

Johnny Crist, Mayor  
Brian Burchik, Post 1  
Scott Batterton, Post 2



Eddie Price, Post 3  
Tim Dunn, Post 4

Small town. Big difference.

**CITY COUNCIL  
WORK SESSION AGENDA**

**CITY OF LILBURN, GA  
76 MAIN STREET  
LILBURN, GA 30047**

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**June 13, 2016**

**CITY HALL – CONFERENCE ROOM**

**6:30 p.m.**

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*As set forth in the Americans with Disabilities Act of 1990, the City of Lilburn does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. Doug Stacks, 76 Main Street, Lilburn, GA 30047 has been designated to coordinate compliance with the non-discrimination requirements contained in section 13.107 of the Department of Justice regulations, information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.*

*The City of Lilburn will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Lilburn should be directed to Doug Stacks, 76 Main Street, Lilburn, GA 30047, telephone number 770-921-2210.*

**I. CALL TO ORDER**

**II. ANNOUNCEMENTS**

**III. AGENDA**

1. CITY OF LILBURN FY2016/2017 BUDGET AND ADOPTION OF BUDGET, ORDINANCE # 2016-502 – CITY MANAGER
2. ZONING ORDINANCE TEXT & MAP AMENDMENT – DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT
3. LAN 2016-02 – ANNEXATION REQUEST – FLORA EVANS HARMONY GROVE RD. 3.4 ACRES – DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT
4. GOLF CART DESIGNATION – ORDINANCE #2016-505 – CITY MANAGER
5. SPEED TABLES - PROVIDENCE CHRISTIAN CHURCH, WYNNE RUSSELL ROAD & SHADY DRIVE – DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT
6. LILBURN COMMUNITY IMPROVEMENT DISTRICT – APPROVAL OF CID EXPANSION – RESOLUTION #2016-03 – CITY MANAGER
7. RESOLUTION #2016-04 - SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST) REFERENDUM – CITY MANAGER

**IV. ADJOURNMENT**



Small town. Big difference.

City of Lilburn  
76 Main Street  
Lilburn, GA 30047

**City Council**  
**Meeting Agenda**

Auditorium  
Monday, June 13, 2016  
7:30 p.m.

**Council**  
Johnny Crist, Mayor  
Brian Burchik, Post 1  
Scott Batterton, Post 2  
Eddie Price, Post 3  
Tim Dunn, Post 4

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- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE TO THE FLAG**
- IV. **APPROVAL OF AGENDA**
- V. **ANNOUNCEMENTS**
- VI. **CEREMONIAL MATTER**
- VII. **PUBLIC COMMENT – NONE**
- VIII. **APPROVAL OF MINUTES**

➤ Consideration of the follow minutes:

- [City Council Regular meeting minutes from May 9, 2016](#)
- [Executive Session Minutes from May 17, 2016](#)
- [City Council Special Called meeting minutes from May 17, 2016](#)
- [City Council Special Called meeting minutes from May 19, 2016](#)

**IX. PUBLIC HEARING**

**1. CITY OF LILBURN FY2016/2017 BUDGET AND ADOPTION OF BUDGET, ORDINANCE # 2016-502 – CITY MANAGER**

As part of the FY 2016/2017 Budget Process, staff requests Mayor and Council to conduct a public hearing prior to the adoption of the FY 2016/2017 budget ordinance. A public hearing was held on May 17, 2016 at City Hall.

The FY 2016/2017 annual budgets for the City of Lilburn are:

General Fund - \$8,059,886

Confiscated Assets Fund - \$20,000

Capital Projects Fund - \$1,732,000

Special Purpose Local Option Sales Tax (2005 SPLOST) - \$428,668

Special Purpose Local Option Sales Tax (2009 SPLOST) - \$265,120

Special Purpose Local Option Sales Tax (2014 SPLOST) - \$1,858,000

As discussed in our budget meeting on May 17, 2016, the millage rate will remain at 4.43 mills and is scheduled to be adopted at the Council meeting on July 11, 2016. This budget includes a Sanitation fee of \$13.12/mo for each residential property owner.

**Staff recommends a motion to approve Ordinance # 2016-502 for the City of Lilburn, Georgia FY 2016/2017 annual budgets in amount of \$8,059,886 for General Fund, \$20,000 for Confiscated Assets Fund, \$1,732,000 for Capital Projects Fund, \$428,668 for 2005 SPLOST Fund, \$265,120 for 2009 SPLOST Fund and \$1,858,000 for 2014 SPLOST Fund.**

Attachment: *Ord. #2016-502, FY2016/2017 Fund Summary Spreadsheets & FY2016/2021 Five Year Capital Improvement Plan (CIP)*

**2. ZONING ORDINANCE TEXT & MAP AMENDMENT – DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT**

During the process of reading, interpreting, and enforcing the 2011 Lilburn Zoning Ordinance, notes are made regarding typos, clarification, and changing conditions that need to be made to the text and zoning map. Below is a synopsis of what was presented to the Planning Commission at their May 26<sup>th</sup> meeting.

**Article 3, General Provisions**

Clarity, typos, and modifications to allow flexibility in design as intended.

**Article 4, Zoning Districts**

Modified height and setbacks for consistency. Added architectural standards to commercial districts.

**Article 5, Overlay Districts – edit title page- reads Overlay “Zoning” Districts**

Edit verbiage to allow for expansion of Lawrenceville Highway (U.S. 29) Overlay District and generally refer to it as the “Corridor Overlay District”.

Expand to include commercial corridors illustrated on the proposed zoning map.

Clarify permitted uses not intended to undermine existing zoning and design requirements

Correct typos, remove redundancies.

**Article 6 – Use and Supplemental Conditions**

Edit text/table(s) for clarity, reduce redundancy,

**Article 7, Specific Use Provisions**

Clarify, remove redundancy/excessive wording,

**Article 8 – Access, Parking and Loading**

Clarify use of gravel – not decorative, some parking requirements

**Article 9 – Nonconformities, Section 903. Nonconforming Use**

Edit text to require rebuild/ alteration/ repair to be substantially complete within 1 yr. of damage.

**Article 10, Zoning Amendments and Applications**

Add Planning Commission to notice requirements, delete redundancy, remove unnecessary requirements, clarify Administrative Variance items

**Article 11 – Site and Design Review** – title should match header “Site and Design Plan Review”

**Article 12 – Permits and Certificates** - updated to reflect the way city processes permits and issues CO’s.

**Article 13 – Administration and Enforcement** – Considering updates to Building Code to adopt state’s recommended Administrative Procedures with exceptions that suit the City of Lilburn.

**Article 14 – Definitions**

Edit to clarify.

The Planning Commission recommended approval.

**Staff recommends a motion to adopt Ordinance No. 2016-503 Approving text and map amendments as submitted.**

Attachment: *Ord. #2016-503, Synopsis of text changes, Zoning Ordinance Sections, Proposed Zoning Map*

**3. LAN 2016-02 – ANNEXATION REQUEST – FLORA EVANS HARMONY GROVE RD. 3.4 ACRES – DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT**

The Applicant seeks approval to annex her property into the city. The property joins the city along its northern boundary and has road frontage on Harmony Grove Road.

No zoning change is requested.

**Staff recommends a motion to adopt Ordinance No. 2016-504 approving the annexation as submitted.**

Attachment: *Ord. #2016-504, Annexation Application, Survey*

## **X. AGENDA**

### **4. GOLF CART DESIGNATION – ORDINANCE #2016-505 – CITY MANAGER**

As discussed last month, please find attached a proposed golf cart ordinance as provided by the City Attorney.

**Staff recommends the following: Per the direction of Mayor and Council.**

Attachment: *Ord. #2016-505*

### **5. SPEED TABLES - PROVIDENCE CHRISTIAN CHURCH, WYNNE RUSSELL ROAD & SHADY DRIVE – DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT**

As part of their athletic complex expansion, PCA has proposed to construct a total of 3 speed tables on Wynne Russell Road (2) and Shady Drive (1) to help facilitate pedestrian crossing and safety.

The tables will measure 22 feet. The “table” measures up to 4” in height and is 10 feet across the full width of the street. There are 6-foot slopes from the table. The attached exhibit shows the proposed locations and includes a detail.

The typical process of approval involves a petition of residents on subdivision streets. Since these are not subdivision streets, the request is being considered by you without a petition. As proposed, these will be installed and maintained by PCA.

**Staff recommends a motion to approve the installation as submitted.**

Attachment: *Ord. #2016-506, Site Plan & Detail*

### **6. LILBURN COMMUNITY IMPROVEMENT DISTRICT – APPROVAL OF CID EXPANSION – RESOLUTION #2016-03 – CITY MANAGER**

Please find attached a list of properties to be added to the Lilburn CID. In order to be added to the tax billing, the City must formally approve the CID expansion/addition(s) by Resolution.

**Staff recommends a motion to approve Resolution #2016-03 consenting to the expansion of the Lilburn Community District. Also, authorize Mayor to execute all documents on behalf of the City of Lilburn.**

Attachment: *Resolution #2016-03, Exhibits/List of properties*

**7. RESOLUTION #2016-04 - SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST) REFERENDUM – CITY MANAGER**

Staff recommends approval of Resolution #2016-04 which authorizes the City of Lilburn to designate qualified projects and enter into intergovernmental agreement(s) with Gwinnett County regarding projects and appropriation of funds.

Eligible categories and percentage:

- 1. Public Safety facilities and equipment – 50%**
- 2. Roads, Streets and Bridges – 40%**
- 3. Parks and Recreation – 10%**

**Staff recommends a motion to approve Resolution #2016-04 designating City project categories and approval to enter into an intergovernmental agreement(s) with Gwinnett County for the distribution of SPLOST proceeds. Further, authorize the Mayor and City Attorney to execute all documents on behalf of the City of Lilburn.**

Attachment: *Resolution #2016-04*

**XI. ADJOURNMENT**

**CITY OF LILBURN**  
**PUBLIC HEARING ITEM 1**

<b>Date:</b>	05/27/2016	<b>To:</b>	<b>Mayor and Council</b>
<b>From:</b>	Bill Johnsa	<b>Department:</b>	City Manager
<b>Work Session Date Requested:</b>	06/13/2016	<b>Presenter:</b>	Bill Johnsa
<b>Agenda Title:</b>	<b>City of Lilburn FY2016/2017 Budget and Adoption of Budget Ordinance # 2016-502</b>		
<b>Audio/Visual Requirements:</b>	n/a	<b>Deadline Date:</b>	n/a

**Agenda Item (Background/History/Details):**

As part of the FY 2016/2017 Budget Process, staff requests Mayor and Council to conduct a public hearing prior to the adoption of the FY 2016/2017 budget ordinance. A public hearing was held on May 17, 2016 at City Hall.

The FY 2016/2017 annual budgets for the City of Lilburn are:

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- Special Purpose Local Option Sales Tax (2014 SPLOST) - \$1,858,000

As discussed in our budget meeting on May 17, 2016, the millage rate will remain at 4.43 mils and is scheduled to be adopted at the Council meeting on July 11, 2016. This budget includes a Sanitation fee of \$13.12/mo for each residential property owner.

**Staff Recommendations:**

Staff recommends the following: **“Motion to approve Ordinance # 2016-502 for the City of Lilburn, Georgia FY 2016/2017 annual budgets in amount of \$8,059,886 for General Fund, \$20,000 for Confiscated Assets Fund, \$1,732,000 for Capital Projects Fund, \$428,668 for 2005 SPLOST Fund, \$265,120 for 2009 SPLOST Fund and \$1,858,000 for 2014 SPLOST Fund.”**

<b>Department Head Approval:</b>	<b>B. Johnsa</b>
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<b>Mayor’s Signature Required:</b>	<b>YES</b>	<b>NO</b>
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**List Attachments:**

City of Lilburn Ordinance # 2016-502
FY 2016/2017 Fund Summary Spreadsheets and FY 2016/2021 Five Year Capital Improvement Plan (CIP)

**Financial Information (For Financial Services Use Only)**

<b>Budgeted Yes/No</b>	<b>Fund Name &amp; Code</b>	<b>Current Balance</b>	<b>Requested Allocation</b>	<b>City Manager’s Initials</b>
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Yes	General Fund, etal			B.J.
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# City of Lilburn FY 2016-2021 FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

## Categorized by Funding Source

(PY) Priority: **A**=Urgent **B**=High Priority **C**=Needed **D**=Low Priority

(FS) Fund Sources: **ST**=State **GN**=General **CY**=County **SP**=SPLOST **SG**=State Grant **CP**=Capital Projects

		Dept	FS	PROJECT DESCRIPTION	Funds 2016-17	Funds 2017-18	Funds 2018-19	Funds 2019-20	Funds 2020-21
1	A	City Hall	SP	City Hall Design/Construction Administration	110,000	0	0	0	0
2	A	City Hall	SP	City Hall Construction	1,445,000				
3	A	City Hall	CP	City Hall construction	440,000				
3	A	City Hall	GN	Capital Maintenance - Sinking Fund	64,000	64,000	64,000	64,000	64,000
4	A	City Hall	CP	City Hall-FF&E	245,000				
5	A	Police	SP	Vehicles and Equipment - Replacement	225,000				
6	A	Police	*SP	Vehicles and Equipment - Replacement	140,000	230,950	195,000	144,000	225,000
7	B	Police	*SP	Police /Courts - Design and Renovation	0	0	401,000	0	0
8	B	Police	*SP	Police /Courts HQ Construction	0	0	800,000	1,300,000	3,900,000
9	A	Transp.	CP	Main Street Realignment	785,000				
10	A	Transp.	CP	Parking Expansion Project	100,000		0	0	0
11	A	Transp.	CP	Local Maintenance Improvement Grant -LMIG	80,000	80,000	80,000	80,000	80,000
12	A	Transp.	SP	Local Maintenance Improvement Grant -LMIG	30,000	30,000	30,000	30,000	30,000
13	A	Transp.	SP	Local resurfacing/Intersection Improvement(s)	428,668	200,000	200,000	200,000	200,000
14	B	Transp.	SP	Equipment	44,000	148,000	120,000	132,000	40,000
15	A	Transp.	SP	City Hall Parking/Site Development	155,120	0	0	0	0
16	B	Transp.	CP	CDBG - Sidewalks	160,000	105,000	0	0	0
17	A	Transp.	*SP	Greenway/Phase 1 bridge replacement	200,000	450,000	1,400,000	900,000	
18	B	Transp.	TE/SG	Killian Hill sidewalks - Phase III	800,000				
19	A	Transp.	SP	Park Improvements	42,000	200,000	202,100	183,600	302,100
20	C	All Dept	SP	Engineering services	50,000	50,000	50,000	50,000	50,000
21	C	Transp.	*SP	Gateway Signage	115,000	45,000			
22	B	Parks	SP	Playground enhancements per Master Plan					
23	B	Parks	CP	Greenway Trail M&O	95,000	95,000	55,000	55,000	50,000
24	C	Parks	CP	Park Improvements					
25	C	Parks	SP	Playground renovation					
26	C	Parks	CP	Surveillance Cameras M&O	10,000	10,000	10,000	10,000	10,000
27	C	Parks	CP						

		Dept	FS	PROJECT DESCRIPTION	Funds 2016-17	Funds 2017-18	Funds 2018-19	Funds 2019-20	Funds 2020-21
28	B	Admin.	SP	SPLOST Program Administration	22,000	22,000	22,000	22,000	22,000
			IGA	IGA - GWINNETT COUNTY					
				CAPITAL MAINTENANCE - Sinking Fund					
				2005 SPLOST					
				2009 SPLOST					
				2014 SPLOST					
				2017 SPLOST					
				CAPITAL PROJECT FUND					
				<b>Annual CIP Total</b>	<b>5,785,788</b>	<b>1,729,950</b>	<b>3,629,100</b>	<b>3,170,600</b>	<b>4,973,100</b>
		City Hall			685,000	0	0	0	0
		Police							
		Streets		includes \$785,000 for IGA Gwt. Co.	1,925,000	185,000	80,000	80,000	80,000
		Parks			105,000	105,000	65,000	65,000	60,000
				<b>Capital Projects Fund Sub-Total</b>	<b>2,715,000</b>	<b>290,000</b>	<b>145,000</b>	<b>145,000</b>	<b>140,000</b>
		City Hall			0				
		Police							
		Transp.			428,668				
		Parks							
		Admin							
				<b>2005 SPLOST Fund Sub Total</b>	<b>428,668</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		City Hall			110,000				
		Police							
		Transp.			155,120				
		Parks							
		Admin							
				<b>2009 SPLOST Fund Sub Total</b>	<b>265,120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		City Hall			1,445,000				

		Dept	FS	PROJECT DESCRIPTION	Funds 2016-17	Funds 2017-18	Funds 2018-19	Funds 2019-20	Funds 2020-21
		All Dept.			50,000				
		Police			225,000	0	0	0	0
		Transp.			74,000				
		Parks			42,000				
		Admin			22,000				
				<b>2014 SPLOST Sub-Total</b>	<b>1,858,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		City Hall							
		All Dept.				50,000	50,000	50,000	50,000
		Police			140,000	230,950	1,396,000	1,444,000	4,125,000
		Transp.			315,000	873,000	1,750,000	1,262,000	270,000
		Parks			0	200,000	202,100	183,600	302,100
		Admin				22,000	22,000	22,000	22,000
				<b>2017 SPLOST Sub-Total</b>	<b>455,000</b>	<b>1,375,950</b>	<b>3,420,100</b>	<b>2,961,600</b>	<b>4,769,100</b>
		City Hall			64,000	64,000	64,000	64,000	64,000
		Police							
		Transp.							
		Parks							
				<b>General Fund Sub-Total</b>	<b>64,000</b>	<b>64,000</b>	<b>64,000</b>	<b>64,000</b>	<b>64,000</b>
				<b>GRAND TOTAL</b>	<b>5,785,788</b>	<b>1,729,950</b>	<b>3,629,100</b>	<b>3,170,600</b>	<b>4,973,100</b>
				<u>Five-Year Plan Grand Total</u>					

**City of Lilburn**  
**FY 2016/2017 Budget**  
**Summary Revenues and Expenditures**  
**Capital Projects Fund**

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	% increase	City Manager			Council		
	Actual	Actual	Actual	Actual	Budget	Budget	decrease	changes	Proposed	% increase	changes	Adopted	% increase
	Actual	Actual	Actual	Actual	Budget	Budget	decrease	changes	2016/2017	decrease	changes	2016/2017	decrease
<b>Revenues</b>													
Contributions and Donations	8,299	-	891	1,717	1,210	2,000			2,000			2,000	
Miscellaneous Income	152,901	74,912	5,448	5,611	-	440,000			440,000			440,000	
Intergovernmental Revenues	55,212	-	14,074	477,624	99,642	1,040,000	-	-	1,040,000			1,040,000	
Investment Revenues	111	275	211	18	5	-			-	-		-	-
Other Financing Sources	-	139,000	198,643	187,784	178,119	250,000	-	-	250,000			250,000	
<b>Total Revenues</b>	<b>216,523</b>	<b>139,275</b>	<b>219,267</b>	<b>672,754</b>	<b>278,976</b>	<b>1,732,000</b>			<b>1,732,000</b>	<b>0.0%</b>		<b>1,732,000</b>	<b>0.0%</b>
Use of fund balance			(121,582)										
<b>Total Capital Projects Fund Revenues</b>	<b>216,523</b>	<b>139,275</b>	<b>97,685</b>	<b>672,754</b>	<b>278,976</b>	<b>1,732,000</b>			<b>1,732,000</b>			<b>1,732,000</b>	
<b>Expenditures</b>													
General Government	63,948	53,133	27,251	120,540	-	440,000		-	440,000	0.0%		440,000	0.0%
Public Safety	-	-	23,070	-	-	-		-	-	0.0%		-	0.0%
Public Works								-		0.0%			0.0%
CDBG Hillcrest	34,385	-	29,767	104,560	-	1,040,000		-	1,040,000	0.0%		1,040,000	0.0%
Parks and Recreation	-	-	17,597	10,167	35,000	105,000		-	105,000	0.0%		105,000	0.0%
Government Buildings	14,337	-	-	12,141	-	-		-	-	0.0%		-	0.0%
<b>Total Expenditures</b>	<b>112,670</b>	<b>53,133</b>	<b>97,685</b>	<b>247,408</b>	<b>35,000</b>	<b>1,585,000</b>			<b>1,585,000</b>	<b>0.0%</b>		<b>1,585,000</b>	<b>0.0%</b>
Working Capital Reserve	103,853	86,142		425,346	243,976	147,000			147,000			147,000	
<b>Total Capital Projects Fund Expenditures</b>	<b>216,523</b>	<b>139,275</b>	<b>97,685</b>	<b>672,754</b>	<b>278,976</b>	<b>1,732,000</b>			<b>1,732,000</b>			<b>1,732,000</b>	

**City of Lilburn  
FY 2016/2017 Budget  
Revenues  
Capital Projects Fund**

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	% increase	City Manager			Council		
	Actual	Actual	Actual	Actual	Budget	Budget	decrease	changes	Proposed 2016/2017 Budget	% increase	changes	Proposed 2016/2017 Budget	% increase
<b>Contributions and Donations</b>	8,299		891	1,717	1,210	2,000			2,000			2,000	
<b>Total Contributions and Donations</b>	<b>8,299</b>		<b>891</b>	<b>1,717</b>	<b>1,210</b>	<b>2,000</b>			<b>2,000</b>			<b>2,000</b>	
<b>Miscellaneous Income</b>	152,901	74,912	5,448	5,611		440,000			440,000			440,000	
<b>Total Miscellaneous Income</b>	<b>152,901</b>	<b>74,912</b>	<b>5,448</b>	<b>5,611</b>	-	<b>440,000</b>			<b>440,000</b>			<b>440,000</b>	
<b>Intergovernmental Revenues</b>													
Intergovernmental revenues				173,008	-								
Ga. Trans. Enhancement Grant	37,052			-	-	800,000			800,000			800,000	
Gw. Co. Cummunity Dev. Block Grant	18,160		14,074	97,062	12,290	160,000			160,000			160,000	
LMIG Progam		81,521	88,997	87,578	87,352	80,000			80,000			80,000	
Fema/Gema				119,976		-							
<b>Total Intergovernmental Revenue</b>	<b>55,212</b>	-	<b>14,074</b>	<b>477,624</b>	<b>99,642</b>	<b>1,040,000</b>			<b>1,040,000</b>			<b>1,040,000</b>	
<b>Investment Income</b>	<b>111</b>	<b>275</b>	<b>211</b>	<b>18</b>	<b>5</b>	<b>0</b>	<b>-100.0%</b>		-			-	
<b>Other Financing Sources</b>													
Transfers from General Fund	-	139,000	198,643	187,784	178,119	250,000			250,000			250,000	
<b>Total Other Financing Sources</b>	<b>-</b>	<b>139,000</b>	<b>198,643</b>	<b>187,784</b>	<b>178,119</b>	<b>250,000</b>			<b>250,000</b>			<b>250,000</b>	
<b>Total Capital Projects Fund Revenue</b>	<b>216,523</b>	<b>139,275</b>	<b>219,267</b>	<b>672,754</b>	<b>278,976</b>	<b>1,732,000</b>	<b>157.4%</b>		<b>1,732,000</b>	<b>0.0%</b>		<b>1,732,000</b>	<b>0.0%</b>

**City of Lilburn  
FY 2016/2017 Budget  
Expenditures  
Capital Projects Fund**

	2011/2012 Actual	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2016/2017 Budget	% increase decrease	City Manager			Council	
								Proposed 2016/2017 Budget	% increase decrease	changes	Proposed 2016/2017 Budget	% increase decrease
<b>General Government</b>												
Capital Outlays	63,948	53,133	27,251	120,540		440,000		440,000			440,000	
Other Costs/Transfers Out	-		-	-	-	-		-			-	
<b>Total General Government</b>	<b>63,948</b>	<b>53,133</b>	<b>27,251</b>	<b>120,540</b>	-	<b>440,000</b>		<b>440,000</b>			<b>440,000</b>	
<b>Public Safety</b>												
<b>Police Department</b>												
Purchased Contracted Serv.	-		-	-	-	-		-			-	
Supplies	-		-	-	-	-		-			-	
Capital Outlays	-		23,070	-	-	-		-			-	
Other Costs	-		-	-	-	-		-			-	
<b>Total Public Safety</b>	<b>-</b>	<b>-</b>	<b>23,070</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>			<b>-</b>	
<b>Public Works</b>												
<b>Highways and Streets</b>												
Purchased Contracted Serv.	34,385		29,767	104,560		1,040,000		1,040,000			1,040,000	
Supplies								-			-	
Capital Outlays							-100.0%	-			-	
Other Costs								-			-	
<b>Total Public Works</b>	<b>34,385</b>	<b>-</b>	<b>29,767</b>	<b>104,560</b>	<b>-</b>	<b>1,040,000</b>		<b>1,040,000</b>	<b>0.0%</b>		<b>1,040,000</b>	<b>0.0%</b>
<b>Parks and Recreation</b>												
<b>Recreation</b>												
Purchased Contracted Serv.	-		17,597	7,682	35,000	95,000		95,000			95,000	
Supplies	-		-	-	-	-		-			-	
Capital Outlays	-		-	2,485	-	10,000		10,000			10,000	
Other Costs	-		-	-	-	-		-			-	
<b>Total Parks and Recreation</b>	<b>-</b>	<b>-</b>	<b>17,597</b>	<b>10,167</b>	<b>35,000</b>	<b>105,000</b>		<b>105,000</b>			<b>105,000</b>	
<b>Government Buildings</b>												
Purchased Contracted Serv.	14,337		-	12,141	-	-		-			-	
Supplies	-		-	-	-	-		-			-	
Capital Outlays	-		-	-	-	-		-			-	
Other Costs	-		-	-	-	-		-			-	
<b>Total Government Buildings</b>	<b>14,337</b>	<b>-</b>	<b>-</b>	<b>12,141</b>	<b>-</b>	<b>-</b>		<b>-</b>			<b>-</b>	
<b>Total Capital Projects Fund Expenditures</b>	<b>112,670</b>	<b>53,133</b>	<b>97,685</b>	<b>247,408</b>	<b>35,000</b>	<b>1,585,000</b>		<b>1,585,000</b>	<b>0.0%</b>		<b>1,585,000</b>	<b>0.0%</b>

**City of Lilburn  
FY 2016/2017 Budget  
Summary Revenues and Expenditures  
Confiscated Assets Fund**

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	% increase decrease	City Manager			Council	
								Proposed 2016/2017	% increase decrease	changes	Adopted 2016/2017	% increase decrease
	Actual	Actual	Actual	Actual	Budget	Budget		Budget		changes	Budget	
<b>Revenues</b>												
Fines and Forfeitures	10,692	7,970	23,373	23,896	5,000	10,000		10,000			10,000	
Investment Income	109	20	2	-	-	-		-			-	
Other Financing Sources	-	-	2,054	6,993	-	-		-			-	
<b>Total Confiscated Assets Revenues</b>	<b>10,801</b>	<b>7,990</b>	<b>25,429</b>	<b>30,889</b>	<b>5,000</b>	<b>10,000</b>		<b>10,000</b>			<b>10,000</b>	
<b>Expenditures</b>												
Administration	-	-	-	-	-	-		-			-	
Police Department	124,128	108,991	59,549	59,464	-	20,000		20,000			20,000	
<b>Total Confiscated Assets Expenditures</b>	<b>124,128</b>	<b>108,991</b>	<b>59,549</b>	<b>59,464</b>	<b>-</b>	<b>20,000</b>		<b>20,000</b>			<b>20,000</b>	
<b>Use of Fund Balance/Working Reserve</b>	<b>(113,327)</b>	<b>(101,001)</b>	<b>(34,120)</b>	<b>(28,575)</b>	<b>5,000</b>	<b>(10,000)</b>		<b>(10,000)</b>				

**City of Lilburn  
FY 2016/2017 Budget  
Revenues  
Confiscated Assets Fund**

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	% increase	City Manager			Council	
								Proposed			Proposed	
								2016/2017	% increase	changes	2016/2017	% increase
Actual	Actual	Actual	Actual	Budget	Budget	decrease	Budget	decrease	changes	Budget	decrease	
<b>Fines and Forfeitures</b>												
Cash Confiscations	3,859	-	2,818	7,998	2,500			-			-	
Gwt. Task Force Asset Sharing	-	-	20,555	7,488	-			-			-	
US DOJ/Treasury Equitable Sharing	5,033	7,731	-		2,500			-			-	
Proceeds/Sale of Confiscated/Aband. Prop	1,800	239	-	8,410		10,000		10,000			10,000	
<b>Total Fines and Forfeitures</b>	<b>10,692</b>	<b>7,970</b>	<b>23,373</b>	<b>23,896</b>	<b>5,000</b>	<b>10,000</b>		<b>10,000</b>			<b>10,000</b>	
<b>Investment Income</b>	<b>109</b>	<b>20</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>			<b>0</b>	
<b>Other Financing Sources</b>												
Misc. Income			2,054	7								
Operating Transfers In	-	-		6,986	-	-		-			-	
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>2,054</b>	<b>6,993</b>	<b>-</b>	<b>-</b>		<b>-</b>			<b>-</b>	
<b>Total Confiscated Assets Revenues</b>	<b>10,801</b>	<b>7,990</b>	<b>25,429</b>	<b>30,889</b>	<b>5,000</b>	<b>10,000</b>		<b>10,000</b>			<b>10,000</b>	

**City of Lilburn  
FY 2016/2017 Budget  
Expenditures  
Confiscated Assets Fund**

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	City Manager		Council	
	Actual	Actual	Actual	Actual	Budget	Budget	Proposed 2016/2017	% increase decrease	Proposed 2016/2017	% increase decrease
							changes		changes	
<b>Financial Administration</b>										
Operating Transfers Out	-	-								
<b>Total Financial Administration</b>	-	-								
<b>Police</b>										
<b>Police Department</b>										
Personal Services & Benefits	-	-			-	-		-		-
Purchased Contracted Serv.	8,506	16,500	5,144	536	2,500	20,000	0	20,000		20,000
Supplies	97,996	54,769	47,502	45,717	2,500		0	-		-
Capital Outlays	17,387	37,722	715	13,211			-	-		-
Other Costs	239	-	6,188		-	-	-	-		-
<b>Total Police Department</b>	<b>124,128</b>	<b>108,991</b>	<b>59,549</b>	<b>59,464</b>	<b>5,000</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>		<b>20,000</b>
<b>Total Expenditures Confiscated Assets</b>	<b>124,128</b>	<b>108,991</b>	<b>59,549</b>	<b>59,464</b>	<b>5,000</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>		<b>20,000</b>

**City of Lilburn**  
**FY 2016/2017 Budget**  
**Summary Revenues and Expenditures**  
**General Fund**

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	% increase	City Manager			Council		
								Proposed			Adopted		
								2016/2017	% increase	changes	2016/2017	% increase	
Actual	Actual	Actual	Actual	Budget	Budget	decrease	Budget	decrease	changes	Budget	decrease		
<b>Revenues</b>													
Property Taxes	1,524,843	1,754,315	1,839,965	1,649,178	1,696,767	1,977,875	19.9%	100,000	2,077,875	5.1%	-	2,077,875	0.0%
Other Taxes	2,337,607	2,459,014	2,516,686	2,552,431	2,592,800	2,739,000	7.3%	-	2,739,000	0.0%	-	2,739,000	0.0%
Licenses and Permits	262,641	225,571	219,702	291,325	301,500	474,200	62.8%	-	474,200	0.0%	-	474,200	0.0%
Intergovernmental Revenues	135,288	112,217	113,591	140,631	121,200	118,000	-16.1%	-	118,000	0.0%	-	118,000	0.0%
Charges for Services	467,241	614,779	606,179	602,056	636,870	645,175	7.2%	(24,000)	621,175	-3.7%	-	621,175	0.0%
Fines and Forfeitures	712,203	1,000,180	1,155,606	1,487,540	1,423,530	1,842,700	23.9%	-	1,842,700	0.0%	-	1,842,700	0.0%
Investment Income	3,756	2,972	2,074	3,208	2,800	3,000	-6.5%	-	3,000	0.0%	-	3,000	0.0%
Contributions and Donations	1,896	1,765	600	5,550	1,400	600	-89.2%	-	600	0.0%	-	600	0.0%
Miscellaneous	65,535	60,088	64,657	48,706	53,600	47,700	-2.1%	-	47,700	0.0%	-	47,700	0.0%
Other Financing Sources	966,694	125,001	140,806	138,389	145,136	135,636	-2.0%	-	135,636	0.0%	-	135,636	0.0%
<b>Total General Fund Revenues</b>	<b>6,477,704</b>	<b>6,355,902</b>	<b>6,659,866</b>	<b>6,919,014</b>	<b>6,975,603</b>	<b>7,983,886</b>	<b>15.4%</b>	<b>76,000</b>	<b>8,059,886</b>	<b>1.0%</b>	<b>-</b>	<b>8,059,886</b>	<b>0.0%</b>
<b>Expenditures</b>													
City Hall (HR, IT, Finance)	857,237	1,314,867	1,301,530	1,212,076	1,315,738	1,699,448	40.2%	48,340	1,747,788	2.8%	158,484	1,906,272	9.1%
Marketing & Events	51,879	85,870	90,968	60,415	89,782	89,837	48.7%	-	89,837	0.0%	-	89,837	0.0%
Municipal Court	493,791	495,770	512,476	646,763	675,442	832,469	28.7%	(17,058)	815,411	-2.0%	-	815,411	0.0%
Police Department	2,923,502	2,636,332	2,753,306	2,795,786	3,139,925	3,304,878	18.2%	(30,874)	3,274,004	-0.9%	8,101	3,282,105	0.2%
Public Works	925,042	971,264	980,809	977,092	1,038,356	1,045,687	7.0%	15,980	1,061,667	1.5%	17,362	1,079,029	1.6%
Parks & Recreation	78,081	62,331	63,057	62,960	64,513	70,056	11.3%	1,251	71,307	1.8%	-	71,307	0.0%
Municipal Buildings	131,469	139,215	113,365	120,290	128,270	128,120	6.5%	94,925	223,045	74.1%	-	223,045	0.0%
Planning and Economic Development	373,143	432,400	428,478	442,248	523,577	568,230	28.5%	16,959	585,189	3.0%	7,691	592,880	1.3%
<b>Total General Fund Expenditures</b>	<b>5,834,144</b>	<b>6,138,049</b>	<b>6,243,989</b>	<b>6,317,630</b>	<b>6,975,603</b>	<b>7,738,725</b>	<b>22.5%</b>	<b>129,523</b>	<b>7,868,248</b>	<b>1.7%</b>	<b>191,638</b>	<b>8,059,886</b>	<b>2.4%</b>
<b>WCR/UOFB (Net Rev vs Exp.)</b>		<b>217,853</b>	<b>415,877</b>	<b>601,384</b>	<b>-</b>	<b>245,161</b>			<b>191,638</b>			<b>-</b>	

**City of Lilburn**  
**FY 2016/2017 Budget**  
**Revenues**

	Department						City Manager			Council			
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	% increase	changes	2016/2017	% increase	2016/2017	% increase	
	Actual	Actual	Actual	Actual	Budget	Budget	decrease		Budget	decrease	Budget	decrease	
<b>General Fund</b>													
<b>Property Taxes</b>													
Real Property Tax - Current Year	1,216,871	1,267,669	1,234,870	1,316,549	1,347,442	1,370,000	4.1%	100,000	1,470,000	7.3%	1,470,000	0.0%	
Public Utility Tax	28,322	48,672	41,380	38,677	43,250	43,250	11.8%	-	43,250	0.0%	43,250	0.0%	
Real Property Tax - Prior Year	36,175	40,702	24,200	14,429	30,000	25,000	73.3%	-	25,000	0.0%	25,000	0.0%	
Motor Vehicle Tax	96,751	99,847	96,554	105,864	102,000	105,000	-0.8%	-	105,000	0.0%	105,000	0.0%	
Mobile Home Tax	49	16	33	106	25	25	-76.4%	-	25	0.0%	25	0.0%	
Title Ad Valorem Tax		120,539	285,184	-	-	250,000			250,000		250,000		
Intangible Tax	16,059	27,364	18,795	22,689	21,000	30,000	32.2%	-	30,000	0.0%	30,000	0.0%	
Railroad/Heavy Equipment Tax	533	15	568	570	550	600	5.3%	-	600	0.0%	600	0.0%	
Personal Property Tax - Current Year	124,209	146,826	135,177	143,270	150,000	149,000	4.0%	-	149,000	0.0%	149,000	0.0%	
Personal Property Tax - Prior Year	5,874	2,665	3,204	7,024	2,500	5,000	-28.8%	-	5,000	0.0%	5,000	0.0%	
<b>Sub-Total Property Taxes</b>	<b>1,524,843</b>	<b>1,754,315</b>	<b>1,839,965</b>	<b>1,649,178</b>	<b>1,696,767</b>	<b>1,977,875</b>	<b>19.9%</b>	<b>100,000</b>	<b>2,077,875</b>	<b>5.1%</b>	<b>-</b>	<b>2,077,875</b>	<b>0.0%</b>
<b>Other Taxes</b>													
Real Estate Transfer Tax	4,085	5,659	4,764	8,071	5,500	7,500	-7.1%	-	7,500	0.0%	7,500	0.0%	
Electric Franchise Tax	572,463	546,314	534,882	579,255	560,000	595,000	2.7%		595,000	0.0%	595,000	0.0%	
Gas Franchise Tax	76,925	79,097	77,681	78,904	78,000	78,000	-1.1%	-	78,000	0.0%	78,000	0.0%	
Telecom Franchise Tax	186,005	169,406	168,836	170,548	180,000	180,000	5.5%	-	180,000	0.0%	180,000	0.0%	
Sanitation Franchise Tax	57,738	57,055	49,371	45,813	48,000	48,000	4.8%	-	48,000	0.0%	48,000	0.0%	
Other Franchise Tax	-	-	-	-	-	-		-	-		-		
Alc. Beverage Excise Tax	451,026	441,892	458,427	457,727	465,000	473,000	3.3%	-	473,000	0.0%	473,000	0.0%	
Local Option Mixed Drink Tax	7,660	17,174	18,163	18,133	20,000	18,000	-0.7%	-	18,000	0.0%	18,000	0.0%	
Energy Excise Tax		359	1,639	3,582	3,300	4,500	25.6%		4,500	0.0%	4,500		
Occupational Tax	343,415	455,531	145,024	533,313	480,000	560,000	5.0%		560,000	0.0%	560,000	0.0%	
Insurance Premium Tax	543,901	577,714	598,168	629,257	640,000	672,000	6.8%	-	672,000	0.0%	672,000	0.0%	
Financial Institution Tax	68,846	64,246	66,870	-	68,000	68,000		-	68,000	0.0%	-	68,000	0.0%
<b>Sub-Total Other Taxes</b>	<b>2,312,064</b>	<b>2,414,446</b>	<b>2,123,825</b>	<b>2,524,603</b>	<b>2,547,800</b>	<b>2,704,000</b>	<b>7.1%</b>	<b>-</b>	<b>2,704,000</b>	<b>0.0%</b>	<b>-</b>	<b>2,704,000</b>	<b>0.0%</b>
General Property Tax Penalties	10,165	13,614	7,545	8,120	10,000	10,000	23.2%	-	10,000	0.0%	-	10,000	0.0%
Business & Occupational Tax Pen.	15,378	30,954	385,306	19,708	35,000	25,000	26.9%	-	25,000	0.0%	-	25,000	0.0%
FiFa charge	-	-	10	-	-	-		-	-		-	-	
<b>Sub-Total Other Tax Fees</b>	<b>25,543</b>	<b>44,568</b>	<b>392,861</b>	<b>27,828</b>	<b>45,000</b>	<b>35,000</b>	<b>25.8%</b>	<b>-</b>	<b>35,000</b>	<b>0.0%</b>	<b>-</b>	<b>35,000</b>	<b>0.0%</b>
<b>Total Taxes</b>	<b>3,862,450</b>	<b>4,213,329</b>	<b>4,356,651</b>	<b>4,201,609</b>	<b>4,289,567</b>	<b>4,716,875</b>	<b>12.3%</b>	<b>100,000</b>	<b>4,816,875</b>	<b>2.1%</b>	<b>-</b>	<b>4,816,875</b>	<b>0.0%</b>
<b>Licenses and Permits</b>													
Alcoholic Beverage License	137,256	127,788	137,340	156,904	150,000	150,000	-4.4%	-	150,000	0.0%	-	150,000	0.0%
Alcoholic Temp Event License	700	50	150	150	100	200	33.3%	-	200	0.0%	-	200	0.0%
Server's Permit/Bar Card	2,900	4,675	5,615	4,965	5,500	5,500	10.8%	-	5,500	0.0%	-	5,500	0.0%
Insurance Co. Business License	29,625	30,713	31,200	30,488	31,000	31,000	1.7%	-	31,000	0.0%	-	31,000	0.0%
Alcohol License Application Fee	2,250	4,270	8,950	3,750	4,000	4,500	20.0%	-	4,500	0.0%	-	4,500	0.0%
Alcohol License Appeals	-	-	-	-	-	-		-	-		-	-	
Building Permits	86,760	56,076	19,823	74,285	75,000	250,000	236.5%	-	250,000	0.0%	-	250,000	0.0%

**City of Lilburn  
FY 2016/2017 Budget  
Revenues**

	Department							City Manager			Council		
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	Request	% increase	changes	Proposed	% increase	changes	Proposed	% increase
						2016/2017			2016/2017			2016/2017	
	Actual	Actual	Actual	Actual	Budget	Budget	decrease		Budget	decrease		Budget	decrease
<b>General Fund</b>													
Public Art Fee			22	1,149	1,200	2,500	117.6%		2,500	0.0%		2,500	
Rezoning/Sup/Variance Fees	2,250	875	3,400	6,700	5,000	5,000	-25.4%	-	5,000	0.0%	-	5,000	0.0%
Annexation Application Fees	-	-	-	-	-	-		-	-		-	-	
Plan Review Fees	-	-	950	-	2,000	1,000		-	1,000		-	1,000	
Development/Clearing Permits	-	-	352	584	17,000	14,000		-	14,000		-	14,000	
Taxi Permits	-	-	-	-	-	-		-	-		-	-	
Other Non-BL/permit Fees	825	825	9,000	9,550	8,000	8,000	-16.2%	-	8,000	0.0%	-	8,000	0.0%
Inspection/Reinspection Fees	75	100	300	-	200	-		-	-		-	-	
Adult Entertainment Est. License	-	-	-	-	-	-		-	-		-	-	
Vacant Property Registration		200	2,600	2,800	2,500	2,500	-10.7%		2,500	0.0%		2,500	
<b>Total Licenses and Permits</b>	<b>262,641</b>	<b>225,571</b>	<b>219,702</b>	<b>291,325</b>	<b>301,500</b>	<b>474,200</b>	<b>62.8%</b>	<b>-</b>	<b>474,200</b>	<b>0.0%</b>	<b>-</b>	<b>474,200</b>	<b>0.0%</b>
<b>Intergovernmental Revenues</b>													
Federal Grants - Direct	15,347	-	-	-	-	2,000		-	2,000		-	2,000	
Federal Grants - Indirect	-	-	-	-	-	-		-	-		-	-	
State Grants - Direct	-	-	2,000	-	-	-		-	-		-	-	
State Grants - Indirect	-	-	-	1,600	1,200	1,000		-	1,000		-	1,000	
Ga. Homeowner Tax Relief Grants	-	-	-	-	-	-		-	-		-	-	
Gwinnett Co. Grants	-	-	-	-	-	-		-	-		-	-	
Road Resurfacing Gwinnett Co.	-	-	-	-	-	-		-	-		-	-	
Storm Water Management	-	-	-	-	-	-		-	-		-	-	
Street Lights	119,941	112,217	111,591	139,031	120,000	115,000	-17.3%	-	115,000	0.0%	-	115,000	0.0%
<b>Total Intergovernmental Revenues</b>	<b>135,288</b>	<b>112,217</b>	<b>113,591</b>	<b>140,631</b>	<b>121,200</b>	<b>118,000</b>	<b>-16.1%</b>	<b>-</b>	<b>118,000</b>	<b>0.0%</b>	<b>-</b>	<b>118,000</b>	<b>0.0%</b>
<b>Charges for Services</b>													
Transaction Fees Online Payments	6,539	14,173	15,623	21,965	22,000	24,000	9.3%	(24,000)	-	-100.0%	-	-	#DIV/0!
Collection Fees	12	61	23	23	50	25	8.7%	-	25	0.0%	-	25	0.0%
Indigent Def. App/Reimburs Fees	50	50	-	50	-	-		-	-		-	-	
Interpreter reimbursement fees	-	-	-	-	-	-		-	-		-	-	
Reimbursement Gw. Co Stormwater Fees	-	-	-	-	-	-		-	-		-	-	
Election Qualifying Fees	930	-	210	210	720	-	-100.0%	-	-		-	-	
PD Accident/Incident reports			1,240	7,315	7,600	11,000	50.4%		11,000			11,000	
Finger Printing Fees	-	-	1,768	3,523	3,200	3,200	-9.2%	-	3,200		-	3,200	
Auto Impound/Wrecker Fees	395	440	495	450	500	500	11.1%	-	500	0.0%	-	500	0.0%
Witness Appearance Fees	-	-	-	-	-	-		-	-		-	-	
Bonds & Other Monies Held	-	-	-	-	-	-		-	-		-	-	
Recycling Incentive	1,235	1,893	834	288	1,000	300	4.2%	-	300	0.0%	-	300	0.0%
Background Checks	16,257	15,085	17,130	15,923	19,500	16,000	0.5%	-	16,000	0.0%	-	16,000	0.0%
Event Production Fees	-	470	6,058	11,841	10,000	11,000	-7.1%		11,000	0.0%		11,000	0.0%
Event Production Donations	7,750	13,643	13,929	13,422	13,000	13,500	0.6%		13,500			13,500	0.0%
City Event Proceeds/Commissions		95	100	-	100	100			100			100	0.0%

