



CITY ADMINISTRATOR

Michael E. Parks

PLANNING COMMISSION

Kim Skriba
Carolyn Wade
Bo Bland
Jon Gomolak
Robert Yoe

**PLANNING
COMMISSION**

AGENDA

June 19, 2024

1 Auburn Way

6:00 p.m.

CALL TO ORDER:

APPROVAL OF AGENDA

APPROVAL OF MINUTES – May 15, 2024

OLD BUSINESS TABLED FROM LAST MEETING, May 15, 2024 -Presented by Sarah McQuade, City Planner

1. **Case: OAR 24-001**, Sullins Engineering, LLC has submitted an application for review in accordance with the provisions of the Auburn Downtown Overlay District Architectural Review (17 .91.070) for approval of a site plan, landscaping & building design including elevations & architectural details of a proposed townhome development located on a portion of 0 6th Street (Tax Parcel AU1 121 pt).

NEW BUSINESS- Presented by Jack Wilson, City Attorney

2. **Proposed adoption of the Updated Official Zoning Map for the City of Auburn**
3. **Proposed amendment to the City's Zoning Ordinance, Section 17.90.1010 and 17.90.020 regarding keeping chickens on residential properties in the City.**

Citizen Comments

Announcements

Adjournment

Agenda subject to change...



Mayor
Richard E. Roquemore

City Council
Robert L. Vogel III
Taylor Sisk
Jamie Bradley
Joshua Rowan

City Administrator
Michael E. Parks

Planning & Zoning
Commission Meeting Minutes
May 15, 2024

Meeting Called to order by Chairwoman Kim Skriba
Approval of the agenda, all in favor, motion carried.

Approval of minutes from March 20, 2024, motion to approve, 2nd - all in favor.

Public Hearing Procedures read by Chairwoman Skriba

Old Business presented by City Planner, Sarah McQuade

1. **Case: OAR 24-001**, Sullins Engineering, LLC has submitted an application for review in accordance with the provisions of the Auburn Downtown Overlay District Architectural Review (17 .91.070) for approval of a site plan, landscaping & building design including elevations & architectural details of a proposed townhome development located on a portion of 6th Street (Tax Parcel AU1 121 pt).

Sarah McQuade-City Planner stated the applicant requested to table application prior to the meeting so that a decision may be made by the Zoning Board of Appeals on the requested variance at their June meeting. At their meeting on May 8, the ZBOA tabled the variance request so that the applicant could revise their architectural renderings and potential site design. The applicant is requesting a variance from the requirement that a minimum of the first floor be comprised of 75% windows.

Member Gomolak asked City Planner McQuade a few questions about the splitting of the parcel, possible Commercial and Residential, Member Bland requested that the applicant show that there are 2 separate parcels which would be a recorded plat per City Planner. Members Wade and Yoe also inquired about tabling multiple times.

Motion was made to table, 2nd, all approved.

Motion to adjourn, 2nd, all approved.



COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF AUBURN

1 Auburn Way

AUBURN, GA 30011

PHONE: 770-963-4002

www.cityofauburn-ga.org

MEMORANDUM

TO: Planning & Zoning Commission Members
FROM: Sarah McQuade, City Planner
DATE: June 13, 2024
RE: Auburn Downtown Overlay District - Architectural Review

Dear Planning & Zoning Commission Members,

Since this item was last tabled during your May 15, 2024 meeting, a decision was made in relation to the variance requested from the front façade design standards of the Auburn Downtown Overlay District ([17.91](#)).

Prior to the meeting, the applicant submitted the following additional materials, as requested by the Zoning Board of Appeals:

1. 2024-05-20 6th Street Auburn Front Garage Entry Plan window percentage (*Word Document*)
 - a. *In the proposed front entry garage plan the windows comprise **24%** of the street facing façade.*
2. 2024-05-20 6th Street Auburn Rear Garage Entry Plan window percentage (*Word Document*)
 - a. *In the proposed rear entry garage plan the windows comprise **71%** of the street facing façade.*
3. Auburn Level Front (*PDF*)
 - a. *The updated rendering does not provide information regarding the architectural materials or how the proposed product meets the architectural intent of the architectural requirements of the Auburn Downtown Overlay District standards.*

During their regularly scheduled meeting on June 12, 2024, the Zoning Board of Appeals voted to deny the variance request.

If you have any questions or need any additional information, please do not hesitate to contact me.

Thank you.

