distance of 184.79 feet to a 5/8-inch rebar set, thence North 88 degrees 34 minutes 08 seconds East a distance of 397.28 feet to a 5/8-inch rebar found, thence South 57 degrees 08 minutes 08 seconds East a distance of 284.71 feet to a 5/8-inch rebar found on said right-of-way, thence run along said right-of-way South 32 degrees 51 minutes 54 seconds West a distance of 55.18 feet to a point, thence continue along said right-of-way along a curve to the left having a radius of 5779.58 feet, an arc distance of 291.05 feet to a point, with said curve being subtended by a chord bearing of South 31 degrees 23 minutes 17 seconds West, having a chord distance of 291.05 feet with said point being the Point of Beginning.

Said Tract or Parcel contains 7.025 Acres.

**VICINITY MAP**



**GENERAL NOTES**

THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE INSPECTION REPORT. ELEMENTS OF OTHER ENCUMBRANCES MAY EXIST ON PUBLIC RECORD BUT NOT BE SHOWN HEREON.

THIS PROPERTY IS NOT LOCATED IN A 100 YEAR FLOOD HAZARD AREA BASED ON THE FLOOD INSURANCE RATE MAP FOR THIS AREA. SITE IS LOCATED IN ZONE X1. THE MAP MARKERS FOR THE AREA ARE LOCATED AS FOLLOWS: 1000' FROM THE WEST AND 1000' FROM THE EAST AND MAY 7, 2005. THIS DETERMINATION WAS MADE BY GRAPHICALLY DETERMINING THE POSITION OF THIS SITE ON SAID FLOOD HAZARD AREA MAP.

THE HORIZONTAL DATUM FOR THIS SURVEY IS BASED ON SURVEY REFERENCE 1.

THE VERTICAL DATUM FOR THIS SURVEY IS BASED ON THE FINISHED FLOOR OF THE EXISTING BUILDING. ELEVATION SHALL BE IN FEET (FT) PER TOPOGRAPHIC SURVEY BY TRAVIS PRUITT & ASSOCIATES, SURVEY DATED APRIL 21, 2011.

PLEASE NOTE ABOVE GROUND UTILITIES ARE SHOWN HEREON. NO UNDERGROUND UTILITIES WERE MARKED ON LOCUS. EXISTING ELECTRIC SERVICE RAN ABOVE AND BELOW GROUND.

SUBJECT PROPERTY HAS DIRECT ACCESS TO MILLER ROAD VIA 2 CURB CUTS. THERE IS NO CURRENT ACCESS TO PANOLA INDUSTRIAL BOULEVARD.

THERE WAS NO OBSERVED EARTH WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS AT THE TIME OF THE SURVEY.

THERE ARE NO KNOWING OR PROPOSED CHANGES TO THE STREET RIGHTS OF WAY.

AT THE TIME OF THE SURVEY THE SITE WAS NOT BEING USED AS A SOLID WASTE DUMP, SLUMP OR SANITARY LANDFILL.

THE PROPERTY DESCRIBED HEREON IS THE SAME AS THE PROPERTY DESCRIBED IN DEED BOOK 2848, PAGE 434, DEED BOOK 3844, PAGE 12, AND DEED BOOK 4431, PAGE 487 AND 48, DESCRIBED IN FIRST AMERICAN TITLE INSURANCE COMPANY COMMITMENT NO. 783311, DATED APRIL 4, 2011 AS REVISED MAY 14, 2011.

THERE ARE NO VIOLATIONS ON SITE PER PHASE I ENVIRONMENTAL SITE ASSESSMENT REPORT AS PREPARED BY ENVIRONMENTAL TECHNOLOGY RESOURCES, INC. DATED NOVEMBER 30, 2011.

PROFESSIONAL LIABILITY INSURANCE POLICY OBTAINED BY THE SURVEYOR IN THE MINIMUM AMOUNT OF \$ 1,000,000 TO BE EFFECT THROUGHOUT THE CONTRACT PERIOD. CERTIFICATE OF INSURANCE TO BE FURNISHED UPON REQUEST.

NO ENCUMBRANCES WERE NOTED AT THE TIME OF THE SURVEY.

ZONING FOR THE SITE, ZONE M (M) WITH CONDITIONS PER 2-15-2008 APPROVED 11/17/2010 AND IS CONTAINED WITHIN THE 1-20 OVERLAY DISTRICT. THE MINIMUM YARD SETBACK FOR ZONE M (M) IS 10 FEET FROM THE FRONT, 5 FEET FROM THE SIDE, AND 10 FEET FROM THE REAR. THE DISTANCE BETWEEN THE CURB AND PROPERTY LINE IS 15 FEET OF GRASS, TREE, OR FOLIAGE. THE MINIMUM SETBACK FROM THE RIGHT OF WAY LINE PER M (M) CLASSIFICATION SETBACKS IS 10 FEET FROM THE FRONT, 5 FEET FROM THE SIDE, AND 10 FEET FROM THE REAR. THE MINIMUM SETBACK FROM THE RIGHT OF WAY LINE PER M (M) CLASSIFICATION SETBACKS AND REAR - 10 FEET. TRANSITIONARY SETBACK REQUIREMENTS: SEE SECTION 2.3.3.11 FOR REGULATIONS. MINIMUM LOT AREA: 30,000 SQ. FT. MINIMUM LOT COVERAGE: 20%. OPEN SPACE REQUIREMENT: 50%.

REQUIRED ZONING CONDITIONS:

- THE EXISTING 75-FOOT WIDE UNPAVED BUFFER ALONG THE WESTERN AND NORTH PROPERTY LINES SHALL BE MAINTAINED.
- LOCATION OF ANY ADDITIONAL CURB CUT ON PANOLA INDUSTRIAL BOULEVARD SHALL BE SUBJECT TO APPROVAL OF THE TRANSPORTATION DIVISION OF PUBLIC WORKS. CURB CUT SHALL BE SLOPED SUCH THAT NO TRUCK TRAFFIC WILL LEFT NORTH ON PANOLA INDUSTRIAL BOULEVARD.
- IF PERMITTED BY THE SUBJECT PROPERTY MAY BE USED FOR PAPER MANUFACTURING, WHICH WILL NOT INVOLVE PRESSING OF SHEETS.

1- SURVEY FOR JOHN H. HARLAND COMPANY, PREPARED BY TRAVIS PRUITT & ASSOCIATES, P.C., DATED JANUARY 14, 1981 AND LAST REVISED MARCH 16, 1981.

2- ROAD DEDICATION SURVEY OF UTROHA WAY AND PANOLA INDUSTRIAL BOULEVARD, PREPARED BY TRAVIS PRUITT & ASSOCIATES, P.C., DATED MARCH 6, 1982, AND RECORDED IN PLAT BOOK 80 AT PAGE 31.

3- TOPOGRAPHIC SURVEY FOR JOHN H. HARLAND COMPANY, PREPARED BY GEOURVEY, LTD., DATED APRIL 4, 1987 AND LAST REVISED APRIL 28, 2000.

4- PROPOSED SUBDIVISION PLAT FOR JOHN H. HARLAND COMPANY AS PREPARED BY GEOURVEY, LTD., DATED APRIL 14, 2004.

**LEGEND**

STANDARD ABBREVIATIONS	STANDARD SYMBOLS
AC AIR CONDITIONER	DTM DRAINAGE TRAFFIC SIGNAL LIGHT
BI BONE HOLE	PO POWER POLE
BSL BUILDING SETBACK LINE	GW GUY WIRE
CI CURB INLET	PL POWER LINE
CMF CORRUGATED METAL PIPE	LP LIGHT POLE
CO CONCRETE MONUMENT FOUND	ET ELECTRIC TRANSFORMER
CO SANITARY CLEANOUT	WV WATER VAULT
CPD COMMUNICATION FIBER OPTIC	GV GAS VALVE
CTP CURBED TOP PIPE	GM GAS METER
DI DRAIN INLET	WV WATER VALVE
DI DUCTILE IRON PIPE	WM WATER METER
DWCB DOUBLE WING CATCH BASIN	FI FIRE HYDRANT
FND FENCE	UL UNDERGROUND ELECTRIC LINE
GM GAS METER	UG UNDERGROUND GAS LINE
IN INVERT	UC UNDERGROUND COMMUNICATION LINE
MI MANHOLE	UL UNDERGROUND WATER LINE
MS MANHOLE STRUCTURE	PI PHOTO POSITION INDICATOR
OTP OUTLET TOP PIPE	RS REGULAR PARKING SPACE COUNT
PM POWER METER	RSB REGULAR PARKING SPACE
PKS PHOTO POSITION INDICATOR	RSB SINGLE WING CATCH BASIN
POB POINT OF BEGINNING	TR TRANS ELECTRIC TRANSFORMER
POC POINT OF COMMENCEMENT	
PP REINFORCED CONCRETE PIPE	
RSB REGULAR PARKING SPACE	
RSB S/P/R/B SET CONCRETE LIP 6" X 12"	
RSB SANITARY SEWER	
RSB SINGLE WING CATCH BASIN	
TR TRANS ELECTRIC TRANSFORMER	

**CLOSURE STATEMENT**

THE FIELD CLOSURE UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 50,000. AN ANGULAR ERROR OF SEVEN SECONDS AND WAS ADJUSTED USING THE COMPLEX RULE METHOD. A PORTION OF FEDERAL TOTAL STATION AND TDS RANGING DATA COLLECTION WERE USED TO COLLECT THIS FIELD DATA.

THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND WAS FOUND TO BE ACCURATE WITH ONE FOOT IN 148,822 FEET, C.L.L. INT.

**IF YOU DIG**

Know what's below.  
Call before you dig.  
Dial 811  
Or Call 800-282-7411

**SURVEYOR CERTIFICATION**

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated herein. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-57.

CRISP A. JENNINGS  
Georgia Registered  
Land Surveyor # 3043

NUGROUND HOLDING, LLC  
DEED BOOK 27133 / PAGE 197  
ZONED M (1-20 OVERLAY DISTRICT)

**SITE AREA**  
7.025 Acres  
306,025 sq. ft.  
ZONED M (1-20 OVERLAY DISTRICT)



Land Surveying • 3D Laser Scanning

1660 Barnes Mill Road  
Marietta, Georgia 30062

Phone: (770) 795-9900  
Fax: (770) 795-8880

www.geosurvey.com  
EMAIL: info@geosurvey.com  
Certificate of Authorization #LSF-000621

ANNEXATION PLAT OF

2935 Miller Road, Decatur, GA 30035

FOR

**NuGround Studios**

OS JOB NO:	20041853-11	DRAWING SCALE:	1" = 60'	SURVEY DATE:	05-27-2020
FIELD WORK:	WP	STATE:	GEORGIA	REVISIONS:	(SEE GENERAL NOTES)
PROJ MGR:	CAJ	COUNTY:	DEKALB	No. Date	Description
REVIEWED:	JRC	LAND LOTS:	9 & 24		
DWG FILE:	20041853-11.dwg	DISTRICT:	16th		





## CITY COUNCIL AGENDA ITEM

**SUBJECT:** Special Land Use Petition SLUP-21-003  
(6674 Chupp Road, Lithonia, GA 30058) – Request Approval

ORDINANCE                       POLICY                       STATUS REPORT  
 DISCUSSION ONLY               RESOLUTION               OTHER

Date Submitted: 04/20/2021              Work Section:              Council Meeting: 04/26/2021

---

**SUBMITTED BY:** Jim Summerbell, Planning and Zoning Director

**PURPOSE:** This is a Special Land Use Petition SLUP-21-003 (6674 Chupp Road, Lithonia, GA 30058) application to operate a transitional home. The Planning Commission approved on 04/06/2021.

**HISTORY:** The property site sits in an existing single-family residence; is zoned MR-2 (Medium Density Residential) District; in accordance with Sec.4.2.48 of the Stonecrest Zoning Code.

**FACTS AND ISSUES:** This item was heard at the 04/06/21 Planning Commission Meeting. The applicant requested a Special Land Use Permit to operate a transitional center. The Planning Commission recommend approval of the application with conditions. Those conditions are in the April 6, 2021 Staff Report.

**OPTIONS:** Approve; Deny; or make Alternative conditions

**RECOMMENDATED ACTION:**

Planning Commission recommended unanimously Approval of SLUP-21-003 at the April 6<sup>th</sup> meeting.

**ATTACHMENTS:**

- # 1 04/06/21 Staff Report
- # 2 04/06/21 SLUP-21-003 Application
- # 3 04/06/21 Power Point Presentation





## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

MEETING DATE: April 6<sup>th</sup>, 2021 / April 26<sup>th</sup>, 2021

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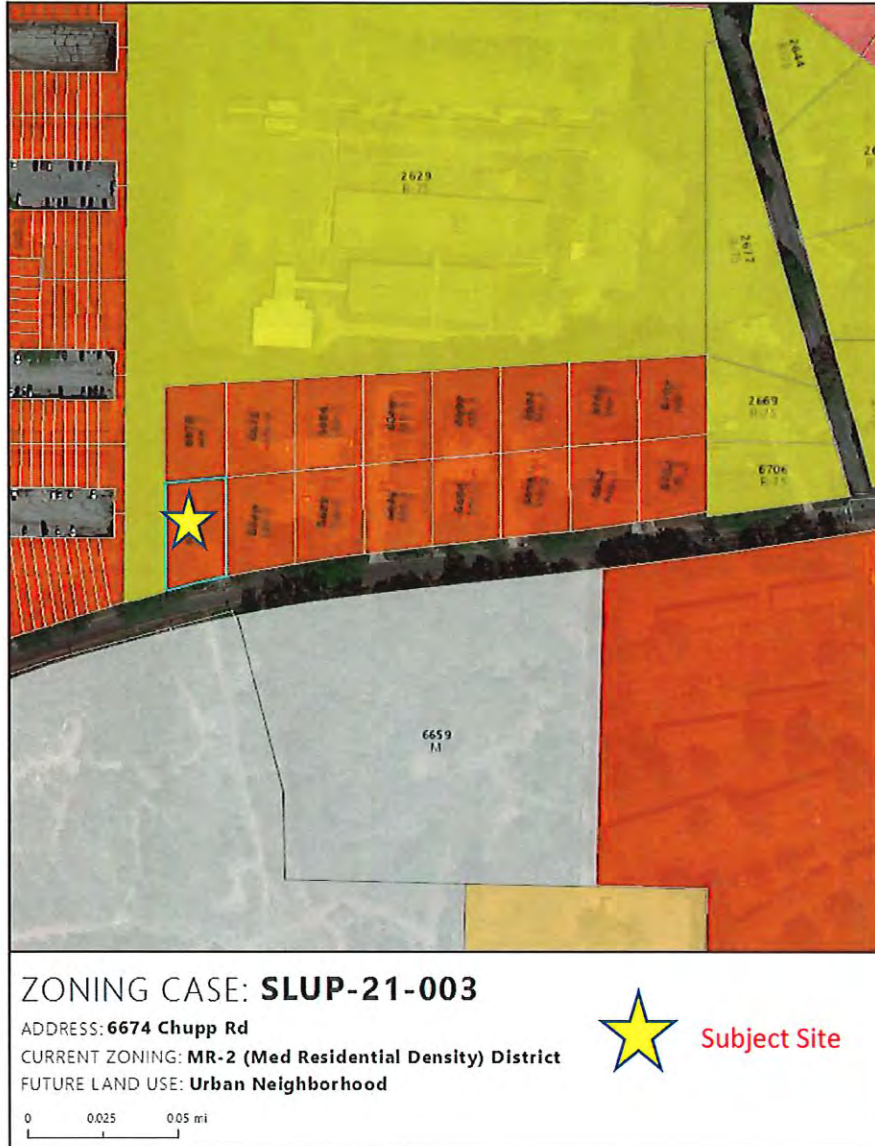
### GENERAL INFORMATION