**City of Lilburn  
FY 2016/2017 Budget  
Revenues**

	Department							City Manager			Council		
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	Request	% increase	Proposed			Proposed		
						2016/2017		2016/2017	% increase	changes	2016/2017	% increase	
Actual	Actual	Actual	Actual	Budget	Budget	decrease		Budget	decrease	changes	Budget	decrease	
<b>General Fund</b>													
Merchandise Sales				240	250	100	-58.3%		100			100	0.0%
Park Pavilion Rental Fees	5,163	7,345	7,111	10,233	7,300	10,500	2.6%	-	10,500	0.0%	-	10,500	0.0%
Receipts - ALTA & USTA Tennis	1,200	950	350	730	500	600	-17.8%	-	600	0.0%	-	600	0.0%
Receipts - Auditorium Use	100	50	50	460	100	300	-34.8%	-	300	0.0%	-	300	0.0%
Receipts - Garage Sale Spaces	2,920	3,715	1,155	520	-	1,000		-	1,000		-	1,000	
Receipts - Car Cruise Entry Fees	-	-	-	-	-	-		-	-		-	-	
Receipts - Get Fit Lilburn	-	-	-	-	-	-		-	-		-	-	
Receipts - Centennial Event Sponsor	-	-	-	-	-	-		-	-		-	-	
Farmer's Market Receipts	-	250	(60)	-	-	-		-	-		-	-	
Receipts - Lilburn Idol	5,568	3,259	-	-	-	-		-	-		-	-	
Receipts - Lilburn Daze	-	1,170	-	-	-	-		-	-		-	-	
Public Vending/Other Fees	665	385	-	-	-	-		-	-		-	-	
Bad Check Fees	26	25	75	164	50	50	-69.5%	-	50	0.0%	-	50	0.0%
ATM Fees /Revenues	50	47	52	-	-	-		-	-		-	-	
Newsletter Production Fee	-	-	-	-	-	-		-	-		-	-	
Garbage pick-up/Residential	418,381	547,550	534,210	505,538	543,000	543,000	7.4%		543,000	0.0%		543,000	
False Alarm Fines	-	4,125	5,826	9,161	8,000	10,000	9.2%		10,000	0.0%		10,000	
<b>Total Charges for Services</b>	<b>467,241</b>	<b>614,779</b>	<b>606,179</b>	<b>602,056</b>	<b>636,870</b>	<b>645,175</b>	<b>7.2%</b>	<b>(24,000)</b>	<b>621,175</b>	<b>-3.7%</b>	<b>-</b>	<b>621,175</b>	<b>0.0%</b>
<b>Fines and Forfeitures</b>													
Municipal Court Revenue - Fines	469,447	596,367	687,093	903,687	850,000	1,100,000	21.7%	-	1,100,000	0.0%	-	1,100,000	0.0%
Municipal Court Revenue - Red Lt. Fines	128	289	87	117	-	-		-	-		-	-	
Municipal Court Revenue - Bonds	37,705	76,275	76,437	97,611	80,000	110,000	12.7%	-	110,000	0.0%	-	110,000	0.0%
Proceeds/Sale of Confiscated/Aband. Prop	285	-	491	950	-	-		-	-		-	-	
Driver Ed & Training Fees	18,615	24,703	12,179	11,560	12,750	16,500	42.7%	-	16,500	0.0%	-	16,500	0.0%
Peace Officers A&B Fund	22,450	27,272	32,707	43,789	42,500	55,000	25.6%	-	55,000	0.0%	-	55,000	0.0%
PO & Prosecutors Training	42,462	51,947	62,054	81,243	85,000	110,000	35.4%	-	110,000	0.0%	-	110,000	0.0%
Crime Victims Fund	650	676	468	575	830	850	47.8%	-	850	0.0%	-	850	0.0%
County Jail Housing Fund	40,296	53,021	61,522	79,888	85,000	110,000	37.7%	-	110,000	0.0%	-	110,000	0.0%
Victim Witness Fund	20,113	26,497	30,725	39,764	42,500	55,000	38.3%	-	55,000	0.0%	-	55,000	0.0%
County Drug Abuse Treatment	1,477	2,933	8,742	9,470	12,000	12,100	27.8%	-	12,100	0.0%	-	12,100	0.0%
SB 218 DUI & Drug Cases	837	777	786	1,046	1,100	1,100	5.2%	-	1,100	0.0%	-	1,100	0.0%
DUI Advertising Reimbursement	75	25	-	75	50	50	-33.3%	-	50	0.0%	-	50	0.0%
Spinal Injury Fund	1,381	1,452	851	1,318	1,500	2,100	59.3%	-	2,100	0.0%	-	2,100	0.0%
Indigent Defense Fees	43,486	53,251	63,698	84,113	85,000	110,000	30.8%	-	110,000	0.0%	-	110,000	0.0%
Pre Trial Diversion Fees	12,292	37,683	52,800	43,853	40,000	50,000	14.0%	-	50,000	0.0%	-	50,000	0.0%
Community Svc/Conviction Reports	504	205	411	-	300	-		-	-		-	-	
Technology Fee - Municipal Ct	-	46,808	64,555	88,481	85,000	110,000	24.3%		110,000	0.0%		110,000	
<b>Total Fines and Forfeitures</b>	<b>712,203</b>	<b>1,000,180</b>	<b>1,155,606</b>	<b>1,487,540</b>	<b>1,423,530</b>	<b>1,842,700</b>	<b>23.9%</b>	<b>-</b>	<b>1,842,700</b>	<b>0.0%</b>	<b>-</b>	<b>1,842,700</b>	<b>0.0%</b>
<b>Investment Income</b>	<b>3,756</b>	<b>2,972</b>	<b>2,074</b>	<b>3,208</b>	<b>2,800</b>	<b>3,000</b>	<b>-6.5%</b>	<b>-</b>	<b>3,000</b>	<b>-41.3%</b>	<b>-</b>	<b>3,000</b>	<b>0.0%</b>

**City of Lilburn  
FY 2016/2017 Budget  
Revenues**

General Fund	Department						City Manager			Council			
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	% increase	changes	2016/2017	% increase	changes	2016/2017	% increase
Actual	Actual	Actual	Actual	Budget	Budget	decrease	Budget		decrease	Budget		decrease	Budget
<b>Contributions and Donations</b>													
Cont/Donations - Private Source	500	500	-	-	750	250		-	250	0.0%	-	250	0.0%
Memorial Flags	75	75	-	50	50	50	0.0%	-	50	0.0%	-	50	
Public Art Contribution	-	-	-	5,198	-	-		-	-		-	-	
Lilburn Women's Club Contributions	-	-	-	-	-	-		-	-		-	-	
LWC Wynne Russell Maintenance	-	-	-	-	-	-		-	-		-	-	
LWC Microphones Contribution	-	-	-	-	-	-		-	-		-	-	
Event Sponsorship Donations	1,321	800	600	302	600	300	-0.7%	-	300	0.0%	-	300	0.0%
Public Relations Contributions		390											
<b>Total Contributions and Donations</b>	<b>1,896</b>	<b>1,765</b>	<b>600</b>	<b>5,550</b>	<b>1,400</b>	<b>600</b>	<b>-89.2%</b>	<b>-</b>	<b>600</b>	<b>0.0%</b>	<b>-</b>	<b>600</b>	<b>0.0%</b>
<b>Miscellaneous</b>													
Rents and Royalties	33,640	33,785	33,640	33,700	33,600	33,600	-0.3%	-	33,600	0.0%	-	33,600	0.0%
Auto Use Fees - 2nd Job	4,486	4,585	4,381	5,512	5,000	5,600	1.6%	-	5,600	0.0%	-	5,600	
Reimbursement for Damaged Property	7,156	9,898	6,422	819	5,000	1,000	22.1%	-	1,000	0.0%	-	1,000	0.0%
Miscellaneous Income	20,253	11,820	20,214	8,675	10,000	7,500	-13.5%	-	7,500	0.0%	-	7,500	0.0%
Transfers from Savings/Fund Balance	-	-	-	-	-	-		-	-		-	-	
<b>Total Miscellaneous</b>	<b>65,535</b>	<b>60,088</b>	<b>64,657</b>	<b>48,706</b>	<b>53,600</b>	<b>47,700</b>	<b>-2.1%</b>	<b>-</b>	<b>47,700</b>	<b>0.0%</b>	<b>-</b>	<b>47,700</b>	<b>0.0%</b>
<b>Other Financing Sources</b>													
Operating Transfers In	-	-	9,672	-	-	-		-	-	100.0%	-	-	
Gwt/Lilburn Intergov. Svc. Agreement	954,471	120,636	120,636	120,636	120,636	120,636	0.0%		120,636	100.0%	-	120,636	
Sale of Surplus Property Not Capital	12,223	4,365	7,948	9,163	24,500	10,000	9.1%		10,000	0.0%	-	10,000	
Sale of Capital Property	-	-	2,550	8,590	-	5,000			5,000		-	5,000	
<b>Total Other Financing Sources</b>	<b>966,694</b>	<b>125,001</b>	<b>140,806</b>	<b>138,389</b>	<b>145,136</b>	<b>135,636</b>	<b>-2.0%</b>	<b>-</b>	<b>135,636</b>	<b>0.0%</b>	<b>-</b>	<b>135,636</b>	<b>0.0%</b>
<b>Total General Fund Revenues</b>	<b>6,477,704</b>	<b>6,355,902</b>	<b>6,659,866</b>	<b>6,919,014</b>	<b>6,975,603</b>	<b>7,983,886</b>	<b>15.4%</b>	<b>76,000</b>	<b>8,059,886</b>	<b>1.0%</b>	<b>-</b>	<b>8,059,886</b>	<b>0.0%</b>
	12.27%		2.81%	8.86%	9.75%	19.88%							

**City of Lilburn  
FY 2016/2017 Budget  
Expenditures**

							Department				City Manager			Council	
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	Request		Proposed			Proposed			
	Actual	Actual	Actual	Actual	Budget	request	program mods	2016/2017 Dept. Total	% increase decrease	changes	2016/2017 Budget	% increase decrease	changes	2016/2017 Budget	% increase decrease
<b>General Fund</b>															
<b>City Hall</b>															
<b>Council Salaries</b>															
Personal Services & Benefits	17,396	17,978	15,222	14,101	17,397	17,400		17,400	0.0%		17,400	0.0%		17,400	0.0%
Purchased Contracted Serv.	4,430	4,912	7,889	3,526	9,900	11,016		11,016	11.3%		11,016	0.0%		11,016	0.0%
Supplies	129	129	47	238	200	200		200	0.0%		200	0.0%		200	0.0%
Capital Outlay		2,280	-	-				-			-			-	
<b>Total Council Salaries</b>	<b>21,955</b>	<b>25,299</b>	<b>23,158</b>	<b>17,865</b>	<b>27,497</b>	<b>28,616</b>		<b>28,616</b>	<b>4.1%</b>	<b>-</b>	<b>28,616</b>	<b>0.0%</b>	<b>-</b>	<b>28,616</b>	<b>0.0%</b>
<b>Salaries BOA/Merit Board/ARB</b>															
Salaries	2,534	1,900	1,750	2,150	2,000	2,000		2,000	0.0%	-	2,000	0.0%		2,000	0.0%
Purchased Contracted Svcs. - Legal		60	-	-	50	50		50	0.0%		50	0.0%		50	0.0%
<b>Total BOA/Merit Board</b>	<b>2,534</b>	<b>1,960</b>	<b>1,750</b>	<b>2,150</b>	<b>2,050</b>	<b>2,050</b>		<b>2,050</b>	<b>0.0%</b>	<b>-</b>	<b>2,050</b>	<b>0.0%</b>	<b>-</b>	<b>2,050</b>	<b>0.0%</b>
<b>Salaries Mayor</b>															
Personal Services & Benefits	6,351	6,596	6,351	6,362	6,352	6,358		6,358	0.1%		6,358	0.0%		6,358	0.0%
Purchased Contracted Serv.	115	5,441	3,226	2,485	5,000	3,730		3,730	-25.4%	4,000	7,730	107.2%		7,730	0.0%
Supplies	180	241	116	225	200	200		200	0.0%		200	0.0%		200	0.0%
<b>Total Mayor</b>	<b>6,646</b>	<b>12,278</b>	<b>9,693</b>	<b>9,072</b>	<b>11,552</b>	<b>10,288</b>		<b>10,288</b>	<b>-10.9%</b>	<b>4,000</b>	<b>14,288</b>	<b>38.9%</b>	<b>-</b>	<b>14,288</b>	<b>0.0%</b>
<b>Election Expense</b>															
Purchased Contracted Serv.	1,161	149	30	3,000	2,735	-		-	-100.0%		-			-	
Supplies	50	-	-	135	125	-		-	-100.0%		-			-	
<b>Total Election Expense</b>	<b>1,211</b>	<b>149</b>	<b>30</b>	<b>3,135</b>	<b>2,860</b>	<b>-</b>		<b>-</b>	<b>-100.0%</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>City Hall</b>															
Personal Services & Benefits	293,037	262,285	204,264	220,195	251,207	255,585		255,585	1.7%	7,609	263,194	3.0%	13,976	277,170	5.3%
Purchased Contracted Serv.	102,388	71,407	59,835	73,728	64,690	72,611		72,611	12.2%	1,250	73,861	1.7%		73,861	0.0%
Supplies	11,817	7,785	10,463	11,472	10,400	10,800		10,800	3.8%	2,200	13,000	20.4%		13,000	0.0%
Capital Outlays	3,349	65,795	-	64,000	64,000	64,000	4,725	68,725	7.4%		68,725	0.0%	143,892	212,617	
Other Costs	-	146,823	229,421	17,260		253,000		253,000			253,000			253,000	0.0%
<b>Total General Administration</b>	<b>410,591</b>	<b>554,095</b>	<b>503,983</b>	<b>386,655</b>	<b>390,297</b>	<b>655,996</b>	<b>4,725</b>	<b>660,721</b>	<b>69.3%</b>	<b>11,059</b>	<b>671,780</b>	<b>1.7%</b>	<b>157,868</b>	<b>829,648</b>	<b>23.5%</b>
<b>Risk Management</b>															
Purchased Contracted Serv.	116,422	108,015	107,589	115,298	108,000	122,000		122,000	13.0%		122,000	0.0%		122,000	0.0%
<b>Total Risk Management</b>	<b>116,422</b>	<b>108,015</b>	<b>107,589</b>	<b>115,298</b>	<b>108,000</b>	<b>122,000</b>		<b>122,000</b>	<b>13.0%</b>	<b>-</b>	<b>122,000</b>	<b>0.0%</b>	<b>-</b>	<b>122,000</b>	<b>0.0%</b>
<b>Human Resources</b>															
<b>HR - City-Wide</b>															
Personal Services & Benefits	108,712	80,242	78,108	89,058	91,000	103,160		103,160	13.4%	-	103,160	0.0%	616	103,776	0.6%
Purchased Contracted Serv.	-	3,980	2,208	2,524	4,144	5,848		5,848	41.1%		5,848			5,848	0.0%
Supplies					1,300	1,600		1,600	23.1%		1,600				
<b>Total HR - City-Wide</b>	<b>108,712</b>	<b>84,222</b>	<b>80,316</b>	<b>91,582</b>	<b>96,444</b>	<b>110,608</b>	<b>-</b>	<b>110,608</b>	<b>14.7%</b>	<b>-</b>	<b>110,608</b>	<b>0.0%</b>	<b>616</b>	<b>111,224</b>	<b>0.6%</b>
<b>HR - Director</b>															
Personal Services & Benefits	103	70,916	72,896	72,525	76,765	78,169		78,169	1.8%	2,173	80,342	2.8%		80,342	0.0%
Purchased Contracted Serv.	-	982	1,068	821	3,027	2,841		2,841	-6.1%		2,841			2,841	0.0%
<b>Total HR - Director</b>	<b>103</b>	<b>71,898</b>	<b>73,964</b>	<b>73,346</b>	<b>79,792</b>	<b>81,010</b>	<b>-</b>	<b>81,010</b>	<b>1.5%</b>	<b>2,173</b>	<b>83,183</b>	<b>2.7%</b>	<b>-</b>	<b>83,183</b>	<b>0.0%</b>
<b>HR - Retirees</b>															
Personal Services & Benefits	9,563	8,876	9,460	16,637	21,937	33,587		33,587	53.1%	-	33,587	0.0%		33,587	0.0%
<b>Total HR - Retirees</b>	<b>9,563</b>	<b>8,876</b>	<b>9,460</b>	<b>16,637</b>	<b>21,937</b>	<b>33,587</b>	<b>-</b>	<b>33,587</b>	<b>53.1%</b>	<b>-</b>	<b>33,587</b>	<b>0.0%</b>	<b>-</b>	<b>33,587</b>	<b>0.0%</b>
<b>Total Human Resources Dept.</b>	<b>118,378</b>	<b>164,996</b>	<b>163,740</b>	<b>181,565</b>	<b>198,173</b>	<b>225,205</b>	<b>-</b>	<b>225,205</b>	<b>13.6%</b>	<b>2,173</b>	<b>227,378</b>		<b>616</b>	<b>227,994</b>	

**City of Lilburn  
FY 2016/2017 Budget  
Expenditures**

General Fund	2011/2012						Department				City Manager			Council	
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	Request		% increase	changes	Proposed	% increase	changes	Proposed	% increase
	Actual	Actual	Actual	Actual	Budget	request	program mods	2016/2017 Dept. Total	decrease		2016/2017 Budget	decrease		2016/2017 Budget	decrease
<b>IT Services</b>															
Purchased Contracted Serv.	-	226,157	211,514	220,315	271,907	273,007	55,051	328,058	20.7%	24,547	352,605	29.2%	-	352,605	0.0%
Supplies	-	206	1,359	1,411	2,000	2,000	-	2,000	0.0%	-	2,000	-	-	2,000	0.0%
Capital Outlay	-	-	14,186	2,350	9,000	9,000	-	9,000	0.0%	-	9,000	-	-	9,000	0.0%
<b>Total IT Services Department</b>	<b>-</b>	<b>226,363</b>	<b>227,059</b>	<b>224,076</b>	<b>282,907</b>	<b>284,007</b>	<b>55,051</b>	<b>339,058</b>	<b>19.8%</b>	<b>24,547</b>	<b>363,605</b>	<b>28.0%</b>	<b>-</b>	<b>363,605</b>	<b>0.0%</b>
<b>Finance Department</b>															
Personal Services & Benefits	118,625	169,435	212,641	219,924	239,452	254,748	3,712	258,460	7.9%	6,561	265,021	4.0%	-	265,021	0.0%
Purchased Contracted Serv.	60,875	52,277	51,887	52,336	52,950	53,050	-	53,050	0.2%	-	53,050	-	-	53,050	0.0%
<b>Total Finance Department</b>	<b>179,500</b>	<b>221,712</b>	<b>264,528</b>	<b>272,260</b>	<b>292,402</b>	<b>307,798</b>	<b>3,712</b>	<b>311,510</b>	<b>6.5%</b>	<b>6,561</b>	<b>318,071</b>	<b>3.3%</b>	<b>-</b>	<b>318,071</b>	<b>0.0%</b>
<b>Total Expenditures City Hall</b>	<b>857,237</b>	<b>1,314,867</b>	<b>1,301,530</b>	<b>1,212,076</b>	<b>1,315,738</b>	<b>1,635,960</b>	<b>63,488</b>	<b>1,699,448</b>	<b>29.2%</b>	<b>48,340</b>	<b>1,747,788</b>	<b>6.8%</b>	<b>158,484</b>	<b>1,906,272</b>	<b>9.1%</b>
<b>Events</b>															
<b>Public Relations</b>															
Personal Services & Benefits	4,655	(271)	(77)	-	-	-	-	-	-	-	-	-	-	-	-
Purchased Contracted Serv.	21,033	11,709	128	-	-	-	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Outlays	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Public Relations</b>	<b>25,688</b>	<b>11,438</b>	<b>51</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Events</b>															
Personal Services & Benefits	2,570	13,477	50,838	12,434	16,148	16,148	-	16,148	0.0%	-	16,148	0.0%	-	16,148	0.0%
Purchased Contracted Serv.	9,306	15,975	660	980	1,080	1,025	-	1,025	-5.1%	-	1,025	0.0%	-	1,025	0.0%
Supplies	10	649	157	294	4,000	4,000	-	4,000	0.0%	-	4,000	0.0%	-	4,000	0.0%
Capital Outlays	-	-	-	458	-	-	-	-	-	-	-	-	-	-	-
<b>Total Events</b>	<b>11,886</b>	<b>30,101</b>	<b>51,655</b>	<b>14,166</b>	<b>21,228</b>	<b>21,173</b>	<b>-</b>	<b>21,173</b>	<b>-0.3%</b>	<b>-</b>	<b>21,173</b>	<b>0.0%</b>	<b>-</b>	<b>21,173</b>	<b>0.0%</b>
<b>4th of July Celebration</b>															
Purchased Contracted Serv.	8,460	33,915	31,201	24,284	29,500	29,500	-	29,500	0.0%	-	29,500	0.0%	-	29,500	0.0%
Supplies	-	81	678	288	500	500	-	500	0.0%	-	500	0.0%	-	500	0.0%
<b>Total Lilburn Daze Festival</b>	<b>8,460</b>	<b>33,996</b>	<b>31,879</b>	<b>24,572</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>	<b>0.0%</b>	<b>-</b>	<b>30,000</b>	<b>0.0%</b>	<b>-</b>	<b>30,000</b>	<b>0.0%</b>
<b>Lilburn Daze Festival</b>															
Purchased Contracted Serv.	160	324	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies	559	-	273	-	500	500	-	500	0.0%	-	500	0.0%	-	500	0.0%
<b>Total Lilburn Daze Festival</b>	<b>719</b>	<b>324</b>	<b>273</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>500</b>	<b>0.0%</b>	<b>-</b>	<b>500</b>	<b>0.0%</b>	<b>-</b>	<b>500</b>	<b>0.0%</b>
<b>Christmas Parade</b>															
Purchased Contracted Serv.	-	1,550	3,232	2,716	3,120	3,120	-	3,120	0.0%	-	3,120	0.0%	-	3,120	0.0%
Supplies	99	87	967	332	1,020	1,020	-	1,020	0.0%	-	1,020	0.0%	-	1,020	0.0%
<b>Total Christmas Parade</b>	<b>99</b>	<b>1,637</b>	<b>4,199</b>	<b>3,048</b>	<b>4,140</b>	<b>4,140</b>	<b>-</b>	<b>4,140</b>	<b>0.0%</b>	<b>-</b>	<b>4,140</b>	<b>0.0%</b>	<b>-</b>	<b>4,140</b>	<b>0.0%</b>
<b>Annual Music Event</b>															
Purchased Contracted Serv.	-	-	-	-	21,014	23,474	-	23,474	11.7%	-	23,474	-	-	23,474	-
Supplies	-	-	-	-	1,000	1,150	-	1,150	15.0%	-	1,150	-	-	8,900	-
<b>Total Music on Main</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,014</b>	<b>24,624</b>	<b>-</b>	<b>24,624</b>	<b>11.9%</b>	<b>-</b>	<b>24,624</b>	<b>-</b>	<b>-</b>	<b>24,624</b>	<b>-</b>
<b>Misc. Community Activities</b>															
Purchased Contracted Serv.	2,411	5,400	1,632	15,927	8,900	8,900	-	8,900	0.0%	-	8,900	-	-	8,900	0.0%
Supplies	1,419	2,593	1,279	2,151	500	500	-	500	0.0%	-	500	0.0%	-	500	0.0%

**City of Lilburn  
FY 2016/2017 Budget  
Expenditures**

							Department				City Manager			Council	
							Request					Proposed			
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	program	2016/2017	% increase		Proposed	% increase		Proposed	% increase
Actual	Actual	Actual	Actual	Budget	request	mods	Dept. Total	decrease	changes	2016/2017	decrease	changes	2016/2017	decrease	
<b>General Fund</b>															
Capital Outlays	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Misc. Community Activities</b>	<b>3,830</b>	<b>7,993</b>	<b>2,911</b>	<b>18,078</b>	<b>9,400</b>	<b>9,400</b>	-	<b>9,400</b>	0.0%	-	<b>9,400</b>	0.0%	-	<b>9,400</b>	<b>0.0%</b>
<b>Farmer's Market</b>															
Purchased Contracted Serv.	-	-	-	551	2,500	-	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Farmer's Market</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>551</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Lilburn Idol</b>															
Supplies	1,197	381	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Lilburn Idol</b>	<b>1,197</b>	<b>381</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures Events</b>	<b>51,879</b>	<b>85,870</b>	<b>90,968</b>	<b>60,415</b>	<b>89,782</b>	<b>89,837</b>	-	<b>89,837</b>	0.1%	-	<b>89,837</b>	0.0%	-	<b>89,837</b>	<b>0.0%</b>
<b>Municipal Court</b>															
Personal Services & Benefits	168,444	178,504	176,670	163,398	157,863	165,482	30,740	196,222	24.3%	(17,058)	179,164	8.3%	8,101	179,164	0.0%
Purchased Contracted Serv.	60,076	8,972	9,215	25,570	51,414	52,527	6,020	58,547	13.9%	-	58,547	11.5%	-	58,547	0.0%
Supplies	1,521	2,770	1,042	5,373	8,015	4,000	-	4,000	-50.1%	-	4,000	0.0%	-	4,000	0.0%
Capital Outlays	-	-	-	3,000	-	-	-	-	-	-	-	-	-	-	-
Other Costs	263,750	305,524	325,549	449,422	458,150	573,700	-	573,700	25.2%	-	573,700	0.0%	-	573,700	0.0%
<b>Total Expenditures Municipal Court</b>	<b>493,791</b>	<b>495,770</b>	<b>512,476</b>	<b>646,763</b>	<b>675,442</b>	<b>795,709</b>	<b>36,760</b>	<b>832,469</b>	23.2%	<b>(17,058)</b>	<b>815,411</b>	2.5%	<b>8,101</b>	<b>815,411</b>	<b>0.0%</b>
<b>Police</b>															
<b>Police Department</b>															
Personal Services & Benefits	2,455,387	2,373,715	2,439,306	2,509,743	2,818,320	2,874,481	9,596	2,884,077	2.3%	76,177	2,960,254	3.0%	8,101	2,968,355	0.3%
Purchased Contracted Serv.	268,331	81,547	75,893	79,096	89,375	93,665	-	93,665	4.8%	-	93,665	0.0%	-	93,665	0.0%
Supplies	182,846	190,460	213,681	205,747	229,996	218,085	35,304	253,389	10.2%	(35,304)	218,085	0.0%	-	218,085	0.0%
Capital Outlays	17,402	(9,390)	24,426	1,200	2,234	-	73,747	73,747	3201.1%	(71,747)	2,000	0.0%	-	2,000	0.0%
<b>Total Police Department</b>	<b>2,923,966</b>	<b>2,636,332</b>	<b>2,753,306</b>	<b>2,795,786</b>	<b>3,139,925</b>	<b>3,186,231</b>	<b>118,647</b>	<b>3,304,878</b>	5.3%	<b>(30,874)</b>	<b>3,274,004</b>	2.8%	<b>8,101</b>	<b>3,282,105</b>	<b>0.2%</b>
<b>Police Neat Program</b>															
Personal Services & Benefits	(464)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Purchased Contracted Serv.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Police Neat Program</b>	<b>(464)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures Police Department</b>	<b>2,923,502</b>	<b>2,636,332</b>	<b>2,753,306</b>	<b>2,795,786</b>	<b>3,139,925</b>	<b>3,186,231</b>	<b>118,647</b>	<b>3,304,878</b>	5.3%	<b>(30,874)</b>	<b>3,274,004</b>	2.8%	<b>8,101</b>	<b>3,282,105</b>	<b>0.2%</b>
<b>Public Works</b>															
<b>Highways and Streets</b>															
Personal Services & Benefits	209,337	242,396	250,285	243,793	282,212	292,998	-	292,998	3.8%	7,130	300,128	2.4%	17,362	317,490	5.8%
Purchased Contracted Serv.	21,450	23,949	21,560	20,621	23,885	22,885	-	22,885	-4.2%	-	22,885	0.0%	-	22,885	0.0%
Supplies	43,216	41,786	42,355	34,285	48,259	42,609	-	42,609	-11.7%	-	42,609	0.0%	-	42,609	0.0%
Capital Outlays	-	-	-	-	-	-	3,195	-	-	(1,150)	(1,150)	0.0%	-	(1,150)	0.0%
Other Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Highways &amp; Streets</b>	<b>274,003</b>	<b>308,131</b>	<b>314,200</b>	<b>298,699</b>	<b>354,356</b>	<b>358,492</b>	<b>3,195</b>	<b>361,687</b>	2.1%	<b>5,980</b>	<b>367,667</b>	2.6%	<b>17,362</b>	<b>385,029</b>	<b>4.7%</b>
<b>Storm Drainage</b>															
Purchased Contracted Serv.	10,191	9,337	9,869	12,281	13,000	13,000	-	13,000	0.0%	-	13,000	0.0%	-	13,000	0.0%
Supplies	312	1,158	898	866	1,000	1,000	-	1,000	0.0%	-	1,000	0.0%	-	1,000	0.0%
Capital Outlays	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Storm Drainage</b>	<b>10,503</b>	<b>10,495</b>	<b>10,767</b>	<b>13,147</b>	<b>14,000</b>	<b>14,000</b>	<b>-</b>	<b>14,000</b>	0.0%	<b>-</b>	<b>14,000</b>	0.0%	<b>-</b>	<b>14,000</b>	<b>0.0%</b>

**City of Lilburn  
FY 2016/2017 Budget  
Expenditures**

							Department				City Manager			Council	
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	Request		% increase	changes	Proposed	% increase	changes	Proposed	% increase
	Actual	Actual	Actual	Actual	Budget	request	program mods	2016/2017 Dept. Total			2016/2017 Budget			2016/2017 Budget	
<b>General Fund</b>															
<b>Street Lights</b>															
Supplies	96,727	97,023	98,822	101,223	100,000	100,000	-	100,000	0.0%	-	100,000	0.0%	-	100,000	0.0%
<b>Total Street Lights</b>	<b>96,727</b>	<b>97,023</b>	<b>98,822</b>	<b>101,223</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>0.0%</b>	<b>-</b>	<b>100,000</b>	<b>0.0%</b>	<b>-</b>	<b>100,000</b>	<b>0.0%</b>
<b>Traffic Engineering</b>															
Supplies	1,423	806	376	5,677	7,000	7,000	-	7,000	0.0%	-	7,000	0.0%	-	7,000	0.0%
Capital Outlays	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Traffic Engineering</b>	<b>1,423</b>	<b>806</b>	<b>376</b>	<b>5,677</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>	<b>7,000</b>	<b>0.0%</b>	<b>-</b>	<b>7,000</b>	<b>0.0%</b>	<b>-</b>	<b>7,000</b>	<b>0.0%</b>
<b>Solid Waste Collection</b>															
Purchased Contracted Serv.	542,386	547,912	550,531	552,121	553,000	553,000	-	553,000	0.0%	-	553,000	0.0%	-	553,000	0.0%
<b>Total Solid Waste Collection</b>	<b>542,386</b>	<b>547,912</b>	<b>550,531</b>	<b>552,121</b>	<b>553,000</b>	<b>553,000</b>	<b>-</b>	<b>553,000</b>	<b>0.0%</b>	<b>-</b>	<b>553,000</b>	<b>0.0%</b>	<b>-</b>	<b>553,000</b>	<b>0.0%</b>
<b>Emergency Preparedness</b>															
Emer Preparedness Other	-	6,897	6,113	6,225	10,000	10,000	-	10,000	0.0%	10,000	20,000	100.0%	-	20,000	0.0%
<b>Total Solid Waste Collection</b>	<b>-</b>	<b>6,897</b>	<b>6,113</b>	<b>6,225</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>0.0%</b>	<b>10,000</b>	<b>20,000</b>	<b>100.0%</b>	<b>-</b>	<b>20,000</b>	<b>0.0%</b>
<b>Total Expenditures Public Works</b>	<b>925,042</b>	<b>971,264</b>	<b>980,809</b>	<b>977,092</b>	<b>1,038,356</b>	<b>1,042,492</b>	<b>3,195</b>	<b>1,045,687</b>	<b>0.7%</b>	<b>15,980</b>	<b>1,061,667</b>	<b>-16.7%</b>	<b>17,362</b>	<b>1,079,029</b>	<b>1.6%</b>
<b>Parks &amp; Recreation</b>															
<b>Parks</b>															
Personal Services & Benefits	52,937	43,904	43,080	43,718	46,163	47,151	-	47,151	2.1%	1,251	48,402	2.7%	-	48,402	0.0%
Purchased Contracted Serv.	15,737	11,401	13,199	7,315	9,500	9,910	3,145	13,055	37.4%	-	13,055	31.7%	-	13,055	0.0%
Supplies	9,407	6,896	6,778	11,927	8,850	9,850	-	9,850	11.3%	-	9,850	0.0%	-	9,850	0.0%
Capital Outlays	-	130	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures Parks</b>	<b>78,081</b>	<b>62,331</b>	<b>63,057</b>	<b>62,960</b>	<b>64,513</b>	<b>66,911</b>	<b>3,145</b>	<b>70,056</b>	<b>8.6%</b>	<b>1,251</b>	<b>71,307</b>	<b>6.6%</b>	<b>-</b>	<b>71,307</b>	<b>0.0%</b>
<b>Municipal Buildings</b>															
<b>Government Buildings/Plant</b>															
Purchased Contracted Serv.	45,556	44,540	23,663	31,269	30,400	31,700	-	31,700	4.3%	45,000	76,700	142.0%	-	76,700	0.0%
Supplies	85,913	94,675	89,702	89,021	97,870	93,470	2,950	96,420	-1.5%	49,925	146,345	56.6%	-	146,345	0.0%
Capital Outlays	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures Municipal Bld.</b>	<b>131,469</b>	<b>139,215</b>	<b>113,365</b>	<b>120,290</b>	<b>128,270</b>	<b>125,170</b>	<b>2,950</b>	<b>128,120</b>	<b>-0.1%</b>	<b>94,925</b>	<b>223,045</b>	<b>78.2%</b>	<b>-</b>	<b>223,045</b>	<b>0.0%</b>
<b>Planning &amp; Economic Development</b>															
<b>Salaries BOA/Merit Board</b>															
Personal Services & Benefits	1,722	-	450	1,300	2,500	1,500	-	1,500	-40.0%	-	1,500	0.0%	-	1,500	0.0%
<b>Total Salaries BOA/Merit Board</b>	<b>1,722</b>	<b>-</b>	<b>450</b>	<b>1,300</b>	<b>2,500</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>	<b>-40.0%</b>	<b>-</b>	<b>1,500</b>	<b>0.0%</b>	<b>-</b>	<b>1,500</b>	<b>0.0%</b>
<b>Planning and Zoning</b>															
Personal Services & Benefits	326,532	347,214	260,599	300,697	363,793	377,299	24,585	401,884	10.5%	14,858	416,742	10.5%	7,691	424,433	1.8%
Purchased Contracted Serv.	25,787	8,156	8,174	10,251	9,900	14,708	-	14,708	48.6%	-	14,708	0.0%	-	14,708	0.0%
Supplies	6,579	7,539	7,677	6,787	8,200	8,400	-	8,400	2.4%	-	8,400	0.0%	-	8,400	0.0%
Capital Outlays	121	553	40,947	-	1,500	1,500	-	1,500	0.0%	-	1,500	0.0%	-	1,500	0.0%
<b>Total Planning and Zoning</b>	<b>359,019</b>	<b>363,462</b>	<b>317,397</b>	<b>317,735</b>	<b>383,393</b>	<b>401,907</b>	<b>24,585</b>	<b>426,492</b>	<b>11.2%</b>	<b>14,858</b>	<b>441,350</b>	<b>9.8%</b>	<b>7,691</b>	<b>449,041</b>	<b>1.7%</b>
<b>Economic Development</b>															
Personal Services & Benefits	-	46,107	70,841	76,626	77,509	79,263	-	79,263	2.3%	2,101	81,364	-	-	81,364	-
Purchased Contracted Serv.	12,402	14,461	38,996	45,336	59,175	59,975	-	59,975	1.4%	-	59,975	-	-	59,975	-
Supplies	-	8,370	794	1,251	1,000	1,000	-	1,000	0.0%	-	1,000	-	-	1,000	-

**City of Lilburn  
FY 2016/2017 Budget  
Expenditures**

							Department			City Manager			Council		
							Request			Proposed			Proposed		
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	program	2016/2017	% increase		2016/2017	% increase		2016/2017	% increase
General Fund	Actual	Actual	Actual	Actual	Budget	request	mods	Dept. Total	decrease	changes	Budget	decrease	changes	Budget	decrease
Total Economic Development	12,402	68,938	110,631	123,213	137,684	140,238	-	140,238	1.9%	2,101	142,339			-	142,339
Total Expenditures Planning & Econ.	373,143	432,400	428,478	442,248	523,577	543,645	24,585	568,230	8.5%	16,959	585,189	7.6%	7,691	592,880	1.3%
Total Expenditures General Fund	5,834,144	6,138,049	6,243,989	6,317,630	6,975,603	7,485,955	252,770	7,738,725	10.9%	129,523	7,868,248	5.1%	191,638	8,059,886	2.4%



# City of Lilburn

in Gwinnett County

State of Georgia

Ordinance

Number:

**2016-502**

Date of Reading and Adoption: June 13, 2016  
At the meeting of the Lilburn City Council held at 76 Main Street, Lilburn, Georgia.

## **AN ORDINANCE APPROVING THE BUDGET, ESTABLISHING APPROPRIATIONS AND OTHER RELATED MATTERS FOR THE CITY OF LILBURN, GEORGIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017.**

**WHEREAS:** The City Manager presented a proposed Budget and Capital Improvements Program for the fiscal year beginning July 1, 2016 and ending June 30, 2017 to the City Council; and

**WHEREAS:** The City Council reviewed and finalized the proposed budget and Capital Improvements Program for the fiscal year 2016-2017, pursuant to the Ordinances of the City of Lilburn, Georgia; and

**WHEREAS:** At its meeting of May 17, 2016, the City Council introduced the 2016-2017 proposed budget and Capital Improvements Program. No additional public hearings were required or held.

**NOW, THEREFORE, BE IT ORDAINED,** by the City Council of the City of Lilburn, Georgia sitting in regular session on June 13, 2016, that:

Section 1. The City of Lilburn, Georgia **Annual Budget** (*attached*) in the amount of \$8,059,886 is hereby approved as the budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in accordance with the Ordinances of the City of Lilburn, Georgia as amended. Additionally, hereby approved and contained herein is a \$20,000 for Confiscated Assets Fund, \$1,732,000 for Capital projects Fund, \$428,668 for 2005 SPLOST Fund, \$265,120 for 2009 SPLOST Fund and \$1,858,000 for 2014 SPLOST Fund. Department managers are hereby authorized to move operating funds (not salary and wages) from one line item to another existing line item within the respective department operating budget, subject to the approval of the City Manager.

Section 2. The **Capital Improvements** Plan is hereby approved as the Five Year Capital Improvements Plan for the City of Lilburn, Georgia for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in an amount of \$5,785, 788.00. Only the plan for Fiscal Year 2016-2017 is hereby approved as listed (*attached*). The capital improvements listed for Fiscal Years 2017-2021 are for planning purposes only and subject to review and modification by the City Council, and expenditures for these projects require separate future approval by the City Council. It shall be the intent of City Council to apply Charges for Services (fines and forfeitures) as partial program revenue for both City Police and City Court

expenditure functions. Above described Project Length Capital Budgeting is provided for in Section 38-81-3(b)(2) of the Code of Georgia.

This ordinance is effective immediately upon adoption, and is adopted this 13<sup>th</sup> day of June 2016 by recorded vote of the Mayor and Council of the City of Lilburn.