CC: Mayor and Members of City Council
Michael Parks, City Manager
Jack Wilson, City Attorney



COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF AUBURN
1369 FOURTH AVENUE
AUBURN, GA 30011

PHONE: 770-963-4002

www.cityofauburn-ga.org

MEMORANDUM

TO: Planning & Zoning Commission Members

FROM: Sarah McQuade, City Planner

DATE: May 13, 2024

RE: Auburn Downtown Overlay District - Architectural Review

Dear Planning & Zoning Commission Members,

During the March 12, 2024, meeting, the Planning & Zoning Commission voted to table the application (OAR24-001) until the next regularly scheduled meeting, at the applicant's request. The applicant requested to table the item so they could pursue a variance from the front façade design standards of the Auburn Downtown Overlay District (ADOD, [17.91](#)).

Since then, the applicant has applied for a variance from the front façade design standards found in Sec. 17.91.050(2)(b)(i) which requires a minimum of seventy-five percent of the street-facing building façade between three feet and eight feet in height must be comprised of clear windows that allow views of indoor space or product display areas.

At their regularly scheduled meeting on May 10, 2024, the Zoning Board of Appeals voted to table the item to their June meeting, scheduled for June 12, 2024. The item was tabled so the applicant could redesign the proposed townhomes to be more in accordance with the ADOD design standards.

The applicant has requested that the OAR review before you be tabled until June 19, 2024.

Staff recommends that this item be tabled to the regularly scheduled June meeting of Planning & Zoning Commission meeting so that a decision on the requested variance has been made by the Zoning Board of Appeals.

If you have any questions or need any additional information, please do not hesitate to contact me.

Thank you.

CC: Mayor and Members of City Council
Michael Parks
Jack Wilson



COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF AUBURN
1369 FOURTH AVENUE
AUBURN, GA 30011
PHONE: 770-963-4002
www.cityofauburn-ga.org

MEMORANDUM

TO: Planning & Zoning Commission Members

FROM: Sarah McQuade, City Planner

DATE: March 12, 2024

RE: Auburn Downtown Overlay District - Architectural Review

Dear Planning & Zoning Commission Members,

During the February 21, 2024, meeting, the Planning & Zoning Commission voted to table the application (OAR24-001) until the next regularly scheduled meeting, at the applicant's request. The applicant requested to table the item so they could address components of their proposal which did not meet the requirements of the Auburn Downtown Overlay District [\(17.91\)](#) standards.

Since then, the applicant has applied for a variance from the front façade design standards found in Sec. 17.91.050(2)(b)(i) which requires a minimum of seventy-five percent of the street-facing building façade between three feet and eight feet in height must be comprised of clear windows that allow views of indoor space or product display areas.

This item will be heard by the Zoning Board of Appeals at their regularly scheduled meeting on May 10, 2024.

Staff recommends that this item be tabled until the regularly scheduled May meeting of Planning & Zoning Commission meeting so that a decision on the requested variance has been made by the Zoning Board of Appeals. The meeting is scheduled for May 8, 2024.

If you have any questions or need any additional information, please do not hesitate to contact me.

Thank you.



COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF AUBURN
1369 FOURTH AVENUE
AUBURN, GA 30011
(770) 963-4002
www.cityofauburn-ga.org

OAR # 24-001

Feb. 21, 24 6pm

**DOWNTOWN AUBURN OVERLAY DISTRICT
ARCHITECTURAL REVIEW**

In accordance with provisions of the Auburn Downtown Overlay District regulations, new buildings, exterior improvements to existing buildings, landscaping, signage, and site planning must be approved by the Auburn Planning and Zoning Commission before issuance of a building permit.

SUBMITTAL REQUIREMENTS: 1 HARD COPY AND/OR DIGITAL COPIES OF EXTERIOR VIEWS, CONCEPT DRAWINGS, PHOTOS, LANDSCAPE PLAN, SITE PLAN, OR COLOR SAMPLES.

