



**MAYOR**  
Richard E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan  
Johnathen Eggleston

**CITY OF AUBURN  
MAYOR and CITY COUNCIL  
July 9, 2026  
6:00 PM  
Council Business Meeting  
1 Auburn Way  
Auburn, GA 30011**

**INVOCATION**

**PLEDGE**

**COUNCIL REPORTS AND ANNOUNCEMENTS**

**PUBLIC HEARINGS**

1. Bank OZK Sign Application
2. Sunbelt Expansion
3. Auburn Zoning Map Update
4. Code 17.070.010 - Walls & Fences Amendments

**CITIZEN COMMENTS ON AGENDA ITEMS**

**NEW BUSINESS**

5. Consent Agenda
  - a) Council Business Meeting Minutes June 11, 2026
  - b) Budget Meeting Capital Improvements Workshop Minutes June 16, 2026
  - c) Council Workshop Meeting Minutes June 18, 2026
  - d) Raw Water Storage Pond Piping Change Orders
  - e) Road Steel Plates Purchase for Public Works
  - f) Charter Update

**Voting items**

6. Bank OZK Sign Application
7. Sunbelt Expansion
8. Auburn Zoning Map Update
9. Code 17.070.010 Walls & Fences Amendments

**CITIZEN COMMENTS**

**ADJOURN**

Agenda subject to change prior to meeting



**MAYOR**  
Richard E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Johnathen Eggleston  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan

**AGENDA ITEM: 1**

**TO:** Mayor and City Council

**FROM:** Sarah McQuade, AICP  
City Planner

**DATE:** July 9, 2026

**PURPOSE:** OAR26-0001. Overlay Architectural Review (OAR) approval to install one monument sign.

**BACKGROUND:** The applicant proposes the installation of one monument sign at the Bank OZK frontage at Atlanta Hwy. This property is in the Auburn Downtown Overlay District; therefore, Overlay Architectural Review (OAR) approval must be granted by the Auburn Mayor and City Council prior to the issuance of a sign permit.

**COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDATION:**  
In accordance with the review procedure established in Sec. 17.91.080, and the provisions of Sec. 17.91, staff finds that the proposal is not compliant with the requirements of the Auburn Downtown Overlay District. Staff recommends denial of the subject Overlay Architectural Review request, as the proposal does not satisfy the requirements of Sec. 17.91.070 – Signage.

However, should the City Council find the subject OAR to be compliant, staff recommends the following stipulations be enforced upon the site and adopted as part of the approval:

1. The proposed sign shall be placed as to maintain 10 feet of separation from the Atlanta Hwy right-of-way.
2. The sign shall not include any electronic screens or digital display elements.

**WORK SESSION SUMMARY:**

At their public meeting on June 18, 2026, the Mayor and City Council discussed the subject OAR request as a work session item. A discussion regarding the following potential conditions occurred:

- The proposed sign shall be placed as to maintain 10 feet of separation from the Atlanta Highway right of way.

- The sign shall conform to the plans presented with the application.
- This application is approved as a waiver of City Code Section 17.91.070.E.4 as the sign represents a replacement for an existing sign.
- The sign shall be a monument sign. The monument base material shall be constructed of a minimum of half-depth brick, or masonry materials which complement the principal building.

**FUNDING:** N/A



**COMMUNITY DEVELOPMENT DEPARTMENT**

CITY OF AUBURN

1 Auburn Way

AUBURN, GA 30011

PHONE: 770-963-4002

[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

**Staff Report for Auburn Downtown Overlay District - Overlay Architectural Review**

CASE NUMBER: OAR26-0001  
ZONING: Downtown Overlay District (ADOD)  
LOCATION: 5 Main St  
PARCEL NUMBER: AU11 138  
SITE ACREAGE: 0.71 +/- acres  
PROPOSAL: Install a monument sign  
FUTURE DEVELOPMENT MAP: General Commercial  
APPLICANT: SignArt

**PROJECT SUMMARY:**

The applicant proposes the installation of one (1) monument sign in the front yard of Bank OZK near Atlanta Hwy. The property is in the Auburn Downtown Overlay District (ADOD, [Ch. 17.91](#)); pursuant to these regulations, Overlay Architectural Review (OAR) requiring approval by the Auburn Mayor and City Council prior to the issuance of a sign permit ([Sec. 17.91.080.A](#)).

The applicant is seeking a sign permit to install a Bank OZK monument sign in place of the existing one. The proposal would result in the complete, voluntary removal of the existing monument to make way for the new installation. The existing monument sign has a brick base which supports a two-sided sign face of metallic appearance.

Sign renderings and a site sketch are provided as part of the OAR application, depicting a monument sign with the following attributes:

- 7'4" in height, 1'7" in depth, and 7'3" in width.
- A 17.5-square-foot digital display on each sign face.
- A 7.6-square-foot traditional sign face, providing the name and logo of Bank OZK, on each side. This message area is shown to project three (3) inches from each sign face.
- A cumulative sign area of 25.4 square feet per face, which includes the additional messaging at the bottom-right corner of each sign face, but not the total area of the monument.
- Fabricated aluminum composition.
- Minimum separation of 7'6" between the monument sign and the Atlanta Hwy right-of-way line.

At their public meeting on June 18, 2026, the Mayor and City Council discussed the subject OAR request as a work session item.

## DEVELOPMENT REVIEW COMMENTS:

Pursuant to [Sec. 17.91.080.B](#), the Mayor and City Council of Auburn shall review this application for compliance with all requirements of the Auburn Downtown Overlay District based in part on the criteria outlined herein. Upon decision by the governing body that the proposal complies with said requirements, the applicant may begin development after obtaining the appropriate permit(s).

The Overlay Review Criteria are provided below. Language in bold is from the City of Auburn Zoning Ordinance. Bulleted information that is not bolded are factors known to staff that may apply to the Ordinance criteria.

**a. Applicant submittal includes a project narrative.**

- Yes, the submittal includes a project narrative.

**b. Applicant has submitted a conceptual plan showing all proposed buildings, site requirements, and other information pertinent to the development of the site.**

- Yes, the applicant has submitted a site sketch depicting the location of the proposed sign relative to the property boundaries.

**c. Elevation drawings submitted shall include dimensions of all sides of existing and proposed structures. Architectural elevations and treatments illustrating the architectural finish of the structures.**

- Yes, the applicant has provided scaled renderings of the proposed monument sign.

**d. Applicant has included exterior finish material selections for all relevant structures to comply with the requirements of Chapter 17.91 Auburn Downtown Overlay District.**

- Yes, the applicant indicates in the renderings that the sign will be a "fabricated aluminum cabinet/base painted black."

**e. Applicant has submitted sign plans and landscape plans in accordance with this Chapter 17.91 Auburn Downtown Overlay District.**

- Yes, the applicant has submitted a site sketch and sign renderings for the proposed monument sign.
- The requirement for a landscape plan does not apply to this request.

**f. Applicant submittal includes photos of neighboring properties to ensure compatibility with the proposed design.**

- The applicant has not provided photos of neighboring properties, nor has the City requested any.

**g. Applicant shall provide any other information deemed necessary by the City Planner, or their designee to evaluate the appearance of the proposed site and its structures.**

- The Community Development Department does not request additional information from the applicant at this time.

**h. Property owned by the City or any Authority thereof shall be exempt from the Plan and Review process described herein.**

- The subject property is owned privately; therefore, it's not subject to any exemptions.

In addition to the Overlay Review Criteria provided above, the submittal has been reviewed for general compliance with [Ch. 17.91](#) - Auburn Downtown Overlay District. Staff identifies the following Code deficiencies:

1. Sec. [17.91.070.E.4](#) states that "electronic message board signs are prohibited" in the ADOD. The Signs chapter of the Code defines an electronic message board as "any sign that uses changing lights or colors to form a sign message or messages or creates a picture, scene or design wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes" ([Sec. 17.120.020](#)).
  - a. Staff interprets the proposed 17.5-square-foot digital displays to be electronic message boards. Therefore, this element of the proposed sign is not permitted.
  - b. The existing monument sign does not have any digital displays or elements.
2. Sec. [17.91.070.G.5](#) states that "free standing signs must be located a minimum of ten feet from the public right-of-way." A monument sign is a type of freestanding sign.
  - a. According to the submittal, the proposed sign will have a 7.5-foot setback from the Atlanta Hwy right-of-way. Therefore, the setback distance does not meet the minimum requirement.
  - b. The precise setback distance of the existing monument sign is unknown. The applicant is voluntarily replacing the existing sign, so there is no consideration of lawful nonconforming status per the zoning ordinance.

**COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDATION:**

In accordance with the review procedure established in Sec. 17.91.080, and the provisions of Sec. 17.91, staff finds that the proposal is **not compliant** with the requirements of the Auburn Downtown Overlay District. Staff recommends **denial** of the subject Overlay Architectural Review request, as the proposal does not satisfy the requirements of [Sec. 17.91.070](#) – Signage.

However, should the City Council find the subject OAR to be compliant, staff recommends the following stipulations be enforced upon the site and adopted as part of the approval:

1. The proposed sign shall be placed as to maintain 10 feet of separation from the Atlanta Hwy right-of-way.
2. The sign shall not include any electronic screens or digital display elements.

**WORK SESSION SUMMARY:**

At their public meeting on June 18, 2026, the Mayor and City Council considered the subject OAR request

Case OAR26-0001

as a work session item. A discussion regarding the following potential conditions occurred:

- The proposed sign shall be placed as to maintain 10 feet of separation from the Atlanta Highway right of way.
- The sign shall conform to the plans presented with the application.
- This application is approved as a waiver of City Code Section 17.91.070.E.4 as the sign represents a replacement for an existing sign.
- The sign shall be a monument sign. The monument base material shall be constructed of a minimum of half-depth brick, or masonry materials which complement the principal building.



COMMUNITY DEVELOPMENT DEPARTMENT  
CITY OF AUBURN  
1 AUBURN WAY  
AUBURN, GA 30011  
(770) 963-4002  
[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

OAR #: \_\_\_\_\_

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 Mayor and City Council 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: 6/3/26

APPLICANT NAME: SignArt

PROPERTY ADDRESS: 5 Main Street, Auburn, GA 30011

PHONE: (704) 597-9801 EMAIL: jill@signartsign.com

PROPERTY OWNER: Bank OZK

ADDRESS: 18000 Cantrell Road, Little Rock, AR 72223

PHONE: (501) 978-2223 EMAIL: eric.digsby@ozk.com

IMPROVEMENT TYPE: (Check all that apply)

New Building     Existing Building     Site Dev.     Sign

PROJECT DESCRIPTION:

Installing new monument sign w/ emc in place of existing one

Mayor and Council Public Hearing: _____ 1 AUBURN WAY, AUBURN GA 30011 (COUNCIL CHAMBERS)	
RECOMMENDATION: _____ APPROVAL	_____ APPROVAL W/ CONDITIONS
_____ DENIAL	
CONDITIONS: _____	
REVIEW COMPLETED: _____	SIGNATURE: _____

**SIGN PERMIT APPLICATION**  
 City of Auburn Planning & Zoning Department  
 P. O. Drawer 1059, Auburn, Georgia 30011

Phone: Planning: (770) 963-4002 x 229 Fax: (770) 513-9255 Building Inspection/Permitting (770) 963-4002 x 229

DATE May 27, 2026 PERMIT NO. \_\_\_\_\_

Installer's Business License No. LC2017000056 County/City of License Augusta

Job Site Address 5 Main Street Lot No. \_\_\_\_\_ Tax Parcel No. AU11 138

Zoning \_\_\_\_\_ Nature of Business Bank OZK

Size of Graphic 90" Overall Height (above ground elevation) \_\_\_\_\_ Effective Height (above adjacent road grade) \_\_\_\_\_

Message on Graphic (optional) \_\_\_\_\_

Graphic Display Period: (portable signs only) From \_\_\_\_\_ 20 \_\_\_\_\_ To \_\_\_\_\_ 20 \_\_\_\_\_

Action by Planning Department: Grant ( ) Conditions ( ) Deny ( ) Dept. Official: \_\_\_\_\_ Date 20 \_\_\_\_\_

Plan Review Fees (\$ \_\_\_\_\_ per sign) \$ \_\_\_\_\_ Valuation \$ \_\_\_\_\_

This sign permit will expire if the sign is not at least 70% completed within 6 months from the approval date.

Type of Signs (check all that may apply)	Graphic Materials	Illumination
Free Standing <input checked="" type="checkbox"/>	Aluminum <input checked="" type="checkbox"/>	Incandescent ( )
Parapet ( )	Building ( )	Back Lighting ( )
Temporary ( )	Changeable copy (Manual) ( )	Exterior Flood ( )
Marquee ( )	Changeable copy (Automatic) <input checked="" type="checkbox"/>	Wood ( )
Fiberglass ( )	Metal <input checked="" type="checkbox"/>	Interior <input checked="" type="checkbox"/>
Portable ( )	Painted on ( )	Neon ( )
Projecting ( )	Plastic ( )	
Awning ( )	Stainless Steel ( )	
Subdivision I.D. ( )		
Wall ( )		
Mansard ( )		
Vehicular ( )		

One (1) Monument Sign w/ EMC ( )

Weight of Graphic \_\_\_\_\_ lbs.

**SKETCH**

- Attach: (1) Plat with location of all proposed signs on the lot showing setback lines per City of Auburn Zoning & Sign Regulations.  
 (2) Elevation drawings with dimensions and height  
 (3) Construction drawings

In erecting or maintaining this sign, we agree to hold the City of Auburn harmless of all damages resulting from the erection or maintenance of said Graphic (Sign). I understand that this is not a building permit approval and that prior to performing any work, a building permit must first be obtained from the Building Inspection & permitting unit of the Planning & Development Department.

Owner Bank OZK / Eric Digsby Graphic Contractor SignArt

Mailing Address 18000 Cantrell Rd. Mailing Address 6225 Old Concord Rd.

Little Rock, AR 72223 Charlotte, NC 28213

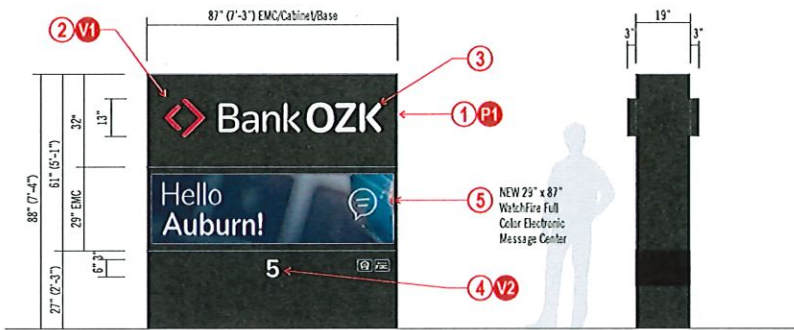
Phone (501) 978-2223 (704) 597-9801

Submit plans and plan review fees to the Planning Department with this application. Upon approval by the Planning Department, obtain permit from Building/Permit Inspection. Please see Ordinance No. 278 City's Sign Regulations for more specific requirements.

**FACE VIEW**  
Scale: 3/8"=1'-0"

**SIDE VIEW**  
Scale: 3/8"=1'-0"

**SECTION DETAIL**  
Scale: NTS



**SIGN A**

D/F Monument Sign  
Qty: 1

**SPECIFICATIONS:**

1. Manufacture and install new D/F monument sign. Fabricated aluminum cabinet/base painted black.
2. Shoulder out channel letters. Logo to be 3" deep with 7328 white acrylic faces. 3M Scot-Let Vinyl applied first surface to face. Returns are black. Channel letters are internally illuminated with white LEDs and mount to face of cabinet.
3. Shoulder out channel letters. Letters to be 3" deep with 7328 white acrylic faces. Returns are black. Channel letters are internally illuminated with white LEDs and mount to face of cabinet.
4. Address numbers to be white vinyl applied first surface to face of aluminum base.
5. New WatchFire 10mm full color EMC unit
6. Remove existing pylon sign, replace with new monument sign.

**COLORS & FINISHES:**

- P1 = Black
- P2 = White
- V1 = 3M 3630-163 Scarlet Red Vinyl
- V1 = 3M White Vinyl



**SignArt**

6225 Old Concord Road  
Charlotte, NC 28213  
P: 704.597.5901  
www.signartsign.com

JOB ID: 48312  
ISSUE DATE: 05/20/26  
CUSTOMER: Bank OZK  
SALESPERSON: Josh Intoppa  
DESIGNER: Jordan Waddell

JOB LOCATION: Bank OZK  
5 Main St  
Auburn, GA  
FILE PATH: B:\Bank OZK\Georgia\Auburn - Main  
48312 - New Monument

REVISIONS: 1  
2  
3  
4  
5  
6  
7

**APPROVED FOR PRODUCTION**

Date:

Signature:

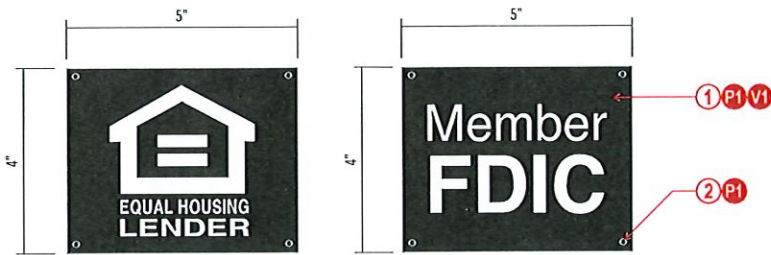
NOTE: ALL SIGNS MANUFACTURED FOR 120v  
ELECTRICAL SERVICE UNLESS OTHERWISE NOTED  
PRIMARY POWER TO SIGN LOCATIONS BY OTHERS

- Ⓢ All signage to be installed in compliance with National Electric Code
- Ⓢ All signage to be constructed and installed in compliance with UL standards

This drawing and the design, plans, layouts and accompanying information contained herein, are the sole property of SignArt and may not be copied, reprinted or distributed without the express written consent of SignArt.

1

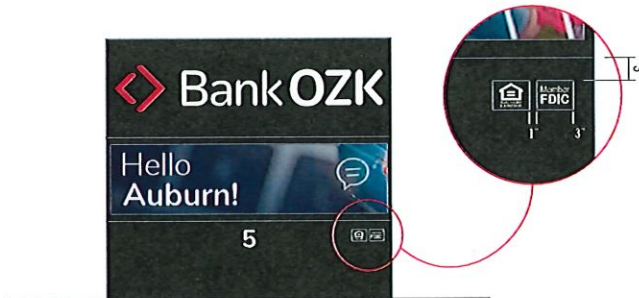
FACE VIEW  
Scale: 1:2



**SIGN B**  
Aluminum Panels  
Qty: 2

**SPECIFICATIONS:**

1. .040 black (precoat) aluminum panels with first surface applied white vinyl to face.
2. Aluminum panels screwed to face of monument base. Screw heads painted black.



**COLORS & FINISHES:**

- P1 = Black
- V1 = 3M White Vinyl

**SignArt**

6225 Old Concord Road  
Charlotte, NC 28213  
P: 704.587.5901  
www.signartsign.com

JOB ID: 48312  
ISSUE DATE: 05/20/26  
CUSTOMER: Bank OZK  
SALESPERSON: Josh Intoppa  
DESIGNER: Jordan Waddell

JOB LOCATION: Bank OZK  
5 Main St.  
Auburn, GA  
FILE PATH: @Bank OZK\Georgia\Auburn - Main  
48312 - New Monument

REVISIONS: 1  
2  
3  
4  
5  
6  
7

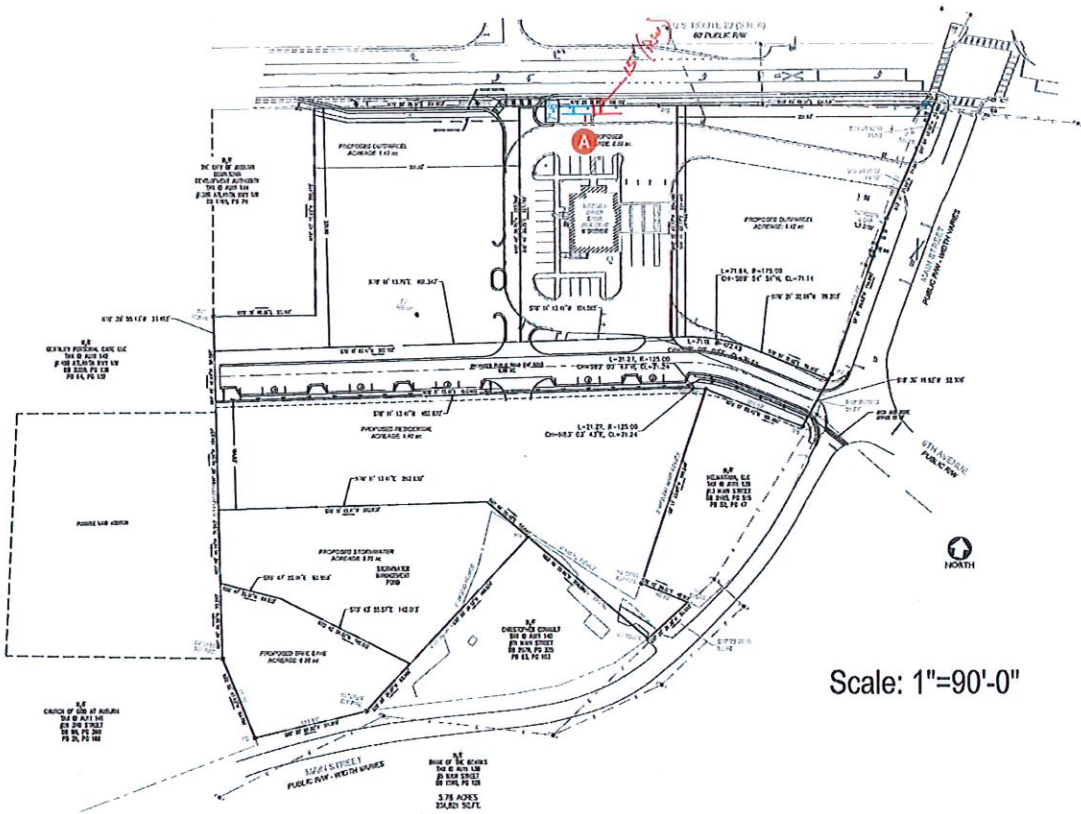
**APPROVED FOR PRODUCTION**

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

Signature: \_\_\_\_\_

NOTE: ALL SIGNS MANUFACTURED FOR 120v  
ELECTRICAL SERVICE UNLESS OTHERWISE NOTED  
PRIMARY POWER TO SIGN LOCATIONS BY OTHERS

This drawing and the design, plans, layouts and accompanying information contained herein, are the sole property of SignArt and may not be copied, reprinted or distributed without the express written consent of SignArt.



Scale: 1"=90'-0"

<b>SignArt</b> 6325 Old Concord Road Charlotte, NC 28213 P: 704.597.5801 www.signartsign.com	JOB ID: 48312	JOB LOCATION: Bank OZK	REVISIONS: 1	<b>APPROVED FOR PRODUCTION</b> Date: Signature:	NOTE: ALL SIGNS MANUFACTURED FOR 120v ELECTRICAL SERVICE UNLESS OTHERWISE NOTED PRIMARY POWER TO SIGN LOCATIONS BY OTHERS	This drawing and the design, plans, layouts and accompanying information contained herein, are the sole property of SignArt and may not be copied, reprinted or distributed without the express written consent of SignArt.
	ISSUE DATE: 06/20/26	5 Main St	2			
	CUSTOMER: Bank OZK	Auburn, GA	3			
	SALESPERSON: Josh Intoppa	FILE PATH: B:\Bank OZK\Georgia\Auburn - Main	4			
	DESIGNER: Jordan Waddell	48312 - New Monument	5			
		6	7			



**MAYOR**  
Richard E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Johnnathen Eggleston  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan

**AGENDA ITEM: 2**

**TO:** Mayor and City Council

**FROM:** Sarah McQuade, AICP  
City Planner

**DATE:** July 9, 2026

**PURPOSE:** SU26-0001. Special use permit to expand/alter an existing asphalt plant in a M-2: Heavy Industry district (tax map parcel AU09 022).

**BACKGROUND:** The applicant is requesting a special use permit to expand/alter an existing asphalt plant on a 16.18± acre tract in a M-2 (heavy industrial) zone. Pursuant to Code Sec. 17.90.110.D.1, asphalt plants in the M-2 zone require a special use permit, which includes the alteration of existing facilities. If the subject request is denied, the applicant would be able to retain the existing asphalt plant on the site.

On June 22, 2026, the Northeast Georgia Regional Commission (NEGRC) released their final Development of Regional Impact (DRI) report, which includes a summary of the request, potential impacts, and recommendations.

**PLANNING COMMISSION RECOMMENDATION:**

At their regularly scheduled meeting on April 15, 2026, the Planning Commission voted to recommend approval of the special use permit, subject to the following conditions:

1. Development of the site shall generally conform to the conceptual plan and supporting materials submitted as part of the subject application. Minor modifications may be approved administratively, provided they do not materially alter the intensity or character of the use.
2. No portion of the new asphalt plant, nor any buildings or structures directly associated with it, except for fences and walls, shall be constructed closer to any side or rear property line than proposed on the submitted conceptual plan.
3. Except for temporary testing activities, the new asphalt plant shall never operate at the same time as the existing asphalt plant.
4. All site lighting shall be directed and shielded to minimize glare and light spill and prevent off-site illumination onto adjacent properties and public rights-of-way.

**WORK SESSION SUMMARY:**

At their public meeting on June 18, 2026, the Mayor and City Council discussed the subject special use permit request and recommendation issued by the Planning Commission. During that discussion, Council considered removing recommended Condition #3 and adding two conditions related to the traffic circulation and improvements to Parks Mill Road. Those updates are reflected in the conditions below:

- Development of the site shall generally conform to the conceptual plan and supporting materials submitted as part of the subject application. Minor modifications may be approved administratively, provided they do not materially alter the intensity or character of the use.
- No portion of the new asphalt plant, nor any buildings or structures directly associated with it, except for fences and walls, shall be constructed closer to any side or rear property line than proposed on the submitted conceptual plan.
- All site lighting shall be directed and shielded to minimize glare and light spill and prevent off-site illumination onto adjacent properties and public rights-of-way.
- Left turns from the plant are permitted to allow truck traffic to exit toward Union Grove Church Road.
- No later than December 31, 2026, the Applicant shall, at its sole cost and expense, pave or repave Parks Mill Road from the Applicant's property south to County Line Road for the full road width and add an additional two feet of stabilized and paved shoulder on each side of the pavement. The improvements shall be designed in accordance with applicable City roadway standards, reviewed and approved by the City Engineer, and reviewed by Barrow County for any portion within County right-of-way unless the County declines review in writing. The improvements are required to provide safe and adequate access for vehicular traffic associated with the approved SUP and plant expansion. Note: The applicant has indicated consent to this condition.

**FUNDING:** N/A



**COMMUNITY DEVELOPMENT DEPARTMENT**

CITY OF AUBURN

1 AUBURN WAY

AUBURN, GA 30011

PHONE: 770-963-4002

[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

<b>CASE NUMBER:</b>	SU26-0001
<b>LOCATION:</b>	1410 Sunbelt Way
<b>PARCEL NUMBER:</b>	AU09 022
<b>ACREAGE:</b>	16.18± acres
<b>CURRENT ZONING:</b>	M-2: Heavy Manufacturing / Industry district
<b>REQUEST:</b>	Special use permit to expand/alter an existing asphalt plant
<b>FUTURE DEVELOPMENT MAP:</b>	Heavy industrial future land use area
<b>STAFF RECOMMENDATION:</b>	Approval with Conditions
<b>APPLICANT:</b>	The Scruggs Company – DBA Sunbelt Asphalt Services
<b>CONTACT:</b>	Mark Edgar

---

**SUMMARY**

The applicant is requesting a special use permit to expand/alter an existing asphalt plant on a 16.18± acre tract in a M-2 ([heavy manufacturing / industry](#)) zone. Pursuant to Code [Sec. 17.90.110.D.1](#), asphalt plants in the M-2 zone require a special use permit, which includes the alteration of existing facilities. If the subject request is denied, the applicant would be able to retain the existing asphalt plant on the site.

The property is located at the intersection of Sunbelt Way (a private road) and Parks Mill Rd, and records indicate it was annexed into Auburn in 2012. In 2015, Sunbelt Paving Company petitioned for a special use permit to operate an asphalt plant on the site. The property was zoned M-2 prior to the request; no rezoning was necessary. On October 1, 2015, the special use permit request was approved with conditions, and an asphalt plant was installed on the site. This enabled the transition of the company's asphalt plant from 301 Parks Mill Rd to the subject 1410 Sunbelt Way. The adopted conditions of the special use permit are provided below:

1. A construction stormwater National Pollutant Discharge Elimination System (NPDES) permit is required for this site.
2. Sunbelt shall prepare a Spill Prevention, Control, and Countermeasure (SPCC) Plan in accordance with the U.S. Environmental Protection Agency's oil spill planning rule. The SPCC must be certified by a Professional Engineer licensed in the State of Georgia; self-certification is not acceptable. The SPCC must cover both the existing Sunbelt facility and the proposed asphalt plant. Prior to construction, the SPCC must be reviewed and concurred with by a Professional Engineer retained on behalf of the City.

3. Sunbelt shall prepare a Stormwater Pollution Prevention Plan (SWPPP) in accordance with the Georgia Stormwater Management Manual (GSMM). The SWPPP must meet the requirements:
  - a. In the GSMM, Volume 3, Pollution Prevention Guidebook, pertaining to Asphalt Production Facilities.
  - b. In the document entitled "Additional Requirements for Concrete and Asphalt Batch Plants" published by the State of Oklahoma.

The SWPPP must be certified by a Professional Engineer licensed in the State of Georgia; self-certification is not acceptable. The SWPPP must cover both the existing Sunbelt facility and the proposed asphalt plant. Prior to construction, the SWPPP must be reviewed and concurred with by a Professional Engineer retained on behalf of the City.

4. Wastewater arising from stormwater runoff and spills should be collected and transported to an offsite wastewater treatment facility. Wastewater may alternatively be treated and disposed of onsite. If the above alternatives are not viable then an industrial stormwater NPDES Permit as required by State and Federal Agencies is required. Prior to construction, Sunbelt shall be required to obtain approval of their selected method of wastewater treatment through reports, plan and/or specifications submitted to the City under the seal of a Professional Engineer registered in the State of Georgia. Prior to construction, the wastewater treatment facility shall be reviewed and concurred with by a Professional Engineer retained on behalf of the City.
5. Sunbelt shall be required to implement all air and water emission control technologies and procedures set forth by State and Federal Agencies in the course of permitting the facility.

Applicable state and federal environmental regulations, including NPDES, SPCC, and SWPPP requirements, remain in effect regardless of this Special Use Permit approval. These requirements operate independently of zoning conditions, and compliance is required in addition to, not in place of, any conditions adopted by the Mayor and Council in 2015, or established as part of this application process. The 2015 conditions of zoning continue to apply unless specifically modified or superseded by the Mayor and Council as part of this request.

The applicant originally indicated that the request was to replace the existing asphalt plant due to age and reliability concerns, with the new facility operating at a similar capacity and the existing plant to be decommissioned once the new plant became operational. However, following subsequent coordination during the review process, the applicant has revised the request. Based on further evaluation of operational needs and site functionality, the applicant determined that maintaining the existing plant would better support ongoing operations. The current proposal is therefore to modify the existing asphalt operation by constructing a new plant with supporting equipment approximately 500 feet west of the current plant location, while retaining the existing plant, office, shop, scale, and parking facilities. The existing plant is proposed to remain in place to support operations during periods of peak or overflow demand, rather than being dismantled as initially contemplated.