**SO ORDAINED** this the 13<sup>th</sup> day of June, 2016.

APPROVED:

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Johnny D. Crist, Mayor  
City of Lilburn

ATTEST:

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Melissa L. Penate, City Clerk

**City of Lilburn**  
**2005 SPECIAL LOCAL OPTION SALES TAX**  
**FY 2016-2021**

**Summary Revenues and Expenditures**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
	Budget	Forecast	Forecast	Forecast	Forecast
<b><u>Revenues</u></b>					
SPLOST	-	-	-	-	
State - Cap.- Direct	-				
Federal - Cap.- Direct	-				
IR - Dividend					
Contributions and Donations	-				
Other Financing Sources	428,668				
<b>Total 2005 SPLOST Fund Revenues</b>	<b>428,668</b>	-	-	-	
<b><u>Expenditures</u></b>					
<b>Recreational Facilities</b>					
Greenway Phase II					
Greenway Phase III					
Greenway Phase IV					
<b>Public Safety &amp; Equipment</b>					
Police HQ Renovation					
Vehicles					
<b>Roads, Street and Bridges</b>					
LARP Resurfacing	428,668				
Main Street		-			
Local Maintenance Improvement					
Equipment					
<b>Administrative Facilities</b>					
Construction - City Hall					
<b>Total 2005 SPLOST Fund Expenditures</b>	<b>428,668</b>	-	-	-	

**City of Lilburn**  
**2009 SPECIAL LOCAL OPTION SALES TAX**  
**FY 2016-2021**

**Summary Revenues and Expenditures**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
	Forecast	Forecast	Forecast	Forecast	Forecast
<b>Revenues</b>					
SPLOST	-		-	-	-
State - Cap.- Direct	-				
Federal - Cap.- Direct	-				
Misc. Income - Refund BLD	-				
IR - Dividend					
Other Financing Sources					
<b>Total 2009 SPLOST Fund Revenues</b>	-	-	-	-	-
<b>Expenditures</b>					
<b>Administrative Costs for SPLOST Program</b>					
<b>Recreational Facilities</b>					
Greenway Phase II					
Greenway Phase III - Local Match					
Greenway Phase IV					
Walking Track Improvement					
Tennis Court Improvement					
Equipment/Polaris					
Vehicles					
<b>Public Safety &amp; Equipment</b>					
Police HQ Renovation					
<b>Roads, Street and Bridges</b>					
Local Resurfacing					
Main Street					
Mandatory Sign Replacement					
Equipment/Mowers/Vehicles					
LCI Phase II - Grant					
LCI Phase II - Local Match					
Greenway Phase III - grant					
Greenway Phase III - Local Match					
Gateway - Signage					
LMIG - Local Maintenance Imp. Grant					
City Hall Parking/Site Dev.	155,120				
CID SR29 Multit Use Path Grant Match					
<b>Administrative Facilities</b>					
Land purchase - City Hall					
Design - City Hall					
Construction - City Hall	110,000				
<b>Contingency</b>					
<b>Total 2009 SPLOST Fund Expenditures</b>	265,120	-	-	-	-

**City of Lilburn**  
**2014 SPECIAL LOCAL OPTION SALES TAX**  
**FY 2016-2021**

**Summary Revenues and Expenditures**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<u>Revenues</u>	Forecast	Forecast	Forecast	Forecast	Forecast
SPLOST	1,530,000			-	-
State - Cap.- Direct					
Federal - Cap.- Direct	-				
Gwt IGA					
IR - Dividend	-	-	-		
<b>Total 2014 SPLOST Fund Revenues</b>	<b>1,530,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Expenditures</u>					
<b>Administrative Costs for SPLOST Program</b>	<b>22,000</b>				
<b>General Govt Engineering Services</b>	<b>50,000</b>				
<b>Recreational Facilities</b>	<b>42,000</b>				
Greenway Phase II					
Greenway Phase III - Local Match					
Greenway Phase IV					
Walking Track Improvement					
Tennis Court Improvement					
Equipment/Polaris					
Vehicles					
City Park Signage					
Playground renovation					
<b>Public Safety &amp; Equipment</b>					
Police HQ Renovation					
Vehicles and Equipment	225,000				
Equipment					
<b>Roads, Street and Bridges</b>					
Local Resurfacing					
Main Street					
Main St/Lula/Poplar improvements					
Mandatory Sign Replacement					
Equipment/Mowers/Vehicles	44,000				
LCI Phase II - Grant					
LCI Phase II - Local Match					
Greenway Phase III - grant					
Greenway Phase III - Local Match					
Gateway - Signage					
LMIG - Local Maintenance Imp. Grant	30,000				
City Hall Parking/Site Dev.					
CID SR29 Multit Use Path Grant Match					
<b>Administrative Facilities</b>					
Land purchase - City Hall					
Design - City Hall					
Construction - City Hall	1,445,000				
<b>Contingency</b>					
<b>Total 2014 SPLOST Fund Expenditures</b>	<b>1,858,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**City of Lilburn**  
**2017 SPECIAL LOCAL OPTION SALES TAX**  
**FY 2016-2021**

**Summary Revenues and Expenditures**

<b><u>Revenues</u></b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
SPLOST					
State - Cap.- Direct					
Federal - Cap.- Direct	-				
Gwt IGA					
IR - Dividend	-	-	-		
<b>Total 2017 SPLOST Fund Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**Expenditures**

<b>Administrative Costs for SPLOST Program</b>		<b>22,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>
<b>General Govt Engineering Services</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Recreational Facilities</b>		<b>200,000</b>	<b>202,100</b>	<b>183,600</b>	<b>302,100</b>
Greenway Phase II					
Greenway Phase III - Local Match					
Greenway Phase IV					
Walking Track Improvement					
Tennis Court Improvement					
Equipment/Polaris					
Vehicles					
City Park Signage					
Playground renovation					
<b>Public Safety &amp; Equipment</b>	<b>140,000</b>	<b>230,950</b>	<b>1,396,000</b>	<b>1,444,000</b>	<b>4,125,000</b>
Police HQ Renovation					
Vehicles and Equipment					
Equipment					
<b>Roads, Street and Bridges</b>	<b>315,000</b>	<b>873,000</b>	<b>1,750,000</b>	<b>1,262,000</b>	<b>270,000</b>
Local Resurfacing					
Main Street					
Main St/Lula/Poplar improvements					
Mandatory Sign Replacement					
Equipment/Mowers/Vehicles					
LCI Phase II - Grant					
LCI Phase II - Local Match					
Greenway Phase III - grant					
Greenway Phase III - Local Match					
Gateway - Signage					
LMIG - Local Maintenance Imp. Grant					
City Hall Parking/Site Dev.					
CID SR29 Mulit Use Path Grant Match					
<b>Administrative Facilities</b>					

Land purchase - City Hall

Design - City Hall

Construction - City Hall

**Contingency**

<b>Total 2017 SPLOST Fund Expenditures</b>	<b>455,000</b>	<b>1,375,950</b>	<b>3,420,100</b>	<b>2,961,600</b>	<b>4,769,100</b>
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**CITY OF LILBURN**  
**PUBLIC HEARING ITEM 2**

<b>Date:</b>	May 31, 2016	<b>To:</b>	<b>Mayor and Council</b>
<b>From:</b>	Doug Stacks	<b>Department:</b>	Planning & Econ Dev't
<b>Work Session Date:</b>	June 13, 2016	<b>Presenter:</b>	Doug Stacks
<b>Agenda Title:</b>	<b>Zoning Ordinance Text &amp; Map Amendments</b>		
<b>Audio/Visual Req'ts:</b>	n/a	<b>Meeting Date:</b>	June 13, 2016

**Agenda Item (Background/History/Details):**

During the process of reading, interpreting, and enforcing the 2011 Lilburn Zoning Ordinance, notes are made regarding typos, clarification, and changing conditions that need to be made to the text and zoning map. Below is a synopsis of what was presented to the Planning Commission at their May 26<sup>th</sup> meeting.

**Article 3, General Provisions**

Clarity, typos, and modifications to allow flexibility in design as intended.

**Article 4, Zoning Districts**

Modified height and setbacks for consistency. Added architectural standards to commercial districts.

**Article 5, Overlay Districts – edit title page- reads Overlay “Zoning” Districts**

Edit verbiage to allow for expansion of Lawrenceville Highway (U.S. 29) Overlay District and generally refer to it as the “Corridor Overlay District”.

Expand to include commercial corridors illustrated on the proposed zoning map.

Clarify permitted uses not intended to undermine existing zoning and design requirements

Correct typos, remove redundancies.

**Article 6 – Use and Supplemental Conditions**

Edit text/table(s) for clarity, reduce redundancy,

**Article 7, Specific Use Provisions**

Clarify, remove redundancy/excessive wording,

**Article 8 – Access, Parking and Loading**

Clarify use of gravel – not decorative, some parking requirements

**Article 9 – Nonconformities, Section 903. Nonconforming Use**

Edit text to require rebuild/ alteration/ repair to be substantially complete within 1 yr. of damage.

**Article 10, Zoning Amendments and Applications**

Add Planning Commission to notice requirements, delete redundancy, remove unnecessary requirements, clarify Administrative Variance items

**Article 11 – Site and Design Review** – title should match header “Site and Design Plan Review”

**Article 12 – Permits and Certificates** - updated to reflect the way city processes permits and issues CO's.

**Article 13 – Administration and Enforcement** – Considering updates to Building Code to adopt state's recommended Administrative Procedures with exceptions that suit the City of Lilburn.

**Article 14 – Definitions**

Edit to clarify.

The Planning Commission recommended approval.

**Staff Recommendation:**

Staff recommends a motion to adopt Ordinance No. 2016-503 Approving text and map amendments as submitted.

**Department Head Approval:**

**Mayor's Signature Required:**

YES

NO

**List Attachments:**

1. Ordinance #2016-503
2. Synopsis of text changes.
3. Zoning ordinance sections
4. Proposed zoning map

**ARTICLE 3  
GENERAL PROVISIONS**

Section 301.	Use, Occupancy and Erection
Section 302.	Use Prohibited When Not Specified
Section 303.	Specific Use Provisions
Section 304.	Minimum Requirements
Section 305.	Every Use Must Be Upon a Lot of Record
Section 306.	One Single-Family Dwelling on a Lot
Section 307.	Height Limitations
Section 308.	Maximum Density, Minimum Lot Size, and Minimum Lot Width
Section 309.	Lot Size Averaging
Section 310.	Lot Width Reductions
Section 311.	Minimum Floor Area Per Dwelling Unit
Section 312.	Build-To Lines
Section 313.	Minimum Required Yards and Building Setbacks
Section 314.	Front and Rear Principal Building Setback Adjustments
Section 315.	Principal Building Separation
Section 316.	Maximum Building Coverage
Section 317.	Minimum Landscaped Open Space
Section 318.	Minimum Required Landscape Strips and Buffers
Section 319.	Street Frontage Requirement
Section 320.	<u>Classification of Streets</u>
<u>Section 321</u>	Zoning of Annexed Lands
Section 322 <del>4</del> .	Validity of Existing Conditions of Zoning or Use Approval
Section 323 <del>2</del> .	Combination of Review and Approval Process
Section 324 <del>3</del> .	Existing Dwellings and Infill Development Comparison
Section 325 <del>4</del> .	Floodplain General Provisions

**Section 301. Use, Occupancy And Erection.**

No building, structure, land, or water shall hereafter be used or occupied, and no building or structure or part thereof shall be erected, constructed, reconstructed, moved, or structurally altered except in conformity with the regulations of this Article or amendments thereto, including the use provisions for the zoning district in which it is located, the overlay district provisions if applicable, and any specific use provisions, if applicable.

**Section 302. Use Prohibited When Not Specified.**

Any use not specifically permitted as a use by right or specifically indicated as a conditional use in any given zoning district as provided in Article 4 shall be prohibited in that zoning district.

**Section 303. Specific Use Provisions.**

In cases where a use is a permitted use in the zoning district in which said use is located but there are specific use regulations for that use specified in Article 7, such regulations shall also apply and must be complied with. It shall be unlawful to establish a use without conforming to the specific use provisions of this Article, when applicable.

**Section 304. Minimum Requirements.**

Within each zoning district, the regulations set forth shall be minimum requirements and shall apply uniformly to each class or kind of building, structure or land, except as may be altered through conditions of zoning applied to specific properties.

**Section 305. Every Use Must Be Upon A Lot Of Record.**

No building or structure shall be erected or use established unless upon a lot of record as defined by this Article, except as otherwise specifically provided in this zoning ordinance.

**Section 306. One Single-Family Dwelling On A Lot.**

Except as otherwise specifically provided in this Article, only one single-family dwelling and its accessory buildings may be erected on any one lot intended for such use. This provision shall not be construed to prevent the construction of more than one detached single-family condominium, or multiple-family dwelling on a single lot, in districts where permitted, subject to setbacks and separation as provided in this Article.

**Section 307. Height Limitations.**

Except as otherwise specifically provided in this Section or City Code, no building or structure shall hereafter be erected, constructed, reconstructed, or altered, to exceed the maximum height of buildings and structures specified in this Article; provided, however, the City Council may upon application and approval of a conditional use allow buildings and structures to exceed these height limitations, subject to procedures for conditional uses established in Article 4.

The height limitations established herein shall not apply to chimneys, church spires and steeples, domes, flag poles, public monuments, observation towers, water towers, electricity transmission towers, utility poles, and similar structures.

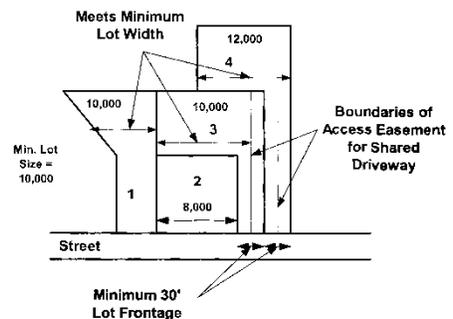
**Section 308. Maximum Density, Minimum Lot Size, And Minimum Lot Width.**

No lot shall hereafter be developed with a number of housing units that exceeds the residential density for the zoning district in which the lot is located. No lot shall hereafter be developed that fails to meet the minimum lot size and minimum lot width for the zoning district in which the lot is located as established by this Article, except as otherwise specifically provided. No lot shall be reduced in size, and no principal building shall hereafter be constructed, so that the maximum density, minimum lot size, or minimum lot width of the zoning district in which said lot and building are located are not maintained, except as otherwise specifically provided in this Article.

**Section 309. Lot Size Averaging.**

Where unique site specific conditions exist, such as an irregular shape or other unique conditions, an infill developer or subdivider may propose and the City may approve a flexible development incentive called lot size averaging. This incentive allows development applicants to reduce one or more lots below the minimum lot size established for the zoning district in which the residential infill development project is located. In order to apply this provision, the proposed residential infill development project must meet the following requirements:

1. The average lot area of all lots within the subdivision meets the minimum lot size for the zoning district in which the project is located.
2. No lot shall be reduced to less than 80% of the required minimum lot size for the applicable zoning district.
3. For purposes of calculating average lot size, abutting undivided and undeveloped property under the ownership of the infill subdivider at the time of infill subdivision shall not be included in such calculation.



**Subdivision of Irregularly Shaped Parcel for Infill Development Using Flag Lot Design and Lot Size Averaging**

**Section 310. Lot Width Reductions.**

Where unique site specific conditions exist, such as an irregular shape or other unique conditions, an infill developer or subdivider may propose and the Department may approve a flexible development incentive called lot width variations. In order to apply this provision, individual lot widths in a proposed residential infill development project may be decreased as follows:

1. To no less than 50 feet in the R-1 zoning districts; [to no less than 35 feet in Town Center.](#)
2. To no less than 35 feet in the R-2 zoning district; and
3. To no less than 20 feet in the MU zoning district.

**Section 311. Minimum Floor Area Per Dwelling Unit.**

No new dwelling shall hereafter be constructed or occupied that fails to meet the minimum floor area for a dwelling unit as established by the zoning district in which the property is located as specified in this Article. No existing dwelling shall be reduced in size so that its floor area fails to meet the minimum floor area for a dwelling unit as established by the zoning district in which the property is located as specified in this Article.

**Section 312. Build-To Lines.**

In the case where a build-to line is established by this zoning ordinance, no building shall be erected in a manner inconsistent with the established build-to line; provided, however, that the Director may administratively authorize a deviation in accordance with the provisions of this ordinance.

**Section 313. Minimum Required Yards And Building Setbacks.**

1. No building or structure shall hereafter be erected in a manner to have narrower or smaller front yards, side yards, or rear yards than specified for the zoning district in which the property is located. Buffer requirements established by this Article, where applicable, supersede these minimum required yards. In the case where a build-to line is established, the build-to line provisions of this Article supersede and replace any front building setback lines, the latter of which shall only be deemed applicable in the absence of an established build-to line.
2. No lot shall be reduced in size, and no principal building shall hereafter be constructed, so that the front, side, or rear yards of the zoning district in which said lot and building are located are not maintained.
3. This section shall not apply to portions of lots affected by public acquisition of part of the lot.
4. No part of a yard shall be included as a part of the yard required for another building.

**Section 314. Principal Building Setback Adjustments.**

Where unique site specific conditions exist, such as an irregular shape or other unique conditions, an infill developer or subdivider may propose and the City of Lilburn may approve a flexible development incentive called building setback adjustments. In order to apply this provision, required minimum building setbacks/required yards for individual lots in the proposed residential infill development project may be decreased as follows:

1. Front building setbacks may be reduced by up to [the greater of 50% or](#) 25 feet from the established minimum.

2. Side building setbacks ~~for side yards~~ may be reduced by up to the greater of 50% or 5 feet from the established minimum.
3. Rear building setbacks ~~of the zoning district~~ may be reduced by up to the greater of 50% or 10 feet from the established minimum.

**Section 315. Principal Building Separation.**

All non-residential principal buildings shall provide for adequate building separation to allow for sufficient fire access and traffic flow and that meet applicable building code requirements.

**Section 316. Maximum Building Coverage.**

No lot shall hereafter be developed to exceed the maximum building coverage specified for the zoning district in which it is located, if applicable.

**Section 317. Minimum Landscaped Open Space.**

No lot shall be developed with less than the minimum landscaped open space specified for the zoning district in which said lot is located, if applicable, or as may be established by any other article or section of this Article, if applicable.

**Section 318. Minimum Required Landscape Strips And Buffers.**

No lot shall hereafter be developed, and no building or structure shall hereafter be erected or use established in a manner so that the minimum landscape strips and buffers required by this Article for the zoning district in which said building, structure, or use is located, or for the specific use if buffer and landscape strip requirements are established for said use.

**Section 319. Street Frontage Requirement.**

No building or structure shall hereafter be erected on a lot, and no lot shall hereafter be created or subdivided, that does not abut for at least 30 feet on a public street, or an approved private street, unless specifically provided otherwise by this Article.

**Section 320. Classification Of Streets.**

All of the streets, roads, and highways in the City are classified as local street, minor or major collector streets, minor, major, residential, or principal arterial streets and freeways. These same streets and roads will also be known as U.S. or State routes, County roads and local streets or roads.

**Section 321. Zoning Of Annexed Lands.**

1. Property annexed or proposed to be annexed into the city limits shall be zoned in accordance with the Zoning Procedures Law, O.C.G.A. 36-66, and this Article. Such property annexed may be zoned by the City Council to any zoning district or districts established in this Article.
2. Lands hereafter annexed into the city limits shall, upon the effective date of such annexation, be subject to all applicable procedural and substantive requirements of this ordinance.

**Section 322. Validity Of Existing Conditions Of Zoning Or Use Approval.**

Notwithstanding the repeal of prior ordinances in conflict with this Article upon its adoption, if a property was zoned subject to conditions ~~or~~ use approved subject to certain conditions prior to the adoption of this Article by City Council, the existing zoning conditions or conditions of use approval shall continue to apply to said property.

**Section 323. Combination Of Review And Approval Processes.**

The process of site design and architectural review for individual development may be combined with the subdivision platting process required by the City Development Regulations. At the option of the development applicant, an applicant may submit a conceptual lot platting plan and defer the plat approval process until a later date, but if so, the applicant is still responsible for submitting information required by this Article with respect to proposed lot boundaries as a part of the site design and architectural review process, so that subdivision lot design and specific residential development proposals can be considered as a whole.

In considering the compatibility and appropriateness of residential, commercial, and mixed-use development within the City, it is important that the city consider not only the proposed lot lines and lot platting configurations, but also the specific development types proposed on the lots. The process for acting on infill residential development projects is accomplished by filing information required for both site design and architectural review and information required for applications for plat approval.

**Section 324. Existing Dwellings And Infill Development Comparison.**

The Department shall review residential infill development proposals in the context of the surrounding neighborhood. An applicant for a development permit or subdivision plat approval shall submit the following information for existing residential dwellings on abutting residential properties and across the street from the lot on which the residential infill development project is proposed. An applicant may exclude lots abutting the proposed residential infill development project which are developed for institutional uses, such as schools and churches, or other nonresidential uses.

1. Number of stories and approximate height.
2. Size (gross square feet) in area.
3. Front, side, and rear setbacks.
4. Orientation of the dwelling in relation to the street.
5. Major architectural features (style, materials, etc.).
6. Driveway placement, width, and materials.
7. Location of parking (garage, carport, open, yard location, etc.).
8. Accessory buildings and structures, if any.

The applicant may submit this information in a combination of forms, including an aerial photograph, tax map, survey plats, photographs, and written narrative, provided all required information is submitted.

**Section 3254. Floodplain General Provisions**

The Floodplain Management/Flood Damage Prevention Ordinance is found in the City Code.

**ARTICLE 4  
ZONING DISTRICTS**

- Section 401. R-1, Low-Density Residential District
- Section 402. R-2, Medium-Density Residential District
- Section 403. O-1, Office-Institutional District
- Section 404. CB, Commercial Business District
- Section 405. IA, Industrial Activity District
- Section 406. MU, Mixed-Use District

The Zoning Districts are derived from a conversion of the Zoning Districts utilized prior to 2011 as follows:

2012-“Current” Zoning Districts	2011 “Historical” Zoning Districts
R-1 - Residential	RA-200, R-100/R-100M, R-75, R-60, R-ID
R-2 - Residential	R-TH/R-2T, R-HR, RM, RM-10/RM-13/RM-6/RM-8, RMD
OI - Office Institutional	OI, HS
CB - Commercial Business	C-1, C-2, C-3
IA - Industrial Activity	M-1, M-2

**Section 401. R-1, Low-Density Residential District.**

**401-1 Purpose and Intent**

The R-1 District is intended to provide land areas primarily devoted to a range of single-family dwelling types, reflecting much of the existing residential neighborhoods in the City. The R-1 District establishes a density of 4 dwelling units per gross acre. The R-1 district is applied to parcels to accommodate existing residential units on land having a predominantly single family detached unit subdivision character and associated uses which are anticipated to maintain such character; to accommodate traditional single family detached residential neighborhoods; and to accommodate revitalization and/or infill of such neighborhoods with residential products of comparable type and density. The district generally corresponds to the 2030 Comprehensive Plan Character Area designation of “Established Residential”.

**401-2 Permitted and Conditional Uses**

Permitted and conditional uses shall be as provided in Article 6, “Use and Supplemental Conditions Tables.” In cases where a use is permitted but there are specific use regulations for that use specified in Article 7, such regulations shall also apply and must be complied with.

**401-3 Dimensional Requirements**

Dimensional requirements shall be as provided in Table 4.1, “Dimensional Requirements for Residential Zoning Districts.”

**401-4 Design Principles and Guidelines**

Design criteria to be applied in this zoning district shall be as provided in Table 4.2, “Design Criteria for Residential Zoning Districts.”

**Section 402. R-2, Medium-Density Residential District.**

**402-1 Purpose and Intent**

The R-2 District is intended to provide land areas devoted to moderate density uses consisting primarily of detached and attached single-family dwellings, townhomes, clustered and cottage housing types, and other creative, flexible small lot development designs, as well as existing multi-family residential. Land areas zoned R-2 are also intended to provide a transition between lower density single-family residential districts and the MU Flexible District; higher density multi-family, mixed-use, and commercial business uses within the U.S 29 Corridor Overlay, and other non-residential areas. The R-2 District establishes a density of 9 dwelling units per gross acre. The R-2 District is to be located where there is convenient access to collector streets, major thoroughfares, and the state/interstate highway system. The district

generally corresponds to the 2030 Comprehensive Plan Character Area designation of “Established Residential”, with portions which may be contained within the U.S 29 Corridor Overlay.

**402-2 Permitted and Conditional Uses**

Permitted and conditional uses shall be as provided in Article 6, “Use and Supplemental Conditions Tables.” In cases where a use is permitted but there are specific use regulations for that use specified in Article 7, such regulations shall also apply and must be complied with.

**402-3 Dimensional Requirements**

Dimensional requirements shall be as provided in Table 4.1, “Dimensional Requirements for Residential Zoning Districts.”

**402-4 Design Principles and Guidelines**

Design criteria to be applied in this zoning district shall be as provided in Table 4.2, “Design Criteria for Residential Zoning Districts.”

**Table 4.1  
Dimensional Requirements for Zoning Districts**  
N/P = Not Permitted

<b>DIMENSIONAL REQUIREMENT</b>	<b>R-1</b>	<b>R-2</b>	<b>MU</b>
<b>RESIDENTIAL DENSITY, AND LOT SIZE AND WIDTH REQUIREMENTS</b>			
Minimum lot size, detached single-family dwelling (square feet)	9,000	5,000	4,000
Minimum lot size, cottage home (square feet)	N/P	3,000	3,000
Minimum lot size, fee-simple townhouse lot (square feet)	N/P	2,000	2,000
Minimum lot size, multi-family dwelling (square feet)	N/P	10,000	15,000
Minimum lot width, detached single-family dwelling (feet)	80	50	30
Minimum lot width, cottage home dwelling (feet)	N/P	50	30
Minimum lot width, fee-simple townhouse dwelling(feet)	N/P	20	20
Minimum lot width, multi-family dwelling (feet)	N/P	100	150
Minimum lot depth, all uses (feet)	120	100	100
Maximum residential density for permitted uses	4 units per acre	9 units per acre	22 units per acre
<b>BUILDING AND SITE REQUIREMENTS</b>			
Minimum floor area per dwelling unit (square feet)	1,400	800	800
<b>BUILDING HEIGHT REQUIREMENTS</b>			
Maximum height (feet)	40 <del>35</del>	40	8 <del>5</del> 0
Maximum number of stories	3	3	4
<b>BUILDING SETBACKS (MIN.), DWELLING OR OTHER PERMITTED PRINCIPAL BUILDING</b>			
Front, local street (feet from R/W)	30	15	20
Front, collector/state road (feet from R/W)	50	50	50
Side (feet)	5 <del>10</del>	5	5
Side, collector/state road (feet from R/W)	30	20	20
Rear (feet)	30	20	20
<b>BUILDING SETBACKS (MIN.), ACCESSORY BUILDINGS AND STRUCTURES</b>			
Side (feet)	5	5	5
Rear (feet)	5	5	5

**Table 4.2**  
**Design Criteria for Residential Zoning Districts**  
 A = applicable N/A = not applicable

<b>Design Criterion</b>	<b>R-1</b>	<b>R-2</b>	<b>MU</b>
<b>Compatibility.</b> New development and improvements to existing properties need to be compatible with the existing character.	A	A	A
<b>Floodways and Floodplains.</b> Prohibit development within floodways and restrict or prohibit development in flood plains.	A	A	A
<b>Access to Abutting Public Conservation Lands.</b> Subdivisions are strongly encouraged, if not required, to provide pedestrian easements or fee-simple land dedications to public open spaces (including greenways) and/or publicly designated conservation lands on all abutting properties.	A	A	A
<b>Road and Lot Layout.</b> New subdivisions must observe existing <u>shall- development patterns</u> , including a grid pattern of connecting roads, rectangular-shaped lots, and block widths and lengths that do not exceed 600 feet.	A	A	A
<b>Cul-de-sacs.</b> Circular turnarounds shall not be permitted except in the most unusual circumstances when demonstrated needs exist.	N/A	N/A	A
<b>Non-Pervious Surfacing.</b> Internal access roads may be surfaced with pervious materials and drained by roadside swales. The same is applicable for parking lots, where permitted.	N/A	A	A
<b>Parking.</b> Off-street parking between the front façade of the principal dwelling and the city street is strongly discouraged and instead design should facilitate rear yard parking.	N/A	A	N/A
<b>Alley Access to Parking.</b> Alleys or driveways accessing the rear of the dwellings are encouraged in order to provide parking access from the rear lot line rather than the front of the dwelling.	N/A	A	A
<b>Parking Garages for Individual Units.</b> Garages should be located to the rear or side of the dwellings they serve, but if they must be located in the front of the dwelling, garages must be recessed back at least five feet behind the front wall of the dwelling so that it is subordinate rather than dominant when viewed from the city street on which the dwelling fronts.	N/A	A	A
<b>Land Consumption.</b> New development, if permitted, needs to be designed to minimize the amount of land consumed, and open space must remain to some extent.	A	A	A
<b>Open Space Design.</b> Promote and pursue principles of landscape ecology when reviewing large developments and major subdivisions.	A	A	A
<b>Greenbelts and Wildlife Corridors.</b> Any significant development other than farm or forestry operations should maintain open space in the form of greenbelts and/or wildlife corridors.	A	A	A
<b>Conservation Principles.</b> Major subdivisions (6 or more lots) where permitted are required, to follow principles of conservation subdivision and design, either as generally accepted by the planning profession or as specifically stated in city regulations.	N/A	A	A
<b>Subdivision Lot Design.</b> When land is subdivided, regular or recurring patterns of lots are encouraged; lot layouts that maintain the formality of existing and nearby property ownership patterns is encouraged.	A	A	A

**Section 403. O-I, Office-Institutional District.**

**403-1 Purpose and Intent**

The O-I District is intended to provide areas for lands devoted to public use, parks, governmental buildings and facilities, offices, office parks, and educational and institutional uses. Land may be privately-owned, or owned by the state or local government, and may be located throughout the 2030 Comprehensive Plan Character Area designations.

**403-2 Permitted and Conditional Uses**

Permitted and conditional uses shall be as provided in Article 6, "Use and Supplemental Conditions Tables." In cases where a use is permitted but there are specific use regulations for that use specified in Article 7, such regulations shall also apply and must be complied with.

**403-3 Dimensional Requirements**

Dimensional requirements shall be as provided in Table 4.3, "Dimensional Requirements for Nonresidential Zoning Districts."

**403-4 Design Principles and Guidelines**

Design criteria to be applied in this zoning district shall be as provided in Table 4.4, "Design Criteria for Nonresidential Zoning Districts;" [and the architectural standards set forth in Section 501-10.](#)

**Section 404. CB, Commercial Business District.**

**404-1 Purpose and Intent**

The CB District is intended to provide locations in which commercial retail, professional service, and office activities can be established so as to best serve the community and traveling public. The CB District is also intended to accommodate redevelopment of under-utilized and/or aging commercial sites to mixed-use developments with an integrated higher density residential component.

The purpose of this district is to provide for and encourage the proper grouping, development and design management of regional and community oriented roadside uses which include a wide variety of sales and services that will best accommodate the needs of the city and the traveling public in order to reduce highway traffic congestion, traffic hazards, and blight along the public streets of the city. The district generally corresponds to the 2030 Comprehensive Plan Character Area designation of the "Lawrenceville – Highway 29 Overlay" and the "MUR Overlay".

**404-2 Permitted and Conditional Uses**

Permitted and conditional uses shall be as provided in Article 6, "Use and Supplemental Conditions Tables." Requirements for conditional use permits and/or administrative conditional approval, supported by site development and screening standards pertain to highway oriented and heavier commercial uses, predominantly associated with automobile functions, protect surrounding neighborhoods and contribute to aesthetic enhancement of the City.

**404-3 Dimensional Requirements**

Dimensional requirements shall be as provided in Table 4.3, "Dimensional Requirements for Nonresidential Zoning Districts."

**404-4 Design Principles and Guidelines**

Design criteria to be applied in this zoning district shall be as provided in Table 4.4, "Design Criteria for Nonresidential Zoning Districts;" [and the architectural standards set forth in Section 501-10.](#)

**Section 405. IA, Industrial Activity.**

**405-1 Purpose and Intent**

The purpose of the IA district is twofold: to provide suitable areas for service-oriented business, and industrial operations and processes integrated with office and/or showroom uses, and related ancillary retail and service activities, with a minimum of interference from traffic and conflicting uses; and to provide and protect areas for processing, fabricating, manufacturing, warehousing, and research industrial uses which do not create noise, odor, smoke, vibration, dust or other emissions and which do not possess other objectionable characteristics that might be detrimental to surrounding neighborhoods or other uses permitted in the district. This district also includes more intensive auto repair establishments and those industrial uses which cannot comply with the limited emissions characteristics, but do comply with all state and federal guidelines for emissions and discharge of effluents into the air, water, and soil, subject to administrative conditional approval or special use permit.

Site standards and design/screening measures are required. Outdoor storage and display is permitted in this District with regulation in association with specified uses in this district. Properties within the IA District generally correspond to the 2030 Comprehensive Plan Character Area designation of “Outlying Commercial and Industrial.”

**405-2 Permitted and Conditional Uses**

Permitted and conditional uses shall be as provided in Article 6, “Use and Supplemental Conditions Tables.” Uses may be clustered into industrial parks, as differentiated by proportion of office and showroom/retail operations, or as stand-alone facilities. More intense and industrial uses potentially incompatible with adjacent properties require conditional or SUP approval.

**405-3 Dimensional Requirements**

Dimensional requirements shall be as provided in Table 4.3, “Dimensional Requirements for Nonresidential Zoning Districts.”

**405-4 Design Principles and Guidelines**

Design criteria to be applied in this zoning district shall be as provided in Table 4.4, “Design Criteria for Nonresidential Zoning Districts.” and the architectural standards set forth in Section 501-10.

**Table 4.3  
Dimensional Requirements for Nonresidential Zoning Districts**

<b>DIMENSIONAL REQUIREMENT</b>	<b>CB</b>	<b>TC</b>	<b>MU</b>	<b>O-I</b>	<b>IA</b>
<b>RESIDENTIAL DENSITY, AND LOT SIZE AND WIDTH REQUIREMENTS</b>					
Minimum area to rezone to this district (square feet)	n/a	3,000	5,000	<del>n/a</del> 15,000	20,000
Minimum lot width, all uses (feet)	n/a	30	50*	50	100
<b>BUILDING AND SITE REQUIREMENTS</b>					
Minimum landscaped open space (percent)	15	10	10	20	20
Minimum landscape strip required along right-of-ways, except where build to line precludes installation (feet)	10	10	10	10	10
<b>BUILDING HEIGHT REQUIREMENTS</b>					
Maximum height (feet)	80	80	80	80	80
<del>Maximum number of stories</del>	<del>5</del>	<del>5</del>	<del>5</del>	<del>5</del>	<del>5</del>
<b>PRINCIPAL BUILDING SETBACKS AND BUFFERS</b>					
Front (feet)	20	0	0	20	0
Side (feet)	10	0	5	15	20
Side (feet), abutting any R-1 or R-2 zoning district, including a natural vegetated buffer and/or fence or wall	20	10	10	30	40
Rear (feet)	15	5	10	20	25
Rear (feet), abutting any R-1 and R-2 zoning district, including a natural vegetated buffer and/or fence or wall	40	10	10	40	50
<b>LANDSCAPE STRIPS</b>					
Minimum landscape strip required along right-of-ways for any non-single family residential use (feet)	10	None	10	10	10
Minimum landscape strip required along side property lines for any non-single-family residential use (feet)	5	None	5	10	5

\*Minimum lot width for commercial/office uses; see minimum lot width for residential uses in Table 4.1.

**Table 4.4**  
**Design Criteria for Nonresidential Zoning Districts**  
 A = applicable N/A = not applicable

<b>Design Criterion</b>	<b>CB</b>	<b>TC</b>	<b>O-I</b>	<b>IA</b>
<b>Compatibility.</b> New development and improvements to existing properties need to be compatible with the existing character, including the sensitive treatment of perimeter property lines to mitigate impacts on abutting properties.	A	A	A	A
<b>Historic Character.</b> In areas with identified historic buildings, structures, and sites, the proposed new development or land activity blends with or complements the historic character.	A	A	A	A
<b>Alternative Transportation.</b> New development should accommodate and facilitate alternatives to transportation by automobile, including bicycle and pedestrian facilities.	A	A	A	A
<b>Pedestrian Access.</b> All likely pedestrian routes should be identified in the design phase and provided for in the development. These include linkages to individual buildings, neighboring properties (when compatible), and existing or planned sidewalks along public roads, as appropriate.	A	A	A	A
<b>Open Spaces.</b> Small public open spaces (e.g., plazas, pocket parks, and squares) are integrated into projects of sufficient size (i.e., 2 acres or more).	A	A	A	A
<b>Access and Parking.</b> The development provides for adequate access and off-street parking arrangements.	A	A	A	A
<b>Fences and Walls.</b> Fences and walls shall be of the same or compatible material, in terms of texture and quality, as the material and color of the principal building.	A	A	A	A
<b>Chain Link Fencing.</b> Chain link fencing is prohibited in front yards and discouraged in other locations but if used, it should be vinyl coated (black, brown, or green color encouraged).	A	A	A	A
<b>Operations.</b> All manufacturing, processing, assembly, fabrication, servicing, and repair operations, when permitted, are carried out within an entirely enclosed building.	A	N/A	N/A	A
<b>Appearance/Parking.</b> The development layout avoids the appearance of strip commercial development, including the specific provision that no more than ½ of any required parking is located between the public street and the principal building line.	A	A	A	A
<b>Parking Screen.</b> Where parking areas are located between a public street and the principal building, vegetation, walls, fences, berms, or some combination is used to screen the view from the street to parking areas, except for approved drives and lot entrances.	A	A	A	A
<b>Temporary Buildings.</b> No establishment operates in any non-permanent structure such as a tent, mobile unit, trailer, recreational vehicle, or other temporary building or structure.	A	A	A	A
<b>Storage.</b> Equipment and materials must be stored within completely enclosed buildings, unless otherwise permitted.	A	A	A	N/A
<b>Loading.</b> All loading areas and facilities are located at the side or rear of a principal building.	A	A	A	A
<b>Waste Containers.</b> Trash enclosures should be constructed of sturdy, durable, opaque materials (with trash receptacles screened from view).	A	A	A	A
<b>Multiple Buildings – Compatibility.</b> Multi-unit developments or sites with more than one building shall utilize a consistent or at least stylistically compatible (but not necessarily identical) palette of scale, forms, colors, materials, and textures.	A	A	A	A
<b>Accessory Buildings.</b> Accessory structures should be architecturally compatible with the principal building or buildings.	A	A	A	A
<b>Building Materials.</b> On front façades and other building sides visible from a public right-of-way, exterior building materials should not include any of the following: smooth-faced concrete block, tilt-up concrete panels, prefabricated steel panels, highly reflective, shiny, or mirror-like materials; mill-finish (non-colored) aluminum metal windows or door frames, exposed, unfinished walls, exposed plywood or particle board, and unplastered, exposed concrete masonry blocks.	A	A	A	A
<b>Building Façades.</b> Lengthy, featureless façades and building walls should be avoided. Large, flat, blank expanses on a façade are discouraged.	A	A	A	A
<b>Lighting: Pedestrian.</b> Use of low, bollard-type fixtures (3-4 feet in height) are encouraged in all areas of significant pedestrian activity during evening hours.	A	A	A	A
<b>Lighting Fixtures.</b> All luminaries used for outdoor lighting should be full cutoff luminaries which do not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire.	A	A	A	A

**Section 406. MU, Mixed Use District.**

**406-1 Purpose and Intent**

The MU District accommodates creative development alternatives along Lilburn’s arterials in appropriate locations in order to promote redevelopment of under-utilized properties and support the transitioning of these areas from primarily low density residential to office, professional, community and neighborhood scale commercial, retail and services. Mixed-use development provides a compatible mix of non-residential uses with housing opportunities within the immediate area, either in the same building or in close proximity, while maintaining a healthy living environment for the residents of the district.

Objectives of this district are to:

- Encourage the redevelopment of tracts within the city by allowing flexible, innovative and creative concepts in site planning, and the efficient reuse of land in transitioning areas.
- Provide a stable multiple-use environment compatible with adjacent uses.
- Protect neighboring properties by allowing less intensive uses adjoining residential uses.

This type of development offers a variety of housing options, including varying density multifamily, detached cluster, single family attached units and townhomes, upper floor residential, condominiums and active adult and/or senior housing. Residential products may be stand-alone within the district, incorporated as a component of a mixed-use project; or as an element of a mixed-use building. Transportation impacts are often reduced because fewer residents need to rely on the automobile to get to commercial areas, and walking and bicycling are encouraged.

The MU Flexible District is specifically applicable to properties within the Mixed Use Redevelopment (MUR) Overlay and the Transit Oriented Development Character Areas as depicted on the Lilburn 2030 Comprehensive Plan Future Land Use Map. All properties within these Character Areas on Lilburn’s official Future Development Map are eligible to apply for rezoning to the Mixed Use Zoning District. Triggers for rezoning to MU Zone may include application for a change in use, the adaptive reuse of an existing structure, redevelopment of an underutilized property, or new development on primarily vacant land.

**406-2 Permitted and Conditional Uses**

Permitted and conditional uses shall be as provided in Article 6, “Use and Supplemental Conditions Tables.”

**406-3 Dimensional Requirements**

Dimensional requirements shall be as provided in Table 4.3, “Dimensional Requirements for Nonresidential Zoning Districts.”

**406-4 Design Principles and Guidelines**

General design criteria to be applied in this zoning district shall be as provided in Table 4.4, “Design Criteria for Nonresidential Zoning Districts.” Building type design standards shall be as provided in Article 5, “Design Standards.”

**ARTICLE 5**  
**Overlay ~~Zoning~~ Districts**

Section 501     Lawrenceville Highway (U.S. 29) Corridor Overlay District  
Section 502     Town Center (TC) Overlay District

**Section 501. Lawrenceville Highway (U.S. 29) Corridor Overlay District**

**501-1 Purpose and Intent**

The Lawrenceville Highway (US 29) Corridor Overlay District is the commercial heart of the City of Lilburn and plays a vital role in shaping the city's future relative to transportation, economic development opportunities, and the appearance of the community that is portrayed to the traveling public.

The ~~Lawrenceville Hwy (US 29)~~ Corridor Overlay District is intended to enhance the viability and livability of the area along ~~this several~~ important thoroughfares. The purpose of the overlay district is to achieve and maintain a unified and pleasing aesthetic/visual quality in landscaping, architecture and signage; and to promote alternative modes of transportation within the district through the provision of pedestrian and bicycle access and local public transit.

**501-2 Boundaries and Map**

The ~~Lawrenceville Highway (U.S. 29)~~ Corridor Overlay District ~~applies~~ shall apply to all property within the district boundary the entire length of US 29 through Lilburn's city limits. ~~The overlay district is located designated on each side of US 29 to a depth of 450 feet measured from the centerline. In cases where a portion of the parcel falls within the boundaries, these provisions shall apply to the entire lot and all improvements thereon. The boundaries of the Lawrenceville Highway Corridor Overlay District shall be~~ as shown on the Official City of Lilburn's Zoning Map of Lilburn, which is hereby adopted and made a part of ~~the City of~~ this ordinance, and which may be amended from time to time in accordance with the procedures established in this zoning ordinance. The Corridor Overlay District includes the entire length of US 29 through Lilburn's city limits and several significant commercial corridors.

**501-3 Permitted Uses**

Permitted and conditional uses shall be as provided in Article 6, "Use and Supplemental Conditions Tables." In cases where a use is permitted but there are specific use regulations for that use specified in Article 7, such regulations shall also apply and must be complied with.

The Corridor Overlay District is not a zoning district. Within the Corridor Overlay District, the uses permitted by the underlying zoning district are allowed unless expressly prohibited.

**501-4 Access Management and Connectivity**

These standards shall apply to all new construction and shall apply to existing site and/or building(s), if over 50% of the acreage is proposed for improvement or if improvements or expansions to off-street parking exceed 50% of the area of existing off-street parking.

1. Interparcel vehicle access points shall be provided between all contiguous non-residential properties. A system of joint use driveways and cross access easements shall be used to promote connectivity in the overlay district. This requirement may be waived by the Director only if it is demonstrated that an interparcel connection is not feasible due to traffic safety, topographic, or environmental concerns.
2. Shared access points should be located along a common property boundary. Where shared access or service driveways occur, an access agreement shall be required by the City. The agreement must be signed by all affected property owners and must be registered with the City Clerk.
3. New development, which produces more than 1,000 vehicle trips per day, shall provide traffic mitigation by means of traffic signals, traffic controls and turning island, landscaping and any

other means necessary to ensure ~~that~~ the viability, safety and integrity of Lawrenceville Highway (US 29) as a through corridor. All traffic controls, signals and other improvements must be approved by the Georgia Department of Transportation and/or the Gwinnett County Department of Transportation.

**501-5 Pedestrian and Bicycle Access**

1. Sidewalks shall be installed on all public streets that the parcel(s) abuts and shall tie into existing sidewalk. Sidewalks measuring a minimum width of 5 feet shall be provided for commercial development, 5 feet for residential development.
2. Sidewalks shall be required adjacent to all public rights-of-way and into and throughout the development. The location of sidewalks shall be reviewed and approved by the City, Gwinnett County Department of Transportation and/or the Georgia Department of Transportation. Sidewalks shall be in conformance with the Development Regulations. For commercial uses, a minimum 5-foot wide sidewalk connection shall be provided from public rights-of-way to the entrance(s) of buildings.
3. Sidewalks shall be constructed with an additional 2-foot by 8-foot pad approximately every 300 linear feet to accommodate pedestrian amenities such as benches, planters, and trash containers. All such required amenities shall be decorative, commercial-quality fixtures. Sidewalk design and placement of any of these amenities shall be reviewed and approved by the City, Gwinnett County Department of Transportation and/or Georgia Department of Transportation. Architectural brick pavers, concrete pavers and/or stamped concrete shall be provided at all driveways where a driveway intersects US 29.
4. If a parcel is located within 500 feet of an existing or proposed greenway/bike trail, a minimum 8-foot wide multi-use trail connection shall be provided.
5. Bicycle lanes shall be a minimum of 5 feet wide and marked, where applicable.

**501-6 Site Design and Building Orientation**

Principal building entrances shall be oriented to public streets. Garage and loading bay entrances shall be oriented to the rear or side of the building and shall not be visible from the street along the building's frontage.

**501-7 Parking**

These standards shall apply to all new constructions and shall apply to the existing site and/or building(s), if over 50% of the acreage is proposed for improvement or if improvements or expansions to off-street parking exceed 50% of the area of existing off-street parking.

1. For retail developments exceeding 50,000 square feet of gross floor area, at least 10% of all required parking spaces shall be provided in parking areas of porous paving or grass paving systems, not to exceed 75 parking spaces or as approved by the Director.
2. Up to 25% of the required parking spaces for any development may be designated small vehicle parking. Each small vehicle parking space shall not be less than 8 feet in width and 16 feet in depth.
3. New freestanding buildings or shopping center developments containing 7,500 gross square feet of space or less shall provide no more than 20% of parking areas in the front of building(s) and be limited to not more than 1 double row of parking. ~~No more than 20% of off-street parking areas may be located to the sides of building(s), with the balance of parking located to the rear of the buildings(s).~~
4. For developments exceeding 7,500 square feet, building placement shall be close to, and oriented toward, the public right-of-way with the majority of parking to the sides and rear where possible, or as approved by the Director.

5. Provide lighting throughout all parking areas utilizing decorative light poles, ~~not to exceed 25 feet in height./fixtures~~. Other than pedestrian light fixtures that will be less than 25 feet tall, light fixtures shall be hooded. Lighting shall be directed to avoid intrusion on adjacent properties and away from adjacent thoroughfares. ~~Pedestrian scale Light~~-fixtures which are utilized shall be consistent with the Lilburn Town Center Master Plan.

~~6. Provide landscaped islands throughout all surface parking areas as required by the City of Lilburn Buffer, Landscape and Tree Ordinance.~~

#### 501-8 Stormwater Detention

Above ground stormwater detention ponds shall be located to the rear or side of buildings. If such a location is not feasible from an engineering standpoint it may be approved in front of a building at surface level if it is designed as an amenity feature with shallow slopes, does not contain fencing, and is surrounded by landscaping approved by the Director.

#### 501-9 Landscaping Requirements

These standards shall apply to all new construction and shall apply to the existing site and/or building(s), if the property or structures change use or are unoccupied for a period of 12 consecutive months.