<b>Petition Number:</b>	SLUP 21-003
<b>Applicant:</b>	Tami Boyd
<b>Owner:</b>	Tami Boyd
<b>Project Location:</b>	6674 Chupp Rd, Stonecrest Ga 30058
<b>District:</b>	District 1
<b>Acreage:</b>	0.3 Acres
<b>Existing Zoning:</b>	MR-2 Medium Density Residential
<b>Proposed Zoning:</b>	MR-2 Medium Density Residential
<b>Proposed Development/Request:</b>	The applicant is requesting a Special Land Use Permit (SLUP) to operate a Transitional Homes within in an MR-2 (Medium Density Residential) District, in accordance with Chapter 27-Article 4.1 Use Table and Sections 4.2.48. of Stonecrest Zoning Code.
<b>Staff Recommendations:</b>	<b>Approval</b>



PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

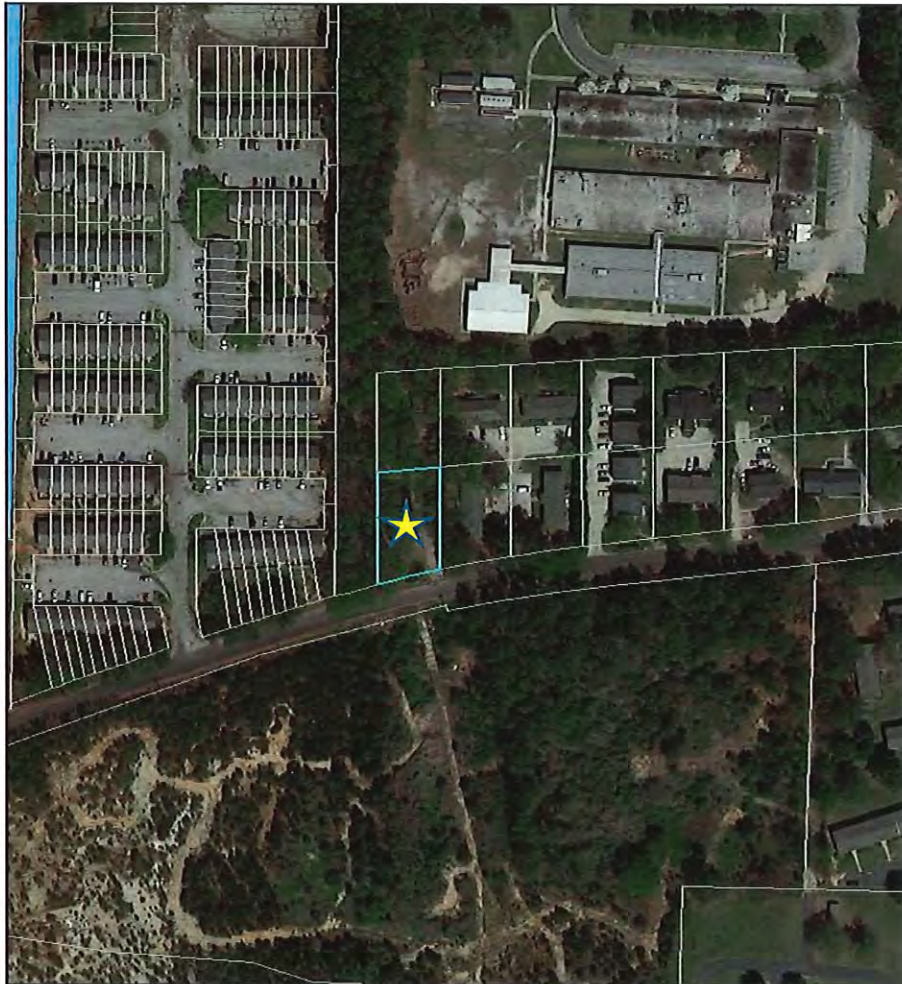
Zoning Map





## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

### Aerial Map



ZONING CASE: **SLUP-21-003**

ADDRESS: **6674 Chupp Rd**

CURRENT ZONING: **MR-2 (Med Residential Density) District**

FUTURE LAND USE: **Urban Neighborhood**



**Subject Site**

0 0.025 0.05 mi





## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

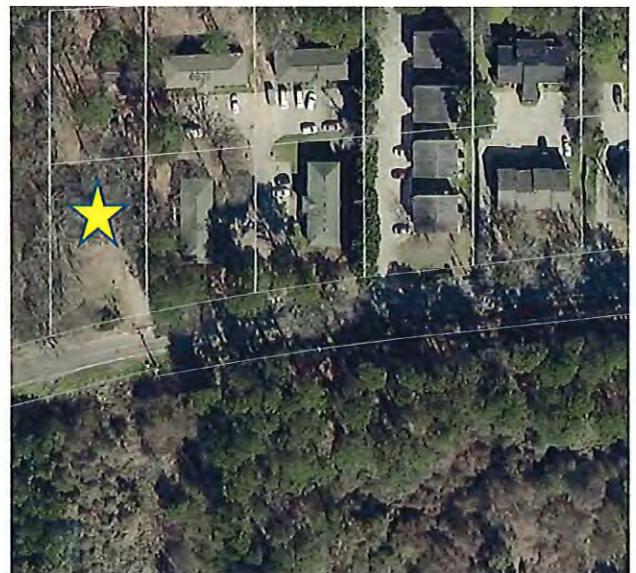
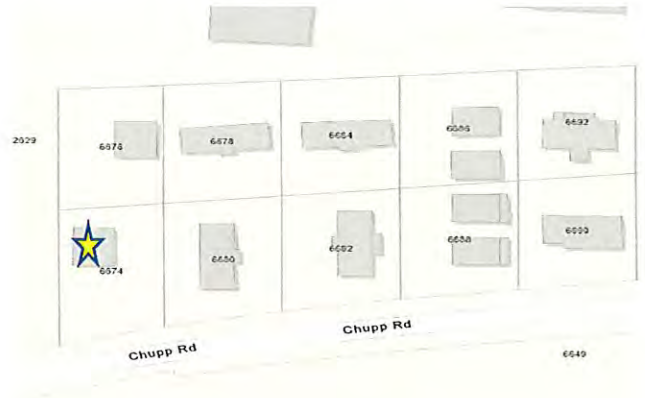
### PROJECT OVERVIEW

#### Location

The subject property, 6674 Chupp Rd. Access is available via the existing driveway on Chupp Road. The subject property is surround by single-family homes.

#### Background

Currently, the property maintains its original zoning MR-2 (Med Density Residential) classification and the property has 2,496 square foot 2-story frame house that was built in 1986. The property can be characterized as even across the property.







## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

### Existing Elevations



### Special Land Use Permit Request

The applicant is requesting a Special Land Use Permit to operate a transitional home for 18 years and older. The applicant will provide supportive service that included but not limited to, life skills training, counseling, education, and employment opportunities.

### Neighborhood Meeting

Property owners within 500 feet of the subject property were mailed notices of the proposed special land use permit application. The community meeting was held on January 19, 2021 via the [www.zoom.com](http://www.zoom.com) website. There was a few residents that attended the meeting. The main concerns from the residents were what type of security systems will be in place, will someone be there during the say, and what will happen if there is a pregnancy and the use of drugs.





## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

### STANDARDS OF REVIEW

- A. Adequacy of the size of the site for the use contemplated and whether or not the adequate land area is available for the proposed use including the provision of all required yards, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located.**

The building is a 2,496 Sq. ft duplex, which is a adequate size with available land area for the proposed use and require yard, open space and off-street parking

- B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district.**

The proposed Transitional home is compatible with the adjacent properties and land uses. The adjacent properties are apartment complexes.

- C. Adequacy of public services, public facilities, and utilities to serve the proposed use.**

The subject property appears to have adequate public services, public facilities, and utilities to serve the proposed Transitional Home.

- D. Adequacy of the public street on which the use is proposed to be located and whether there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area.**

Chupp Road is classified as a collector street; the Planning Staff believes there is little or no impact on the public streets or traffic in the area.

- E. Whether existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use.**

The traffic of the vehicles generated by the proposed use will not adversely impact existing land uses along access routes to the sites.

- F. Adequacy of ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of a fire or another emergency.**

The existing residential structure on the site is accessed by vehicles via an existing curb cut with a driveway on Chupp Rd and emergency vehicles can access the site from the existing driveway.

- G. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use.**



## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

The proposed use may not create an adverse impact upon any adjoining single-family land uses by reason of noise, smoke, odor, dust or vibration,

**H. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use.**

Per the information submitted with the application, the applicant intends to run a personal care home for four residents and states that it will not create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use.

**I. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use.**

The operation of the Transitional Home will not affect the adjoining medium density residential property (apartment). The property is a duplex which is also classified as a multifamily use. MR-2 allows for a residential mix of single-family and multifamily housing.

**J. Whether the proposed use is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located.**

The proposed use is otherwise consistent with the requirement of the zoning district.

**K. Whether the proposed use is consistent with the policies of the comprehensive plan.**

The proposed use is consistent with the comprehensive plan housing policy H-5, which states the city supports fair and equal access to housing for all persons, regardless of race, religion, ethnicity origin, age, household compositions or size, disability, marital status, sexual orientation, or economic circumstance.

**L. Whether the proposed use provides for all required buffer zones and transitional buffer zones where required by the regulations of the zoning district in which the use is proposed to be located.**

Transitional buffers are not required.

**M. Whether there is adequate provision of refuse and service areas.**

An adequate refuse area will be provided and service area.

**N. Whether the length of time for which the special land use permit is granted should be limited in duration.**

Staff believes there is not a compelling reason to limit the special land use duration as the applicant appears to be the only Transitional Home within the vicinity.

**O. Whether the size, scale, and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale, and massing of adjacent and nearby lots and buildings.**





## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

The Transitional Home would be in an existing residential structure which is consistent in size, scale, and massing with adjacent surrounding uses for multifamily.

**P. Whether the proposed use will adversely affect historic buildings, sites, districts, or archaeological resources.**

This use will not adversely affect any historic buildings, sites, districts, or archaeological resources.

**Q. Whether the proposed use satisfies the requirements contained within the supplemental regulations for such special land use permits.**

The proposed appears to satisfy the requirement contained within the supplemental regulations Sec.4.2.48 for the special land use permits for Transitional home.

**R. Whether the proposed use will create a negative shadow impact on any adjoining lot or building as a result of the proposed building height.**

There will be no negative shadow impact on any adjoining lot.

**S. Whether the proposed use would result in a disproportionate proliferation of that or similar uses in the subject character area.**

The proposed use will not result in an excessive proliferation of similar use in the subject character area.

**T. Whether the proposed use would be consistent with the needs of the neighborhood or the community, be compatible with the neighborhood, and would not conflict with the overall objective of the comprehensive plan.**

The proposed use would not conflict with the overall objective of the comprehensive plan, as the Stonecrest Comprehensive plan states the city will encourage the need for adequate housing.





## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

### RECOMMENDATION

Base on then findings and conclusions, it appears the applicant does meet all the criteria for approval and the supplemental regulations. Therefore, staff recommends **Approval** of **SLUP-21-003**; However, if the Planning Commission choose to approve the application staff recommend the following conditions;

1. Limit the number of occupants (6) six
2. Access shall be limited to the existing curb cut off Chupp Rd.
3. All refuse containers shall be screened from public view except during pick up.
4. Such Transitional Home shall comply with all applicable City of Stonecrest building, housing, and fire codes and shall fully comply with O.C.G.A. § § 30-3-1 et seq. before a certificate of occupancy can be issued. The loss of any state license or permit shall result in an automatic revocation of that city issued permit or license.
5. Transitional housing facilities may apply for an FHA Accommodation Variance as provided for in [section 7.5.9](#) if the residents would constitute disabled persons under the FHA.itptrx311`



## Special Land Use Permit Application

Applicant Information	Name: <u>Tami Boyd</u>			
	Address: <u>6674 Chupp Rd</u>		<u>Lithonia, GA 30058</u>	
	Phone: <u>980-939-9513</u>	Fax: <u>N/A</u>	Email: <u>lopatt12020@gmail.com</u>	
	Owner's Name: <u>Tami Boyd</u>			
Owner's Address: <u>4005 Brookhollow Dr Douglasville, GA 30135</u>				
Owner Information	Phone: <u>980-939-9513</u>		Fax: <u>N/A</u>	
	Property Address: <u>6674 Chupp Rd Lithonia, GA 30058</u>		Acreage: <u>0.306</u>	
	Parcel ID: <u>16 120 01 031</u>			
	Current Zoning Classification: <u>MR-2</u>			
Property Information	Proposed Use of Property: <u>Transitional housing Program + Supportive Services for Women</u>			
	Is this development and/or request seeking any incentives or tax abatement through the City of Stonecrest or any entity that can grant such waivers, incentives, and/or abatements? <input type="radio"/> Yes <input checked="" type="radio"/> No			
	Property Information: <u>The field upon which this plat is based has a closure of 1 foot in 30,000+ feet, an angular error of 05 seconds per angle point and was adjusted using the least squares method. This plat has been calculated for closure and found to be accurate to 1 foot in 40,000+ feet. An electronic total station was used in preparation of this Plat, NO State Plane Monument and within 500' of this property.</u>			
	To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest Zoning Ordinance.			
Affidavit	Applicant's Name: <u>Tami Boyd</u>			
	Applicant's Signature: <u>Tami Boyd</u>		Date: <u>12/29/2020</u>	
	Sworn to and subscribed before me this <u>29th</u> Day of <u>December</u> 20 <u>20</u>			
	Notary Public: <u>Jamie Dobbs</u>			
Notary	Signature: <u>[Signature]</u>		<b>JAMIE DOBBS</b> NOTARY PUBLIC Carroll County State of Georgia My Comm. Expires July 02, 2022	
	My Commission Expires: <u>7/2/2022</u>			
	<input type="checkbox"/> Application Fee <input type="checkbox"/> Sign Fee <input type="checkbox"/> Legal Fee			
	Fee: \$ _____		Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC    Date: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Date: _____		

08-03-2017





## Property Owner(s) Notarized Certification

The owner and petitioner acknowledge that this Land Use Petition application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

Property Owner (If Applicable)	Signature: <u>J. Bond</u>		Date: <u>12/29/2020</u>	
	Address: <u>6674 Chupp Rd</u>	City, State: <u>Lithonia GA</u>	Zip: <u>30058</u>	
	Phone: <u>980-939-9513</u>			
Sworn to and subscribed before me this <u>29<sup>th</sup></u> day of <u>December</u> , 20 <u>20</u>				
<table border="1" style="margin: auto;"> <tr> <td style="padding: 5px;"> <b>JAMIE DOBBS</b>            NOTARY PUBLIC            Carroll County            State of Georgia            My Comm. Expires July 02, 2022         </td> </tr> </table>				<b>JAMIE DOBBS</b> NOTARY PUBLIC Carroll County State of Georgia My Comm. Expires July 02, 2022
<b>JAMIE DOBBS</b> NOTARY PUBLIC Carroll County State of Georgia My Comm. Expires July 02, 2022				
Property Owner (If Applicable)	Signature: <u>[Signature]</u>		Date: <u>12/29/2020</u>	
	Address: <u>9551 Douglas Blvd</u>	City, State: <u>Douglasville</u>	Zip: <u>30235</u>	
	Phone: <u>(678) 525-4501</u>			
Sworn to and subscribed before me this _____ day of _____, 20_____				
Notary Public:				
Property Owner (If Applicable)	Signature:		Date:	
	Address:	City, State:	Zip:	
	Phone:			
	Sworn to and subscribed before me this _____ day of _____, 20_____			
Notary Public:				



## Applicant/Petitioner Notarized Certification

Petitioner states under oath that: (1) he/she is the executor or Attorney-In-Fact under a Power-of- Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").