DATE: 11/7/23

APPLICANT NAME: Sullins Engineering LLC

PROPERTY ADDRESS: 1335 6th Street

PHONE: 706-773-3849 EMAIL: JAKESULLINS@gmail.com

PROPERTY OWNER: HBC Investments LLC

ADDRESS: 5615 Golf Club Drive, Braselton, GA 30517

PHONE: 267-971-5662 EMAIL: _____

IMPROVEMENT TYPE: (Check all that apply)

☒ New Building ☐ Existing Building ☐ Site Dev. ☐ Sign

PROJECT DESCRIPTION:

Six townhomes along 6th Ave. The overall parcel of 1.95AC will be split in two with tract one being 0.59AC and tract two being 1.36AC. The six townhomes will be placed on tract one, once developed, the townhomes will be fee simple and split into individual parcels. HOA will be created for the yard and easement upkeep.
*Townhomes will comply with the overlay color palette

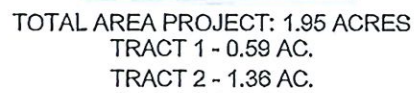
PLANNING & ZONING COMMISSION HEARING DATE: _____ 1361 FOURTH AVE (COUNCIL CHAMBERS)

RECOMMENDATION: _____ APPROVAL _____ APPROVAL W/ CONDITIONS _____ DENIAL

CONDITIONS: _____

REVIEW COMPLETED: _____ SIGNATURE: _____

DATE	REMARKS



HBC INVESTMENTS, LLC
5615 GOLF CLUB DRIVE
BRASELTON, GA 30517
CHRIS AND AMBER HALPER
#267-971-5662

1. COVER SHEET
2. SITE PLAN
3. ARCHITECTURAL - A100
4. ARCHITECTURAL - A200
5. ARCHITECTURAL - A201
6. LANDSCAPE PLAN
7. TREE INVENTORY & ANALYSIS

A location map showing the site location. The map includes roads such as 14th St, 15th St, 16th St, 17th St, 18th St, 19th St, 20th St, 21st St, 22nd St, 23rd St, 24th St, 25th St, 26th St, 27th St, 28th St, 29th St, 30th St, 31st St, 32nd St, 33rd St, 34th St, 35th St, 36th St, 37th St, 38th St, 39th St, 40th St, 41st St, 42nd St, 43rd St, 44th St, 45th St, 46th St, 47th St, 48th St, 49th St, 50th St, 51st St, 52nd St, 53rd St, 54th St, 55th St, 56th St, 57th St, 58th St, 59th St, 60th St, 61st St, 62nd St, 63rd St, 64th St, 65th St, 66th St, 67th St, 68th St, 69th St, 70th St, 71st St, 72nd St, 73rd St, 74th St, 75th St, 76th St, 77th St, 78th St, 79th St, 80th St, 81st St, 82nd St, 83rd St, 84th St, 85th St, 86th St, 87th St, 88th St, 89th St, 90th St, 91st St, 92nd St, 93rd St, 94th St, 95th St, 96th St, 97th St, 98th St, 99th St, 100th St. The site is located at the intersection of 14th St and 15th St. The map also shows the location of the site relative to the surrounding area, including the location of the site relative to the surrounding area.

LOCATION MAP

Sullins Engineering, LLC
303 WEST VAY STREET
RIVER, CA 90660
PHONE: (678) 687-6219
CONTRACT MATTHEW SULLINS
CIVIL ENGINEERS - LAND PLANNERS



City of Auburn Development Permit

1369 4th Avenue
P.O. Box 1059
Auburn, GA 30011
(770) 963-4002 ext. 206 or ext. 208

Permit Number: OAR24001		Permit Issue Date: 01/24/24		Invoice #:	
Application Id: 191694		Application Date: 01/24/24			
Owner/Property Details					
Owner Name: HBC INVESTMENTS LLC Address: 5615 GOLF CLUB DR. BRASELTON, GA 30517 Phone #:			Parcel Number: AU11- 121 Location: 0 6TH ST Zoning: Total Square Ft. 0 Use Type: Construction Type:		
Contractor: SULLINS ENGINEERING LLC 0 6th STREET CONCEPT PLAN REV. Address: 302 WEST MAY STREET WINDER, GA 30680 Phone Number: (706)773-3849 License #:			Subdivision: Class of Work: Valuation: 0.00 New Construction Volume: 0		
Payments (Office Use Only)			Description of Work		
			CONCEPT PLAN REVIEW FOR OAR AU11 121		
			Required Inspections Will Be Checked. Inspector Signature Required:		
			<input type="checkbox"/> Rough _____ <input type="checkbox"/> Final _____		

NOTICE: NO INSPECTIONS WILL BE MADE UNLESS POSTED ON CONSTRUCTION SITE FACING STREET IN PLAIN VIEW!

FIS
Pay Direct

Thank you for your payment.

Please print this receipt and keep it for your records.