The subject property will continue to function as an asphalt production and industrial site, with the improvements intended to modernize operations, improve site layout, and enhance efficiency. The existing plant will remain in place to operate during periods of overflow demand. The facility will continue to operate under the existing Georgia Environmental Protection Division air permit limitations, which authorize a maximum annual production of 400,000 tons and no more than 3,000 aggregate operating hours. As proposed, the modifications are not anticipated to increase the overall intensity of operations,

and any future expansion beyond these thresholds would require a modification to the applicable permit and compliance with all relevant regulations.

The Barrow County portion of the City of Auburn, which contains the subject site, is within the Northeast Georgia Regional Commission (NEGRC) area. Pursuant to the Georgia Department of Community Affairs (DCA), all new asphalt plants, or the redevelopment or expansion of an existing asphalt plant by greater than 50 percent, are considered Developments of Regional Impact (DRI). On June 22, 2026, the Commission released their final report on the proposal. The report includes a summary of the project, in addition to potential impacts and recommendations. The recommendations contained within the report are not binding as compliance is optional.

The report provides potential impacts of the proposal, paired with recommendations, as indicated below:

- “The proposed development has the potential to negatively impact surrounding areas due to noise, heavy truck traffic, and air pollution. The applicant should maximize buffers to mitigate impacts on surrounding areas.”
- “The development’s proximity to the creek could have negative impacts due to contaminated stormwater runoff containing heavy metals, oil, and fine dust. Mitigation of stormwater runoff should be a high priority for this project to mitigate any downstream effects of erosion, sedimentation, and pollution. The developer should consider installing berms, curbs, grassed swales or other diversion measures to ensure that stormwater runoff from other parts of the facility does not flow over the maintenance area.”
- “The proposal should be designed to minimize disruption to the existing streams, associated wetlands, and floodplains to avoid future erosion, flooding, and degraded water quality onsite and downstream from the site. Low impact design measures, like bioswales, rain gardens, and other green infrastructure should be incorporated into the project design. At minimum, the project should be in accordance with the latest edition of the Georgia Stormwater Management Manual (Blue Book) and meet all relevant EPD requirements.”

The table below compares the relative placement of the existing and proposed asphalt plants. In summary, the new facility would be closer to the residences west of the site, in unincorporated Barrow County, but it would be set back further from Parks Mill Rd.

	<b>Existing Asphalt Plant</b>	<b>Proposed Asphalt Plant</b>	<b>Difference</b>
<b>Distance to Nearest Residential Property Line</b>	510 ft	110 ft	-400 ft
<b>Distance to Nearest Wetlands</b>	80 ft	100 ft	+20 ft
<b>Distance to Parks Mill Rd</b>	760 ft	1,210 ft	+450 ft
<b>Note:</b> Distances are measures as the shortest straight-line separation rounded to the nearest ten feet.			

The abutting three (3) residential properties have deep rear setbacks in part due to the creek that bisects each of them. The shortest distance separating a primary residence from the subject industrial property is approximately 480 feet (parcel XX031 015). From there, around 820 feet would separate the property line from the conceptualized asphalt plant, totaling nearly 1,300 feet (a quarter mile) of separation.

The application states that impacts to local traffic patterns and infrastructure are not anticipated as the new facility would use the same internal drives and entrances/exits as present. All other land uses on the

site, including an office, maintenance shop, scale, and associated parking, would also remain consistent.

At their public meeting on June 18, 2026, the Mayor and City Council discussed the subject special use permit request as a work session item.

**LAND USE AND COMPREHENSIVE PLAN ANALYSIS**

The table below summarizes the nearby zoning districts and land uses:

Direction	Zoning	Current Land Use	Future Land Use
N	M-2: Heavy Industry district, Barrow County AG: Agricultural district	Government offices and facilities, single-family residential	Heavy Industrial, Barrow County Traditional Neighborhood
S	M-1 Light Industry district, Barrow County AG: Agricultural district	Asphalt plant, single-family residential	Heavy Industrial, Barrow County Traditional Neighborhood
W	Barrow County AG: Agricultural district, Barrow County AR: Agricultural Residential district	Single-family residential	Barrow County Traditional Neighborhood
E	M-1 Light Industry district	Utility facilities	Heavy Industrial

Pursuant to the City of Auburn Comprehensive Plan, 2023-2028, the subject site is located within the Heavy Industrial future land use area. This Area is intended for “intensive manufacturing and industrial operations and processes that are not public nuisances and are not dangerous to the health, safety, or general welfare of the inhabitants of the city.”

This request does not constitute a significant change of land use or intensity, and it aligns with the subject future land use area.

**WETLANDS, STREAMS, AND FLOODPLAIN**

The southern edge of the property is located within Flood Zone A according to the FEMA Flood Map Service Center. Per the special use conceptual plan, a portion of the property is also designated wetlands. The existing asphalt plant lies within approximately 80 feet of a designated wetland. The conceptualized replacement facility would maintain near 100 feet of separation from the nearest wetland.

Rock Creek passes through the southeastern portion of the property.

**DEVELOPMENT REVIEW**

The development shall be subject to the regulations described in the Auburn Municipal Code, unless relief has been explicitly granted as part of this application.

Approval of an erosion control plan from the Georgia Soil and Water Conservation Commission, and Barrow County Fire Marshal development plan approval, is required prior to land disturbance activity.

**TRANSPORTATION**

In 2024, the Georgia Department of Transportation (GDOT) measured the annual average daily traffic (AADT) on Parks Mill Rd as 1,940 vehicles, as measured 650 feet south the intersection of Parks Mill Rd and Sunbelt Way.

### **SPECIAL USE PERMIT ANALYSIS**

Pursuant to [Sec. 17.170.040](#), which governs impact analysis, special use permit requests shall be evaluated per the standards of [Sec. 17.170.030](#).

(1) [Sec. 17.170.030](#) – Standards governing exercise of the zoning power

The City Council finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality or general welfare against the right to the unrestricted use of property and shall govern the exercise of the zoning power:

*(Language in bold is from the City of Auburn Zoning Ordinance. Bulleted information that is not bolded are factors known to staff that may apply to the Ordinance criteria.)*

Mentions of "rezoning" in the Ordinance criteria shall be interpreted to mean "special use permit" for the purposes of this request.

#### **A. Whether a proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby property;**

- a. The special use permit request would maintain the same land use (asphalt plant), while modifying the existing operation through the addition of new plant equipment, which was approved in 2015 and has been present on the property since then.
- b. The subject site is located along an industrial corridor (Parks Mill Rd); however, the rear of the property abuts a predominantly single-family residential area in unincorporated Barrow County.
  - i. An asphalt plant is suitable and consistent with the land uses found elsewhere along Parks Mill Rd, but does not align with the character of the unincorporated areas to the west.
  - ii. The proposed asphalt plant addition and retention of the existing facility represents an increase in operational capacity and intensity on the site. Additionally, the placement of new equipment further west on the property may increase potential impacts to abutting and nearby residential properties.

#### **B. Whether a proposed rezoning will adversely affect the existing use or usability of adjacent or nearby property;**

- a. The subject land use has existed for several years, but the addition of new plant equipment and the potential for increased operational capacity may result in incremental impacts to nearby properties, particularly those to the west. These impacts are expected to be similar in nature to existing conditions but could occur with greater frequency or intensity.

#### **C. Whether the property to be affected by a proposed rezoning has a reasonable economic use as currently zoned;**

- a. The property is currently zoned M-2 (heavy manufacturing / industry) and is currently developed with an asphalt plant, the modification and expansion of which is the subject of this

special use permit request.

**D. Whether the proposed rezoning will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools;**

- a. The addition of a new asphalt plant and retention of the existing facility may increase overall operational capacity on the site; however, impacts to transportation and infrastructure are expected to remain within the general range of existing industrial activity. Construction and installation activities may result in temporary increases in local vehicle traffic.

**E. Whether the proposed rezoning is in conformity with the policy and intent of the land use plan; and**

- a. The special use permit request is aligned with the subject Heavy Industrial future land use area.

**F. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed rezoning.**

- a. Staff is not aware of any changing conditions which would inherently support approval or disapproval of the subject request.

**COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDATION**

Note: Recommended zoning conditions #4 and #5 listed below were provided before the subject land use request was modified to retain the existing asphalt plant. Additionally, interest in removing condition #3 was expressed by the City Council during their June 18, 2026, public meeting.

Staff recommends **approval with conditions** of subject special use permit request SU26-0001, as the proposal generally aligns with City regulations and local land use patterns. Staff recommends the following **conditions** be adopted as part of the approval:

1. All prior conditions of zoning from the 2015 Special Use Permit shall remain in effect unless specifically modified or superseded herein.
  - 1.1 A construction stormwater National Pollutant Discharge Elimination System (NPDES) permit is required for this site.
  - 1.2 Sunbelt shall prepare a Spill Prevention, Control, and Countermeasure (SPCC) Plan in accordance with the U.S. Environmental Protection Agency's oil spill planning rule. The SPCC must be certified by a Professional Engineer licensed in the State of Georgia; self-certification is not acceptable. The SPCC must cover both the existing Sunbelt facility and the proposed asphalt plant. Prior to construction, the SPCC must be reviewed and concurred with by a Professional Engineer retained on behalf of the City.
  - 1.3 Sunbelt shall prepare a Stormwater Pollution Prevention Plan (SWPPP) in accordance with the Georgia Stormwater Management Manual (GSMM). The SWPPP must meet the requirements:
  - 1.4 In the GSMM, Volume 3, Pollution Prevention Guidebook, pertaining to Asphalt Production Facilities.
  - 1.5 In the document entitled "Additional Requirements for Concrete and Asphalt Batch Plants" published by the State of Oklahoma.

- 1.6 The SWPPP must be certified by a Professional Engineer licensed in the State of Georgia; self-certification is not acceptable. The SWPPP must cover both the existing Sunbelt facility and the proposed asphalt plant. Prior to construction, the SWPPP must be reviewed and concurred with by a Professional Engineer retained on behalf of the City.
- 1.7 Wastewater arising from stormwater runoff and spills should be collected and transported to an offsite wastewater treatment facility. Wastewater may alternatively be treated and disposed of onsite. If the above alternatives are not viable then an industrial stormwater NPDES Permit as required by State and Federal Agencies is required. Prior to construction, Sunbelt shall be required to obtain approval of their selected method of wastewater treatment through reports, plan and/or specifications submitted to the City under the seal of a Professional Engineer registered in the State of Georgia. Prior to construction, the wastewater treatment facility shall be reviewed and concurred with by a Professional Engineer retained on behalf of the City.
- 1.8 Sunbelt shall be required to implement all air and water emission control technologies and procedures set forth by State and Federal Agencies in the course of permitting the facility.
2. Development of the site shall generally conform to the conceptual plan and supporting materials submitted as part of the subject application. Minor modifications may be approved administratively, provided they do not materially alter the intensity or character of the use.
3. No portion of the new asphalt plant, nor any buildings or structures directly associated with it, except for fences and walls, shall be constructed closer to any side or rear property line than proposed on the submitted conceptual plan.
4. Except for temporary testing activities, the new asphalt plant shall never operate at the same time as the existing asphalt plant.
5. The existing asphalt plant shall cease operations upon commencement of regular operations of the new facility and shall be fully decommissioned and removed from the site within ninety (90) days thereafter, including all associated equipment, structures, and materials, unless otherwise approved by the City.
6. All site lighting shall be directed and shielded to minimize glare and light spill and prevent off-site illumination onto adjacent properties and public rights-of-way.

#### **PLANNING COMMISSION RECOMMENDATION:**

At their regularly scheduled meeting on April 15, 2026, the Planning Commission voted to recommend **approval with conditions** of the special use permit. The recommended **conditions** are as follows:

1. Development of the site shall generally conform to the conceptual plan and supporting materials submitted as part of the subject application. Minor modifications may be approved administratively, provided they do not materially alter the intensity or character of the use.
2. No portion of the new asphalt plant, nor any buildings or structures directly associated with it, except for fences and walls, shall be constructed closer to any side or rear property line than proposed on the submitted conceptual plan.
3. Except for temporary testing activities, the new asphalt plant shall never operate at the same time as the existing asphalt plant.
4. All site lighting shall be directed and shielded to minimize glare and light spill and prevent off-site illumination onto adjacent properties and public rights-of-way.

## **WORK SESSION SUMMARY:**

At their public meeting on June 18, 2026, the Mayor and City Council discussed the subject special use permit request and recommendation issued by the Planning Commission. During that discussion, Council considered removing recommended Condition #3 and adding two conditions related to the traffic circulation and improvements to Parks Mill Road. Those updates are reflected in the conditions below:

- Development of the site shall generally conform to the conceptual plan and supporting materials submitted as part of the subject application. Minor modifications may be approved administratively, provided they do not materially alter the intensity or character of the use.
- No portion of the new asphalt plant, nor any buildings or structures directly associated with it, except for fences and walls, shall be constructed closer to any side or rear property line than proposed on the submitted conceptual plan.
- All site lighting shall be directed and shielded to minimize glare and light spill and prevent off-site illumination onto adjacent properties and public rights-of-way.
- Left turns from the plant are permitted to allow truck traffic to exit toward Union Grove Church Road.
- No later than December 31, 2026, the Applicant shall, at its sole cost and expense, pave or repave Parks Mill Road from the Applicant's property south to County Line Road for the full road width and add an additional two feet of stabilized and paved shoulder on each side of the pavement. The improvements shall be designed in accordance with applicable City roadway standards, reviewed and approved by the City Engineer, and reviewed by Barrow County for any portion within County right-of-way unless the County declines review in writing. The improvements are required to provide safe and adequate access for vehicular traffic associated with the approved SUP and plant expansion. Note: The applicant has indicated consent to this condition.



City of Auburn  
Planning & Development Department  
1369 Fourth Avenue  
P.O. Box 1059  
Auburn, Georgia 30011  
Phone: 770-963-4002 Fax: 770-513-9255  
[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

DATE RECEIVED \_\_\_\_\_  
CASE FILE #: SUP \_\_\_\_\_

**SPECIAL USE PERMIT APPLICATION**

**Applicant:** is the (check one) Owner's Agent   
Contractor Purchaser \_\_\_\_\_ Owner, if not the applicant  
Property Owner \_\_\_\_\_

The Scruggs Company - DBA Sunbelt Asphalt Surfaces

Name (please print) \_\_\_\_\_ Name (please print) \_\_\_\_\_

1410 Sunbelt Way

Address \_\_\_\_\_ Address \_\_\_\_\_

Auburn, GA 30011

City, State, Zip Code \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

470-995-1776

Phone Number(s) \_\_\_\_\_ Fax \_\_\_\_\_ Phone Number(s) \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person Underwood Scoggins, LLC - J. Phone 470-995-1776 Fax \_\_\_\_\_  
Ethan Underwood

Cell phone \_\_\_\_\_ E-mail eunderwood@underwoodscoggins.com /  
nmorris@underwoodscoggins.com

Present Zoning Classification(s): M2- Heavy Manufacturing / Industry District

Proposed Zoning Classification: M2- Heavy Manufacturing / Industry District

(If different from present, Rezoning Application must be filed)

Proposed Use: Asphalt Plant (Upgrades & Updates to Existing Plant)

Property Location 1410 Sunbelt Way

District \_\_\_\_\_ Land Lot \_\_\_\_\_ Tax Map Parcel #: AU 09 022

As a minimum, the following items are required with submittal of this application. Incomplete applications will not be accepted.

- 
1. Payment of fee. (\$850.00 for residential properties and \$1,000.00 for commercial) Make checks payable to City of Auburn.
  2. A legal description of the property proposed for rezoning and/or special use permit. (Original or copy, NO FAX)
  3. Sixteen (16) copies of the proposed site plan, and one (1) 8 ½ x 11 reduction of the plan, drawn to scale, showing north arrow, land lot and district, the dimensions, acreage, location of the tract(s), the present zoning classification of all adjacent parcels, the proposed location of the structures, driveways, parking and loading areas, and the location and extent of required buffer areas, prepared by an architect, engineer, landscape architect, or land surveyor whose state registration is current and valid. Site plan must be stamped valid by one of the four above-mentioned professionals no more than three (3) months from date of submittal. The Planning Director strongly encourages the applicant to provide architectural building renderings indicating building elevation and construction materials that the facades and roofs will consist of. All documents must be folded to 8 ½ x 11".
  4. Sixteen (16) stapled or bound copies of the Special Use Permit application and all supporting documents, in addition to one (1) unbound application bearing original signatures and seal. All documents must be folded to 8 ½ x 11".
  5. Additional information in narrative form, or depicted on the site plan, demonstrating how all provisions regarding the special use as listed in the Zoning Regulations will be complied with.
  6. Analysis of impact of the proposed Special Use Permit pursuant to Section 17.17.30 of the Zoning Regulation.
  7. Applicant's and/or Owner's Certification.
  8. Conflict of Interest and Disclosure of Campaign Contributions.
- 

Standards and factors governing review of proposed amendments to official zoning maps. The following standards and factors are found to be relevant to the exercise of the City's zoning powers and shall govern the review of all amendments to the official zoning maps. The applicant's written answers to the following questions are paramount in justifying the requested Special Use or action.

Please respond to the following standards in the space provided or attach additional sheets if necessary. Simply yes/no answers are not acceptable.

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


---


---


---
2. Whether the zoning proposal would adversely affect the existing use or usability of adjacent or nearby property.  


---


---


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


---

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

5. Whether the zoning proposal is in conformity with the policy and intent of the Land Use Plan.
- 
- 

6. Whether there is other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

**REVISED April 14, 2026**

City of Auburn  
Planning & Development Department  
1 Auburn Way  
Auburn, GA 30011

**RE: Letter of Intent – Special Use Permit Application  
Asphalt Plant Modification – 1410 Sunbelt Way, Auburn, GA**

To Whom It May Concern:

This letter serves as a formal statement of intent to request a Special Use Permit for the property located at 1410 Sunbelt Way, Auburn, Georgia (Parcel AU 09-022). The property encompasses approximately 16.18 acres and is currently zoned M-2 Heavy Manufacturing / Industry District. The request is to allow for the **modification of an existing asphalt plant with supporting equipment**, located approximately 500 feet west of the current plant location, while maintaining the existing **asphalt plant**, office, shop, scale, and parking facilities.

The subject property is currently developed and operating as an asphalt production facility and supporting industrial site. The proposed plant modification is intended to modernize the existing operation, improve site layout and operational efficiency, and **supplement** aging equipment while maintaining the same overall industrial use of the property. The new plant will be constructed within the same parcel and zoning district, and the existing plant will be **maintained for use at times of overflow demand**. **The facility will continue to operate under the existing EPD air permit limitations, which authorize a maximum annual production of 400,000 tons and no more than 3,000 aggregate operating hours. In other words, the proposed improvements will enhance efficiency and reliability but will not expand the overall intensity of operations. Any future expansion of maximum annual production or aggregate operating hours will require modification of the EPD permit and the Applicant will comply with any applicable regulations regarding such.**

The Special Use Permit request is justified by several factors. The property is zoned M-2 Heavy Manufacturing / Industry District, which is intended to accommodate intensive industrial uses such as asphalt production. The proposed plant modification represents a continuation and improvement of an existing, legally established industrial use and is consistent with the City of Auburn's zoning regulations and industrial land use policies. The plant modification allows for improved site organization, continued utilization of existing infrastructure, and long-term operational viability of the facility.

The proposed project will not significantly alter traffic patterns, access points, or utility demands, as the facility currently operates on the property. Existing access drives, office buildings, and support infrastructure will remain in use. The **plant modification** represents reinvestment in the property and supports continued industrial productivity within an appropriately zoned and developed industrial area.

To Support this Special Use Permit application, we have included a conceptual site plan and supporting documentation illustrating the proposed **site layout**, existing infrastructure to remain, and overall site configuration. These materials demonstrate compliance with applicable zoning requirements and the compatibility of the proposed plant modification with the existing industrial character of the area.

We are confident that the proposed **modifications** to the asphalt plant will provide continued economic benefit and support the long-term industrial use of the property in a manner consistent with the City of Auburn's zoning regulations and land use policies. We look forward to working with the City throughout the review process and are available to provide any additional information as needed.

Thank you for your consideration.

Sincerely,

*Jeremy Heidl*

The Scruggs Company / Sunbelt Asphalt

4679 Old US 41 North

Hahira, GA 31632

770-867-5312

[jheidl@sunbeltasphalt.com](mailto:jheidl@sunbeltasphalt.com)



REVISED 2026-04-23

JUSTIFICATION OF SPECIAL USE PERMIT

<b>Applicant:</b>	The Scruggs Company – DBA Sunbelt Asphalt Surfaces
<b>Subject Property:</b>	16.18± Acres Designated as Barrow County Tax Parcel(s): AU09-022
<b>Current Zoning:</b>	M-2 Heavy Manufacturing / Industry District
<b>Proposed Zoning:</b>	M-2 Heavy Manufacturing / Industry District
<b>Proposed Use:</b>	Modification of Asphalt Plant
<b>Application:</b>	SU26-0001
<b>Governing Jurisdiction:</b>	City of Auburn, Georgia

This statement is intended to comply with the application procedures established by the Zoning Ordinance of the City of Auburn, Georgia (the “Zoning Ordinance”), the City of Auburn, Georgia Special Use Permit Application, and other City of Auburn Ordinances and Standards.

The Applicant incorporates all statements and materials submitted as part of the Application for Public Hearing (the “Application”), except as modified hereby. Any zoning request, special use permit, and variance applications submitted concurrently with the Application are also incorporated herein by this reference. The Application sets forth a preliminary development plan for the Subject Property, to evaluate the proposed development and associated zoning conditions, based upon factors set forth by the City of Auburn. The Applicant has provided all required information and has submitted the appropriate application fees. The Application meets all judicial and statutory requirements for approval.

STANDARDS FOR CONSIDERATION

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

The proposed asphalt plant modification is suitable, as the property is zoned M-2 Heavy Manufacturing / Industry District and is currently developed and operating as an asphalt production facility. The conceptual site plan shows the expanded plant located within the same industrial parcel, maintain appropriate separation from property boundaries and surrounding uses. The surrounding area consists of industrial and commercial properties, making the continued asphalt operation consistent with the existing development pattern.

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

The modification of the asphalt plant will not adversely affect nearby properties, as the use already exists on-site. The conceptual plan shows the new plant located internally within the property, while

maintaining existing access points, buffers, and site infrastructure. The updated equipment will maintain orderly site operations and compatibility with adjacent and nearby properties.

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

The property's existing configuration does not provide a reasonable economic use, as it is not able to adequately process and supply asphalt in sufficient qualities or compositions necessary for market demands. The requested modifications to the asphalt plant are necessary to create a reasonable economic use of the property.

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

The conceptual site plan shows the continued use of existing entrances, internal drives, and supporting infrastructure. Traffic volumes and utility demands are expected to remain consistent with current operations. The industrial use does not generate excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.

**5. Whether zoning proposal is in conformity with the policy and intent of the Land Use Plan.**

The proposal is consistent with the Land Use Plan, as the property is designated and zoned for heavy industrial use. The conceptual site plan demonstrates continued use of the property for asphalt production with an established industrial area, supporting the intended purpose of the M-2 zoning district.

**6. Whether there is other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.**

The conceptual site plan reflects the modification of the asphalt plant to improve the site layout and supplement the existing facility with modern equipment. The existing office, shop, scales, and parking areas will remain, allowing continued use of the established infrastructure. The installation of the new plant equipment represents an investment in the property and supports its continued industrial use in accordance with the Land Use Plan.

Sincerely,



Ethan Underwood  
Attorney for Applicant



---

J. Ethan Underwood  
eunderwood@underwoodscoggins.com

**RESERVATION OF CONSTITUTIONAL AND OTHER LEGAL RIGHTS**

<b>Applicant:</b>	<b>The Scruggs Company – DBA Sunbelt Asphalt Services</b>
<b>Subject Property:</b>	<b>16.18± Acres Designated as Barrow County Tax Parcel(s): AU09-022</b>
<b>Current Zoning:</b>	<b>M-2 Heavy Manufacturing / Industry District</b>
<b>Proposed Zoning:</b>	<b>M-2 Heavy Manufacturing / Industry District</b>
<b>Proposed Use:</b>	<b>Modification of Asphalt Plant</b>
<b>Application:</b>	<b>SU26-0001</b>
<b>Governing Jurisdiction:</b>	<b>City of Auburn, Georgia</b>

This Reservation of Constitutional and Other Legal Rights (“the Reservation”) is intended to supplement and form a part of the land use application (including any request for zoning, conditional use permit, site plan approval, and variances) (collectively, the “Application”) of the Applicant and the owners of the Subject Property (collectively, the “Owner”) and to put the Governing Jurisdiction on notice of the Applicant’s assertion of its constitutional and legal rights.

The Applicant has filed a timely application, has provided all required information and has submitted the appropriate application fees. The Application meets all judicial and statutory requirements for approval.

The Applicant objects to the standing of any opponents who are not owners of land adjoining the Subject Property and to the consideration by the Governing Jurisdiction of testimony or evidence presented by any party without standing in making its decision regarding the Application. The Applicant also objects to the consideration of testimony or evidence that is hearsay, violates any applicable rules of procedure or evidence, or that is presented by any party who fails to comply with notice and campaign disclosure requirements.

The Subject Property is suitable for development as proposed in the Application and it is not suitable for development under any other zoning classification, use, or at a density or intensity less than that requested by the Applicant. Failure to approve the Application as requested by the Applicant would be an unreasonable application of local land use authority, which bears no relationship to the public health, safety, morality or general welfare of the public and would constitute an arbitrary and capricious abuse of discretion in violation of Article I, Section I, Paragraph I of the Georgia Constitution of 1983, as amended and the Due Process Clause of the Fifth and Fourteenth Amendments to the Constitution of the United States.

A refusal by the Governing Jurisdiction to approve the Application as requested by the Applicant will prohibit the only viable economic use of the Subject Property, will be unconstitutional and will discriminate in an arbitrary, capricious and unreasonable manner between the Applicant and Owner and the owners of similarly situated properties in violation of Article I, Section I, Paragraph II of the Georgia

Constitution of 1983, as amended, and the Equal Protection Clause of the Fourteenth Amendment to the Constitution of the United States.

A refusal by the Governing Jurisdiction to approve the Application as requested by the Applicant without the consent of persons elected to the governing body of the Governing Jurisdiction will amount to an unlawful delegation of the Governing Jurisdiction's authority, in violation of Article IX, Section II, Paragraph IV of the Georgia Constitution of 1983, as amended.

By filing this Reservation, the Applicant reserves all rights and remedies available to it under the United States Constitution, the Georgia Constitution, all applicable federal, state, and local laws and ordinances, and in equity.

The Applicant and Owner respectfully request that the Application be approved as requested by the Applicant and in the manner shown on the Application, which is incorporated herein by reference. This Reservation forms an integral part of the Application, and we ask that this Reservation be included with the Applicant's other Application materials. The Applicant and Owner reserve the right to amend and supplement this Reservation at any time.

Sincerely,



Ethan Underwood  
Attorney for Applicant



City of Auburn  
P.O. Box 1059  
Auburn, GA 30011  
[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

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

File #: \_\_\_\_\_

**CONFLICT OF INTEREST DISCLOSURE**

The undersigned below, making application for Rezoning, Special Exemption, Special Use Permit, Variance, etc., has complied with the Official Code of Georgia Section 36-67A-1, et. sec., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on forms provided.

[Signature]      3/2/26  
Signature of Applicant      Date

\_\_\_\_\_  
Signature of Owner      Date

Mark Edgar VP      3/2/26  
Type or Print Name and Title      Date

\_\_\_\_\_  
Type or Print Name and Title      Date

[Signature]      3/2/26  
Signature of Notary Public      Date





City of Auburn  
P.O. Box 1059  
Auburn, GA 30011  
[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

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

File #: \_\_\_\_\_

**DISCLOSURE OF CAMPAIGN CONTRIBUTION**

In accordance with the Conflict of Interest in Zoning Act, Title 36, Chapter 67A, Official Code of Georgia Annotated. The following questions must be answered.

Have you, within the last four-years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Auburn City Council, a member of the Planning and Zoning Commission or a member of the Zoning Board of Appeals, a member of the Planning Department, or any other government officials who will consider the application?

\_\_\_\_\_ YES      X NO


If yes, please complete the following section:

Name and Official Position of Government Official(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the Date and Amount of the Contribution(s) (list all which aggregated \$250.00 or more):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Signature of Applicant

3/2/26  
Date

Mark Edgar  
Print Name



City of Auburn  
P.O. Box 1059  
Auburn, GA 30011  
[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

Date Received \_\_\_\_\_

File #: \_\_\_\_\_

**CERTIFICATIONS**

In the event an owner's agent or contract purchaser is filing this application, both of the certifications below must be completed. If the owner is filing the application, only the owner's certification must be completed.

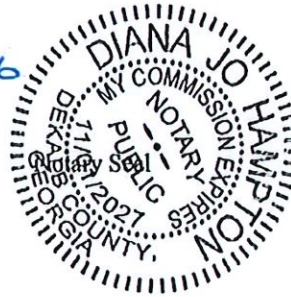
**OWNER'S CERTIFICATION**

The undersigned below, hereby declares that they are the owner(s) of the property, which at 1410 Sublett Way Auburn GA 30011 as shown in the records of Barrow county, GA.

[Signature] 3/3/26  
Signature of Owner Date

Mark Edgar VP 3/3/26  
Type or Print Name and Title Date

[Signature]  
Signature of Notary Public



**AGENT'S CERTIFICATION**

The undersigned below, or as attached, is hereby authorized to make this application by the property owner for the property listed above, which is the subject of this application.

\_\_\_\_\_  
Name of Agent

\_\_\_\_\_  
Signature of Owner

Appeared before me personally this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Agent's Address

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Phone

Notary Seal

\_\_\_\_\_  
E-mail

---

Re: DRI 4726 - Sunbelt Asphalt Plant Expansion Additional Info

---

From Sarah McQuade <[REDACTED]>

Date Tue 6/2/2026 10:27 AM

To [REDACTED]

Good morning -

Thanks for all of the quick responses this morning. We have conformation that the DRI information forms are complete. The Regional commission will send out the comment package by Friday, 6/5 to the reviewing agencies. That will begin the 15-day comment period, and the DRI process will be complete once the final report is sent out on 6/26.

[REDACTED]

Please let us know if you have any questions.

Thanks,  
Sarah



**Sarah McQuade, AICP** | Principal

Direct: [REDACTED]

ARCHITECTURE. ENGINEERING. PLANNING.

[CPLteam.com](http://CPLteam.com)

[REDACTED]



# DEVELOPMENTS OF REGIONAL IMPACT

## Final Report

Northeast Georgia Regional Commission • 305 Research Drive, Athens, Georgia • www.negrc.org

The Northeast Georgia Regional Commission (NEGRC) has completed its review of the following Development of Regional Impact (DRI). This report contains the NEGRC’s assessment of how the proposed project relates to the policies, programs, and projects articulated in the Regional Plan and Regional Resource Plan. Also included is an assessment of likely interjurisdictional impacts resulting from the proposed development, as well as all comments received from identified affected parties and others during the fifteen-day comment period.

The materials presented in this report are purely advisory and under no circumstances should be considered as binding or infringing upon the host jurisdiction’s right to determine for itself the appropriateness of development within its boundaries.