<b>Applicant / Petitioner</b>	Signature: _____		Date: _____
	Address: _____	City, State: _____	Zip: _____
	Phone: _____		
	Sworn to and subscribed before me this _____ day of _____, 20_____		
Notary Public: _____			
<b>Attorney / Agent</b>	Signature: _____		Date: _____
	Address: _____	City, State: _____	Zip: _____
	Phone: _____		
	Sworn to and subscribed before me this _____ day of _____, 20_____		
Notary Public: _____			





## Campaign Disclosure Ordinance

### Campaign Disclosure Ordinance

**Please read the law and complete the Campaign Disclosure Statement on the following page if you are requesting a Rezoning, Concurrent Variance, or Conditional Use.**

GA Citation/Title

GA Code 36-67A-3, Disclosure of campaign contributions

\*38069 Code, 36-67A-3

### **CODE OF GEORGIA TITLE 36. LOCAL GOVERNMENT PROVISIONS APPLICABLE TO COUNTIES AND MUNICIPAL CORPORATIONS CHAPTER 67A. CONFLICT OF INTEREST IN ZONING ACTIONS (Current through 2000 General Assembly)**

#### 36-67A-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 to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report 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 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.
- b) The disclosures required by subsection (a) 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 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 of 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.) Official Code of Georgia Annotated Copyright 1982 – 2000 State of Georgia.



### Campaign Disclosure Statement

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the City of Stonecrest City Council or a member of the City of Stonecrest Planning Commission?

Yes       No

Applicant / Owner	Signature: <i>Jan. Buzgal</i>
	Address: <i>6674 Chupp Rd Lithonia, GA 30058</i>
	Date: <i>12/29/2020</i>

If you answered yes above, please complete the following section:

Date	Government Official	Official Position	Description	Amount





## Thresholds for Additional Studies, Reports & Forms

The Department of Community Affairs has formulated development thresholds as listed on the next page. When a development meets or exceeds the thresholds, the Atlanta Regional Commission (ARC) and the Georgia Regional Transportation Authority (GRTA) shall review the project concurrently. Applicants shall first file the rezoning/use permit request with the City of Stonecrest. After the ARC/GRTA findings are completed, the rezoning/use permit request will be placed on the next available appropriate agenda. It is the applicant's responsibility to contact and follow all ARC and GRTA review procedures. For details, contact the ARC at <http://www.dca.ga.gov/DR/> and GRTA at <http://www.grta.org/dri> or at 404-463-3000.

<b>Development of Regional Impact – Tiers and Development Thresholds</b>	
Type of Development	Metropolitan Region
Office	Greater than 400,000 square feet
Commercial	Greater than 300,000 square feet
Wholesale & Distribution	Greater than 500,000 square feet
Hospitals and Health Care	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day
Housing	Greater than 400 new lots or units
Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres
Hotel	Greater than 400 rooms
Mixed Use	Gross square feet greater than 400,000 (with residential units calculated at 1,800 sq. ft. per unit toward the total gross sq. ft.); or covering more
Airports	All new airports, runways and runway extensions
Attractions and Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000
Post-Secondary Schools	New school with a capacity of more than 2,400 students; or expansion by at least 25% of capacity
Waste Handling Facilities	New facility or expansion of use of existing facility by 50% or more
Quarries, Asphalt and Cement Plants	New facility or expansion of existing facility by 50%
Wastewater Treatment Facilities	New facility or expansion of existing facility by 50%
Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise storage capacity greater than 200,000 barrels
Water Supply Intakes/Reservoirs	New facilities
Intermodal Terminals	New facilities
Truck Stops	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces
Any other development types not identified above (includes parking facilities)	1,000 parking spaces

### **Environmental Impact Report**

Projects having any appreciable impact on the environment –either on site or in the region-- as a result of this proposed action may be required to submit an Environmental Impact Report detailing the impact as a result of the proposed project, and the attenuation measures (Erosion/Sediment Control Plan, water quality devices, noise & lighting barricades, etc.) proposed.





## DeKalb County Department of Watershed Management Capacity Letter

It is recommended that all applicants for land use petitions request a Capacity Letter from the DeKalb County Department of Watershed Management early in the process to ensure that potential issues can be addressed early on. Applicants should provide the following information to the County contact listed below as soon as possible:

1. Gross square footage and/or total number of units proposed
2. Anticipated gallons per day using the following methodology:

Use Type	Gallons per Day (GPD)
<b>Residential</b>	
Single Family Residence	320 GPD/house
Apartment & Condominium	320 GPD/unit
Mobile Home Park	300 GPD/space
Nursing Home	125 GPD/bed plus 25 GPD/employee
Hotel/Motel	100 GPD/room
<b>Non-Residential</b>	
Auditorium/Assembly Hall/Convention Center	10 GPD/person (maximum)
Bar/Tavern <sup>1</sup>	50 GPD/seat plus 25 GPD/employee
Barber Shop	54 GPD/chair
Beauty Shop	333 GPD/chair with sink
Bowling Alley <sup>1</sup>	125 GPD/land plus 25 GPD/employee
Car Wash	
Self-serve w/ wand	41.60 GPD/bay
Automatic	4,160 GPD/unit
Church <sup>2</sup>	25 GPD/seat (maximum)
Coin Laundry	Requires letter from owner stating 1) number of machines, 2) estimated number of washes per day per machine, and 3) manufacturers specifications on gallons per wash OR 210 GPD/machine
Convenience Store	100 GPD/1,000 square feet
Daycare Center	
With meals served	17.60 GPD/child
No meals	13.20 GPD/child
Garage	100 GPD/1,000 square feet
Hospital	200 GPD/bed
Manufacturing <sup>1</sup>	Requires letter from owner stating 1) product manufactured, 2) estimated gallons returned to sewer daily, 3) number of employees, and 4) if shower facilities provided.  25 GPD/employee plus gallons of effluent/day returned to sewer





Office <sup>1</sup>	10 GPD/employee (if shower provided) 175 GPD/1,000 square feet of net leasable space
Office/Warehouse <sup>1</sup>	175 GPD/1,000 square feet of office space plus 25 GPD/1,000 square feet of warehouse space
Restaurant (full service)	If estimated gallons of water returned to sewer daily is known, use gallons of effluent/day returned to sewer, otherwise use:  45 GPD/seat plus 25 GPD/employee plus 10 GPD/seat (if garbage disposal used)
Restaurant (fast food)	22.4 GPD/seat plus 25 GPD/employee
Restaurant (sandwich shop)	16 GPD/seat
Restaurant (deli)	22.4 GPD/seat
Retail <sup>1</sup>	100 GPD/1,000 square feet of retail space
School <sup>3</sup>	12 GPD/student plus 4 GPD/student (if cafeteria) plus 1 GPD/student (if garbage disposal used) plus 4 GPD/student (if gymnasium)
Service Station	25 GPD
Theater	
Regular	5 GPD/seat
Drive-in	8 GPD/car space
Veterinarian	175 GPD/1,000 square feet of office space
Warehouse <sup>1</sup>	25 GPD/1,000 square feet of warehouse space

Usage from other installations, which do not fall into a specific category, will require a letter from the owner stating anticipated usage with manufacturer's data if available.

<sup>1</sup>Food service not included; if included, add fee calculated for sandwich shop or restaurant

<sup>2</sup>If daycare and/or school provided, add fee calculated for daycare and/or school.

<sup>3</sup>If daycare or afterschool care provided, add fee calculated for daycare.

**Contact:**

Michelle L. (Jackam) Otts, PE  
 Engineer Senior  
 DeKalb County Department of Watershed Management  
 Clark Harrison Building, Suite 200  
 330 W. Ponce de Leon Avenue  
 Decatur, GA 30030  
 (404) 371-4918  
 mlotts@dekalbcountyga.gov

Once an application has been filed the City will also request comments from Watershed Management; however, due to the possible 30 to 60 day turnaround for the Capacity Letter the City recommends that this process be started well ahead of the land use petition submittal.



**STONECREST PLANNING AND ZONING FEE SCHEDULE**

Technology Fee (applies to each permit)		\$20	
Permit Application Type	Variances	Residential Single-Family Zoning Districts	\$250 plus \$50 for each additional variance on the same piece of property (maximum of three (3) variances at any one time)
		Medium and High Density Residential Districts, Mixed-Use Districts, Non-Residential Districts, and Commercial Uses in Residential	\$350 plus \$100 for each additional variance request (maximum of three (3) variances at any one time)
		All Signs	\$350 plus \$100 for each additional variance request (maximum of three (3) variances at any one time)
	Zoning Certification	\$30.00	
	Minor Modification	\$250.00	
	Major Modification	\$250.00	
	SLUPS	\$400.00	
	GIS Maps >11x17	\$5.00	
Rezoning from any district/major modification	RE District	0 to 5 acres	\$500.00
		5+ to 10 acres	\$1,000.00
		10+ to 20 acres	\$1,500.00
		20+ to 100 acres	\$2,000.00
		100+ acres	\$2,500 plus an additional \$40 per acre for any portion thereof over 100 acres. Maximum fee = \$10,000
	RLG, R-100, R-85, R-75, R-60	0 to 5 acres	\$300
		5+ to 10 acres	\$700





		10+ to 20 acres	\$1000	
		20+ to 100 acres	\$1500	
		100+ acres	\$2,500 plus an additional \$40 per acre for any portion thereof over 100 acres. Maximum fee = \$10,000	
		MHP, RNC, Medium and High Density Residential Districts, Mixed-Use Districts, Non-Residential Districts	0 to 5 acres	\$500
			5+ to 10 acres	100
			10+ to 20 acres	1500
			20+ to 100 acres	200
100+ acres	\$2,500 plus an additional \$20 per acre for any portion thereof over 100 acres. Maximum fee = \$10,000			
Public Notice	All Land Use & Variance, and Administrative Appeal Petitions (except Administrative and Minor)	Signs	\$80 per sign	
		Advertising	\$50	
Revisions	Rezoning or Use Permit		\$100 for each submittal of a revision	
	Modification		\$100 for each submittal of a revision	
Special Administrative Permit	Temporary outdoor events		\$50 plus \$10 per day	
	Temporary outdoor sales, seasonal		\$50.00	
	Temporary Outdoor Retail Sales		\$50 plus \$10 per day	
	Temporary or seasonal farmer's markets; Temporary produce stand		\$50.00	
	Temporary Structure		\$50.00	
	Urban Community Garden, over 5 acres		\$50.00	
	Telecommunication		\$50.00	
All Other Administrative Permits		\$25.00		

ALL MATTERS OF TITLE ARE EXCEPTED. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHTS-OF-WAY PUBLIC OR PRIVATE.  
 NOTE: PROPERTY LINES SHOWN ON THIS MAP/PLAT REPRESENT PHYSICAL FIELD CONDITIONS BY EVIDENCE OF APPARENT POSSESSION (IRON PINS FOUND, OLD & ESTABLISHED FENCE LINES, OLD WALL LINES, SHRUB & HEDGE LINE, HOUSE LOCATIONS, ETC.) THEY MAY DIFFER AND BE IN CONTENTION FROM EVIDENCE FOUND AT THE APPLICABLE COUNTY COURTHOUSE. THEY MAY ALSO DIFFER FROM OTHER SURVEYOR OPINIONS AND/OR NEIGHBORS SURVEYS/PLATS. A FULL LAND TITLE REPORT OPINION ON ALL PROPERTIES, INCLUDING ADJACENT AND CONTIGUOUS PROPERTIES MAY BE NEEDED TO RESOLVE ALL POSSIBLE PROPERTY LINE DISPUTES OR DISCREPANCIES.

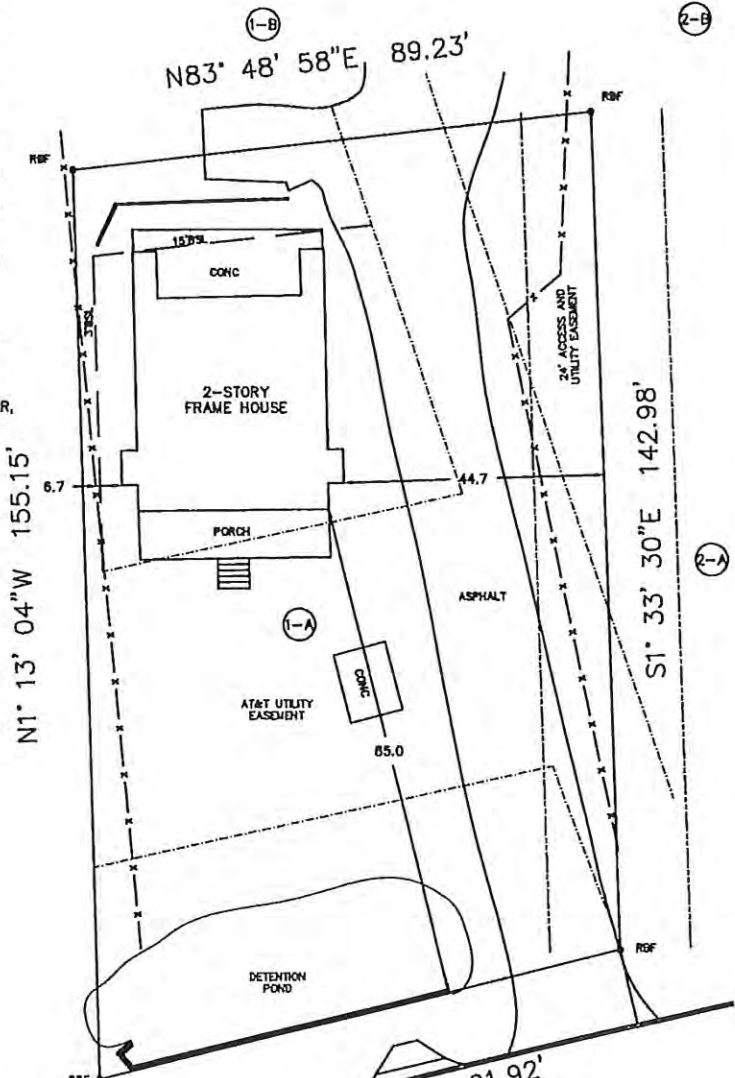
THIS MAP/PLAT WAS MADE WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT. EASEMENTS AND ENCUMBRANCES MAY EXIST WHICH BENEFIT AND BURDEN THIS PROPERTY. THIS MAP/PLAT IS SUBJECT TO REVISIONS AND UPDATE UPON RECEIPT OF SAID TITLE COMMITMENT.

BUILDING LINES SHOWN HEREON DERIVED FROM VARIOUS ONLINE SOURCES. THEY MAY BE IN CONTENTION WITH OR DIFFER FROM INTERPRETATIONS OF GOVERNING AUTHORITIES. IT IS THE CLIENT'S OBLIGATION TO CONFIRM WITH PERMITTING AGENCIES BASED ON THEIR SPECIFIC CONSTRUCTION PROJECTS.  
 NOTE: ANY & ALL UNDERGROUND UTILITIES, I.E. SEWER, STORM, GAS, WATER, ETC., HAVE NOT BEEN FIELD LOCATED BY CONVENTIONAL SURVEY METHODS.