Merchant Specific: SULLI005

Property Location:

Owner Name: Invoice Id: I2400107

Payment Amount: \$500.00

Service Fee: \$14.75

Total Payment Amount: \$514.75

Receipt Number: 3866310018

Transaction Date: 01/24/2024 11:50 AM

Payment Type:



Account Number: *2047

City of Auburn

01/24/24 12:50 Invoice Payment

Customer: SULLI005

Name: SULLINS ENGINEERING LLC

Invoice: I2400107

Permit No: OAR24001

Item 1

Plan Review

500.00

500.00

Batch Id: 012424AP

Ref Num: 23661 Seq: 13 to 13

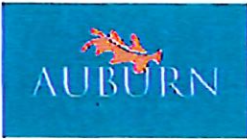
Cash Amount: 0.00

Check Amount: 0.00

Credit Amount: 500.00

Total: 500.00


PLANS FOR ADMINISTRATIVE REVIEW
"AUBURN DOWNTOWN OVERLAY DISTRICT"



TOTAL AREA PROJECT: 1.95 ACRES
TRACT 1 - 0.59 AC.
TRACT 2 - 1.36 AC.

OWNER / DEVELOPER:
HBC INVESTMENTS, LLC
5615 GOLF CLUB DRIVE
DRASELTON, GA 30517
CHRIS AND AMBER HALPER
0267-971-5662


FUNDING: PRIVATE



LOCATION MAP

NO.	DESCRIPTION
1	COVER SHEET
2	SITE PLAN
3	ARCHITECTURAL - A100
4	ARCHITECTURAL - A200
5	ARCHITECTURAL - A201
6	LANDSCAPE PLAN
7	TREE INVENTORY & ANALYSIS