Transmittal of this DRI report officially completes the DRI process. The submitting local government may proceed with whatever final official actions it deems appropriate regarding the proposed project, but it is encouraged to take the materials presented in the DRI report into consideration when rendering its decision.

---

<b>Project I.D.:</b>	DRI #4726
<b>Name of Project:</b>	Sunbelt Asphalt Plant Expansion
<b>Name of Host Jurisdiction:</b>	City of Auburn

---

### Background

DRI review was initiated following the developer’s request for a special use permit. Potentially affected parties were asked to submit comments on the proposal during the 15-day period of 6/5/2026 to 6/20/2026.

### Proposed Development

The Scruggs Company is proposing the construction of an asphalt production facility on a 16-acre site in the City of Auburn. The project site is currently developed and operating as an asphalt production facility with a supporting industrial site. The proposed project would construct a new asphalt facility on the same site with updated equipment. The existing facility would be maintained for use at times of overflow demand. The proposed development would occupy property at the intersection of Sunbelt Way and Parks Mill Road in the City of Auburn. The parcel number is AU09 022. The project would be completed in one phase with an estimated completion date in February 2027.

### Compatibility with Existing Plans

#### Compatibility with Regional Plan

The site is identified as “Developing” on the Northeast Georgia Regional Plan’s Regional Land Use Map (dated 6/15/2023). The Regional Plan recommends development that

- Enhances economic mobility and competitiveness
- Elevates public health and equity
- Supports and adds value to existing communities
- Creates housing that is diverse, adequate, equitable, and affordable
- Includes transportation choices and is well-connected with existing and planned transportation options, and
- Protects natural and historic resources.

The following table outlines the proposal's alignment with these recommendations:

REGIONAL PLAN RECOMMENDATIONS	PROPOSED PROJECT'S COMPATIBILITY WITH RECOMMENDATION
Enhances economic mobility and competitiveness	According to the applicant, the proposed project would generate 2 additional full-time employees, which would benefit the surrounding area by providing employment opportunities. The project would also increase the City's tax revenue.
Elevates public health and equity	Due to its industrial nature, the proposed development has the potential to negatively impact surrounding areas due to noise, heavy truck traffic, and air pollution. The applicant should maximize buffers to mitigate impacts on surrounding areas.
Supports and adds value to existing communities	The proposed development would support infrastructure development.
Creates housing that is diverse, adequate, equitable, and affordable	Not applicable to this project type.
Includes transportation choices and is well-connected with existing and planned transportation options	The proposed development includes two site entrances off Sunbelt Road to facilitate the flow of traffic through the site.
Protects natural and historic resources	Rock Creek flows along the western corner and southern border of the site. The proposal's design does not include any development on Rock Creek, and the site plan includes a 50-foot stream buffer and a 25-foot impervious setback from the buffer. However, the development's proximity to the creek could have negative impacts due to contaminated stormwater runoff containing heavy metals, oil, and fine dust. Mitigation of stormwater runoff should be a high priority for this project to mitigate any downstream effects of erosion, sedimentation, and pollution. The developer should consider installing berms, curbs, grassed swales or other diversion measures to ensure that stormwater runoff from other parts of the facility does not flow over the maintenance area.

Compatibility with Regional Resource Management Plan

The chart below summarizes the number of acres within the site area as well as within a one-mile buffer around the site that contains 1) wetlands, 2) conservation land, 3) regionally important resources, and 4) threatened regionally important resources. Please refer to the footnotes for definitions for each of these terms.

### Wetland, Conservation, and Regionally Important Resources

	AREA TYPE	AREA (ACRES)	PERCENT OF AREA
SITE AREA (16 Acres)	Wetland Acres <sup>1</sup>	1.8	11.3%
	“Conservation Land” <sup>2</sup>	2.5	15.6%
	Regionally Important Resource Land <sup>3</sup>	0	0.0%
	Threatened Regionally Important Resource Land <sup>4</sup>	2.5	15.6%
1 MILE BUFFER AROUND SITE (2,649 Acres)	Wetland Acres	115.0	4.3%
	“Conservation Land”	574.0	21.7%
	Regionally Important Resource Land	0	0.0%
	Threatened Regionally Important Resource Land	574.0	21.7%

No specific Regionally Important Resource sites are identified within one mile of the proposed site.

### Potential Interjurisdictional Impacts

#### Natural Resources and Stormwater Management

Rock Creek flows along the site’s western and southern border and portions of the site contain wetlands and floodplains. The applicant states that an estimated 46.35% of the site would be covered in impervious surfaces, of which 27.93% would be gravel. The site plan includes a 50-foot stream buffer around Rock Creek and 25-foot impervious setback from the stream buffer. The site plan also includes two detention ponds to manage stormwater runoff. The applicant states that the project will implement an integrated stormwater management plan to prevent the pollution of Rock Creek. The proposal should be designed to minimize disruption to the existing streams, associated wetlands, and floodplains to avoid future erosion, flooding, and degraded water quality onsite and downstream from the site. Low impact design measures, like bioswales, rain gardens, and other green infrastructure should be incorporated into the project design. At minimum, the project should be in accordance with the latest edition of the Georgia Stormwater Management Manual (Blue Book) and meet all relevant EPD requirements.

The applicant states that the project is likely to affect water supply watersheds, wetlands, and floodplains. The site is located within a small watershed of the Upper Oconee River. The applicant states that the proposed development will not be in the site area containing floodplains or wetlands, and all stormwater requirements will comply with the Georgia Stormwater Management Manual.

#### Transportation

No traffic study was submitted for the proposed development. The applicant estimates that the project would not generate any additional trips from its current volume of 146 trips per day. Refer to the attached site plan for the location of proposed transportation infrastructure.

#### Water Supply and Wastewater

The project would be served by the City of Auburn water system with an estimated daily demand of 2893.15 GPD. The office on the site is served by septic, and no additional sewer demand will result from the proposed expansion. The applicant states that these demands can be covered by existing capacity. No water or sewer line extensions are anticipated.

<sup>1</sup> Wetland acres are derived from the National Wetland Inventory (NWI)

<sup>2</sup> “Conservation” land is derived from the Northeast Georgia Regional Plan’s Conservation and Development Map (6/15/2023).

<sup>3</sup> Regionally Important Resources were identified as a part of the Northeast Georgia Resource Management Plan for Regionally Important Resources (2/15/2018).

<sup>4</sup> This area represents the intersection between Conservation areas (identified on the Conservation and Development Map, 6/15/2023), adopted Regionally Important Resources (RIR), and “Developed” and “Developing” Regional Land Use areas (identified on the Regional Land Use Map, 6/15/2023).

### Energy Supply

The applicant states that the proposed project's estimated peak electrical load is 292.7 kWh in the summer and 294.3 kWh in the winter. Jackson EMC would be the project's electricity supply provider and Buford Gas would be the project's natural gas provider.

### Solid Waste

The applicant estimates the project would not generate any additional waste. The development currently generates 240 tons of solid waste annually and sufficient landfill capacity exists to handle this waste. According to annual tonnage reports from the Georgia Environmental Protection Division, almost all municipal solid waste (MSW) generated in Barrow County is disposed of in a landfill in Barrow County. The applicant states that no hazardous waste would be generated.

### Lifecycle Costs and Revenues

The applicant estimates that the project would be worth \$7,500,000 at build-out in 2027 and generate \$1,600,000 in annual local taxes. On a per-acre basis, the project would be worth approximately \$468,750 and generate approximately \$100,000 in tax revenue. Prior to approval, the City should measure the life cycle costs of the infrastructure needed to serve this project to ensure that they would not be committing to more maintenance expenses than the new tax revenue can cover.

### **Comments from Affected Parties**

See the attached comments from the City of Winder.

# Plan Review Comments

**City of Winder**  
 25 East Midland Avenue  
 Winder, GA 30680  
 770.867.3106



**Permit Number: 10745**

**Job Location:** 1410 SUNBELT WAY  
**City, State, Zip:** Auburn, GA 30011  
**Parcel:** AU09 022

**Project Name:** Sunbelt Asphalt Plan Expansion  
**Project Type:** DRI- Development of Regional Impact  
**Proposed Use:**

**Project Description:** Quarries, Asphalt, & Cement Plants

REVIEW INFORMATION	COMPLETED	RESULT
Engineer - Site	06/15/2026	Completed
Water	06/10/2026	Completed
Gas	06/15/2026	Completed
Zoning Planner	06/12/2026	Completed
Sewer	06/12/2026	Comments
<p>1. Any diesel spills, oil residual, etc. would flow directly into Rock Creek and potentially the reservoir.</p> <p>2. The DRI states that there is a 50' stream buffer and 25' impervious setback around Rock Creek. This is confusing as you cannot put impervious service within a stream buffer. This could mean that the 25' impervious setback is from the stream buffer, not the creek bank. Clarification is needed considering the facility is in close proximity to the reservoir.</p>		



**MAYOR**  
Richard E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Johnathen Eggleston  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan

**AGENDA ITEM: 3**

**TO:** City of Auburn Mayor and City Council

**FROM:** Sarah McQuade  
City Planner

**DATE:** July 9, 2026

**PURPOSE:** Periodic update to the official zoning map.

**BACKGROUND:** The City of Auburn is petitioning for an update to the official zoning map. The proposed update would be periodic and not alter the zoning or annexation status of any properties. Periodic updates are intended to refresh the official zoning map by adding zoning or annexation changes that occurred since the previous periodic update.

**COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDATION:**  
Approval

**PLANNING COMMISSION RECOMMENDATION:** Approval.

**FUNDING:** N/A



**COMMUNITY DEVELOPMENT DEPARTMENT**

CITY OF AUBURN  
 1 AUBURN WAY  
 AUBURN, GA 30011  
 PHONE: 770-963-4002  
[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

**REQUEST:** The City of Auburn petitions for a proposed update to the official zoning map to reflect all zoning changes approved after the prior update

**APPLICANT:** City of Auburn

**CONTACT:** Auburn Community Development Department

---

**SUMMARY**

The City of Auburn is petitioning for an update to the official City zoning map. The proposed update would be periodic and not alter the zoning or annexation status of any properties. Periodic updates are intended to refresh the official zoning map by adding zoning or annexation changes that occurred since the previous periodic update. The current official zoning map was adopted by the Mayor and City Council at their public meeting on July 11, 2024. The Community Development Department recommends the zoning map undergo a periodic update once per year.

Following the July 2024 approval, Staff discovered errors on the official zoning map that impacted apparent zoning designations. The mapping errors are not binding on the subject properties, nor are they considered to have changed the zoning designations of those sites. The following mapping errors would be corrected by adoption of the proposed zoning map:

<b>Tax Map Parcel Number</b>	<b>Error</b>	<b>Correction (to be provided on the updated map)</b>
AU04 001A	Entire parcel depicted as a R-100 zone instead of split-zoned with AG.	Revert front/eastern portion of the property to an AG zone.
AU04 004	Entire parcel depicted as a M-1 zone instead of split-zoned with AG.	Revert the portion of the property east of Etheridge Road to an AG zone.
AU05B 018	Entire parcel depicted as a M-1 zone instead of split-zoned with C-3.	Revert the southeastern portion of the property to a C-3 zone.

The periodic map update will include the following zoning changes that have been approved and adopted since July of 2024:

Tax Map Parcel Number(s)	Land Use Case Number and Rezoning Adoption Date	Prior Zoning Designation	Current Zoning Designation (to be provided on the updated map)
AU11 148 & AU11 031B	Case RZ24-000, adopted 04/10/2025	AG	PUD
AU05 018 & AU05 019	Case RZ25-0001, adopted 09/11/2025	AG	PUD
AU05 020A	Case RZ25-0001, adopted 05/14/2026	C-1	C-3

No properties have been approved for annexation into the City of Auburn to be included on the updated zoning map.

**PLANNING COMMISSION RECOMMENDATION**

At their public meeting on June 17, 2026, the Planning Commission held a public hearing for this case and recommended **approval** of the request.

**COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDATION**

Staff recommends **approval** of the proposed periodic zoning map update and adoption of a new official zoning map.

**ORDINANCE NO. 26-003  
AN ORDINANCE TO AMEND THE CITY OF AUBURN  
CODE OF ORDINANCES**

**Zoning Map**

**WHEREAS**, the City staff has reviewed and compiled recent amendments and revisions to the Official Zoning Map of the City; and

**WHEREAS**, it is in the best interest of the health, safety and welfare of the citizens of the City to adopt an updated comprehensive revision of the City's Zoning Map; and

**WHEREAS**, the City's professional staff has recommended the approval of this Map; and

**WHEREAS**, the Mayor and Council and heard public comments in a public hearing to satisfy the requirements of State law for the advertising, comment, and adoption of this Map;

**NOW THEREFORE**, THE COUNCIL OF THE CITY OF AUBURN HEREBY ORDAINS that the new Official Zoning Map is adopted for the City of Auburn as follows:

1. The Map attached hereto as Exhibit "A" and incorporated herein by reference is hereby adopted as the official zoning map of the City. All conditions of zoning previously attached to the parcels by rezoning shall remain in full force and effect.

**SO ORDAINED** this \_\_\_ day of July, 2026.

\_\_\_\_\_  
Richard E. Roquemore, Mayor

\_\_\_\_\_  
Jonathen Eggleston, Council Member

\_\_\_\_\_  
Jamie L. Bradley, Council Member

\_\_\_\_\_  
Taylor J. Sisk, Council Member

\_\_\_\_\_  
Joshua Rowan, Council Member

ATTEST:

\_\_\_\_\_  
Brooke Haney, City Clerk

**EXHIBIT " A "**

**To follow on the next page**



# ZONING MAP CITY OF AUBURN, GA

▭ Auburn City Limits

## Legend

- |                               |   |
|-------------------------------|---|
| AG: Agricultural              | MH: Mobile Home Park                    |
| C-1: Neighborhood Business    | PSV: Planned Suburban Village           |
| C-2: General Business         | PUD: Planned Unit Development           |
| C-3: Central Business         | R-100: Residential Single-Family        |
| CCD: City Center              | RM-8: Residential Multifamily Apartment |
| ADOD: Auburn Downtown Overlay | RM-D: Residential Multifamily Duplex    |
| M-1: Light Industry           |   |
| M-2: Heavy Industry           |   |

Certified as the Official Zoning Map  
for the City of Auburn

Rick Roquemore, Mayor

Date of Adoption

Map up-to-date as of May 26, 2026



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





**MAYOR**  
Richard E. Roquemore

**CITY MANAGER**  
Michael E. Parks

**CITY COUNCIL**  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan  
Johnathen Eggleston

**AGENDA ITEM: 4**

**TO:** Mayor and City Council

**FROM:** Sarah McQuade  
City Planner

**DATE:** July 9, 2026

**PURPOSE:** Consider amendments to the text of zoning Ordinance Sec. 17.070.010 – Walls and fences.

**BACKGROUND:** City staff proposes text amendments to the zoning Ordinance (Title 17), specifically to Section 17.070.110 – Walls and fences. This Section governs the design, height, and installation of walls and fences within the City.

**STAFF RECOMMENDATION:** Approval.

**PLANNING COMMISSION RECOMMENDATION:** Approval with conditions. The recommended changes have been incorporated into the text amended version being presented.

**FUNDING:** N/A



**COMMUNITY DEVELOPMENT DEPARTMENT**

CITY OF AUBURN

1 AUBURN WAY

AUBURN, GA 30011

PHONE: 770-963-4002

[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

**MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Sarah McQuade, City Planner

**DATE:** July 9, 2026

**RE:** Text Amendments to Municipal Code Title 17, Section 17.070.010 – Walls and fences

---

Dear Mayor and City Council,

The staff of the City of Auburn proposes text amendments to the zoning Ordinance (Title 17), specifically to Section 17.070.110 – Walls and fences. This Section governs the design, height, and installation of walls and fences within the City. The proposed text amendments would reorganize the section for clarity and introduce limited changes to the existing content.

If adopted, the proposed text amendments would result in the following changes:

- Allow fences that enclose athletic courts to reach a maximum height of 12 feet.
  - Currently, there is no separate height limit for athletic court areas.
- Prohibit fences and walls from crossing or overlapping lot lines, with exceptions.
- Limits the use of chain link fencing in residential districts to rear yards only.
- Clarifies the application of wall and fence regulations upon corner lots.
- Additional minor adjustments for clarity throughout the Section.
- Prohibit “other dilapidated materials” as a fence material.
- Exempt parcels that are zoned AG (Agriculture) or otherwise used for agricultural purposes from the provision of this Section.

As of the time of writing, the Planning Commission plans to hold a public hearing for the subject text amendment at their scheduled June 17, 2026, public meeting. If the Commission issues a recommendation, it will be discussed during the staff presentation of this memorandum.

#### **PLANNING COMMISSION RECOMMENDATION**

At their public meeting on June 17, 2026, the Planning Commission held a public hearing for the proposed text amendments and recommend **approval** of the proposal with the following **changes**.

1. Vinyl shall not be introduced as a prohibited fence material, and be replaced with "other dilapidated materials."
2. An exemption from the requirements of this subsection shall be introduced for all parcels zoned AG (Agricultural) or otherwise used for agricultural purposes.

These changes were incorporated into the subject text amendments following the Mayor and City Council public meeting on June 18, 2026, during which the subject case was discussed as a work session item.

#### **COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDATION**

Staff recommends **approval** of the proposed text amendments to Municipal Code Title 17, Section 17.070.010.

---

## 17.70.010 Walls and fences.

Walls and fences shall be installed and maintained pursuant to the following regulations.

- A. Walls and fences shall not be subject to minimum setback requirements of this Title.
- B. No wall or fence shall cross or overlap any property boundaries except in one or more of the following circumstances.
  - 1. The affected properties are within a common development and have not yet been issued building permits.
  - 2. The owners of all affected properties complete an authorization form, including a location plan, prior to fence or wall installation.
- C. No wall or fence shall obstruct or interfere with the use of any parking space, dumpster, utility service area, mail delivery area, public sidewalk, or street.
- D. If a fence has a decorative side, it shall face outward from the interior of the fenced property.
- E. Walls and fences shall abide by the following material composition requirements.
  - 1. No wall or fence shall be constructed of exposed concrete block, tires, junk, or other dilapidated materials
  - 2. No wall or fence on any residentially zoned or used property shall contain barbed wire or any electrified deterrent system.
  - 3. On properties residentially zoned or used, chain link fencing is only permitted in rear yards.
- F. Walls and fences on residentially zoned or used property shall abide by the following dimensional requirements.
  - 1. Maximum height of four (4) feet if located in front of the front plane of the principal building.
    - a. If the subject property is a corner lot, this requirement shall apply to each side of the lot that faces a street.
    - b. This requirement shall not apply to double frontage lots or through lots at frontages without driveways.
    - c. This requirement shall not apply to walls or fences erected in the common area of residential subdivisions.
  - 2. Maximum height of eight (8) feet in all other areas.
- G. Walls and fences on any property not residentially zoned or used shall not exceed eight (8) feet in height.
- H. Fences enclosing athletic courts and fields, such as basketball courts and tennis courts, shall not exceed 12 feet in height. This regulation shall control over conflicting fence height standards in this subsection.
- I. Any property in the AG (Agricultural) zoning district, or otherwise used for agricultural purposes, shall be exempt from the provisions of this subsection.
- J. This Ordinance shall be effective immediately upon its adoption. All laws and parts of laws in conflict with this Ordinance are hereby repealed.

ORDINANCE NO. 26-004

**AN ORDINANCE TO AMEND**  
**SECTION 17.70.010 OF THE CITY OF AUBURN CODE OF ORDINANCES**  
**FOR WALLS AND FENCES**

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

WHEREAS, it is beneficial to update, clarify and revise the Ordinance related to Walls and Fences; and

WHEREAS, Amendments to clarify the location, construction and materials for walls and fences have been recommended by City staff and reviewed and recommended by the Planning Commission;

NOW, THEREFORE, the Council of the City of Auburn, Georgia hereby ordains that the existing City Code Section 17.70.010 is deleted and the new Section 17.70.010 is adopted in the form attached hereto as Exhibit "A" and incorporated herein by reference.

The City Manager and City Clerk are further authorized to correct typographical errors in the text of this Ordinance and the existing City Code and to produce and publish a final codified version of the City Code with the amendments and revisions outlined herein.

In the event any Court of competent jurisdiction determines that any portion of the foregoing amendment is invalid, unconstitutional, or otherwise illegal, such rulings shall not impair the validity of the rest and remainder of this amendment.

This Ordinance shall be effective immediately upon its adoption.

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

**17.70.010 Walls and fences.**

Walls and fences shall be installed and maintained pursuant to the following regulations.

- A. Walls and fences shall not be subject to minimum setback requirements of this Title.
- B. No wall or fence shall cross or overlap any property boundaries except in one or more of the following circumstances.
  - 1. The affected properties are within a common development and have not yet been issued building permits.
  - 2. The owners of all affected properties complete an authorization form, including a location plan, prior to fence or wall installation.
- C. No wall or fence shall obstruct or interfere with the use of any parking space, dumpster, utility service area, mail delivery area, public sidewalk, or street.
- D. If a fence has a decorative side, it shall face outward from the interior of the fenced property.
- E. Walls and fences shall abide by the following material composition requirements.
  - 1. No wall or fence shall be constructed of exposed concrete block, tires, junk, or other dilapidated materials
  - 2. No wall or fence on any residentially zoned or used property shall contain barbed wire or any electrified deterrent system.
  - 3. On properties residentially zoned or used, chain link fencing is only permitted in rear yards.
- F. Walls and fences on residentially zoned or used property shall abide by the following dimensional requirements.
  - 1. Maximum height of four (4) feet if located in front of the front plane of the principal building.
    - a. If the subject property is a corner lot, this requirement shall apply to each side of the lot that faces a street.
    - b. This requirement shall not apply to double frontage lots or through lots at frontages without driveways.
    - c. This requirement shall not apply to walls or fences erected in the common area of residential subdivisions.
  - 2. Maximum height of eight (8) feet in all other areas.
- G. Walls and fences on any property not residentially zoned or used shall not exceed eight (8) feet in height.
- H. Fences enclosing athletic courts and fields, such as basketball courts and tennis courts, shall not exceed 12 feet in height. This regulation shall control over conflicting fence height standards in this subsection.
- I. Any property in the AG (Agricultural) zoning district, or otherwise used for agricultural purposes, shall be exempt from the provisions of this subsection.

J. This Ordinance shall be effective immediately upon its adoption. All laws and parts of laws in conflict with this Ordinance are hereby repealed.

SO ORDAINED this \_\_\_\_ day of July, 2026.

\_\_\_\_\_  
Richard E. Roquemore, Mayor

\_\_\_\_\_  
Jonathen Eggleston, Council Member

\_\_\_\_\_  
Jamie L. Bradley, Council Member

\_\_\_\_\_  
Taylor J. Sisk, Council Member

\_\_\_\_\_  
Joshua Rowan, Council Member

ATTEST:

\_\_\_\_\_  
Brooke Haney, City Clerk



**MAYOR**  
Rick E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan  
Johnnathen Eggleston

**CITY OF AUBURN  
MAYOR AND COUNCIL  
MEETING IN COUNCIL CHAMBERS  
June 11, 2026  
6:00 PM  
Council Chambers  
1 Auburn Way  
Auburn, GA 30011**

Present: Mayor: **Richard Roquemore**  
Council Member: **Taylor Sisk**  
Council Member: **Jamie L. Bradley**  
Council Member: **Joshua Rowan**  
Council Member: **Johnnathen Eggleston**

City Staff in Attendance: Michael Parks, Amanda Vinson, Brooke Haney, Sgt Pharr, Chief Hodge

**Mayor Roquemore** called the meeting to order at 6:00 pm.

**Rev. Marshall Clack** gave the Invocation.

**Mayor Roquemore** led the pledge.

**Mayor Roquemore** asked for any Citizen comments. There were none.

### **COUNCIL REPORTS & ANNOUNCEMENTS**

**Mayor Roquemore** asked for staff and Council Reports or announcements.

**Michael Parks** gave an update on upcoming paving of Mt. Moriah Road.

**Council Member Rowan** gave an update on the usage of the Disc Golf course at Shackleford Park.

**Mayor Roquemore** asked to make a move to the agenda to have the Consent Agenda moved to the beginning of the meeting if there was no objection. There was none.

### **New Business**

#### **Item 1: Voting Items**

- a. Harmony Phase 3A Final Plat

**Sarah McQuide** Presented

**Mayor Roquemore** asked if there were any questions on this item. There were none.

**Mayor Roquemore** asked for a motion to approve Harmony Phase 3A Final Plat.

**Motion:** Made by **Council Member Sisk** to approve Harmony Phase 3A Final Plat.

**Second:** by **Council Member Eggleston**

**Mayor Roquemore** asked for any discussion, there was none. Vote taken with

**Council Members Eggleston, Rowan, and Sisk** Voting yes and **Council Member Bradley** voting no.

- b. Code Updates: CH 16.43 – Trees and Landscaping (see attachment)

**Sarah McQuade** Presented

**Mayor Roquemore** asked if there were any questions on this item.

**Council Member Bradley** asked about the arborist making the final decisions, the Planning and Zoning role, EPT, where do our rules and ordinances fit into the state's rules of the 50 acres, Specimen Trees, and is City property and land protected.

**Mayor Roquemore** asked for a motion to approve Code Updates: CH 16.43 – Trees and Landscaping

**Motion:** Made by **Council Member Rowan** to approve Code Updates: CH 16.43 – Trees and Landscaping

**Second:** by **Council Member Sisk**

**Mayor Roquemore** asked for any discussion, there was none. Vote taken with

**Council Members Eggleston, Rowan, and Sisk** Voting yes and **Council Member Bradley** voting no.

- c. Code updates: CH 16.20 – Procedures, Plans, and Plat (see attachment)

**Sarah McQuade** Presented

**Mayor Roquemore** asked if there were any questions on this item.

**Mayor Roquemore** asked about if they would need to come to Council for a plat update.

**Sarah McQuade** gave an explanation.

**Councilmember Bradley** asked if that takes planning and zoning out of the loop as well.

**Sarah McQuade** gave an explanation.

**Mayor Roquemore** asked for a motion to approve Code Updates: CH 16.43 – Trees and Landscaping

**Motion:** Made by **Council Member Rowan** to approve Code Updates: CH 16.43 – Trees and Landscaping

**Second:** by **Council Member Sisk**

**Mayor Roquemore** asked for any discussion, there was none. Vote taken with all members voting yes.

**Item 2:** Consent Agenda

- a. Council Special Called Meeting Minutes – May 14, 2026
- b. Council Business Meeting Minutes – May 14, 2026
- c. Council Special Called Meeting Minutes – May 28, 2026
- d. Council Workshop Meeting Minutes – May 28, 2026
- e. Raw Water Storage Pond Piping Change Orders
- f. Keck & Wood Stormwater Contract
- g. Gwinnett Solid Waste Plan
- h. FY 2027 Budget Schedule
- i. Upstairs Room Build Out

**Council Member Bradley** asked to remove item g and i.

**Mayor Roquemore** asked for a motion to approve the consent agenda with items g and i removed.

**Motion:** Made by **Council Member Rowan** to approve the consent agenda.

**Second:** by **Council Member Eggleston**

**Mayor Roquemore** asked for any discussion, there was none. Vote taken with all members voting yes.

**Item g:** Gwinnett Solid Waste Plan

**Council Member Bradley** asked about recycling funding.

**Michael Parks** gave an explanation.

**Mayor Roquemore** asked for a motion to approve the Item g.

**Motion:** Made by **Council Member Rowan** to approve the Item g.

**Second:** by **Council Member Bradley**

**Mayor Roquemore** asked for any discussion, there was none. Vote taken with all members voting yes.

**Item i:** Upstairs Room Build Out

**Council Member Bradley** asked about the funding.

**Michael Parks** gave an explanation.

**Mayor Roquemore** asked for a motion to approve the Item i.

**Motion:** Made by **Council Member Sisk** to approve the Item i.

**Second:** by **Council Member Bradley**

**Mayor Roquemore** asked for any discussion, there was none. Vote taken with all members voting yes.

**Mayor Roquemore** Thanked CPL for all the work they do.

**Mayor Roquemore** asked for any citizen comments.

Rob Yoe spoke on item 1B.

Marsha Lickteig spoke on traffic blocking driveways at stop signs, signage for the municipal building, and communication between government and citizens.

**Mayor Roquemore** asked for a motion to adjourn.

**Motion:** Made by **Council Member Sisk** to adjourn

**Second:** Made by **Council Member Rowan**

Votes were taken with all members voting yes.

Respectfully submitted,

Read and approved this \_\_\_\_\_ Day of July 2026

Attest:

---

Mayor Richard E. Roquemore

## Chapter 16.20 PROCEDURES, PLAN AND PLAT SPECIFICATIONS

### 16.20.010 Pre-application conference.

Whenever any subdivision of a tract of land, whether for residential or nonresidential, is proposed to be developed, or whenever a single parcel of land (other than in a subdivision of a one- or two-family dwelling) is proposed, the developer shall present to the city preliminary documents and graphic exhibits to allow early evaluation of the developer's intentions and coordination with the comprehensive plan, zoning ordinance, etc. The conference is intended as an informational session between the subdivider and City staff prior to formal submittal.

(Ord. 05-004 (part), 2005; Ord. 122-01 (part), 2001)

### 16.20.020 Concept plan approval.

#### A. Concept Plan Procedures.

1. Application for concept plan approval shall be submitted to the city using an application form and in a number of copies to be determined by the city;
2. The concept plan shall include the entire property being developed. Properties which adjoin the subject property and which are under the same ownership or control as the subject property shall be so indicated.
3. Following the preapplication conference on a proposed subdivision of land not allowed as an exemption as described in Section 16.12.040 of these regulations, the subdivider shall submit the appropriate number of copies of the concept plan, and a letter requesting concept plan approval. The subdivider shall indicate the name and address of the owner and developer of the proposed subdivision and pay a fee, set by the city council.
4. The city shall send copies of the concept plan to the city planner/engineer, (consultant: planner/engineer), who shall forward or direct copies to other appropriate county or state agencies, for review and comment and approval, prior to approval by the city planner/engineer.
5. The city planner/engineer shall review the concept plan submitted by the applicant for conformance to these regulations. The city planner/engineer shall notify the applicant within thirty days of the formal submittal of the concept plan plat as to the comments and/or corrections that will be applied to the plan to gain approval. When comments have been addressed by the applicant and corrections made to the plans to meet these regulations; and all city, county, or state of Georgia agencies, identified to approve the concept plan have approved the plan; the city planner/engineer shall approve the concept plan and forward the plan to the city clerk for administrative approval and the city records.
6. The city planner/engineer shall forward to the city clerk a list of concept plan approvals, which shall be forwarded to the City staff for recordkeeping.
7. Following concept plan approval for a subdivision of land by the city planner/engineer, a clearing and grubbing permit shall be issued at the developer's request for the clearing of street rights-of-way, based on a soil erosion and sediment control plan approved by the appropriate agency.
8. Following concept plan approval by the city planner/engineer for a single parcel of land not involving a subdivision or recombination, a grading permit may be issued at the developer's request based on the

---

requirements for a clearing and grubbing permit and in addition a stormwater management report (hydrology study) shall be submitted and approved.

9. Copies of the approved concept plan shall be provided to the city for permanent record, in a number as determined by the city.

B. Concept Plan Specifications. The concept plan will include a scale of the proposed improvements, right-of-way and lot lines, shown on a boundary survey or other property outline map of the property.