NO DETERMINATION OF FLOOD HAZARD HAS BEEN MADE FOR THIS PROPERTY BY THIS SURVEYOR.



N/F  
 Dekalb Board Of  
 Education



- \* LEGEND \*
- NOTE: ALL ITEMS IN THIS LEGEND MAY NOT APPEAR ON THIS PLAT. AKA ALSO KNOWN AS
  - APD AS PER DEED
  - APP AS PER PLAT
  - BSL BUILDING (SETBACK) LINE
  - CP COMPUTED POINT
  - CTP CRIMP TOP PIPE FOUND
  - D DEED (BOOK/PAGE)
  - DW DRIVEWAY
  - EP EDGE OF PAVEMENT
  - FFE FINISH FLOOR ELEVATION
  - FKA FORMERLY KNOWN AS
  - HWD HARDWOOD TREE
  - IPF IRON PIN FOUND
  - L ARC LENGTH
  - LL LAND LOT
  - LLL LAND LOT LINE
  - N NEIGHBOR'S
  - N/F NOW OR FORMERLY
  - NAIL NAIL FOUND
  - P PLAT (BOOK/PAGE)
  - POB POINT OF BEGINNING
  - POC POINT OF COMMENCEMENT
  - R RADIUS LENGTH
  - R/W RIGHT-OF-WAY
  - RBF REINFORCING BAR FOUND (1/2" UNO)
  - RBS 1/2" REINFORCING BAR SET
  - SW SIDEWALK
  - SSE SANITARY SEWER EASEMENT
  - SSCO SANITARY SEWER CLEANOUT
  - X- FENCE LINE
  - WALL

S76° 17' 03"W 91.92'  
 CHUPP ROAD ~ 50' R/W  
 24± EP/BC  
 SSMH

PROPERTY ADDRESS:  
 6674 Chupp Rd  
 Lithonia, GA 30058

LAND AREA:  
 13320 SF  
 0.306 AC

IMPERVIOUS AREA:  
 ASPHALT: 2899 SF  
 PAD: 109 SF  
 PORCH: 294 SF  
 HOUSE: 1275 SF  
 PATIO: 308 SF  
 S.WALL: 42 SF  
 N.WALL: 9 SF  
 EXIST= 2037 SF=15.3%

ZONING: MR-2

0 20  
 SCALE 1" = 20'

PLAT PREPARED FOR:  
 6674 Chupp Rd

LOT 1-A CHUPP VALLEY SUBDIVISION	
LAND LOT 120	16th DISTRICT
DeKALB COUNTY, GEORGIA	FIELD DATE: 12-28-2020 TH
LOCATED IN STONECREST	DRAWN DATE: 12-29-2020 TW
REFERENCE: PLAT BOOK 80, PAGE 3	ALL MATTERS OF TITLE ARE EXCEPTED. NOT TO BE RECORDED UNLESS USED TO CONVEY PROPERTY.
REFERENCE: DEED BOOK 27452, PAGE 629	

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE OF 1 FOOT IN 30,000+ FEET, AN ANGULAR ERROR OF 05 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING THE LEAST SQUARES METHOD. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE TO 1 FOOT IN 40,000+ FEET. AN ELECTRONIC TOTAL STATION WAS USED IN THE PREPARATION OF THIS PLAT. NO STATE PLANE MONUMENT FOUND WITHIN 500' OF THIS PROPERTY.

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67.



SURVEY SYSTEMS ATLANTA  
 2156 W Park Ct, Ste D, Stone Mtn, GA 30087  
 COA #LSF000887, info@SurveySystemsAtlanta.com  
 Cell 678-591-6064 ~ Office 404-760-0010







Date: 10/13/2020

Living On Purpose ATL Inc.  
c/o Tami Boyd  
6674 Chupp Road  
Stonecrest GA, 30058  
[lopato2020@gmail.com](mailto:lopato2020@gmail.com)

**RE: 6674 Chupp Rd, Stonecrest, Georgia 30058 Parcel Number: 16 120 01 031**

Ms. Boyd,

This letter is to confirm the property located on land lot 120 of the 16<sup>th</sup> District Parcel numbers 01-031 of DeKalb County as shown on the Stonecrest GIS website is zoned MR-2 (Medium Density Residential) District.

*Transitional Housing* requires *Special Land Use Permit* approval at the above location.

Attached are copies of an excerpt from the Stonecrest Zoning Code, pertaining to Article 4.1 Use regulation, and Article 2, 27-2.14.1 MR-2 (Medium Density Residential) District. The total zoning code should be consulted for all applicable zoning standards pertaining to site design, buffering, landscaping, and parking.

**This letter does not constitute any representation or assurance that the properties will remain in the zoning classification for any specified period, not that this confirmation may be solely relied upon for the issuance of any permit or other official documents. Additional requirements as set forth by the Stonecrest Zoning Ordinance, Development Regulations, conditions of zoning and other applicable codes, as may be required, must be satisfied and are factors that ultimately determine viable land use.**

Sincerely,

A handwritten signature in black ink, appearing to be "Tuyanna Daniel".

Tuyanna Daniel  
City Planner  
ZoneCert20-0078





September 17, 2020

City of Stonecrest  
Community Development Department  
3120 Stonecrest Blvd.  
Stonecrest, GA 30038

Letter of Intent: 6674 Chupp Rd. Lithonia, GA

To Whom It May Concern:

I am submitting this Letter of Intent on behalf of Living On Purpose ATL, Inc. (LOPATL), a 501C3 Nonprofit Organization, for the aforementioned property.

6674 Chupp Rd. Lithonia, GA is a 2-story, 2,496 sq. ft. duplex which will provide temporary housing for women 18 years and older regardless of race, creed, color, or background in partnership with the State of Georgia's Reentry Partnership Housing Program.

LOPATL will provide supportive services that include, but not limited to: life skills training, counseling, education, and employment opportunities. The staff will consist of a Resident Assistant who will be on site from 8p – 7am 7 days a week and an Intake Coordinator during the day from 10am – 4pm, along with 2 - 3 volunteers.

If you have any questions, please feel free to contact me via email at [lopato2020@gmail.com](mailto:lopato2020@gmail.com) or by phone at 678-653-1771.

Sincerely,

Tami Boyd  
Executive Director – Living On Purpose  
E: [lopato2020@gmail.com](mailto:lopato2020@gmail.com)  
P: 678-653-1771



Date: September 25, 2020

Receipt No.: **5474**

Received From: Tami Boyd

For: Zoning Certification Request - Providing supportive services to women in need of housing regardless of race, creed, color, religion

Reference No.: ZCR20-000039

Address: 6674 Chupp Road A&amp;B Stonecrest, GA 30058

<b>Fee</b>	<b>Amount Due</b>	<b>Amount Paid</b>
Zoning Certification Request Fee	\$30.00	\$30.00

<b>Payment Date</b>	<b>Type</b>	<b>Note</b>	<b>Received From</b>	<b>Reference / Check No.</b>	<b>Amount</b>
09/18/2020	Credit	ZCR20-000039	Tami Boyd	V-62566093245	\$30.00
					Balance Due: \$0.00

**THANK YOU**





## Special Land Use Permit Application

A special land use permit is a means by which the City Council gives special consideration, pursuant to a clear set of standards and criteria, to those types of uses which may or may not be compatible with uses and structures authorized by right within a particular zoning district. Special land use permits are required for uses that have operational characteristics and/or impacts that are significantly different from the zoning district's principal authorized uses and therefore require individual review pursuant to the standards and criteria set forth in the City's Zoning Ordinance. Special land use permit applications shall be authorized only for those uses specifically listed in the applicable zoning district regulations as permitted by special land use permit. An applicant desiring to apply for a special land use permit authorized within a district contained within the Zoning Ordinance shall file an application with the planning department. The City Council, following recommendation by the Planning Commission, shall determine whether the proposed use, in the particular location contemplated, meets the standards and criteria set forth in the Zoning Ordinance. Such uses may further require, and the City Council shall be authorized to impose, special conditions in order to assure their compatibility with surrounding uses and to minimize adverse impacts of the use on surrounding property.

The amendment process for the City of Stonecrest involves two public meetings:

The first meeting, a public hearing, is in front of the Planning Commission, where the item will be heard and a recommendation will be made that goes in front of the City Council. The Planning Commission meets the first Tuesday of each month at 6:00 P.M. in the Stonecrest Library, located at 3123 Klondike Road, Stonecrest, GA 30038.

Following the Planning Commission public hearing, the application will be heard in front of the City Council for a final decision based on the applicant's submittal information, the report generated by city staff, and the non-binding recommendation from the Planning Commission.

To initiate a request for a Special Land Use Permit within the City of Stonecrest, an applicant must schedule and hold a pre-application meeting with the Planning & Zoning staff. These meetings are scheduled as-needed and the purpose of the pre-application meeting is to establish an expectation on the part of both staff and the applicant regarding the process. The applicant shall provide preliminary/finalized site plans, a letter of intent regarding the request, and/or other illustrative documents as necessary at the time of the pre-application meeting. The applicant will then provide an overview of their proposed application and their reasoning for why the application is necessary. Staff can then inform the applicant of the City's process to affect the proposed change, and offer a preliminary analysis of the feasibility of the proposal, including ways upon which the proposal may need improvements or revisions.

Following the pre-application meeting, applicants can submit their application and required supplemental materials (detailed in the following checklist) by the deadline to:

City of Stonecrest  
Community Development Department  
3120 Stonecrest Blvd.  
Stonecrest, GA 30038

Public notification of the pending action is the responsibility of the City for all Public Hearings; however, all costs associated with the noticing is the responsibility of the applicant. In all cases, legal advertisements in the City's legal organ (currently On Common Grounds) shall be placed by the City no more than 45 days prior to the Mayor and City Council meeting, and not less than 15 days prior to the Planning Commission meeting.





## Special Land Use Permit Application Checklist

*(Incomplete applications will not be accepted)*

- Pre-application meeting (A staff signed pre-application form must be submitted with application)
  - Completed application with all applicable information
  - Letter of intent
  - Public Participation Plan
  - Environmental Site Analysis Form
- Complete and detailed site plan of the proposed use prepared, signed and sealed by an architect, landscape architect or engineer licensed in the State of Georgia, showing the following, as relevant:
  - All buildings and structures proposed to be constructed and their location on the property;
  - Height of proposed building(s);
  - Proposed use of each portion of each building;
  - All driveways, parking areas, and loading areas;
  - Location of all trash and garbage disposal facilities;
  - Setback and buffer zones required in the district in which such use is proposed to be located;
  - Landscaping plan for parking areas; and
  - All additional requirements outlined under page 4 (Site Plan Checklist)
- Written legal description of the property matching the site plan.
- Building elevations (attached residential & non-residential). *N/A*
- Signed and notarized affidavits of all owners. Use attached sheet.
- Signed and notarized affidavits of all applicants. Use attached sheet.
- Electronic version of the entirety of your application submittal, saved as a single PDF.

Please respond to the following criteria based on the nature of your request, as required by state law and City of Stonecrest+ Zoning Ordinance (use additional pages where necessary):

### Special Land Use Permit Criteria

Analyze the impact of the proposed rezoning and provide a written point-by-point response to the following questions:

- a. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located;  
**R: There is adequate land area for the proposed use including open space, yard and two parking spaces for off-street parking.**
- b. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district;  
**R: the proposed use for the land to adjacent properties is very compatible. The duplex is situated between two apartment complexes with another being built across the street.**
- c. Adequacy of public services, public facilities, and utilities to serve the use contemplated;  
**R: There are adequate public services such as courts, MARTA access with two stations within walking distance of the duplex. There are public facilities such as churches, hospitals and police stations in the area. Utilities are also provided such as central heat, air conditioning, electricity, water and telephone.**
- d. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area;  
**R: The use of the property will not create any additional traffic flow or congestion and is located away from the public street area.**



- e. Whether or not existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use; **R: There is no adverse affect to the character of the vehicles or the volume of traffic generated by the proposed use.**
- f. Ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency;  
**R: The property has the appropriate space for ingress and egress for pedestrian, emergency vehicles, and traffic flow and safety.**
- g. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use;  
**R: The proposed use will not create adverse impacts to any adjoining land use by reason of noise, smoke, odor, dust or vibration.**
- h. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use;  
**R: The proposed use will not create adverse impacts to any adjoining land use by reason of hours of operation.**
- i. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use;  
**R: The proposed use will not create adverse impacts to any adjoining land use by reason of the manner of operation.**
- j. Whether or not the proposed plan is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located;  
**R: The proposed use is consistent with the requirements of the zoning district classification**
- k. Whether or not the proposed use is consistent with the policies of the comprehensive plan;  
**R: The proposed use is consistent with the comprehensive plan**
- l. Whether or not the proposed plan provides for all required buffer zones and transitional buffer zones where required by the regulations of the district in which the use is proposed to be located;  
**R: The proposed use provides for all required buffer zones and transitional buffer zones where required by the regulations of the district.**
- m. Whether or not there is adequate provision of refuse and service areas;  
**R: There is adequate provision for waste/refuse and service areas.**
- n. Whether the length of time for which the special land use permit is granted should be limited in duration;  
**R: The length of time for the special land use permit should not be limited in duration.**
- o. Whether or not the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings;  
**R: The size, scale and massing of adjacent and nearby lots and buildings is appropriate.**
- p. Whether the proposed plan will adversely affect historic buildings, sites, districts, or archaeological resources;  
**R: The proposed not have an adversely affect on historic buildings, sites, districts, or archaeological resources.**
- q. Whether the proposed use satisfies the requirements contained within the supplemental regulations for such special land use permit;  
**R: The proposed use satisfies the requirements contained within the supplemental regulations for special land use permit.**
- r. Whether or not the proposed building as a result of its proposed height will create a negative shadow impact on any adjoining lot or building; **R: The existing building does not result or create a negative shadow impact on any adjoining lot or building.**
- s. Whether the proposed use would result in a disproportionate proliferation of that or similar uses in the subject character area; and  
**R: No, the proposed use would not disproportionately proliferate the uses in the subject character area**
- t. Whether the proposed use would be consistent with the needs of the neighborhood or to the community as a whole, be compatible with the neighborhood, **R: The proposed use of the property is consistent with the needs of the neighborhood/community as a whole, compatible with the neighborhood.**





Conform to the Comprehensive Plan:

- Describe the proposed project and the existing environmental conditions on the site.  
Planning to provide transitional housing for women. There is parking on the premises and we are planning to grow food in the backyard, if feasible.
- Describe adjacent properties. Include a site plan that depicts the proposed project.  
The duplex is sandwiched between two apartment complexes and trees. There is also a retaining pond in the front of the property very close to the street.
- Describe how the project conforms to the Comprehensive Land Use Plan.  
The proposed project will provide housing and other supportive services to the women living at duplex.
- Include the portion of the Comprehensive Plan Land Use Map which supports the project's conformity to the Plan.  
See attachment
- Evaluate the proposed project with respect to the land use suggestion of the Comprehensive Plan as well as any pertinent Plan policies.