1. ~~Provide, at a minimum, 16 tree density units per acre for all nonresidential development.~~ Type and size of plantings shall be in compliance with the City's Buffer, Landscape and Tree Ordinance. At least 50% of plantings shall consist of trees 3 inches in caliper (dbh) or greater.
2. Provide a minimum ~~20~~10-foot wide landscaped strip between all road right-of-way and the back-of-curb of abutting off-street paved parking lots. Landscaped strips between road right-of-way and the edge of abutting off-street grassed parking areas shall be 5 feet in width. At a minimum, landscaped strips shall be planted in accordance with the Lilburn Buffer, Landscape and Tree Ordinance.
3. Dumpsters shall be screened from view on all four sides. Screening shall consist of 3 solid walls of brick, decorative masonry, and/or stone construction, or similar material approved by the Department, at least 6 feet in height, with 100% solid metal or wooden gates. Dumpsters shall be placed in the rear yard and may be located 0 feet from the property line if the adjoining property is zoned nonresidential and 0 feet from all applicable buffers if the adjoining property is zoned residential.
4. Natural vegetation shall remain on the property until issuance of a development permit.
5. Decorative, commercial-quality bicycle racks, benches, and trash receptacles shall be required for all retail and office developments and shall be of similar styles as those outlined in the Lilburn Town Center Master Plan.
6. Any accessories provided such as fences, walls, railings, benches, trash receptacles and/or bicycle racks shall complement conforming building design and style.

#### 501-10 Architectural Standards

These architectural design guidelines shall apply to all new construction and expansions of any existing commercial/retail structure:

1. The massing of building façades oriented to public streets shall incorporate modulation with horizontal breaks at least every 50 feet. Massing and modulation changes could include changes in height, horizontal plane, building projections/recessions, roof ~~from-form~~ and/or other architectural elements. The Director shall have the authority to increase the modulation of a structure up to 100 feet if the Director finds that such an increase conforms to the vision of the ~~area as presented in the Lawrenceville Highway (U.S. 29) Corridor Overlay District.~~

2. Building materials for ~~front~~ façades ~~seen from~~ ~~oriented to~~ public streets shall be constructed of a mix of materials which may include brick, stone, and glass with textured concrete masonry block, stucco, cement-fiber siding as accents. ~~Facades front façades~~ of dwellings may be constructed with wood siding or similar material approved by the Director.
3. Roof parapets shall be articulated to provide visual diversity. Parapets shall include articulations or architectural features at least every 100 linear feet. The minimum height of articulations or features shall be 1 foot, and may be provided in height offset or facade projections such as porticoes or towers.
4. Building design shall include minimum 1 foot deep cornices, extending along the entire front of buildings and the sides of buildings at least 10 feet.
5. Building design shall include a minimum 24 foot high contrasting base, extending along the entire front of buildings and the sides of buildings at least 10 feet.
6. All mechanical, HVAC and like systems shall be screened from street level view (within 300 feet) on the front and sides by an opaque wall or fence of brick, stone, or wood.
7. Roofing materials shall be ~~limited to the following: metal standing seam of~~ City approved palette color; ~~tile, slate or stone; wood shake; shingles with a slate, tile or metal appearance.~~
8. All new developments with building valuations of more than \$750,000 shall provide a single “public art” piece to be located in public view on the property. The art piece shall meet the following criteria:
  - a. Composition of the piece shall be of permanent materials and require no or low maintenance. No product advertisement is allowed on the piece.
  - b. No expressions of profanity or expressions that would be offensive to the general public or violate State laws on obscenity.
  - c. Renderings of all public art pieces shall be submitted to the City and approved by City Council prior to the commissioning of the piece or installation on the subject property.
  - d. The value of the art piece shall be a minimum of 0.75% of the total building valuation according to the City’s Building Permit Fee Schedule. City Council may consider a cash donation (for an art piece to be purchased by the City) or sculpture donated to the City in lieu of art placed on a private site.

**501-11 Signage Standards**

Signage shall meet the standards of the Lilburn Sign Ordinance. Signage shall be a monument sign with a base made of materials matching the building.

**Section 502. Town Center (TC) Overlay District**

**502-1 Purpose and Intent**

The Town Center Overlay District provides a template for establishing a mixed-use, main street character. The historic features of the Town Center Overlay District provide Main Street and Old Town with unique opportunities for mixed-use development projects that will give character to the streetscape, relate to the surrounding area through character and design, are close to local services and facilities, are oriented to encourage community interaction, foster the use of pedestrian and bicycle transportation, and include commercial land uses that are intended to serve the needs of local residents.

The Town Center Overlay District is not a zoning district. It is an area that has been identified to provide new residential and commercial opportunities through redevelopment and infill development. Within the Town Center Overlay District, the uses permitted by the underlying zoning district are allowed unless expressly prohibited.

The Town Center Overlay District shall provide an opportunity for development of residential, commercial, and mixed use projects. These regulations are intended to provide flexibility in design; encourage a mixture of uses; promote opportunities to live and work in the same space; and to encourage multiple uses in one building or development.

- ~~1. All further development of property in the Town Center District shall conform to the standards adopted for the Town Center District, regardless of any change in ownership.~~
- ~~2. The violation of any provisions of the Town Center District standards as submitted and approved under the provisions herein, shall constitute a violation of these regulations.~~
- ~~3. Any application for rezoning to a Town Center District classification shall also be submitted in accordance with Article 10.~~

#### **502-2 Boundaries and Map**

~~This article The Town Center Overlay District standards shall apply to all propertyies within the district boundary ies of the Town Center Overlay District as shown on the Official Zoning Map of Lilburnthe City which is hereby adopted and made a part of this ordinance, and which may be amended from time to time in accordance with the procedures established in this zoning ordinance.~~

~~Permitted and conditional uses shall be as provided in Article 6, "Use and Supplemental Conditions Tables." In cases where a use is permitted but there are specific use regulations for that use specified in Article 7, such regulations shall also apply and must be complied with.~~

This article shall not apply to applications for building permits for accessory structures 400 square feet or less in area. This article shall not apply to a remodel of an existing dwelling or a permit proposal which would increase the existing ground floor area of a dwelling by less than 25%.

#### **502-3 Permitted Uses**

Permitted and conditional uses shall be as provided in Article 6, "Use and Supplemental Conditions Tables." In cases where a use is permitted but there are specific use regulations for that use specified in Article 7, such regulations shall also apply and must be complied with.

Encouraged are buildings in this district that are a mix of uses including commercial, office, and residential uses. Mixed use buildings may include retail service or office uses on the bottom floor, with upper floors used for office or residential uses.

#### **502-4 Architecture and Building Materials**

1. The modification of existing buildings shall conform to the existing historic and landmark architecture of Lilburn. New development should preserve and maintain the scale and character of the area with architectural forms compatible with the buildings in the surrounding area.
2. The style and building materials used in new or renovated buildings should echo the character of the commercial and residential structures developed in the area during the time surrounding the turn of the 20th century: 1880s through 1920s. The character of this time period was identified by the community as the look they wanted to be expanded or introduced throughout the Town Center area. New buildings respect the existing traditions without copying them.
3. All exterior wall materials of dwellings within infill residential development projects shall consist of brick masonry, stone, masonry, wood clapboards, fiber cement, or weather boarding, and appropriate architectural accents as approved by the Director as a part of site design and architectural review. Standing-seam or corrugated metal walls or vinyl siding shall not be permitted on any façade or building wall. Architectural treatments shall occur on all four sides of the building. Roof materials shall be asphalt composition, wood shake, tile, or standing seam metal.

#### **502-5 Additional Design Criteria for Approval**

The following design criteria will be considered by the Department in the review of applications for development projects within the Town Center Overlay District:

1. Connectivity. Infill should achieve connectivity between on-site and off-site transportation systems, streetscapes, and open space networks. Sidewalks need to be provided which connect to the existing or planned adjacent sidewalk system, and streets need to connect to the adjacent existing or planned street pattern.
2. Circulation. If the infill development is large enough, new street systems should be laid out as an interconnected network and designed to meet the needs of bicyclists, strollers, wheelchairs, pedestrians, and motor vehicles.
3. Alley Garages. Garages accessed by alleys can enhance the design and function of infill projects and therefore should be considered and implemented as appropriate.

**502-6 Site Design and Building Orientation**

To assure that development and redevelopment within the Town Center District is consistent with the goals of this Article, in addition to development regulations provided by City Code, the following is required prior to the issuance of development and building permits by the City.

1. Building Plan submission including the following information:
  - a. Building elevations.
  - b. Proposed building material samples and "color chips".
  - c. Proposed landscaping.
2. New development over 20,000 square feet shall provide traffic mitigation by means of traffic signals, traffic controls and turning islands, landscaping, and any other means necessary to ensure that the viability, safety and integrity of the transportation network. All traffic controls, signals, and other improvements must be approved by the City, the Gwinnett Department of Transportation and/or the Georgia ~~County~~ Department of Transportation.
3. All new developments with building valuations of more than \$750,000 shall provide a single "public art" piece to be located in public view on the property. The art piece shall meet the following criteria:
  - a. Composition of the piece shall be of permanent materials and require no or low maintenance.
  - b. No product advertisement is allowed on the piece.
  - c. No expressions of profanity or expressions that would be offensive to the general public or violate State laws on obscenity.
  - d. Renderings of all public art pieces shall be submitted to the City and approved by City Council prior to the commissioning of the piece or installation on the subject property.
  - e. The value of the art piece shall be a minimum of 0.75% of the total building valuation according to the City's Building Permit Fee Schedule. City Council may consider a cash donation (for an art piece to be purchased by the City) or sculpture donated to the City in lieu of art placed on a private site.

**ARTICLE 6  
Use and Supplemental Conditions Tables**

- Section 601. How to Use This Table
- Section 602. Use Table
- Section 603. Supplemental Conditions Table

**Section 601. How To Use This Table.**

Each Table looks similar to the **example** below:

<b>PUBLIC INFRA-STRUCTURE</b>	<b>SPECIFIC USES</b>	<b>R-1</b>	<b>R-2</b>	<b>MU</b>	<b>TC</b>	<b>CB</b>	<b>O-I</b>	<b>I-A</b>	<b>US 29</b>	<b>Section Reference</b>	<b>Comment/Condition</b>
<b>Transit</b>	Bus, train, or taxi lots and facilities			S		P		S			Within the MU district in the Transit-Oriented Development Character Area.
	Parking Lot, Deck			P	P	P	P	P	S		
	Passenger Facilities	P	P	P	P	P	P	P	P		Includes transit stops, GTC stations.
<b>Utilities</b>	Cellular/Wireless Communication Tower			C	C	C	C	C	C		Refer to Telecommunications Towers and Antennas Code
	Electric Substation or Gas Regulator Station	C	C	C	C	C	C	C	C	Article 6; Sec. 603	As deemed required for location to serve and uses in vicinity.
	Public Utility Facilities	C	C	C	C	C	C	C	C		
<b>PUBLIC INFRA-STRUCTURE</b>	<b>SPECIFIC USES</b>	<b>R-1</b>	<b>R-2</b>	<b>MU</b>	<b>TC</b>	<b>CB</b>	<b>O-I</b>	<b>I-A</b>	<b>US 29</b>	<b>Section Reference</b>	<b>Comment/Condition</b>
<b>Transportation</b>	Airfields, Airports							S		Article 7	
	Bus, train, or taxi lots and facilities			S				S			Permitted only within the MU district under the Transit-Oriented Development Character Area.
	Parking Lot, Deck				P	P	P	P	P		
<b>Utilities</b>	Public Utility Facilities	C	C	C	C	C	C	C	C	Article 6; Sec. 603	

- First column lists general groupings (e.g. 'Public Infrastructure Types for the category listed in the column header (Public Infrastructure)).
- Second column lists specific uses.
- Middle columns represent each City of Lilburn zoning and/or overlay district, with a use code.
- The letters corresponding to use codes are as follows:

<b>Blank</b>	= Use is <b>Not Permitted</b> in that district
<b>P</b>	= Use is <b>Permitted</b> in that district, <u>subject to comments, Supplemental Conditions (Sec. 603), Specific Use Provisions (Article 7) and business licensing restrictions.</u>
<b>Blank</b>	= Use is <b>Not Permitted</b> in that district
<b>C</b>	= Use is <b>Permitted as a Conditional Use</b> requiring the Planning Director to review and subject to conditions as specified in: Use Table; Supplemental <b>Zoning</b> -Conditions Table ( <u>Sec. 603</u> ); and/or Specific Use Provisions (Article 7) in addition to any conditions imposed during the review and approval process.
<b>S</b>	= Use requires a <b>Special Use Permit</b> , <u>requiring public hearing and subject to conditions and approval by City Council.</u>
<b>P<sub>i</sub></b>	= Use is Permitted, but only as an <b>Accessory Use</b> to a principal use. This letter code does not pertain to those uses specifically identified under the column header 'Accessory Uses'

- Section Reference column indicates ordinance section number(s) with additional standards related to the specific use either in the Supplemental Conditions Table (Article 6 – Section 603); Article 7 and/or Article 7, the Supplemental Conditions Table (Article 6 – Section 603).
- Comment/Condition column indicates applicable additional information, conditions or restrictions pertaining to a use for implementation in a particular zoning or overlay district, zone, or zones.

**Section 602. Use Table**

RESIDENTIAL USES	SPECIFIC USES	R1	R2	MU	TC	CB	O-I	IA	US 29	Section Reference	Comment/Condition	
Residential Dwelling Types	Single-family detached	P	P	P	P						See development standards for minimum unit size and lot configurations.	
	Single-family (cluster-cottage, creative lot configuration)	P	P	P	P	S			S	US 29 Overlay Provisions	Density bonus provisions for lot consolidation infill in R-1 and R-2. Permitted as part of a mixed-use development in CB under the US29 Overlay with Concept Plan review.	
	Single-family attached (fee simple)		P	P	P	S			S	US 29 Overlay Provisions	Permitted as part of a mixed-use development in CB under the US29 Overlay with Concept Plan review.	
	Single family attached (condominium)		P	P	P	S			S	US 29 Overlay Provisions	Permitted as part of a mixed-use development in CB under the US29 Overlay with Concept Plan review.	
	Boarding and Rooming Houses		S								Limited to not more than 10 non-transient boarders	
	Residential as Component of Mixed-Use Building				P	P	S			S	US 29 Overlay Provisions	Includes accessory apartments and condo or MF units above or behind ground floor commercial in MU and CB under the US29 Overlay.
	Conservation Subdivision	S	S								Article 7:	Conditions apply.
	Duplex		P	P	P	P	S			S	US 29 Overlay Provisions	Permitted as part of a mixed-use development in CB under the US29 Overlay with Concept Plan review.
	Live/Work Residence				C	P	C			C		
	Manufactured/Modular Home	C									Article 7:	Mobile home on axles and wheels excluded. Includes pre-fab/modular.
	Multi-family Attached Condominium		P	P	C	C	S			S	US 29 Overlay Provisions	Permitted as part of a mixed-use development in CB under the US29 Overlay with Concept Plan review.
	Multi-family (other)		P	P	C	C	S			S	US29 Overlay Provisions	Permitted as part of a mixed-use development in CB under the US29 Overlay with Concept Plan review.
Multi-Family (age restricted)			C	C	C	S	S		S	US29 Overlay Provisions	Permitted as part of a mixed-use development in CB under the US29 Overlay with Concept Plan review. <a href="#">In TC, density restricted to 18 du/ac</a>	
ACCESSORY USES	SPECIFIC USES	R1	R2	MU	TC	CB	O-I	IA	US 29	Section Reference	Comment/Condition	
Dwelling Uses	Accessory Use - Attached or Detached	P	P	P	C	C			C	Article 7:	In CB and MU, also includes apartment above or behind commercial or office use in the same building.	
	Amateur Radio Transmitter	P	P	P	P	P	P	P	P			
	Caretaker or Watchman Quarters					P	P				As an accessory use.	
	Community Amenity Recreation Facility (subdivision)	P	P	P	C	P			P		Permitted as part of a mixed-use commercial project in CB under US29 Overlay and in MU.	
	Conservation and/or common area	P	P	P	P	P	P	P	P		Permitted when integrated into site plan as non-primary use.	
	Dormitory			P				P			Permitted as ancillary supporting use to a hospital use, medical facility, or associated educational facility.	

Article 6, Use and Supplemental Conditions Tables, Lilburn, GA City Code

ACCESSORY USES (cont.)	SPECIFIC USES	R1	R2	MU	TC	CB	O-I	IA	US 29	Section Reference	Comment/Condition
Residential	Home-based Occupation	P	P	P	P	P	P		P		Permitted in residential units in CB under US29 Overlay.
	Pet House Structure	P	P	P	P						Restricted to rear yard setback area. No kennels.
	Private Tennis Court	P	<u>P</u>	<u>P</u>	<u>P</u>					Article 7:	Administrative conditional approval required for lighting.
	Storage Shed	P	P	P	P						Rear yard only.
	Subdivision Tennis Courts and/or Pool	P	P	P		P			P	Article 6: Sec. 603	
	Swimming Pool (private)	P	P	<u>P</u>	P					Article 7:	Subject to structure separation and fencing requirements.
Business	Farm stand sale of products produced on premises	C			S		C				Requires a Temporary Use Permit and subject to minimum lot size and setback requirements.
	Personal Hair Salon	S	S								Single family residence only.
Agricultural	Non-commercial keeping of fowl/livestock	C								Article 7:	Subject to minimum lot size and setback requirements on private lot.
	Non-commercial agriculture	C									Subject to minimum 1 acre minimum lot size, R-1 minimum setback, and floodplain requirements on private lot.
	Agricultural/livestock accessory buildings and uses	P						P			Includes ponds, fishing lakes, barns, storage/tack sheds. Subject to minimum lot size and setback requirements
	Private horse stables riding for residents	S								Article 6: Sec. 603	Subject to minimum lot size and setback requirements.

PARKS & RECREATION USES	SPECIFIC USES	R1	R2	MU	TC	CB	O-I	IA	US 29	Section Reference	Comment/Condition
Parks & Trails	Community Garden	P	P	P	P	P	P		P		
	Parks	P	P	P	P	P	P	P	P		Permitted use under US29 Overlay under O-I district. The Planning Director may designate certain areas in parks as allowing dogs and/or other pets to be off-leash.
	Passive Open Space	P	P	P	P	P	P	P	P		Includes greens and non-paved common areas in mixed-use commercial projects in MU and CB under US29 Overlay.
	Walking Trails/ Greenway	P	P	P	P	P	P	P	P		
Community Sports Facilities	Athletic Fields (with lights)	C			<u>C</u>	P	C	P	C		Administrative review and approval required under US29 Overlay.
	Athletic Fields (non-lighted)	C		P	<u>C</u>		P	P	P		
	Community Center/ Gymnasiums	<u>C</u>	<u>C</u>	P	<u>C</u>	P	P	P	P		Operated by City of Lilburn, Gwinnett County, or non-profit organization
	Public Swimming Facilities	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	P	P	P	P		Operated by City of Lilburn or Gwinnett County, or non-profit organization
	Public Tennis Facilities	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	P	P	P	P		Operated by City of Lilburn or Gwinnett County, or non-profit organization

Article 6, Use and Supplemental Conditions Tables, Lilburn, GA City Code

PUBLIC/ INSTITUTIONAL USES	SPECIFIC USES	R1	R2	MU	TC	CB	O-I	IA	US 29	Section Reference	Comment/Condition
Care Facilities	After School Program	C	C	C	C	P	P	P	P	Article 6: Sec. 603	Permitted in conjunction with a family day care facility in a residential unit, or daycare center in commercial districts.
	Continuing Care Retirement Facilities			C	C	C	P	P	C	Article 7:	May include many levels of independent living through nursing home care.
	Day Care Center Facilities (all ages)			C	C	C	C	C	C	Article 7:	
	Family Daycare Home	C	C	C	C					Article 7:	
Care Facilities	Group Home (small)	S	S	S			S			Article 7:	A community living arrangement with 6 or fewer unrelated adults in a residence, plus caretakers. <b>In R1 &amp; MU limited to 4 adults.</b>
	Group Home (large)		S	S						Article 7:	A community living arrangement with 7 to 12 persons plus caretakers.
	Halfway House				S		S	S			Transitional Housing Facility
	Homeless Shelter						S	S			
	Hospitals			P			P	P	P		
	Hospice			P		P	P	P	P		
Assembly	Institutional Residential Living and Care Facility			C	C	C	P	P	C	Article 7:	Includes assisted living facility, intermediate care home, nursing home, skilled nursing care facility.
	Assembly Hall			P	P	P	C		P		
	Banquet Halls			P	P	P			P		<b>Min. Square footage requirements for alcohol sales (see Article 6)</b>
	Club, Private			P	P	P	P	P	P		
	Community Center				P	P	P	P	P		City, Gwinnett County or Non-profit
	Meeting Hall, Fraternal Organization, Civic Clubs or Lodges		C	P	P	P	P	P	P		Non-commercial – not for profit (VA, Elks, Masons, Greek Fraternity). No overnight lodging.
	Religious Assemblies	S	S	S	P	P	P	P	P	Article 7:	<b>Allowed in TC Overlay subject to underlying zoning district</b>
Public Safety/ Government	Fire and Police Stations	P	P	P	P	P	P	P	P		
	Government Buildings/Facilities	P	P	P	P	P	P	P	P		Includes post office.
Educational	Educational Facilities (Public)	S	S	S	S	S	S	S	S	Article 7:	
	Library	P	P	P	P	P	P	P	P		
	Museum	P	P	P	P	P	P	P	P		
	Private, Vocational, Trade Schools					S	S	S	S	Article 7:	

Article 6, Use and Supplemental Conditions Tables, Lilburn, GA City Code

PROFESSIONAL SERVICES	SPECIFIC USES	R1	R2	MU	TC	CB	O-I	IA	US 29	Section Reference	Comment/Condition/Condition	
Business Office	Accounting Firm, Bookkeeper Offices			P	P	P	P	P	P			
	Administration			P	P	P	P	P	P			
	Advertising Agency			P	P	P	P	P	P			
	Architect, Engineer, Land Development Office			P	P	P	P	P	P			
	Auto Leasing and Brokerage Office			P	P	P	P	P	P		Internet sales only, no display or inventory.	
	Brokerage Firm			P	P	P	P	P	P			
	Consulting Firm			P	P	P	P	P	P			
	Corporate Headquarters			P	P	P	P	P	P			
	Employment Agency			P	P	P	P	P	P			
	Financial Institutions			P	P	P	P	P	P		Automatic teller as accessory use.	
	Insurance Sales			P	P	P	P	P	P			
	Law Firm/Attorney			P	P	P	P	P	P			
	Real Estate Office			P	P	P	P	P	P			
	Secretarial Services			P	P	P	P	P	P			
	Travel Agency			P	P	P	P	P	P			
	Medical/Clinical	Chiropractor			P	P	P	P	P	P		
		Counseling Services			P	P	P	P	P	P		
Dentist/Orthodontist/Oral Surgeon				P	P	P	P	P	P			
Doctors' Office				P	P	P	P	P	P			
Medical Clinic/Emergency Care				P	P	P	P	P	P		Pain Mgmt. further restricted by licensing requirements (distance to sensitive uses).	
Veterinary Clinic				C		P		P	P		Grooming and care allowed. No outdoor boarding. Adaptive reuse of dwelling permitted in MU.	
Other	Veterinary Clinic with Outdoor Kennel					S		P	S	Article 6: Sec. 603	Outdoor boarding. May include large animals as appropriate	
	Charitable Institution (office)			P	P	P	P	P	P			
	Public Utility or Other Similar Professional Office			P	P	P	P	P	P		Public office in MU and CB limited to tenant or component of mixed use, office park, or commercial center	
	Office Park			C		C	C	P	C	Article 6: Sec. 603	Administrative Review, Site Design Standards, and Concept Plan Public Review apply.	
	Office Condominiums			P	P	P	P	P	P			
COMMERCIAL	Other similar professional office uses not specified			C	C	C	P	P	C		Subject to administrative approval	
	Barber Shop, Hair or Beauty Salon			P	P	P	P	P	P			
	Clothing Alterations			P	P	P			P		Includes tailors and seamstresses	
	Dance/Fitness/Karate Studio			P	E	P		P	P		Limited to 2,500 sq. ft. in MU	
	Dry Cleaner and Laundry Facilities (no drive-thru)			P		P		P	P		Includes delivery, pick up and self-service facilities, limited to 2,500 sq. ft. of total floor space in MU	
Dry Cleaner (with drive-thru)			C		C		P	C	Article 7:	Limited to 2,500 sq. ft. in MU.		

Article 6, Use and Supplemental Conditions Tables, Lilburn, GA City Code

COMMERCIAL	SPECIFIC USES	R1	R2	MU	TC	CB	O-I	IA	US 29	Section Reference	Comment/Condition
Professional Personal Services (cont.)	Nail Salons			P	P	P	P	P	P		Subject to licensing requirements.
	Laundromats					P		P			
	Music and Art Instruction			P	P	P		P	P		Includes ancillary sale of equipment, instruments and accessories
	Shoe Repair			P	P	P		P	P		
	Tanning Salons			P	P	P		P	P		
	Weight Loss/ Nutrition Centers			P	P	P		P	P		
	Other similar personal services not specified			P	P	P		CP	P		Subject to licensing and distance requirements from sensitive uses in all districts. Incidental uses in IA subject to administrative approval.
Food & Convenience Stores	Bakery			P	P	P		P	P		
	Candy Stores			P	P	P		P	P		
	Convenience Store w/out Gas Pumps			C		P		P	P		No automatic car wash as an -accessory use permitted in MU
	Convenience Store w/Gas Pumps			S		C		P	C	Article 6: Sec. 603 Article 7	Automated car wash as accessory use permitted only in CB.
	Drug Store w/Drive Thru Pharmacy			C		P	P	P	P		Administrative conditional approval required with Drive-Thru- in MU
	Fruit & Nut Stores			P	P	P		P	P		
	Grocery Stores			C		P		P	P	Article 7:	Square footage limitations in MU.
	Health, Nutrition & Vitamin Food Stores			C	C	P		P	P		Limited to 2500 sq. ft. in MU and TC.
	Ice Cream Shops			P	P	P		P	P		
	Newsstands			P	P	P	P	P	P		
Specialty Food Stores			P	C	P		P	P		Includes ancillary catering services. Square footage limitations in TC	
Dining	Bars, Taverns, Microbrewery			C	C	C		P	C	Article 7:	Permitted with food service only and Administrative Conditional Review.
	Cafés & Coffee Shops			P	P	P	P <sub>i</sub>	P	P		Permitted in O-I as accessory use.
	Restaurants (no drive-thru)			P	P	P		P	P		Includes bar or lounge subject to liquor sales licensing.
	Restaurants (with drive-thru)			S		C		P	C		
	Sidewalk Café			C	P	P		P	C		
Clothing	Bridal, Formal Wear			P	P	P		P	P		
	Clothing Store, Boutique or Similar			P	P	P		P	P		
	Consignment Store			P	P	P		P	P		
	Maternity Shop			P	P	P		P	P		
	Shoes or Children's Shoes			P	P	P		P	P		
	Specialty Store			P	P	P		P	P		Includes leather shops, uniform stores, women's foundations/lingerie
Artists & Craftsmen's Stores	Antique Store			P	P	P		P	P		Refurbishing and restoration only in IA
	Artists' Studios & Galleries			P	P	P		P	P		Includes pottery.
	Art /Hobby/Craft/ School Supply Shop			P	C	P		P	P		
	Frame Shops			P	P	P		P	P		



Article 6, Use and Supplemental Conditions Tables, Lilburn, GA City Code

COMMERCIAL	SPECIFIC USES	R1	R2	MU	TC	CB	O-I	IA	US 29	Section Reference	Comment/Condition
	Similar specialty uses and services not specified			P	P	P	P <sub>i</sub>	P	P		Subject to administrative approval. Retail and service are Incidental uses in O-I districts.
Shops and Stores	Big Box Retail Stores					P			P		Includes wholesale/retail
	Boat Sales & Service					C		P	C		Subject to auto sales & service requirements
	Building, Electrical, Plumbing Contractor			P	P	P	P	P	P		Office functions only.
	Computer Sales & Service			P	P	P		P	P		
	Contractor's Offices with Outdoor Storage					S		P	S	Art. 6: 603 and Art. 7	
	Copying Centers and Print Shops			C	C	P		P	P		Size limitations of 2500 sq. ft. building space in MU and TC.
	Department Stores, Discount Stores			C		P		P	P		Size limitations of 2500 sq. ft. building space in MU.
	Furniture Stores & Showrooms				C	P		C	P		Wholesale furniture showroom in IA limited to 50% of space.
	Garden Supply, Nursery & Greenhouses			P	C	P		P	P		Greenhouse must be enclosed within principal building. Limited to 2,500 sq. ft. in MU.
	Home Improvement and Garden Centers				P	P		P	C	Article 6: Sec. 603	With outdoor storage. In IA, may include open mulch/ground cover storage.
	Retail Package Stores, Liquor Stores			S	S	S		S	S	Article 7:	
	Photocopy and Reproduction Service				P	P		P	P		
	Shoe Stores			P	P	P		P	P		
	Sign Shops					P		P	P		
Sporting Goods Stores			C	P	P		P	P		Limited to 2,500 sq. ft. in MU. No on-site uniform fabrication or screening	
Weaving, Knit, Needlecraft Shop			P	P	P		P	P		Includes instruction.	
Auto and Equipment Oriented Uses	Auto Supply and Accessory Stores					P		P	P		No service, installation or repair.
	Auto & Truck Service Center					S		P	S	Article 6: Sec. 603	Includes oil/lubrication, oil change, and tune up and similar maintenance repair facilities. No body or paint repair.
	Auto & Truck Dealership					S		P	S	Article 6: Sec. 603	Includes limited service. No body repair.
	Auto Rental Agency					C		P	C		Office with no service or repair. Must have designated parking spaces in multi-tenant centers and CB/US 29
	Car Washes & Detailing					S		P	S	Article 7:	Includes self service. Buildings must be oriented that wash bays do not directly face US29, or be screened.
Emission Inspection					S		P	S		Stand-alone	
Equipment Rental & Sales					P/S		P			Excluding heavy equipment with no service. SUP required for service and outside storage.	
Heavy Equipment Rental, Sales or Service					S		P			Includes heavy equipment, bulldozers, backhoes, forklifts, cranes, and similar. SUP required for outside storage or display in CB. Excludes heavy repair.	
Gas & Service Stations					C		P	C	Article 7:	Stand-alone only.	
Motorcycle Sales & Service					C		P			No outdoor service. Outside storage shall be screened.	
Rental Car Agency					P		P	P			
Tire Store					S		P	C	Article 6: Sec. 603	Installation and service permitted only in enclosed bays. In US29 Overlay, subject to design criteria.	

Article 6, Use and Supplemental Conditions Tables, Lilburn, GA City Code

Supply & Wholesale	Building Supply, Equipment Sales & Showroom with Outdoor Storage						P		P	S	Article 6: Sec. 603	includes cabinets, kitchen, pool, lumber, electrical plumbing, and similar uses.
	Office Supply Stores						P		P	P		
Supply & Wholesale (cont)	Paint, Wallpaper, Flooring Supply & Sales						P		P	P		
<b>COMMERCIAL</b>	<b>SPECIFIC USES</b>	<b>R1</b>	<b>R2</b>	<b>MU</b>	<b>TC</b>	<b>CB</b>	<b>O-I</b>	<b>IA</b>	<b>US-29</b>	<b>Section Reference</b>	<b>Comment/Condition</b>	
Entertainment Venues	Arcades, Billiards						S		S	S		
	Bingo and Trading Card Gaming Establishments						P			P		
	Single or Multiplex Movie Theaters						P			P		
	Theaters			P	P	P		P	P	P		
Commercial Recreation	Fitness Center, Athletic Club			P	P	P		P	P	P		
	Golf Driving Range						P		P	S		
	Indoor Recreation Complex							P	P	P		
	Miniature Golf/Go Carts/Water Park						S		S	S		
	Private, Not-For-Profit Recreational Facilities						S		S	S	Article 7:	
	Skateboard Park							S	C	S		includes ancillary sales and screened outdoor area.
	Skating Rink						P		P	P		Roller and/or ice skating or hockey.
	Swimming Facilities/ Swim Schools						P		P	P		Privately owned and operated.
Restricted Uses	Auto & Truck Body and Heavy Repair Services						S		S		Article 6: Sec. 603	Includes body and paint shops, <del>glass repair</del> , van conversion, transmission and major vehicle overhaul.
	Adult-Oriented Establishments						S				City Code	Refer to City Code for requirements.
	Body Piercing/ Tattoo Shops								S		Part II – Chap. 23	Refer to Municipal Code Part II: Chapter 23-Body Art Studios and Artists for conditions.
	Drive-in Movie Theaters						S					
	Flea Markets						<del>CP</del>		<del>CP</del>	<del>CS</del>	Article 7:	<del>Indoor/Outdoor, temporary permanent</del> facility only.
	Manufactured Home and Building Sales								P			New and used.
	Mobile Vending	P	P	P	P	P	P	P	P	P	Article 7:	Mobile food service/ice cream vehicles. In R and MU districts, mobile vending limited to ice cream sales.
	Pawn Shops/Title Pawn/Check Cashing Business						S				Article 7:	
	Private Clubs, Nightclubs, Taverns						S		S	S	Article 7:	
Self-Storage, Mini Storage						S		S			Allowed only on properties fronting an arterial or major collector street.	
<b>LIGHT INDUSTRIAL</b>	<b>SPECIFIC USES</b>	<b>R1</b>	<b>R2</b>	<b>MU</b>	<b>TC</b>	<b>CB</b>	<b>O-I</b>	<b>IA</b>	<b>US-29</b>	<b>Section Reference</b>	<b>Comment/Condition</b>	
Research/ Science	Agricultural Research						P	P				
	Medical Lab			C			P	P	P			Subject to Administrative Approval on in the MU district.
	Research Facilities						P	P				
	Science Laboratories						P	P				
	Similar Research Facilities not Specified						C	C				Subject to Administrative Approval on an individual basis.



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	Passenger Facilities	P	P	P	P	P	P	P	P		includes transit stops, GTC stations.
<b>Utilities</b>	Cellular/Wireless Communication Tower			C	C	C	C	C	C		Refer to Telecommunications Towers and Antennas Code
	Electric Substation or Gas Regulator Station	C	C	C	C	C	C	C	C	Article 6: Sec. 603	As deemed required for location to serve land uses in vicinity.
	Public Utility Facilities	C	C	C	C	C	C	C	C		

TEMPORARY USES	SPECIFIC USES	R-1	R-2	MU	TC	CB	O-I	I-A	US 29	Section Reference	Comment/Condition
	Temporary Construction Field Office/ Mobile Buildings/ Portable Storage Units*			C	C	C	C	C	C	Article 7:	Permitted in conjunction with the development or redevelopment of any permitted or special use, during the construction period, subject to a Temporary Use Permit.
	Temporary Outdoor Events			C	C	C	C	C	C	Article 6: Sec. 603 Article 7:	Includes Christmas Tree lots, Pumpkin Patch/Halloween Sales, carnivals
	Produce Stands			C	C	C	C	C	C	Article 7:	Temporary Use Permit required.
	Farmer's Market			C	C	C	C	C	C	Article 7:	Temporary Use Permit required.
	Charitable/Non-Profit Events			C	C	C	C	C	C	Article 6: Sec. 603 Article 7:	Exempt from fees, subject to approval of a Temporary Use Permit.
	Temporary Retail Sales and Display Activities			C	C	C	C	C	C	Article 7:	Includes parking lot sales, tent sales, sidewalk sales in association with an existing business located on the premises as a principal use, subject to approval of a Temporary Use Permit.
	Yard Sale	C	C	C	C					Article 6: Sec. 603	In association with properties zoned <del>or</del> and used for residential.
<b>Other</b>	Special Temporary Uses At a Flea Market Facility					C		C	C	Article 7:	Includes but not limited to: auctions, antique shows, farmers markets, traveling road shows, conventions, races, gun shows, boat shows, car shows, collective garage or yard sales, live entertainment, circuses, fairs, festivals.

**Section 603. Supplemental Conditions Table**

ACCESSORY USES	SPECIFIC USE	ZONE	CONDITION
Agricultural	Private Horse Riding Stables for Resident	R-1	<ol style="list-style-type: none"> <li>Use of private stables shall be limited to property with a minimum of 3 acres which is not part of a platted subdivision.</li> <li>No structure or corral shall be located closer than 100 feet to any property line.</li> <li>Special Use Permit required.</li> </ol>
Residential Dwelling Types	Multi-family Age Restricted	R2 MU TC CB US29	<ol style="list-style-type: none"> <li>This use is intended to be located in areas of more intensive development near retail and services, with access to public transportation, primarily in MU, and CB within the US29 Overlay.</li> <li>Minimum lot area and setbacks apply (2 acre lot area with 200 foot frontage width; 40 ft. side and rear yards).</li> <li>Minimum unit size of 550 sq. ft. for one bedroom and 750 sq. ft. for 2 bedroom.</li> <li>Maximum 25 du/ac density.</li> <li>6 story height limit.</li> <li>Minimum 150 foot building distance from adjacent R zones.</li> <li>Buildings shall have sprinkler systems in all common areas; standpipe systems on every floor.</li> <li>Entire building will have approved monitoring smoke detection systems installed in accordance with NFPA codes.</li> <li>Access will be provided in all areas around building to insure proper placement of fire equipment.</li> </ol>
	Residential as Component of Mixed-Use Building	MU, TC, CB/US29	<ol style="list-style-type: none"> <li>A minimum of 25% of total square footage of buildings in a MU project shall include residential uses as a component of a mixed-use building (commercial and/or office) with more than one tenant.</li> <li>Residential use component may not exceed 70% of square footage of the building.</li> <li>Structure must be 2 stories or greater.</li> <li>Residential shall be located on upper floors above ground floor business or to the rear of the building.</li> <li>Where adjacent to a required buffer, the minimum required side yard or rear yard setback(s) <del>shall</del> <u>may</u> increase an additional 5 feet for every 10 feet of increase in building height above 35 feet.</li> <li>All visible frontages shall be detailed with architectural elements.</li> <li>Required garage and off-street parking must be located to the rear of a minimum of 50% of mixed-use buildings.</li> <li>Business portion shall have direct entry from street frontage sidewalk. Entrances to residential, office or other upper story uses shall be clearly apparent in form and location of ground floor uses.</li> </ol>
Business	Live/Work Residence	TC Overlay	<ol style="list-style-type: none"> <li>Permitted use provided additional parking is provided at 1 space per 1000 square feet of office use.</li> <li>Residential appearance to be maintained.</li> <li>Permanent occupancy not required.</li> <li>On residential properties a sign not larger than 6 square feet or 4 feet in height is allowed.</li> </ol>
Dwelling Uses	Subdivision Tennis Courts and/or Pool	R-1, R-2, MU, CB/US29	<ol style="list-style-type: none"> <li>Permitted as accessory to residential portion of a mixed-use commercial development in CB under the US29 Overlay, and in MU.</li> <li>Permitted in R-1 and R-2 when included as dedicated or reserved area on final recorded subdivision plat.</li> </ol>

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PUBLIC/ INSTITUTIONAL	SPECIFIC USE	ZONE	CONDITION
Care Facilities	After School Program	R-1, R-2, MU, TC, CB, O-I	After-school programs are permitted as an associated use to all schools, religious institutions and day care facilities in the MU, O-I or CB districts with administrative review in R-1, R-2, MU and TC when located within a residence in association with a family day care home with the following conditions. <ol style="list-style-type: none"> <li>1. The after-school program is limited to no more than four consecutive hours per day, and within the hours of 2 pm and 6:30 pm.</li> <li>2. A permanent fence enclosing any designated play areas shall be constructed before commencing the after school program use.</li> </ol>
	Day Care Center	MU, O-I, CB, IA	See Article 7:
	Family Daycare Home	R-1, R-2, MU, TC	See Article 7:
	Group Home	R-1, R-2, MU, O-I	See Article 7:
Other	New Cemetery	R-2	New cemeteries, provided any new cemetery allowed under this paragraph: <ol style="list-style-type: none"> <li>1. has 100 or more feet of frontage along a street classified as a minor arterial or higher grade thoroughfare,</li> <li>2. is adjacent to an existing cemetery or immediately across a public right-of-way from an existing cemetery,</li> <li>3. is located entirely outside the Lawrenceville Highway Corridor Overlay,</li> <li>4. has its boundaries shown on a plan that is filed with the City,</li> <li>5. Complies with other all other development regulations of the City, and</li> <li>6. burial of human remains shall be entirely within concrete vaults.</li> </ol>

Article 6, Use and Supplemental Conditions Tables, Lilburn, GA City Code

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COMMERCIAL USES	SPECIFIC USE	ZONE	CONDITION
Auto and Equipment Uses	Auto, Motorcycle and Truck Service Center	CB/US29, IA	<ol style="list-style-type: none"> <li>Special Use Permit required in CB <del>or</del> US29 Overlay.</li> <li>In CB and US29 Overlay, <del>auto repair and service</del> buildings shall be designed in consideration of the context of the site and area. The design shall complement and be compatible with the predominant architectural theme of the US29 Overlay or of the integrated development site.</li> <li>No body <del>or</del> paint repair.</li> <li>Service permitted only in enclosed bays.</li> <li>All service bays shall be oriented so as to parallel US29 and other major arterial roadways on which they are located, and/or when within 300 feet of property zoned or used for residential uses.</li> <li>All service bays shall have a 100% opaque screen of a minimum of 3-1/2 feet on surrounding street frontages, <del>within 2 years of issuance of Certificate of Occupancy.</del></li> </ol>
Restricted Uses	Auto <del>and Truck</del> Body and <del>Heavy Truck</del> Repair	CB/US29, IA	<ol style="list-style-type: none"> <li>Special Use Permit required in CB <del>or</del> US29.</li> <li>In CB, auto repair buildings shall be designed in consideration of the context of the site and area. The design shall complement and be compatible with the predominant architectural theme of the US29 Overlay or of the integrated development site.</li> <li>Service permitted only in enclosed bays.</li> <li>All service bays shall be oriented so as to parallel US29 and other major arterial roadways on which they are located, and/or when within 300 feet of property zoned or used for residential uses.</li> <li>All service bays shall have a 100% opaque screen of a minimum of 3-1/2 feet on surrounding street frontages.</li> <li>Damaged vehicles and/or vehicles undergoing repair shall be enclosed within a <del>8</del>-foot high, opaque fence.</li> <li>Outdoor storage of dismantled and inoperable autos and parts is prohibited.</li> <li>Driveway access on through lots should not be allowed on streets primarily servicing property zoned or used for residential uses.</li> <li>Exterior building elevations facing public streets shall be a minimum of 50 percent of the storefront in clear glass.</li> <li>A 5-foot minimum planter should be provided around the footprint of all building elevations except at pedestrian and vehicular entrances to said building and at any building elevation abutting a landscaped perimeter yard.</li> <li>A safe pedestrian path should be provided from the required on-site parking to the primary customer entrance.</li> </ol>
Auto and Equipment Uses	Auto and Truck <del>Sales or Dealership</del>	CB, IA	<ol style="list-style-type: none"> <li>SUP required in CB <del>if less than 4 ac.</del></li> <li>Sales lots <del>existing at time of adoption (date) permitted under US29 Overlay, shall have dedicated vehicle inventory parking.</del></li> <li>All existing vehicle display areas with frontage on US29, and any new facilities with frontage on major arterial roadways, shall be screened to a minimum height of 2-1/2 feet.</li> <li>Minimum <del>4-1/2</del> 1 acre <del>useable site in IA, min. 5 acre site in CB.</del></li> <li>Minimum 200 foot roadway frontage.</li> <li>Two (2) elevated display racks are permitted per motor vehicle sales lot, not to exceed five (5) feet in height.</li> </ol>
Supply and Wholesale	Building Supply Center with Outdoor Lumberyard	CB, IA	<ol style="list-style-type: none"> <li>SUP required in CB</li> <li>No fabrication or outside storage permitted in CB under the US29 Overlay.</li> <li>Storage or equipment areas must be screened with a 6 feet high, opaque fence</li> </ol>
	Contractor's Offices with Outdoor Storage	CB, IA	<ol style="list-style-type: none"> <li>SUP in CB</li> <li>Storage or equipment areas must be screened with a 6-foot high, opaque fence</li> </ol>

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COMMERCIAL USES	SPECIFIC USE	ZONE	CONDITION
Food and Convenience Stores	Convenience Food Store with Pumps	MU, CB	<ol style="list-style-type: none"> <li>SUP required in MU for fuel pumps.</li> <li>A 10-foot landscaped strip shall be provided along ROW.</li> <li>Fuel pumps and canopies covering fuel pumps are permitted in the front yard setback provided they are located a minimum of 15 feet from the ROW, and the canopies are located at least 10 feet from the ROW.</li> <li>No outdoor storage is permitted.</li> <li>Display of beverages in permanent containers on pump islands as specified in Article 7: Section 724.</li> </ol>
Personal Services	Dry Cleaning Facility	MU, CB, IA	<ol style="list-style-type: none"> <li>Limited to 2500 square feet and no drive-thru facilities in MU.</li> <li>Incidental to primary industrial or business park uses in IA.</li> </ol>
	Dry Cleaning with Drive-Thru	CB, IA, US29	See Article 7: Section 710 for additional conditions.