(Ord. 05-004 (part), 2005; Ord. 122-01 (part), 2001)

### **16.20.030 Preliminary plat/subdivision development plan.**

A. Procedure for Subdivision Development Plans Approval.

1. An application for development plans approval and issuance of a development permit shall be submitted to the city using an application form and in a number of copies as determined by the city. The development plans may encompass a portion of a property included within an approved concept plan. The application shall include the preliminary plat, and construction drawings. All construction drawings and other engineering data shall be prepared and sealed by a professional engineer, land surveyor, or landscape architect currently registered in the state of Georgia, in accordance with provisions of Georgia law.
2. The city planner/engineer shall indicate on a review copy of the drawings or in a written memorandum all comments related to compliance of the development plans with these regulations, principles of good design, the zoning ordinance, conditions of zoning approval, and the regulations of Auburn, Barrow and/or Gwinnett and state agencies as appropriate. The city planner/engineer shall notify the applicant within thirty days of the formal submittal of the Preliminary Plat as to the comments and/or corrections that will be applied to the plan to gain approval.
3. The city planner/engineer may not approve any preliminary plat whereon is shown a lot which would present particularly unusual difficulties for construction of a building, which would clearly require a variance to be reasonably usable, or which is otherwise unbuildable, whether due to the presence of floodplain, unusual configuration, lack of public utilities or for any other reason. A house location plan (HLP) may be required to be filed as a part of the preliminary plat approval to substantiate the ability to build on any such difficult or unusual lot.
4. The subdivider shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the noted and written comments of the city.
5. Should an applicant disagree with the findings or final review comments of the city or its designee, concluding that factual or interpretive errors have been made, the following appeal procedure shall be followed to resolve the issues.
  - a. Submit to the city a written statement clearly defining the nature of the disagreement with specific reference to the sections of the regulations (i.e., development regulations, etc.) at issue, and the applicant's own opinion.
  - b. The city clerk shall automatically forward a copy of the appeal to the city council for final action in their normal course of business.
6. When the city planner/engineer has determined that the plat and other development plans are in compliance with all applicable city regulations and zoning requirements and approval has been received from the city, Barrow and/or Gwinnett County, and state Departments, the city planner/engineer and the city clerk shall approve the development plans, sign, and date a

---

"CERTIFICATE OF DEVELOPMENT PLANS APPROVAL" stamped or printed on a reproducible copy of the plat. The prescribed number, which the city establishes from time to time, of approved copies of the approved plat and development plans shall be transmitted to the city for its records and retained by the applicant.

7. Following the above approval by all affected city, Barrow and/or Gwinnett County, and state departments, a development permit shall be issued at the developer's request to begin construction activities based on the approved development plans.
8. The city planner/engineer shall forward to the city clerk a list of preliminary plat approvals, which shall be forwarded to the City staff for recordkeeping.

B. Preliminary Plat Subdivision Development Plan Specifications.

1. An application for a development permit for a subdivision shall consist of the preliminary plat, a certified boundary survey, associated slope or construction easements (if any), and such other development plans as may be required by these regulations.
2. The development plans shall generally conform to the concept plan, if any, and may constitute only that portion of the approved concept plan which the subdivider proposes to construct at one time as a single unit, provided that such portion conforms to the requirements of these Rules and regulations. If no concept plan was approved on the property, the development plans shall include the entire property being developed within the same zoning category.
3. Scale. The development plans shall be clearly and legibly drawn at a scale of not less than one hundred feet to one inch. Sheet size shall not exceed twenty-four inches by thirty-six inches. plan and profile sheets shall have a horizontal scale of no less than one inch represents one hundred feet and a vertical scale of no less than one inch represents ten feet.
4. Certified boundary survey. The preliminary plat shall be drawn on, accompanied by, or referenced to a certified boundary survey delineating the entirety of the property contained within the preliminary plat, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than one in ten thousand, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.
5. The preliminary plat shall contain the following:
  - a. Proposed name of subdivision;
  - b. Name, address, and telephone number of the owner of record, and of the subdivider (if not the owner);
  - c. Name, address and telephone number of each professional firm associated with the development plans (engineer, surveyor, landscape architect, etc.);
  - d. Date of survey, north point, and graphic scale, source of vertical datum, date of plat drawing, and space for revision dates;
  - e. Proposed use of the site, such as single-family detached residences, duplexes, townhouses, office park, industrial subdivision, etc. For residential, indicate total number of dwelling units within plat;
  - f. Land district, land lot and parcel number(s), Georgia militia district, acreage, and density, if applicable;
  - g. Location sketch locating the subdivision in relation to the surrounding area with regard to well known landmarks such as major thoroughfares or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one inch

---

represents two thousand feet. U.S. Geological Survey maps may be used as a reference guide for the location sketch;

- h. Name of former subdivision, if any, or all of the land in the preliminary plat that has been previously subdivided, showing boundaries of same;
- i. Boundary lines of the perimeter of the tract indicated by a heavy line giving lengths in feet and hundredths of a foot, and bearings in degrees, minutes, and seconds. Bearing and distance to designated tie point;
- j. Directional flow arrows for street drainage;
- k. Contour lines based on sea level datum, or other datum acceptable to the city. These shall be drawn at intervals of not more than two feet. Contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic contour shown shall be specified and dated;
- l. Natural features within the proposed subdivision, including drainage channels, bodies of water, and other known significant features such as extensive exposed rock. On all water courses leaving the tract, the direction of flow shall be indicated. The FEMA one hundred-year floodplain shall be outlined and the source of the depicted floodplain information shall be indicated. For those lots containing floodplain, a floodplain lot chart shall be provided showing the area (in square feet) of each lot lying inside and outside of the floodplain as though the land disturbance activity were completed;
- m. Man-made and cultural features existing within and adjacent to the proposed subdivision including existing right-of-way measured from centerline, pavements widths, and names of existing and platted streets; all easements, city, and county jurisdiction lines; existing structures on the site and their disposition, and other significant information. Location and dimensions of existing bridges; water, sewer, and other existing utility lines and structures; culverts and other existing features should be indicated;
- n. Proposed layout including lot lines, lot numbers, and block letters; proposed street names, roadway and right-of-way lines; and, sites reserved through covenants, easement, dedication, or otherwise for public uses. Lots shall be numbered in numerical order and blocks lettered alphabetically. The minimum building setback line from all streets. Streets shall be dimensioned to show right-of-way and roadway widths, central angles, intersection radii, and cul-de-sac roadway and right-of-way radii. Centerline curve data shall be provided for all roadway curves [radius, length, amount of superelevation (if any), point of curvature (P.C.), point of tangency (P.T.), etc.] if not shown separately on construction drawings.
- o. Identify unit number, division or stage of development, if any, as proposed by the subdivider;
- p. Existing zoning of the property. Rezoning and variance case numbers, dates of approval and conditions (as applicable). Note minimum lot size and minimum yard setback requirements, and other applicable zoning requirements. Show the dimension of required buffers, landscape strips, no-access easements, etc. Note any approved waivers from these regulations;
- q. All adjoining property owners, subdivision names, lot numbers and lot lines, block letters, and zoning;
- r. Location of all known existing or previously existing landfills.
- s. Proposed recreation area, if any; area of the site; area and percent of site within the one hundred-year floodplain; proposed disposition of the site (public ownership, homeowners association, etc.).

- 
- t. Such additional information as may be reasonably required to allow an adequate evaluation of the subdivision;
  - u. Each preliminary plat shall carry the following certificate printed or stamped thereon:

ALL REQUIREMENTS OF THE CITY OF AUBURN DEVELOPMENT REGULATIONS RELATIVE TO THE PREPARATION AND SUBMISSION OF A SUBDIVISION DEVELOPMENT PERMIT APPLICATION HAVING BEEN FULFILLED; SAID APPLICATION AND ALL SUPPORTING PLANS AND DATA HAVING BEEN REVIEWED AND APPROVED BY ALL AFFECTED CITY, COUNTY OR STATE DEPARTMENTS AS REQUIRED UNDER THEIR RESPECTIVE AND APPLICABLE REGULATIONS; AND THE CITY ENGINEER/PLANNER OF AUBURN HAVING APPROVED SAID APPLICATION ON \_\_\_\_\_; APPROVAL IS HEREBY GRANTED, ON THIS PRELIMINARY PLAT AND ALL OTHER DEVELOPMENT PLANS ASSOCIATED WITH THIS SUBDIVISION, SUBJECT TO ALL FURTHER PROVISIONS OF SAID DEVELOPMENT AND OTHER EXISTING CITY REGULATIONS.

\_\_\_\_\_  
PLANNER/ENGINEER, CITY OF AUBURN

\_\_\_\_\_  
CITY CLERK, CITY OF AUBURN

THIS CERTIFICATE EXPIRES TWELVE MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED.

NOTE: The boundaries of the lots shown on this Plat have not been surveyed and this Plat is not for recording.

- 6. The preliminary plat shall be accompanied by other development plans showing the following information when same is not shown on, or evident from the preliminary plat. The various plans may be combined where appropriate, and where clarity can be maintained.
  - a. Erosion control plan prepared in accordance with the requirements of the soil erosion and sediment control ordinance. Erosion control measures may be shown on the grading plan, if desired.
  - b. Grading Plan prepared in accordance with the requirements of Chapter 16.36 of these regulations if grading is proposed beyond the street right-of-way.
  - c. Stormwater Drainage Construction Data:
    - i. Location and size of all proposed drainage structures, including detention ponds, catch basins, grates, headwalls, pipes and any extensions thereof, energy dissipaters, improved channels, and all proposed drainage easements to be located outside of existing or proposed street rights-of-way.
    - ii. Profiles of all storm drainage pipes and slope of receiving channels. On storm drainage profiles a pipe chart will be shown which will include pipe numbers, pipe size, pipe material, pipe slope, pipe length, contributing drainage area, design flow, design storm frequency, runoff coefficient and velocity. The hydraulic grade line will be shown on all pipes for the required design flow.
    - iii. Profiles of all open channels and ditches including Mannings' twenty-five-year storm normal depth and velocity. On storm drainage profiles, an open channel chart will be shown which will include open channel numbers, conveyance size, lining material, length, channel slope, contributing drainage area, design storm frequency, runoff coefficient and velocity.
    - iv. Hydrological study used in determining size of structures, including map of all contributing drainage basins and acreage.

- 
- c. If sanitary sewers are required by the city of Auburn, Barrow and/or Gwinnett County Department of Public Utilities; or the Barrow and/or Gwinnett County Health Department; sanitary sewer plans, including the location and size of all proposed sewer lines, manholes, and any easements required therefore, together with sufficient dimensions to locate same on the ground; shall be shown.
  - d. Public water system plans. Potable water plans, including the location, size, valve and hydrant location as required by the adopted requirements of the city of Auburn and the state of Georgia Department of Natural Resources, Environmental Protection Division.
  - e. Construction data for new streets and street widenings.
    - i. Centerline profiles and typical roadway sections of all proposed streets, as well as plans and profiles for all proposed major thoroughfares. Typical roadway sections shall be provided for street widenings.
    - ii. Where sanitary or storm sewers are to be installed within a street, the grade; size, location, and bedding class of pipe; location and invert elevation of manholes shall be indicated on the road profile.
    - iii. Profiles covering roadways that are extensions of existing roadways shall include: elevations of the existing street at fifty foot intervals for such distance as may be adequate to provide continuity consistent with the standards required by the regulations for street improvements, but the existing street profile shall be no less than two hundred feet.
    - iv. All elevations shall be coordinated and tied into U.S. Coast and Geodetic Survey, or Department of Transportation benchmarks where feasible, or into reference monuments established by the Federal Emergency Management Agency, or other elevation method which must be approved by the city.
    - v. Stub streets shall be profiled at least two hundred feet onto adjoining property (no tree cutting).
  - f. Floodplain Management Plans. If any floodplain areas are located on the property, such data as is required by these regulations shall be submitted.
7. Encroachments. Where construction is proposed on adjacent property, an encroachment agreement or easement shall be submitted to the city.

(Ord. 122-01 (part), 2001)

#### **16.20.040 Site development plans.**

- A. Site Development Plan Approval Procedure.
- 1. An application for development plan approval and issuance of a development permit shall be submitted to the city using an application form and in a number of copies as determined by the city. The development plans may encompass a portion of a property included within an approved concept plan. However, if no concept plan has been approved, the development plans must include the entire property being developed and having similar zoning. The application shall include the site plan and construction drawings, as appropriate to the project. All construction drawings and other engineering data shall be prepared and sealed by a professional engineer or landscape architect currently registered in the state of Georgia, in accordance with the provisions of Georgia law.
  - 2. The city planner/engineer shall indicate on a review copy of the drawings or in a written memorandum all comments related to compliance of the development plans with these regulations, principles of

---

good design, the zoning ordinance, conditions of zoning approval, and the regulations of other city and Barrow and/or Gwinnett departments, and state agencies as appropriate. The city planner/engineer shall have final staff authority to determine the applicability of any and all comments under these development regulations, the zoning ordinance or conditions of zoning approval. The city planner/engineer shall notify the applicant within thirty days of the formal submittal of the site development plan as to the comments and/or corrections that will be applied to the plan to gain approval.

3. The developer shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the noted and written comments of the city and county or state agency.
4. Deeds to lands dedicated to city in fee simple, shall be submitted to the city for review by the city attorney prior to acceptance, approval and recording.
5. Should an applicant disagree with the findings or final review comments of the city planner/engineer, concluding that factual or interpretive errors have been made, the following appeal procedure shall be followed to resolve the issues.
  - i. Submit to the city, a written statement clearly defining the nature of the disagreement, the specific reference to the sections of the regulations (i.e., development regulations, etc.) at issue, and the applicant's own opinion.
  - ii. The city clerk shall automatically forward a copy of the appeal to the city council for final action in their normal course of business.
6. When the city planner/engineer has determined that the site plan and other development plans are in compliance with all applicable city regulations and zoning requirements, and approval has been received from Barrow and/or Gwinnett County departments, or state departments, as required, the city planner/engineer and city clerk shall approve the development plans and shall sign and date a "Certificate Of Development Plans Approval" on a reproducible copy of the plan. Approved copies of the approved development plans shall be transmitted to the city for its record.
7. Following the above approval by all affected governmental agencies, a development permit shall be issued at the developer's request to begin construction activities based on the approved development plans. Said permit may include clearing, grubbing, and grading as appropriate and approved as part of the project. A building permit may also be issued on the basis of the approved development permit under the provisions contained in this chapter. A certificate of occupancy may not be issued, however, until Section 16.20.060, site plan project closeout and continuing maintenance, of these regulations has been completed.
8. The city planner/engineer shall forward to the city clerk a list of site development plan approvals, which shall be forwarded to the city staff for recordkeeping.

**B. Site Development Plan Specifications.**

1. An application for a development permit for a multi-family or nonresidential site shall consist of the site plan, a certified boundary survey or final plat reference, associated slope or construction easements (if any), and such other development plans as may be required by these regulations.
2. The development plans shall generally conform to the concept plan, if any, and may constitute only that portion of the approved concept plan which the developer proposed to construct at one time as a single phase, provided that such portion conforms to the requirements of these rules and regulations and all setbacks, maximum density, and other zoning restrictions. If no concept plan was approved on the property, the development plans shall include the entire property being developed having the same zoning category.

- 
3. Scale. The development plans shall be clearly and legibly drawn at an engineering scale convenient to illustrate the details of the project. Sheet size shall not exceed thirty-six inches by twenty-four inches. Plan and profile sheets, if any, shall have a horizontal scale of no less than one inch represents one hundred feet and a vertical scale of no less than one inch represents ten feet.
  4. Project boundary data. The site plan shall be drawn on, accompanied by, or referenced to a boundary survey of a lot as recorded on a final subdivision plat or on a certified boundary survey delineating the entirety of the property contained within the project, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than one in ten thousand, and shall meet all requirements of Georgia law regarding the recording of maps and plats.
  5. The site plan shall contain the following (on one or more sheets):
    - a. Proposed name of development. If the project is located within a subdivision, the name of the subdivision, lot, and block number must also be shown;
    - b. Name, address and telephone number of the owner of record, and of the developer (if not the owner);
    - c. Name, address, and telephone number of each professional firm associated with the development plans (engineer, surveyor, landscape architect, etc.);
    - d. Date of survey, north arrow and graphic scale, source of datum, date of plan drawing, and space for revision dates;
    - e. Proposed use of the site, including gross square footage for each different use type or building;
    - f. Location (tax map page and parcel number(s) and G.M.D.), acreage or area in square feet, and density (if applicable);
    - g. Location sketch locating the development in relation to the surrounding area with regard to well known landmarks such as major thoroughfares or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one inch equal to two thousand feet. U.S. Geological Survey maps may be used as a reference guide for the location sketch;
    - h. Size and location of all buildings, building setback lines, minimum yard lines, and distances between buildings and from buildings to property lines; location of outdoor storage areas; parking and loading areas, driveways, curb cuts and designated fire lanes. Each building shall be identified with a number or letter;
    - i. Boundary lines of the perimeter of the tract indicated by a heavy line giving lengths to the nearest one-hundredth of a foot and bearings to the nearest second. Bearing and distance to designated tie point;
    - j. Directional flow arrows for street drainage;
    - k. Contour lines based on sea level datum. These shall be drawn at intervals of not more than two feet and shall include the entire site and all abutting public streets. Contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic contours shown shall be specified and dated.
    - l. Natural features within the proposed development, including drainage channels, bodies of water, and other known significant features such as extensive exposed rock. On all water courses leaving the tract, the direction of flow shall be indicated. The one hundred-year floodplain shall be outlined and the source of the depicted floodplain information shall be indicated. The acreage or area in square feet within the floodplain shall be indicated;

- 
- m. Man-made and natural features existing within and adjacent to the proposed development including existing right-of-way measured from centerline, pavement widths, and names of jurisdiction lines; existing structures on the site and their disposition, and other significant information. Location and dimensions of existing bridges; water, sewer, and other existing utility lines and structures; culverts and other existing features should be indicated;
  - n. Proposed street names, roadway and right-of-way lines and widths and sites reserved through covenants, easement, dedication or otherwise for public uses;
  - o. Identify unit number, division or stage of development, if any, as proposed by the developer;
  - p. Show all adjoining property owners, subdivision names, lot numbers, lot lines and block letters and zoning;
  - q. Show the location and number of parking spaces according to the size of the building on the plans. Show factors used in determining number of spaces as required in the zoning ordinance. Handicapped parking spaces must be shown as required by the Georgia handicap law;
  - r. Zoning district, rezoning case number, date of approval and conditions as applicable. Variances obtained on the property should be shown with the case number, date of approval and conditions (if applicable). Note any approved waivers from these regulations;
  - s. If buffers or other landscaping or screening treatments are required, show the location, size, and type (natural or planted) on the plans;
  - t. Location, height, and size of all freestanding signs to be erected on the site, and an indication whether lighted or unlighted;
  - u. Location of all known existing landfills and proposed on-site bury pits (state EPD permit and city special use permit or other approval may be required);
  - v. Such additional information as may be reasonably required to permit an adequate evaluation of the project.
6. Certificate of development plans approval. Each site plan shall carry the following certificate printed or stamped thereon:

ALL REQUIREMENTS OF THE CITY OF AUBURN DEVELOPMENT REGULATIONS RELATIVE TO THE PREPARATION AND SUBMISSION OF A SITE PLAN DEVELOPMENT PERMIT APPLICATION HAVE BEEN SATISFIED. APPROVAL IS HEREBY GRANTED SUBJECT TO ALL FURTHER PROVISIONS OF SAID DEVELOPMENT AND OTHER EXISTING CITY REGULATIONS.

\_\_\_\_\_  
 PLANNER/ENGINEER, CITY OF AUBURN

\_\_\_\_\_  
 CITY CLERK, CITY OF AUBURN

THIS CERTIFICATE EXPIRES TWELVE MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED.

7. Public Notice—Drainage. Every site plan shall contain the following statement:

NOTE: THE CITY OF AUBURN ASSUMES NO RESPONSIBILITY FOR OVERFLOW OR EROSION OF NATURAL OR ARTIFICIAL DRAINS BEYOND THE EXTENT OF THE STREET RIGHT-OF-WAY, OR FOR THE EXTENSION OF CULVERTS BEYOND THE POINT SHOWN ON THE APPROVED AND RECORDED SUBDIVISION PLAT. THE CITY OF AUBURN DOES NOT ASSUME THE RESPONSIBILITY FOR THE MAINTENANCE OF PIPES IN DRAINAGE EASEMENTS BEYOND THE STREET RIGHT-OF-WAY.

- 
8. The site plan shall be accompanied by other development plans showing the following information when same is not shown on, or evident from the site plan. The various plans may be combined where appropriate and clarity can be maintained.
- a. Erosion control plan prepared in accordance with the requirements of the Auburn soil erosion and sediment control ordinance. Erosion control measures may be shown on the grading plan, if desired.
  - b. Grading plan, prepared in accordance with the requirements of Chapter 16.36.
  - c. Storm water drainage construction data:
    - i. Location and size of all proposed drainage improvements, and all proposed drainage easements to be located outside existing or proposed street rights-of-way.
    - ii. Profiles of all storm drainage pipes and slope of receiving channels. Hydraulic grade line is to be shown for all pipes (except roof drains) for the required design flow. On storm drainage profiles a pipe chart will be shown which will include pipe numbers, pipe size, pipe material, pipe slope, pipe length, contributing drainage area, design flow, design storm frequency, runoff coefficient and velocity. On all pipes, the hydraulic grade line shall be shown. Profiles of all open channels and ditches including the design flow normal depth and velocity.

On storm drainage profiles an open channel chart will be shown which will include open channel numbers, conveyance size, lining material, length, channel slope, contributing drainage area, design flow, design storm frequency, runoff coefficient and velocity for the required design flow.
    - iii. Acreage of drainage areas and hydrological study used in determining size of structures, including map of all contributing drainage basins and acreages.
  - d. Public water system plans.
    - i. Potable water plans, including the location, size, valve and hydrant location as required by the adopted requirements of the city and the state of Georgia Department of Natural Resources, Environmental Protection Division.
    - ii. Private water system plans, if any, indicating proposed water main size and location, with fire hydrants, on the site. The distance and direction to all other fire hydrants within five hundred feet of the site or buildings along existing streets or other access drives shall also be indicated.
  - e. Sewage disposal plans.
    - i. Sanitary sewer plans, including the profiles and other information as may be required by the Barrow County water and sewer authority, Gwinnett County public utilities department, or the city adopted waste-water (sewer) collection system construction standards and the state of Georgia Department of Natural Resources, Environmental Protection Division.
    - ii. For projects proposed to be served by on-site sewage disposal systems, location and extent of septic tank, drain field and attendant structures, and other information required by the Barrow and/or Gwinnett County health department.
  - f. Street widening and construction data.
    - i. Centerline profiles and typical roadway sections of all proposed streets, as well as plans and profiles for all proposed major thoroughfares. Profiles (and plans, where required)

---

shall be drawn on standard plan and profile sheet with plan section showing street layout, pavement and right-of-way width, curvature, and required drainage facilities. Typical roadway sections shall be provided for street widenings.

- ii. Where sanitary or storm sewers are to be installed within a street, the grade, size, location and bedding class of pipe; location and invert elevation of manholes shall be indicated on profiles.
  - iii. Profiles covering roadways that are extensions of existing roadways shall include: elevations of the existing street at fifty foot intervals for such distance as may be adequate to provide continuity consistent with the standards required by the regulations for street improvements, but the existing street profile shall be no less than two hundred feet.
  - iv. All elevations shall be coordinated and sighted into U.S. Coast and Geodetic Survey, or Department of Transportation benchmarks, or, where feasible, into reference monuments established by the Federal Emergency Management Agency, or other elevation method which must be approved by the city.
- g. Buffer and landscape plan, if any such areas exist within the site.
  - h. Floodplain management plans; If any floodplain areas are located on the property.
  - i. Private water system plans, if any, indicating proposed water main size and location, with fire hydrants, on the site. The distance and direction to all other fire hydrants within five hundred feet of the site or buildings along existing streets or other access drives shall also be indicated.
  - j. Street striping plan, showing striping in accordance with the manual on uniform traffic control devices, for any street newly constructed to four or more lanes, and all newly constructed or widened major thoroughfares.
9. Encroachments. Where construction is proposed on adjacent property, an encroachment agreement or easement shall be submitted to the city.

(Ord. 122-01 (part), 2001)

#### 16.20.050 Initiation of development activities.

- A. Initial Activities. Following the issuance of any permit authorizing clearing and grading of a site:
- 1. Required erosion control measures must be installed where practical by the developer and inspected and approved by the city prior to actual grading or removal of vegetation. All control measures shall be in place as soon after the commencement of activities as possible and in coordination with the progress of the project.
  - 2. Soil sedimentation facilities must be installed and operational prior to major grading operations.
  - 3. Areas required to be undisturbed by the zoning ordinance, conditions of zoning approval, or other ordinance or regulation shall be designated by survey stakes, flags, or other appropriate markings and shall be inspected and approved by the city prior to the commencement of any clearing or grading activities.
    - a. For those trees which are not to be removed, all protective fencing, staking, and any tree protection area signs shall be in place. These barriers must be maintained throughout the land disturbance process and should not be removed until landscaping is begun.
    - b. The buffers or tree protection areas shall not be utilized for storage of earth and other materials resulting from or used during the development process.

- 
- c. Construction site activities such as parking, materials storage, concrete washout, burning, etc. shall be arranged to prevent disturbances within the buffer or tree protection areas.
  - B. Development Inspections. Oral notification shall be made by the developer or contractor to the city or appropriate agency at least twenty-four hours prior to commencement of activity for each of the following phases as authorized by any permit for site work or development. Inspections shall be made by the city and passed prior to continuation of further activity or proceeding into new phases.
    - 1. Clearing or clearing and grubbing of the site or any portion included under the permit.
    - 2. Grading. Installation of slope stakes shall be required. Upon completion of roadway grading, the water certificate shall be submitted to the city certifying that the centerline of the road and the offset centerline of the water line is within six inches of that shown on the approved plans or revised plan submittal. Inspection and approval shall be required prior to trenching or continuation with sub-base preparation.
    - 3. Installation of storm drainage pipe, detention or other storm water facilities.
    - 4. Curbing of roadways, if required. Inspection should be requested before the forms have been set (if used). Roadway width will be spot checked by string line between curb stakes.
    - 5. Sub-base or sub-grade of streets. After compaction, the sub-grade will be string-lined for depth and crown. The sub-grade shall be roll tested and shall pass with no movement, to the satisfaction of the city.
    - 6. Street base. The base will be string-lined for depth and crown, and shall pass a roll test with no movement to the satisfaction of the city.
    - 7. Paving. A city inspector shall be on site during the paving process to check consistency, depth, and workmanship, as applicable. For asphalt paving, the temperature of the material will be spot-checked, and the roadways may be cored after completion to check thickness, at the owners expense.
  - C. Responsibility for Quality and Design. The completion of inspections by city officials or employees and authorization for work continuation shall not transfer responsibility for the quality of the work performed or materials used from the contractor or developer, and shall not imply or transfer acceptance of responsibility for project design or engineering from the professional corporation or individual under whose hand or supervision the plans were prepared.
  - D. Stop Work Orders. Work which is not authorized by an approved permit, or which is not in conformance to the approved plans for the project, or which is not in compliance with the provisions of these regulations or any other adopted code, regulation or ordinance of city, and/or the state of Georgia, shall be subject to immediate stop work order by the city. Work which proceeds without having received the necessary inspections by the city shall be halted until all inspections of intervening work is completed.
  - E. Stabilization for Erosion Control. If for any reason a clearing and grubbing, grading, or development permit expires after land disturbance activities have commenced, the developer shall be responsible for stabilizing the site for erosion control, under the direction of the appropriate state of Georgia agency or city.

(Ord. 122-01 (part), 2001)

**16.20.060 Site plan project closeout and continuing maintenance.**

- A. Development Performance and Maintenance Agreement. The owner shall file a final development performance and maintenance agreement with the city, along with any required certificate of corporate ordinance and performance or maintenance surety, as a prerequisite to the issuance of a certificate of occupancy for any part of a project included in the development permit, except for single-family and two-

---

family residential structures. The development performance and maintenance agreement shall be in a form as required by the city, and shall include the following:

1. A list of required improvements yet to be completed (e.g., grassing, topping, sidewalks, required landscaping) and performance bonding. Final landscaping shall be provided in accordance with a schedule acceptable to the city. The developer may be allowed up to three months in which to finish the other designated improvements, after the date of approval of the certificate of occupancy.
2. Maintenance of the public streets and drainage facilities within public streets or easements for the bonding period. Repairs shall be made for any deficiencies identified within the bonding period or the bonds shall be called to complete same.
3. Indemnification of the city against all liability for damages arising as a result of errors or omissions in the design or construction of the development for a period of ten years. If liability is subsequently assigned or transferred to a successor in title or other person, a copy of such legal instrument shall be filed with the clerk to Superior Court, Barrow and/or Gwinnett County.

B. Maintenance and Performance Surety.

1. The development performance and maintenance agreement shall be accompanied by a bond, letter of credit or other acceptable surety providing for the maintenance of all public improvements and installation required by these regulations in the development for a period not to exceed twenty-four months (two years) following the date of approval of development conformance. The Maintenance Bond period of application may be extended by the city at the request of the Developer, provided it is in the best interest of the health, safety and welfare of the public.
2. The city shall further determine that either:
  - i. All public improvements required to be constructed and dedicated under the rules and regulations of city have been completed in accordance with the appropriate specifications;
  - ii. For those required public improvements not yet completed, within areas to be dedicated (grassing, pavement topping, required landscaping, sidewalks, etc.), a performance bond shall have been filed by the developer with the development performance and maintenance agreement, which performance bond shall:
    - (A) Be conditioned upon the faithful performance by the Developer of all work required to complete all public improvements and installation required to be dedicated for the development, or approved portion thereof, in compliance with these rules and regulations within a specified time, not to exceed three months;
    - (B) Be payable to, and for the indemnification of, the city;
    - (C) Be in an amount equal to the cost of construction of the required public improvements required to be dedicated not yet completed plus an additional ten percent of said costs, as calculated by the city on the basis of yearly contract prices or city contracts, where available;
    - (D) Be with surety by a company entered and licensed to do business in the state of Georgia;
    - (E) Be in a form acceptable to the city council.
3. Payment for materials for the installation of traffic control and street name signs shall be made to the city, prior to approval of the development performance and maintenance agreement with the city. Payment of the cost of striping major thoroughfares or required signalization if required and not completed by the developer shall also be received by the city prior to approval of the development performance and maintenance agreement with the city. A performance surety may be posted with the

---

city covering the not completed requirements provided a schedule of completion is acceptable to the city.

4. Once the city has approved the performance and maintenance agreement and accepted the performance and maintenance bonds which may be required, and all other affected departments and agencies of government, as required, have certified compliance, the city shall issue a certificate of occupancy for the site for the use as proposed within the approved plans. The certificate of occupancy shall indicate all of the requirements of these regulations, the zoning ordinance, and the conditions of zoning approval have been met or what, if any, improvements shall be completed.

(Ord. 122-01 (part), 2001)

#### **16.20.070 Approval of final subdivision plat.**

The approval shall reflect the owner's certification that all site work and construction has been accomplished according to the terms of approved plans and permits, and that all facilities intended for maintenance, supervision and/or dedication to the public are in compliance with appropriate standards, regulations, codes and ordinances. Such approval shall be revoked in cases of fraud or whenever unauthorized changes are made to the site without the benefit of required permits.