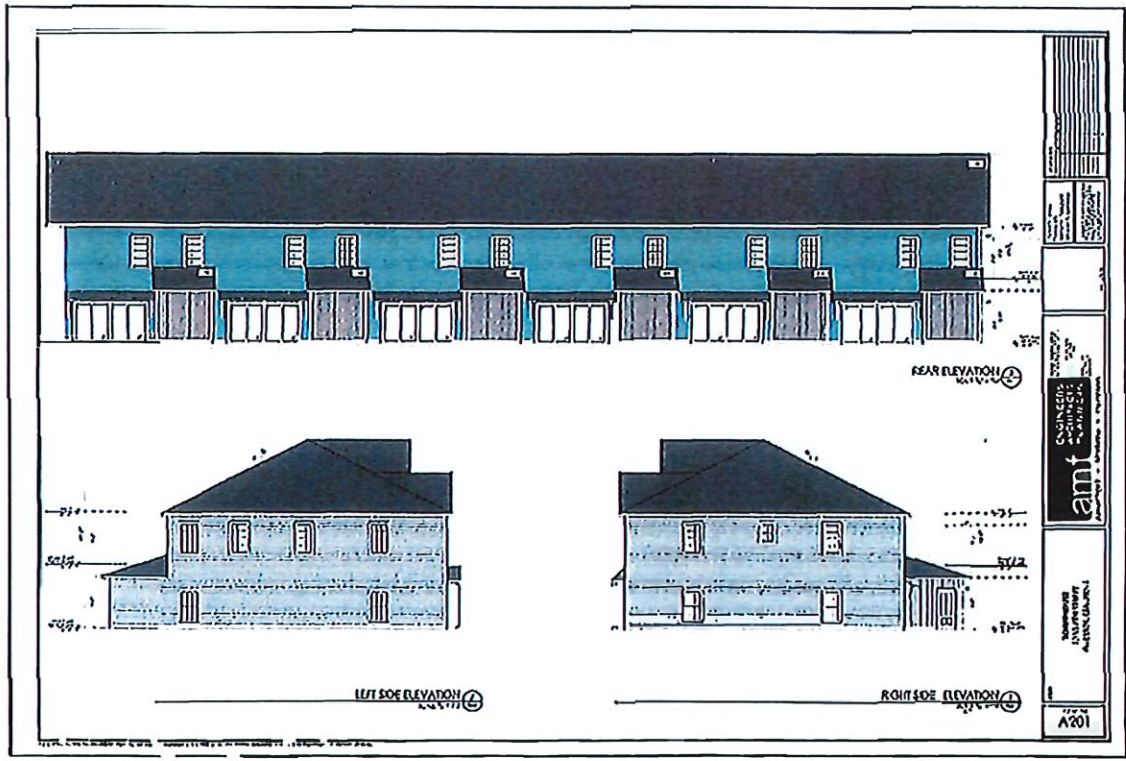
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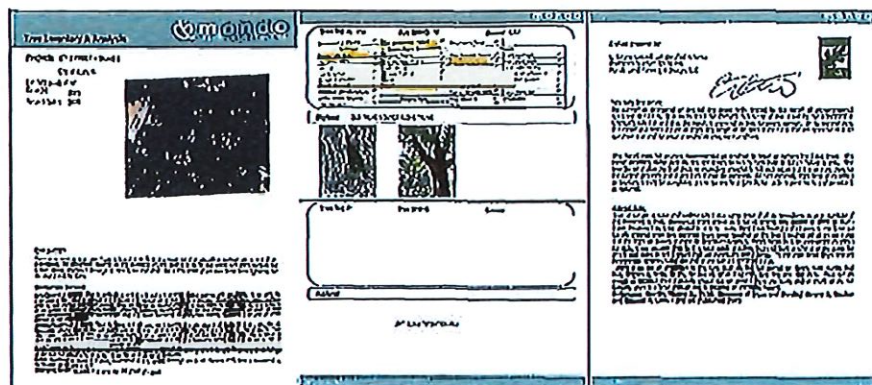
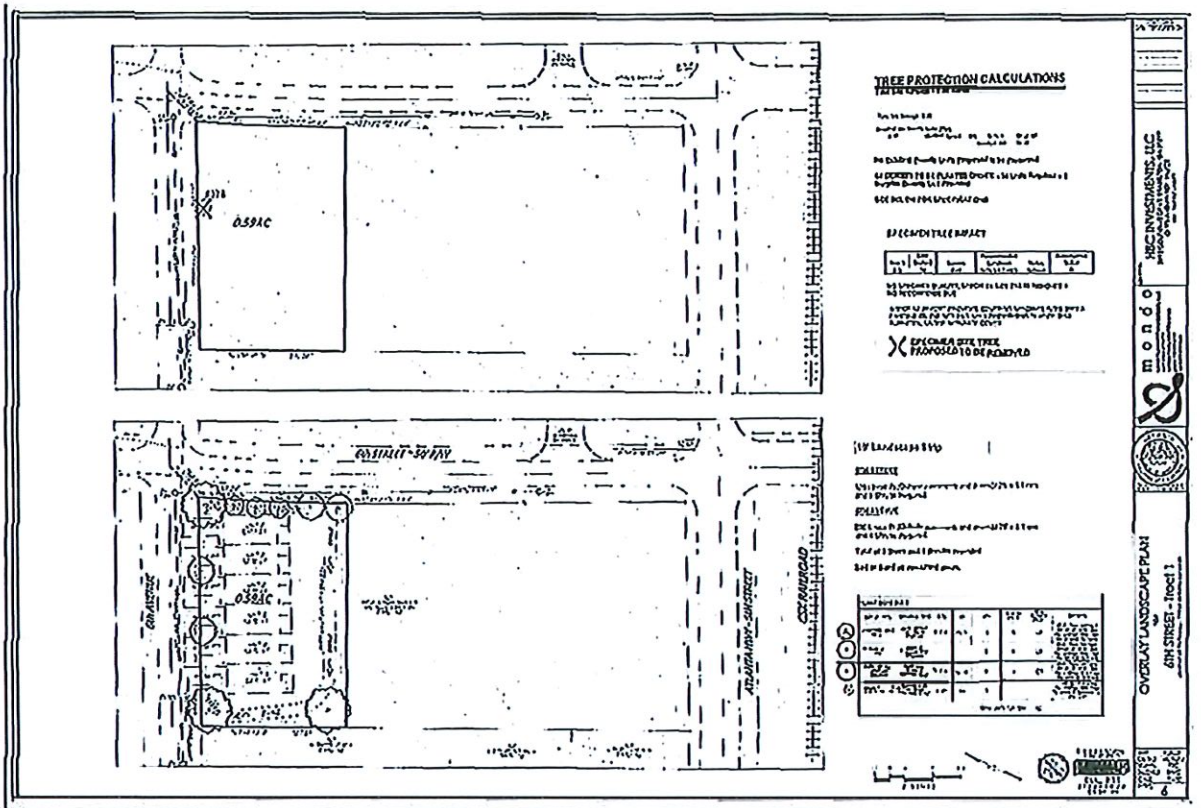
Sullins Engineering, LLC
2015 WINSTON
DR. SUITE 200
DRASELTON, GA 30517
TEL: 678-971-5662 FAX: 678-971-5663