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Other	Funeral Home/Crematory	CB/US29	Subject to State law.
Shops and Non-Food Stores	Home Improvement and Garden Center	CB/US29, IA	<ol style="list-style-type: none"> <li>A 6-foot high solid fence must surround all storage areas for business vehicles, equipment and bulk storage.</li> <li>All principal and accessory structures must conform to the building code with no agricultural exceptions.</li> <li>Outdoor plant displays access walks shall comply with site accessibility requirements of the building code.</li> <li>Required parking spaces and drive aisles shall be asphalt or concrete. Business vehicle and equipment parking and drive area shall be gravel/crush and run.</li> <li>Customer parking requirements for outdoor retail display areas shall be one space for every 500 square feet of retail space.</li> </ol>

COMMERCIAL USES	SPECIFIC USE	ZONE	CONDITION
Other	Hotel, Motel	MU, CB/US29	<ol style="list-style-type: none"> <li>Guest rooms shall be accessed internally to the building with no direct room access to the outside.</li> <li>Lobby shall be a minimum of 700 square feet.</li> <li>Minimum site shall be 2 acres.</li> <li>On-site management required on 24 hour basis.</li> <li>Each room must have a minimum of 300 square feet and access with a magnetic keycard entry/locking device.</li> <li>For buildings containing 3 stories or less or no more than 130 rooms, minimum roof pitch is 4:12.</li> <li>Outside storage of commercial equipment is prohibited.</li> <li>No business license shall be issued for any business operating out of a guest room of the facility.</li> <li>When adjacent to residentially zoned property, a 100 foot landscaped buffer is required. On existing vacant/undeveloped sites, and where feasible, 75 feet of such buffer in natural state is required.</li> <li>Any outdoor recreation areas/pools must be located to the rear of the site or internal courtyards.</li> <li>Extended stay is prohibited.</li> </ol>

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PROFESSIONAL SERVICES	SPECIFIC USE	ZONE	CONDITION
Medical/Clinical	Veterinary Hospital with Outdoor Kennel	CB/US29, IA	<ol style="list-style-type: none"> <li>1. Special Use Permit Required.</li> <li>2. Outdoor boarding and/or runs permitted, located at least 300 feet from any existing residential use or business when measured from property line of subject property to residence or business establishment of closest properties.</li> </ol>
Other	Office Park	MU, CB/US29, IA	<ol style="list-style-type: none"> <li>1. Subject to additional conditions of Administrative Review, Article 5 site design standards and landscape criteria, and conditions associated with Concept Plan public review and approval process.</li> <li>2. Distributive functions such as loading, unloading, storage, packaging and unpackaging shall be limited to 10% of the total building area and 5% of the total lot area.</li> </ol>

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LIGHT INDUSTRIAL	SPECIFIC USE	ZONE	CONDITION
Other	Light Industrial/ Business Park	IA	Includes all light industrial uses not objectionable by reason of the emission of noise, vibration, smoke, dust, gas, fumes, odors, or radiation, do not create fire or explosion hazards, and do not require outdoor storage, and ancillary retail and service establishments clearly incidental to primary uses.
Light Storage/ Distribution/Warehousing	Light Outdoor Storage	IA	Includes building material and other outdoor storage yards, other than junk yards, <del>and wrecker service businesses</del> , subject to the following conditions: <ol style="list-style-type: none"> <li>1. They shall not be located within the required front yard.</li> <li>2. They shall be screened by a solid fence a minimum of <del>eight</del> six feet in height.</li> <li>3. Conditions also apply to outdoor storage established in connection with a permitted building or other use in IA.</li> </ol>
Light Industrial	Machine, Welding, Radiator, Muffler Repair Shops	IA	Permitted with screening in business/light industrial parks and stand alone facilities. <ol style="list-style-type: none"> <li>1. Outside storage not permitted in business/light industrial parks.</li> <li>2. In stand alone establishments, conditions of Light Outdoor Storage establishments shall apply.</li> </ol>

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COMMERCIAL HEAVY INDUSTRIAL USES	SPECIFIC USE	ZONE	CONDITION
Heavy Manufacturing and Distribution	Heavy Equipment/ Farm Sales, Repair and Service	IA	Subject to following conditions and location compatibility review: <ol style="list-style-type: none"> <li>1. The facility is not located closer than 300 feet to a residential, commercial, institutional, mixed-use, Town Center district or US29 Overlay boundary.</li> <li>2. The sales or repair yard shall be completely enclosed with a solid opaque fence not projecting into the required front yard, not less than <del>86</del> feet in height, <del>up to 8 feet in height</del> to effectively screen storage and operations from public view.</li> <li>3. All repair bays visible from an adjacent ROW shall be oriented parallel to the roadway.</li> <li>4. Must meet standards of Article 7: Section 727-Open Display, and all applicable state/federal environmental regulations.</li> </ol>
Distribution and Storage	Reclaimed Materials Processing Facility	IA	A Special Use Permit is required to operate a recovered materials processing facility on private property, subject to the following requirements: <ol style="list-style-type: none"> <li>1. Activities shall be limited to collection, sorting, packaging, resale, and shipping.</li> <li>2. Collection area shall be screened by a solid opaque fence or similar screening to a height of six (6) feet.</li> <li>3. All materials delivered outside of structure must be removed from any outdoor unloading area and brought into a fully enclosed interior space within a time limit as established per the Special Use Permit.</li> <li>4. All materials collected shall not be visible once deposited in a bin or bunker. All sorting and collection bins shall be enclosed and</li> </ol>

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			<p>5. stored inside a fully-enclosed building. A minimum distance of 1000 linear feet is required for properties located adjacent to or across the street from any property used for or zoned for residential use.</p> <p>6. Lighting for such facilities shall be placed in such a fashion as to be directed away from any nearby residential areas.</p>
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HEAVY INDUSTRIAL (cont.)	SPECIFIC USE	ZONE	CONDITION
Production and Processing	Agricultural Processing	IA	Subject to following conditions and location compatibility review: 1. Are not public nuisances. 2. Are not dangerous to public health, safety or welfare. 3. Meet all applicable state and federal environmental regulations.
	Alternative Energy Production	IA	Subject to following conditions and location compatibility review: 1. Are not public nuisances. 2. Are not dangerous to public health, safety or welfare. 3. Meet all applicable state and federal environmental regulations.
Distribution and Storage	Bulk Storage Tanks	IA	Subject to following conditions and location compatibility review: 1. No above ground storage tanks may be located closer than 500 feet to the R-1, R-2, TC, MU, CB and O-I districts or US29 Overlay boundary. 2. All storage is subject to approval of the Fire Department. 3. Stored materials are not dangerous to public health, safety or welfare.
Production and Processing	Dry Cleaning Plant	IA	1. Dry cleaning plants using systems which make use of solvents rated at above 40 according to the Underwriters' Laboratories, Inc. Standard of Classification known as class I systems shall be prohibited. 2. Dry cleaning plants which make use of solvents rated at more than 5, but less than 40, according to the Underwriters' Laboratories, Inc. Standard of Classification, known as class II and III systems, shall not be established in buildings with other occupancy and shall only be established in buildings which shall be setback not less than 20 feet from any side or rear property line and another building. 3. The applicant for such a plant shall certify in writing at the time of application that all the above conditions shall be met.
	Heavy Industrial	IA	Subject to following conditions and location compatibility review: 1. Are not public nuisances. 2. Are not dangerous to public health, safety or welfare. 3. Meet all applicable state and federal environmental regulations.
<del>Heavy Industrial</del>	<del>Heavy Industrial</del>	<del>IA</del>	<del>Subject to following conditions and location compatibility review: 1. Are not public nuisances. 2. Are not dangerous to public health, safety or welfare. 3. Meet all applicable state and federal environmental regulations.</del>
Distribution and Storage	<del>Junk Yard and Wrecked Motor Vehicle Compound Service Businesses</del>	IA	Subject to following conditions and location compatibility review: 1. The yard is not located closer than 300 feet to a residential, commercial, institutional, mixed-use, Town Center Overlay district or US29 Overlay boundary. 2. The yard is completely enclosed with a solid opaque fence not projecting into the required front yard, not less than 8 feet in height, up to 8 feet in height to effectively screen all storage and operations from public view. 3. Meet all applicable state and federal environmental regulations.
Production and Processing	Manufacturing and Processing	IA	Subject to following conditions and location compatibility review: 1. Are not public nuisances. 2. Are not dangerous to public health, safety or welfare. 3. Meet all applicable state and federal environmental regulations.

COMMERCIAL INDUSTRIAL USES	SPECIFIC USE	ZONE	CONDITION
Other	Prohibited Industrial Uses	IA	The following uses shall be prohibited in the IA District and may not be approved for the district, even as a Special Use. 1. Coal Burning Facilities;

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			<ol style="list-style-type: none"> <li>2. Paper and pulp manufacturers;</li> <li>3. Explosives, including fire works manufacture or storage in bulk quantities;</li> <li>4. Garbage, offal, dead animal reduction or dumping;</li> <li>5. Mining and related activity;</li> <li>6. Quarrying and related activity;</li> <li>7. Stock yards, commercial;</li> <li>8. Conversion of energy by nuclear fusion or fission;</li> <li>9. <del>Blasting.</del></li> <li>9-10. <u>Salvage Yard</u></li> </ol>
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PUBLIC INFRASTRUCTURE	SPECIFIC USE	ZONE	CONDITION
Utilities	Electric Substation or Gas Regulator Station	All zones	<ol style="list-style-type: none"> <li>1. The structures are placed at least 50 feet from any property line.</li> <li>2. The structures are enclosed by a vinyl coated woven wire fence a minimum of 8 feet in height</li> <li>3. A minimum 25 foot buffer strip is provided along the side and rear property lines but, not extending into the required front yard, planted with evergreen trees and shrubs that grow at least 8 feet in height to provide a visual screen.</li> <li>4. No vehicles are stored on the premises.</li> </ol>

TEMPORARY USES	SPECIFIC USE	ZONE	CONDITION
Temporary Outdoor Events	Yard Sale	R-1, R-2, TC, MU	Yard sales, where permitted, shall not exceed forty-eight (48) hours for each yard sale. A yard sale on a particular property shall not occur more frequently than two (2) times every six (6) months.

**ARTICLE 7  
SPECIFIC USE PROVISIONS**

- Section 701. Accessory Building, Structure, or Use
- Section 702. Apartment Above or Behind a Commercial or Office Use
- Section 703. Bed and Breakfast Inn
- Section 704. Car Wash
- Section 705. Condominium Ownership
- Section 706. Conservation Subdivision
- Section 707. Continuing Care Residential Facility
- Section 708. Day Care Center
- Section 709. Dry Cleaner with Drive Through
- Section 710. Family Day Care Home
- Section 711. Farmer's Market
- Section 712. Fences and Walls
- Section 713. Flea Market
- Section 714. Grocery Stores
- Section 715. Group Home
- Section 716. Home Occupation
- Section 717. Homeless Shelter
- Section 718. Inoperable Vehicle or Junked Material
- Section 719. Manufactured/Modular Home
- Section 720. Mobile Home
- Section 721. Mobile Vending
- Section 722. Night Clubs, Bars, Taverns and Microbreweries
- Section 723. Non-Commercial Keeping of Livestock and Fowl
- Section 724. Open Display
- Section 725. Pawn Shop/Title Pawn/Check Cashing Business
- Section 726. Religious Assemblies
- Section 727. Retail Package Liquor Store
- Section 728. Satellite Dishes
- Section 729. Service Station
- Section 730. Temporary Mobile Buildings, Construction Field Office, Portable Storage Unit
- Section 731. Temporary Uses
- ~~Section 732. Townhouses, Fee Simple~~
- Section 732~~3~~. Vehicle or Implement for Sale
- Section 733~~4~~. Vehicle Storage

**Section 701. Accessory Building, Structure, Or Use**

**701-1. Residential Accessory Structures.** Accessory buildings, structures, and uses shall be located in a rear yard or side yard, unless otherwise specifically provided in this chapter.

1. Use Restrictions. In a Residential district, accessory uses customarily located within front or side yards of residences may include but shall not be limited to the following: walls and fences as permitted in this Article, mail boxes, driveways, walkways, lamp posts, landscaping, provided they do not exceed 30% of the front yard, and basketball goals adjacent to driveways.
  - a. No accessory uses or structures, except driveways, mailboxes or landscaping, shall be located within a public right-of-way.
  - b. Accessory uses customarily located within rear yards of residences may include but shall not be limited to the following: storage buildings; patios; decks; trellis, arbors and gazebos; dog runs; dog pens and houses; detached garages, playground equipment and similar unenclosed yard structures; fences and walls as permitted in this Article, and satellite dishes on lots with less than 3 acres, and which do not conflict with subdivision covenants. Tennis

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courts and swimming pools, including spas, hot tubs and whirlpools, are permitted as accessory uses subject to additional provisions as follows:

- (1) Private swimming pools and their customary accessory buildings and structures shall be located in rear yards and shall be 5 feet from all side and rear lot lines and be enclosed by a wood or wrought iron wall or fence not less than 4 feet nor more than 8 feet in height.
  - (2) Tennis courts on individual residential lots shall be located in rear yards and shall be setback at least 15 feet from all side and rear lot lines and be enclosed by fence at least 8 feet high. Lighting for the private tennis court shall be permitted only by Administrative Conditional Review and approval.
- c. Accessory uses customarily located in rear yards may be permitted in a side yard subject to approval of an Administrative Variance where lot configuration and size will not accommodate the placement of accessory uses in the rear yard.
2. **Setback.** Accessory buildings, unless otherwise specifically provided, shall be located a minimum of 5 feet from any side or rear property line. Minor accessory structures as defined by the Director which do not constitute buildings or yard structures, including but not limited to: walls, fences, driveways, and landscaping, are exempt from the minimum setback from any side or rear property line.
  3. **Height.** Accessory buildings shall not exceed two stories or 24 feet in height in residential zoning districts. Yard structures are limited to 12 feet in height.
  4. **Size Limitations.** In no case shall an accessory building or structure exceed the square footage of the principal building or structure to which it is accessory. No patio cover, trellis, arbor, gazebo or similar structure shall cover more than 50% of the required rear area setback.
  5. **Timing.** No accessory building, structure, or use shall be erected on a lot until construction of the principal building or establishment of principal use has commenced. Accessory buildings and structures must be constructed in conjunction with, or after, a building permit for the principal building is lawfully approved or use is established.

**701-2. Non-Residential Accessory Uses.** Non-residential accessory structures shall meet the following requirements below:

1. Such accessory structures shall be located a minimum of 5 feet from all property lines, other accessory structures, and the principal structure.
2. Accessory structures shall not exceed 15 feet in height unless such structure is located entirely in the buildable area of the lot on which such structure is located; then the height shall be subject to the maximum height requirements set forth for that particular zoning district (Article 4, Table 4.1 or 4.3).
3. The square footage of all accessory structures on a lot shall not exceed 50% of the rear yard.
4. The square footage of an accessory structure shall not exceed 50% of the area of the primary structure on the same lot.
5. Any corrugated and/or sheet metal building may not exceed a maximum of 200 square feet in area and 10 feet height. Any larger accessory structure is required to use stucco, wood siding, brick or other material with similar texture.

**701-3. Exceptions.** Exceptions to the following uses or structures are as follows:

1. Commercial gasoline pump canopies shall be permitted in an appropriate district when setback a

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minimum of 15 feet from all property lines and the overhang of the canopy shall be setback a minimum of 5 feet from all property lines.

2. Guardhouses located at entrances to residential subdivisions, multi-family developments, industrial sites, and educational facilities shall be permitted provided such accessory structures are located a minimum of 10 feet from any property line.
3. Covered outdoor eating shelters and play structures shall be permitted in any yard provided such structures shall not encroach into the required setbacks set forth in Article 4 for the district in which such use is located [except by conditional approval of the Director](#).

**Section 702. Apartment/Residence, Above Or Behind Commercial And Office Uses In The Same Building**

In zoning districts where permitted, residences above or behind commercial and office uses in the same building shall meet the following requirements:

**702-1. Code Compliance.** The dwelling unit shall comply with all applicable City building and fire codes. Kitchen facilities shall be allowed.

**702-2. Floor Area Requirement.** Minimum floor area requirements for an apartment unit shall be the following:

1. 3-bedroom, 900 sq. ft.
2. 2-bedroom, 750 sq. ft.
3. 1-bedroom, 600 sq. ft.
4. Studio/loft (in existing buildings), 450 sq. ft.

**702-3. Parking.** Minimum number of parking spaces: 2 spaces for each dwelling unit plus 3 spaces for each 1000 square feet of commercial use.

**702-4. Lighting.** Parking lot outdoor lighting shall be directed away and shielded from residential above or behind commercial use and from abutting residential districts or use. Freestanding street lighting fixtures shall have a maximum height of 35 feet.

**702-5. Limitations.** Commercial uses shall be limited to the permitted uses in the MU district plus the retail and office uses permitted in the CB district under the US 29 Overlay excluding restricted uses, retail package stores, or other businesses having primarily sales of package beer and/or wine.

**702-6. Noise Attenuation.** Sound-deadening construction materials and techniques should be used and bedrooms should be oriented away from noise sources.

**702-7. Detached Garage Provisions.** An attached garage structure accommodating such apartment, if provided, shall not exceed the height of the principal building on the lot and shall meet the [principle](#) setbacks of the district.

**Section 703. Bed And Breakfast Inn**

Bed and breakfast inns are subject to the following standards:

**703-1. Ownership Residency.** The owner of the property, or one of the owners if more than one, must reside in the facility.

**703-2. Employees.** The bed and breakfast inn shall be operated exclusively by members of the resident family, except that one nonfamily worker shall be permitted.

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**703-3. Maximum Occupancy.** The maximum allowable occupancy shall be 10 adult guests. Each guestroom shall be limited to 2 adults, with the exception that parents traveling with minors or dependents shall be allowed a total occupancy of 4 individuals.

**703-4. Residential Appearance and Additions.** In residential zoning districts where permitted, the facility shall retain its single-family residential appearance. The operation of the bed and breakfast in residential zoning districts where permitted shall be limited to the existing structures built for single-family residential use. No additions, alterations or modifications to the existing structures shall be allowed which would change the residential character of the property.

**703-5. Meals and Food Service Limitations.** Food service shall be limited to morning meals only and may be served only to registered guests. No food preparation or cooking for guests shall be conducted within any guest room, and the guest rooms shall not contain kitchen facilities.

**703-6. Parking.** The bed and breakfast inn shall provide 1 parking space per guest room, for a maximum of 5 required spaces. In residential zoning districts where permitted, no parking spaces may be located in the front yard of the residence.

1. No on-street parking shall be allowed.
2. Parking spaces shall be screened from all adjoining residential properties with either a solid fence a minimum of 5 feet in height, or evergreen trees and shrubs, densely planted.

**703-7. Signage.** In residential zoning districts where permitted, 1 identification sign shall be permitted, provided it is no larger in size than 6 square feet.

**703-8. Registration.** All bed and breakfast operations are subject to the Hotel/Motel tax of the City. Required registration and reporting forms must be obtained from the City Clerk's Office and submitted to the City Clerk.

**Section 704. Car Wash**

Car wash ~~facilities are es-are permitted in the CB, in the US 29 Overlay subject to a SUP, and IA Districts~~ subject to the following conditions.

**704-1. Minimum Lot Size.** A minimum lot size of 20,000 square feet shall be required for a car wash facility.

**704-2. Orientation.** When located within the US 29 Overlay, buildings must be oriented so that wash bays do not directly face US 29, or be screened as specified by the conditions of the Special Use Permit.

**704-3. Vehicle Stacking.** A minimum of 5 stacking spaces for queuing of cars shall be provided per car wash bay.

**704-4. Required Yard Activity.** Car wash facilities shall not conduct any drying, cleaning, polishing, dispensing of gasoline or other comparable operation within any landscape areas.

**704-5. Exit Drives.** The establishment shall provide exit drives that are a minimum of 100 feet in length, measured from the vehicle exit of the car wash establishment to the pavement edge of the street.

**704-6. Surface Drainage.** The surface and drainage treatment at the exit drive shall be designed so that no water accumulates on the surface or onto the public right-of-way or adjoining properties as a result of the car wash operations.

704-7. Water Recycling. A car wash facility shall provide for the recycling of wash water to the extent possible with technology and equipment available at the time of development. The facility location may be restricted by current applicable Environmental Health, Stormwater, and Sewer regulations.

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**Section 705. Condominium Ownership**

If a condominium form of ownership is proposed, the development shall meet all applicable state laws including the Georgia Condominium Act (O.C.G.A. 44-3-70 et. seq.). Proposed bylaws and the articles of incorporation for the condominium association shall be submitted to the Director with the application for development approval.

**Section 706. Conservation Subdivision (CSO)**

**706-1. Purposes.**

1. To provide for the preservation of Green Space as a nonstructural stormwater runoff and watershed protection measure.
2. To provide flexibility to existing residential zoning districts that permits innovative design in order to promote environmentally sensitive and efficient uses of the land.
3. To permit clustering of houses and structures on less environmentally sensitive soils which will reduce the amount of infrastructure, including paved surfaces and utility easements, necessary for residential development.
4. To reduce erosion and sedimentation by minimizing land disturbance and removal of vegetation in residential development.
5. To encourage interaction in the community by clustering houses and orienting them closer to the street, providing public gathering places and encouraging use of parks and community facilities as focal points in the neighborhood.
6. To encourage street designs that reduce traffic speeds and reliance on main arteries.
7. To promote construction of convenient landscaped walking trails and bike paths both within the subdivision and connected to neighboring communities, businesses, and facilities to reduce reliance on automobiles.

**706-2. Special Use Permit Required.** A Conservation Subdivision single-family development may be overlaid upon R-1 and R-2 districts, with access to public sanitary sewer, provided that applicant for such a development is granted a Special Use Permit by the Mayor and Council of the City after receiving recommendations from the City Planner and Planning Commission and after a public hearing.

1. If a tract, lot or parcel of land does not have one of the qualifying underlying zoning districts, then the applicant and/or property owner must apply to rezoning the property in accordance with Article 10 of this resolution.
2. The proposed CSO development shall adhere to all other applicable requirements of the underlying zoning district and the Development Regulations.

**706-3. Ownership of Development Site.** The tract of land to be subdivided may be held in single and separate ownership or in multiple ownership. If held in multiple ownership, however, the site shall be developed according to a single plan with common authority and common responsibility.

**706-4. Permitted uses.**

1. Those uses permitted in the underlying districts are permitted.
2. Permitted Uses of Green Space may include the following:

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- a. Conservation of natural, archeological or historical resources.
  - b. Meadows, woodlands, wetlands, wildlife corridors, game preserves, or similar conservation-oriented areas.
  - c. Walking or bicycle trails, provided they are constructed of porous paving materials.
  - d. Passive recreation areas.
  - e. Active recreation areas, provided that they are limited to no more than ten% of the total Green Space and are not located within Primary Conservation Areas. Active recreation areas may include impervious surfaces. Active recreation areas in excess of this limit must be located outside of the protected Green Space.
  - f. Agriculture, horticulture, silviculture or pasture uses, provided that all applicable best management practices are used to minimize environmental impacts, and such activities are not conducted within Primary Conservation Areas.
  - g. Nonstructural stormwater management practices.
  - h. Easements for drainage, access, and underground utility lines.
  - i. Other conservation-oriented uses compatible with the purposes of this ordinance.
3. Prohibited Uses of Green Space:
- a. Golf courses.
  - b. Roads, parking lots, and impervious surfaces except as specifically authorized in the previous sections.
  - c. Agricultural and forestry activities not conducted according to accepted Best Management Practices.
  - d. Other activities as determined by the Applicant and recorded on the legal instrument providing for permanent protection.

**706-5. Density.** Subdivisions in the overlay district shall not exceed a maximum net density as follows:

1. R-1 District: 2.3 units per acre with 40% Green Space or 3.0 units per acre with 50% Green Space.
2. R-2 District: 3.0 units per acre with 50% Green Space.

**706-6. CSO Special Use Permit Application Process.** An application for a Special Use Permit for a Conservation Subdivision Overlay use shall provide sufficient information for the Mayor and Council to determine that the purposes stated in 706-1 are being furthered through the development of the property under the requirements of this Article. In order to act upon a special use permit application, the developer and/or owner must submit the following exhibits and information together with any forms presently required by the City in order for the requested CSO special use permit to be considered.

1. Site Analysis Map. Applicant shall prepare and submit a site analysis map. The purpose of the site analysis map is to ensure that the important site features have been adequately identified prior to the creation of the site design, and that the proposed Green Space will meet the requirements of this article. The preliminary site plan shall include the following features:
  - a. Property boundaries;
  - b. All streams, rivers, lakes, wetlands and other hydrologic features;
  - c. Topographic contours of no less than ten-foot intervals;
  - d. All Primary and Secondary Conservation Areas labeled by type, as described in Section 707-8 and 707-9 of this Article;
  - e. General vegetation characteristics;
  - f. General soil types;
  - g. The planned location of protected Green Space;
  - h. Existing roads and structures; and,
  - i. Potential connections with existing Green Space and trails.
  - j. Historical or Archaeological Resources.
2. Concept Plan. Concurrent with the submission of a site analysis map, a concept plan shall be submitted by the developer containing the following information:

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- a. Delineation and specifications of Green Space including calculations and exclusions; and any "pocket parks," "greens," play areas, or trail systems to be constructed.
  - b. A typical detail on the plan indicating dwelling size, lot width, building setback lines, off-street parking, street trees, sidewalks, and street pavement and right-of-way width.
  - c. Lot width average, area and% of floodplain specifications in tabular form; and density calculations (gross and net).
3. Proposed Dwelling Elevations. Applicant shall submit elevations consistent with the dwellings proposed in the subdivision.
  4. Letter of Intent. The Applicant shall prepare a letter, to be submitted with the special use permit exhibits, containing the following:
    - a. A statement describing how the proposed concept plan will preserve the Green Space required under this article and any improvements to the property.
    - b. A statement describing how the proposed Green Space will be managed under the requirements outlined in Section 706-7.
    - c. A statement outlining how the proposed Green Space will be permanently protected, such as through a conservation easement, permanent restrictive covenant or dedication to the City, and as described in Section 706-7.

**706-7. Green Space Provisions.** The minimum restricted Green Space shall comprise at least 40% of the gross tract area. In order to qualify for this overlay district, Green Space shall meet the following requirements:

1. Priority shall be given in delineating Green Space areas as those areas of significance identified in the site analysis map, around which the built areas are designed.
2. Green Space shall remain undeveloped and natural except for the provision of non-motorized passive recreation opportunities such as running, walking, biking, and similar outdoor activities. Wetlands and stream bank mitigation projects are also permitted.

**706-8. Primary Conservation Areas.** The following are considered primary conservation areas and are required to be included within the Green Space, unless the Applicant demonstrates that this provision would constitute an unusual hardship and be counter to the purposes of this article:

1. The regulatory 100-year floodplain;
2. Buffer zones of at least 75-foot width along all perennial and intermittent streams;
3. Slopes above 25% of at least 5000 square feet contiguous area;
4. Wetlands that meet the definition used by the Army Corps of Engineers pursuant to the Clean Water Act;
5. Populations of endangered or threatened species, or habitat for such species; and,
6. Archaeological sites, cemeteries and burial grounds.

**706-9. Secondary Conservation Areas.** The following are considered Secondary Conservation Areas and should be included within the Green Space to the maximum extent feasible.

1. Important historic sites.
2. Existing healthy, native forests of at least 1 acre contiguous area.
3. The area out to the outermost drip line of individual existing healthy trees greater than 8 inches caliper.

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4. Other significant natural features and scenic viewsheds such as ridge lines, peaks and rock outcroppings, particularly those that can be seen from public roads.
5. Prime agricultural lands of at least 5 acres contiguous area.
6. Existing trails that connect the tract to neighboring areas.
7. Pocket parks," "greens" and storm water management facilities and practices may be constructed and maintained in Green Space. Pocket parks or greens shall not exceed 10% of the total Green Space.

**706-10. Exclusions.** Excluded from meeting the minimum amount of Green Space are the following:

1. Proposed permanent lakes. No more than 50% of land area located within a proposed permanent lake may be credited.
2. Recreation area improvements. Impervious surfaces in recreation areas shall not be credited.
3. Easements. Land area within power, gas pipeline easements, sewer line easements or pump stations shall not be credited.
4. Residential yards.
5. Other. Land area devoted to public or private streets or any land that has been, or is to be, conveyed to a public agency via a purchase agreement for such uses as parks, schools, or other public facilities shall not be credited.

**706-11. Ownership and Management of Green Space.**

1. Ownership of Green Space. The applicant must identify the owner of the Green Space who is responsible for maintaining the Green Space and associated facilities.
  - a. If a Homeowners Association is the owner, membership in the association shall be mandatory and automatic for all homeowners of the subdivision and their successors.
  - b. If a Property Owner's Association is the owner, the Property Owner's Association shall have lien authority to ensure the collection of dues from all members.
  - c. The responsibility for maintaining the Green Space and any associated facilities shall be borne by the owner.
2. Management Plan. Prior to the issuance of a land disturbance permit, the developer shall submit a Plan for Management of Green Space and Common Facilities ("Plan") that:
  - a. Allocates responsibility and guidelines for the maintenance and operation of the Green Space and any facilities located thereon, including provisions for ongoing maintenance and for long-term capital improvements.
  - b. Estimates the costs and staffing requirements needed for maintenance and operation of, and insurance for, the Green Space and outlines the means by which such funding will be obtained or provided.
  - c. Provides that any changes to the Plan be approved by the City Council.
  - d. Provides for enforcement of the Plan.
3. Failure to Maintain Green Space. In the event the party responsible for maintenance of the Green Space fails to maintain all or any portion in reasonable order and condition, the City may assume responsibility for its maintenance and may enter the premises and take corrective action, including the provision of extended maintenance.
  - a. The costs of such maintenance may be charged to the owner, Property Owner's Association, or to the individual property owners that make up the Property Owner's Association, and may include administrative costs and penalties.
  - b. Such costs shall become a lien on all subdivision properties.

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**706-12. Legal Instrument for Permanent Protection.** Green Space, delineated on the Final Plat and required to be in the Primary Conservation Area, shall be permanently protected.

1. Secondary Conservation areas may also be protected by the same permanent protection options.
2. The instrument for permanent protection shall include clear restrictions on the use of the Green Space. These restrictions shall include all restrictions contained in this article, as well as any further restrictions the developer chooses to place on the use of the Green Space.
3. Permanent protection shall be provided by one of the following three options:
  - a. A permanent conservation easement in favor of a land trust or similar conservation-oriented non-profit organization with legal authority to accept such easements. The organization shall be bona fide and in perpetual existence and the conveyance instruments shall contain an appropriate provision for retransfer in the event the organization becomes unable to carry out its functions.
  - b. A deed conveying ownership of the Green Space to a property owner's association shall be recorded and delivered prior to, or concurrent with, the approval of the first phase of the subdivision; or
  - c. A deed conveying the ownership of the Green Space to the City shall be recorded and delivered prior to, or concurrent with, the approval of the first phase of the subdivision.

**706-13. Development Requirements.** Subdivisions in this overlay district shall meet the following requirements:

1. Minimum Subdivision Size: 5 contiguous acres.
2. Lot Area: No minimum.
3. Average Lot Width: The average width of all building lots shall be at least 70 feet. Exception:
  - a. Lots that abut non-overlay properties shall meet the standard width requirement of the underlying district;
  - b. Green Space at least 50 feet wide shall be provided.
4. Minimum Road Frontage Per Lot: 45 feet. Exception: Road frontage may be reduced to 25 feet for lots with frontage upon cul-de-sac or "eyebrow cul-de-sac" turnarounds.
5. Minimum Yard Areas (Setbacks):
  - a. Front: 20 feet. Exception: The front yard setback may be reduced to 5 feet if dwellings are provided rear entry garages. To qualify for the reduced setback on a corner lot, side entry garages must be located to the side adjacent to an abutting lot.
  - b. Rear: 20 feet.
  - c. Side: 5 feet.
6. Exterior Project Street Frontage Green Space Strip: 50 feet in width (not part of any building lot). Landscape entry features such as fences and walls may be allowed in the Green Space strip.
7. Maximum Height: 35 feet.
8. Minimum Floor Area: Each dwelling unit shall have a minimum heated finished living area, excluding a basement, attic, carport or garage, as follows:
  - a. One story: 1000 square feet.
  - b. Two story: 1500 square feet.
9. Sodded Yards: All grassed areas on dwelling lots shall be sodded.
10. Garages: Dwellings shall have 2-car garages.

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11. Street Trees: Street trees, in accordance with the requirements of the buffer and landscape ordinance, shall be provided.
12. Underground Utilities: Utilities shall be located underground.

**Section 707. Continuing Care Retirement Facility/Institutionalized Residential Living And Care Facility**

**707-1. Minimum Lot Area.** Minimum lot area shall be 3 acres.

**707-2. Buffer Required.** A minimum 15-foot wide buffer, 5 of which may be within the required setback, shall be required along all property lines abutting a single-family residential district or use to provide a visual screen.

**707-3. Materials.** Homes/buildings shall be constructed with materials compatible with surrounding uses, and in accordance with design guidelines under the US 29 Overlay.

**Section 708. Day Care Center Facility**

A day care center facility shall be considered by this ordinance to be any place operated by a person, society, agency, corporation, institution or group, and licensed by the State of Georgia where group supervision is provided for pay for fewer than 24 hours per day. In zoning districts where permitted, day care centers (inclusive of day nurseries, nursery schools, pre-schools/Pre-K, and adult day care) shall meet the following conditions:

**708-1. Child Day Care**

1. License. The City must be provided with proof of licensing from the appropriate State licensing agency.
2. Play Area Required. The State requirements for outdoor recreation areas and indoor space shall be met.
3. Circulation. Adequate and safe areas for the drop-off/pick-up of patrons shall be provided outside of any public right-of-way, fire lanes or required driveways.

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**708-2. Adult Day Care Licenses**

The City must be provided with proof of licensing from the appropriate State licensing agency. All other State site requirements shall be met.

**Section 709. Dry Cleaners With Drive-Thru Service**

Dry Cleaners with drive-thru services are permitted as a conditional use in the CB, MU, and IA districts, provided the following conditions are met:

**709-1. Distance from Residential Property:** Dry Cleaners with drive-through windows shall not be located within 100 feet of a residentially zoned property or use (R-1, R-2, TC or residential component of a mixed-use project in the MU and CB/US 29 Overlay).

**709-2. Vehicle Stacking:** A minimum of 3 stacking spaces for queuing of cars shall be provided for the drive-thru area.

**Section 710. Family Day Care Home**

Family day care homes shall be considered by this ordinance to be an occupied residence in which adult or child day care is regularly provided for no more than 6 persons, unattended by a parent or legal

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guardian, including those children living in the home and children received for day care who are related to the resident care giver. Provided, however, that an occupied residence in which child day care is regularly provided only for a child or children related to the resident caregiver, or only for the child or children of 1 unrelated family, or only for a combination of such children shall not be a family day care home.

**710-1. License:** The City must be provided with proof of licensing from the appropriate State licensing agency.

**710-2. Fencing:** A fenced area of not less than 750 square feet shall be provided entirely on the premises in the rear and/or side yards. No fence shall be less than 4 feet in height or greater than 8 feet. Fences shall meet all design requirements, subject to approval by the City.

**710-3. Loading and Unloading:** An on-premises area adequate for loading and unloading of children to be accommodated shall be provided and that area shall not be located within any public right-of-way.

**Section 711. Farmer's Markets**

Farmers Markets in a permanent location are allowed subject to Administrative Conditional Review in the CB, IA, and MU districts and under the US 29 Overlay and TC Overlay. All Farmers Markets established within the City are required to adhere to the following regulations:

1. The operator or governing authority of a farmers market shall obtain an occupation certificate from the City prior to opening the farmers market.
2. The City shall be provided a list of the names of persons, firms or corporations who shall provide produce or merchandise for sale as part of the public market. The list shall also generally describe the type of item sold by each said person, firm or corporation. The list shall be updated quarterly during the term of the business license.
3. A Temporary Use Permit is required in which a farmers market is not the primary and permanent use of the property, subject to the following:
  - a. The proposed activity is in compliance with all safety, health, and environmental standards and is not detrimental to the surrounding area.
  - b. Where feasible, the location of the farmers market shall be on sites that have convenient pedestrian, bicycle, public transit access, and sufficient off-street parking.
  - c. The site is of a sufficient size to accommodate the intended temporary use.
  - d. Safe and orderly flow of traffic can be ensured.

**Section 712. Fences And Walls.**

Walls and fences shall be permitted in any zoning district and are not subject to setback requirements of this Resolution, except that in residential zoning districts:

**712-1. Height.** No fence or freestanding wall, other than a retaining wall or necessary fencing encompassing a tennis court, shall be more than 8 feet in height in a side or rear yard.

1. Fences or freestanding walls constructed in a front yard of a residential lot shall not exceed 4 feet in height; provided, however;
2. This shall not apply to subdivision or project identification monuments at the entrance to a subdivision or development and wall or fence extensions thereof, where permitted, which shall not exceed 8 feet in height and columns shall not exceed 10 feet in height.

**712-2. Composition.** Walls composed or constructed of exposed concrete block, tires, junk, or other discarded materials shall not be permitted.

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1. In all residential zoning districts, fences or walls erected within the front yard shall be ornamental or decorative and brick, stone, wood, stucco, wrought iron, or split rail.
2. Chain link fences shall be permitted only in side and rear yards, except that a woven wire or metal fabric fence may extend into a front yard when the property contains a minimum of 3 acres in the R-1 district.

**712-3. Gates.** When gates for vehicular access are required or proposed abutting a public or private street, said gates shall not be located closer than 20 feet of a public street or road right-of-way, to ensure safe ingress and egress.

**712-4. Location.** No fence or wall shall be constructed in a public right-of-way, except that retaining walls may be placed partially within the right-of-way of a local street if approved by the City as not posing a visibility or other public hazard.

1. In the case of residential corner lots, a property owner may erect an opaque fence in one of the front yards only in cases where the property is classified as a corner lot.
2. Said fence shall not be closer than 10 feet from subject property line and no more than 6 feet in height, notwithstanding any other provision of this code to the contrary.

**712-5. Subdivision Fencing.** Any subdivision entrance wall shall not exceed 10 feet in height and shall be subject to approval of a landscape plan, site plan, and architectural elevations by the Department.

**712-6. Temporary Fencing Exempted.** These requirements shall not apply to temporary fencing erected around a lot during construction of a building for security, safety, tree protection, or code compliance reasons.

**Section 713. Flea Market**

Flea markets ~~conditionally approved and permitted with a Temporary Use Permit are allowed as a permitted use in the IA district and subject to a Special Use Permit in the CB district and under the US-20 Overlay. All Flea Markets established within the City~~ are required to adhere to the following regulations:

1. The property owner/lessor/rental agency shall be responsible for all products and services offered by individual vendors (tenant spaces, booths, tables, accessory uses, etc);
2. The property owner/lessor/rental agency is required to obtain ~~an~~ a Lilburn Occupation Tax Certificate and shall require all vendors to ~~obtain~~ receive an Occupation Tax Certificate prior to operation;
3. ~~All vendors are limited to the sale and services outlined within this Ordinance's list of permitted uses for CB and IA (Article 6).~~
4. ~~Any special events involving conventions, shows, or other events outside of normal operation of the flea market shall require a special events permit, and must meet all requirements of the City's Temporary Use Permit provisions. This includes, but is not limited to: auctions, antique shows, farmers markets, traveling road shows, conventions, races, gun shows, boat shows, car shows, collective garage or yard sales, live entertainment, circuses, fairs, carnivals and festivals.~~
5. ~~City Council, at its discretion, may waive this requirement in the case of an activity sponsored or promoted by a recognized civic or charitable organization where it is deemed that the overall interest of the City will be served through the waiver of such permit.~~

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**Section 714. Grocery Store**

Grocery stores shall be permitted with conditional administrative review in the MU district subject to the following conditions:

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**714-1. Maximum Size Requirement.** No larger than 20,000 square feet.

**714-2. Parking Requirements.** ~~In MU, m~~Maximum off-street parking required shall be 1 parking space per 400 square feet of gross floor area. Shared parking shall be utilized between grocery stores and nearby businesses in order to minimize the need for new surface parking.

~~**714-3. Loading Requirements.** Loading requirements as set forth in Section 8.3.~~

**Section 715. Group Home**

**715-1. Limit.** Small group home serves 6 or fewer individuals and includes personal care home. Large group home serves 7 to 12 individuals. Maximum 4 adults in a single family residence in R-1 or MU district.

**715-2. Full-time Care.** Home provides care on a 24-hour basis.

**715-3. Residential Character.** All parts of the structure and property must be designed and maintained in a residential character equal to that found in the district.

**715-4. Floor Area Requirements.** To avoid unsafe or unhealthy conditions that may be produced by the overcrowding of persons living in these facilities, a minimum floor area per person shall be required below.

**715-6. Total Interior Living Space.** A minimum of 175 square feet of interior living space shall be provided per residing facility resident. Interior living space shall include sleeping space and all other interior space accessible on a regular basis to all facility residents.

**715-7. Minimum Sleeping Areas.** A minimum of 70 square feet shall be provided in each sleeping space for single occupancy. A minimum of 60 square feet of sleeping space shall be provided for each bed in a sleeping space for multiple occupancy.

**715-8. Bathroom Facilities.** One full bathroom with toilet, sink, and tub or shower per 5 residents plus an additional toilet and sink shall be provided for each additional group of 3 persons or less.

**715-9. Density Limitation/Spacing.** To avoid concentration of facilities, there shall be distance of at least 1200 linear feet as measured in a straight line from property line to property line separating each facility.

**715-10. Lot and Building Requirements.** Each facility shall meet the lot and building requirements of the district in which it is located. All applicable fire safety codes, building codes, and housing codes. The property shall be served by public sewer.

**715-11. Off Street Parking.** Minimum of 2 off-street parking spaces or 1 parking space per shift employee, plus 1 per number of permanent vehicles stored at the facility shall be provided, whichever is greater.

**715-12. Authorization From State and County Agencies.** It shall be the responsibility of the licensee to obtain all appropriate state or county licenses prior to issuance of a certificate of occupancy.

**715-13. Licensing.** All such facilities shall meet and comply with the applicable state, county and municipal rules and regulations and shall, where applicable, obtain state, county, and/or municipal licenses or evidence of eligibility for such licenses from the appropriate agencies prior to issuance of a building permit or occupation tax certificate.

**Section 716. Home Occupation**

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Home occupations may be established as an accessory use to a dwelling as provided in permitted uses for the zoning districts established by this chapter. In districts where permitted, the following regulations shall apply to home occupations. Failure to meet one or more of these regulations at any time shall be unlawful and grounds for immediate revocation of the Occupation Certificate.

**716-1. Physical Limitations.** The gross floor area of building devoted to a home occupation shall not exceed 25% of the gross floor area of the dwelling. An accessory building may be used in connection with the home occupation, subject to compliance with all other provisions of this section.

**716-2. Alterations to the Dwelling.** Internal or external alterations inconsistent with the residential use of the principal building and applicable accessory buildings are prohibited.

**716-3. Vehicles and Parking.** The conduct of the home occupation shall neither increase the normal flow of traffic nor shall it increase either on-street or off-street parking.

1. Vehicles kept on site in association with the home occupation shall be used by residents only, except for the parking of employees as may be permitted by this section.
2. One commercial vehicle used exclusively by the resident is permitted in connection with the conduct of the home occupation. For the purpose of this ordinance, commercial vehicles shall mean limousines, flatbed trucks, dump trucks, tow trucks, transport wreckers, buses, school buses, cab-on-chassis trucks, tractor trailers, semi-trailers, wheeled attachments or trailers, earth-moving machinery, any vehicle with exposed equipment or materials used in commercial activity, or any vehicle over 22 feet in length, 8 feet in height or 7 feet in width. In all residential zoning districts, the parking or storage of any commercial vehicle is prohibited, except when any of the following provisions apply:
  - a. Such vehicle is parked or stored within a fully enclosed structure that meets all other criteria of the zoning district.
  - b. A commercial vehicle temporarily parked or standing in a residential zoning district engaged in the loading or unloading of the vehicle.
  - c. Exemption: One car, pick-up truck, van, or sport utility vehicle with exposed equipment or materials per residence may be allowed subject to the length, height and width requirements set forth above.
3. Incoming vehicles related to the home occupation, if any, shall at all times be parked off-street within the confines of the residential driveway or other on-site permitted parking.
4. The transporting of goods by commercial-sized trucks in connection with a home occupation is prohibited. No deliveries shall be permitted other than by regular mail or overnight mail/package services.