##### **A. Final Plat Submission and Approval Procedures.**

1. Upon completion of the project as authorized for construction by the development permit, the owner shall submit a final plat, in a number of copies as determined by the city, along with record drawings of all storm water detention facilities and modifications to the limits of the one hundred-year floodplain (if any), and an application for final plat approval, using a form provided by the city. An "as-built" hydrology study shall be submitted for the project with the actual parameters from the record drawing of the detention facilities. A record drawing of the sanitary sewer facilities, if any were constructed, shall also be prepared, separately or included with the above. The final plat submittal shall be in a form as required by the city and shall be accompanied by a development performance and maintenance agreement completed in draft form. If the owner is a corporation, the documents shall be signed by the president or vice president, be affixed by the corporate seal, and either the corporate secretary shall attest to the signature and affix the corporate seal, or a certificate of corporate resolution shall be submitted.
2. At the request of the Mayor, the city planner/engineer shall provide a written memorandum containing all comments and constructive feedback related to compliance of the final plat with this Municipal Code, conditions of zoning approval, Barrow and/or Gwinnett County departments, and state agencies as appropriate.
3. The city shall not approve any final plat whereon is shown or by which is otherwise created a lot which would present particularly severe and unusual difficulties for construction of a building, which would clearly require a variance to be reasonably usable, or which is otherwise "unbuildable" due to the presence of floodplain, unusual configuration, lack of health department approval, or for any other justified reason.
4. Lots which would appear to be buildable under certain circumstances and would require further study or additional information before a building permit could be issued, but which present problems or unusual difficulties which can reasonably be addressed or overcome by the lot owner, may be included in the Plat with the appropriate notation of the steps necessary to allow issuance of a building permit (See Chapter 16.24).
5. The subdivider shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of the city.

- 
6. Final approval by the city shall not be shown on the final plat, until all requirements of these and other applicable regulations have been met, and the city has received a completed request for approval of the final plat and an executed development performance and maintenance agreement. The agreement shall be accompanied by a bond, letter of credit or other acceptable surety providing for the maintenance of all installations and improvements required by these regulations in the subdivision for a period not to exceed twenty-four months following the date of approval of the final plat for subdivisions. The maintenance bond period of application may be extended by the city council at the request of the developer, provided it is in the best interest of the health, safety and welfare of the public.
  7. The city shall further determine that either:
    - i. The installation of all improvements within the subdivision, required for approval of the preliminary plat (construction plans), have been completed in accordance with the required or approved specifications; or
    - ii. All of the storm water drainage and detention facilities, water and sewer utilities, street base and curbing construction required for approval of the final plat have been properly installed and completed and, for those required improvements not yet completed (grassing, pavement topping, required landscaping, sidewalks, etc.) a performance bond shall have been filed by the subdivider with the development performance and maintenance agreement, which performance bond shall:
      - (A) Be conditioned upon the faithful performance by the subdivider or developer of all work required to complete all improvements and installations for the subdivision, or approved portion thereof, in compliance with these rules and regulations within a specified time, not to exceed three months;
      - (B) Be payable to, and for the indemnification of, the city;
      - (C) Be in an amount equal to the cost of construction of the required improvements not yet completed plus an additional ten percent of said costs, as calculated by the city on the basis of yearly contract prices or city contracts, where available;
      - (D) Be with surety by a company entered and licensed to do business in the state of Georgia;
      - (E) Be in a form acceptable to the city council or their designee, or the city attorney.
  8. Payment for materials for the installation of traffic control and street name signs shall be made to the city, prior to approval of the final plat. Payment of the cost of striping major thoroughfares or required signalization if required and not completed by the developer shall also be received by the city prior to approval of the final plat. A performance surety may be posted with the city covering the not completed requirements provided a schedule of completion is acceptable to the city.
  9. Payment of the required plat recording fee shall be made to the city prior to approval of the final plat.
  10. Once all other affected departments and agencies of government, as required, have certified compliance the mayor shall certify, by his/her signature on the original of the plat, that all of the requirements of these regulations, the zoning ordinance, and the conditions of zoning approval have been met, and that all other affected departments have approved the plat. The final plat shall not be deemed approved until it has been signed by the mayor and where use of septic

---

tanks is proposed, by a duly authorized representative of the Barrow and/or Gwinnett county health department.

11. Once the final plat has been so certified, the city shall authorize it to be recorded with the clerk of the Superior Court of Barrow County and/or Gwinnett County. The subdivider shall provide the city with an appropriate number of copies of the recorded plat, as determined by the city. Deeds to lands dedicated to city in fee simple, or to property owner associations for park or recreational use, shall be recorded simultaneously with the final plat.
12. The city planner/engineer shall forward to the city clerk a list of final plat approvals, which shall be forwarded to the city staff for recordkeeping.
13. The final plat shall be clearly and legibly drawn in black ink on tracing mylar or other permanent reproducible material. The scale of the final plat shall be one inch represents one hundred feet (one inch represents one hundred feet) or larger. Sheet size shall not exceed forty-eight inches by thirty-six inches. (Any sheet that is larger than seventeen inches by twenty-two inches must be photographically reduced to no more than seventeen inches by twenty-two inches in order to be recorded with the clerk of Superior Court of Barrow and/or Gwinnett County).
14. The final plat shall be based on a certified boundary survey which delineates the entire property contained within the final plat, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than one in ten thousand, and shall meet all requirements of Georgia law regarding the recording of maps and plats.
15. The final plat shall substantially conform to the preliminary plat and it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record at any one time, provided that such portion conforms to the requirements of these regulations, and said portion is not inconsistent with the public health, safety, or welfare. Any substantial deviation from the preliminary plat shall require revision and re-approval of the preliminary plat.
16. The final plat shall contain the following information:
  - i. Name of the subdivision, unit number, tax map page and parcel number(s) and/or Georgia militia district.
  - ii. Name, address and telephone number of the owner of record, and the subdivider (if not owner).
  - iii. Name, address and telephone number of each professional firm associated with the portion of the subdivision within the final plat (engineer, surveyor, landscape architect, etc.).
  - iv. Date of plat drawing, graphic scale, north point; notation as to the reference of bearings to magnetic, true north or grid north, and indication whether bearings shown are calculated from angles turned.
  - v. Location sketch of tract showing major surrounding features.
  - vi. Name of former subdivision, if any or all of the final plat has been previously recorded.
  - vii. Case number and date of approval for any applicable rezoning, special use permit, variance or waiver affecting the property.
  - viii. Location and dimension of any buffer, landscape strip, special setback, no-access easement, etc., required by the zoning ordinance or these regulations.

- 
- ix. Boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-hundredth foot and bearings to the nearest second. Bearing and distance to designated tie point shall be shown. The plat shall have a closure precision of one foot in no less than ten thousand feet.
  - x. Municipal or county jurisdictional lines approximately tied to the lines of the subdivision by distance and angles when such lines traverse or adjoin the subdivision; land lot and district or Georgia militia district lines traversing or adjoining the subdivision shall also be indicated.
  - xi. Locations, widths and names of all streets and alleys within and immediately adjoining the plat, the location and widths of all internal public crosswalks, and other public rights-of-way.
  - xii. Street center lines showing angles of deflection and standard curve data including radii, length of arcs and tangents between curves, point of curvature (P.C.) and point of tangency (P.T.).
  - xiii. Lot lines with dimensions to the nearest one-tenth of a foot and bearings to the nearest second, and radii of rounded corners, as necessary to delineate each lot.
  - xiv. Building setback lines along streets with dimensions.
  - xv. When lots are located on a curve or when side lot lines are at angles other than ninety degrees, the lot width measured in accordance with the provisions of the zoning ordinance may be required to be shown, if deemed necessary by the city for clarity.
  - xvi. Lots numbered in numerical order and blocks lettered alphabetically.
  - xvii. Location and size of all drainage pipes, location and extent of detention ponds, the location and size of all public water mains and fire hydrants, and the location, dimensions and purpose of any easements, including construction or slope easements if required.
  - xviii. Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations. Location of any areas to be reserved by private deed covenant for common use of all property owners, or dedicated to a homeowner's association.
  - xix. A statement of private covenants, if any, if they are brief enough to be put directly on the plat; otherwise, if covenants are separately recorded, a statement as follows:

THIS PLAT IS SUBJECT TO THE COVENANTS SET FORTH IN THE SEPARATE DOCUMENT(S) RECORDED IN DEED BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ ATTACHED HERETO DATED \_\_\_\_\_, WHICH HEREBY BECOME A PART OF THIS PLAT, AND WHICH WERE RECORDED AND SIGNED BY THE OWNER.

- xx. Accurate location, material, and description of monuments and markers (all monuments shall be in place prior to approval of the final plat.)
- xxi. Certificates and statements specified in these regulations, below.
- xxii. Extent of the one hundred-year floodplain and a floodplain chart showing the area within and outside the floodplain for each lot containing any portion of the one hundred-year floodplain. Origin of the floodplain data shall be indicated.
- xxiii. Street address numbers and block number designations for street names signs on abutting streets, where appropriate.

xxiv. Individual lots shall be designated HLP (house location plan), RDP (residential drainage plan) and/or RDS (residential drainage study) if such are required by the city to be approved prior to issuance of a building permit.

xxv. All other notes or notations as may be required by the city.

17. If any lands are shown on the final plat for dedication to the city other than street rights-of-way or easements, a warranty deed transferring title to said land in fee simple, in a form acceptable to the city, shall be submitted with the final plat application.
18. If any lands are shown on the final plat for dedication to a property owners association, a copy of the deed of transfer for such dedication and a copy of the instrument of incorporation of the property owners association shall be submitted with the final plat application.
19. Each final plat shall carry the following certificates or statements printed or stamped thereon as follows:
  - i. Final surveyor's certificate.

IT IS HEREBY CERTIFIED THAT THIS PLAT IS TRUE AND CORRECT AS TO THE PROPERTY LINES AND ALL IMPROVEMENTS SHOWN THEREON, AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY SUPERVISION; THAT ALL MONUMENTS SHOWN HEREON ACTUALLY EXIST, AND THEIR LOCATION, SIZE, TYPE AND MATERIAL ARE CORRECTLY SHOWN. THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN \_\_\_\_\_ FEET AND AN ANGULAR ERROR OF \_\_\_\_\_ PER ANGLE POINT, AND WAS ADJUSTED USING \_\_\_\_\_ RULE. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN \_\_\_\_\_ FEET, AND CONTAINS A TOTAL OF \_\_\_\_\_ ACRES. THE EQUIPMENT USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS HEREIN WAS \_\_\_\_\_.

BY: \_\_\_\_\_

REGISTERED GA LAND SURVEYOR # \_\_\_\_\_ EXPIRES \_\_\_\_\_

- ii. Owners acknowledgment and declaration.

(STATE OF GEORGIA)

(COUNTY OF BARROW AND/OR GWINNETT)

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, ACKNOWLEDGES THAT THIS PLAT WAS MADE FROM AN ACTUAL SURVEY, AND DEDICATED BY THIS DECLARATION TO THE USE OF THE PUBLIC FOREVER ALL STREETS, SEWER COLLECTORS, LIFT STATIONS, DRAINS, EASEMENTS, AND OTHER PUBLIC FACILITIES AND APPURTENANCES THEREON SHOWN, AND TRANSFERS OWNERSHIP OF ALL PUBLIC USE AREAS IN FEE SIMPLE BY DEED, FOR THE PURPOSES THEREIN EXPRESSED.

SUBDIVIDER/  
OWNER

DATE  
DATE

- iii. Final plat approval.

THIS FINAL PLAT HAS BEEN REVIEWED FOR GENERAL COMPLIANCE WITH THE ZONING ORDINANCE AND DEVELOPMENT REGULATIONS OF THE CITY OF AUBURN, GEORGIA, AND IS DEEMED SATISFACTORY.

CITY OF AUBURN PLANNER/ENGINEER

DATE

THE MAYOR OF THE CITY OF AUBURN, GEORGIA, CERTIFIES THAT THIS PLAT COMPLIES WITH THE CITY OF AUBURN ZONING ORDINANCE, AND THE CITY OF AUBURN DEVELOPMENT REGULATIONS, AND HAS BEEN APPROVED BY ALL OTHER AFFECTED CITY, COUNTY, OR STATE DEPARTMENTS. THE MAYOR HEREBY ACCEPTS ON BEHALF OF THE CITY OF AUBURN THE DEDICATION OF ALL PUBLIC RIGHT-OF-WAY AND EASEMENTS, AND PUBLIC WATER, SEWER, STORM DRAINAGE, AND OTHER PUBLIC FACILITIES AND APPURTENANCES SHOWN THEREON. THIS PLAT IS APPROVED, SUBJECT TO THE PROVISIONS AND REQUIREMENTS OF THE DEVELOPMENT PERFORMANCE AND MAINTENANCE AGREEMENT EXECUTED FOR THIS PROJECT BETWEEN THE OWNER AND THE CITY OF AUBURN.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
MAYOR, CITY OF AUBURN

iv. Health department certification (for subdivisions served by septic tanks).

THE LOTS SHOWN HEREON HAVE BEEN REVIEWED BY THE BARROW AND/OR GWINNETT COUNTY HEALTH DEPARTMENT AND WITH THE EXCEPTION OF LOTS \_\_\_\_ ARE APPROVED FOR DEVELOPMENT. EACH LOT IS TO BE REVIEWED BY THE BARROW AND/OR GWINNETT COUNTY HEALTH DEPARTMENT AND APPROVED FOR SEPTIC TANK INSTALLATION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

BARROW AND/OR GWINNETT COUNTY HEALTH DEPARTMENT

v. Public notice—drainage.

(A) Every residential final plat shall contain the following statement:

NOTE: THE CITY OF AUBURN ASSUMES NO RESPONSIBILITY FOR OVERFLOW OR EROSION OF NATURAL OR ARTIFICIAL DRAINS BEYOND THE EXTENT OF THE STREET RIGHT-OF-WAY, OR FOR THE EXTENSION OF CULVERTS BEYOND THE POINT SHOWN ON THE APPROVED AND RECORDED SUBDIVISION PLAT.

(B) Every nonresidential final plat shall contain the following statement:

NOTE: THE CITY OF AUBURN ASSUMES NO RESPONSIBILITY FOR OVERFLOW OR EROSION OF NATURAL OR ARTIFICIAL DRAINS BEYOND THE EXTENT OF THE STREET RIGHT-OF-WAY, OR FOR THE EXTENSION OF CULVERTS BEYOND THE POINT SHOWN ON THE APPROVED AND RECORDED SUBDIVISION PLAT. THE CITY OF AUBURN DOES NOT ASSUME THE RESPONSIBILITY FOR THE MAINTENANCE OF PIPES IN DRAINAGE EASEMENTS BEYOND THE STREET RIGHT-OF-WAY.

vi. House location plans (HLP).

On any final plat containing a lot for which a house location plan approval will first be required prior to issuance of a building permit, the following statement shall be included:

HLP—HOUSE LOCATION PLAN

A HOUSE LOCATION PLAN SHALL BE REQUIRED TO BE APPROVED BY THE CITY PRIOR TO ISSUANCE OF A BUILDING PERMIT ON THOSE LOTS LABELED "HLP". A HOUSE LOCATION PLAN IS A SCALE DRAWING SUBMITTED BY THE BUILDER AT THE TIME OF A REQUEST FOR A BUILDING PERMIT. IT IS NOT REQUIRED THAT THIS PLAN BE PREPARED BY A LAND SURVEYOR OR PROFESSIONAL ENGINEER. THE

---

PURPOSE OF THIS PLAN IS TO ENSURE THAT THE HOUSE IS PROPERLY LOCATED ON THE LOT. PLEASE REFER TO THE CITY OF AUBURN DEVELOPMENT REGULATIONS OR CONTACT THE CITY OF AUBURN FOR FURTHER INFORMATION.

vii. Residential drainage plan (RDP) or study (RDS).

On any final plat containing a lot for which a Residential Drainage Plan (RDP) or Residential Drainage Study (RDS) will first be required prior to issuance of a Building Permit, the following statement shall be included, as applicable:

RDP—RESIDENTIAL DRAINAGE PLAN OR RDS—RESIDENTIAL DRAINAGE STUDY

A RESIDENTIAL DRAINAGE PLAN OR RESIDENTIAL DRAINAGE STUDY SHALL BE REQUIRED TO BE APPROVED BY THE CITY, PRIOR TO ISSUANCE OF A BUILDING PERMIT ON THOSE LOTS LABELED "RDP" OR "RDS", RESPECTIVELY. PLEASE REFER TO THE CITY OF AUBURN DEVELOPMENT REGULATIONS AND CONTACT THE CITY OF AUBURN FOR FURTHER INFORMATION.

(Ord. 122-01 (part), 2001)

**16.20.080 House location plan (HLP).**

- A. House Location Plan (HLP) Requirement. The city requires that a house location plan be approved by the city clerk prior to the issuance of a building permit. House location plans shall be drawn to scale and may be shown on a certified boundary survey of the lot or any other drawing showing the information required below. The city may accept a house location plan drawn to the same scale as shown on the final plat where sufficient detail can be shown to support an adequate review and approval. The house location plan may be combined with a residential drainage plan (RDP) if an RDP is required for the lot.
- B. House Location Plan Preparation. It is not the intent of the city that the house location plan be prepared by a registered surveyor or engineer, but may be done by the individual proposing the improvements on the lot. It is the intent, however, to receive a drawing with sufficient readability and accuracy to ensure that the proposed improvements will be constructed on the lot in conformance with the requirements of these regulations, the zoning ordinance, or other regulations, as applicable.
- C. House Location Plan Specifications.
1. Boundary lines of the lot, giving distances to the nearest one-tenth of a foot;
  2. Location and names of all abutting streets or other rights-of-way;
  3. Minimum required front, side and rear building setback lines with dimensions, and notation of the existing zoning on the property;
  4. The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines;
  5. All easements, public water, sewer or storm drainage facilities traversing or located on the property, septic tank, and septic tank drain field;
  6. Subdivision name, lot designation, and Georgia militia district.
  7. North arrow and scale;
  8. Limit of the one hundred-year floodplain and any applicable buffers or special building setback lines;
  9. All other applicable requirements of the zoning ordinance or conditions of zoning approval;
  10. Name, address and telephone number of the owner and the person who prepared the HLP;

Created: 2025-09-03 14:48:49 [EST]

(Supp. No. 22)

- 
11. The house location plan shall contain the following signature block. If the HLP was required because of floodplain on the lot, the language contained within the brackets must be included; otherwise, it should be deleted from the signature block.

THIS HOUSE LOCATION PLAN HAS BEEN REVIEWED FOR GENERAL COMPLIANCE WITH THE ZONING ORDINANCE AND DEVELOPMENT REGULATIONS OF THE CITY OF AUBURN, GEORGIA, AND IS APPROVED FOR ISSUANCE OF A BUILDING PERMIT FOR THE RESIDENTIAL STRUCTURE AND OTHER IMPROVEMENTS SHOWN HEREON. [NO FRAMING INSPECTION WILL BE APPROVED UNTIL A CERTIFICATION OF THE ELEVATION OF THE LOWEST FLOOR, AS BUILT, PREPARED BY A REGISTERED LAND SURVEYOR OR PROFESSIONAL ENGINEER, HAS BEEN RECEIVED BY THE CITY.] THIS APPROVAL IS GRANTED WITH THE PROVISION THAT NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED FOR COMPLETION OF CONSTRUCTION UNTIL CONFORMANCE TO THIS HOUSE LOCATION PLAN HAS BEEN FIELD VERIFIED BY A FOUNDATION SURVEY PREPARED FOR THE BUILDER BY A REGISTERED LAND SURVEYOR.

CITY OF AUBURN

DATE

- D. Verification of House Location Plan Requirements. A certificate of occupancy shall not be issued for the structure or other improvements until conformance to the provisions or other requirements of the house location plan have been field verified by a foundation survey prepared for the builder.

(Ord. 122-01 (part), 2001)

#### **16.20.090 Residential drainage plan (RDP) or study (RDS).**

Refer to Section 16.40.020 for why a RDP or a RDS may be required. The city requires that a residential drainage plan be approved by a city official or city designee prior to the issuance of a building permit for the lot on which the residential drainage plan or residential drainage study requirement is noted. Residential drainage plans shall be drawn to scale on a certified boundary survey of the lot prepared by a registered land surveyor, having an error of closure not exceeding one in ten thousand. The residential drainage plan may be combined with a House Location Plan (HLP) if an HLP is required for the lot.

- A. Residential Drainage Plan Specifications.
1. Boundary lines of the lot, giving distances to the nearest one-hundredth of a foot and bearings to the nearest second;
  2. Location and names of all abutting streets or other rights-of-way;
  3. The outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines as required to locate the major improvements on the lot;
  4. All easements, public water or sewer facilities traversing or located on the property, and septic tank drain field;
  5. Subdivision name, lot designation, land lot and district and/or Georgia militia district;
  6. North arrow and scale;
  7. Contour lines based on sea level datum. These shall be drawn at intervals of not more than two feet, and shall be based on a field survey. Proposed grading of the lot shall be shown along with the finished floor elevation of the lowest habitable floor of the house;

- 
8. Storm water features, including swales, pipes, storm water detention and other structures, all drainage easements (D.E.), and directions of flow;
  9. Floodplain features, including the limits of the flood hazard area, one hundred-year flood high water elevation, origin of the floodplain data, and any proposed modifications to the floodplain limits;
  10. Sedimentation and erosion control measures to be taken or placed on the lot during construction;
  11. Names, address and telephone number of the owner and person who prepared the RDP;
  12. Seal, registration number, and date of expiration of the professional engineer, land surveyor, or landscape architect, registered and licensed in the state of Georgia, who prepared the drainage improvements or modifications shown on the RDP.
- B. Site Visit by City Official Required for Residential Drainage Study (RDS). A residential drainage study (RDS) shall be conducted and submitted to the city for approval by the city planner/engineer or his designee prior to issuance of a building permit on those lots so noted on the final plat. The residential drainage study shall be conducted on the lot after the following has been completed by the builder but prior to the building permit issuance:
1. Rough grading of the lot;
  2. Staking of the corners of the proposed house and driveway location;
  3. Flagging or staking of all property line corners;
  4. Placement of erosion control devices.
- C. Verification of Residential Drainage Plan or Residential Drainage Plan Requirements. A certificate of occupancy shall not be issued for the structure until the provisions or improvements required by the residential drainage plan or as a result of the residential drainage study have been field verified by a foundation survey giving spot elevations in relation to floodplain or drainage elevations on the lot or adjoining lots, prepared for the builder by a state of Georgia registered land surveyor.
- D. Signature Block for Residential Drainage Plan (RDP). The residential drainage plan shall contain the following signature block. If the RDP was required because of floodplain on the lot, the language contained within the brackets must be included; otherwise, it should be deleted from the signature block.

THIS RESIDENTIAL DRAINAGE PLAN HAS BEEN REVIEWED FOR GENERAL COMPLIANCE WITH THE ZONING ORDINANCE AND DEVELOPMENT REGULATIONS OF THE CITY OF AUBURN, GA, AND IS APPROVED FOR ISSUANCE OF A BUILDING PERMIT FOR THE RESIDENTIAL STRUCTURE AND OTHER IMPROVEMENTS SHOWN HEREON. [NO FRAMING INSPECTION WILL BE APPROVED UNTIL A CERTIFICATION OF THE ELEVATION OF THE LOWEST FLOOR, AS BUILT, PREPARED BY A REGISTERED LAND SURVEYOR OR PROFESSIONAL ENGINEER, HAS BEEN RECEIVED BY THE CITY.] THIS APPROVAL IS GRANTED WITH THE PROVISION THAT NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED FOR COMPLETION OF CONSTRUCTION UNTIL CONFORMANCE TO THIS RESIDENTIAL DRAINAGE PLAN HAS BEEN FIELD VERIFIED BY A FOUNDATION SURVEY PREPARED FOR THE BUILDER BY A STATE OF GEORGIA REGISTERED LAND SURVEYOR.

CITY OF AUBURN

DATE

(Ord. 122-01 (part), 2001)

(Supp. No. 22)

Created: 2025-09-03 14:48:49 [EST]

---

## 16.20.100 Exemption plat procedures and specifications.

### A. Procedure for Exemption Plat Approval.

1. When an applicant for a subdivision has parcel of land which meets Section 16.12.040, a plat shall be submitted to the city in a number of copies as determined by the city.
2. This exemption plat shall be reviewed by the city planner/engineer for compliance with these regulations and the city planner/engineer shall indicate on a review copy of the plat or drawing, or in a written memorandum all comments related to compliance with these regulations.
3. The applicant shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the noted and written comments of the city.
4. When the city planner/engineer has determined that the exemption plat complies with all applicable city codes, ordinances or regulations, the exemption plat shall be approved. The city planner/engineer shall sign and date said approval of the exemption plat, and shall authorize by such approval, recording of the exemption plat in the office of the clerk of the Superior Court of Barrow and/or Gwinnett County deed records.

### B. Exemption Plat Specifications.

1. Name, address and telephone number of the owner(s) of record of the land to be subdivided;
2. Proposed name, total acreage of the subdivision and acreage of smallest lot;
3. Name, address and telephone number of the licensed land surveyor or registered professional engineer, registered in the state of Georgia;
4. North arrow, graphic scale and date;
5. Present zoning of property and adjacent property;
6. Names of adjoining property owners;
7. The location of streams, lakes, flood hazard or flood prone areas;
8. The location of proposed lots showing dimensions, front yard setbacks and side yard setbacks for corner lots as required by the city zoning ordinance, and total number of lots, with each lot being numbered;
9. Bearings and distances to the nearest existing street lines or bench marks or other permanent monuments (not less than three) shall be accurately described on the plat;
10. Municipal, county and land lot and district lines and/or Georgia militia district lines accurately tied to the lines of the subdivision by distances and angles when such lines traverse or are reasonably close to the subdivision;
11. Exact boundary lines of the tract, determined by a field survey;
12. Name of plat or subdivision;
13. Exact locations, right-of-way widths, and names of all streets adjoining or within the subdivision;
14. Required right-of-way to be dedicated according to the comprehensive plan which includes a thoroughfare plan - functional classification system map;
15. Lot lines with dimensions to the nearest one-tenth foot and bearings to the nearest minute;
16. Lots numbered in numerical order;

- 
17. Location, dimensions, and purposes of any easements and any areas to be reserved or dedicated for public use;
  18. Accurate location, material, and description of monuments and markers;
  19. A statement directly on the plat of any private covenants or reference to the deed book and page of recording of any covenants;
  20. Subdivision classification (such as residential, no mobile homes, mobile homes, modular homes, commercial, industrial);
  21. The following certifications:

a. An engineer's or surveyor's certification directly on the plat as follows:

"IT IS HEREBY CERTIFIED THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY BY ME OR UNDER MY SUPERVISION; THAT ALL MONUMENTS SHOWN HEREON ACTUALLY EXIST OR ARE MARKED 'FUTURE' AND THEIR LOCATION, SIZE, TYPE, AND MATERIAL ARE CORRECTLY SHOWN; AND THAT ALL ENGINEERING REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE CITY OF AUBURN, GEORGIA, HAVE BEEN FULLY COMPLIED WITH."

BY \_\_\_\_\_ REGISTERED P.E., NO. \_\_\_\_\_

\_\_\_\_\_ REGISTERED GEORGIA LAND

SURVEYOR, NO. \_\_\_\_\_

b. An owner's certification and dedication, directly on the plat as follows:

OWNER'S CERTIFICATION AND DEDICATION:

STATE OF GEORGIA, COUNTY OF BARROW AND/OR GWINNETT

"THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, CERTIFIES THAT THIS PLAT WAS MADE FROM AN ACTUAL SURVEY, THAT ALL STATE, COUNTY AND CITY TAXES OR OTHER ASSESSMENTS NOW DUE ON THIS LAND HAVE BEEN PAID. I (WE) HEREBY CERTIFY THAT I (WE) ADOPT THIS PLAN OF SUBDIVISION, ESTABLISH THE MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKWAYS, DRAINAGE EASEMENTS, AND OTHER SPACES TO PUBLIC USE AS NOTED."

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_

OWNER

c. Certification of individual private water and/or sewer system directly on the plat as follows:

THE LOTS SHOWN HEREON HAVE BEEN REVIEWED BY THE BARROW AND/OR GWINNETT COUNTY HEALTH DEPARTMENT AND WITH THE EXCEPTION OF LOTS \_\_\_\_\_ ARE APPROVED FOR DEVELOPMENT. EACH LOT IS TO BE REVIEWED BY THE BARROW AND/OR GWINNETT COUNTY HEALTH DEPARTMENT AND APPROVED FOR SEPTIC TANK INSTALLATION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

DATED \_\_\_\_\_

\_\_\_\_\_

HEALTH OFFICER

d. Certification of community or public water system, directly on the plat as follows (if applicable):

---

I HEREBY CERTIFY THAT THE COMMUNITY OR PUBLIC WATER SUPPLY AND DISTRIBUTION SYSTEMS ARE TO BE INSTALLED, SHOWN IN THE SUBDIVISION PLAT ATTACHED HERETO, MEET THE REQUIREMENTS OF THE GEORGIA DEPARTMENT OF NATURAL RESOURCES WATER SUPPLY SECTION.

DATED

GEORGIA DEPARTMENT OF NATURAL RESOURCES  
WATER SUPPLY SECTION

e. Certification of community or public sewer systems, directly on the plat as follows (if applicable):

I HEREBY CERTIFY THAT THE COMMUNITY OR PUBLIC SEWERAGE COLLECTION AND DISPOSAL SYSTEM INSTALLED OR TO BE INSTALLED, SHOWN IN THE SUBDIVISION PLAT ATTACHED HERETO, MEETS THE REQUIREMENTS OF THE PUBLIC SEWER SYSTEM TO SERVE THESE LOTS.

DATED

OFFICIAL OF THE PUBLIC SEWER SYSTEM PROVIDING  
SERVICE TO THE SUBDIVISION

f. Certificate of approval for recording directly on the plat as follows:

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE ZONING ORDINANCE AND SUBDIVISION REGULATIONS OF THE CITY OF AUBURN, GEORGIA, AND THAT IT HAS BEEN APPROVED BY THE CITY OF AUBURN FOR RECORDING IN THE OFFICE OF THE CLERK OF SUPERIOR COURT OF BARROW AND/OR GWINNETT COUNTY, GEORGIA.

DATED

PLANNER/ENGINEER OF THE CITY OF AUBURN

(Ord. 122-01 (part), 2001)

---

## Chapter 16.43 TREES AND LANDSCAPING

### 16.43.010 Applicability.

All utility installation, subdivisions, single- and two-family residential, multifamily, commercial, industrial and institutional developments shall be subject to the requirements and procedures of this Chapter.

(Ord. No. 08-017, 8-7-08)

### 16.43.011 Intent.

The intent of this chapter is to promote preservation of trees during land development and on all property, public and private. Such preservation shall protect and enhance the city's greenery through tree protection and planting. Benefits include reduced soil erosion, stormwater management costs and flooding potential; moderation of microclimates; improved air and water quality; mitigation of noise and glare; energy conservation through reduced heating and cooling costs; and enhanced property values. These benefits are heightened by the scenic and psychological values associated with the tree canopy and are consistent with the city's emphasis on neighborhood quality and community revitalization. The further purpose of this article is to establish standards necessary to ensure that this objective will be reached and that the city will enjoy the benefits provided by an appropriate tree canopy. It is the objective of the city that there shall be no net loss of trees within the corporate boundaries of the city by creating a means to:

- A. Provide standards for the preservation of trees as part of the land development process.
- B. Prevent mass grading of land, both developed and undeveloped, without at least a minimum provision for protection and replacement of trees.
- C. Protect trees during construction whenever possible in order to enhance the quality of life in the city.
- D. Establish and maintain the maximum amount of tree cover on public and private property in the city by prohibiting destruction and removal of trees except in accordance with standards set forth as well as requiring the planting of trees on all development sites to achieve a specified minimum tree cover.
- E. Maintain trees in the city in a healthy and nonhazardous condition through adoption and enforcement of professional arboricultural practices.
- F. Establish, and revise as necessary, standards for planting and maintaining trees so as to improve the city's economic base by improving property values, to enhance the city's visual quality and its neighborhoods, and improve public health by reducing air pollution and the incidence of flooding.
- G. Provide for the designation of specimen trees.