***The following items may be required:***

*(Review provided thresholds for applicability)*

- Trip Generation Report/Traffic Impact Study
- Development of Regional Impact Review
- Environmental Impact Report
- DeKalb County Department of Watershed Management Capacity Letter





### Trip Generation Report/Traffic Impact Study

1. A Trip Generation Report be submitted as a part of zoning applications for all Non-Residential and Mixed Use developments and for Residential Developments with greater than 10 proposed units.
2. A Traffic Impact Study be submitted as part of the zoning application for developments that produce a 100 or more peak hour trips or at the discretion of the Public Works Department based on review of the request at the pre-application meeting.
3. The minimum requirements of the Traffic Impact Study shall be as follows:

Land Use	ITE Code	Variable	Rate Trips/Var	Minimum Size for 100 Peak Hour Trips
<b>Residential</b>				
Single Family Detached	210	Housing Units	1.01	99 Units
Apartment	220	Housing Units	0.62	161 Units
Townhome/Condo	230	Housing Units	0.52	192 Units
<b>Retail</b>				
Shopping Center	820	1000 sf GLA	3.71	26 ksf GLA
Specialty Center	826	1000 sf GLA	5.02	20 ksf GLA
Pharmacy - no drive-thru	880	1000 sf	8.4	11.5 ksf
Pharmacy - w/drive-thru	881	1000 sf	9.91	10 ksf
<b>Services</b>				
Fast Food	934	1000 sf	45.42	2.2 ksf
Sit Down Restaurant	932	1000 sf	10.81	9 ksf
Coffee/Donut Shop	937	1000 sf	100.58	1 ksf
Bank no drive-thru	911	1000 sf	12.13	8 ksf
Bank w/drive-thru	912	1000 sf	24.3	4 ksf
Gas Station	944	Pumps	13.87	7 pumps
<b>Institutional</b>				
Day Care	565	Students	0.81	123 Students
Private School (K-8)	534	Students	0.9	111 Students
Private School (K-12)	536	Students	0.81	123 Students
<b>Office</b>				
General Office	710	1000 sf	1.56	64 ksf
Medical Office	720	1000 sf	3.57	28 ksf
<b>Lodging</b>				
Hotel	310	Rooms	0.6	166 Rooms



## **Public Participation Plan & Report**

### **General Requirements**

The Public Participation Program consists of a two-part process designed to enhance dialogue between applicants and communities which may be impacted by a proposed development.

Part 1 of the process is the Public Participation Plan which is required with all rezoning amendments to the comprehensive plan and/or special land use permit applications. The plan must be filed simultaneously with the application. The minimum standards for the plan are as follows:

- Applicants shall provide a mailing list identifying all property owners within 500-feet of the subject property including the name, street address, and tax parcel identification. *(Staff would suggest also including homeowners' associations, environmentally stressed communities, political jurisdictions, and any other public agencies or organizations which may be affected by an application)*
- Applicants shall provide a copy of the letter to be mailed to affected parties identifying the date, location within the City of Stonecrest, and time of the information meeting to be scheduled no later than the first business day of the month preceding the Planning Commission hearing date.

Part 2 of the Public Participation Program is the Public Participation Report which is required to be submitted to the Community Development Department no later than the last day of the business week of which the information meeting was held. The report shall include the following information/documentation:

- Provide a sign-in sheet of meeting attendees.
- A summary of concerns or issues expressed by interested parties.
- A summary of the applicant's response to concerns and issues expressed.

The requirement for a Public Participation Plan does not give communities decision making powers or force a consensus on issues. Applicants are not obligated to make any concessions or changes based upon input from citizens. Non-attendance at a community information meeting, by those on the mailing list, does not mean that an applicant fails to meet the requirements of the Public Participation Plan.





## Environmental Site Analysis

**Analyze the impact of the proposed rezoning and provide a written point-by-point response to Points 1 through 3:**

### 1. Conformance to the Comprehensive Plan:

- Describe the proposed project and the existing environmental conditions on the site.
- Describe adjacent properties. Include a site plan that depicts the proposed project.
- Describe how the project conforms to the Comprehensive Land Use Plan.
- Include the portion of the Comprehensive Plan Land Use Map which supports the project's conformity to the Plan.
- Evaluate the proposed project with respect to the land use suggestion of the Comprehensive Plan as well as any pertinent Plan policies.

### 2. Environmental Impacts of The Proposed Project

For each environmental site feature listed below, indicate the presence or absence of that feature on the property. Describe how the proposed project may encroach or adversely affect an environmental site feature. Information on environmental site features may be obtained from the indicated source(s).

- a. Wetlands
  - a. U. S. Fish and Wildlife Service, National Wetlands Inventory (<http://wetlands.fws.gov/downloads.htm>)
  - b. Georgia Geologic Survey (404-656-3214)
  - c. Field observation and subsequent wetlands delineation/survey if applicable
- b. Floodplain
  - d. Federal Emergency Management Agency (<http://www.fema.org>)
  - e. Field observation and verification
- c. Streams/stream buffers
  - f. Field observation and verification
- d. Slopes exceeding 25 percent over a 10-foot rise in elevation
  - g. United States Geologic Survey Topographic Quadrangle Map
  - h. Field observation and verification
- e. Vegetation
  - i. United States Department of Agriculture, Nature Resource Conservation Service
  - j. Field observation
- f. Wildlife Species (including fish)
  - k. United States Fish and Wildlife Service
  - l. Georgia Department of Natural Services, Wildlife Resources Division, Natural Heritage Program
  - m. Field observation
- g. Archeological/Historical Sites
  - n. Historic Resources Survey
  - o. Georgia Department of Natural Resources, Historic Preservation Division
  - p. Field observation and verification

### 3. Project Implementation Measures

Describe how the project implements each of the measures listed below as applicable. Indicate specific implementation measures required to protect environmental site feature(s) that may be impacted.

- a. Protection of environmentally sensitive areas, i.e., floodplain, slopes exceeding 25 percent, river corridors.
- b. Protection of water quality
- c. Minimization of negative impacts on existing infrastructure
- d. Minimization on archeological/historically significant areas





- e. Minimization of negative impacts on environmentally stressed communities where environmentally stressed communities are defined as communities exposed to a minimum of two environmentally adverse conditions resulting from public and private municipal (e.g., solid waste and wastewater treatment facilities, utilities, airports, and railroads) and industrial (e.g., landfills, quarries and manufacturing facilities) uses.
- f. Creation and preservation of green space and open space
- g. Protection of citizens from the negative impacts of noise and lighting
- h. Protection of parks and recreational green space
- i. Minimization of impacts to wildlife habitats

### Site Plan Checklist

**All items must be included on the Site Plan; separate sheets may be used**

- Key and/or legend and site location map with North arrow
- Boundary survey of subject property which includes dimensions along property lines that match the metes and bounds of the property's written legal description and clearly indicates the point of beginning.
- Acreage of subject property
- Location of land lot lines and identification of land lots
- Existing, proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property
- Proposed streets on the subject site
- Current zoning of the subject site and adjoining properties
- Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property
- Existing buildings' locations and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvement on adjacent properties within 200 feet of the subject property.
- Location of proposed buildings with total square footage
- Layout and minimum lot size of proposed single family residential lots
- Topography on the subject site and adjacent property up to 200 feet as required to assess runoff effects
- Location of overhead and underground electrical and pipeline transmission/conveyance lines
- Required and/or proposed setbacks.
- 100-year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps.
- Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed.
- Required and proposed parking spaces; Loading and unloading facilities.
- Lakes, streams, wetlands, and Waters of the State and associated buffers.
- Proposed stormwater management facilities.
- Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access.
- Availability of water system and sanitary sewer system.
- Location of existing trees and trees to be removed, or a statement that there are none, and whether the trees identified are specimen trees. *(A specimen tree is any hardwood (oak, hickories, poplars, etc.) or softwood (pines, evergreens, etc.) tree with a diameter at breast height (DBH) of 30 inches and larger, or a small tree (dogwoods, redbuds, sourwoods, etc.) with a DBH of 10 inches and larger. If no specimen trees exist on the site, note their absence on the plans. If a specimen tree is to be removed, provide a calculation for recompense at 1.5x the diameter.)*

2020150167 DEED BOOK 28731 Pg 769  
Filed and Recorded: 10/16/2020 4:14:00 PM  
Recording Fee: \$25.00  
Real Estate Transfer Tax: \$170.00  
Prepared By:  
8274269752  
7067927936  
Debra DeBerry  
Clerk of Superior Court  
DeKalb County, Georgia

Return to:  
O'Kelley & Sorohan, Attorneys at Law, LLC  
200 Galleria Parkway, Suite 420  
Atlanta, GA 30339  
File No.: 05-152726-REG

Parcel No.: 18 120 01 031

STATE OF GA  
COUNTY OF COB

LIMITED WARRANTY DEED

THIS INDENTURE, made on 14<sup>th</sup> day of October, 2020, between

Capital Asset Properties, LLC

(hereinafter referred to as "Grantor") and

Tami Boyd

(hereinafter referred to as "Grantee"), the words "Grantor" and "Grantee" to include the heirs, executors, legal representatives, successors and assigns of said parties where the context requires or permits; WITNESSETH:

THAT Grantor, for and in consideration of the sum of TEN DOLLARS (\$10.00) AND OTHER GOOD AND VALUABLE CONSIDERATIONS, in hand paid, at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged by Grantor, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell and convey unto Grantee,

All that tract or parcel of land lying and being in Land Lot 120, 16th District, DeKalb County, Georgia, being Lot 1-A, Chupp Valley, as per plat recorded in Plat Book 80, Page 3, DeKalb County, Georgia Records, which plat is hereby referred to and made a part of this description.

TOGETHER WITH all and singular the rights, members and appurtenances thereto (hereinafter collectively referred to as the "Premises"), the same being, belonging, or in anywise appertaining to the only proper use, benefit and behoof of Grantee.

Subject to all easements, rights of way, and restrictive covenants of record (hereinafter referred to as the "Exceptions").

TO HAVE AND TO HOLD the Premises, subject to the Exceptions, to the only proper use, benefit and behoof of Grantee, forever, in FEE SIMPLE, and Grantor will, subject to the Exceptions, warrant and forever defend the right and title to the Premises unto Grantee against the claims of all person claiming by, through or under Grantor, but not otherwise.

IN WITNESS WHEREOF, Grantor has executed this instrument under seal, as of the date first above written.

Signed, sealed and delivered  
in the presence of:

Sean DeBerry  
Unofficial Witness

Notary Public

Commission expires: 11/12/22

Capital Asset Properties, LLC

BY: Jason Harris  
Member/Manager





Return to:  
O'Kelley & Sorohan, Attorneys at Law, LLC  
200 Galleria Parkway, Suite 420  
Atlanta, GA 30339  
File No.: 05-152726-REG

Parcel No.: 16 120 01 031

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COUNTY OF COBB

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IN WITNESS WHEREOF, Grantor has executed this instrument under seal, as of the date first above written.

Signed, sealed and delivered  
in the presence of:

Sean Deimney  
Unofficial Witness

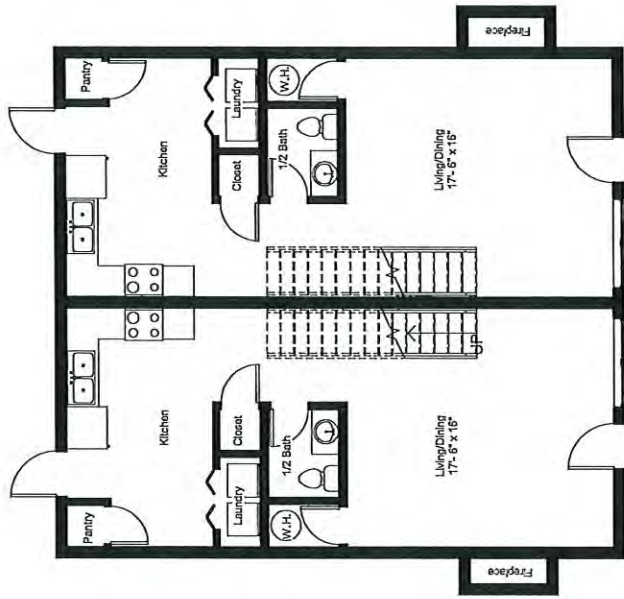
[Signature]  
Notary Public  
Commission expires: 11-12-22

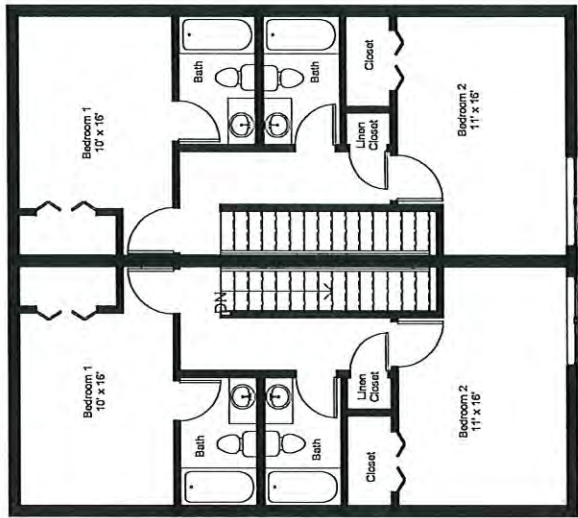
Capital Asset Properties, LLC

BY: [Signature]  
Jason Harris  
80% Member/Manager









**Attendee List:**

Rosalyn McKay - located in Michigan

Diana R. Morgan (wife of Reginald Morgan who is deceased)



## **Questions and Answers/Comments:**

### **Q. Where am I located?**

A: I explained that I was located 6674 Chupp Rd between two apartment complexes. I shared my screen and pulled up a picture of the house and google satellite so she could see the location.

### **Q: Why did you contact me?**

A: I contacted you and several hundred others in the neighborhood as part of the permit process, per zoning. I explained that this was required as part of the process.

### **Q: Will someone be there during the day?**

A: Yes, I will have a volunteer onsite, but hopefully the women will be at work. There will be a Resident Director who will either live there or come each night including weekends.

### **Q: Do you have a Board of Directors?**

A: Yes, I shared my screen, pulled up my website and went through the Board of Directors for my nonprofit.

### **Q: Are you concerned about the neighboring complexes due to a few break-ins by teens in the area?**

A: No, I don't really have any concerns. I will have a security system and will probably get cameras as well.

### **Q:When is the start date?**

A: Whenever I receive my permit from zoning. My understanding is that it is a three-month process. I'm not sure what the next step is or what more I have to do.

### **Q: What happens if someone gets pregnant or uses drugs?**

A: I will handle it on a case-by-case basis. There will be random drug testing and there are rules they are required to follow and a curfew.

**C: Wish you all of the success!**

**C: Congratulations**

**C: This is a very exciting program**



CITY COUNCIL AGENDA ITEM

SUBJECT: Special Land Use Petition SLUP-21-004  
(3301 Corktree Trail, Stonecrest, GA 30058) — Request Approval

ORDINANCE                       POLICY                       STATUS REPORT  
 DISCUSSION ONLY               RESOLUTION               OTHER

Date Submitted: 04/20/2021      Work Section:      Council Meeting: 04/26/2021

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SUBMITTED BY: Jim Summerbell, Planning and Zoning Director

PURPOSE: This is a Special Land Use Petition SLUP-21-004 (3301 Corktree Trail, Stonecrest, GA 30058) application to operate a personal care home for four residents. The Planning Commission approved on 04/06/2021.

HISTORY: The property site sits in an existing single-family residence; is zoned R-100 (Medium Lot Residential) District; in accordance with Sec.4.2.31 and 4.2.41 of the Stonecrest Zoning Code.