**716-4. Equipment, Off-Site Impacts, and Nuisances.** No home occupation shall generate traffic, sound, smell, vibration, light, or dust that is offensive or that creates a nuisance. No equipment that interferes with radio and/or television reception shall be allowed.

1. Home occupations must exclude the use of machinery or equipment that emits sound (e.g., saws, drills, musical instruments, etc.) that is detectable beyond the property.
2. Chemical, electrical, welding, or mechanical equipment that is not normally a part of domestic or household equipment and which is used primarily for commercial purposes shall not be permitted.

**716-5. Signs Prohibited.** There shall be no signs permitted in conjunction with a home occupation in residential districts. Signs on vehicles are not prohibited.

**716-6. Employees.** The home occupation shall be carried on only by a member or members of the family residing in the residence. Only occupants of the dwelling and 1 additional employee shall be authorized to work on the premises in connection with a home occupation.

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**716-7. Display, Stock-in-Trade, and Sales.** There shall be no display, and no stock-in-trade nor commodity sold on the premises, in connection with a home occupation, nor shall there be any activity associated with the home occupation visible outside the dwelling. Samples, however, may be kept on the premises but neither sold nor distributed from the residence.

**716-8. Permitted Uses.** Allowed uses include the sale of only those articles, products or services produced on the premises, conducted entirely within the dwelling by members of the immediate family residing in the dwelling unit with equipment customarily used for household purposes and involving no display of articles or products. The following list contains representative home based businesses. Similar uses not listed shall be reviewed by the Director.

<b>Home Business Permitted Uses</b>		
Business Office	Interior Design Services	Mobile Pet Grooming Service
Cleaning Services	Internet Based Business	Music Lessons
Consulting Services	Landscape/Lawn Care Service	Sales Representatives
Errand/Shopper Services	Locksmith	Tutoring
Family Daycare Home		
Other Office Only Functions and Businesses		
* Contractor Services may include offices and dispatch scheduling, including but not limited to: carpentry/woodwork, carpet and tile, drywall/painting, handyman, electrical, plumbing, fencing, floor finishing and installation, heating/cooling systems, general contractor, roofing, siding, stucco and/or brick mason, insulation, sprinkler and landscape design.		

**716-9. Modifications by Special Use Permit.** To the extent that there is any sale of any item or service related to the home occupation not specified in Section 716-8, no sale of that item or service may occur on or adjacent to the premises unless this use has been granted a Special Use Permit by the City Council after receiving recommendations from the Department and the Planning Commission and following a public hearing.

**716-10. Uses Specifically Prohibited.** The following uses are specifically prohibited as home occupations: auto sales or auto or vehicle or implement repair; restaurants; animal hospitals, veterinary clinics, kennels, or the keeping of animals; funeral homes; retail or wholesale shops; machine shops; personal service establishments (excluding beauty salons in the R-1 district); special event facilities; group instruction or group assembly of people on the premises; and lodging services.

**716-11. Approval.** All home occupations shall be subject to the Director's review and approval. The applicant for a business registration shall file for home occupation approval on forms provided by the Department

**716-12. Exceptions.** On property that is not part of a platted subdivision and measuring more than 1.5 acres, home occupations may be conducted outside of the principal residence and/or utilization of commercial vehicles and trailers may be permitted provided they are kept in the rear yard of the residence. Outbuildings, parking and storage areas/facilities used in the conduct of the business may require screening as deemed necessary by the Director to maintain a residential character.

**Section 717. Homeless Shelter**

Homeless shelters shall be allowed in the IA district with a Special Use Permit, under the following conditions:

1. In addition to required setbacks, a minimum 25-foot wide buffer shall be required along all property lines which abut a residential district or use to provide a visual screen.
2. Such use shall be a minimum of 1,000 feet from any other shelter for the homeless. (Required minimum distances shall be measured from property lines.)

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3. There shall be no use on the property other than the shelter for the homeless.
4. Adequate shower and restroom facilities must be provided at the location to meet the needs of the overnight guests.
5. Beds must be provided for all overnight guests excluding staff and volunteer workers.
6. Such shelters shall comply with all applicable City building, housing, and fire codes and shall fully comply with O.C.G.A., §§ 30-3-1, et seq. before a certificate of occupancy can be issued.

**Section 718. Inoperable Vehicle Or Junked Material**

Any automobile, truck, vehicle or trailer of any kind or type, without a valid license plate attached thereto, shall not be parked or stand on any private property or public roads. ~~and is hereby found to create a condition tending to reduce the value of private property, to promote blight and deterioration, and invite plundering and vandalism, to create fire hazards, to constitute an attractive nuisance creating a hazard to the health and safety of minors, to create a harborage for rodents and insects, and to be injurious to the health, safety, and general welfare and, when on city streets, to create a traffic hazard and endanger public safety.~~

It shall be unlawful to park or continuously store ~~abandoned, wrecked, junked inoperable~~ or ~~junked inoperable~~ vehicles, power-driven construction equipment, semi-trailers, used lumber or metal, used appliances, tires, or any other miscellaneous scrap material in quantity that is visible from a public street. ~~No such parking or storage shall be allowed in front yards.~~ Appropriate screening as determined by the Director, based upon the elevations and uses of surrounding properties, may be used to comply with this provision in side and rear yards.

**718-1. Condition of Inoperable Vehicle.** An inoperative or junk condition shall include, but not be limited to any automobile, vehicle, trailer of any kind or type, contrivance or part thereof, the condition of which is one or more of the following:

1. Wrecked.
2. Dismantled
3. Partially dismantled.
- ~~4. Inoperative.~~
- ~~5.4. Abandoned.~~
- ~~6.5. Discarded.~~
- ~~7.6. One which does not have a valid license plate attached.~~

**718-2. Exceptions.** The following conditions allow the parking or standing of an inoperable or junked vehicle on any property within the City Limits of Lilburn.

1. Vehicle(s) enclosed within a building on residentially zoned property.
2. It shall be Vehicle(s) on the premises of a business enterprise operated in a lawful manner for the purpose of repairing, reconditioning or remodeling of the vehicles in conformance with the requirements for an automobile repair garage or other such similar use. Such vehicles shall not be stored for the purpose of salvage of parts but shall be in continual process of repair or reconditioning.
3. ~~It shall be on the premises of a business enterprise operated in a lawful manner and licensed as a junkyard under the provisions of this Zoning Resolution of the City.~~

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**Section 719 Manufactured/Modular Home**

Manufactured and/or pre-fabricated modular homes, as defined in Article 14-Definitions are permitted in the R-1 zoning district subject to the following conditions:

1. A manufactured home shall be a new manufactured home.

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2. The manufactured home shall be set upon a permanent foundation, as specified by the manufacturer, and the space from the bottom of the home to the ground shall be enclosed by concrete or an approved concrete product which can be either load bearing or decorative.
3. The manufactured home shall comply with all local design standards applicable to all other homes within the R-1 district and immediate neighborhood in which the manufactured home is to be located.
4. The home shall be thermally equivalent to the state energy code.
5. All manufactured/modular homes must be transported to the home site on a truck bed (not axles). All towing devices and hitches must be removed.
6. At each exterior door there must be a landing that is a minimum of 36 inches by 48 inches.
7. Approval shall be granted upon the finding that the manufactured home is substantially similar or superior in size, siding material, roof material, foundation and general aesthetic appearance to existing and proposed development in same district and vicinity.

**Section 720. Mobile Home.**

A mobile home as defined in Article 14 is not permitted in any zoning district, except as a temporary use as defined in this article.

**Section 721. Mobile Vending**

Mobile Vending is allowed in all districts subject to the following:

**721-1. Use Restrictions.** ~~Vending may be in residential, mixed use, or industrial areas or legitimate construction sites.~~

1. Within residential districts/zones, mobile vending is limited to vehicles dispensing ice cream products.
2. Within ~~the~~ CB ~~or~~ US 29 Overlay, vending is limited to servicing legitimate construction sites.
3. ~~Within residential zones, mobile vending is limited to vehicles dispensing ice cream products.~~
4. No vending within 300 feet of any school.
5. No vending on private, city or Gwinnett County property without appropriate property owner approval (see also Sec. 46-22.).

**Comment [JMW1]:** Ch.42, Art.1 reads no sales of ice cream, milk, fruit or other edible products within 250 yards of public school bldg. in the city b/n 8am-4pm

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**721-2. Operating Limitations.**

1. Unless operating as an approved vendor associated with a city sponsored or co-sponsored event or permitted temporary use, The a licensed vendor may stop a maximum of 15 minutes per stop and must move at least one block before making another stop.
2. The vending truck must park legally.
3. No vending in congested areas where it may impede or inconvenience the public or create a traffic hazard.
4. Amplified sounds shall not be used to attract attention, ~~except for hand bells.~~

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5. Must incorporate flashing lights or signage indicating frequent stops by vehicle.
6. No vending is permitted after 8:00 p.m., or before ~~6~~7:00 a.m., unless associated with a city sponsored or co-sponsored event or permitted temporary use.
7. No door-to-door solicitation.

**721-3. Licensing Requirements.**

1. The vendor must have approval from any applicable state agencies and a valid Occupation Tax Certificate from a jurisdiction within Georgia.
2. All operators are subject to a background check by the Lilburn Police Department prior to issuance of an annual Lilburn Vendor Card ~~a certificate of zoning compliance.~~
3. Vendor must have a valid Lilburn City Occupation Tax Certificate if based inside the City.

**SECTION 722. Night Clubs, Bars, Taverns and Microbreweries**

Bars, taverns and microbreweries are permitted with Administrative Conditional Review in the MU, TC Overlay, CB and IA districts and under the US 29 Overlay. Night Clubs are permitted subject to a SUP in the CB, IA and under the US 29 Overlay.

**722-1. Compatibility with Adjacent Properties.** The applicant must prove they have taken measures to not be injurious to adjoining property, including, but not limited to:

1. Controlling and shielding of all lighting so as not to cast undue glare and light onto neighboring properties.
2. Controlling of all elements that produce noise, so as not to create nuisance conditions off-site.
3. Controlling and shielding of parking, ingress and egress, so as not to create a nuisance off-site.
4. Controlling and shielding of trash receptacles, so as not to create a nuisance off-site.
5. It shall be the responsibility of the applicant to prevent its patrons from causing a disturbance on public or private property in the vicinity of the applicant's establishment.

**722-2. Entertainment.** Live entertainment shall be permitted in bars, taverns, and nightclubs in the CB and IA district, provided that it shall occur inside the enclosed building. Outside entertainment shall be permitted only with proper event permits from the City.

**722-3. Permits Required.** Prior to conducting business, all associated permits from applicable federal, state and local agencies must be obtained.

**722-4. Compliance.** Failure to comply with the conditions in the Special Use Permit will result in revocation of the Special Use Permit.

**Section 723. Non-Commercial Keeping Of Livestock And Fowl**

This ordinance recognizes the desire of some residents to keep horses, livestock, chickens or other fowl for personal enjoyment or sustenance. However, the keeping of these animals for any purpose should not cause nuisance to surrounding properties or present a health hazard. Non-commercial keeping of poultry or livestock is permitted as an accessory use in the R-1 district, subject to the provisions as established by City Code.

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**723-1. Livestock.** Horses, cows, ponies, donkeys, goats, sheep, pigs, and other domestic livestock may be kept, raised or bred for home use and enjoyment, provided that only one such animal shall be permitted for each 2 acres of land area, and shall be adequately contained by fence within that property.

**723-2. Fowl.** Ducks, quail, chickens, turkeys, pigeons, pheasants, and other fowl, may be kept for home use provided such fowl are adequately contained as established by City Code.

**723-3. Setbacks & Fencing – Domestic Livestock.** All domestic livestock must be kept a 300-foot distance to any business establishment regularly used by over 10 persons per day, and any residence other than the residence of the owner of the residentially zoned property as established by City Code.

**723-4. Setbacks & Fencing – Small Domesticated Animals and Fowl Adjacent to Residential Districts.** In the case of small animals and fowl weighing less than 20 pounds, minimum setback shall be at least 75 feet from the nearest residential unit, and subject to conditions as established by City Code with fencing adequate to retain any animals or fowl within the required setbacks.

**723-5. Non-Commercial.** The keeping, breeding, or training of any animals for monetary gain or profit shall be deemed a commercial business and is prohibited in all residential districts.

**Section 724. Open Display**

The term "open display" shall be defined as the placement of merchandise and/or merchandise vending machines outside the walls of any enclosed building, ~~with the intent being to entice potential customers onto the premises through the public display of such merchandise and/or merchandise vending machines.~~ Open Displays shall be permitted in conjunction with permitted uses in the MU, CB, and IA District, and under the US 29 Overlay, provided the following requirements are met:

1. ~~Open display shall be permitted where such display is incidental to and supportive of the principle use of the structure located on the same parcel.~~
2. ~~The type of merchandise permitted in open displays shall be limited to automobiles, boats, recreational vehicles, farm equipment, yard and garden accessories, nursery and agricultural products, gas pump island beverage shelving, and vending machines. (This section shall not be interpreted to include supply yards, salvage yards, or other items or materials considered outdoor storage).~~
- 3-2. Open displays shall be permitted in any yard or required yard, but shall not encroach into any public rights-of-way.
- 4-3. Open displays shall present a neat and orderly appearance, subject to the determination of the Director.
- 5-4. The term "open display" shall not apply to merchandise which is placed outside temporarily for the purpose of sales and is stored inside an enclosed structure while the business is closed.
- 6-5. ~~Open display shall be permitted where such display is incidental to and supportive of the principle use of the structure located on the same parcel.~~
7. ~~Open display location must be shown on site plan at time of review and shall not encroach on any required landscaping and parking areas.~~

**Section 725. Pawn Shop/Title Pawn/Check Cashing Business**

**725-1. Limitations.** A pawnshop, title pawn shop or check cashing business shall be permitted subject to a Special Use Permit and the following conditions:

1. No pawnshop, title pawn shop or check cashing business shall be licensed or operated within 1000 feet of any residential zoning district, school, public or private college, church or other

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place of worship, library, daycare facility, any park or playground, existing pawnshop, title pawnshop, check cashing or adult entertainment establishment.

2. The distances required by this section shall be measured from the closest property line occupied, or to be occupied, by the pawnshop, title pawnshop, or check cashing business to the closest property line occupied by the foregoing protected uses.

**Section 726. Religious Assemblies, Public And Private Schools, Private, Not-For-Profit Recreation Facilities**

**727-1. Conditions for Approval.** Allowed in R-1 and R-2 districts with approval of a Special Use Permit, provided they meet the following conditions:

1. They are located on a Major Arterial, Minor Arterial, or Major Collector Street or State Highway on a site of not less than 5 acres with 250 feet of road frontage. [Commercial sites meeting this requirement may expand onto adjacent residentially zoned property regardless of acreage.](#)
2. Buildings shall not be located less than 50 feet from any property line.
3. A buffer strip at least 50 feet from any side or rear property lines, but not extending into the required front yard, planted with evergreen trees and shrubs that grow at least 8 feet tall and provide an effective visual screen.
4. Parking is not provided in the front yard setback area.
5. The Recreation Facility must provide restrooms and shall cease operation at 9:00 p.m. each night.

**726-2. Accessory Uses Permitted.** Any accessory use that is a part of the institution's normal pattern of worship may be allowed for a stand-alone facility. The following uses shall be allowed.

1. One accessory dwelling unit for the principal worship leader, limited to stand-alone establishment only.
2. Classrooms.
3. Assembly hall for social and educational gatherings.
4. Parking of associated vans or buses.
5. Gymnasiums and other accessory buildings.
6. Athletic fields.

**Section 727. Retail Package Liquor Store**

Retail package liquor stores are ~~permitted in the Commercial Business District~~ subject to a Special Use Permit and the following conditions:

1. Lot must be located on major arterial with a minimum of 100 feet of road frontage.
2. Minimum lot area of 20,000 square feet required.
3. Minimum 8000 square feet gross floor space.
4. Comply with any other City ordinances pertaining to licensing requirements for a retail package store.

**Section 728. Satellite Dishes**

The restrictions below shall not impair the installation, maintenance, or use of antennas, or interfere with the reception of acceptable quality signal. The enforcement of satellite dish antennas will not violate the prohibitions of the FCC.

1. Satellite dish antennas greater than one meter in diameter shall be regulated by the City.
2. Satellite dish antennas greater than one meter shall be permitted only in rear yards in all residential districts and residential developments in any other district.

**Section 729. Service Stations/Convenience Store**

**729-1. Setbacks.** Fuel pumps and canopies covering fuel pumps are permitted within the front yard setback provided the fuel pumps are located at least 15 feet from the right-of-way and the canopies are located at least ten feet from the right-of-way.

~~729-2. Design Standards. In addition to the zoning standards applicable for this use, the following design standards shall apply under the US 29 Overlay:~~

- ~~1. Buildings shall be designed in consideration of the context of the site and area. The design shall complement and be compatible with the predominant architectural theme of the area or with the integrated center if such a station is developed within a center.~~
- ~~2. All pump island canopies shall be designed with a hip, gable, barrel vaulted, or other roof system to match the architecture of a detached main building.~~
- ~~3. Cashier kiosks, under canopy and ancillary structures shall compliment the architecture of the main building.~~

**Section 730. Temporary/Mobile Buildings, Construction Field Office, Portable Storage Units**

Mobile buildings, manufactured homes or other temporary buildings or structures shall not be occupied as a permanent office or ~~for any other~~ use in any district. However, ~~they an industrialized building or other temporary buildings or structures~~ may be used for a temporary office, portable storage units or other permitted non-residential use, subject to the following:

1. Approval by the Director and issuance of a Temporary Use Permit by the Planning Department;
2. Said permit shall be ~~valid for a period of 6 consecutive months~~temporary, renewable ~~after a period of 6 months, and thereafter~~ in 6-month increments, during the construction process;
3. Said Temporary Use Permit shall only be issued if plans and permit(s) have been approved for one or more permanent buildings on the subject property;
4. Adequate water and sewage disposal for the structure(s) is approved; and
5. Said ~~industrialized building or~~ temporary building or structure(s) shall be removed from the site no later than upon the occupancy of the ~~appropriate~~ permanent building(s) or structure(s) intended for such use.

**Section 731. Temporary Uses**

**731-1. Purpose and Intent:** The purpose and intent of this section shall be to regulate temporary outdoor events associated with: (1) holidays and special events which are not intended to serve the primary use of the lot; (2) temporary outdoor display and sale of merchandise associated with an established business, and (3) limited outdoor display on site; which are held in open areas or within temporary

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structures in association with a temporary outdoor event. Such uses shall be limited in time and thus their impacts on surrounding properties are not permanent.

**731-2. General Temporary Use Regulations.** The following regulations shall apply to all Temporary Use Permit applications:

1. Temporary Uses are permitted in the MU, O-I, CB and IA zoning districts, and under the Town Center and US 29 Overlays.
2. No property right is created by this section or the approval of a Temporary Use Permit, and the decision of the Director or designee with regard to all such applications shall be final.
3. A temporary outdoor seasonal event or activity, outdoor retail sales event or temporary outdoor display of merchandise shall not be held unless the necessary Temporary Use Permit is obtained from the Planning Department, subject to the provisions of Article 12, and any other applicable agency which may require review prior to issuance of permits.
4. A valid Occupation Certificate shall be required in conjunction with the Temporary Use Permit.
5. All approvals, permits, or licenses granted under this section must be displayed in a conspicuous manner on the premises at all times for inspection by the Department or other duly authorized City representatives.
6. Temporary uses may not be located within or encroach upon any drainage easement, public sidewalk or right-of-way, fire lanes, designated loading areas, or private sidewalks or other areas intended for pedestrian movement, with the exception of temporary retail sales display within the Town Center Overlay District.
7. Temporary signage is permitted subject to the size and height standards as set forth in Chapter 113, Section 113-10 of the Sign Ordinance.
8. No operator, employee, or representative of the operator of a temporary outdoor retail sales display activity shall solicit directly from the motoring public.
9. Any outdoor activities conducted on the premises within the City which have not complied with this section shall be a violation of this section. Any person or entity found to be in violation of this section may be punished as provided for ordinance violations in the City.

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**731-3. Temporary Outdoor Seasonal Events and Activities.** Temporary outdoor seasonal activities shall may be permitted as a ~~A Temporary Use Permit shall be required, issued and approved by the Department for all temporary outdoor seasonal events and activities~~ to include the sale of retail merchandise associated only with recognized seasonal holiday activities, Halloween, the sale of farm produce, farmer's markets, carnivals and similar uses from a property which is vacant or which contains a separate and distinct primary use from the merchandise being sold, subject to the following regulations:

1. Use Regulations. ~~A Temporary Use Permit shall be required, issued and approved by the Department for all temporary outdoor seasonal events and activities.~~
  - ~~a. Sale of goods and services not customarily associated with seasonal holiday activities, Halloween, farm produce/farmer's markets, or carnivals is prohibited.~~
  - ~~b.a.~~ Events associated with charitable or nonprofit organizations are, upon submittal of a certificate of incorporation or organization from the State of Georgia and Letter of Determination from the Internal Revenue Service stating that contributions received by said organization are tax deductible, exempt from the Temporary Use Permit fee requirements as set forth herein.
2. Lot and Parcel Restrictions.
  - a. A temporary outdoor seasonal event or activity may be held on a vacant parcel.

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- b. A temporary outdoor seasonal event or activity may be held on parcels where the temporary outdoor activity is not associated with the principal use of the property.
- c. On a parcel size of 5 acres or larger, 2 temporary outdoor seasonal ~~outdoor~~ events or activities may be permitted simultaneously, to be determined by the Department on a case-by-case basis.
- d. Temporary outdoor seasonal events and activities, other than the exemption of an activity held on a vacant, undeveloped lot, shall be conducted on a n appropriate paved surface only.
- e. Temporary outdoor seasonal events or activities shall be permitted only on property where such activities shall not disrupt controlled vehicular ingress and egress.
- f. Temporary outdoor seasonal events or activities shall not occupy more than 25% of required off-street parking spaces in association with a principal building on the subject site. Required parking spaces shall be calculated on principal building square footage.
- g. All exterior lighting utilized in conjunction with temporary outdoor seasonal events or activities shall not be visible beyond the limits of the immediate site from which it originates.
- h. Spotlights and/or high-temperature process lighting are prohibited.

**3. Setback and Structure Requirements.**

- a. All temporary outdoor seasonal events or activities, including installation or erection of associated temporary display and sales structures, must be set back 30 feet from any right-of-way.
- b. Temporary structures and coverings, ~~such as umbrellas,~~ shade structures, and open-sided tents, are permitted when associated with seasonal and holiday activities; however, tents must comply with Fire Safety Code.
- c. A temporary sign (not portable) may be erected in accordance with a Temporary Sign Permit, on the property provided it does not exceed a total of 16 square feet in area, 10 feet in height and is not placed within any public right-of-way.
- d. Temporary mobile buildings are permitted only in association with a carnival.
- e. Carnivals may be permitted as a temporary outdoor seasonal event activity so long as no structure or equipment is located within 250 feet from the closest boundary of a residential property.

**4. Duration of Temporary Outdoor Seasonal Activities.** All temporary outdoor seasonal ~~—activities, with the following exemptions for Christmas tree sales, Halloween/pumpkin patch sales, 4<sup>th</sup> of July fireworks stands and carnivals, shall be are~~ permitted for a period of 7 consecutive days from the date of initiation of the temporary outdoor seasonal activity, 4 times per calendar year, per property; with the following exemptions and conditions:

- a. Christmas tree sales shall be permitted between November 1 and December 25 due to the seasonal nature of such sales.
- b. Pumpkin and Halloween seasonal sales shall be permitted between September 15 and October 31 due to the seasonal nature of such sales.
- c. Fireworks stands and carnivals ~~shall be exempt from the 7 day limitation and~~ shall be permitted for a period of 15 consecutive days one time ~~per during a~~ calendar year per property.
- d. Charitable/Non-profit organizations are allowed to hold events onsite up to 4 times per year per property exclusive of the business owners' allocated ~~four~~ 4 times per year. All other requirements and limitations apply.
- e. Operations are limited to a maximum 12-hour period per day.
- f. Operations must cease by 9:00 p.m. on weekday evenings (Sunday through Thursday) and 10:00 p.m. on weekend evenings (Friday and Saturday), unless otherwise limited by the Director.
- g. The premises shall be cleaned and cleared of all litter, trash and debris and all equipment, materials, signs, temporary power poles, etc., associated with the temporary use within 2 days of the last day specified for such use.

**731-4. Temporary Outdoor Retail Sales Activities.** Temporary outdoor retail sales display and outdoor storage activities, including the exhibition or representation of goods, merchandise, materials, or other

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items sold or bought at a retail establishment ~~in which the items are displayed or sold outside the confines of a wholly enclosed building, or beyond a private sidewalk or walkway abutting the building, which are associated with the principal use of an existing business,~~ may be permitted ~~provided that~~ as a Temporary Use Permit shall be submitted to and approved by the Department in accordance with the provisions of Article 12. Temporary outdoor retail sales display shall be governed by the following regulations:

1. Use Regulations. ~~Temporary outdoor retail display shall be governed by the following regulations:~~
  - ~~a. Temporary outdoor retail display shall include the display and sale of retail merchandise associated only with the principal use of the primary business on the property for a limited period of time.~~
  - ~~b. a.~~ Any object, device, display or structure, or part which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service or event, may also be considered part of retail display.
  - ~~b. b.~~ Only the sale of goods and services customarily sold on a day-to-day basis by the on-site business which constitutes the principal use of the premises is permitted.
  - ~~b. c.~~ Sales shall be conducted by employees of the principal use and goods shall be owned by the owner or tenant of the principal use, not a consignment operation or temporary arrangement with a transient merchant/vendor.
  - ~~b. d.~~ Sales must be made inside of building housing principal use of site.
2. Lot and Parcel Restrictions
  - a. Goods and merchandise may be displayed on public sidewalks only in the TC Overlay District provided such display does not interfere with pedestrian travel and the minimum ADA-required sidewalk width clearance is maintained.
  - b. Temporary outdoor retail sales display activities are prohibited on a vacant parcel.
  - c. Temporary outdoor retail sales display area may not exceed a space equivalent to 10% of the gross floor area of the ground floor of the building or individual suite of the business sponsoring the activity, as applicable.
  - d. Temporary outdoor retail sales display activities shall be conducted only on a paved surface.
  - e. Temporary outdoor retail sales display shall be permitted only on property where such activities shall not disrupt controlled vehicular ingress and egress, nor within areas required, set aside or designated for loading and maneuvering areas, emergency accessways, off-street parking, driving aisles and driveways.
  - f. Temporary outdoor retail sales display items may be located on a privately owned sidewalk, courtyard or building apron or other areas intended for pedestrian movement provided an unobstructed, continuous path with a 5-foot minimum width is maintained.
  - g. Temporary outdoor retail sales display activities shall not occupy required off-street parking spaces except as authorized by the Director.
    - (1) Required parking spaces shall be calculated on square footage of principal building or suite, whichever is applicable.
    - (2) Where excess parking spaces over the required number of spaces are not available, no more than 25% of the required parking spaces provided may be used for temporary outdoor retail display, or as determined by the Director to accommodate the sales display area.
3. Setback and Display Requirements.
  - a. All temporary outdoor retail display activities, including installation or erection of associated temporary display and sales structures, and stand-alone merchandise, display tables, or display racks, must be set back 30 feet from a county or state right-of-way.
  - b. A temporary shade structure, tent, tilt-up, umbrella or covering may be erected as a part of the temporary outdoor retail sales display activity; however, tents must comply with Fire Safety Code. Mobile buildings are prohibited.

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- c. Display tables, racks or shelves may be used as part of a temporary outdoor retail sales display activity.
  - d. Outdoor display items shall not exceed 6 feet above grade.
  - e. A sign (not portable) may be erected on the property ~~provided it does not exceed a total of 16 square feet in area, 10 feet in height and is not placed within any public right-of-way in accordance with the Sign Ordinance.~~
  - f. The Director is authorized to determine retail items to be displayed. Under the US 29 Overlay, the following items, such as, but not limited to, are prohibited: mattress and box springs, couches or sofas, large pieces of furniture, refrigerators, washers/dryers and other large appliances.
4. Duration of Temporary Outdoor Retail Sales Activities.
- a. All temporary outdoor retail sales display activities are permitted for a period of 30 consecutive days from the date of initiation of the temporary outdoor retail sales display activity.
  - b. Temporary outdoor retail sales periods are limited to 4 times per calendar year, per property.
  - c. Periods of outdoor retail sales display may not be applied for or renewed within seven days from the date of a prior approval of a temporary outdoor retail sales display activity.
  - d. Temporary outdoor retail display activities are limited to 12 hours of operation per permitted calendar day.
  - e. All operations must cease by 9:00 p.m.
  - f. Upon the expiration of the authorized Temporary Use Permit, all equipment, materials, signs, temporary power poles, etc., associated with the temporary retail sales and display use shall be removed from the property within two days.

**Section 7323. Townhouses, Fee Simple**

~~In addition to dimensional requirements established for the zoning district in which townhouses are permitted, the following requirements shall apply:~~

~~**7323-1. Number of Units in One Building.** Any building containing more than 4 dwelling units shall have the front foundation line offset at least 4 feet from the front foundation line of the abutting dwelling units. No more than 6 units shall be permitted within any single building to provide a more attractive townhouse development.~~

~~**7323-2. Setbacks and Separation of Townhouses from Other Buildings.** Zero lot line between units within the same building shall be permitted, subject to applicable fire and building codes. A minimum distance of 20 feet shall be required between all townhouse buildings and between any townhouse building and any accessory structure.~~

~~**7323-3. Private Yard or Patio.** Each townhouse shall have at least 1 private or secluded outside yard or patio.~~

~~**7323-4. Rear Yard Access and Parking.** Townhouse projects must be designed so that there is access to the rear of dwellings via an alley or rear driveway.~~

- ~~1. Garages and parking shall be designed such that access is available only from the rear of the townhouse lot, and garages and off-street parking within the required front or side yards shall be prohibited.~~

- ~~2. Garages may be attached or detached in the rear yard.~~

~~**7323-5. Subdivision Plat Approval.** Each townhouse development or phase thereof shall require subdivision plat approval in accordance with the City.~~

**Section 7323. Vehicle Or Implement For Sale**

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Front yards and off-street parking areas for any use or development shall not be used to store and display vehicles for sale, except in cases of an approved commercial vehicle sales lot. This provision shall not apply to the placing of a "For Sale" sign on or in 1 licensed and operable vehicle, boat, other vehicle or implement located in a private residential driveway and which licensed vehicle, boat, other vehicle or implement is owned by an occupant of said private residence.

**Section 7334. Vehicle Storage**

In residential zoning districts, recreational vehicles such as boats, boat trailers, travel trailers, recreational vehicles, pick-up campers or coaches, motorized dwellings, motor coaches, tent trailers and other similar vehicles must be parked on approved surfaces. Parking or storage of such vehicles shall not take place on any vacant residential lot.

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**ARTICLE 8  
ACCESS, PARKING AND LOADING**

Section 801.	Purpose and Intent
Section 802.	Applicability
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Section 804.	Shared Driveways and Interparcel Access
Section 805.	Visibility at Intersections and Driveways
Section 806.	Internal Vehicular Circulation
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Section 808.	Off-Street Parking Required
Section 809.	Location of Off-Street Parking Areas
Section 810.	Parking Plan Required
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Section 812.	Minimum and Maximum On-site Parking Spaces
Section 813.	Interpretations
Section 814.	Number of Handicapped Parking Spaces Required
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Section 816.	Reduction for Mixed or Joint Use of Parking Spaces
Section 817.	Reduction for On-Street Parking
Section 818.	Off-Street Loading Required
Section 819.	Loading Area Locations
Section 820.	Loading Area Specifications
Section 821.	Loading Docks and Spaces Required

**Section 801. Purpose And Intent**

The purposes of this Article are summarized as follows:

1. Establish requirements for multi-modal access to development sites, including vehicular, truck service, and pedestrian, as appropriate;
2. Establish on-site circulation patterns conducive to safe pedestrian as well as vehicular and truck access;
3. Establish minimum off-street parking and loading areas in proportion to the need created by each use, but considering reductions for the provision of alternative modes of travel;
4. Reduce congestion in the streets and ensure that uses and functions of public rights-of-ways are not interrupted;
5. Establish certain maximum as well as minimum requirements for parking spaces to reduce development costs and ensure that excess impervious surfaces are not constructed, while providing for exceeding maximums when a demonstrated need exists.
6. Promote flexible approaches to the provision of off-street parking, including in some cases, as appropriate, use of on-street parking, shared parking arrangements, and smaller spaces for compact cars;
7. Establish design and improvement specifications for the development of parking lots, loading areas, access aisles, and connections of parking lots to public streets;
8. Ensure that parking areas will be compatible with abutting residential zoning districts.

**Section 802. Applicability**

Except within the TC Overlay District and as otherwise specifically provided in this chapter, this article shall apply to:

1. New commercial, office, industrial, and residential construction; and
2. For new uses or conversions of existing, conforming buildings; and
3. For enlargements of existing structures; and
4. When the occupancy of any building is changed to another use.

This article shall not be construed so as to require additional parking spaces to be furnished for an existing building which is repaired, altered, maintained, or modernized, where no structural alterations are made and the size of the building is not increased.

**Section 803. Access**

1. The entire parcel, rather than simply a particular project, shall be considered in formulating and approving access plans.
2. All parking shall be provided with vehicular access to a street. Parking areas shall not thereafter be encroached upon or altered without approval of the Director.
3. Loading areas shall be provided with access to a street or alley. Loading areas shall not thereafter be encroached upon or altered without approval of the Director.
4. Off-street parking and loading spaces shall have access so that their use will not require backing movements or other maneuvering within a street right-of-way.
5. There shall be no obstruction of a public sidewalk, including that portion of the sidewalk within a driveway apron, due to parking, loading, or other activity. The Director may require that construction contractors make special provisions for maintaining safe passage along public sidewalks during construction.

**Section 804. Shared Driveways And Interparcel Access**

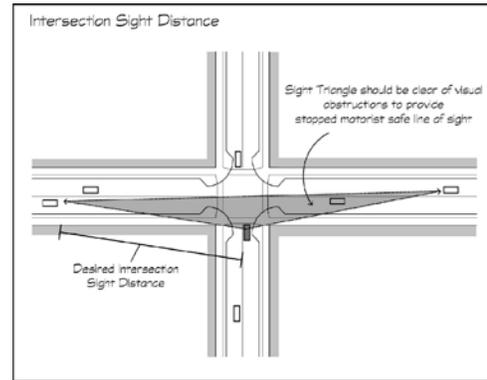
1. Applicability. This Section shall apply to all new office, commercial, institutional, and industrial developments and major building renovations and repaving projects of office, commercial, institutional, and industrial developments.
2. Shared Driveways. Shared driveways between two parcels along the common property line may be required during subdivision plat review and/or site and design plan approval. In such cases, the subdivider and/or each property owner shall grant an access easement to facilitate the movement of motor vehicles and pedestrians across the site.
3. Interparcel Access Requirements. Interparcel access for vehicles between abutting properties shall be provided as an alternative to forcing all movement onto abutting highways and public roads unless the Director determines that it is unnecessary to provide interparcel access due to the unlikelihood of patrons traveling among abutting sites or physical challenges occur. Where opportunities for shared access have been identified by the Director, developments must provide shared access with adjoining properties to facilitate frontage roads and/or driveway connections between parcels. The property owner shall grant an access easement to facilitate the movement of motor vehicles and pedestrians from site to site.
4. Locations. The location of vehicular connections across a property line shall be mutually determined and constructed by both property owners. Connection of parking areas for vehicular

access shall be provided in the rear portion of the site, as approved by the Director. In cases where it is not possible to provide the connection in the rear, it may be provided in the front portion of the site. In the case of coordination problems or any factors preventing construction of an interparcel connection, the Director will determine the location of the interparcel connection to be constructed by property owners.

**Section 805. Visibility At Intersections And Driveways**

No fence, wall, sign, hedge or planting or any similar improvement will be permitted to obstruct the sight lines or visibility of motorists and/or pedestrians at any intersection of public or private streets or at any driveway intersection with a public or private street. For purposes of this section, obstructions shall be defined in terms of height as elevations between 30 inches and 12 feet above any roadway or driveway, as applicable.

Unless otherwise specified by the Director, the area regulated shall be two triangular areas formed by the street right-of-way lines, or such lines extended, and lines connecting such right-of-way lines at points 25 feet from the intersections of the right-of-way lines.



**Section 806. Internal Vehicular Circulation**

1. Efficient and easily recognized vehicular circulation routes within a development are vital and shall be provided.
2. Internal vehicle circulation shall be designed or redesigned in a manner that avoids conflicts between through-traffic (i.e., traffic flowing into and out of the site) and local traffic (i.e., traffic through parking areas).
3. Interior vehicular circulation shall be provided by: visually orienting the driver with a regular, logical system of interior driveways and roadways; identifying entrance drives with small entry signs; and preventing vehicles from driving across or through designated parking areas by placing raised landscaped dividers or walkways between parking aisles.

**Section 807. Pedestrian Facilities Internal To Site Required**

1. Required. Internal to each building site, any new development unless exempted from this section shall provide safe routes of pedestrian access between points of departure and destinations in the form of an internal sidewalk system. Pedestrian access must be provided to individual developments and each establishment within the development. When multiple buildings are proposed on an individual site, they shall be linked with on-site pedestrian walkways.
2. Connections. The internal sidewalk system shall connect to the public sidewalk system along streets and highways, where it exists or is planned, or where required by the Director via site and design plan approval. The internal sidewalk system shall also connect to any sidewalk systems on abutting private properties or provide for such connections in their absence.
3. Design. Pedestrian ways shall be well defined and take the most direct path possible. The Director through site and design review may require that automobile access ways be separated from pedestrian access ways. Pedestrians shall have the right-of-way over automobile travel within interior portions of development sites.

4. Crossings. On any particular development site subject to this section where pedestrian circulation crosses vehicular routes, a change in grade, materials, textures, or colors, or appropriate striping or demarcation, shall be provided to emphasize the point of intersection between pedestrians and vehicles and improve its visibility and safety. For instance, brick pavers and other special paving materials can help to distinguish pedestrian walkway surfaces from vehicular access ways.
5. Width Specifications. All walkways internal to the site shall be a minimum of 5 feet wide, except for walkways serving individual single-family residences which shall be a minimum of 4 feet wide.
6. Applicability and Exemption. This section shall not apply to construction of any detached, single-family residence on an individual lot, but it shall apply to any lot that is contained within a final subdivision plat approved and to any lots that are a part of a larger development which received site and design plan approval and which required sidewalks internal to each single-family lot.

**Section 808. Off-Street Parking Required**

Off-street automobile parking spaces shall be provided on every lot on which any building, structure, or use is hereafter established in all zoning districts, except for the Town Center Overlay District (where some flexibility is provided; see parking requirements for that specific district). Required parking spaces shall be available for the temporary parking of passenger vehicles for residents, customers, patrons, and employees, as appropriate given the subject use.

**Section 809. Location Of Off-Street Parking Areas**

1. Requirement. All parking spaces required by this article shall be provided on the same lot with the main building or use which it serves, except as specifically provided in this section or as otherwise provided in the Town Center Overlay District.
2. Exemption. The Director may permit some or all of the required parking spaces to be provided on another lot, a substantial portion of which must be within 800 feet of such building, structure, or use. Any applicant proposing to use off-street parking on another site to meet the on-site parking requirements of this article shall submit evidence either of ownership or a valid agreement for use of the parking area off-site. Safe and convenient pedestrian access, such as a sidewalk or path, must exist or be provided from the structure or use to the off-site parking lot.

**Section 810. Parking Plan Required**

1. Before any parking lot or other parking improvement is constructed, or building permit is issued, the parking lot layout and area must be found by the Director to be in compliance with all requirements of this article and a parking plan must be approved by the Director via the site and design plan approval process.
2. No permit shall be issued for any parking area until the plans and specifications have been submitted for review by the Director and site and design plan approval has been given by the Director. Such plans and specifications shall include the number of spaces provided and required, the location of entrances, exits, aisles, curbing where required, landscaping, screening, surface materials, and provisions for drainage.
3. Occupancy or use of a building shall not be allowed until parking facilities meet the requirements of this article.

**Section 811. Minimum Design Requirements**

The following minimum design requirements shall be adhered to and demonstrated with the submission of appropriate plans and specifications during the site plan approval process:

1. Paving Surfaces. In any commercial district, parking and loading areas shall be paved with concrete, asphaltic concrete, asphalt, or brick pavers in commercial areas.

In the IA district, parking and storage lots may be on contained gravel surfaces. Containment shall retain the gravel so it is restrained from moving into sidewalks, streets, and other public areas.

In any residential district, the parking of any vehicle shall be on a concrete, asphalt, brick paver, or decorative stone surface. The use of decorative stone as a parking surface shall be contained within a confining border. Not more than 35% of the front yard shall be used for parking under any circumstances.

2. Pervious Surfaces. Pervious pavement parking spaces and grass pavers may be substituted for standard dust free pavements. Aggregate (gravel) surface is not considered a decorative stone, but may be considered appropriate for certain uses at the discretion of the Director. Water quality considerations and the character of the district in which the parking lot is proposed to be constructed may be considered by the Director in modifying parking lot pavement requirements during the required site plan approval process.
3. Curbing and Drainage. Parking and loading areas shall be properly graded, but in all cases drained so as to prevent damage to abutting properties or public streets. Water quality effectiveness and character of the zoning district shall be considerations in determining curbing requirements by the Director via the site plan approval process.
4. Circulation. Dead-end parking areas shall be prohibited unless design conditions prevent a connected design, and they can only be used if 90 degree parking design is used.
5. Minimum Parking Space Sizes. Off-street parking spaces shall be a minimum of 9 feet in width by 18 feet in length. Compact parking spaces shall measure 8 feet by 16 feet.
6. Minimum Aisle Width. Parking driveway maneuvering aisle width requirements vary according to the width and length of parking spaces and the angle of parking. For a single row of 90 degree head-in parking, the minimum depth for a parking space plus the width of the aisle shall be 42 feet. For 2 rows of 90 degree head-in parking using the same aisle, the minimum depth for parking spaces plus the width of the aisle shall be 60 feet for 9-foot wide spaces (measured from back of curb to back of curb).

The Director may authorize parking lot designs that utilize 75, 60, and 45 degree-angled parking spaces with 1-way or 2-way aisles. If such angled parking is used, parking lots shall comply with acceptable parking dimensional standards for aisle widths as specified by the Institute of Transportation Engineers or other reputable source approved by the Director.

Parking aisle length shall not exceed 500 feet without a break for circulation.

7. Compact Auto Parking. Compact parking spaces may be used in parking areas when more than 20 parking spaces are required, provided that the areas for compact parking are clearly marked and not more than 20% of the number of parking spaces provided in the entire parking area is designated compact auto parking.
8. Landscaped Divider. One landscaped divider (planted area within in between and separating the vehicle parking spaces fronting one another) with a minimum width of 9 feet shall be provided for every fifth parking aisle in a parking lot; provided, however, that the Director may vary this requirement via the site plan approval process in cases of short parking aisles or where alternative designs prevent random maneuvers which can endanger pedestrians.

9. Lighting. Parking areas shall be appropriately lighted unless the Director via site and design plan approval determines that lighting would be incompatible with abutting properties. Where lighting of parking lots is required or provided, light poles should be located in landscaped planter strips. Where this cannot be accomplished, light poles must be placed on a reinforced concrete pedestal to protect them from damage or being knocked over.
10. Landscaping. Parking lots shall meet the requirements for parking lot landscaping as specified in the Buffer, Landscape and Tree Ordinance.
11. Signage. Where needed to promote proper circulation within off-street parking areas, directional signs shall be placed in appropriate locations as specified by the Director via site and design plan approval, development permit approval, or parking plan approval.

**Section 812. Minimum And Maximum On-Site Parking Spaces**

1. Unless specifically provided otherwise in this article, on each lot where a building, structure, or use exists, each site shall be designed to provide and shall provide for off-street parking in the minimum (and not to exceed the maximum) amounts in Table 8.1.
2. No existing or future off-street parking area shall be reduced in capacity to less than the minimum required number of spaces, or increased to more than the maximum permitted number of spaces, or altered in design or function to less than the minimum standards, unless specifically provided for in this article.
3. This section shall not be construed as requiring compliance of parking lots which lawfully existed on the effective date of this article; provided, however, that the Director shall ensure parking lots that do not comply with this article meet the requirements of this article or substantially comply when a new development permit is required or a building permit is required to add additional building space on the site. If substantial redesign of the parking lot is required to comply with this article in such cases of new development or building additions, the Director may accept substantial rather than complete compliance when the strict application of a requirement of this article would pose substantial practical difficulty.