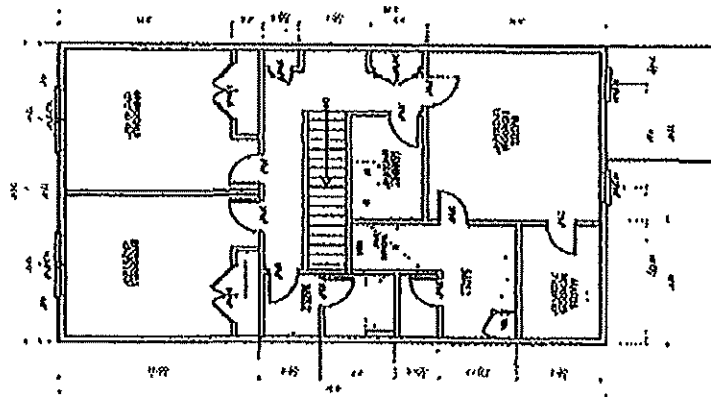


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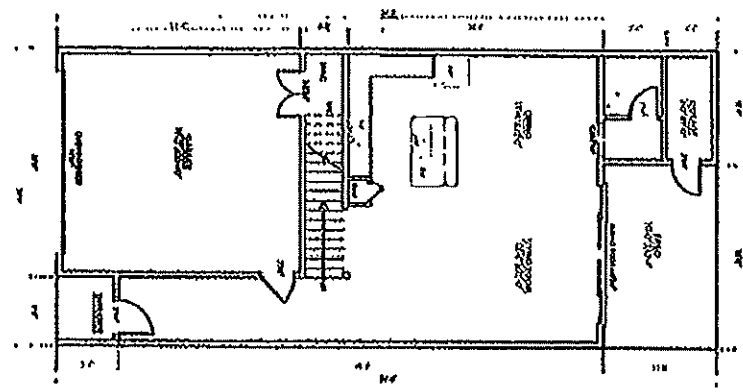


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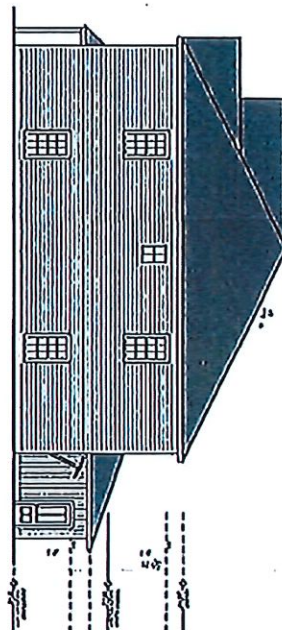
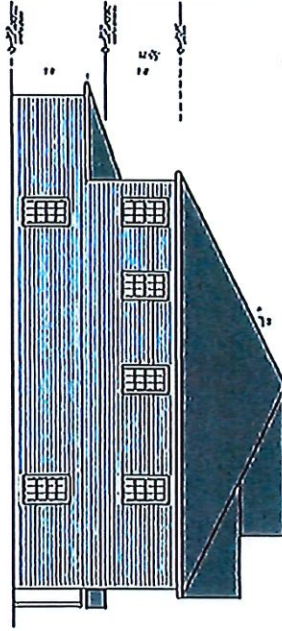
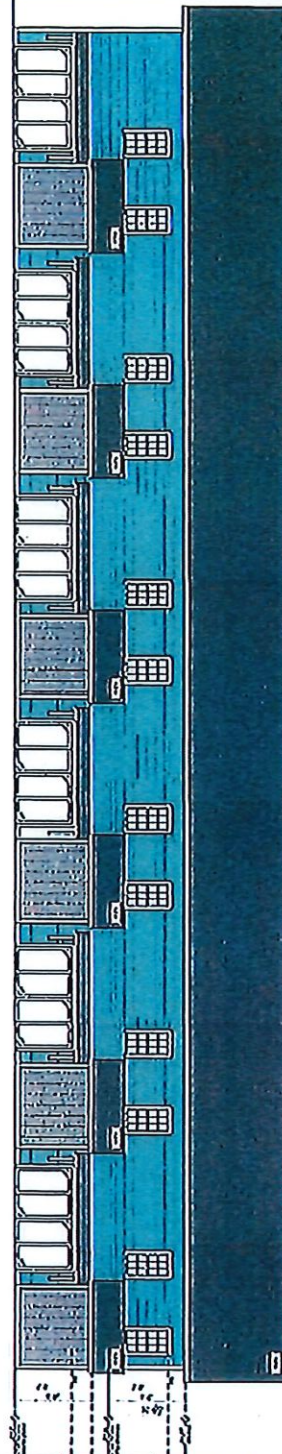
SECOND FLOOR PLAN