FACTS AND ISSUES: This item was heard at the 04/06/21 Planning Commission Meeting. The applicant requested a Special Land Use Permit to operate a personal care home for four residents. The Planning Commission recommend approval of the application with conditions. Those conditions are in the April 6, 2021 Staff Report.

OPTIONS: Approve; Deny; or make Alterative conditions

RECOMMENDATED ACTION:

Planning Commission recommended unanimously Approval of SLUP-21-004 at the April 6<sup>th</sup> meeting.

ATTACHMENTS:

- # 1 04/06/21 Staff Report
- # 2 04/06/21 SLUP-21-004 Application
- # 3 04/06/21 Power Point Presentation



## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

MEETING DATE: April 6<sup>th</sup>, 2020 / April 26<sup>th</sup>, 2020

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### GENERAL INFORMATION

<b>Petition Number:</b>	SLUP 21-004
<b>Applicant:</b>	Jennifer Mincy & Lallymay Rose-Burrell
<b>Owner:</b>	Jennifer Mincy & Lallymay Rose-Burrell
<b>Project Location:</b>	3301 Corktree Trail, Stonecrest Ga 30058
<b>District:</b>	District 4
<b>Acreage:</b>	0.4 Acres
<b>Existing Zoning:</b>	Residential Med Lot (R-100)
<b>Proposed Zoning:</b>	Residential Med Lot (R-100)
<b>Proposed Development/Request:</b>	The applicant is requesting a Special Land Use Permit (SLUP) to operate a Personal Care Home for (4) residents within in an R-100 (Medium Lot Residential) District, in accordance with Chapter 27-Article 4.1 Use Table and Sections 4.2.41. B of Stonecrest Zoning Code.
<b>Staff Recommendations:</b>	<b>Approval</b>





PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT



ZONING CASE: **SLUP-21-004**

ADDRESS: **3301 Corktree Trail**

CURRENT ZONING: **R-100 (Residential Med Lot) District**

FUTURE LAND USE: **Suburban**



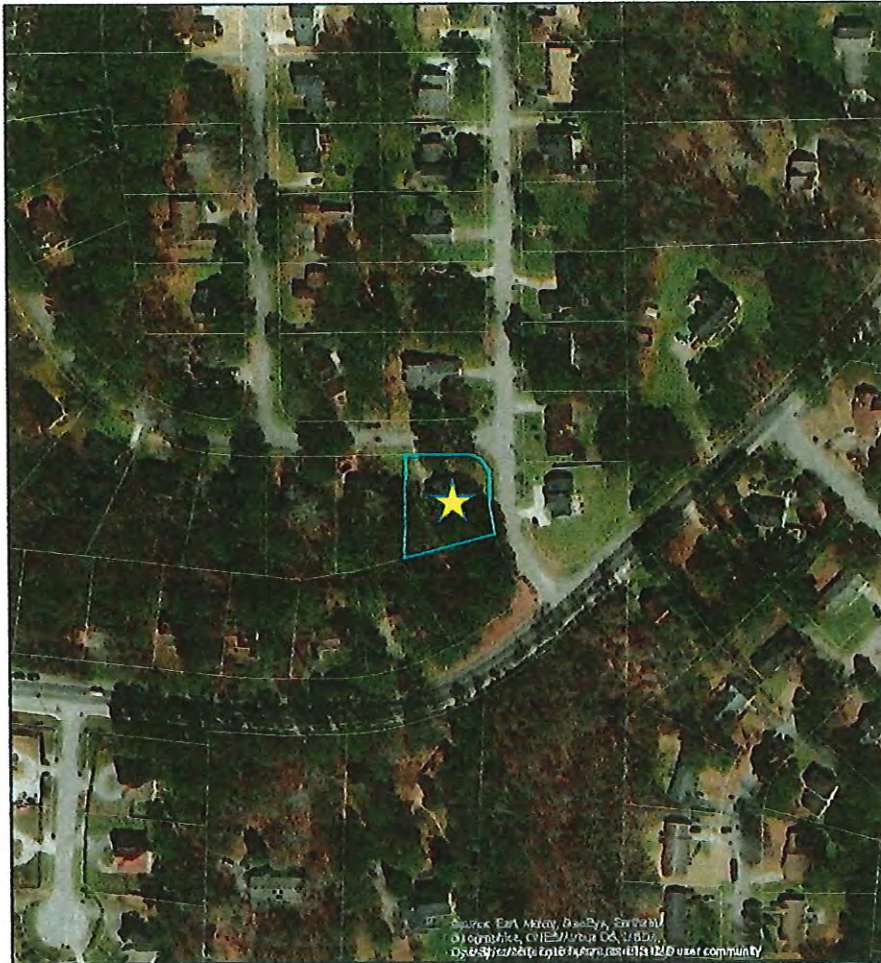
**Subject Site**

0 0.025 0.05 mi



## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

### Aerial Map



ZONING CASE: **SLUP-21-004**

ADDRESS: **3301 Corktree Trail**

CURRENT ZONING: **R-100 (Residential Med Lot) District**

FUTURE LAND USE: **Suburban**



**Subject Site**

0 0.025 0.05 mi





## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

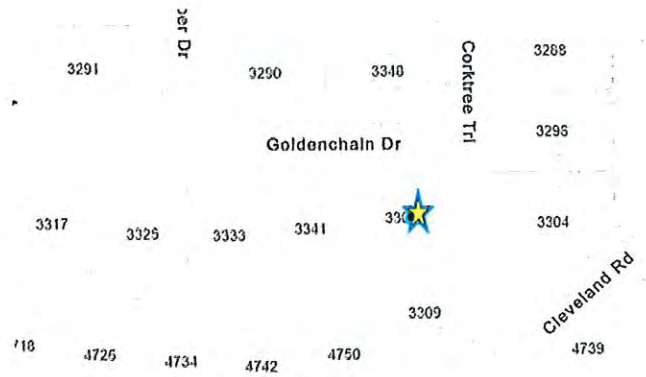
### PROJECT OVERVIEW

#### Location

The subject property, 3301 Corktree Trail. Access is available via the existing driveway on Goldenchain Drive. The subject property is surrounded by single-family homes.

#### Background

Currently, the property maintains its original zoning R-100 (Med Lot) classification and the property has 2,200 square foot single story frame house that was built in 1983. The property can be characterized as even across the property.







## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

### Existing Elevations



### Special Land Use Permit Request

The applicant is requesting a Special Land Use Permit to operate a personal care home for four residents.

### Neighborhood Meeting

Property owners within 500 feet of the subject property were mailed notices of the proposed special land use permit application. The community meeting was held on January 24, 2021 via the [www.zoom.com](http://www.zoom.com) website. There were several residents in attendance for the meeting. The main concerns from the residents was; what type of resident will be living in the home, and the number of people that will reside at the residence, will there be individuals with drug additions and mental illnesses and concerns about Traffic.

### STANDARDS OF REVIEW

- A. Adequacy of the size of the site for the use contemplated and whether or not the adequate land area is available for the proposed use including the provision of all required yards, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located.**

The 2,200 square foot residence meet the minimum standard square footage required to operate a personal care home. Per the Stonecrest Zoning Ordinance section 4.2.31 B. Personal Care Home D. The home must be 1800 sqft.

- B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district.**

The proposed personal care home for four or six persons are compatible with other single-family residences in Burlington. There will be no outside physical changes to the existing single-family structure or signage indicating the use is personal care home.



## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

### **C. Adequacy of public services, public facilities, and utilities to serve the proposed use.**

The subject property is in an established single-family residential area; it appears that there are adequate public services, public facilities, and utilities to serve the proposed personal care home.

### **D. Adequacy of the public street on which the use is proposed to be located and whether there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area.**

Corktreel Trail is classified as a local street; the Planning Staff believes there is little or no impact on the public streets or traffic in the area.

### **E. Whether existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use.**

The traffic of the vehicles generated by the proposed use will not adversely impact existing land uses along access routes to the sites.

### **F. Adequacy of ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of a fire or another emergency.**

The existing residential structure on the site is accessed by vehicles via an existing curb cut with a driveway on Goldenchain Drive and emergency vehicles can access the site from the existing driveway.

### **G. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use.**

The proposed use may not create an adverse impact upon any adjoining single-family land uses by reason of noise, smoke, odor, dust or vibration,

### **H. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use.**

Per the information submitted with the application, the applicant intends to run a personal care home for four residents and states that it will not create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use.

### **I. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use.**





## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

The operation of the personal care home of four residents do not affect the adjoining single-family residences. The site will operate basically as a single-family residence with the owner/operator is required to reside at the property.

**J. Whether the proposed use is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located.**

The proposed use is otherwise consistent with the requirement of the zoning district.

**K. Whether the proposed use is consistent with the policies of the comprehensive plan.**

The proposed use is consistent with the comprehensive plan housing policy H-5, which states the city supports fair and equal access to housing for all persons, regardless of race, religion, ethnicity origin, age, household compositions or size, disability, marital status, sexual orientation, or economic circumstance.

**L. Whether the proposed use provides for all required buffer zones and transitional buffer zones where required by the regulations of the zoning district in which the use is proposed to be located.**

Transitional buffers are not required.

**M. Whether there is adequate provision of refuse and service areas.**

An adequate refuse area will be provided.

**N. Whether the length of time for which the special land use permit is granted should be limited in duration.**

Staff believes there is not a compelling reason to limit the special land use duration as the applicant appears to be the only personal care home within the vicinity.

**O. Whether the size, scale, and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale, and massing of adjacent and nearby lots and buildings.**

The personal care home would be in an existing residential structure which is consistent in size, scale, and massing with adjacent surrounding single-family residence in the area.

**P. Whether the proposed use will adversely affect historic buildings, sites, districts, or archaeological resources.**

This use will not adversely affect any historic buildings, sites, districts, or archaeological resources.

**Q. Whether the proposed use satisfies the requirements contained within the supplemental regulations for such special land use permits.**





## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

The proposed appears to satisfy the requirement contained within the supplemental regulations Sec.4.2.41 for the special land use permits for personal car homes.

**R. Whether the proposed use will create a negative shadow impact on any adjoining lot or building as a result of the proposed building height.**

Adjacent and surrounding residential properties are one-story frame structures which are the same as the existing residence on the site. There will be no negative shadow impact on any adjoining lot..

**S. Whether the proposed use would be consistent with the needs of the neighborhood or the community, be compatible with the neighborhood, and would not conflict with the overall objective of the comprehensive plan.**

The proposed use would not conflict with the overall objective of the comprehensive plan, as the Stonecrest Comprehensive plan states the city will encourage the need for adequate housing.

### **RECOMMENDATION**

Base on the findings and conclusions, it appears the applicant does meet all the criteria for approval and the supplemental regulations. Therefore, staff recommends **Approval** of **SLUP-21-004**; However, if the Planning Commission choose to approve the application staff recommend the following conditions;

SLUP-21-004



## PLANNING COMMISSION AND CITY COUNCIL STAFF REPORT

1. Limit the use of personal care home only to (4) persons.
2. Access shall be limited to the existing curb cut off Goldenchain Drive.
3. All refuse containers shall be screened from public view except during pick up.
4. No identification sign for personal care home shall be posted on the property.
5. Owner/Operator must live on the property according to the supplemental regulations cited in the Stonecrest Zoning Ordinance Sec. 4.2.31 and 4.2.41.
6. The applicants shall secure the necessary certification by the State of Georgia and the necessary business license, building permits and certification of occupancy for three people from the city of Stonecrest.
7. The Special Land Use Permit shall be issued to (operator) for the operation of a personal care home and shall not be transferable.



### Special Land Use Permit Application

Applicant Information

Name: Jennifer Mincey

Address: 3130 Grundy Ln 101 Snellville, GA 30039

Phone: 770-527-0968 Fax: Email

Owner's Name: JN Homes

Owner's Address: P.O. Box 2328 Stockbridge, GA 30281

Phone: 770-506-2630 Fax: 404-420-2489 Email: Leasing@jdhomes.org

Owner Information

Property Address: 3301 Corktree Trl Stonecrest 30058 Acreage: .4

Parcel ID: 1506501015

Current Zoning Classification: Residential

Proposed Use of Property: Personal Care Home

Is this development and/or request seeking any incentives or tax abatement through the City of Stonecrest or any entity that can grant such waivers, incentives, and/or abatements?  Yes  No

Property Information

Property Information: Residential property

Affidavit

To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest Zoning Ordinance.

Applicant's Name: Jennifer Mincey

Applicant's Signature: Jennifer Mincey Date: 1/6/2021

Sworn to and subscribed before me this 6 Day of January 20 21

Notary Public: TONICIA FRAZIER

Signature: [Signature]

My Commission Expires: 7/24/2023



Notary

Application Fee  Sign Fee  Legal Fee

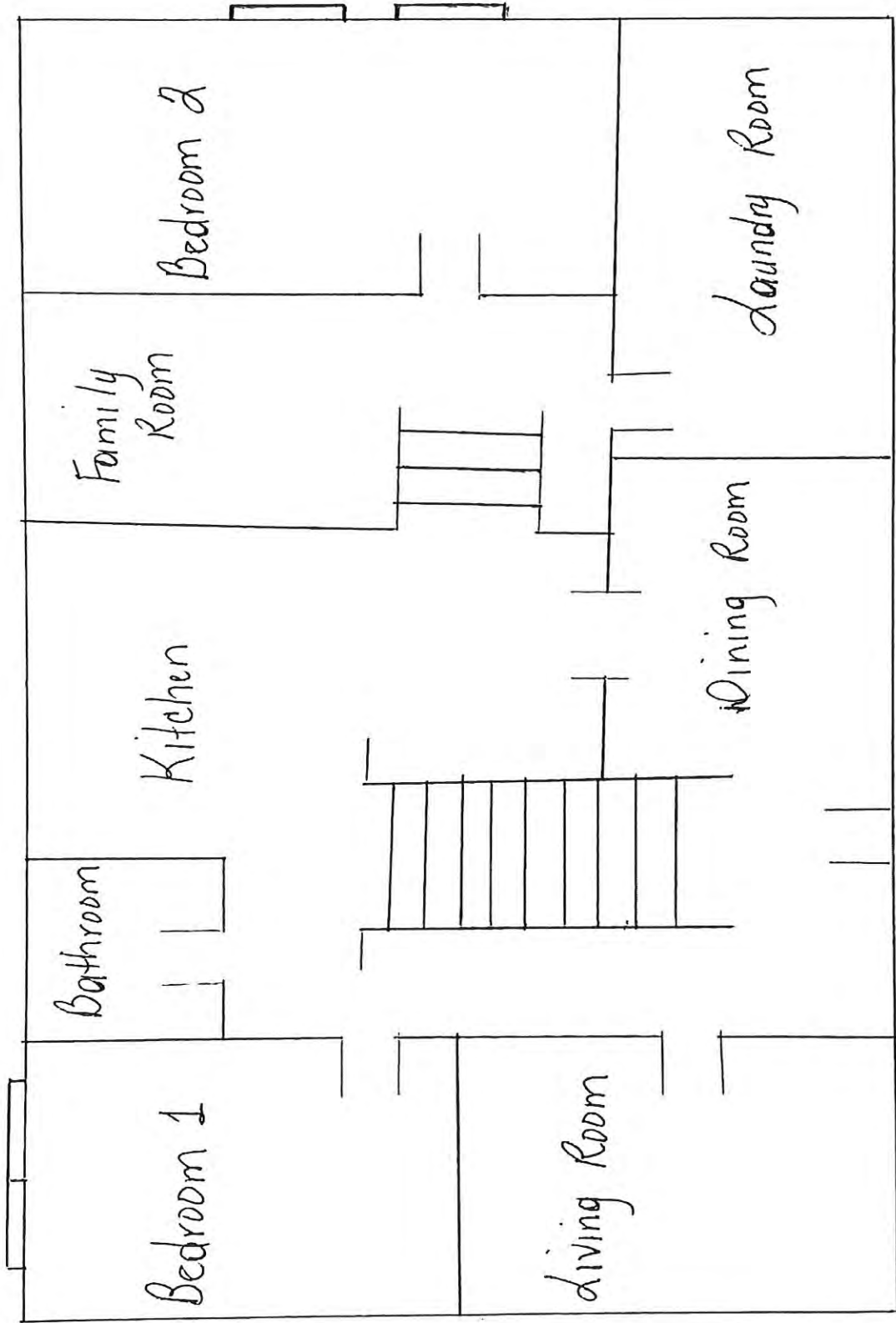
Fee: \$ Payment:  Cash  Check  CC Date:

Approved  Approved with Conditions  Denied Date:

08-03-2017



First Floor





January 11, 2021

City Council Planning Commission  
3120 Stonecrest Blvd Suite 155  
Stonecrest, GA 30038

Re: Request for a Special Land Use Permit

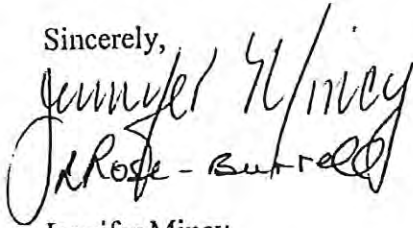
Dear Board Members,

We are writing this letter to request a Special Land Use Permit be granted for 3301 Corktree Trail, Stonecrest, GA 30038. The purpose is to use the premises as a Personal Care Home. The home will not have a negative impact on the neighborhood. There will not be an increase in traffic or increase in noise to disturb the neighbors.