(Ord. No. 08-017, 8-7-08)

### 16.43.012 Definitions.

As used in this chapter, unless specifically stated otherwise, the following terms shall be defined as indicated and where any definition herein conflicts with another definition in this Municipal Code, the more restrictive definition shall prevail:

1. "Applicant." Any person seeking approval to take action under this Title.
2. "Basal area." The cross sectional area of a tree trunk at diameter breast height (DBH) expressed herein as "units" per acre.

- 
3. "Boundary tree." A tree located on a property abutting a site subject to land clearing or development activities which has a critical root zone that extends into the soil of the site subject to land clearing or development.
  4. "Buffer." A natural or planted landscaped area intended to separate and partially obstruct the view of adjacent land uses from one another or from a public right-of-way or for purposes of noise reduction or to provide a visual break.
  5. "Buildable area." The area of a lot that is outside the minimum required front, side or rear yard and which is not subject to the open space requirements or other environmental restrictions of this chapter or other laws, codes or ordinances.
  6. "Caliper." A measure of the diameter of a tree trunk performed at a point on the tree six inches above the natural, adjacent grade for trees up to and including four-inch caliper, and twelve inches above the natural, adjacent grade for trees larger than four-inch caliper. The caliper of multiple-stemmed trees, such as crape myrtle, shall be the sum of the individual stem diameters.
  7. "City arborist." The arborist of the City of Auburn or their designee.
  8. "City planner." The person or designee with the authority to issue permits and administer the ordinance in regards to zoning and development.
  9. "Clearing." Any activity which disturbs the vegetative cover of a parcel including trees.
  10. "Coniferous." Also referred to as "evergreen," any tree which retains its green foliage throughout the year.
  11. "Construction permit." A permit issued on-site by the city planner or designee to allow initiation of any clearing, grubbing and/or grading. This permit is issued only after a land disturbance permit has been issued, and all erosion control and tree protection measures have been installed in accordance with the approved plan.
  12. "Critical root zone" (CRZ). The minimum area beneath a tree, which must remain undisturbed during land development or construction activity to preserve a sufficient root mass, which will afford a reasonable chance of tree survival. CRZ is defined by a circle with a diameter dimension equal in feet to one and one-half the trunk diameter in inches and centered on the tree's trunk. For example, the CRZ of a twenty-inch diameter tree is thirty feet.
  13. "Crown." The upper portion of a tree comprised of branches and leaves.
  14. "Deciduous tree." Also referred to as "broad-leafed" trees, any tree which loses its leaves at the end of the growing season.
  15. "Density factor." A unit of measure used to prescribe the calculated tree coverage on a site. Site density factor for properties within the corporate limits of the city is one hundred units per acre.
  16. "Density factor deficient" (DFD). The volume of tree site density units which are unable to be planted on a given site, in the context of tree banking.
  17. "Drip line." A vertical line extending from the outermost branches of a tree canopy to the ground.
  18. "Drip line area." The total area underneath a tree, which would encompass all drip lines.
  19. "Diameter at breast height" (DBH). A standard measure of tree size performed at a height of four and one-half feet above the natural, adjacent grade.
  20. "Development activity." Any alteration of the natural environment, which requires approval of a site plan, construction drawings or issuance of a development permit. Development activity shall also include the selective cutting, thinning or removal of trees from any undeveloped land, including that performed in

---

conjunction with a forest management program, as well as removal of trees incidental to land development or to the marketing of land for development.

21. "Development permit." Official, written authorization issued by the city planner or designee in accordance with provisions of this article.
22. "Existing density factor" (EDF). The density value or credit of existing trees to be preserved on a site.
23. "Floodplain, 100-year." An area identified by the U.S. Army Corps of Engineers or other surveying agencies as subject to inundation by surface waters once every one hundred (100) years and deemed necessary for the unrestricted flow of floodwaters.
24. "Growing season." A period of not less than twelve months during which there are at least three contiguous months of dormancy followed by a spring leafing.
25. "Hardwood tree." Any leaf-bearing (not needle-bearing) tree that is not coniferous (cone-bearing).
26. "Land disturbance permit" (LDP). A permit issued by the City Planner or designee that authorizes the clearance or alteration of any lot or lots, the installation of any public or private infrastructure and/or the commencement of any construction activities.
27. "Land disturbing activity." Any land change which may result in soil erosion from water or wind and the movement of sediments into the waters or into land within the city, including but not limited to clearing, grubbing, stripping, dredging, grading excavating, transporting and filling of land.
28. "Landscape area." An area reserved for installation and maintenance of ornamental plant materials.
29. "Landscaping." Any addition to the natural features of a lot intended to restore construction disturbance or to enhance its attractiveness, as by adding trees, shrubs, ground covers or lawns.
30. "Person." Any human being, firm, public agency, public utility, partnership, association, corporation, company, legal entity, organization or society.
31. "Planted density factor" (PDF). The number or portion of tree density units that are satisfied through newly installed trees.
32. "Protection area." All land outside the buildable area of a lot designated as permanent open space; the drip line area beneath a tree or clusters of trees to be retained, and all areas required as landscaping strips or buffers by provisions of Title 17 or as conditions of zoning approval.
33. "Public utility." Any publicly, privately, or cooperatively owned line, facility or system for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil products, water, steam, waste, storm water not connected with highway drainage and other similar services and commodities, including publicly owned fire, police, traffic signals and lighting systems, which directly or indirectly serve the public or any part thereof.
34. "Radial trunk dieback." A measure of the amount of decay, which identifies the percentage of a tree's trunk, which is visibly damaged by decay.
35. "Replacement density factor" (RDF). The density value or credit of new trees proposed on a site.
36. "Revegetation." Reestablishment of trees and other landscape materials within the minimum required landscape areas, according to standards and provisions of this chapter, or as determined by the zoning ordinance or conditions of zoning approval.
37. "Shrub." A woody plant or bush, usually between one and six feet in height, and distinguished by multiple stems.
38. "Site density factor" (SDF). The minimum tree density to be achieved and maintained on any developed site; 100 units per acre.

- 
39. "Site density standard." The minimum number of trees, measured in average site density per acre that must be present on a lot following development not exempted from this chapter.
  40. "Softwood tree." Any coniferous (cone-bearing) tree, such as pine, spruce, hemlock, cedar, etc.
  41. "Specimen tree." Any tree which qualifies as being of high value because of its size, species, age, location or historical character.
  42. "Specimen tree stand." A contiguous grouping of trees which qualify as being of high value due to their size, species, age, location or historical character.
  43. "Tree." Any self-supporting, woody perennial plant usually having a single trunk diameter of three inches or more which normally attains a mature minimum height of fifteen feet. Canopy trees are defined as any tree of greater or equal height and crown spread than surrounding trees. Examples include beech, hickory, maple, oak, pecan, pine and sycamore. Understory trees are defined as any tree or woody plant of lesser height and crown spread than surrounding trees. Understory species generally reach a mature height of less than forty feet. Examples include cherry, crab apple, dogwood, magnolia, pear, redbud, holly, sassafras, and red cedar.
  44. "Tree bank." An account of funds, maintained by the accounting department of the city, contributed by developers as an alternate form of compliance with this section. Funds from the tree bank are to be used solely for the purchase and planting of trees on public sites within the city as authorized by the city planner or designee.
  45. "Tree destruction." Any intentional or negligent act which will cause a tree to die within a period of two years, including, but not limited to, cutting or otherwise damaging the trunk, roots or other vital sections of the tree; damage inflicted upon the root system of a tree by the application of toxic substances; damage caused by the operation of heavy machinery or change of natural grade by excavation or filling of the cover area within the drip line; and damage from fire or other injury inflicted on a tree that results in pest infestation.
  46. "Tree protection permit." A written permit issued by the city planner or designee, to an individual, firm corporation or similar entity certifying that the tree protection plan, as submitted or revised, has been approved.
  47. "Tree protection plan." A scaled drawing depicting the location of all trees to be preserved by species and size. Tree save areas may be identified by a line defining their limits and trees within such limits need not necessarily be individually identified. Such plans shall indicate all planned construction improvements and trees to be retained. The method of protecting trees during land disturbance and construction shall also comprise the tree protection plan.
  48. "Tree removal permit." A permit issued by the city planner or designee allowing for removal of specified trees on a lot.
  49. "Tree replacement plan." A drawing which depicts the location, size, and species of existing and replacement trees on the lot for which a tree permit is sought.
  50. "Tree save area." As pertains to individual trees, the area surrounding a tree that is within the drip line. As pertains to property on which trees are to be preserved, an area designated for the purpose of complying with tree density requirements, saving natural trees, preserving the root system of natural trees and/or preserving natural buffers.
  51. "Topping." The severe or significant pruning of limbs to stubs larger than three (3) inches in diameter within the crown of any tree, to a degree that removes the normal canopy and disfigures the tree.
  52. "Water quality buffer." A designated area of adequate width to provide for protection of the stream bank, channel soils and vegetative cover as determined by the city engineer, adjacent to any state waters,

---

watercourses, or drainage areas, in which no land disturbing activities shall be undertaken unless approved in land disturbance application or other construction plans. Such activities may include stream crossings for transportation routes or utilities construction; sewer and waterline construction; and minor landscaping or channel improvement activities designed to stabilize critical areas.

- 53. "Zoning buffer." Any area required to be maintained in an undisturbed state as a condition of zoning.
- 54. "Zoning regulations." The city zoning ordinance however designated, as amended, and such other regulations subsequently adopted by the mayor and city council governing the development of land in the city.

(Ord. No. 08-017, 8-7-08)

#### **16.43.013 City arborist.**

The City shall designate an arborist to perform the following duties.

- A. Review and approve tree and landscape plans.
- B. Provide knowledge and expertise to City staff in establishing and maintaining a record of historic trees, specimen trees and other unique or environmentally significant trees within the City.
- C. Provide knowledge and expertise in the preparation of amendments to this Title.

(Ord. No. 08-017, 8-7-08)

#### **16.43.014 Application requirements.**

Application Requirements. The terms and provisions of this article and these standards shall apply to any activity, which requires issuance of a development permit on all public and private property within the city. No development permit or grading permit shall be issued until it is determined that the proposed development is in conformance with the provisions of this article. No person shall remove, cause to be removed, poison, or damage any tree with a trunk diameter of six (6) inches or more without first obtaining a permit, as provided here in.

Applications for development permits subject to this chapter must be accompanied by an application for a tree removal permit providing the following information:

- A. A complete tree survey and inventory, as specified in this Chapter.
- B. A complete tree protection plan, as specified in this Chapter. This plan shall be an integrated site plan showing specimen trees, tree protection areas, those trees to be saved and those to be removed, utilities to be installed, grading, approximate location of all structures, driveways and curb cuts, proposed tree planting and other landscaping;
- C. A complete tree replacement plan as specified in this Chapter. Replacement trees used in the density calculation must be ecologically compatible with the site.
- D. Minor additions to existing developments require only a sketch plan showing proposed changes submitted to the city planner or designee for review and approval. The city planner or designee shall determine whether or not an addition is "minor" based on building codes applicable in the city.
- E. Single- and two-family (duplex) residential projects may include the tree survey, tree protection plan, and tree replacement plan together as a combined plan.

(Ord. No. 08-017, 8-7-08)

---

#### 16.43.015 Tree survey and inventory.

- A. A tree survey shall be prepared in the form of a scaled site plan sealed by a registered surveyor, professional engineer, landscape architect, certified arborist or registered forester noting the location of all specimen trees plus all other trees to be preserved and credited toward site density standards.
- B. All specimen trees and their critical root zones shall be labeled, indicated on the survey and inventoried by size and species. This includes specimen trees to be preserved as well as those proposed for removal.
- C. All other trees to be credited toward site density standards must be indicated on the survey and inventoried by size and species. Trees with a DBH measurement of three (3) inches or greater shall be eligible for density compliance purposes.
- D. Trees other than specimen trees that are proposed for removal, and thus, cannot be counted toward density requirements, are not required to be counted and shown individually on the plan. Such trees shall be identified as a stand provided estimated number; size and species are identified as part of the total site inventory.
- E. Sampling methods may be used to determine tree densities for forested areas over two (2) acres.
- F. All tree protection zones and tree save areas must be delineated on the tree survey. All buffers with existing trees must be delineated on plans as tree save areas. Land disturbance within any buffer is subject to approval by the city planner or designee.
- G. The tree survey shall provide an accurate list of those trees to be saved and a total value of existing density factor units for the entire property.

(Ord. No. 08-017, 8-7-08)

#### 16.43.016 Tree protection plan.

- A. A tree protection plan shall be submitted to the City concurrent with the application for a land disturbance permit for development of any single-family or two-family residential subdivision lot in excess of one (1) acre and any multifamily, commercial, or industrial lot regardless of size. The tree protection plan must be approved prior to commencement of any site alteration, defoliation or land disturbing activity-requiring issuance of a development permit.
- B. Tree protection plans shall be prepared by a professional landscape architect, registered forester, or certified arborist in accordance with the specifications for such plans contained herein. Performance of professional services in preparation of plans required herein shall comply with state law governing the practice of the applicable profession. Other licensed professionals (e.g., architects, engineers, surveyors, etc.) may be authorized by the City to prepare tree protection plans, provided competency and knowledge in the principles and practices of arboriculture are demonstrated to the satisfaction of the city planner or designee. In the case of land disturbance permit applications for owner-occupied detached, single-family properties; the tree protection plan may be prepared by the owner or contractor applying for the land disturbance permit.
- C. Prior to approval of the tree protection plan, the City may require relocation or replacement of trees as uniformly as possible throughout the site, so that the entire property conforms to the site density standards or other tree coverage objectives are met.
- D. The tree protection plan shall be a detailed plan designed to protect and preserve trees before, during and for a period of two (2) years after, construction. The tree protection plan shall be submitted on a

---

current survey of the proposed site, drawn to scale, and clearly depicting all required information as outlined by this section. The tree protection plan shall provide the following information:

1. Project name, district, land lot and parcel number; north arrow and scale (not to exceed one inch equals fifty feet).
2. Name, address and phone number of property owner, developer and any tenant of the property.
3. Name, address, and phone number of the professional landscape architect, forester, or arborist responsible for preparation of the plan, and the seal or statement of professional qualifications of said person (qualifications may be attached separately).
4. Total acreage of the site and acreage exclusive of all zoning buffer areas.
5. Delineation of all areas located within a 100-year floodplain and indication of acreage.
6. Location of all specimen trees and their critical root zones indicating those specimen trees proposed for removal or preservation. Any specimen tree proposed for removal is to be identified in terms of exact location, size and species.
7. The location, DBH and species of all trees to be preserved and to be retained to fulfill site density requirements. Five or more trees the drip lines of which combine into one tree protection area may be outlined as a group and their number, size and species listed in a summary table. All tree protection areas are to be outlined and labeled.
8. Existing and proposed utility infrastructure, including but not limited to irrigation and electrical lines. The developer shall coordinate the location of these utility lines with the utility companies in order to prevent root damage within the critical root zones of protected trees, and to minimize damage to trees located in protected zones.
9. Location of any state waters and the limits of any proposed disturbance in a water quality buffer zone.
10. All tree protection zones, natural areas, landscaped areas, buffers and areas of revegetation. Specifications describing tree protection methods shall be indicated for all tree protection areas, including tree fencing, erosion control, retaining walls, tunnelling for utilities, aeration systems, transplanting, staking, signs, etc.
11. Location, size and species of all new trees to be planted to fulfill site density standards. Trees grouped in tree planting areas may be listed in a summary table by total number in the grouping, by size and species.
12. A summary table indicating the number of existing trees to remain and trees to be planted, by caliper to the nearest inch, shall be shown along with calculations demonstrating showing the site density achieved. Additional credits shall be noted where applicable. Groupings of trees in tree protection areas and areas for tree planting may be keyed to the summary table by area rather than labeling each tree individually on the plan.
13. A delineation of tree save areas in which trees have been inventoried for site density standards.
14. Location and details for all permanent tree protection measures (tree wells, aeration systems, permeable paving, retaining walls, bollards, etc.).
15. Limits of clearing and land disturbance such as grading, trenching, etc., where these disturbances may affect tree protection zones.
16. Grade changes or other work adjacent to a tree that could adversely impact its survival, with specifications as to how the grade, drainage and aeration will be maintained around the tree.

- 
17. Boundaries of all required buffer, landscaped and vehicle use areas.
  18. Location of all existing and proposed utility lines or easements; include location of any boring sites for underground utilities.
  19. Indication of staging areas for vehicle and equipment parking, materials storage, concrete washout, debris burn and burial holes and other areas where tree protection may be affected.
  20. Location of existing and proposed structures, paving, driveways, cut and fill areas, detention areas, etc.
  21. Phase lines, if applicable.
  22. Additional information as requested by the city planner or designee.
- E. When a choice is available as to which existing trees to save, emphasis shall be given to the preservation of specimen trees, even isolated individual trees, over the retention of other trees. Non specimen trees, however, should be saved in stands rather than as individual trees scattered over a site.
- F. The following notices shall be shown on the tree protection plan:
1. TREE PROTECTION FENCING MUST BE INSTALLED AND INSPECTED PRIOR TO ANY CLEARING, GRUBBING OR GRADING. CONTACT THE CITY FOR AN INSPECTION.
  2. TREE PROTECTION SHALL BE ENFORCED ACCORDING TO STANDARDS ESTABLISHED IN THE MUNICIPAL CODE OF THE CITY OF AUBURN, GEORGIA.
  3. TREE DENSITY REQUIREMENT SHOWN ON THE PLAN(S) MUST BE VERIFIED PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY OR ACCEPTANCE OF THE FINAL PLAT. CONTACT THE CITY FOR AN INSPECTION.
- G. The following notice shall be shown on the tree protection plan unless the site is less than one (1) acre and is intended for single-family or two-family (duplex) residential development.
1. A TREE MAINTENANCE INSPECTION WILL BE PERFORMED AFTER ONE FULL GROWING SEASON FROM THE DATE OF THE FINAL SITE INSPECTION. PROJECT OWNERS AT THE TIME OF THE MAINTENANCE INSPECTION ARE RESPONSIBLE FOR ORDINANCE COMPLIANCE.

(Ord. No. 08-017, 8-7-08)

#### **16.43.017 Permit procedures.**

- A. A tree protection plan must be submitted to the City concurrent with submission of site grading plans. No land disturbance permit shall be issued prior to approval of a tree protection plan upon the subject site.
- B. All tree protection plans and related documentation shall be reviewed by the city arborist for conformance to the provisions of this Chapter.
- C. All tree protection measures shall be installed prior to any land disturbance, and the City shall be contacted for a preconstruction conference prior to land disturbance. Land disturbance may proceed only after a permit is obtained and tree protection measures have been installed and approved.
- D. The City shall make unscheduled inspections prior to and during development to ensure protection of trees, critical root zones and buffer zones.
- E. Upon completion of a development, the City shall conduct an inspection to ensure compliance with the tree protection plan.

(Ord. No. 08-017, 8-7-08)

---

### 16.43.018 Tree protection requirements.

Minimum Tree Density Standard Guidelines. The following guidelines and standards shall apply to trees retained for credit toward the minimum tree density standard.

- A. Tree Protection Areas. The following guidelines and standards shall apply to trees proposed to be retained for credit toward the minimum site density standard and to protect the critical root zones:
1. The root system within the drip line is generally considered to be the critical root zone. To protect these critical root zones, a tree protection area shall be established around each tree or group of trees to be retained.
  2. The tree protection area shall include no less than the total area beneath the tree canopy as defined by the drip line of the tree or group of trees, collectively. In some instances, an area greater than the drip line area may be required to be designed as a tree protection area as determined by the city planner or designee.
  3. Layout of the project site utility and grading plans shall avoid disturbance of tree protection areas. Whenever utilities must be installed within a tree protection area and such installation will encroach into the drip line of any tree to be saved, the utility shall be installed by tunneling at a minimum depth of thirty-six inches. Reasonable efforts shall be made to save as many trees as possible, including avoiding utility routing which would endanger the taproot of certain species.
  4. Construction site activities such as vehicle or equipment parking, materials storage, concrete washout, burn pit placement, etc., shall be arranged so as to prevent damage to trees within tree protection areas.
- B. Protective Barriers.
1. Prior to any land disturbance, all protective tree barriers shall be installed and maintained until completion of site landscaping. Authorization to remove protective barriers shall be in writing by the building inspector or by issuance of a final certificate of occupancy. Inspection of tree protection barriers is required prior to any land disturbance or development activity and the building inspector shall be contacted to schedule an inspection.
  2. Tree fencing shall be a minimum four feet high, constructed in a post and rail configuration.
  3. Where approved, other forms of tree protection may be utilized to delineate tree save areas, which are remote from areas of land disturbance. These areas must be completely surrounded with continuous rope of flagging (heavy mil. minimum four inches wide).
  4. All tree protection areas must be protected from soil sedimentation intrusion through the use of silt fencing or other acceptable measures placed upslope from tree protection areas. No construction of any structure or improvement, or any construction activity, shall encroach or place solvents, materials, construction machinery or temporary soil deposits within six feet of the drip line, as defined herein, of any specimen tree or any tree within a tree protection zone.
  5. All protective tree measures must be maintained throughout land disturbance and construction, and shall not be removed until final landscaping is installed.
- C. Encroachment. If encroachment is anticipated within the critical root zones of exceptional trees, stands of trees, or otherwise designated tree protective zones, the following preventive measures shall be utilized:
1. Clearing Activities. Establish minimum two-foot trenches along the limits of land disturbance, so as to cut rather than tear roots. Trenching may be required for the protection of exceptional specimen trees.

- 
2. Soil Compaction. No parking, material storage or traffic shall be permitted within the designated tree protective zones.
  3. Utility Installation. The installation of utilities through a protective zone shall occur by way of tunneling.
  4. Grade Changes. A decrease in grade is best accomplished with the use of retaining walls or through terracing.
  5. Removal and Replacement Due to Damage. Where the City has determined that irreparable damage has occurred to trees within tree protective zones, the trees shall be removed and replaced.

D. Trees to be Retained.

1. Canopy trees with a drip line area within twenty feet of a proposed structure shall be removed and replaced with an appropriate tree species. When such canopy trees are to be saved, special attention shall be given to protection of the drip line area.
2. Where design constraints require placement of paved surfaces within ten feet of the drip line area of a canopy tree, such trees shall be removed and replaced with an appropriate tree species.
3. All reasonable efforts shall be made to save specimen trees. Reasonable effort shall include, but not be limited to, alteration of building design; alternate location of building, parking area, water retention drainage pipes; or relocation of utilities.

(Ord. No. 08-017, 8-7-08)

**16.43.019 Tree protection plan.**

The following standards shall govern the review, approval, and issuance for tree protection plans.

- A. No land disturbance permit shall be issued until the tree protection plan (tree protection plan) has been reviewed and approved.
- B. The City shall approve or provide feedback for a tree protection plan no greater than thirty (30) days following receipt. Upon approval of the tree protection plan, a permit shall be issued to the applicant. If no action is taken within thirty (30) days of the submission of the tree protection plan, it shall be considered approved. In the event the tree protection plan is not issued within the thirty (30) day window following submittal, the reasons therefore shall be reported, in writing, to the applicant.
- C. The fee for a land disturbance permit shall be twenty-five dollars per acre or any portion of an acre and shall be paid at the time of application for the permit. Said fee shall be nonrefundable.
- D. All tree preservation and/or replacement plans must be approved and stamped by a certified arborist prior to the issuance of any permits. The review fee shall afford no more than two plan reviews, one pre-grading, one site visit, and a final inspection without incurring additional cost. All other reviews and/or inspections shall be paid at-cost per incurred City expenses.
- E. The City shall conduct a final inspection of the property to ensure compliance with the tree protection plan prior to granting a certificate of occupancy. The city planner or designee shall have the authority to revoke, suspend or void and land disturbance permit, stop all work on a site or any portion there, or withhold a certificate of occupancy in the event of a violation of any provision of this chapter.
- F. Any revisions to the proposed development of a property, and any changes reflected in a subsequently submitted tree protection plan, shall be shown on a revised tree protection plan and be approved as a part of the new or revised tree protection plan prior to commencement of site work.

(Ord. No. 08-017, 8-7-08)

---

#### 16.43.100 Tree replacement plan.

- A. Tree replacement plans shall be prepared by a professional landscape architect, registered forester, or certified arborist in accordance with specifications for such plans contained herein. Performance of professional services in preparation of plans required herein shall comply with state law governing the practice of the applicable profession.
- B. The tree replacement plan shall be shown on a site plan, as appropriate to the proposed development, drawn to the same scale as other plan documents prepared for a land disturbance permit application on the property, and shall cover the same area.
- C. Following submission of the plan, the city arborist shall perform a site inspection. The tree replacement plan shall provide sufficient information and detail to clearly demonstrate that all applicable requirements and standards of this chapter will be fully satisfied.

(Ord. No. 08-017, 8-7-08)

#### 16.43.101 Documentation.

- A. A tree replacement plan shall include the following information.
  - 1. All tree protection zones, and areas of revegetation.
  - 2. Approximate location of all specimen trees or stands of tree.
  - 3. Exact location of all specimen trees that may impact site design.
  - 4. Indication of those specimen trees to be removed
  - 5. Limits of clearing and land disturbance where these disturbances may affect tree protection zones.
- B. Methods of tree protection shall be indicated for all tree protection zones, including but not limited to tree fencing, erosion control, retaining walls, tunneling for utilities, aeration systems, transplanting, staking, and signs.
- C. Staging areas for parking, material storage, concrete washout, and debris burn and burial holes where these areas might affect tree protection.
- D. Compliance with the required site tree density factor shall be demonstrated on the tree replacement plan. Existing trees used in the density calculation must be indicated.
- E. Replacement trees used in density calculations must be ecologically compatible with the intended growing site rather than ornamental.
- F. Planting schedule showing the type (common and botanical names), size, and quantity of trees to be planted, and any special planting notes.
- G. The locations of all trees to be planted on the site to meet density requirements.
- H. Indication of the type of irrigation to be used.
- I. Additional information as required by the City.
- J. The following notices shall be shown on the tree replacement plan.
  - 1. TREE DENSITY REQUIREMENTS SHOWN ON THE TREE REPLACEMENT PLAN MUST BE VERIFIED PRIOR TO ISSUANCE OF THE CERTIFICATE OF OCCUPANCY OR ACCEPTANCE OF THE PROJECT. CONTACT THE CITY FOR AN INSPECTION.

(Supp. No. 22)

Created: 2025-09-03 14:48:50 [EST]

---

2. ALL PLANT MATERIALS ARE TO CONFORM TO THE AMERICAN STANDARD FOR NURSERY STOCK 1980 EDITION AMERICAN ASSOCIATION OF NURSERYMEN.

K. The following notice shall be shown on the tree replacement plan unless the site is approved for single-family residential development.

1. A TREE MAINTENANCE INSPECTION WILL BE PERFORMED AFTER ONE FULL GROWING SEASON FROM THE DATE OF THE FINAL CONSTRUCTION INSPECTION. PROJECT OWNERS AT THE TIME OF THE MAINTENANCE INSPECTION ARE RESPONSIBLE FOR ORDINANCE COMPLIANCE.

(Ord. No. 08-017, 8-7-08)

#### 16.43.102 Standards and revegetation.

- A. Tree replacement plans shall be prepared with appropriate consideration given to the function of trees in the landscape, maximizing the environmental benefit of the plant material.
- B. A tree replacement plan indicating the location of all trees proposed for re-vegetation is required. This plan may be included as part of the tree protection plan or may be submitted as a separate drawing.
- C. Trees proposed for replanting shall be an acceptable species pursuant to this Chapter. Trees selected must be free from injury, pests, disease, nutritional disorders or root defects, and must be in good vigor to ensure a reasonable expectation of survival. Standards for transplanting shall be consistent with those established in the International Society of Arboriculture publication, Tree and Shrub Planting Manual, or similar publication.
- D. Spacing and the potential size of species chosen shall be compatible with spatial limitations of the site.
- E. Replanted trees shall be ecologically compatible with the site and neighboring sites. Accordingly, the replanted trees shall be of the same or similar species as those removed whenever practical.
- F. At minimum, sixty percent (60%) of minimum required replanted trees shall be of a canopy species.
- G. Trees shall be compatible with the extent of crown and root systems at maturity with nearby utilities.
- H. Where trees must be added to achieve the one hundred-tree density units per acre, pine trees shall not comprise greater than fifty percent (50%) of the minimum required density units. Where preexisting pine trees comprise greater than fifty percent (50%) of the minimum required density units, no pine trees shall be planted for the purpose of satisfying density unit requirements.
- I. The use of flowering ornamental trees or plants classified as tree-form shrubs may be included in the tree replacement plan, but shall not be used for the purpose of fulfilling density requirements.
- J. All replanted canopy trees shall measure, at minimum, eight (8) feet tall and two and one-half (2.5) caliper inches at the time of planting. All replanted understory trees shall measure, at minimum, six (6) feet tall and one and one-half (1.5) caliper inches at the time of planting. The following minimum criteria must be observed to provide sufficient growing area for planted trees.
  - 1. For canopy trees, two hundred square feet of pervious root zone.
  - 2. For understory trees, seventy-five square feet of pervious root zone.
- K. Planting and staking details must be provided on the plan.
- L. Trees must be relocated or replaced on site in accordance with the provisions of this action.

(Ord. No. 08-017, 8-7-08)

---

### 16.43.103 Tree planting specifications.

Applicants for permits under this chapter shall submit tree planting specifications. Generally, these specifications shall conform to those established by the International Society of Arboriculture, as included in the Tree and Shrub Transplanting Manual, latest edition, or similar publication as determined by the city arborist.

- A. Tree species selected for replacement plantings shall consist of an appropriate mix of tree species native to the region.
- B. Trees shall not be planted less than fifteen feet from any structure nor within ten (10) feet of any paved driveway. This requirement shall not be construed as to prohibit tree plantings less than ten (10) feet from paved parking or loading spaces.
- C. Trees shall not be planted less than fifteen feet from any freestanding sign that has a maximum height greater than three (3) feet above ground level.
- D. Trees shall not be planted less than fifteen feet from the base of any power utility pole, including streetlights and similar illumination fixtures.
- E. The National Arbor Day Foundation (NADF) recommends that conifers (evergreens) be planted closely together on the northwestern and northern perimeters of buildings to buffer structures from northern, winter winds. Deciduous (broad leaf) canopy trees shall be planted along the southwestern and eastern perimeters of buildings to shade structures in the summer and allow sunlight penetration in the winter.
- F. Specimen trees shall meet one or more of the following criteria, as determined by the city arborist or state forestry commission.
  - 1. Minimum twenty-four (24) inch DBH: large hardwood trees, such as beech, oaks, hickories, and yellow poplars.
  - 2. Minimum twenty-eight (28) inch DBH: large softwood trees, such as cedars, pines, and spruces.
  - 3. Minimum thirty (30) inch DBH: other deciduous trees.
  - 4. Minimum twenty-four (24) inch DBH: other coniferous trees.
  - 5. Minimum eight (8) inch DBH: smaller tree species, such as crabapples, dogwoods, red buds, and sourwoods.
  - 6. Minimum ten (10) inch DBH: other understory trees.
  - 7. Any tree of a rare or unusual species, of exceptional aesthetic or unique quality, or of historical significance.
  - 8. Any tree specifically used by a builder, developer, or design professional as a focal point in landscape design.
- G. Specimen trees shall satisfy all of the following conditions:
  - 1. A life expectancy greater than fifteen (15) years.
  - 2. A structurally sound trunk, not hollow and having no extensive decay; not to exceed twenty percent radial dieback.
  - 3. Contain no more than one major or several minor dead limbs (hardwoods only).
  - 4. No major insect or pathological challenges.
- H. Specimen tree stands shall satisfy all of the following conditions as determined by the city arborist or state forestry commission.