FIRST FLOOR PLAN

<p>10103</p> <p>TOWNHOUSE</p> <p>1300 4TH STREET</p> <p>ANN ARBOR, MI 48103</p>	<p>amt</p> <p>ARCHITECTS</p> <p>ANN ARBOR • HOLLAND • BIRMINGHAM</p>	<p>1300 4TH STREET</p> <p>ANN ARBOR, MI 48103</p>	<p>SECOND FLOOR PLAN</p> <p>1300 4TH STREET</p> <p>ANN ARBOR, MI 48103</p>	<p>1300 4TH STREET</p> <p>ANN ARBOR, MI 48103</p>
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1300 4TH STREET



LEFT SIDE ELEVATION 3

RIGHT SIDE ELEVATION

REAR ELEVATION 3

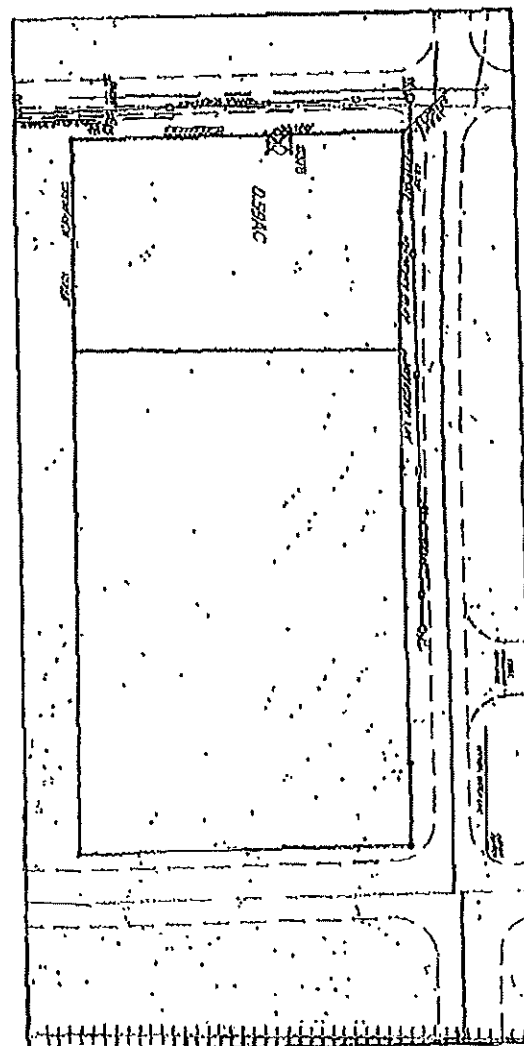
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TOYHOUSE
1335 4TH STREET
AUBURN, GA 30011

amt ENGINEERS
ARCHITECTS
PLANNERS
Amenfield • Botherly • Thurmond

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 244 0
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BIBLIOGRAPHY									
No.	Author	Title	Year	Page	Notes				
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THESE PROTECTION CALCULATIONS
 Have been completed by name _____

Full Name: _____
 Date: _____
 Signature: _____
 Title: _____

My calculations have been approved by the President
 of the District Council, _____
 Date: _____
 Signature: _____
 Title: _____

Tree Inventory & Analysis

Project 6-START-Track 1

City of Auburn
City of Auburn
Date: 1/1/2023
Report Date: 2023

[illegible]

CONCLUSIONS / This study has the merit of comparing quality of life in patients with aortic aneurysms and in patients with aortic dissections. The results of this study are in line with the results of other studies. The results of this study are in line with the results of other studies. The results of this study are in line with the results of other studies.

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Problems	2nd Party	Control

Problems

www.merck.com

university

Waxonom

Arthropods

E. Thymus Odoratus, L.A. County Arboretum
Cartoon Number: 20/64A
Pots and Plants - Osmo, LLC

[Signature]

[illegible][illegible][illegible]

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Auburn will conduct public hearings on a proposed amendment to the City's Zoning Ordinance, Section 17.90.010 and 17.90.020 regarding keeping chickens on residential properties in the City. A copy of the proposed amendment is available at City Hall.