We would like to begin operation soon and hope that the City Council can consider this request at its earliest possible date.

Thank you for your consideration of this matter.

Sincerely,

Handwritten signatures of Jennifer Mincy and Lallymay Rose-Burrell. The signature for Jennifer Mincy is written in a cursive style, and the signature for Lallymay Rose-Burrell is written in a more stylized cursive script.

Jennifer Mincy  
Lallymay Rose-Burrell





## LEASE FOR RESIDENTIAL PROPERTY

In consideration of the mutual covenants set forth herein, the Lease is entered into between Shanedyra Donate (hereinafter "Landlord") and Lallymay Rose-Burrell & Jennifer Mincy (hereinafter "Tenant"). Landlord leases to Tenant and Tenant leases from Landlord, the Property known as Address:

3301 Corktree Trail Lithonia GA 30038

1. Term: The initial term of this Lease shall be 12 months, beginning on st ("Commencement Date"), through and including December 31<sup>s</sup> 2021
2. Possession: If landlord is unable to deliver possession of the Property on the Commencement Date, rent shall be abated on a daily basis until possession is granted. If possession is not granted within fifteen (15) days of the commencement date, tenant may terminate this lease in which event landlord shall promptly refund all deposits to tenant. Landlord shall not be liable for delays in the delivery of possession to tenant or any expenses caused.
3. Rent: Tenant shall pay rent in advance in the sum of: One Thousand Four Hundred Dollars (\$1400.00) per month on the first day of each month during the lease term. If the commencement date begins on the 2<sup>nd</sup> day through the last day of any month, the rent shall be prorated for that portion of the month and shall be paid at the time of leasing the property.
4. Late Payment & Service Charge for Returned Checks: Rent not paid in full by the fifth (5) day of the month shall be late. Landlord has no obligation to accept any rent not received by the 5th of the month. If late payment is made and landlord accepts the same, the payment must be in the form of cash, cashier's check or money order and must include a late charge of 10% of monthly rent and, if applicable, a service charge for any returned check of \$35.00. Landlord reserves the right to refuse to accept personal checks from tenant after one or more of tenant's personal checks have been returned by the bank unpaid. If all rent, with late fees, is not paid by the 10<sup>th</sup> of the month, eviction will occur on the 11<sup>th</sup> of the month. Tenant agrees to waive all eviction process and understands that all monies owed will be pursued in magistrate court. Tenant agrees and understands that this serves as dispossession notice if all rent with late fees is not paid by the 10<sup>th</sup> of the month.
5. Security Deposit to be Held by Landlord: Tenant agrees to security deposit of: Two Thousand Eight Hundred (\$2800.00) cash, money order and/or check with landlord before taking possession of the property as security for tenant's fulfillment of the conditions of this lease ("Security Deposit"). The Security Deposit shall be held by the

references to any notice required to be given or due dates of rental payments shall be strictly construed.

- i) Waiver of Homestead Exemption: Tenant for himself and his family waives all exemptions or benefits under the homestead laws of Georgia.
- j) Governing Law: This Agreement may be signed in multiple counterparts and shall be governed by and interpreted pursuant to the laws of the State of Georgia.
- k) Insurance: The Landlord shall maintain insurance only to cover the desired premises. It is the sole responsibility of the Tenant to maintain insurance to cover any content of said house and to provide liability insurance for his own benefit.

21. Military Activation: If Tenant is called to active duty during the term of this Lease, Tenant shall present to Landlord official orders activating Tenant; then and in that event, this Lease shall be controlled by the Soldiers' and Sailors' Civil Relief Act.

22. Inspections: Tenant agrees that Landlord has the right to conduct monthly or quarterly inspections on the property. Landlord will always give a 24-hour notice before entering property. Tenant may choose to be present or not.

23. Exhibits: All exhibits attached hereto, listed below or referenced herein are made a part of this Lease. If any such exhibit conflicts with any preceding paragraph, said exhibit shall control.

24. Dispossessory Fee: Notwithstanding anything to the contained herein, if tenant owes any outstanding additional rent and/or charges, landlord may file a dispossessory action in the county in which the premises is located. In the event that a dispossessory action is filed against the tenant, an administrative fee of \$250.00 will be assessed to tenant to cover costs of filing fees, court costs and/or attorney fees.

25. Special Stipulations:

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In Witness Whereof, the parties hereto have set their hand and seal the day and year first written above.

<i>Lollymay Rose Burrell</i>	12/28/2020	
_____ Tenant's Signature	Date	Social Security Number
-	12/28/2020	
_____ Tenant's	Date	Social Security Number

*[Handwritten Signature]*





*Specializing in the Leasing, Management  
& Sales of All Residential Property*

March 1<sup>st</sup>, 2021

Lallymay Rose-Burrell

Jennifer Mincy

3301 Corktree Trail

Lithonia, GA 30038

To whom it may concern,

Lallymay Rose-Burrell and Jennifer Mincy D.B.A Silver Sands Group Home has my permission to file the application for 'USE of Land" for the property located at 3301 Corktree trail Lithonia GA. 30038 to be used as group home. Please contact our office at 770-506-2630 if you have any questions or concerns.

Thank you,

JD Homes & Shanedyra Donate



ON 24<sup>th</sup> DAY OF JUNE 2023  
Annette Powell

ALL MATTERS OF TITLE ARE EXCEPTED. THIS PLAN IS SUBJECT TO ALL LEGAL EASEMENTS AND THE PROPERTY BY THIS SURVEYOR RIGHTS-OF-WAY PUBLIC OR PRIVATE. \* L E G E N D \*

NOTE: PROPERTY LINES SHOWN ON THIS MAP/PLAT/DEED: ALL ITEMS IN THIS LEGEND MAY NOT APPEAR ON REPRESENT PHYSICAL FIELD CONDITIONS BYAKA ALSO KNOWN AS EVIDENCE OF APPARENT POSSESSION (FROM PINS AND AS PER DEED FOUND, OLD & ESTABLISHED FENCE LINES, OLD WALLS AS PER PLAT LINES, SIGNING & HEDGE LINE, HISTORIC LOCATIONS, OR BUILDING (SETBACK) LINE (E.T.C.) THEY MAY DIFFER AND BE IN CONFLICT WITH THE CAMP TOP PIPE FOUND FROM EVIDENCE FOUND AT THE APPLICABLE COUNTY COURTHOUSE. THEY MAY ALSO DIFFER FROM OTHER SURVEYS OR OPINIONS AND/OR NEIGHBORS.



THIS PLAT.

NO DETERMINATION OF FLOOD HAZARD HAS BEEN MADE FOR

H/T/ NOW OR FORMERLY MAIL MAIL FOUND

PLAT (BOOK/PAGE) POINT OF BEGINNING

OR COMPUTED POINT

POC RADIIUS POINT OF LENGTH COMMENCEMENT (L1)

D DEED (BOOK/PAGE) R/W RIGHT-OF-WAY

DW DRIVEWAY

RBE REINFORCING BAR FOUND

P EDEGE OF PAYMENT

(1/2" UNO)

SURVEYS/PLATS, A FULL LAND TITLE REPORT FOR FINISH FLOOR ELEVATION HAS 1/2" REINFORCING BAR SET OPINION ON ALL PROPERTIES, INCLUDING ADJACENT TO A WHATEVER KNOWN AS 1/4" SIDEWALK

AND CONTIGUOUS PROPERTIES MAY BE HEADED TO DISCREPANCIES

IRON PIN FOUND

SSE SANITARY SEWER EASEMENT RESOLVE ALL POSSIBLE PROPERTY LINE DISPUTES OR

ARC LENGTH

SSED SANITARY SEWER CLEANOUT

LAND LOT

X- FENCE LINE

1/4" LAND NEIGHBOR'S LOT LINE

WALL

THIS MAP/PLAT WAS MADE WITHOUT THE BENEFIT OF

A CURRENT TITLE COMMITMENT, EASEMENTS AND ENCUMBRANCES MAY EXIST WHICH BENEFIT AND

BURDEN THIS PROPERTY. THIS MAP/PLAT IS SUBJECT

TO REVISIONS AND UPDATE UPON RECEIPT OF SAID TITLE COMMITMENT

BUILDING LINES SHOWN HEREON DERIVED FROM

CURVE RADIUS LENGTH CHORD

CH. BEARING

204.31' 55.94'

56.25' 00' 14' 00"E

LINE DIST. BEARING

62.25' 00' 14' 59"E

VARIOUS ONLINE SOURCES. THEY MAY BE IN

CONFLICT WITH OR DIFFER FROM INTERPRETATIONS

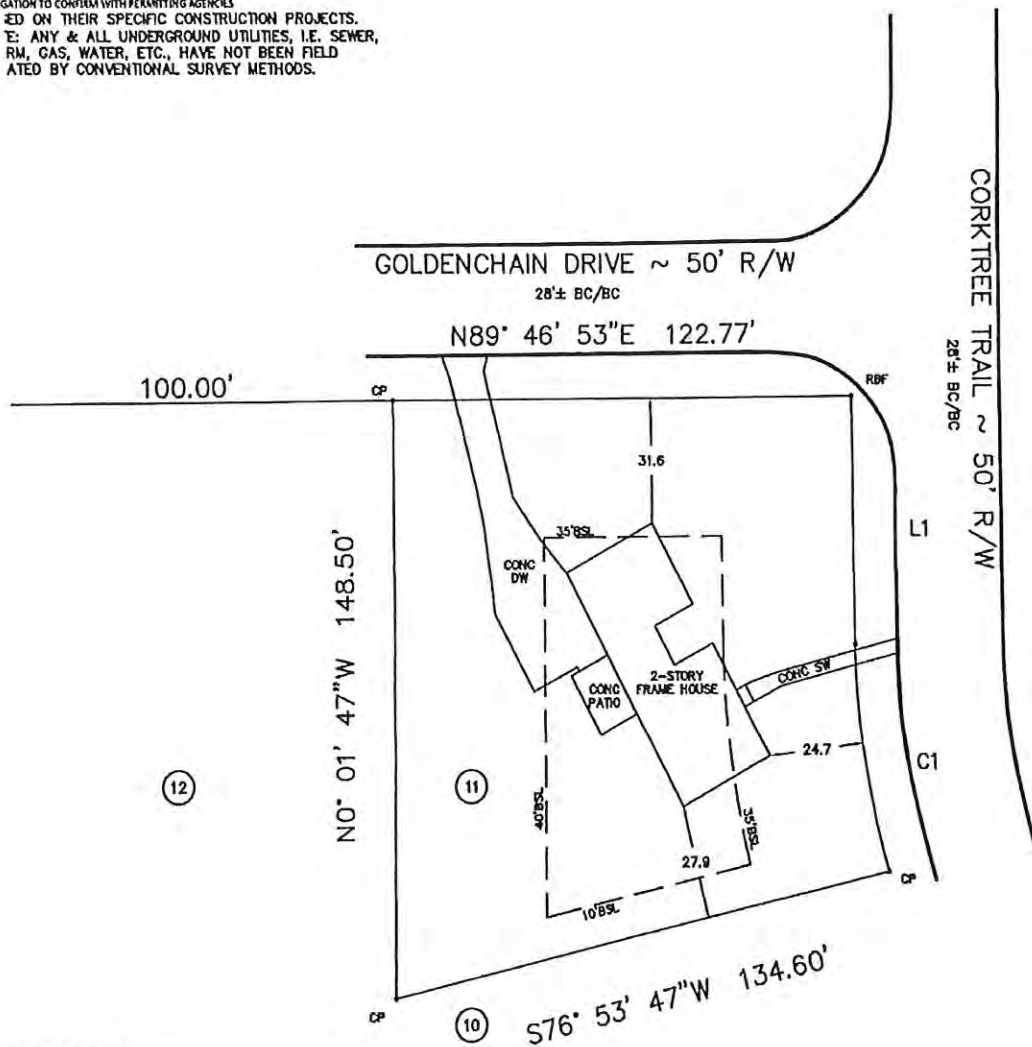
OF GOVERNING AUTHORITIES. IT IS THE CLIENT'S

OBLIGATION TO CONFIRM WITH PERMITTING AGENCIES

ON THEIR SPECIFIC CONSTRUCTION PROJECTS.

NOTE: ANY & ALL UNDERGROUND UTILITIES, I.E. SEWER, RM, GAS, WATER, ETC., HAVE NOT BEEN FIELD VERIFIED BY CONVENTIONAL SURVEY METHODS.

BASED ON THEIR SPECIFIC



CONSTRUCTION PROJECTS.

NOTE: ANY & ALL UNDERGROUND UTILITIES, IE SEWER, SIGNAL, GAS, WATER, ETC., HAVE NOT BEEN FIELD LOCATED BY CONVENTIONAL SURVEY METHODS.