- 
1. A relatively mature, even-aged stand.
  2. A stand with purity of species composition or of a rare or unusual nature.
  3. A stand of historical or cultural significance.
  4. A stand with exceptional aesthetic quality.
- I. The designation of a specimen tree or specimen tree stand may be initiated by the city arborist or designee, upon application by the city planner or any other interested person. The City shall maintain and file with the city clerk a complete listing of the location and identifying features of all specimen trees.
  - J. To encourage the preservation of specimen trees and incorporation of these trees into the project design, additional density credits shall be awarded for successful preservation of specimen trees. Credit assigned for any specimen tree preserved shall be double the density unit value as provided in this Chapter.

(Ord. No. 08-017, 8-7-08)

#### **16.43.104 Minimum site density standards.**

- A. A minimum site density of one hundred (100) units per acre shall be maintained on all properties subject to this Chapter. Trees contained in the following areas shall not be counted towards site density standard satisfaction.
  1. Located in a minimum required zoning buffer pursuant to Zoning Ordinance Chapter 17.110.
  2. Located in a minimum required buffer pursuant to any conditions of approval adopted as part of a rezoning, variance, or other land use decision.
  3. Located in a minimum required buffer pursuant to the contents of this Chapter.
- B. Tree density requirements shall be satisfied regardless of prevailing site conditions. Trees, both existing and planted, shall be reasonably distributed throughout the site where feasible, with an emphasis on tree groupings to achieve aesthetic results in conformance with professional landscaping standards.
  1. Trees may be planted for credit within a public right-of-way at the discretion of the City.
- C. Density shall be satisfied through credits for preserving existing trees, by planting new trees according to the minimum standards of this article or through a combination of both.
- D. All reasonable efforts shall be made to save specimen trees, including but not be limited to the following.
  1. Alteration of building design
  2. Alternate location of building, parking area, water retention, or drainage pipes
  3. Relocation of utilities.
- E. Property owners shall be subject to the minimum site density requirement set forth in this section. The density calculation shall be based on the net site area, excluding infrastructure improvements, such as roads, utility easements, detention ponds, etc. Off-street parking areas shall not be considered as infrastructure improvements.
- F. Credit shall be given for existing trees to be retained which are a minimum diameter of three (3) inches and/or a minimum caliper of two and one-half (2.5) caliper inches. Additional credits shall be granted under the following circumstances:
  1. A total tree density credit, not to exceed twice the normal credit, may be granted by the City for existing trees to be retained which have greater value as outstanding specimen trees, trees having historic value or being a rare or unique species; and

- 
2. Existing trees to be retained within a 100-year floodplain shall be granted a bonus credit of fifty percent (50%) of the normal credit unless the trees are located within a required zoning buffer.
  - G. Trees replanted to achieve density requirements shall be an acceptable species pursuant to this Chapter.
  - H. No fewer than twenty-five percent (25%) of replanted trees shall be canopy trees.
  - I. No greater than forty percent (40%) of any one genus may comprise the trees proposed in any replanting plan.

(Ord. No. 08-017, 8-7-08)

#### **16.43.105 Tree survey inspection.**

- A. Following receipt of a complete tree removal application, development plan, or tree survey and supporting data, the City shall conduct an inspection of the proposed development site within ten (10) working days. The applicant shall be notified no less than forty-eight (48) hours in advance of the date and time of the inspection.
- B. After the inspection is completed, the City shall advise the applicant of any recommended changes to the proposed tree removal, protection or replanting plans, consistent with the purposes of this Chapter.

(Ord. No. 08-017, 8-7-08)

#### **16.43.106 Alternative compliance.**

- A. The following methods of alternate compliance may be accepted at the discretion of the city arborist:
  1. Planting at a location other than the project site.
  2. Contributing to the city tree bank.
- B. The following standards have been established for administering these alternative compliance methods.
  1. The city arborist must review and approve all requests for alternative compliance. In no instance site density be met exclusively through alternative compliance. As many trees as can reasonably be expected to survive must be planted on the site proposed for development. No development permit shall be issued unless the City has approved the request and received the necessary documentation and funds.
  2. Whenever trees are to be planted at an alternate location, a tree replacement plan, meeting all applicable standards, must be reviewed and approved. The following note must be shown on the approved plan.
    - a. A TREE REPLACEMENT PLAN ADDENDUM FOR THIS PROJECT SHALL BE SUBMITTED TO THE CITY PLANNER OR DESIGNEE FOR THE CITY OF AUBURN AT A MINIMUM OF 30 DAYS PRIOR TO REQUESTING A FORMAL INSPECTION. THIS PLAN SHALL INCLUDE THE SPECIES, SIZE AND LOCATION OF TREES TO BE PLANTED OFF-SITE TO CONFORM TO TREE DENSITY STANDARDS OF THIS ARTICLE. RELEASE OF THIS PROJECT IS SUBJECT TO APPROVAL OF THIS PLAN, AS WELL AS VERIFICATION OF THE INSTALLATION OF THE TREES.
- C. The following conditions apply when a tree is removed under the provisions of this Section:
  1. The City may, with the consent of the property owner, relocate the tree at the City's expense to city-owned property for replanting, either for permanent use at the new location, or for future use on other City property.

---

(Supp. No. 22)

Created: 2025-09-03 14:48:51 [EST]

- 
2. Credit may be given to the property owner for each relocated tree as though the tree was proposed to remain on the property, provided the tree is relocated to a site designated by the City at the owner's expense.
  3. As an alternate method of compliance, the City may accept monetary donations to the City tree bank. These donations shall be used for the sole purpose of planting trees on public property within City limits.
- D. The city tree bank shall be administered by the city arborist or designee. A quarterly report shall be submitted to the mayor and city council indicating monies collected, funds expended, and the species, number, size and location of trees planted.

(Ord. No. 08-017, 8-7-08)

#### 16.43.107 Planting and removal sequence.

- A. All tree protection devices shall be installed prior to any clearing, grubbing or grading. The city engineer must inspect the installation of the protection and erosion and sedimentation control devices prior to issuance of the land disturbance permit or other development or construction permit. Tree protection must remain in functioning condition throughout all phases of development.
- B. Tree removal shall be prohibited under any of the following circumstances.
  1. When soil erosion or runoff problems are anticipated due to topography, soil type, or proximity to floodplain areas, expected to impact the existing soils relative to runoff and/or erosion as determined by City officials.
  2. When specimen trees are located on site and cannot be adequately protected or replaced. Additionally, removal may be prohibited if reasonable accommodations can be made to alter the proposed project to save specimen trees and such accommodations have not been made.
- C. Specimen trees removed absent City approval shall be replaced by trees with a total density equal to twice the unit values of the tree removed. Specimen trees must be replaced on an inch-by-inch basis by species with the potential for comparable size and quality.
- D. No person shall directly or indirectly remove or destroy any tree with a DBH no less than six (6) inches absent an approved preliminary tree protection plan, an approved grading plan, and an approved site development plan.
- E. Permits shall be obtained through application in a form prescribed by the City. Each application shall include a written, signed statement citing the necessity for the removal or destruction of any tree, and the criteria set forth in this Section that the applicant contends have been met.
- F. Upon receipt of a complete application, the city planner or designee shall review said application pursuant to the requirements of this chapter. The city planner or designee shall either approve, deny or approve per conditions consistent with this section. An applicant may submit a new application at any time following denial of an application made pursuant to this section.
  1. All applications not acted upon within thirty (30) days of the date of receipt of a complete application by the city planner or designee shall be deemed approved.
- G. Permit may be issued for the removal of a tree pursuant if all following conditions are satisfied.
  1. A tree replacement plan pursuant to this Chapter has been approved.
  2. All other applicable requirements of this Chapter are met.
  3. One or more of the following conditions exists:

- 
- a. The tree is located within the buildable area of the lot and the applicant has concurrently filed an application for a building permit to make improvements otherwise permissible under all applicable ordinances of the City.
  - b. The tree is diseased or injured to the extent that death is imminent within two (2) years, is in imminent danger of falling, is so close to existing or proposed structures as to endanger them, physically interferes with utility services in a manner that cannot be corrected by anything less than destruction or removal of the tree, or creates a hazardous traffic condition.
- H. Each applicant shall, to the maximum extent feasible, minimize the removal of trees from the site. In any request for a permit for tree removal in which the resulting tree density present on the site will be less than one hundred density units per acre, the City shall require replacement such that the average number of trees on the site is equal to not less than one hundred caliper inches per acre. Where tree removal is unavoidable, trees replanted shall be an appropriate species mix considered native to the region.
- I. It shall be unlawful, as a normal practice, to top any tree.

(Ord. No. 08-017, 8-7-08)

#### **16.43.108 Exemptions.**

- A. Certain exemptions to the contents of the Chapter shall be afforded if any of the following conditions exist.
1. The county extension service, state forestry commission, a certified arborist or registered forester shall examine trees believed to be dead, diseased, structurally unsound or infested which constitute a danger to human life or property and submit a report of their findings prior to their removal.
  2. No more than five (5) non-specimen trees with a combined DBH not exceeding twenty-four (24) inches may be removed from any lot containing a single-family dwelling, and not greater than two (2) acres within a single calendar year.
  3. Provisions of this section only in relation to those trees which are planted and are being grown for sale or intended sale to the general public in the ordinary course of business.
  4. Removal of trees from horticultural properties such as farms, nurseries or orchards.
  5. Necessary removal of trees by a utility company within dedicated utility easements.
  6. Removal of trees on public rights-of-way conducted by, on behalf of, or for any activity to be dedicated to a federal, state, county, municipal or other government agency in pursuit of its lawful activities or function in the construction or improvement of public rights-of-way, including public streets, drainage and utilities.
  7. Removal of trees, other than specimen trees, from detention ponds and drainage easements.
  8. Activities which do not require a land disturbance permit (LDP) upon the subject site.
  9. None of the above exemptions shall be interpreted to include tree removal or timber harvesting incidental to development of the land. Notwithstanding the foregoing, all reasonable efforts shall be made to save specimen trees.
- B. This contents of this Section shall not apply to any portion of a property included within the limits of an issued land disturbance permit issued prior to the effective date of this Chapter, provided that all time constraints relating to the permit issued shall be observed. In no event shall any such project be extended greater than twelve (12) months from the date of enactment of this Chapter.

---

(Ord. No. 08-017, 8-17-08)

**16.43.109 Land disturbance and building construction permits.**

- A. Compliance With Site Density Factor. When seeking a limited land disturbance permit (i.e., clearing, clearing and grading, or grading only), it is necessary for applicants to show compliance with the required site density factor. Trees existing on site may be used to meet the required tree density. A tree replacement plan must be a part of the approved clearing and/or grading plan.
- B. Phased Projects and Reduced Net Site Areas. Where development is scheduled to occur in phases, density calculations must be based on the site area defined by an established phase line. Similarly, a reduced net site area may be achieved by using only the area of actual site disturbance, provided that a limit of construction line is clearly shown on the plan.
- C. Criteria. The following criteria are applied to existing trees:
  - 1. Existing trees to be counted toward meeting the density requirements shall be within the phase line or limits of construction.
  - 2. If the tree save areas must be established outside these areas, they shall be proven to be reasonably safe from future and anticipated development.
  - 3. Trees located in such saved areas outside the phase line or limits of construction shall not be counted toward the density requirement of subsequent phases or new projects.

(Ord. No. 08-017, 8-7-08)

**16.43.110 Tree removal by utility and construction companies.**

All provisions of this section shall apply to any person removing trees on behalf of any other person, including all tree removal companies, utility companies or persons in the business of removing trees or construction.

- A. It shall be unlawful for any person or company to remove or cause to be removed any tree, or undertake any work for which a development permit is required pursuant to this section, unless a valid permit thereof is in effect and displayed pursuant to this Chapter. If any such work or removal is performed without the permit being displayed as required, such removal or work shall constitute a violation of this Chapter and shall subject the person or company violating this section to all penalties provided herein.
- B. Utility companies may provide emergency work without formal approval; provided, however, that such emergency work is reported in writing to the City within three (3) business days following completion of all emergency work. Further, the permit taken by any person, company or utility under this section shall include defined areas of tree cutting and trimming under a single permit.
- C. All tree removal companies, utility companies or persons in the business of removing trees or construction shall remove from the site any trees, stumps, limbs or debris caused by activities allowed by the issuance of a permit under this Chapter.
- D. All utility companies shall be required to obtain an annual City-issued permit. All applications for an annual permit shall include a list of subcontractors with names, addresses, telephone numbers and business licenses. Periodic work schedules indicating the location and extent of tree work shall be submitted to the City.
- E. All tree trimming and pruning to be performed by public utilities, public agencies, and their subcontractors on trees growing on private or public rights-of-way shall be done according to the National Arborist Association Standards for Pruning of Shade Trees.

---

(Supp. No. 22)

Created: 2025-09-03 14:48:51 [EST]

- 
- F. The routing of all public and private utility easements shall be subject to review and comment by the city arborist.

(Ord. No. 08-017, 8-7-08)

#### **16.43.111 Debris disposal.**

- A. Any land disturbing activity, including clearing, grading or logging, all biodegradable debris, including but not limited to tree stumps, trunks, limbs or brush, shall be hauled off-site to an appropriate disposal location.
- B. All debris from trees cut shall be removed from the site in a timely manner, including the removal of any portion of the tree stump above the original natural grade.
- C. Under no circumstances shall such materials be stored or buried on-site.

(Ord. No. 08-017, 8-7-08)

#### **16.43.112 Enforcement.**

The City shall enforce this section, and may withhold issuance of a certificate of occupancy, or permits and inspections, for any development as required until the provisions of this chapter have been fully met. For purposes of enforcement of this section, the City code enforcement officer is hereby clothed with police power to perform all acts necessary to ensure that the provisions of this section are not violated, including, but not limited to, the issuance of citations for violation of any provision of this section.

- A. **Preconstruction Inspection.** Prior to or concurrent with the issuance of a permit for clearing, grubbing and grading, site development or road construction, the city arborist must inspect all tree protection devices for compliance with the approval plans. Failure to adhere to the standards set forth in this section will constitute noncompliance and will subject the project to enforcement procedures found in this Code.
- B. **Construction Inspection.** During construction, the City may periodically inspect all projects to assure the adequacy of tree protection fencing. Failure to adhere to applicable regulations shall constitute ordinance noncompliance and will subject the project to enforcement procedures found in this Code.
- C. **Final Inspection.** Prior to the release of the project for final platting or certificate of occupancy, or other form of the city's acceptance, the city arborist shall inspect for compliance with all the requirements of this section. Any disturbances in tree save areas or deficiencies in the required site density factor (SDF) will be cited at this time. Tree save area disturbances and/or SDF deficiencies must be corrected with new tree plantings prior to project release. Existing trees which are not expected to survive will not be counted toward meeting density requirements. Conversely, any existing trees not shown to remain on plans but which have been preserved, utilizing all tree preservation standards through field adjustments to the project may be counted toward density requirements, provided that all changes are recorded.
- D. **Maintenance Inspection.** One full growing season after the date of the inspection of new tree installations, the city arborist shall inspect all trees on the project site. Any trees planted to meet the required site density factor which are dead or near death must be replaced. Trees preserved to meet the required site density, which are dead or near death at the time of the maintenance inspection, must be replaced if there is evidence that the demise of such trees was due to construction injury. Project owners at the time of the maintenance inspection are responsible for compliance. Trees which count toward site density requirements shall be maintained for fewer than two (2) years following the date of final inspection. The developer or builder will be responsible for identifying newly planted trees to any entity to which they sell a subject property and inform them of maintenance procedures and best practices. Any

---

(Supp. No. 22)

Created: 2025-09-03 14:48:51 [EST]

---

trees to be replaced by this inspection must be planted within thirty (30) days of receipt of notification by the current owner. New tree plantings may be postponed for up to six (6) months by posting a performance bond in the amount of one hundred ten percent (110%) of the planting cost. Failure to plant new trees in accordance with these provisions will constitute ordinance noncompliance, and will subject the project to possible civil penalties found in this Code.

- E. Issuance of Certificate of Occupancy.
1. All trees used to fulfill the site density standard shall be planted prior to issuance of a certificate of occupancy (CO).
  2. Upon final installation of new trees planted under the requirements of this section, and following acceptance by the City, the owner shall warrant the new trees and provide for replacement of those that do not survive for less than two (2) years.
  3. In the event that new trees proposed to be planted to achieve the site density standard are not installed upon application for a CO or final plat approval, as appropriate, a performance bond or other acceptable surety in an amount equal to one hundred ten percent (110%) of the value of the new trees and their installation shall be posted in accordance with performance bonding requirements. The term of the bond shall not exceed one (1) year.
  4. An inspection of all tree plantings shall be made by the city arborist to assure compliance with plan requirements prior to release of the performance bond. The bond will be drawn upon by the City at the time of expiration if the planting requirements have not been fulfilled, or if the owner has not requested an extension. One six (6) month extension is permitted with documented justification. Any inspections performed after the final inspection (for project release) are subject to re-inspection fee schedules.
- F. Restoration of Disturbed Tree Save Areas. Once a tree save area has been established, any destruction of trees in that area must be mitigated by planting new trees to restore the required site density or to achieve the intended effect of the buffer as appropriate.
- G. Remedial Care. Trees in the tree save areas which have been adversely impacted by the construction process may be subject to remedial care. Remedial care will be performed at the discretion of city arborist and may include tree pruning, soil aeration, fertilization, and supplemental watering.
- H. Administrative Variances. Front, side and rear yard setbacks may be reduced by an amount not to exceed fifty percent where it is determined by the city planner or designee to be necessary in order to preserve existing specimen or significant trees. Appropriate conditions to said administrative variances shall be imposed so as to ensure the continued health of said trees following the granting of such variances, including mandatory replacement requirements. Such administrative variances shall be considered and decided consistent with the procedures and criteria contained in this section. Appeals of final decisions regarding administrative variances may be made to the mayor and city council.
- I. Display of Permit and Inspections. The applicant shall prominently display the permit in a conspicuous location on the job site. Such permit shall be displayed continuously while trees are being removed or replaced or work done as authorized on the permit. As a condition for issuance of a permit, the applicant shall agree in writing to entry onto their premises by representatives of the city as designated by the city planner or designee to inspect the permit and activities at any time, and such entry shall be lawful. Failure to allow such entry shall be unlawful and shall constitute a violation of this chapter.
- J. Stop Work Orders. Upon notice from the issuing authority, work on any project that is being done contrary to the provisions of this section shall be immediately stopped. Such notice shall be in writing; shall state the specific violations; shall be given to the applicant, his authorized agent, or the person or persons in charge of the activity on the subject property; and shall state the conditions under which work may resume. Where an emergency exists, no written notice shall be required.

- 
- K. Emergencies. During the period of any emergency, such as a hurricane, windstorm, ice storm, flood or other disaster, the requirements of this section may be waived by the mayor, or other designated official, upon a finding that such waiver is necessary so that public and/or private work to restore order in the city will not be impeded.

(Ord. No. 08-017, 8-7-08)

#### **16.43.113 Fees.**

- A. Each applicant requesting a permit under the provisions of this section shall deposit with the city a fee of two hundred dollars, which shall be nonrefundable. Provided, however, no fee shall be charged on any application filed solely for work within a public right-of-way.

(Ord. No. 08-017, 8-7-08)

#### **16.43.114 Violations and penalty.**

- A. Any person, firm or corporation violating a provision of this section shall be deemed guilty of violating a duly adopted ordinance of the city and, upon conviction by a court of competent jurisdiction, may be punished as provided in this Municipal Code, as amended, and in addition thereto may be enjoined from continuing the violation.
- B. The court shall have the power and authority to place any person found guilty of a violation of this section on probation, and to suspend or modify any fine or sentence. As a condition of said suspension, the court may require payment of restitution or impose other punishment allowed by law which may include mandatory attendance at an educational program concerning tree preservation. Each day's continuance of a violation may be considered a separate offense. Each tree cut, damaged or poisoned shall constitute a separate offense.
- C. The owner of any property wherein a violation exists, and any architect, developer, builder, contractor, tenant or agents who commits or may have assisted in the commission of any such violation, shall be guilty of a separate offense.

(Ord. No. 08-017, 8-7-08)

#### **16.43.115 Density factor.**

All properties subject to this article must maintain a minimum of one hundred (100) tree density units per acre. Tree density requirements shall be satisfied regardless of prevailing site conditions. Density requirements may be achieved through credits for preserving existing trees, by planting new trees according to the minimum standards of this section or through a combination of both.

The site density factor (SDF) of a site shall be the sum of the existing density factor (EDF) and the replacement density factor (RDF);  $SDF = EDF + RDF$ .

- A. The minimum required tree preservation or tree replacement density shall be calculated pursuant to the following sequence.
  1. Calculate the Site Density Factor (SDF).
  2. SDF is calculated by multiplying the gross site acreage by one hundred (100) (i.e. a 2.5-acre site has an SDF of 250;  $2.5 \times 100 = 250$ ).
  3. Calculate the EDF by adding the DBH of each tree on the premises.

---

(Supp. No. 22)

Created: 2025-09-03 14:48:51 [EST]

4. Calculate the RDF by subtracting the EDF from the SDF (i.e. a SDF of 250 minus an EDF of 98 results in a RDF of 152, which exceeds the minimum required SDF of 100).
5. Calculate a sample plan for achieving the required RDF.

B. The tables below shall be used to calculate site density for existing trees by diameter.

Diameter (Inches)	Density Units
3	4
4	7
5	9
6	12
7	15
8	20
9	25
10	30
12	35
14	40
16	45

Diameter (Inches)	Density Units
18	50
20	55
22	60
24	65
28	70
32	75
36	80
40	85
44	90
48	95
≥ 50	100

C. The density factor credit for each replacement tree, by caliper size, is provided in the table below. An identical credit schedule applies to existing trees which are to be transplanted within the site.

Diameter (Inches)	Density Units
2½	2.5
3	3.5
3½	4.5
4	6
5	7
6	8
7	9
8	10

D. Basis of Site Density Tables. Site density is based on a reservation of twenty-five percent (25%) of the total area of each development site as open space. Tree planting quantity and caliper standards shall also satisfy the provisions of Title 17 of this Municipal Code.

1. The basis for replacement tree diameter conversion shall be a total of 40 trees in the 2.5-inch size class.

(Ord. No. 08-017, 8-7-08)

#### 16.43.116 Acceptable tree species.

- A. The tree species provided in the table below shall be acceptable overstory tree species to plant. Any overstory tree species not referred to by scientific name or common name therein shall not be considered an acceptable tree species unless otherwise provided pursuant to this Code.

	Scientific Name	Common Name
1.	<i>Acer floridanum</i>	Florida Maple or Southern Sugar Maple
2.	<i>Acer rubrum</i>	Red Maple
3.	<i>Betula nigra</i>	River Birch
4.	<i>Carya</i>	Pecan, Hickory
5.	<i>Castanea mollissima</i>	Chinese Chestnut
6.	<i>Celtis occidentalis</i>	Hackberry
7.	<i>Cercidiphyllum japonicum</i>	Katsura Tree
8.	<i>Cladrastis kentukea</i>	American Yellowwood
9.	<i>Cunninghamia lanceolata</i>	Common Chinafir
10.	<i>Fagus sylvatica</i>	European Beech
11.	<i>Fagus grandifolia</i>	American Beech
12.	<i>Fraxinus americana</i>	White Ash
13.	<i>Fraxinus pennsylvanica</i>	Green Ash
14.	<i>Ginkgo biloba</i>	Ginkgo
15.	<i>Halesia carolina</i>	Carolina Silverbell
16.	<i>Betula Papyrifera</i>	Paper Birch
17.	<i>Liriodendron tulipifera</i>	Yellow Tulip Poplar
18.	<i>Magnolia grandiflora</i>	Southern Magnolia
19.	<i>Metasequoia glyptostroboides</i>	Dawn Redwood
20.	<i>Nyssa sylvatica</i>	Black Gum, Black Tupelo
21.	<i>Pinus elliotii</i>	Slash Pine
22.	<i>Pinus virginiana</i>	Virginia Pine
23.	<i>Platanus occidentalis</i>	American Sycamore
24.	<i>Robinia pseudoacacia</i>	Black Locust
25.	<i>Styphnolobium japonicum</i>	Japanese Pagoda Tree
26.	<i>Taxodium distichum</i>	Bald Cypress
27.	<i>Ulmus parvifolia</i>	Chinese Elm
28.	<i>Zelkova serrata</i>	Japanese Zelkova
29.	<i>Picea</i>	Spruce
30.	<i>Cryptomeria</i>	Japanese Cedar

- B. In addition to the content provided in this Section, all oak tree species, excluding live oaks, shall be acceptable canopy trees to plant, unless otherwise provided in this Code.
- C. The tree species provided in the table below shall be acceptable understory tree species to plant. Any understory tree species not referred to by scientific name or common name therein shall not be considered an acceptable tree species unless otherwise provided pursuant to this Code.

	Scientific Name	Common Name
1.	<i>Acer buergerianum</i>	Trident Maple
2.	<i>Amelanchier arborea</i>	Serviceberry
3.	<i>Carpinus caroliniana</i>	American Hornbeam
4.	<i>Cercis canadensis</i>	Eastern Redbud
5.	<i>Crataegus phaenopyrum</i>	Washington Hawthorn
6.	<i>Oxydendrum arboreum</i>	Sourwood

- 
- D. In addition to the content provided in this Section, all myrtle, dogwood, and holly tree types shall be acceptable understory trees to plant, unless otherwise provided in this Code.

(Ord. No. 08-017, 8-7-08)

#### **16.43.117 Unacceptable tree species.**

The following tree species are considered inappropriate and shall not be used to comply with the requirements of this Chapter. This Section shall not be construed as to deem any tree species not listed herein as acceptable.

- A. Eastern white pine.
- B. Lombardy poplar.
- C. Mimosa.
- D. Silver maple.
- E. Spruce.
- F. Box Elder.
- G. Black willow.
- H. Royal paulownia.
- I. Tree of heaven.
- J. Leyland cypress.
- K. Bradford pear.

(Ord. No. 08-017, 8-7-08)

#### **16.43.118 Boundary Trees**

- A. The City finds that land clearing and development activities may have negative impacts on the health and viability of trees that exist nearby on adjacent properties. These land clearing and development activities may damage the roots of trees whose trunks are fully located on adjacent property, but that have root systems that cross the property boundary underground.
- B. It is the Intent of this chapter to protect trees located immediately adjacent to sites which are being cleared or developed, and to provide property owners with compensation for those boundary trees which cannot be reasonably protected.
- C. Prior to the approval of any land clearing or development activities that require a tree survey, the applicant must provide documentation as to any boundary trees on abutting sites that may be destroyed or negatively impacted as a result.
  - 1. If the documentation provides that substantial impacts to any boundary trees are possible, the owners of all properties that contain boundary tree roots shall complete and sign a Boundary Tree Agreement form.
  - 2. The Boundary Tree Agreement form shall be kept by the City of Auburn Community Development Department.
  - 3. Upon completion of a Boundary Tree Agreement form by all applicable parties, the form must be provided to the City for recordkeeping purposes. The City shall not accept incomplete or inaccurate Boundary Tree Agreements.

---

(Supp. No. 22)

Created: 2025-09-03 14:48:51 [EST]

---

### 16.43.119 Waivers and appeals.

- A. Administrative authority. The city planner is authorized to issue waivers from the requirements of this Chapter. No public hearing or public meeting is required as part of the administrative waiver procedure. An administrative waiver may only be granted in individual cases of hardship, pursuant to all conditions existing as provided in subsection C herein. All waivers issued by the city planner shall be within the following scope.
  - 1. Use of ornamental trees to satisfy minimum site tree density requirements, at a rate not to exceed ten (10) tree density units per acre.
  - 2. Use of tree-form shrubs to satisfy minimum site tree density requirements, at a rate not to exceed ten (10) tree density units per acre.
  - 3. The planting and replanting of trees that are not an acceptable tree species pursuant to this Chapter, at a rate not to exceed ten (10) tree density units per acre.
  - 4. Reduction of the minimum required pervious root zone area for canopy or understory trees by no greater than twenty percent (20%).
  - 5. The topping of a tree that is damaged or may cause an obstruction to infrastructure.
  - 6. Retention of a tree stump above the normal grade.
- B. Mayoral authority. The mayor of the City of Auburn is authorized to waive the enforcement procedures of this Chapter during a period of emergency or natural disaster.
- C. Waiver criteria. A waiver from the requirements of this Chapter may only be granted upon finding that all of the following conditions exist.
  - 1. There are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.
  - 2. The application of this Chapter to this particular piece of property would create an unnecessary hardship.
  - 3. Said conditions are particular to the piece of property involved.
  - 4. Said conditions are not the result of any actions of the property owner.
  - 5. Relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this Chapter.
- D. Appeals. Any person adversely affected by a decision of city staff in the enforcement or interpretation of any of the terms or provisions of this Chapter may appeal the decision to the mayor and city council. Such appeal shall be made by filing written notice thereof with the city planner or city arborist within ten (10) business days following the issue date of the decision being appealed.

### 16.43.200 Tree bank.

- A. In any circumstance where the city arborist determines the minimum required replacement trees cannot be feasibly accommodated on the project site, the applicant shall deposit funds in the designated tree bank account.
  - 1. Calculations for valuing contributions to the tree bank shall be based on two and one-half (2.5) inch caliper replacement trees. Values may be updated semi-annually as recorded by the parks and recreation department, as determined by the cost of materials, labor, and guarantee for trees planted in the City.

2. The density factor deficient (DFD) shall be calculated by subtracting the sum of the EDF and the PDF from the SFD;  $DFD = SFD - (EDF + PDF)$ .
  3. The tree bank contribution dollar amount shall be calculated by dividing the DFD by the density unit credit amount (per 2.5-inch caliper trees), multiplied by two hundred (200); contribution dollar amount =  $(DFD / 2.5) \times 200$ . No less than the contribution dollar amount shall be contributed to the tree bank pursuant to the circumstances provided in this Section.
- B. The tree bank shall not effectively reduce the minimum number of trees required on any development site by greater than forty percent (40%).
- C. The table below provides unit costs and compliance costs pursuant to tree caliper size.