The City of Auburn Planning Commission will meet on June 19, 2024 at 6:00 p.m. at the City Council Chambers, 1 Auburn Way, Auburn, Georgia 30011 and the Mayor and City Council will meet on Thursday June 27, 2024 at 6:00 p.m. at the City Council Chambers, 1 Auburn Way, Auburn, Georgia, 30011 to conduct public hearings on these matters. Public comment on these issues is invited and encouraged.

ORDINANCE NO.

**AN ORDINANCE
TO AMEND THE ZONING ORDINANCE OF
CITY OF AUBURN, GEORGIA**

WHEREAS, the City has adopted a comprehensive Zoning Ordinance; and

WHEREAS, citizens and the City's Code Enforcement staff have requested certain changes to permit the limited keeping of poultry on residentially zoned property; and

WHEREAS, it is the best interest of the health, safety and welfare of the citizens of Auburn to amend the City Code to provide reasonable regulations to govern the safe keeping of poultry on residential property and to balance the interests of property owners and citizens of the City; and

NOW, THEREFORE, THE COUNCIL OF THE CITY OF AUBURN HEREBY ORDAINS that the City Code of Ordinances be amended as follows:

SECTION 1

The following language is added at the end of Section 17.90.010(B)(13):

The raising and keeping of chickens for personal pleasure or utility on a parcel which contains the dwelling of the owner is permitted, provided that the parcel is at least three (3) acres in area and all animal quarters are located no closer than 100 feet to any property line.

SECTION 2

The existing Section Sec. 17.90.020(B)(9) is deleted, and the following are adopted and substituted in their place:

Sec. 17.90.020(B)(9)

The keeping of chickens for personal pleasure or utility on a parcel which contains the dwelling of the owner is permitted, subject to the following requirements:

- a. The minimum lot size for the keeping of chickens shall be ten thousand five hundred (10,500) square feet (1/4 acre).
- b. Chickens must be kept securely in an enclosed yard or 6-sided pen at all times.

SECTION 5

All laws and parts of laws in conflict with this Ordinance are hereby repealed.

SECTION 6

This Ordinance and the amendments outlined herein shall be effective immediately upon their adoption by the Mayor and City Council.

SO ORDAINED this _____ day of _____, 2024.

Rick Roquemore, Mayor

Joshua Rowan, Council Member

Robert L. Vogel, III Council Member

Taylor J. Sisk, Council Member

Jamie L. Bradley, Council Member

ATTEST:

Michael Parks, City Clerk

NOTICE OF PUBLIC HEARING

Notice is hereby given that The City of Auburn, Georgia will consider the adoption of an updated Official Zoning Map for the City.

The City of Auburn Planning Commission will meet on June 19, 2024 at 6:00 p.m. at City Council Chambers, 1 Auburn Way, Auburn, Georgia and the Mayor and City Council will meet on Thursday June 27, 2024 at 6:00 p.m. at the Auburn City Council Chambers, 1 Auburn Way, Auburn, Georgia, to conduct public hearings on the updated Official Zoning Map of the City. Public comment on these issues is invited and encouraged.

DRAFT

Gwinnett County

Gwinnett County

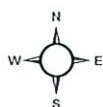
LEGEND

County Line

2024 Parcels

City Limits

Rivers and Streams



Zoning Districts

AG

R-100

RM8

RMD

MH

PSV

CCD

C1

C2

C3

M1

M2

ADOD

Certified as the Official Zoning Map
for the City of Auburn

Rick Roquemore, Mayor





Date of Adoption



Map Last Updated:
4/23/2024

The City of Auburn assumes no responsibility for the legal accuracy of the information contained herein. All data is for informational purposes only.

Future Land Use (2023)

-  Agricultural
-  Parks /Recreation/Conservation
-  Public/Institutional
-  Neighborhood Commercial
-  General Commercial
-  Corridor Commercial
-  Mixed Use
-  Single-Family Residential
-  Multi-Family Residential
-  Heavy Industrial
-  Light Industrial



0 1/2 1 Miles

NEGRC

The information has been provided from general sources and is to be used only as a guide. The NCCRC assumes no liability for its accuracy or for any decisions the user may make based on this document.

Geographic Information Systems

8/3/2023
Planning & Government Services Division [SK]