**Table 8.1  
Minimum and Maximum Number of Off-Street Parking Spaces Required**

Unless otherwise noted, the parking requirement shall be based on the gross square footage of the building or buildings devoted to the particular use specified.

<b>Use</b>	<b>Minimum Parking Required</b>	<b>Maximum Parking Permitted</b>
<b>COMMERCIAL USES</b>		
Animal hospital; kennel	One per 400 square feet	One per 250 square feet
Appliance sales and repair	One per 500 square feet	One per 300 square feet
Art gallery	One per 400 square feet	One per 300 square feet
Automated teller machine	Two per machine	Three per machine
Auto parts store	One per 500 square feet	One per 300 square feet
Automobile sales	One per 200 square feet of repair space plus one per 400 square feet of showroom/office	One per 150 square feet of repair space plus one per 300 square feet of showroom/office
Automobile service/repair	One per 250 square feet	One per 200 square feet
Bank, credit union, savings and loan	One per 300 square feet (plus provisions for drive-through facilities if applicable)	One per 200 square feet (plus provisions for drive-through facilities if applicable)
Barber shop or beauty parlor	One per 300 square feet	One per 250 square feet
Bed and breakfast inn	Two for the owner-operator plus one per guest bedroom	Two for the owner-operator plus one per guest bedroom
Carpet or floor covering store	One per 300 square feet of retail sales and office area, plus, if applicable, warehouse requirements for designated storage, receiving, and shipping area	One per 250 square feet of retail sales and office area, plus, if applicable, warehouse requirements for designated storage, receiving, and shipping area
Car wash, staffed or automated	Two stacking spaces for each car wash lane plus two drying spaces per lane	Three stacking spaces for each car wash lane plus two drying spaces per lane
Contractor's establishment	One per 300 square feet of office space and one per 2,000 square feet of outdoor storage	One per 250 square feet of office space and one per 1,500 square feet of lot outdoor storage
Convenience store	One per 200 square feet	One per 150 square feet
Dance hall	One per 125 square feet	One per 75 square feet
Day care center	One per 500 square feet	One per 375 square feet
Funeral home or mortuary	One per 500 square feet of floor area, plus one space for each two seats in the chapel	One per 300 square feet of floor area, plus one space for each two seats in the chapel
Furniture/home furnishing store	One per 600 square feet	One per 300 square feet
Grocery store	One per 300 square feet	One per 250 square feet
Hardware store	One per 400 square feet	One per 300 square feet
Health or fitness club	One per 200 square feet	One per 150 square feet
Hospital	1.5 per bed	2 per bed
Hotel or motel	One per lodging unit, plus one per each 150 square feet of banquet, assembly, meeting, or restaurant seating area	1.2 per lodging unit, plus one per each 100 square feet of banquet, assembly, meeting, or restaurant seating area
Laundromat	One for each three washer/dryer combinations	One for each two washer/dryer combinations
Nursery or garden center	One per 300 square feet plus one per 1,500 square feet outdoor sales or display area	One per 250 square feet plus one per 1,000 square feet outdoor sales or display area
Office	One per 300 square feet	One per 250 square feet
Open air sales	One per 250 square feet of indoor floor space plus one per 600 square feet of outdoor sales	One per 200 square feet of indoor floor space plus one per 500 square feet of outdoor sales
Personal service establishment	One per 250 square feet	One per 200 square feet

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<b>Use</b>	<b>Minimum Parking Required</b>	<b>Maximum Parking Permitted</b>
Photofinishing laboratory	One per 250 square feet	One per 200 square feet
Photographic studio	One per 300 square feet	One per 250 square feet
Restaurant, bar, or tavern	One per 125 square feet	One per 75 square feet
Retail store	One per 275 square feet	One per 250 square feet
Self storage/miniwarehouses	One per 40 storage units	One per 25 storage units
Shopping center	One per 275 square feet	One per 225 square feet
<b>LIGHT INDUSTRIAL USES</b>		
Manufacturing, processing, assembling	One per 1,300 square feet	One per 1,000 square feet
Wholesale and Warehousing	One per 300 square feet of gross floor area devoted to sales or display plus one space for 2,000 square feet of gross storage area.	One per 200 square feet of gross floor area devoted to sales or display plus one space for 2,000 square feet of gross floor storage area.
<b>ASSEMBLY &amp; GOVERNMENT</b>		
Places of Assembly	One space for each 100 square feet of gross floor area.	One space for each 75 square feet of gross floor area.
Government office	One per 300 square feet	One per 250 square feet
Library	One per 400 square feet	One per 300 square feet
Museum	One per 500 square feet	One per 300 square feet
Post office	One per 200 square feet	One per 150 square feet
Schools, Colleges, Trade and Vocational	10 per classroom	15 per classroom
<b>RESIDENTIAL USES</b>		
<del>Condominium, one bedroom</del>	<del>1.5 per unit plus 0.1 per unit for guest space</del>	<del>Two per unit plus 0.2 per unit for guest space</del>
<del>Condominium, two bedroom</del>	<del>1.5 per unit plus 0.1 per unit for guest space</del>	<del>Two per unit plus 0.2 per unit for guest space</del>
<del>Condominium, three bedroom</del>	<del>2 per unit plus 0.2 per unit for guest space</del>	<del>Three per unit plus 0.2 per unit for guest space</del>
<del>Multifamily (3+ dwelling units within a building)</del>	<del>1.5 per 1 and 2 bedroom unit plus 0.5 per additional bedroom and 0.1 per unit for guest space</del>	<del>Three per dwelling unit plus 0.2 per unit for guest space</del>
<del>Dwelling unit Residence within a building containing a non-residential use</del>	One per <u>dwelling</u> unit.	<del>4.5</del> Two per <u>dwelling</u> unit.
<del>Single family detached or attached</del>	Two per <u>dwelling</u> unit.	<del>Four per unit. No max.</del>
<del>Single family attached (duplex, town house)</del>	<u>1.5 per dwelling unit plus 0.1 per unit for guest space</u>	<u>No max.</u>
<b>RECREATIONAL FACILITIES</b>		
Athletic field	20 spaces per field	30 spaces per field
Billiard hall/amusement arcade	One per 200 square feet	One per 150 square feet
Bowling alley	Two per each bowling lane (add parking for billiard hall/ amusement arcade, if provided)	Three per each bowling lane (add parking for billiard hall/ amusement arcade, if provided)
Community center	One per 300 square feet	One per 250 square feet
Ice or roller skating rink	One per 200 square feet	One per 150 square feet
Miniature golf	One per hole	Two per hole
Stadium or sport arena	One per twelve feet of bench seating	One per ten feet of bench seating
Swimming pool – subdivision amenity	One per 150 square feet of surface water area	One per 100 square feet of surface water area
Swimming pool – public	One per 125 square feet of surface water area.	One per 75 square feet of surface water area.
Tennis or racquet ball court	Two per court.	Three per court.

Theater, cinema	One per three fixed seats.	One per two fixed seats.
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**Section 813. Interpretations**

1. Fractions. Where a fractional space results during the calculation of required parking, the required number of parking spaces shall be construed to be the next highest whole number.
2. Parking Space Requirement Not Specified. Where the parking requirement for a particular use is not described in Table 8.1, and where no similar use is listed, the Director shall determine the number of spaces to be provided based on requirements for similar uses, location of the proposed use, the number of employees on the largest shift, total square footage, potential customer use, and other expected demand and traffic generated by the proposed use. At the discretion of a development applicant, a parking generation study prepared by a qualified professional may be submitted to aid the Director in making such a determination; if submitted, it shall be considered by the Director prior to making a determination.
3. Computations for Multiple Floor Uses Within a Building. In cases where a building contains some combination of residential use, office space, retail or wholesale sales area, and/or bulk storage area, the Director may authorize that the building space be divided into such floor space use areas and separate computations of floor areas (e.g., warehousing, retail, and/or office) in determining the off-street parking or loading space requirements of this article.

**Section 814. Number Of Handicapped Parking Spaces Required.**

Regulations and dimensions for handicapped parking spaces shall be per requirements of the Americans with Disabilities Act (ADA) (Public Law 101-136) and the Georgia Accessibility Code.

**Section 815. Reduction For Off-Site, Off-Street Arrangements**

As provided in this article, off-site, off-street parking may be used in combination to meet minimum parking space requirements; a reduction of required on-site, off-street parking spaces on a given site may be permitted by the Director in cases where additional off-street, off-site, parking area in sufficient quantity and availability in conformity with this Article compensates for the reduction.

**Section 816. Reduction For Mixed Or Joint Use Of Parking Spaces**

When more than one use is provided on a lot, and such uses operate more or less simultaneously, the total requirements for off-street parking spaces shall be the sum of the requirements for the various uses computed separately. The Director may authorize a reduction in the total number of required off-street parking spaces for two or more uses jointly providing parking facilities when their respective hours of need of maximum parking do not normally overlap, provided that the developer submits sufficient data to demonstrate that the hours of maximum demand for parking at the respective uses do not normally overlap. The required spaces assigned to one use may not be assigned to another use at the same time, except that one-half of the parking spaces required for churches, theaters or assembly halls whose peak attendance will be at night or on Sundays may be assigned to a use which will be closed at night or on Sundays.

**Section 817. Reduction For On-Street Parking**

The Director may in individual cases administratively authorize a reduction in the minimum number of parking spaces for projects that are served by on-street parking.

**Section 818. Off-Street Loading Required**

On the same lot with every building, structure or part thereof, erected or occupied for manufacturing, storage, warehouse, truck freight terminal, department store, wholesale store, grocery supermarket, hotel,

hospital, mortuary, dry cleaning plant, retail business, college, or other uses similarly involving the receipt or distribution of vehicles, materials or merchandise, there shall be provided and maintained adequate space for the standing, loading, and unloading of such materials to avoid undue interference with public use of streets, alleys, and private or public parking areas.

This section shall not apply to uses permitted in the Town Center Overlay District.

**Section 819. Loading Area Locations**

Loading areas shall be located to the rear of the building unless the Director determined via site and design review that the site design precludes a rear location.

**Section 820. Loading Area Specifications**

Unless otherwise approved by the Director, loading spaces shall be a minimum of 14 feet wide, 40 feet long, with 14 feet of height clearance. When the development requires loading and unloading by full-size tractor-trailers, loading spaces shall be 60 feet long with a 63-foot apron.

**Section 821. Loading Docks And Spaces Required**

Unless otherwise approved by the Director, when loading space is required by this Article it shall be provided in the quantity according to land use specified in Table 8.1.

**Table 8.1  
Minimum Number of Loading Docks and Loading Spaces Required**

Land Use	Size (Gross Floor Area in Square Feet)	Loading Docks	Loading Spaces	Total Spaces
Office	0 – 30,000	0	1	1
	30,001 – 100,000	1	1	2
	Each additional 100,000	1	1	+2
Commercial	0 – 10,000	0	1	1
	10,001 – 30,000	1	1	2
	30,001 – 80,000	2	1	3
	Each additional 80,000	1	0	+1
Institutional	0 – 10,000	0	1	1
	10,001 – 30,000	1	1	2
	30,001 – 80,000	2	1	3
	Each additional 80,000	1	1	+2
Industrial	0 – 5,000	0	1	1
	5,001 – 30,000	1	1	2
	30,001 – 50,000	2	1	3
	50,001 – 100,000	3	1	4
	Each additional 100,000	1	0	+1

Source: National Parking Association, 1992. Recommended Zoning Ordinance Provisions for Parking and Off-Street Loading Space. In Transportation and Land Development, 2<sup>nd</sup> Ed. 2002 (Washington, DC, Institute of Transportation Engineers, 2002, p. 10-8, Table 10-3).

**ARTICLE 9  
NONCONFORMITIES**

Section 901.	Nonconforming Lot
Section 902.	Nonconforming Building or Structure
Section 903.	Nonconforming Use
Section 904.	Nonconforming Sign
Section 905.	Prior Nonconformities
Section 906.	Correction of Nonconforming Situations

**Section 901. Nonconforming Lot**

A lot of record, as defined in this chapter, that does not conform to minimum road frontage requirement or the minimum lot size or minimum lot width requirements for the zoning district in which it is located may be used as a building site, provided that the height, buffer, setback, and other dimensional requirements of the zoning district in which the lot of record is located are complied with or a variance is obtained, and, provided further, that in the case of a lot not served by sanitary sewer the lot area and width meet the current standards and requirements of the Gwinnett County Health Department for septic tank use.

**Section 902. Nonconforming Building Or Structure**

A nonconforming building or structure, as defined in this chapter, may be expanded, enlarged, or extended if such expansion, enlargement, or extension is for a use that conforms to the use requirements for the zoning district in which the building or structure is located. Any such expansion, enlargement, or extension of a nonconforming building or structure shall meet the minimum yard, setback, buffer, height, and other requirements for the zoning district in which said non-conforming building or structure is located, and all other requirements of this chapter.

**Section 903. Nonconforming Use**

A nonconforming use may be continued even though such use does not conform with the use provisions of the zoning district in which said use is located, except as otherwise provided in this section.

1. Change of Use. A nonconforming use shall not be changed to another nonconforming use. A change in tenancy or ownership shall not be considered a change to another nonconforming use, provided that the use itself remains unchanged.
2. Discontinuance or Abandonment. A nonconforming use shall not be reestablished after discontinuance or abandonment for 1 year. Vacancy and/or non-use of the building, regardless of the intent of the owner or tenant, shall constitute discontinuance or abandonment under this subsection. If an Occupation Certificate is required for said nonconforming use and the Occupation Certificate has lapsed for more than 6 months, said lapse of Occupation Certificate shall constitute discontinuance.
3. Expansion. A nonconforming use shall not be expanded, enlarged or extended, in land area or in floor space or volume of space in a building or structure, except for a use which complies with the zoning district in which said use is located.
4. Repair. A nonconforming use shall not be rebuilt, altered or repaired after damage exceeding 50% of its replacement cost at the time of damage as determined by the Planning Department, except for a use which conforms with the zoning district in which said use is located, and provided such rebuilding, alteration or repair is substantially completed within 1 year of such damage.

**Section 904. Nonconforming Sign**

See the Lilburn Sign Ordinance for provisions regarding nonconforming signs.

**Section 905. Prior Nonconformities**

Any nonconforming use shall be able to continue as a nonconforming use unless the use is brought into conformity with the adoption of this ordinance.

**Section 906. Correction Of Nonconforming Situations**

1. Intent. It is the intent of this section to require the complete correction of nonconforming situations at the time of any building addition or significant modification of a use or development on a given parcel of land, if such nonconforming situation can physically be made to comply with the requirements of this chapter. It is the intent of this section to require the reduction in the extent of nonconforming situations at the time of any building addition or significant modification of a use or development on a given parcel of land, if such nonconforming situation cannot be physically be made to comply entirely with the requirements of this chapter. It is the intent of this section to provide authority to the Director to administer the provisions of this section in a manner that meets these intentions, and that the Director shall exercise that authority, subject to more specific guidance as provided in this section.
2. Determination of Nonconforming Situations. For any proposed building or development, or modification of a building or development, it shall be the duty of the Director to identify the extent to which the improvements on land on which the building or development is proposed constitutes a nonconforming situation, as defined in this chapter. The Director shall conduct a review and identify such nonconforming situation(s) at the time plans for such proposed building or development are submitted for review, and at any earlier opportunity, if presented. In the event that one or more nonconforming situations are found to exist by the Director, they shall be documented and notice of the need to correct or reduce said nonconforming situations shall be provided by the Director to the building or development applicant.
3. Correction of Nonconforming Situations. In determining the need to completely correct or reduce the noncompliance of nonconforming situations, the Director shall be guided by the following standards:
  - (a) Strict Compliance. A standard of "strict compliance" (complete correction of all nonconforming situations) shall be applied by the Director where physical standards can clearly be made in the subject development proposal without significant alteration of the development as proposed.
  - (b) Reasonable Progress Toward Compliance. In cases where complete correction or compliance with the nonconforming situation would require undue hardship, practical difficulty, or might unreasonably reduce the size, scale, or other significant aspect of the development proposal, the Director shall have authority to approve the building, development, or improvement even though it does not meet a standard of strict compliance, if the relief granted is the minimum necessary to effectuate the building, development, or improvement.
  - (c) Proportionality. Whenever something less than strict compliance is authorized by the Director, in determining the amount or extent of compliance required, he shall apply a standard of "proportionality," meaning that the scope, scale, extent and cost of requirements to correct nonconforming situations are more or less the same as the scope, scale, extent and cost of the improvement or development proposed.

**ARTICLE 10  
ZONING AMENDMENTS AND APPLICATIONS**

- Section 1001. Procedures for Calling and Conducting Public Hearings
- Section 1002. Text Amendments
- Section 1003. Amendment to the Official Zoning Map and/or Overlay District Map
- Section 1004. ~~(Intentionally Deleted)~~ Conditional Uses
- Section 1005. Variances
- Section 1006. Appeals of Administrative Decisions
- Section 1007. Administrative Conditional Approval
- Section 1008. Development of Regional Impact
- Section 1009. Incorporation Clause

**Section 1001. Procedures For Calling And Conducting Public Hearings**

**1001-1. Applicability.** Public hearings by the [Planning Commission and](#) City Council required by this Article with regard to rezoning requests (amendments to the official zoning map), amendments to an overlay district boundary, applications for Special Use Permits (SUP), ~~and changes in conditions of zoning (CIC), applications for variances, and appeals of any administrative decision~~ shall be called and conducted in accordance with the procedures of this Section.

1. No amendment shall become effective unless it shall have been proposed by or shall have first been submitted to the Planning Commission for review and recommendation.
2. The Planning Commission shall call and conduct its public hearings in accordance with this section, and this section shall in such cases be interpreted accordingly.
3. Nothing in this Section shall be construed as prohibiting a Presiding Officer or hearing body from conducting a public hearing in a fair, orderly, and decorous manner.

**1001-2. Presiding Officer.** The Presiding Officer shall preside over the public hearing.

**1001-3. Opening of the Public Hearing.**

The Presiding Officer shall indicate that a public hearing has been called on one or more applications made pursuant to this Article, shall summarize the processes required by this Article (or call on the Director to summarize), and shall open the public hearing.

1. The Presiding Officer shall call the first case and the City Council shall consider each application on an individual basis in succession as printed on the published agenda or as otherwise approved by the City Council.
2. The Presiding Officer may at his or her discretion call and consider more than one application simultaneously when more than one application involves the same piece of property, and/or when proceedings would be efficiently completed by combining separately required public hearings and discussing more than one scheduled matter as a single group of applications.

**1001-4. Report of Planning Department.**

Upon opening the public hearing, the Presiding Officer may recognize the Director, who may provide a summary of the application and present any recommendations or results of investigations.

1. Unless a member of the Planning Commission is present and willing to speak for the Planning Commission on the subject application, the Director may also summarize the recommendations made by the Planning Commission.
2. Any member of the City Council upon recognition by the Presiding Officer may ask questions of the Director or Planning Commission representative providing a report or recommendations.
3. The Director and/or Planning Commission may be represented at the public hearing by written report in lieu of oral testimony.

**1001-5. Identification of Speakers.**

The Presiding Officer may ask each speaker to identify ~~themselves~~ himself or herself for the record.

**1001-6. Applicant and Those in Favor of the Application.**

When an individual application comes up for hearing, the Presiding Officer may ask for a show of hands of those persons who wish to appear in support of the application.

1. If it appears that the number of persons wishing to appear in support of the application is in excess of those who may reasonably be heard, the Presiding Officer may request that a spokesperson for the group be chosen to make presentations.
2. Following the report of the Director or Planning Commission spokesperson, if any, the Presiding Officer shall recognize the applicant or his or her agent, spokesperson, or each of them, who shall present and explain the application, followed by any other persons wishing to speak in favor of the application.
3. It shall be the duty of the applicant to carry the burden of proof that approval of the proposed application will promote the public health, safety, morality or general welfare.
4. There shall be a minimum time period of 10 minutes per application at the public hearing for the applicant and/or agent and anyone in favor of the application to present data, evidence, and opinions.
  - a. The City Council shall not be obligated to provide the full 10-minute period to the proponents if they elect not to use that much time, nor shall there be an obligation to provide a minimum of 10 minutes per application in the event that more than one application involving the same property is heard simultaneously.
  - b. An applicant or agent may reserve any remaining unused time from the allotted time period for rebuttal.
5. Upon the completion of testimony or remarks by the applicant and/or applicant's agent and those speaking in favor of the application, any member of the City Council upon recognition by the Presiding Officer may ask questions of the applicant or agent of the applicant, or both, or any person speaking in favor of the application.

**1001-7. Questions and Opposing Public Comments on the Application.**

At the conclusion of the applicant's presentation and any testimony by others in favor of the application, the Presiding Officer shall call for public comments from those who wish to ask questions, make comments or oppose the application. The Presiding Officer may ask for a show of hands of those persons who wish to ask questions, make comments, and/or speak in opposition to the application.

1. If it appears that the number of persons wishing to ask questions, make comments, and/or speak in opposition to the application is in excess of those who may reasonably be heard, the Presiding Officer may request that a spokesperson for the group be chosen to make presentations, ask questions, or speak in opposition.
2. There shall be a minimum time period of 10 minutes per application at the public hearing for the opponents to present data, evidence, and opinions and ask questions.
3. The City Council shall not be obligated to provide the full 10 minutes per application to the opponents if they elect not to use that much time, nor shall there be an obligation to provide a minimum of 10 minutes per application in the event that more than one application involving the same property is heard simultaneously.
4. Upon the completion of testimony or remarks by those asking questions and/or speaking in opposition to the application, any member of the City Council upon recognition by the Presiding Officer may ask questions of those speakers.

**1001-8. Response to Questions.**

Upon the completion of testimony or remarks by those asking questions and/or speaking in opposition to the application, the Presiding Officer may: (a) ask the Director if present to answer questions posed by speakers; (b) answer such questions himself or herself; (c) recognize a member of the City Council to make remarks or answer questions in response to such questions; or (d) defer questions to the applicant to be answered during rebuttal.

**1001-9. Content of Remarks.**

Each speaker shall speak only to the merits of the proposed application under consideration and shall address his or her remarks only to the City Council and not directly to the audience. Each speaker shall refrain from personal attacks on any other speaker or the discussion of facts or opinions irrelevant to the proposed application under consideration. The Presiding Officer may limit or refuse a speaker the right to continue, if the speaker, after first being cautioned, continues to violate this procedure.

**1001-10. Applicant's Rebuttal.**

Upon the conclusion of public testimony, if the 10 minutes allotted to the applicant and those speaking in favor of the application has not been exhausted, the applicant or his or her agent, or both, shall be allowed the remaining time from the total 10 minutes allotted to answer questions, rebut the testimony of speakers, and/or provide final comments and remarks.

1. The time devoted to any such rebuttal shall be counted toward the total 10 minutes allotted to the applicant if such a time limit is set by the Presiding Officer.
2. Any member of the City Council upon recognition by the Presiding Officer may then ask questions of the applicant, his or her agent, or both.

**1001-11. Equal Time.**

In no event shall this section be interpreted to, and in no case shall the Presiding Officer allow or permit, an unequal amount of time to proponents and opponents with respect to testimony regarding an individual application.

**1001-12. Close of Hearing.**

After the foregoing procedures have been completed, the Presiding Officer will close the public hearing and indicate that the public hearing is closed. Upon the closing of the public hearing, the applicant or his agent and any member of the public shall no longer be permitted to address the City Council in any way, including hand waving or motions for attention; provided, however, that at any time considered appropriate the Presiding Officer may reopen the public hearing for a limited time and purpose.

**1001-13. Decision.**

After the public hearing is closed, the City Council may either vote upon the application or may table the application and delay its vote to a subsequent meeting, subject to the limitations of this Article, provided that notice of the time, date and location when such application will be further considered shall be announced at the meeting during which the public hearing is held.

1. After hearing evidence, in making a decision, the City Council will apply the evidence to the criteria specified in this Article for the application in question and other considerations and recommendations as may be considered appropriate.
2. If the City Council determines from the evidence presented by the applicant that the proposed application promotes the health, safety, morals, and general welfare under applicable criteria, then the application shall be granted, subject to those reasonable conditions as may be imposed by the City Council on its own initiative or as recommended by the Director and/or the Planning Commission.
3. Otherwise, such application shall be denied.

**Section 1002. Text Amendments**

**1002-1. Authority to Amend.**

The City Council may amend any article or section of this zoning ordinance subject to compliance with the requirements of this section.

**1002-2. Authority to Initiate.**

An application to amend this zoning ordinance may be initiated by the Planning and Economic Development Department, Planning Commission, or City Council.

In addition, any person, firm, corporation, or agency may initiate by application to the Director a proposal to amend the text of this zoning ordinance, provided said individual, firm, corporation, or agency is the owner or owner's agent of property in the city and the amendment sought pertains in some way to said property within the city.

**1002-3. Application.**

Applications to amend the text of this zoning ordinance shall require submittal of an application fee, application form, and proposed text amendment in a form approved in advance by the Director. The Director shall waive the application fee required by this section when an application is initiated by the City Council, the Department, or the Planning Commission.

**1002-4. Referral to and Recommendation by Planning Commission.**

Upon receipt of a completed application for a text amendment ~~or within a reasonable time thereafter~~, the Director shall refer the text amendment to the Planning Commission.

1. The meeting at which the Planning Commission considers a text amendment shall be open to the public, ~~but the Planning Commission meeting shall not be required to be an advertised public hearing and the Planning Commission shall not be obligated to but may hold a public hearing on the text amendment.~~
  - a. The Planning Commission shall make a recommendation on the text amendment, ~~within 30 days of the meeting it is first scheduled to consider the text amendment,~~
  - b. ~~The Planning Commission and its~~ recommendation shall be made part of a public record.
2. The Planning Commission recommendations shall be submitted to the City Council. ~~In the case an extension is needed for the proposed amendment, the Planning Commission and the applicant may jointly agree to an extension of the 30-day period.~~ The Planning Commission may submit any additional report it deems appropriate.
3. ~~The applicant will be notified in writing by the Director of the recommendation within 7 working days of the decision.~~ The Planning Commission recommendation and any report shall upon publication be available upon request to the public.
4. The recommendation of the Planning Commission shall have an advisory effect only and shall not be binding on the City Council.

**1002-5. Notice of Planning Commission and City Council Public Hearing.**

At least 15 but not more than 45 days prior to the date of the public hearing before the Planning Commission or City Council, the Director shall cause to be published within a newspaper of general circulation within the territorial boundaries of the city a notice of the public hearing on the text amendment.

1. The notice shall state the time, place, and purpose of the public hearing.
2. The ordinance Article(s) or section of the proposed text amendment.

**1002-6. Planning Commission and City Council Public Hearing and Action.**

The City Council shall hold a public hearing on the text amendment as advertised and after review and recommendation by the Planning Commission.

1. In the event that the Planning Commission has not ~~submitted its report~~ made a recommendation and the public hearing has already been advertised, the City Council may elect to proceed with the advertised and scheduled public hearing, or it may reschedule the public hearing for a day after which the Planning Commission's recommendation will be available.
2. In rendering a decision on any such text amendment, the City Council shall consider all information supplied by the Director and the Planning Commission, any information submitted by the applicant, and any information presented at the public hearing.
3. The City Council may approve or disapprove the proposed text amendment as written, or it may modify the proposed text amendment and approve it as modified. The City Council decision will be made part of the public record.
4. ~~The applicant will be notified in writing by the Director of the decision within 7 working days of the decision.~~

**1002-7. Withdrawal.**

Any application for an amendment to the text of this zoning ordinance may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the Director, up until public notice of the public hearing by the City Council. When any application for a text amendment is initiated by a party other than the City Council or the Planning Commission, no refund of the required application fee or portion thereof shall be made once the text amendment has been scheduled for public hearing.

**Section 1003. Amendment To The Official Zoning Map And/Or Overlay District Map**

**1003-1. Authority to Amend.**

The City Council may amend any boundary of a zoning ~~map, any boundary of district or an~~ overlay district as shown on the official zoning map, approve Special Use Permits or Change in Conditions of zoning subject to compliance with the requirements of this section.

**1003-2. Authority to Initiate.**

Applications for amendments of the maps of this Resolution may be initiated by resolution of the Mayor and City Council, or by motion of the Planning Commission. In addition, any person, firm, corporation, or agency may initiate by application addressed to the Mayor and City Council, submitted to the Director, ~~a proposal to an~~ amendment to the official zoning map, any boundary of an overlay district, a Special Use Permit (SUP) or a Change in Conditions (CIC) provided said individual, firm, corporation, agency is the owner or owner's agent of the property involved in said application, or by a contract purchaser with the owner's written consent.

**1003-3. Application.**

Applications to amend the official zoning map or overlay district map, allow a Special Use or Change Conditions of zoning shall require submittal of an application fee, application form, and supporting materials specified by this section in advance by the Director.

1. No application described in this section shall be processed by the Director unless it is found to be complete with regard to application materials, payment of fees, supportive materials, and any other application requirements specified by this section.
2. If an application described and regulated by this section does not comply with all the submission requirements of this section, the Director may reject the application and refuse to process it.
3. The Director shall waive the application fee required by this section when an application is initiated by the City Council or the Planning Commission.

**1003-4. Application Requirements.**

If a proposed amendment is for the rezoning of property and involves a change in the zoning classification of a parcel, the granting of a Special Use or a Change in Conditions of zoning, then the

application as specified in this section shall be processed by the Director according to the requirements of this section as follows:

1. Application fee as established by resolution of the City Council;
2. Application form furnished by the Director, including signed and notarized signature of property owner;
3. Metes and bounds legal description of the property;
4. Boundary survey plat of the property; provided, however, that where no survey is available the Director may, but is not obligated to, accept a map of the subject property from the Gwinnett County Tax Assessors or other reliable source;
5. Letter of intent describing the proposed use of the property or other action requested, which may include any special conditions voluntarily made by the applicant as a part of the request. The applicant is also strongly encouraged to address the extent to which the application meets the criteria specified in this section for amendments to the official zoning map or overlay district map; and
6. Site plan of the property and proposed development at an appropriate engineering scale showing the proposed use and relevant information regarding proposed improvements. Site plans must show existing roads and streams, flood plains ~~and wetlands where applicable~~, existing and proposed buildings and structures, parking and loading areas as may be applicable, areas of existing vegetation or parts of the site to be landscaped, ~~conceptual information about drainage and stormwater management~~, and other information as reasonably required by the Director.

**1003-5. Referral to and Recommendation by Planning Commission.**

Upon receipt of a completed application to amend the official zoning map or overlay district map, or to allow a Special Use Permit or Change in Conditions, ~~and within a reasonable time thereafter~~, the Director shall refer the application to the Planning Commission.

1. The Director shall, with respect to each zoning proposal, investigate and make a recommendation with respect to each of the matters enumerated in Section 1003-7. The Director shall make a written record of the investigation and recommendations, and this record shall be a public record.
2. The meeting at which the Planning Commission considers the zoning application shall be open to the public, ~~but the Planning Commission meeting shall not be required to be an advertised public hearing and the Planning Commission shall not be obligated to but may hold a public hearing on the application.~~
  - a. The Planning Commission shall make a recommendation to approve, approve with conditions, approve a different zoning classification, or deny on the application within 30 days of the meeting it is first scheduled to consider the application, and its recommendation shall be submitted to the City Council.
  - ~~a-b. The Planning Commission shall make a written record of its investigation and recommendations, and this record shall be a public record.~~
- ~~2. The Director shall, with respect to each zoning proposal, investigate and make a recommendation with respect to each of the matters enumerated in Section 1003-7. The Director shall make a written record of its investigation and recommendations, and this record shall be a public record.~~
- ~~3. The Planning Commission shall make a recommendation on the application within 30 days of the meeting it is first scheduled to consider the application, and its recommendation shall be submitted to the City Council.~~
  - ~~a. The Planning Commission shall make a written record of its investigation and recommendations, and this record shall be a public record.~~
- 4.3. The Director and Planning Commission recommendations shall be submitted to the City Council. The Planning Commission may submit any additional report it deems appropriate.

~~5.4. The applicant will be notified in writing by the Director of the recommendation within 7 working days of the decision.~~ The recommendation and any report shall upon publication be available upon request to the public.

~~6.5.~~ The recommendation of the Planning Commission shall have an advisory effect only and shall not be binding on the City Council.

**1003-6. Notice of Planning Commission or City Council Public Hearing.**

~~At least 15 but not more than 45 days prior to the date of the public hearing before the City Council, the Director shall cause to be published within a newspaper of general circulation within the territorial boundaries of the city a notice of the public hearing on the application.~~

1. ~~At least 15 but not more than 45 days prior to the date of the public hearing before a Planning Commission or City Council hearing, the Director shall cause to be published within a newspaper of general circulation within the territorial boundaries of the city a notice of the public hearing on the application.~~ The notice shall state the time, place, and purpose of the public hearing. If the application is initiated by a party other than the City Council or the Planning Commission, then in addition, notice shall include the location of the property, the present zoning classification of the property, and the proposed zoning classification of the property;
2. ~~Not less than 15 days prior to the date of the public hearing, the Director shall cause to be posted a~~ sign containing ~~date and time of public hearing(s) required information shall be placed~~ in a conspicuous location on the property ~~or in the public right-of-way along frontage of the property not less than 15 days prior to the date of the public hearing before the City Council.~~
3. The ~~Mayor and Council of the~~ City shall give notice of the proposed rezoning by regular mail to the property owner of record and to all abutting property owners of record as shown by City tax records.
  - a. Such notice shall be mailed at least 15 days prior to the Planning Commission public hearing and shall include a description of the application and the date, time and place of public hearings.
  - b. Notice deposited in the mail with adequate postage thereon and addressed to the last known address of the above-named property owners as shown on City tax records shall be deemed to be adequate compliance with the requirements of this section.

**1003-7. Criteria for Amendments to Official Zoning Map.**

The Mayor and ~~Council of the~~ City Council find 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:

1. Whether the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.
2. Whether the proposal will adversely affect the existing use or usability of adjacent or nearby property.
3. Whether the property to be affected by the proposal has a reasonable economic use as currently zoned.
4. Whether the 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 proposal is in conformity with the policy and intent of the comprehensive plan including the future development map and future land use plan map.
6. 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 proposal.

**1003-8. City Council Public Hearing and Action.**

The City Council shall hold a public hearing on the application as advertised and after review and recommendation by the Planning Commission.

1. In the event that the Planning Commission has not submitted its ~~report~~recommendation and the public hearing has already been advertised, the City Council may elect to proceed with the advertised and scheduled public hearing, or it may reschedule ~~and re-advertise~~ the public hearing for a day after which the Planning Commission's recommendation will be available.
2. In rendering a decision on any such application, the City Council shall consider all information supplied by the Director and the Planning Commission, any information submitted by the applicant, any information presented at the public hearing, and the extent to which the application meets the criteria specified for amendments to the official zoning map as prescribed in this section.
3. The City Council may approve or ~~deny~~approve the application as proposed, it may place conditions of approval on the application and approve the application with conditions, it may establish a time limitation for the duration of a Special Use to be permitted, it may deny the proposal in part, or it may table the proposal.
4. The decision of the City Council shall be made a public record.
5. ~~The applicant will be notified in writing by the Director of the decision within 7 working days of the decision.~~

**1003-9. Withdrawal.**

Any application for an amendment to the official zoning map or overlay district map, Special Use Permit or Change in Zoning Conditions may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the Director, up until the date of the legal advertisement of the public hearing by the City Council.

1. All applications, having been advertised, shall be considered by the Mayor and Council of the City, and shall receive final action.
2. When any application is initiated by a party other than the City Council or the Planning Commission, no refund of the required application fee or portion thereof shall be made once the application has been scheduled for public hearing.

**1003-10. Limitations on the Frequency of Filing Applications.**

No application regulated by this section and affecting the same or any portion of property which was denied by the City Council shall be accepted for filing by a property owner until 12 months shall have elapsed from the date said application was denied by the City Council, unless such 12-month period is waived by the Mayor and Council. In such case, the same or any portion of property previously considered in a zoning map amendment which was denied by the City Council may not again be initiated until the expiration of at least six months immediately following the final decision rendered on the application by the City Council.

Section 1004. (Intentionally deleted)

~~Section 1004. Special Uses (Special Use Permit – SUP)~~

~~1004-1. Authority.~~

~~Upon application, the City Council may approve, conditionally approve, or deny applications for Special Uses as specified in the zoning district regulations of this Article (see Article 6), subject to compliance with the requirements of this section.~~

~~1004-2. Application.~~

~~Applications for Special Use Permit approval shall require submittal of an application fee, application form, and supporting materials specified by this section in advance by the Director.~~

- ~~1. No application described in this section shall be processed by the Director unless it is found to be complete with regard to application materials, payment of fees, supportive materials, and any other application requirements specified by this section.~~
- ~~2. If an application described and regulated by this section does not comply with all the submission requirements of this section, the Director may reject the application and refuse to process it.~~

**~~1004-3. Application Requirements.~~**

~~No application specified in this section shall be processed by the Director unless it meets the requirements of this section as follows:~~

- ~~1. Application fee as established by resolution of the City Council;~~
- ~~2. Application form furnished by the Director, including signed and notarized signature of property owner;~~
- ~~3. Metes and bounds legal description of the property;~~
- ~~4. Boundary survey plat of the property; provided, however, that where no survey is available the Director may but is not obligated to accept a map of the subject property from the Gwinnett County Tax Assessors or other reliable source;~~
- ~~5. Letter of intent describing the proposed use of the property, which may include any special conditions voluntarily made by the applicant as a part of the request. The applicant is also strongly encouraged to address the extent to which the application meets the criteria specified in this section for Special Uses; and~~
- ~~6. Site plan of the property and proposed development at an appropriate engineering scale showing the proposed use and relevant information regarding proposed improvements. Site plans must show existing roads and streams, flood plains and wetlands where applicable, existing and proposed buildings and structures, parking and loading areas as may be applicable, areas of existing vegetation or parts of the site to be landscaped, conceptual information about drainage and stormwater management, and other information as reasonably required by the Director.~~

**~~1004-4. Referral to and Recommendation by Planning Commission.~~**

~~Upon receipt of a completed application for Special Use or within a reasonable time thereafter, the Director shall refer the application to the Lilburn Planning Commission.~~

- ~~1. The meeting at which the Planning Commission considers the application shall be open to the public, but the Planning Commission meeting shall not be required to be an advertised public hearing and the Planning Commission shall not be obligated to but may hold a public hearing on the application.~~
- ~~2. The Planning Commission shall make a recommendation on the application within 30 days of the meeting it is first scheduled to consider the application, and its recommendation shall be submitted to the City Council. However, the Planning Commission and the applicant for an amendment may jointly agree to an extension of the 30-day period.~~
- ~~3. The Planning Commission may submit any additional report it deems appropriate.~~
- ~~4. The applicant will be notified in writing by the Director of the recommendation within 7 working days of the decision. The recommendation and any report shall upon publication be available upon request to the public.~~
- ~~5. The recommendation of the Planning Commission shall have an advisory effect only and shall not be binding on the City Council.~~

**~~1004-5. Notice of City Council Public Hearing.~~**

~~At least 15 but not more than 45 days prior to the date of the public hearing before the City Council, the Director shall have published within a newspaper of general circulation within the territorial boundaries of the city a notice of the public hearing on the application.~~

- ~~1. The notice shall state the time, place, and purpose of the public hearing.~~
- ~~2. If the application is initiated by a party other than the City Council or the Planning Commission, then in addition, notice shall include the location of the property, the present zoning classification of the property, and the proposed Special Use of the property.~~
- ~~3. —~~
- ~~4. A sign containing said required information shall be placed in a conspicuous location on the property not less than 15 days prior to the date of the public hearing before the City Council.~~

**~~1004-6. Criteria for Special Uses.~~**

~~The following criteria are considered applicable or potentially applicable for determination to permit a Special Use:~~

- ~~1. Whether the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.~~
- ~~2. Whether the proposal will adversely affect the existing use or usability of adjacent or nearby property.~~
- ~~3. Whether the property to be affected by the proposal has a reasonable economic use as currently zoned.~~
- ~~4. Whether the 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 proposal is in conformity with the policy and intent of the comprehensive plan including the future development map and future land use plan map.~~
- ~~6. 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 proposal.~~

**~~1004-7. City Council Public Hearing and Action.~~**

~~The City Council shall hold a public hearing on the application as advertised and after review and recommendation by the Planning Commission.~~

- ~~1. In the event that the Planning Commission has not submitted its report and the public hearing has already been advertised, it shall be deemed to have given a recommendation of "no comment" on the proposed amendment. City Council may elect to proceed with the advertised and scheduled public hearing, or it may reschedule and re-advertise the public hearing for a day after which the Planning Commission's recommendation will be available.~~
- ~~2. In rendering a decision on any such application, the City Council shall consider all information supplied by the Director and the Planning Commission, any information submitted by the applicant, any information presented at the public hearing, and the extent to which the application meets the criteria specified for Special Uses as prescribed in this section.~~
- ~~3. The City Council may approve or disapprove the application as proposed, it may place conditions of approval on the application and approve the application with conditions, it may deny in part, or table the application.~~
- ~~4. The City Council shall establish a time limitation for the duration of the Special Use to be permitted.~~

~~5. The applicant will be notified in writing by the Director of the decision within 7 working days of the decision.~~

~~**1004-8. Withdrawal.**~~

~~Any application for a Special Use may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the Director, up until the date of the legal advertisement of the public hearing by the City Council.~~

~~1. All applications, having been advertised, shall be considered by the Mayor and Council of the City, and shall receive final action.~~

~~2. When any application is initiated by a party other than the City Council or the Planning Commission, no refund of the required application fee or portion thereof shall be made once the application has been scheduled for public hearing.~~

~~**1004-9. Limitations on the Frequency of Filing Applications.**~~

~~No application regulated by this section and affecting the same or any portion of property which was denied by the City Council shall be accepted for filing by a property owner until twelve months shall have elapsed from the date the SUP application was denied by the City Council, unless such 12-month period is waived by the Mayor and Council. In such case, the same or any portion of property previously considered in a SUP application which was denied by the City Council may not again be initiated until the expiration of at least six months immediately following the final decision rendered on the application by the City Council.~~

~~**1004-10. Termination of Special Use Permit.**~~

~~At any time, the owner of such property receiving a Special Use Permit may voluntarily request termination of that Special Use Permit by written notification requesting such action of the Mayor and Council. Such property would revert to the original zoning prior to issuance of the Special Use Permit.~~

**Section 1005. Variances**

**1005-1. Intent.**

~~It is also the intent to allow the filing of applications for variance independently of any application (i.e., "stand alone" variance application).~~

It is also the intent of this section to permit the filing of an application for variance simultaneously with a rezoning, special use permit, change in conditions of zoning or conditional use application, ~~or both~~, and have ~~both~~ the concurrent variance and companion application(s) considered in the same cycle of review (i.e., "concurrent" variance application). However, no variance shall be approved prior to the City Council's final action.

~~It is also the intent to allow the filing of applications for variance independently of any application (i.e., "stand alone" variance application).~~

**1005-2. Establishment of Zoning Board of Appeals.**

A Zoning Board of Appeals is hereby created according to the following provisions:

1. The Zoning Board of Appeals shall consist of five members residing within the City, appointed by the Mayor and Council of the City. Any member of the Zoning Board of Appeals shall be disqualified to act upon a matter in which the member has an interest.
  - a. One member of the Zoning Board of Appeals may be member of the Planning Commission.
  - b. No other member of the Zoning Board of Appeals shall hold any elected public office in the City.
  
2. The term of office of each member of the Zoning Board of Appeals shall be for one year.
  - a. Members may be reappointed.
  - b. Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointment.
  - c. Member shall be removable for cause by the Mayor and Council of the City upon written charges and after a public hearing.

3. The Zoning Board of Appeals shall elect one of its members, other than the member of the Planning Commission, as Chairman and a second one as Vice-Chairman. The Chairman and Vice-Chairman shall serve for one year or until reelected or until successors are elected. The Zoning Board of Appeals shall appoint a Secretary who may be an employee of the City or ~~a member of the Board of the Planning Commission.~~
4. The Zoning Board of Appeals shall adopt rules of procedure.
  - a. Meeting of the Zoning Board of Appeals shall be at the call of the Chairman and at such other times as the members of the Zoning Board of Appeals may determine.
  - b. The Chairman or, in his absence, the Vice-Chairman, may administer oaths and compel the attendance of witnesses by subpoena.
  - c. The Zoning Board of Appeals shall keep minutes of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact.
  - d. The Zoning Board of Appeals shall keep records of its examinations and other official actions, all of which shall be ~~immediately filed in the office of the City Clerk and shall be~~ a public record.