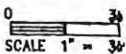
REC

PROPERTY ADDRESS: 3301 Corktree Trail  
Stonecrest, GA 30038

LAND AREA:  
16688 SF  
0.383 AC

IMPERVIOUS AREA:  
DW: 1097 SF  
PATIO: 183 SF  
HOUSE: 1406 SF  
STOOP: 13 SF = 131 SF  
EXIST = 3010 SF = 18.0Z

ZONING: R-3 00



PLAT PREPARED FOR:

3301 Corktree Trail

LOT 11 BLOCK 0 CLEVELAND WOODS SUBDIVISION

LAND LOT 65 15th DISTRICT

BY:

DEKALB COUNTY, GEORGIA

FIELD DATE: 1-10-2023

PH

LOCATED BY STONECREST

DRAWN DATE: 1-11-2023

TW

REFERENCE: PLAT BOOK 61, PAGE 18 REFERENCE: DEED BOOK AGE

ALL MATTERS OF TITLE AND EXCEPTED. NOT TO BE RECORDED



SURVEY SYSTEMS ATLANTA  
2156 W Park Ct, Ste D,  
COA HLSF000867,  
Call 678-591-6064



TA  
Stone Mtn, GA 30087  
\*resys@systemsatlanta.com  
Office 404-760-0010

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE OF 1 FOOT IN 30,000+ FEET, AN ANGULAR ERROR OF 85 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING THE LEAST SQUARES METHOD. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE TO 1 FOOT IN 40,000+ FEET. AN ELECTRONIC TOTAL STATION WAS USED IN THE PREPARATION OF THIS PLAT. NO STATE PLANE MONUMENT IS FOUND WITHIN 500' OF THIS PROPERTY.



Sec. 4.2.13. - Automobile wash service, principal, accessory, detail or mobile.

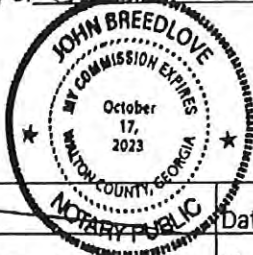
- A. Automobile wash services shall provide a paved area with capacity to store five vehicles waiting to use automatic carwash facilities, and two vehicles per bay for self-service car washes.
- B. Wastewater from all automobile wash services shall be pretreated in accordance with watershed management standards prior to being drained into the public sanitary sewer or into any stormwater structure, as may be approved by the director of planning.
- C. No storage or repair of vehicles shall be allowed on property on which the car washing facility is located.
- D. An accessory single-bay automatic (not self-service) car wash completely enclosed except for openings necessary to allow entry and exit of vehicles shall be permitted subject to the following:
  - 1. The car wash structure shall be constructed of building materials consistent with that of the principal building, including the roof.
  - 2. The doors of the car wash building shall be fully closed when the facility is not available for operation.
  - 3. The car wash structure shall be located behind the rear building line of the principal building,

(Ord. of 8-2-2017, § 1(4.2.13))



## Applicant/Petitioner Notarized Certification

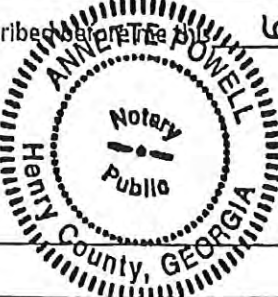

Petitioner states under oath that: (1) he/she is the executor or Attorney-In-Fact under a Power-of-Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").

Applicant / Petitioner	Signature: <u>Threse - Surrall</u>		Date:
	Address: <u>1606 Randolph Ct</u>	City, State: <u>Monroe</u>	Zip: <u>30655</u>
	Phone: <u>347-600-0185</u>		
Sworn to and subscribed before me this <u>5</u> day of <u>July</u> , 20 <u>21</u>			
Notary Public:			
			
Attorney / Agent	Signature: <u>[Signature]</u>		Date: <u>01-5-21</u>
	Address: <u>146 Milk St Blvd</u>	City, State: <u>Monroe, GA</u>	Zip: <u>30655</u>
	Phone:		
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			



Property Owner(s)  
Notarized Certification

The owner and petitioner acknowledge that this Land Use Petition application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent applications.

Property Owner (If Applicable)	Signature: <u>[Signature]</u>	Date: <u>01-6-21</u>	
	Address: <u>2651 Poydras</u>	City, State: <u>New Orleans</u>	Zip: <u>70119</u>
	Phone: <u>7-506-2630</u>		
Property Owner (If Applicable)	Sworn to and subscribed before me this <u>6<sup>TH</sup></u> day of <u>JANUARY</u> , 20 <u>21</u>		
	Notary Public:	 <u>EXP 24<sup>TH</sup> DAY OF JUNE 2023</u> <u>[Signature]</u>	
	Signature:	Date:	
Property Owner (If Applicable)	Address:	City, State: <u>N/A</u>	Zip:
	Phone:		
	Sworn to and subscribed before me this _____ day of _____, 20____		
Property Owner (If Applicable)	Notary Public:		
	Signature:	Date:	
	Address:	City, State: <u>N/A</u>	Zip:
Property Owner (If Applicable)	Phone:		
	Sworn to and subscribed before me this _____ day of _____, 20____		
	Notary Public:		





### Applicant/Petitioner Notarized Certification

Petitioner states under oath that: (1) he/she is the executor or Attorney-In-Fact under a Power-of- Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").

<b>Applicant / Petitioner</b>	Signature: <i>[Handwritten Signature]</i>	Date:
	Address: <i>3130 Grundy Trls 10</i> City, State: <i>Snellville, GA</i> Zip: <i>30039</i>	
	Phone: <i>305-527-0968</i>	
Sworn to and subscribed before me this <u>6<sup>th</sup></u> day of <u>January</u> , 20 <u>21</u>		
Notary Public: <i>Tonica Frazier</i>		
<b>Attorney / Agent</b>	Signature: <i>[Handwritten Signature]</i>	Date: <i>1/6/21</i>
	Address: <i>2288 Main Street E</i> City, State: <i>Snellville, GA</i> Zip: <i>30078</i>	
	Phone: <i>770-972-4840</i>	
	Sworn to and subscribed before me this _____ day of _____, 20_____	
Notary Public:		



### Special Land Use Permit Application

Applicant Information  
Owner Information  
Property Information  
Affidavit  
Notary

Name: LALY MAY ROSE-Burrell

Address: 1606 Randolph Ct Monroe GA 30655

Phone: 347-600-0185 Fax: \_\_\_\_\_ Email: silversandsgrouphomes@gmail.com

Owner's Name: J D Homes

Owner's Address: P.O BOX 2358 Stockbridge, GA 30281

Phone: 770-506-2630 Fax: 404-420-2484 Email: leasing@jdhomes.org

Property Address: 3301 Corttree Trail <sup>Stonecrest 30038</sup> Acreage: .4

Parcel ID: 1506501015

Current Zoning Classification: Residential

Proposed Use of Property: Personal Core Home

Is this development and/or request seeking any incentives or tax abatement through the City of Stonecrest or any entity that can grant such waivers, incentives, and/or abatements?  Yes  No

Property Information: Residential Property

To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest Zoning Ordinance.

Applicant's Name: LALY MAY ROSE-Burrell

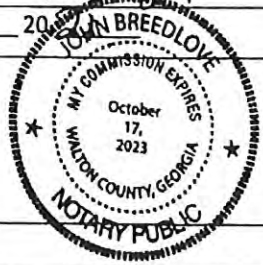
Applicant's Signature: [Signature] Date: 1-5-21

Sworn to and subscribed before me this 5 Day of Jan 2021

Notary Public: John Breedlove

Signature: [Signature]

My Commission Expires: 10-17-23

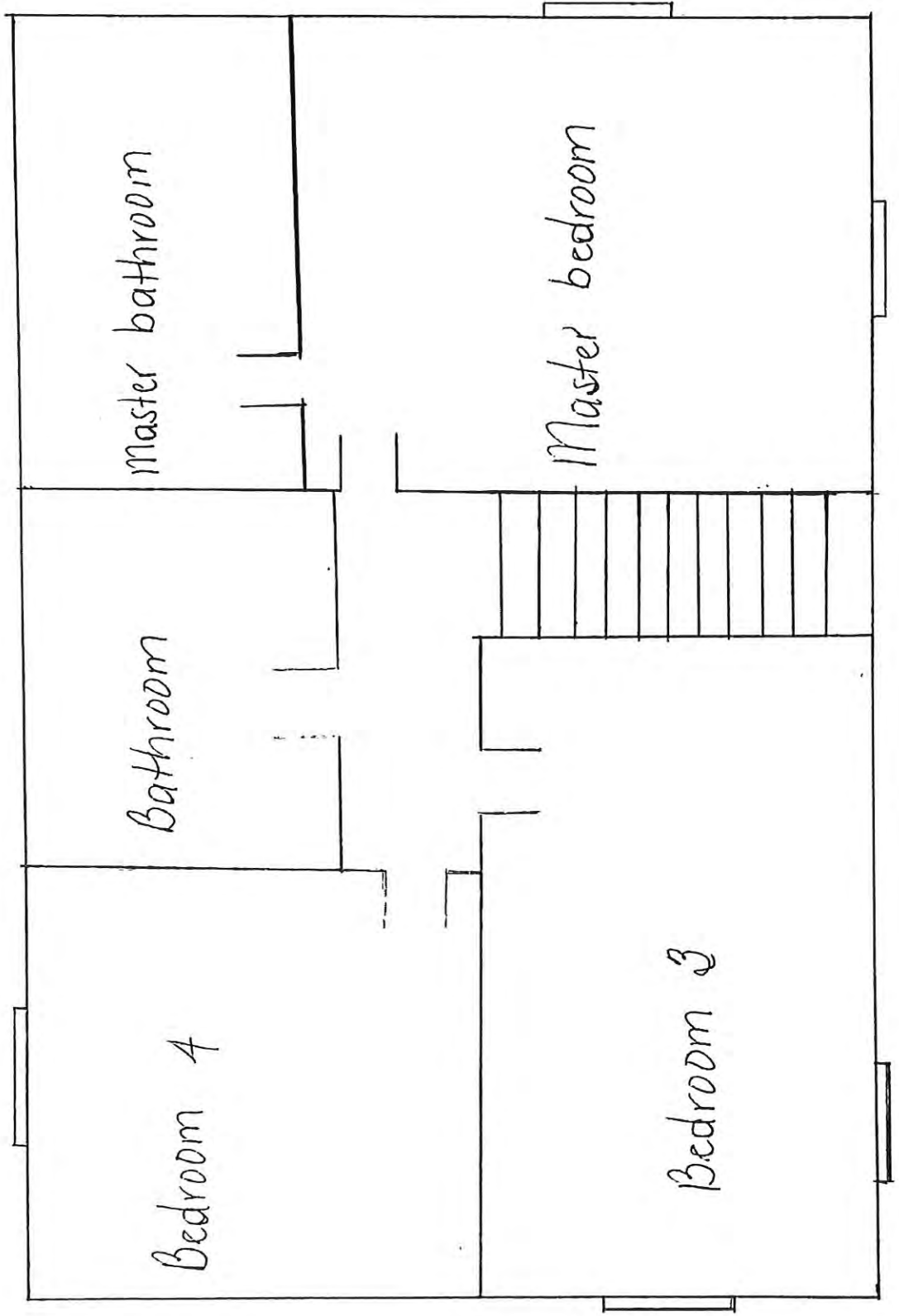


Application Fee  Sign Fee  Legal Fee

Fee: \$ \_\_\_\_\_ Payment:  Cash  Check  CC Date: \_\_\_\_\_

Approved  Approved with Conditions  Denied Date: \_\_\_\_\_

Second Floor







## Special Land Use Permit Criteria Questions

- a) Yes, the size of the site is adequate for the use contemplated and there is adequate land area available for the proposed use including provision of all required yard, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located.
- b) Yes, the proposed use is compatible with adjacent properties and land uses and with other properties and land uses in the district.
- c) This is a private residence therefore there will be no public services or public facilities available. However, public utilities will be utilized.
- d) Yes, the public street is adequate for the proposed use. There is sufficient traffic-carrying capacity for the use proposed. There will be no increased traffic to create congestion in the area.
- e) No, existing land uses located along access routes to the site will not be adversely affected. The proposed use will not affect the traffic flow.
- f) Ingress and egress to the subject property and to all proposed buildings, structures, and pedestrian will not be affected and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency will not be affected.
- g) The proposed use will not create an adverse impact upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use.
- h) The proposed use will not create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use.
- i) The proposed use will not create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use.
- j) The proposed plan is consistent with the requirements of the zoning district classification in which the use is proposed to be located.
- k) The proposed use is consistent with the policies of the comprehensive plan.
- l) The proposed plan provides for all required buffer zones and transitional buffer zones where required by the regulations of the district in which the use is proposed to be located.
- m) There is adequate provision of refuse and service areas.
- n) The length of time for which the special land use permit is granted should not be limited in duration.
- o) The size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings.
- p) The proposed plan will not adversely affect historic buildings, sites, districts, or archaeological resources.
- q) The proposed use satisfies the requirements contained within the supplemental regulations for such special land use permit.
- r) The proposed building as a result of its proposed height will not create a negative shadow impact on any adjoining lot or building.
- s) The proposed use would not result in a disproportionate proliferation of that or similar uses in the subject character area.
- t) Yes, the proposed use would be consistent with the needs of the neighborhood or to the community as a whole, be compatible with the neighborhood.



## COUNCIL MEETING AGENDA ITEM

**SUBJECT:** Approval of the contract for services for City Finance Director with single source procurement.

- |  |                                     |   |
|--|-------------------------------------|---|
| <input type="checkbox"/> ORDINANCE       | <input type="checkbox"/> POLICY     | <input type="checkbox"/> STATUS REPORT    |
| <input type="checkbox"/> DISCUSSION ONLY | <input type="checkbox"/> RESOLUTION | <input checked="" type="checkbox"/> OTHER |

**Date Submitted:** 4-26-2021

**Work Session:**

**Council Meeting:** X

---

**SUBMITTED BY:** City Council

**PURPOSE:** Approval of the contract for services for City Finance Director with single source procurement.

**HISTORY:** SB21 requires that the position of City Finance Director is a director employee of the city.

### **FACTS AND ISSUES:**

The Finance Director is a direct hire of the city council. This position should have been a direct city employee and not a third-party contractor. Please work with the city attorney to develop a single source agreement, similar to that of the city manager and add it to the upcoming agenda. If you have questions, please contact councilwoman Cobble.

### **OPTIONS:**

**RECOMMENDED ACTION:** Approve





## CITY COUNCIL AGENDA ITEM

**SUBJECT:** Approval of the contract for services for City Finance Director with single source procurement.

- ORDINANCE                       POLICY                                       STATUS REPORT  
 DISCUSSION ONLY               RESOLUTION                               OTHER

**Date Submitted:** April 23, 2021              **Work Session:**  
**Special Called Council Meeting:**

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**SUBMITTED BY:** Gia Scruggs

**PURPOSE:** In accordance with Senate Bill 21. The City of Stonecrest's Finance Director is required to be an employee of the City of Stonecrest. To satisfy this requirement a Single Source procurement is required to enter into a contract for the City Finance Director.

**HISTORY:** The Charter revisions to the appointed officers of the City, includes the Finance Director. The Finance Director shall be a direct employee of the City as stated in the Charter.

**FACTS AND ISSUES:** The procurement policy states, "No Single Source procurement shall be valid without prior authorization of the City Council". As a result, this action meets the requirements and authorization is requested by the City Council to enter into a contract.

**OPTIONS:** Approve, Deny, Defer

**RECOMMENDED ACTION:** Approve



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**TO:** MAYOR AND COUNCIL

**FROM:** GIA SCRUGGS

**SUBJECT:** SINGLE SOURCE – FINANCE DIRECTOR

**DATE:** APRIL 26, 2021

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This communication is to request Mayor and Council’s approval for the use of a Single Source procurement for the selection of the Finance Director. The Single Source provisions outlined in Section VII – Non-Competitive Procurements state the Single Source procurement can be used in the following situation:

“To obtain the Services or Professional Services of any Person for the purpose of serving in any appointed position identified in Article III of the City Charter”

To this end, the requirements for Single Source Procurement has been satisfied.