Caliper Size (inches)	Unit Cost	Compliance Cost
2½	\$200.00	\$8,000.00
3	\$250.00	\$7,142.00
3½	\$300.00	\$6,666.00
4	\$350.00	\$5,833.00
5	\$450.00	\$6,428.00
6	\$600.00	\$7,500.00
7	\$775.00	\$8,611.00
8	\$1,000.00	\$10,000.00

(Ord. No. 08-017, 8-7-08)



**MAYOR**  
Rick E. Roquemore

**CITY ADMINISTRATOR**  
Michael Parks

**CITY COUNCIL**  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan  
Johnnathen Eggelston

**COUNCIL SPECIAL CALLED MEETING**

**June 16, 2026**

**5:00 PM**

**Council Chambers**

**1 Auburn Way**

**Auburn, GA 30011**

Present: Mayor:	<b>Richard Roquemore</b>
Member Absent:	<b>Taylor J. Sisk</b>
Council Member:	<b>Jamie L. Bradley</b>
Council Member:	<b>Joshua Rowan</b>
Council Member:	<b>Johnnathen Eggelston</b>

City Staff in Attendance: Michael Parks, Sunshine Palmer, Brooke Haney, Joe Morevac, Ben Moody

Also in Attendance: Jim Aton

Mayor Roquemore called the meeting to order at 5:03 pm.

**New Business**

**Item 1:** Proposed FY2027 Capital Projects

**Michael Parks** Presented

- a.** CIP Overview- **Michael Parks** Presented
- b.** FY2026 CIP Progress Report **Sunshine Palmer** Presented
- c.** Water Treatment Facility Financial Update **Jim Aton** Presented
- d.** Water Department **Ben Moody** Presented
- e.** Stormwater **Joe Morevac** Presented
- f.** Roads **Joe Morevac** Presented
- g.** Parks Department **Michael Parks** Presented
- h.** Events **Michael Parks** Presented

There being no further business, the meeting was adjourned.

Read and approved this \_\_\_\_\_ Day of July 2026

Attest:

---

Mayor Richard E. Roquemore



**MAYOR**  
Rick E. Roquemore

**CITY ADMINISTRATOR**  
Michael Parks

**CITY COUNCIL**  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan  
Johnnathen Eggeston

## **CITY COUNCIL WORKSHOP MEETING**

**June 18, 2026**

**6:00 PM**

**Council Chambers**

**1 Auburn Way**

**Auburn, GA 30011**

Present: Mayor:	<b>Richard Roquemore</b>
Member Absent:	<b>Taylor J. Sisk</b>
Council Member:	<b>Jamie L. Bradley</b>
Council Member:	<b>Joshua Rowan</b>
Council Member:	<b>Johnnathen Eggeston</b>

City Staff in Attendance: Michael Parks, Chief Hodge, Brooke Haney, Amanda Vinson, Leighanne Bland, Sgt Pharr

Also in Attendance: Jack Wilson, Liz Mitchem, Jim Aton

**Mayor Roquemore** called the meeting to order at 6:00 pm.

### **Council Reports and Announcements**

**Mayor Roquemore** asked for Council Reports and Announcements. **Amanda Vinson** announced the Farmers Market. **Brooke Haney** announced Kids Crafts and Independence Day Festival. **Michael Parks** announced Mt. Moriah paving is scheduled to start June 19<sup>th</sup>, 2026.

### **WORKSHOP ITEMS FOR DISCUSSION**

#### **New Business**

**Item 1:** Raw Water Storage Pond Piping Change Orders

**Michael Parks** Presented

Placed on July 9, 2026, Council Business Agenda

**Item 2:** Road Steel Plates Purchase for Public Works

**Michael Parks** Presented

Placed on July 9, 2026, Council Business Agenda

**Item 3:** Piedmont Regional Library Appointment

**Michael Parks** Presented

**Mayor Roquemore** asked for a motion to make this a voting item.

**Motion:** Made by **Council Member Bradley** to make this a voting item.

**Second:** Made by **Council Member Rowan**

**Mayor Roquemore** asked for a motion to appoint Tina Parks to the Library Board.

**Motion:** Made by **Council Member Sisk** made the motion to appoint Tina Parks to the Library Board.

**Second:** Made by **Council Member Bradley**

**Mayor Roquemore** asked for any discussion, there was none. Vote taken with all members present voting yes.

**Item 4:** Charter Update

**Jack Wilson** Presented

Placed on July 9, 2026, Council Business Agenda

**Item 5:** Bank OZK Sig

**Liz Mitchem** Presented

Placed on July 9, 2026, Council Business Agenda

**Item 6:** Sunbelt Expansion

**Liz Mitchem** Presented

Placed on July 9, 2026, Council Business Agenda

**Item 7:** Auburn Zoning Map Update

**Liz Mitchem** Presented

Placed on July 9, 2026, Council Business Agenda

**Item 8:** Code 17.070.010 Walls & Fences Amendments

**Liz Mitchem** Presented

Placed on July 9, 2026, Council Business Agenda

**Item 9:** Fowler Farms Phase 1B Final Plat

**Liz Mitchem** asked to remove this item from the agenda.

**Mayor Roquemore** asked for Citizen Comments. There were none.

There being no further business, the meeting was adjourned.

Read and approved this \_\_\_\_\_ Day of July 2026

Attest:

---

Mayor Richard E. Roquemore



**MAYOR**  
Richard E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Robert L. Vogel III  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan

**AGENDA ITEM: 5d**

**TO:**  
City of Auburn Mayor and City Council

**FROM:**  
Michael Parks

**DATE:**  
July 9, 2026

**PURPOSE:** Discussion and Approval of Change Orders# 9 to Raw Water Storage Pond Piping- Phase A, Kilcrease-Barrow County Pump Station, Drinking Water Treatment Plant Start-up, Process Equipment, Site Security and Site Improvements.

**BACKGROUND:** As the construction of the overall water supply project proceeds some work items related to the overall project have become necessary.

- The Kilcrease-Barrow County Drinking Water Pump Station has four items added to the project to facilitate remote operations, water pressure, flow measurement and SCADA upgrades.
- As the Drinking Water Treatment Plant was nearing the end of construction and performing start-up of operation, thirteen items needed to be purchased or rented to facilitate the start-up. These items were purchased through the contractor to qualify for ARPA grant financing. Those items are included in this change order.
- Five items relate to the construction of the site including curb & gutter, guard rail, grading and grassing.
- Site Drainage, four items
- Site Security, three items.

Some items relate only to the Auburn's project while other items relate to Auburn and Winder. Shared items are presented on the attached tabulation where Auburn pays 1/3 and Winder pays 2/3.

**STAFF RECOMMENDATION:**  
Approval.

**FUNDING:** Change Order #9 to be paid out of City Council Controlled Contingence, ARPA Grant Funds and some items increase Guaranteed Maximum Price where some work items are beyond the

original agreement. Contract price increases by \$287,503.29 while performance Bond increases \$4,312.55 and Contingency \$86,250,99.

**Attachments:** Change Order #9 form with associated tabulation

**Tabulation of Change Order #9 Values**

**Raw Water Storage Pond Piping – Phase A, Kilcrease-Barrow County Pump Station, Drinking Water Treatment Plant Start-up, Process Equipment and Site Improvements**

#	Description	Units	Number of Units	Total Unit Price	Total Cost	Auburn Share	Winder Share
1	200 amp disconnect at Kilcrease	LF	1	\$ 3,600.00	\$ 3,600.00	a \$ 3,600.00	
2	Kilcrease Pressure Transducers	EA	2	\$ 8,861.90	\$ 17,723.80	a \$ 17,723.80	
3	Kilcrease Flow Meter Install	EA	1	\$ 20,000.00	\$ 20,000.00	a \$ 20,000.00	
4	Kilcrease SCADA Upgrade to Global	EA	1	\$ 31,355.00	\$ 31,355.00	a \$ 31,355.00	
5	Electric Generator Rental waiting on Jackson EMC	LS	1	\$ 4,702.00	\$ 4,702.00	a \$ 4,702.00	
6	Pressure Transmitter @ Rock Crk. Pump Sta.	LS	1	\$ 5,660.00	\$ 5,660.00	a \$ 5,660.00	
7	Pump Rental at DWTP	DAY	30	\$ 325.00	\$ 9,750.00	a \$ 9,750.00	
8	Fuel for Generator & Pump	GAL	480	\$ 4.00	\$ 1,920.00	a \$ 1,920.00	
9	8" HDPE Backwash Pipe w/ 6ft Pad	LF	700	\$ 49.93	\$ 34,951.00	a \$ 34,951.00	
10	Oxygen Generator	LS	1	\$ 18,249.60	\$ 18,249.60	a \$ 18,249.60	
11	TMB-26M NACIO4 Chemical	EA	3	\$ 4,032.00	\$ 12,096.00	a \$ 12,096.00	
12	Sulfuric Acid	EA	1	\$ 1,890.00	\$ 1,890.00	a \$ 1,890.00	
13	ClO2 Generator Rental	MO	13	\$ 3,600.00	\$ 46,800.00	a \$ 46,800.00	
14	ClO2 Generator Install	LS	1	\$ 6,600.00	\$ 6,600.00	a \$ 6,600.00	
15	Oxygen Cylinder Rental	MO	3	\$ 30.00	\$ 90.00	a \$ 90.00	
16	Oxygen Cylinder Gas Purchases	EA	3	\$ 144.00	\$ 432.00	a \$ 432.00	
17	Curbing at Rock Crk Pump Station	LF	357	\$ 73.70	\$ 26,310.90	a \$ 26,310.90	
18	Guard Rail at Rock Crk Pump Station	LF	300	\$ 85.00	\$ 25,500.00	a \$ 25,500.00	
19	Grassing	LF	2000	\$ 2.50	\$ 5,000.00	a \$ 1,666.67	w \$ 3,333.33
20	Grade Road	LS	1	\$ 4,500.00	\$ 4,500.00	a \$ 1,500.00	w \$ 3,000.00
21	36" Pipe at Detention Pond	LF	20	\$ 245.63	\$ 4,912.60	a \$ 1,637.53	w \$ 3,275.07
22	36" Headwalls	EA	2	\$ 2,250.00	\$ 4,500.00	a \$ 1,500.00	w \$ 3,000.00
23	Extend Flume at 36" Pipe	LS	1	\$ 2,500.00	\$ 2,500.00	a \$ 833.33	w \$ 1,666.67
24	Ditch on Adjacent property	DAY	1	\$ 3,500.00	\$ 3,500.00	a \$ 1,166.67	w \$ 2,333.33
25	Elec. Meter, Power Gate, & Camera	LS	1	\$ 23,100.00	\$ 23,100.00	a \$ 7,700.00	w \$ 15,400.00
26	Equipment Rental	LS	1	\$ 3,606.36	\$ 3,606.36	a \$ 1,202.12	w \$ 2,404.24
27	Clear Path & Telemetry for Gate	LS	1	\$ 2,500.00	\$ 2,500.00	a \$ 833.33	w \$ 1,666.67
28	Fire Marshal Knox Box & Pad Lock at Gate	LS	1	\$ 500.00	\$ 500.00	a \$ 166.67	w \$ 333.33
29	Grassing after JEMC Set Electric Power Poles	LF	2000	\$ 2.50	\$ 5,000.00	a \$ 1,666.67	w \$ 3,333.33
30	Subtotal				\$ 327,249.26	\$ 287,503.29	\$ 39,745.97
31	Performance Bond	%	1.50%	\$ 327,249.26	\$ 4,908.74	\$ 4,312.55	\$ 596.19
32	Contingency	%	30%	\$ 327,249.26	\$ 98,174.78	\$ 86,250.99	\$ 11,923.79
33	TOTAL				\$ 430,332.78	\$ 378,066.82	\$ 52,265.95

## Change Order No. 9

Project Name: Raw Water Storage Pond Piping - Phase A	HGB Project No.: 20-0004-WS
Project Owner:	Owner's Purchase Order #23-005
City of Auburn, City Hall, One Auburn Way, Auburn, GA, 30011	Owner's Project No.: 23-005
Project Contractor:	Date of Issuance: 6-28-24
Griffin Bros., 103 Griffin Drive, Maysville, GA, 30558	Date of Contract: 4-12-24
	Contract Period: 6-27-24 to 11-30-24



The following Change Order is Addition work at the RWSP

Item	Description of Changes	Qty.	Contract Cost/Unit	Change In Contract Cost	Change in Days
<b>Additions</b>					
1	Work Complete after CO#8 and listed on Tabulation attached.	1	\$378,066.82	\$378,066.82	60 Days
2	None				
3	None				
<b>Total Change</b>				<b>\$378,066.82</b>	<b>60 Days</b>

This Change Order will build additional items for the Kilcrease-Barrow County Pump Station, Drinking Water Treatment Plant Start-up, Process Equipment and Site Improvements. This line item is 1/3 of the cost of the entrance road because Winder will pay for the Balance. This change order will be paid with ARPA Funds.

Summary: It is agreed to modify the Contract referred to above as follows:

The changes included in this Change Order are to be accomplished in accordance with the terms, stipulations and conditions of the original Contract as though included therein.

Contract Price prior to this Change Order	Contract Time prior to this Change Order
\$3,152,612.54	413 Days
Net Increase (decrease) of this Change Order	Net Increase (decrease) of this Change Order
\$378,066.82	60
Revised Contract Price with all approved Change Orders	Revised Contract Time with all approved Change Orders
\$3,530,679.36	723 Days 10-21-26

Accepted for Contractor by:	Date:	
Recommended for Approval by Hussey Gay Bell & DeYoung, Inc.	Date:	
Approved for Owner by:	Attest:	Date:
Approved: (Other - when required)	Date:	



**MAYOR**  
Richard E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Robert L. Vogel III  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan

**AGENDA ITEM:** 5e

**TO:** City of Auburn Mayor and City Council

**FROM:** Michael Parks

**DATE:**

July 9, 2026

**PURPOSE:** To approve the purchase of steel road plates for public works operations

**BACKGROUND:** The Public Works Department is requesting authorization to purchase steel road plates to support utility maintenance and emergency roadway repairs throughout the City of Auburn. These plates will be used to safely cover excavations associated with water, stormwater, and other infrastructure work when temporary roadway restoration is necessary. Maintaining an inventory of road plates will improve public safety, reduce disruptions to traffic, enhance the department's ability to respond to emergencies, and eliminate the need to rely on outside rentals or delayed procurement during critical situations.

**STAFF RECOMMENDATION:** Staff recommends approval to purchase the necessary plates for work completion from Ferguson Water works

**FUNDING:** General Fund - Water, Stormwater, Roads

**Attachments:** Submitted quotes



FEL-GEORGIA WATERWORKS #554  
 4655 BUFORD HIGHWAY  
 NORCROSS, GA 30071-2010

Phone: 770-248-9037  
 Fax: 770-840-9867

Deliver To:  
 From: Bob Mcwhorter  
 bob.mcwhorter@ferguson.com  
 Comments:

11:24:44 MAY 11 2026

Page 1 of 1

FEL-GEORGIA WATERWORKS #554  
 Price Quotation  
 Phone: 770-248-9037  
 Fax: 770-840-9867

Bid No: B661984  
 Bid Date: 05/11/26  
 Quoted By: BM

Cust Phone: 770-963-4002  
 Terms: NET 10TH PROX

Customer: CITY OF AUBURN  
 PO BOX 1059  
 AUBURN, GA 30011

Ship To: CITY OF AUBURN  
 PO BOX 1059  
 AUBURN, GA 30011

Cust PO#: BEN MOONEY

Job Name: ROAD PLATES

Item	Description	Quantity	Net Price	UM	Total
SP-RP1014G	10X14X1 ROAD PLATE	2	5675.000	EA	11350.00
<b>Net Total:</b>					<b>\$11350.00</b>
<b>Tax:</b>					<b>\$0.00</b>
<b>Freight:</b>					<b>\$0.00</b>
<b>Total:</b>					<b>\$11350.00</b>

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>  
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

**HOW ARE WE DOING? WE WANT YOUR FEEDBACK!**

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=554&on=40465>





Main: 336-516-8011

Iron Lot, LLC  
2731 Huffman Mill Rd  
Burlington  
North Carolina  
United States 27215  
336-516-8011

**Quote**

Valid Until:

Quote Number : 5217514000039927328

**BILL TO:**

City of Auburn, GA  
1411 Sunbelt Way  
Auburn Ga 30011

**SHIP TO:**

Account Name:City of Auburn, GA  
Contact Name:Ben Mooney

Quote Stage:Delivered

S.No.	Product Details	Quantity	List Price	Total
1	Road Plate 1" - 10x14 Weight: 5717 Grade A36	2	\$ 5,390.00	\$ 10,780.00
	*Includes two lifting holes*			
2	Shipping Shipping to Auburn GA	1	\$ 1,500.00	\$ 1,500.00
			Total	\$ 12,280.00
			Tax	\$ 0.00
			Adjustment	\$ 0.00
			<b>GRAND TOTAL</b>	<b>\$ 12,280.00</b>

Approximate Total Weight: lbs.

**Terms and Conditions**



**CONSOLIDATED**  
PIPE & SUPPLY CO

**QUOTATION**

Quotation Number S273663  
Version Number 1  
Quotation Date

JOB NAME 10'X14' STEEL PLATE

**SALE SITE**  
CONSOLIDATED PIPE & SUPPLY  
194 HURRICANE SHOALS RD NE  
LAWRENCEVILLE, GA 30046-4403, USA  
PHONE: 770-822-9664

**SHIP TO**  
AUBURN CITY OF (GA)  
1369 4TH AVE  
AUBURN, GA 30011, USA

**Last Communication** 05/06/2026  
**Expiration Date** 05/06/2026  
**Written By** Danny Carlan  
**Customer RFQ**  
**Customer Number** GA0260384L  
**Requested By** EMAIL  
**Sales Rep** David Williams

**SOLD TO**  
AUBURN CITY OF (GA)  
PO BOX 1059  
AUBURN, GA 30011-1059, USA

**Ship Via** Best Way  
**Delivery Terms** To Be Determined  
**Payment Terms** Net 30 Days

**SALES**

Line	CPS Part No Part Description	Wanted Delivery Date	Sales Qty	UoM	Unit Net Price	Extended Amount
1	DIRECT1		2.00	EA	\$9,974.53	\$19,949.06
1.1	10' X 14' STEEL PLATE 1" THICK (APPROX WEIGHT 5,725LB)					

Subtotal Amount	\$19,949.06
Tax Amount	\$0.00
<b>Total</b>	<b>\$19,949.06</b>

This Quotation is subject to and will be governed by Consolidated Pipe's Domestic Terms and Conditions which can be found at <https://consolidatedpipe.com/wp-content/uploads/Consolidated-Pipe-Supply-General-Terms-and-Conditions-of-Sale-10.1.16-03622602-7.pdf>. Only Consolidated Pipe's Terms and Conditions shall apply. Any other new, additional or conflicting terms and conditions shall be inapplicable to this Quotation as well as to any related purchase order or other agreement, or any performance thereunder.



**MAYOR**  
Richard E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Robert L. Vogel III  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan

**AGENDA ITEM: 5f**

**TO: City of Auburn Mayor and City Council**

**FROM: Michael Parks**

**DATE:**  
July 9, 2026

**PURPOSE:** To update the Auburn City Charter as approved and signed by Governor Kemp

**BACKGROUND:** Updates to the City have been approved and will go into effect on July 1, 2026

- **Election Districts (Section 5.11):** Proposed district adjustments based on prior Council discussions (see attached map).
- **City Manager Authority (Section 3.13):** Modification to reflect that all department heads would report directly to the City Manager.
- **Mayoral Veto (Section 2.29(f)):** Review and potential revision of current veto provisions.
- **Board Appointments and Terms (Section 3.11(b)):** Consideration of changes to appointment authority and term structure.

This update explains the revision of the position of City Administrator to City Manager.

**RECOMMENDATION:** Approve the Ordinance for City Manager and job description

**FUNDING:** N/A

**Attachments:** City Manager Responsibilities, Ordinance, Charter Update

ORDINANCE NO 26-002

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF AUBURN TO CREATE THE POSITION OF CITY MANAGER; TO PROVIDE FOR APPOINTMENT, QUALIFICATIONS, TERM AND COMPENSATION; TO PROVIDE FOR POWERS AND DUTIES; AND FOR OTHER PURPOSES.

WHEREAS, the City Council is authorized to create job positions and fill those positions with qualified employees; and,

WHEREAS, the current system of classifying employees does not contain a job classification for City Manager;

WHEREAS, the Georgia General Assembly recently amended the City's Charter to provide for a City Manager; and

WHEREAS, the City's system of operation would be better served by designating a City Manager to serve the citizens as described in this ordinance; and,

WHEREAS, it is in the best interest of the health and welfare of the Citizens of the City to adopt this Amendment to the City Code to provide for appointment of the City Manager and to describe the duties of the position;

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

1. In City Code Section 2.06, every reference to City Administrator is changed to reference City Manager.
2. The existing Subsection 2.06(b) is deleted and the following is substituted in its place:  
  
Section 2.06 (b) Powers and Duties of the City Manager  
The City Manager exercise all of the powers and duties enumerated in City Charter Section 3.15 and such other duties as are assigned by the Mayor and City Council.
3. The City Manager's job description is hereby approved and adopted in the form attached hereto.
4. The Council hereby appoints Michael Parks as City Manager effective immediately.

The City Manager and City Clerk are further authorized to correct typographical errors in the text of this Ordinance and the existing City Code and to produce and publish a final codified version of the City Code with the amendments and revisions outlined herein. The City Manager and City Clerk are further directed to change every reference to “City Administrator” to “City Manager” in the text of the City Code of Ordinances, and City policies, handbooks and directives as applicable.

In the event any Court of competent jurisdiction determines that any portion of the foregoing amendment is invalid, unconstitutional, or otherwise illegal, such rulings shall not impair the validity of the rest and remainder of this amendment.

This Ordinance shall be effective immediately upon its adoption.

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

SO ORDAINED, this \_\_\_\_ day of July, 2026.

\_\_\_\_\_  
Richard E. Roquemore, Mayor

\_\_\_\_\_  
Jonathen Eggleston, Council Member

\_\_\_\_\_  
Jamie L. Bradley, Council Member

\_\_\_\_\_  
Taylor J. Sisk, Council Member

\_\_\_\_\_  
Josh Rowan, Council Member

ATTEST:

\_\_\_\_\_  
Brooke Haney, City Clerk



**JOB TITLE:** CITY MANAGER  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** MAYOR AND COUNCIL  
**STATUS:** EXEMPT

**POSITION SUMMARY:**

Performs highly responsible executive and administrative work serving as the Chief Executive Officer of the City. The City Manager directs, coordinates, and oversees all municipal operations and functions and exercises administrative authority over all City departments and department heads. This position provides strategic leadership in organizational management, fiscal planning, policy implementation, and community service delivery. The City Manager ensures that City operations are efficient, effective, and responsive to the needs of residents while advising elected officials on policy, financial, and operational matters. Work is performed with a high degree of professional independence and is evaluated by the Mayor and City Council through results achieved, organizational performance, and implementation of adopted policies.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Serves as the Chief Executive Officer, providing executive leadership and direction to all City departments, divisions, and operations, with direct supervisory authority over all department heads.
- Exercises full administrative authority over all City departments and personnel, consistent with City ordinances and direction from the Mayor and City Council.
- Implements policies, ordinances, and directives established by the Mayor and City Council and ensures consistent organizational compliance.
- Advises the Mayor and City Council on strategic, operational, and financial matters affecting the City.
- Directs, supervises, and evaluates department heads; establishes performance expectations and ensures accountability across all City departments.
- Oversees the preparation and administration of the City's annual operating and capital budgets; monitors fiscal performance.

- Provides ongoing analysis of municipal operations to improve efficiency and service delivery.
- Represents the City in interactions with federal, state, and regional agencies and stakeholders.
- Oversees grant development and external funding opportunities.
- Ensures effective response to public concerns and service delivery systems.
- Executes contracts and agreements as authorized by the Mayor and City Council.
- Provides regular reports on financial condition and operational performance.
- Oversees procurement activities in compliance with applicable laws and policies.
- Attends all meetings of the Mayor and City Council and participates in discussions as requested.
- Performs related duties as required consistent with the City Charter.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of public administration and municipal management practices.
- Extensive knowledge of budgeting, public finance, and fund accounting.
- Knowledge of federal, state, and local laws and regulations.
- Ability to lead and manage complex municipal operations.
- Strong analytical, communication, and organizational skills.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Public Administration, Business Administration, or a related field; minimum of five (5) years of progressively responsible municipal management experience; Master's degree preferred.

# CITY OF AUBURN

## OATH OF OFFICE

I, Michael Parks, do solemnly swear or affirm that I will faithfully perform the duties of the office of City Manager, and that I will, to the best of my ability, support and defend the Constitution of the United States, the Constitution and Laws of the State of Georgia, and the Charter and Ordinances of the City of Auburn; so help me God.

I do further swear and affirm that I am not the holder of any unaccounted for money due this state or any political subdivision or authority thereof; that I am not the holder of office or trust under the government of the United States, any other state or any foreign state which, by the laws of the State of Georgia I am prohibited from holding; that I am otherwise qualified to hold said office, according to the Constitution of the laws of the State of Georgia.

---

Michael Parks

Sworn to and subscribed before me  
this \_\_\_ day of July, 2026

---

Notary Public



**MAYOR**  
Richard E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Johnathen Eggleston  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan

**AGENDA ITEM: Voting Item #6**

**TO:** Mayor and City Council

**FROM:** Sarah McQuade, AICP  
City Planner

**DATE:** July 9, 2026

**PURPOSE:** OAR26-0001. Overlay Architectural Review (OAR) approval to install one monument sign.

**BACKGROUND:** The applicant proposes the installation of one monument sign at the Bank OZK frontage at Atlanta Hwy. This property is in the Auburn Downtown Overlay District; therefore, Overlay Architectural Review (OAR) approval must be granted by the Auburn Mayor and City Council prior to the issuance of a sign permit.

**COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDATION:**

In accordance with the review procedure established in Sec. 17.91.080, and the provisions of Sec. 17.91, staff finds that the proposal is not compliant with the requirements of the Auburn Downtown Overlay District. Staff recommends denial of the subject Overlay Architectural Review request, as the proposal does not satisfy the requirements of Sec. 17.91.070 – Signage.

However, should the City Council find the subject OAR to be compliant, staff recommends the following stipulations be enforced upon the site and adopted as part of the approval:

1. The proposed sign shall be placed as to maintain 10 feet of separation from the Atlanta Hwy right-of-way.
2. The sign shall not include any electronic screens or digital display elements.

**WORK SESSION SUMMARY:**

At their public meeting on June 18, 2026, the Mayor and City Council discussed the subject OAR request as a work session item. A discussion regarding the following potential conditions occurred:

- The proposed sign shall be placed as to maintain 10 feet of separation from the Atlanta Highway right of way.

- The sign shall conform to the plans presented with the application.
- This application is approved as a waiver of City Code Section 17.91.070.E.4 as the sign represents a replacement for an existing sign.
- The sign shall be a monument sign. The monument base material shall be constructed of a minimum of half-depth brick, or masonry materials which complement the principal building.

**FUNDING:** N/A



**MAYOR**  
Richard E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Johnnathen Eggleston  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan

**AGENDA ITEM: Voting Item #7**

**TO:** Mayor and City Council

**FROM:** Sarah McQuade, AICP  
City Planner

**DATE:** July 9, 2026

**PURPOSE:** SU26-0001. Special use permit to expand/alter an existing asphalt plant in a M-2: Heavy Industry district (tax map parcel AU09 022).

**BACKGROUND:** The applicant is requesting a special use permit to expand/alter an existing asphalt plant on a 16.18± acre tract in a M-2 (heavy industrial) zone. Pursuant to Code Sec. 17.90.110.D.1, asphalt plants in the M-2 zone require a special use permit, which includes the alteration of existing facilities. If the subject request is denied, the applicant would be able to retain the existing asphalt plant on the site.

On June 22, 2026, the Northeast Georgia Regional Commission (NEGRC) released their final Development of Regional Impact (DRI) report, which includes a summary of the request, potential impacts, and recommendations.

**PLANNING COMMISSION RECOMMENDATION:**

At their regularly scheduled meeting on April 15, 2026, the Planning Commission voted to recommend approval of the special use permit, subject to the following conditions:

1. Development of the site shall generally conform to the conceptual plan and supporting materials submitted as part of the subject application. Minor modifications may be approved administratively, provided they do not materially alter the intensity or character of the use.
2. No portion of the new asphalt plant, nor any buildings or structures directly associated with it, except for fences and walls, shall be constructed closer to any side or rear property line than proposed on the submitted conceptual plan.
3. Except for temporary testing activities, the new asphalt plant shall never operate at the same time as the existing asphalt plant.
4. All site lighting shall be directed and shielded to minimize glare and light spill and prevent off-site illumination onto adjacent properties and public rights-of-way.

**WORK SESSION SUMMARY:**

At their public meeting on June 18, 2026, the Mayor and City Council discussed the subject special use permit request and recommendation issued by the Planning Commission. During that discussion, Council considered removing recommended Condition #3 and adding two conditions related to the traffic circulation and improvements to Parks Mill Road. Those updates are reflected in the conditions below:

- Development of the site shall generally conform to the conceptual plan and supporting materials submitted as part of the subject application. Minor modifications may be approved administratively, provided they do not materially alter the intensity or character of the use.
- No portion of the new asphalt plant, nor any buildings or structures directly associated with it, except for fences and walls, shall be constructed closer to any side or rear property line than proposed on the submitted conceptual plan.
- All site lighting shall be directed and shielded to minimize glare and light spill and prevent off-site illumination onto adjacent properties and public rights-of-way.
- Left turns from the plant are permitted to allow truck traffic to exit toward Union Grove Church Road.
- No later than December 31, 2026, the Applicant shall, at its sole cost and expense, pave or repave Parks Mill Road from the Applicant's property south to County Line Road for the full road width and add an additional two feet of stabilized and paved shoulder on each side of the pavement. The improvements shall be designed in accordance with applicable City roadway standards, reviewed and approved by the City Engineer, and reviewed by Barrow County for any portion within County right-of-way unless the County declines review in writing. The improvements are required to provide safe and adequate access for vehicular traffic associated with the approved SUP and plant expansion. Note: The applicant has indicated consent to this condition.

**FUNDING:** N/A



**MAYOR**  
Richard E. Roquemore

**CITY ADMINISTRATOR**  
Michael E. Parks

**CITY COUNCIL**  
Johnathen Eggleston  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan

**AGENDA ITEM: Voting Item #8**

**TO:** City of Auburn Mayor and City Council

**FROM:** Sarah McQuade  
City Planner

**DATE:** July 9, 2026

**PURPOSE:** Periodic update to the official zoning map.

**BACKGROUND:** The City of Auburn is petitioning for an update to the official zoning map. The proposed update would be periodic and not alter the zoning or annexation status of any properties. Periodic updates are intended to refresh the official zoning map by adding zoning or annexation changes that occurred since the previous periodic update.

**COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDATION:**  
Approval

**PLANNING COMMISSION RECOMMENDATION:** Approval.

**FUNDING:** N/A



**MAYOR**  
Richard E. Roquemore

**CITY MANAGER**  
Michael E. Parks

**CITY COUNCIL**  
Taylor J. Sisk  
Jamie L. Bradley  
Joshua Rowan  
Johnathen Eggleston

**AGENDA ITEM: Voting Item #9**

**TO:** Mayor and City Council

**FROM:** Sarah McQuade  
City Planner

**DATE:** July 9, 2026

**PURPOSE:** Consider amendments to the text of zoning Ordinance Sec. 17.070.010 – Walls and fences.

**BACKGROUND:** City staff proposes text amendments to the zoning Ordinance (Title 17), specifically to Section 17.070.110 – Walls and fences. This Section governs the design, height, and installation of walls and fences within the City.

**STAFF RECOMMENDATION:** Approval.

**PLANNING COMMISSION RECOMMENDATION:** Approval with conditions. The recommended changes have been incorporated into the text amended version being presented.

**FUNDING:** N/A