**1005-3. Zoning Board of Appeals Powers.**

1. To hear and decide appeals when it is alleged there is an error in any order, requirement, decision or determination made by the Director in the enforcement of this Zoning Resolution.
- ~~2. To hear and decide requests for the Special Exceptions of the Zoning Resolution which the Zoning Board of Appeals is required to pass.~~

- ~~3.2.~~ To authorize, upon appeal in specific cases, variances from the terms of the Zoning Resolution as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the Zoning Resolution will, in an individual case, result in unnecessary hardship, so that the spirit of the Zoning Resolution shall be observed, public safety and welfare secured and substantial justices done. Such variances may be granted in individual cases of unnecessary hardship upon a finding by the Zoning Board of Appeals that:
  - a. There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
  - b. A literal interpretation of the provisions of this Article would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located, resulting in unnecessary hardship.
  - c. Such conditions are peculiar to the particular piece of property involved.
  - d. The special circumstances are not the result of any actions of the property owner.
  - e. Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
  - f. The requested variance will be in harmony with the purpose and intent of this Article and will not be injurious to the neighborhood or to the general welfare.
  - g. The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the zoning district in which the development is located.

- ~~4. No variance may be granted for a use of land or building or structure that is prohibited by this Resolution or which would result in a greater intensity of development on a property than would otherwise be allowed if no variance were involved.~~

- ~~5.3.~~ In exercising the above powers, the Zoning Board of Appeals may, in conformity with the provisions of this Resolution, reverse decisions or determinations from which the appeal is taken and, to that end, assume all the powers of the Director from whom the appeal is taken and may issue or revoke or direct the issuance or revocation of a Building or other permit.

**1005-4. Pre-application Conference Encouraged.**

Applicants for variances are ~~strongly~~ encouraged, but not required to schedule an applicant orientation meeting with the Director. An applicant orientation meeting is a time where applicants can seek a determination of the number and nature of variances required, familiarize themselves with the application requirements and processes, and gain preliminary input from staff as to the suitability of the proposed variance(s).

**1005-5. Separate Applications Required When More than One Section is Requested to be Varied.**

A separate variance application, and a separate fee, shall be required for each individual section of this Article for which a variance is requested or from which relief is sought.

**1005-6. Regulations That Cannot Be Varied.**

Variances shall not be granted to (a) minimum lot size requirements of a given zoning district; or (b) permit a use which is not permitted in the zoning district in pertaining to the subject property (i.e., a “use” variance).

**1005-7. Application.**

Applications for a variance shall require submittal of an application fee, application form, and supporting materials specified by this section in advance by the Director.

~~1. No application described in this section shall be processed by the Director unless it is found to be complete with regard to application materials, payment of fees, supportive materials, and any other application requirements specified by this section.~~

~~2. If an application described and regulated by this section does not comply with all the submission requirements of this section, the Director may reject the application and refuse to process it.~~

**1005-8. Application Requirements.**

No application specified in this section shall be processed by the Director unless it is found to be complete by meetings the requirements of this section as follows:

1. Application fee as established by resolution of the City Council;
2. Application form furnished by the Director, including signed and notarized signature of property owner;
3. Metes and bounds legal description of the property;
4. Boundary survey plat of the property; in the case where a building or structure was already constructed and requires a setback variance, the boundary survey shall include “as built” placement of the building or structure for which the setback is requested to be varied;
5. Letter of intent describing the regulations to be varied (specific sections and the amount of numerical variation sought), and including analysis of how the proposed development compares favorably with one or more of the criteria for granting variances as established in this section;
6. If pertaining to future development, a site plan of the property and proposed development shall be submitted at an appropriate engineering scale showing the proposed use and relevant information regarding the variance request. Site plans must show information as reasonably required by the Director.

**1005-9. Required Public Hearings by the Zoning Board of Appeals.**

A public hearing shall be held before the Zoning Board of Appeals acts upon an application for a Variance ~~or a Special Exception~~.

1. At least 15 but not more than 45 days prior to the date of the public hearing before the Zoning Board of Appeals ~~City Council~~, the Director shall cause to be published within a newspaper of general circulation within the territorial boundaries of the city a notice of the public hearing on the

application. The notice shall state the time, place, and purpose of the public hearing. In addition, notice shall include the location of the property and the section ~~(s) or section~~ proposed to be varied.

2. ~~In addition, Not less than 15 days prior to the date of the public hearing,~~ the City shall erect, in a conspicuous place on the property or in the right-of-way along the frontage of the property, ~~involved~~ a sign that shall contain information as to the Variance ~~or Special Exception~~ applied for, the date, ~~and the~~ time and place of hearing.
3. ~~Sign shall be erected not less than 15 days prior to the date of the public hearing, and which shall remain through the date of any public hearings advertised thereon.~~
- 4.3. Failure to erect and maintain the sign as specified above shall not invalidate the subsequent determination of the Zoning Board of Appeals.

**1005-10. Zoning Board of Appeals Public Hearing and Action.**

The Zoning Board of Appeals shall hold a public hearing on the application as advertised and after review by the Director.

1. At the hearing, any party may appear in person or by agent or attorney.
2. In rendering a decision on any such application, the Zoning Board of Appeals shall consider all information supplied by the Director, any information submitted by the applicant, any information presented at the public hearing, and the extent to which the application meets the criteria specified for conditional uses variance approval as prescribed in this section.
3. The Zoning Board of Appeals may approve or ~~deny~~disapprove the application as proposed, or it may place conditions of approval on the application and approve the application with conditions.
4. ~~The applicant will be notified in writing by the Director of the decision within 7 working days of the decision.~~

**1005-11. Withdrawal.**

Any application for variance may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the Director, up until the public hearing by the City Council. No refund of the required application fee or portion thereof shall be made once the application has been scheduled for public hearing.

**1005-12. Reapplication to the Zoning Board of Appeals.**

If an application for a ~~Special Exception or~~ Variance is denied by the Zoning Board of Appeals, a reapplication for such ~~Special Exception or~~ Variance may not be made earlier than 12 months from the date of the original application, unless such 12 month period is waived by the Zoning Board of Appeals, and in no case may such an application or reapplication be reconsidered in less than 6 months from the date of last action by the Zoning Board of Appeals, as appropriate.

**1005-13. Appeals from Decisions of the Zoning Board of Appeals.**

Any person or persons severally or jointly aggrieved by any decision of the Zoning Board of Appeals may present an Appeal to the Gwinnet County Superior Court.

1. Such an Appeal to the Superior Court shall be the same as an Appeal to the Superior Court from any decision made by the Probate Court and as specified in the official Code of Georgia except, however, that the Appeal shall be filed within 30 days from the date of the decision of the Zoning Board of Appeals.
2. Upon failure to file the appeal within 30 days, the decision of the Zoning Board of Appeals shall be final.

3. On Appeal, the case shall be heard by the Judge of the Superior Court of Gwinnett County without a jury unless one of the parties files a written demand for a jury trial within 30 days from the filing of the Appeal.

**1005-14. Administrative Variances.**

To allow minor deviation from certain standards of this zoning ordinance when special circumstances or conditions peculiar to the property exist, and the literal enforcement of this Code would result in undue and unnecessary hardship; and to provide the Director the authority to review, approve, deny, and render conditions to an administrative variance as necessary to accomplish the goals, objectives and policies of the Comprehensive Plan and this zoning ordinance, including, but not limited to, limitations on size, lot coverage, height, bulk, location, requirements for landscaping, buffering, lighting, and provisions of adequate ingress and egress.

1. The Director, or, in his absence or at his request, the Zoning Board of Appeals, shall have the power to grant variances (except for density and use variance) from the development standards of this ordinance where, in its opinion, the intent of the ordinance can be achieved and equal performance obtained by granting a variance.
2. The authority to grant administrativesuch variances shall be limited to variances from the following requirements:
  - a. Front yard or yard adjacent to public street--Variance not to exceed the greater of up to 25 feet or 50% offrom the established minimum.
  - b. Side yard--Variance not to exceed the greater of 5 feet or 50% of the established minimum.
  - c. Rear yard--Variance not to exceed the greater of 10 feet or 50% of the established minimum.
  - d. Lot coverage and rear yard coverage not to exceed 25% of requirement by unit type.
  - e. Height--Variance not to equal or exceed 10 feet, provided that no increase in the height for a sign may be granted. nor may the variance result in an increase in the number of stories than would otherwise be allowed under the applicable zoning district.
  - f. Parking— Variance not to exceed 20% of the established minimum or maximum required number of parking spaces.
  - g. Tree Preservation - Variance requests that will accommodate the preservation of existing native tree(s) not to exceed 5% of the required setback and/or 5% of 20% of required tree density unitsparking spaces.
  - h. Buffers- The dimensions of screening treatment of a buffer as required under (Chapter 109 Environment, Article 5) may be reduced by up to no more than 50% where it is demonstrated that a planted buffer will achieve a greater desired effect where the Comprehensive Plan recommends a more compatible land use on the neighboring property than that for which said property is actually zoned, or in other situations by up to 100% where the Comprehensive Plan recommends a more compatible land use on the neighboring property than that for which said property is actually zoned, where the intent of the required buffer can be equally or otherwise achieved or and where the property owner adjoining the subject buffer is agreeable to the reduction; provided, however that no buffer required as a condition of zoning shall be modified administratively. The following conditions shall apply:
    - (1) Names of adjoining property owners to be provided by the applicant;
    - (2) Letters will be mailed to these property owners as a courtesy;
    - (3) Failure to send notifications will not nullify the application.
  - i. Accessory structures may be administratively approved allowed in side yards based on lot configuration and proposed location.
  - j. Accessory structures may be administratively approvedallowed within the front yard - accessory structures may be allowed within the front yard of residential zoning districts provided all the following conditions are met:
    - (1) The residentially-zoned property contains at least 3 acres.
    - (2) The accessory structures are limited to a garage/carport, barn, storage building, or other similar structure.
    - (3) The accessory structure is setback a minimum of 100 feet from right-of-way and located no closer than 20 feet to any side property line. (If the accessory use is for

animal quarters, ~~no administrative variance may be granted and setbacks must be consistent with applicable ordinance, this must be a minimum of 100 feet from any property line.~~)

- (4) The accessory structure shall be screened with walls, fences, or suitable landscaping so that it is not visible from the street.

~~3. A pre-application meeting with staff shall be required prior to application submittal for variances which exceed the minor deviation from variance relief set forth in Section 1005-14.2. Variances may be considered for the following:~~

~~a. On lots with 3 or less units:~~

~~(1) Setback reduction up to 15% greater than the maximum relief as specified in 1005-14.2.a.b.c. above.~~

~~(2) Relief not to exceed 25% of required per Article 7 Section 701: Accessory Uses and Structures as follows: General; Fences, Walls, and Hedges; Porches and Decks; Entry Features; Recreation Facility; Swimming Pools and Spas; Screen Enclosures;~~

~~b. On non-residential and mixed-use lots:~~

~~(1) Setback reduction not exceeding 15% greater than the maximum relief as specified in 1005-14.2.a.b.c. above.~~

~~(2) Reduction in the number of parking spaces not exceeding 15% of the minimum requirement.~~

~~(3) Relief not to exceed 25% of required Article 7 Section 701: Accessory Uses and Structures as follows: General; Fences, Walls and Hedges; Outdoor Storage; Outdoor Display; Entry Features; Fuel, Gas, or Chemical Storage Tanks; Dumpsters; Recreation Facility; Swimming Pools and Spas; and Screen Enclosures.~~

~~(4) Easement encroachment into a required landscape that exceeds 5 feet~~

~~4.3. The Director may recommend conditions in a development order for an administrative variance as necessary to accomplish the goals, objectives and policies of the Plan and this Code, including, but not limited to, limitations on size, bulk, location, requirements for landscaping, buffering, lighting, and provisions of adequate ingress and egress. Any violation of the variance or condition shall be a violation of this Code.~~

~~5.4. Approval of a variance shall render a parcel of land, building or structure to be conforming.~~

~~a. Use of the variance shall be limited to the exact dimensions and configuration of the parcel of land, building or structure as indicated on the site plan as submitted in the application.~~

~~b. The parcel of land, building or structure may not be further expanded, except in accordance with the standards of the Code.~~

**1005-15. Variances From the Definition of the Term "Family".**

The Director shall have the power to hear and decide requests for variances from the definition of the term "family" if all persons who will occupy the residential dwelling are related by blood or marriage.

1. To facilitate these administrative variances, the Director shall be authorized to develop procedures for consideration of such administrative variances.

2. There shall be no fee for applications for administrative variances from the definition of the term "family".

3. The zoning board of appeals shall have the power to hear and decide requests for variances from the definition of the term "family" when such requests are submitted by groups who are not all related by blood or marriage. Such variances may be granted in cases of unnecessary hardship upon a finding by the zoning board of appeals that:

a. There are extraordinary or exceptional conditions pertaining to the group in question, and relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this resolution; and

- b. The residential dwelling contains at least 500 square feet of bedroom space;
- c. The residential dwelling is served by public water and sewer service;
- d. The residential dwelling is located on a lot having an area of at least one-half acre;
- e. The residential dwelling lot contains paved parking area of no less than 1,200 square feet.

**Section 1006. Appeals Of Administrative Decisions**

**1006-1. Intent.**

It is the intention of this section that all questions arising in connection with the administration, interpretation, and enforcement of this Article by the Director shall be presented first to the Director, and that such questions if they cannot be resolved at the administrative level shall be presented to the Zoning Board of Appeals on appeal from the decision of the Director.

**1006-2. Who May Appeal.**

Any person who alleges there is an error in, or who is aggrieved by a decision of the Director in the administration, interpretation, or enforcement of this Article, may file an appeal with the Director stating the grounds for such appeal.

- 1. Appeals of administrative decisions may also be filed for consideration by any officer, department, or Board or Commission of the city, affected by any such administrative decision.
- 2. The appeal application shall be filed within 15 days of the date of the final administrative decision.
- 3. A fee shall be paid to the Director at the time the notice of appeal is filed, as specified by resolution of the City Council.

**1006-3. Transmittal of Application.**

Any appeal received and all papers constituting the record upon which the action appealed from was taken shall forthwith be transmitted by the Director to the Zoning Board of Appeals for decision.

**1006-4. Notice of Zoning Board of Appeals Public Hearing.**

At least 15 but not more than 45 days prior to the date of the public hearing before the Zoning Board of Appeals, the Director shall cause to be published within a newspaper of general circulation within the territorial boundaries of the city a notice of the public hearing on the appeal application. The notice shall state the time, place, and purpose of the public hearing.

**1006-5. Zoning Board of Appeals Public Hearing and Action.**

The Zoning Board of Appeals shall hold a public hearing on the application as advertised.

- 1. In rendering a decision on any such application, the Zoning Board of Appeals shall consider all information supplied by the applicant as specified in Section 1006-3 on the record.
- 2. The Zoning Board of Appeals may grant or deny the appeal, or it may place conditions of approval on the application and approve the appeal with conditions.
- 3. The Zoning Board of Appeals may, in conformity with the provisions of this Resolution, reverse decisions or determinations from which the appeal is taken and, to that end, shall have all the powers of the Director from whom the appeal is taken and may issue or revoke or direct the issuance or revocation of a building or other permit.

~~4. The applicant will be notified in writing by the Director of the decision within 7 working days of the decision.~~

**1006-6. Stay of Proceedings.**

An appeal shall stay all proceeding in furtherance of the action appealed from unless the Director certifies to the Zoning Board of Appeals that, by reason of facts stated in the certificate, a stay would, in their opinion, cause imminent peril to life or property. In such a case, proceedings shall not be stayed

otherwise than by the Zoning Board of Appeals or by a restraining order granted by a court of record on application, and notice to the Director for good cause shown.

**1006-7. Judicial Review**

Decisions by the Zoning Board of Appeals with regard to appeals are final; provided, however, any person or persons, jointly or severally, aggrieved by any decision of the Zoning Board of Appeals with regard to a decision on an appeal application under the terms of this section may take an appeal to or seek judicial review by the Gwinnett County Superior Court.

**Section 1007. Administrative Conditional Approval**

**1007-1. Intent.**

An administrative level review and approval process grants the Planning Department the authority to apply conditions which ensure compliance with Code requirements, time limitations, and established standards for certain uses which may be permanent or temporary in nature, but require establishment of such conditions to ensure compatibility with surrounding land uses.

1. These uses shall require review and conditional approval by the Director prior to issuance of a CO, [occupation/business tax certificate receipt](#), building permit, or commencement of activity.
2. Administrative conditional review and approval may also be utilized for applications that require only Planning Department approval of: minor corrections to tabular data, submittal of new, or additions to an existing approved site or subdivision plan.

**1007-2. Applicability.**

Only the uses identified in Article 6, Section 602: Use Matrix by a "C" shall require an administrative conditional review. This designation in Section 602: Use Matrix, does not constitute an authorization of such use or an assurance that such use will be approved under this Code. Each proposed conditional use shall be evaluated by the Director for compliance with the conditions as set forth in Article 6, Section 603: Supplemental Conditions Table, and/or Article 7 as appropriate, and the applicable district.

**1007-3. Conditions.**

In approving a conditional use, the Director, may impose special conditions which it deems necessary in order to make the requested use acceptable and consistent with the purposes of the district(s) involved and to further the goals and objectives of the Comprehensive Plan.

1. Such conditions may consist of:
  - a. Setback requirements from any lot line;
  - b. Specified or prohibited locations for buildings, parking, loading or storage areas or other land uses;
  - c. Driveway curb cut restrictions;
  - d. Restrictions as to what land uses or activities shall be permitted;
  - e. Maximum building heights or other dimensions;
  - f. Special drainage or erosion provisions;
  - g. Landscaping or planted area which may include the location, type and maintenance of plant materials;
  - h. Fences, walls, berms, or other buffering provisions or protective measures;
  - i. Preservation of existing trees or other vegetation;
  - j. Special measures to alleviate undesirable views, light, glare, noise, dust or odor; permitted hours of operation;
  - k. Architectural style;
  - l. A requirement that the existing building(s) be retained;
  - m. A requirement that developers must build according to the site plans as adopted;
  - n. A limitation on exterior modifications of existing buildings;
  - o. Any other requirement that the Director may deem appropriate and necessary as a condition of permitting a use within a designated district.
2. Such conditions:

- a. Shall be in effect for the period of time specified by the Director.
- b. Shall be required of the Property Owner as a condition of their use of the property.
- c. Shall be interpreted and continuously enforced in the same manner as any other provision of this Resolution.
- d. An Occupation Certificate, CO, building permit, building permit, or authorization for commencement of activity shall not be issued until final site, architecture and development plans required by such conditions have been approved by the Director.

**1007-4. Minor Amendments to Existing Approved Site or Subdivision Plan.**

The Director shall have authority to make determinations for applications that may require the submittal of a new site plan, or propose minor changes to an existing approved site or subdivision plan, including tabular data. Typical amendments may include, but not be limited to the following:

1. Change in sign location;
2. Minor modifications to parking areas;
3. Relocation of terminal islands to accommodate trees or utility lines;
4. Proposed phase lines;
5. Reduction or increase in building square footage;
6. Relocation or transfer of building square footage;
7. Alternative Landscape Plans and reduction in required plantings based on additional trees preserved or proximity to power lines or other obstructions;
8. Proposed canopies;
9. Minor revisions to lot lines to be consistent with a plat;
10. Temporary sales trailers; and
11. Other minor structures.

**1007-5. Compliance.**

The following standards shall apply to all required administrative conditions:

1. Compliance with the goals policies and objectives in the Comprehensive Plan.
2. Compliance with the applicable property development regulations of the zoning district in which the use is located.
3. Compliance with all applicable portions of this Code, including, but not limited, concurrency, parking, and landscaping.
4. Utilization of the location, design, layout, access, and duration of the use to minimize potential adverse impacts on surrounding land uses.

**Section 1008. Development Of Regional Impact**

**1008-1. Applicability.**

This section shall apply when an applicant (industry, business, or developer) requests some type of local government action related to a project, such as, but not limited to, a request for rezoning, zoning variance, permit, hookup to a water or sewer system, master or site plan approval, or entering into a contract, and it appears that the proposed development (or, for multi-phased projects, the complete development) meets the threshold(s) of a development of regional impact, according to "Rules of Georgia

Department of Community Affairs, Chapter 110-12-3, Developments of Regional Impact, as may be amended from time to time.

**1008-2. Jurisdiction.**

If a proposed development project is to be located in more than one jurisdiction and, in total, the proposed development meets or exceeds a DRI threshold, the local government in which the largest portion of the project is to be located is responsible for initiating the DRI review process.

**1008-3. Procedures.**

The application procedures established in this article will be modified by this section in cases where a rezoning request, ~~conditional use application~~, or other application described in this article fits the definition of a “development of regional impact.” Developments of regional impact will be processed according to procedures of the Georgia Department of Community Affairs as described in “Rules of Georgia Department of Community Affairs, Chapter 110-12-3, Developments of Regional Impact, as may be amended from time to time, including but not limited to the following.

1. The city will not take any official legislative or administrative action to advance or further a DRI project until the review process identified under the DRI review procedure specified in “Rules of Georgia Department of Community Affairs, Chapter 110-12-3, Developments of Regional Impact, as may be amended from time to time, is completed.
  - a. The City may undertake preliminary staff administrative functions associated with a proposed DRI including, but not limited to, project evaluation/assessment, site visits, and placing consideration of the application on a future agenda for formal action, if required.
  - b. The City shall not take any official action related to such a project until the DRI review process is completed and the City has had adequate time to consider the DRI review comments.
2. After the DRI review process is completed, the city may proceed with whatever action it deems appropriate regarding the proposed project, although it is encouraged to take the public finding and additional comments into consideration as it makes its decision.
3. If the project receives a negative public finding from the Regional Commission and the city approves said project or takes action to advance said project, the city shall notify the Regional Commission and the Georgia Department of Community Affairs of its action and identify all local requirements it has placed on the development that could mitigate any negative findings identified in the DRI review process.

**Section 1009. Incorporation Clause**

This article is intended to comply with the provisions of the Georgia Zoning Procedures Law, O.C.G.A. § 36-66 et seq., which Act is incorporated by reference in its entirety into this Article. Where any provision of this article is in conflict with any provision of the law, the law shall control. Or where this article is incomplete in having failed to incorporate a provision necessarily required for the implementation of the law, such provision of the law, so as to meet the mandate of the law, shall be fully complied with.

**ARTICLE 11  
SITE AND DESIGN PLAN REVIEW**

Section 1101.	Intent and Purposes
Section 1102.	Site and Design Review
Section 1103.	Exemptions
Section 1104.	Site and Design Plan Approval Required
Section 1105.	Application Required
Section 1106.	Specific Submission Requirements
Section 1107.	Processing, Consideration, and Notice
Section 1108.	Criteria for Action
Section 1109.	Compliance with Approved Plans
Section 1110.	Process after Decision

**Section 1101. Intent And Purposes**

The intent of this article is to establish requirements for certain developments, building construction, and land use activities to be reviewed and approved with regard to their site design and architectural appearance. This chapter provides procedures and standards for review and approval of site, landscaping, and exterior architectural design plans. Site and design plan review is required to insure that developments and buildings comply with the provisions of this chapter and meet the community design and development policies established by the City in its ~~C~~omprehensive ~~P~~lan and this Zoning Ordinance.

The purpose of the site and design plan review process established in this article is to regulate site planning, landscaping, and the exterior architectural design of specified uses and structures in order to:

1. Enhance and preserve the aesthetic qualities of Lilburn as an attractive community with a rich historical background.
2. Protect and maintain the value of existing buildings and property.
3. Insure architectural ~~compatibility harmony~~ between buildings and ~~adequate~~ landscaping to promote and protect the aesthetic and historic qualities of Lilburn.
4. Minimize any adverse impacts of new development on existing uses through provision of screening, buffering, landscaping and other techniques.
5. Preserve and enhance the natural resources of Lilburn in order to provide aesthetic and other public benefits, such as ~~pollution abatement,~~ erosion ~~sedimentation~~ and ~~pollution run-off~~ control, energy conservation, minimization of flood hazards, and ~~resilient continued maintenance of~~ ecology systems.
6. Enhance economic opportunities by maintaining Lilburn as an attractive community for prospective developers, businesses, and residents.

**Section 1102. Site And Design Review**

The Director may review and comment on initial site and design plans and provide advice to applicants prior to submittal of applications for design plan approval.

**Section 1103. Exemptions**

The following shall be exempt from the requirements to obtain site and design review and plan approval as specified in this article:

**Article 11, Site and Design Review, Lilburn City Code**

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1. Excavation or land disturbance of 2,000 square feet in area or less, provided that best management practices are followed as required by the City's soil erosion, sedimentation and pollution control ordinance ~~(Appendix B, Article 8 of Lilburn City Code)~~.
2. Temporary ground or wall signs, unlighted, during the time when a space, unit, building, or land is for sale, rent, or lease, or under construction, not to exceed maximum size requirements of the Lilburn Sign Ordinance ~~(Chapter 113 of Lilburn City Code)~~.
3. Repair or reconstruction of existing freestanding retaining walls or, decorative walls less than 4' in height, ~~or~~ fences, when repaired or replaced with materials that are the same or substantially similar to those originally constructed or approved via site and design plan review.
4. Fences and walls less than 4' in height in the side and/or rear yard of a lot containing a detached, single-family residence.
5. The installation of landscaping on a lot containing a detached, single-family dwelling.
6. The repainting of an existing building or structure.
7. The installation or reconfiguration of driveways and the installation, pavement or resurfacing of walkways, ramps, and steps serving a detached, single-family residence.
8. Modifications to outdoor lighting fixtures involving the replacement of light fixtures, and which may involve an increase in the number of light fixtures at the same or lesser height, provided that the type of lighting and materials used for such light fixtures shall be of the same as or similar to those originally existing or previously approved via site and design review.
9. Repairs, remodeling, re-siding, and other changes to existing detached, single-family dwellings or their permitted accessory buildings, structures, and uses which do not increase the building square footage (area), property coverage (footprint), or the height of buildings or structures on the lot.
10. The establishment of a temporary use that is permitted in the zoning district in which the subject property is located.
11. Satellite dishes, provided they are not mounted on front building facades.
12. Dumpsters, when located in rear yards, subject to compliance with applicable screening requirements, and temporary roll-off debris containers for a period not exceeding 60 days.
13. Changes of material appearance to a detached, single-family dwelling similar in scope and impact to other exemptions enumerated in this section and which are exempted by the Director.
14. Any changes in material appearance not otherwise exempted by this section but which receive Approval from the Department. In issuing such an exemption, the City may place conditions on its approval to exempt the material change in appearance from the requirements to file design plans as required by this article.

The Director is authorized to prepare administrative forms and to provide evidence, upon application and for a fee if authorized, that a proposed action is exempted from the requirement to obtain site and design approval as specified in this article.

**Section 1104. Site And Design Plan Approval Required**

For any development, building, structure, or activity to which this article applies, approval of a site and design plan shall be required before a development permit, building permit or other permit, as

appropriate, is issued or any improvement, grading, alteration of land(s), or construction of building(s) commences. The Director shall not authorize and shall not issue a development permit for the improvement, grading, or alteration of land until a site and design plan if required by this article has been approved as required by this article. The Department shall not authorize and the Building Inspector shall not issue a building permit or certificate of occupancy for a development, building, structure, or activity subject to the requirements of this article until a site and design plan, if required by this article, has been approved.

**Section 1105. Application Required**

Any building, structure, improvement, excavation, or other activity not specifically exempted from compliance with this article shall require the submission of an application and plans and other information to the Director as specified in this chapter.

All applications for site and design plan approval shall be made as required by the Director and shall at minimum contain the information required; provided, however, that the Director may waive any application submission requirement where such information is irrelevant to the application at hand, is not needed to facilitate review by staff, and/or would be a disproportional burden on the applicant to supply the information given the nature of development or improvement proposed.

**Section 1106. Specific Submission Requirements**

Unless waived by the Director, the following items shall be submitted in order to have a complete application for site and design review:

1. Application fee, if required by resolution of the City Council.
2. Application form furnished by the Director, which at minimum shall describe the proposed development.~~requested action.~~
3. Survey plat of the property showing all property lines with metes and bounds and dimensions.
4. Site plan of the property at an appropriate engineering scale showing buildings, parking, property lines, and other appropriate details.
5. ~~Preliminary information about g~~Ggrading, drainage, and utilities plan.
6. Landscaping and tree protection plan, including required buffers and landscape strips.
7. Front, rear, and side elevation drawings of buildings and/or photographs, as appropriate, showing architectural features and materials.
8. Color and material description (or samples) for exterior facades, ~~and~~ roofing of buildings and signage ~~proposed~~.

**Section 1107. Processing, Consideration, And Notice**

1. Initial Pre-application Encouraged. Applicants with development proposals, such as construction of one or more new buildings, are strongly encouraged but not required to have a pre-application meeting with the Director to gain preliminary input and to ensure application completeness. The Director may ask questions of the applicant's intent and make suggestions with regard to site configuration, colors, building materials, landscaping, architectural design, and accessory structures, or other matters. Specific directions will be given to the applicant in preparing the application for site and design plan approval.
2. Finding of Completeness. A finding of completeness by the Director is required to process an application for site and design plan approval. Notice shall be provided to any applicant who has

not submitted a complete application, and said notice shall describe the deficiencies that need to be corrected or omitted materials that need to be submitted in order to complete the application.

3. Criteria for action. The proposed site and design plan must be consistent with design criteria specified for the zoning district in which the project is located. See Article 4, Tables 4.2 and 4.4 for most zoning districts; also see Article 5 for Design Standards as applicable.

~~2.—~~

### **Section 1108. Criteria For Action**

In addition to considering each site and design plan application's consistency with the purposes of this article, the Department shall review applications and take action based on conformance with the latest edition of building codes as adopted by City Council. ~~one or more of the following policies and standards:~~

~~1. Whether the design is in harmony with the general character of the neighborhood and surrounding area, considering factors such as mass, placement, height, changing land use patterns, and consistency of exterior architectural treatment.~~

~~2. Whether design components are planned in such a fashion that they are physically and aesthetically related and coordinated with other elements of the project and surrounding environment to insure visual continuity of design.~~

~~3. Whether the resulting development and its design will protect adjacent properties from negative visual and functional impacts.~~

~~4. Whether the design respects historical continuity as an integral part of community life in the city and protects and preserves structures and spaces which provide a significant link with the past.~~

~~5. Consistency or inconsistency with design criteria specified for the zoning district in which the project is located. See Article 4, Tables 4.2 and 4.4 for most zoning districts; also see Article 5 for Design Standards as applicable).~~

~~6. Whether the resulting development may be utilized safely.~~

~~Specific grounds for disapproval, which shall not be considered limiting, may include: character foreign to the area, arresting and spectacular effects, violent contrasts of material, a multiplicity or incongruity of details resulting in a restless and disturbing appearance, and the absence of unity and coherence in composition, not consistent with the density and character of the present structure or surrounding area, presents a safety hazard.~~

### **Section 1109. Compliance With Approved Plans**

Site development, construction, erection of structures and signs, and landscaping shall be carried out in accordance with the plans, drawings, sketches, specifications, and other documents approved in the application for site and design plan approval, unless changes are proposed and approved in accordance with the requirements set forth in this section.

### **Section 1110. Process After Decision**

1. If the application for site and design plan approval is denied, the applicant shall not be granted a development permit, building permit, and/or certificate of occupancy. The Department may suggest alternative courses of action it thinks proper if it denies the application submitted. The applicant may make modifications to the plans and may resubmit the application at any time. ~~after doing so.~~

2. ~~If the application for site and design plan approval is denied by the Department, the applicant may appeal to the Zoning Board of Appeals Council on appeal for review and decision to approve a site and design plan application s~~ Said ~~decision approval~~ shall constitute final site and design plan approval or denial for purposes of this article.

**ARTICLE 12  
PERMITS AND CERTIFICATES**

Section 1201.	Development Permit
Section 1202.	Building Permit
Section 1203.	Certificate of Occupancy
Section 1204.	Temporary Use Permit

**Section 1201. Development Permit**

1. Required. A Development Permit shall be required for any proposed use of land(s) or building(s), and before any improvement, grading or alteration of land(s) or building(s) commences to indicate and insure compliance with all provisions of this chapter and other applicable regulations in the City Code. Such development activities include, but are not limited to, clearing and grubbing, grading and/or land disturbance, and the construction of such improvements as streets, surface parking areas and drives, storm water drainage facilities, sidewalks, or other structures permanently placed on or in the property.
2. Separate Requirements for Phased Applications. If the tract is to be developed in phases, then a separate Development Permit shall be required for each phase.
3. Exemptions. A Development Permit shall not be required for individual structures within approved subdivisions, nor shall a Development Permit be required for a detached, single-family dwelling on an individual lot not part of an approved subdivision or development.
4. Application. No person shall conduct any land-disturbing or development activity within the city without first applying for and obtaining a Development Permit from the Director, if required, to perform such activity.
5. Application Requirements. Applications shall be made in accordance with application requirements specified by the Director and this section. All applications for a Development Permit shall be made to the Director and shall be accompanied by the following:
  - (a) Application on the form furnished by the Director.
  - (b) A fee as established by resolution of the City Council.
  - (c) A copy of the approved preliminary plat, if subdivision is required and preliminary plat approval has been obtained, or an application for preliminary plat approval if required.
  - (d) A sufficient number (as approved by the Director) of sets of plans drawn to scale, signed and stamped by one or more qualified professionals who have authority to produce such plans or portions thereof, with addresses and contact information.
  - (e) Plans requiring or involving stormwater management facilities shall require the submittal of plans containing information specified in the City's Stormwater Management Ordinance. Approval of a Development Permit containing information and requirements of said Article shall constitute approval of the permit required by that chapter.
  - (f) Plans involving land within a flood plain or flood hazard area shall require the submittal of plans containing information specified in the City's Flood Damage Prevention Ordinance. Approval of a Development Permit containing information and requirements of said Article shall constitute approval of the permit required by that chapter.
  - (g) Plans requiring a land disturbance permit shall require the submittal of plans containing information specified in the City's Environment Ordinance unless specifically exempted by the Director from the submission of plans in accordance with said Ordinance. Approval of a Development Permit containing information and requirements of said Article shall constitute approval of the permit required by that chapter, subject to other applicable agency approvals required by said chapter.
  - (h) Plans involving land within a wetland shall require the submittal of plans containing information specified in the City's Wetlands Protection Ordinance.

- (i) Plans shall demonstrate compliance as applicable with the City's Tree Ordinance as well as Tree Maintenance Guidelines and Standards as applicable.
- (j) Development Permit applications shall require the submission of plans and information specified in the City's Subdivision and Land Development Ordinance and shall demonstrate compliance therewith.

The application shall be checked for completeness at the time of submission. Incomplete applications will not be processed and will be returned to the applicant.

6. Relationship to Plat Approval. An application for preliminary plat approval, when required by the City Code may be processed independently of, or in conjunction with, an application for issuance of a Development Permit. Applicants are cautioned, however, that the preliminary plat approval is discretionary with regard to compliance with the comprehensive plan and design requirements, and therefore, proceeding simultaneously with preliminary plat and Development Permit applications may result in the revision of engineering plans if the layout of the preliminary plat of the proposed subdivision must be modified.
7. Relationship to Site and Design Plan Review. It is anticipated and expected that applicants will proceed more or less simultaneously in pursuing site and design plan approval as required by Article 11 of this zoning ordinance; however, no Development Permit shall be approved until site and design plan review, if required, is accomplished. A Development Permit applicant, if not ready to submit architectural details for buildings or structures, may divide the site and design plan review application process into a "site" application and "building" application, and seek only the site plan portion of the approval process required by Article 11 of this chapter, which shall be required to issue a Development Permit. The applicant may defer the "building" part of the site and design plan approval process until after the approval and issuance of a Development Permit.
8. Agency and Director Review. The Director shall forward a copy of the Development Permit application, including the civil plans and drawings for the project, to other city departments ~~and government agencies~~ or others as appropriate, for their review and comment. The applicant shall be required by the Director to secure development approval from other agencies if they are affected by (or have jurisdiction over) the development. Development approval may be required from, but is not necessarily limited to the following, as applicable: the city engineer, the city street and/or public works department, the soil and water conservation district with jurisdiction, the Gwinnett County Fire Department, the Gwinnett County Environmental Health Department, the Gwinnett County Planning and Development Department, the Gwinnett Department of Transportation, the Georgia Department of Transportation, the Georgia Department of Natural Resources, and the U.S. Army Corps of Engineers.
9. Consolidation and Submission of Comments to Applicant. Upon receipt of comments from the City and all other departments and external agencies as appropriate, the Applicant shall submit revised plans to reflect all such comments related to compliance with applicable City regulations and agency requirements.
10. Issuance. All Development Permits shall be issued by the Director who shall in no case grant any Development Permit for the use, construction or alteration of any land or building if the land or building as proposed to be used, constructed or altered would be in violation of any of the provisions of this chapter or other applicable regulations of the city. The applicant shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of reviewing city departments, external agencies, and the Director. Although review may have been achieved, if another city department or external agency requires approval or a permit, the owner shall also be responsible for obtaining such approval or permit from all other agencies affected by the project prior to issuance of the Development Permit by the Director.

11. Denial. If the Development Permit is denied, the Director shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all Development Permits shall be kept on file in the office of the Director which shall be a public record.
12. Duration of Validity. A Development Permit shall expire ~~21 years~~ after its issuance, subject to the following provisions: if the work described in any Development Permit has not been begun within 1 year from the date of issuance thereof, said permit shall expire, and if work described in any Development Permit has not been substantially completed within two years of the date of issuance thereof, said permit shall expire. Application processes shall begin anew for any expired Development Permit.
13. Suspension or Revocation. The Development Permit may be suspended or revoked by the city, as to all or any portion of the land affected by the permit, upon finding that the holder or his or her successor in title is not in compliance with the approved Development Permit or is in violation of any applicable regulations in the City Code.

**Section 1202. Building Permit**

1. The Department is hereby authorized to issue building permits in accordance with all provisions of this chapter and relevant chapters of the City Code, but only after the Director has issued a Development Permit, or if no Development Permit is required, after a review of said building permit for compliance with the provisions of this chapter and applicable regulations of the city.
2. No building or other structure shall be erected, moved, extended, occupied, or enlarged, or structurally altered, nor shall a building or structure's use be changed, nor shall any excavation, grading, or filling of any lot for the construction of any building or structure be commenced until the Building Inspector has issued a building permit for such work in conformity with the provisions of this chapter and all applicable building and related codes.
3. Approval of a building permit shall require an application to the Department as specified in the minimum standard codes. If the building permit is denied, the Building Inspector shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all building permits shall be kept on file in the office of the Building Inspector.
4. Any building permit issued shall become invalid unless the work authorized by it shall have been commenced within 180 days of its date of issue, or if the work authorized by it is suspended or abandoned for a period of 6 months.
5. See the City Code for applicable provisions with regard to administration and enforcement of building permits and minimum standard codes, including reference to Chapter 1 of the International Building Code which shall govern specific procedures and submission requirements.

**Section 1203. Certificate Of Occupancy**

1. A Certificate of Occupancy issued by the Department is required in advance of occupancy or use, any building or structure hereafter erected, or a change in the use of an existing building or structure.
2. A Certificate of Occupancy, either for the whole or part of a building or use, shall be issued within 72 hours after the erection or structural alterations of such building, or part, or use established, is completed. A Certificate of Occupancy shall not be issued unless the proposed use of a building or land conforms to the applicable provisions of this chapter and applicable regulations of the City.

3. If the Certificate of Occupancy is denied, the Building Inspector shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all certificates shall be kept on file in the office of the Building Inspector.
4. See the City Code for applicable provisions with regard to administration and enforcement of certificates of occupancy and minimum standard codes, including reference to Chapter 1 of the International Building Code which shall govern specific procedures and submission requirements.

**Section 1204. Temporary Use Permit**

**1204-1. Authority.** The Director is hereby authorized to issue a Temporary Use Permit for special temporary outdoor events associated with: (1) holidays and special events which are not intended to serve the primary use of the lot; (2) temporary outdoor display and sale of merchandise associated with an established business, and (3) limited outdoor display on site; which are held in open areas or within temporary structures in association with a temporary outdoor event, in accordance with all provisions of this article and relevant chapters of the City Code for temporary uses, and the following requirements.

1. Prior to the issuance of a Temporary Use Permit, the Applicant shall pay a fee which is established by City Council.
2. Applicant shall be required to submit, as a condition of the application, a dimensioned site plan or legal survey clearly showing:
  - a. Building(s) location;
  - b. Striped parking spaces;
  - c. Distances of building to right-of-way;
  - d. Parcel lines and parcel acreage;
  - e. Linear dimension of existing building(s) and/or suite frontage;
  - f. Square footage of building(s) and/or suite, whichever is applicable;
  - g. Proposed outdoor conditions on a lot or parcel, including but not limited to the proposed outdoor activity, temporary outdoor storage areas, proposed temporary signage and any other appurtenances or features requested by the Director in order to properly consider the application.
3. Written permission from the property owner shall be obtained and submitted by the applicant to the Department prior to issuance of a Temporary Use Permit.
4. A valid Occupation Certificate shall be required in conjunction with the Temporary Use Permit.
5. All approvals, permits, or licenses granted under this section must be displayed in a conspicuous manner on the premises at all times for inspection by the City or duly authorized City representatives.

**1204-2. Findings and Approval.** The application for Temporary Use Permit for temporary outdoor retail display or temporary outdoor seasonal events and activities may be approved provided that the Director shall find that the following conditions exist:

1. That there are special circumstances or conditions applying to the business activity in question that are peculiar to such business, and warrant the approval of a Temporary Use Permit.
2. That the location and siting of the temporary outdoor activity and/or display would be substantially and materially compatible and in scale with the natural environment and the surrounding properties.
3. That the proposed temporary use or activity is consistent with the standards and regulations of Article 7: Special Uses.
4. That the proposed temporary use would provide for an orderly and attractive activity within the community in general and the surrounding property in particular.

5. That the Temporary Use Permit approval would not impair the rights of others or devalue the surrounding property.
6. That the applicant demonstrates the proposed activity does not violate other City, County, State or Federal regulations or ordinances regarding the requested use and the applicant has obtained all necessary approvals from any governmental agency with jurisdiction over said use; and
7. The Director finds that the proposed temporary seasonal, retail sales display, or other temporary outdoor event or activity would not adversely affect the health, safety, morals, convenience and general welfare of the residents of the City.
8. The applicant shall by his execution of the application form acknowledge that the approval of an application for a Temporary Use Permit grants a temporary license which may be denied, suspended, or revoked for any conduct in violation of this section or for the operation of the business in a manner which creates a public nuisance or otherwise violates any other ordinances or laws.

**ARTICLE 13  
ADMINISTRATION AND ENFORCEMENT**

Section 1301.	Director of Planning and Economic Development
Section 1302.	Code Enforcement Officer/Building Inspector
Section 1303.	Enforcement and Remedies
Section 1304.	Penalties for Violation

**Section 1301. Director Of Planning And Economic Development**

This article shall be administered, interpreted, and enforced by the Director, who shall have the duties and authority with respect to this article as provided in the various articles and sections of this article and those necessarily implied by said provisions. Among the various duties, responsibilities, powers, and authority (not exhaustive or all-inclusive) the Director is hereby authorized to:

1. Serve the Planning Commission as the principal administrative agent and, if so appointed, serve as ex-officio secretary or record keeper of the Planning Commission.
2. Review and recommend for initiation by the Planning Commission and/or City Council, amendments to this article.
3. Maintain as official public records all applications for rezoning, conditional use, variance, and any other applications required by or submitted pursuant to this article, and to serve as the official custodian of all zoning records of the City except those actions of the City Council, in which cases the City Clerk shall remain responsible.
4. Maintain and update the Official Zoning Map and interpret the boundaries thereof when unclear or questions arise subject to the provisions of Article 2 of this zoning ordinance.
5. Issue official letters of zoning compliance and zoning district confirmation.
6. Determine nonconforming situations, and exercise administrative flexibility in terms of correction of nonconforming situations pursuant to Article 9 of this zoning ordinance.
7. Establish administrative application forms and guidelines, and waive or modify application requirements enumerated in this article, and establish other requirements for applications in addition to those enumerated in this article.
8. Establish public hearing schedules and deadlines for the submission of applications required or authorized under the terms of this article.
9. Prepare written reports and present orally reports and information to the Planning Commission and City Council with regard to applications for amendments to the Official Zoning Map, conditional uses, variances, and other applications requiring their consideration.
10. Conduct inspections; to that end, the Director shall be authorized to enter onto private property after first notifying the property owner of record and occupant if different from the owner, or as otherwise provided by a court of law.
11. Authorize approval of building permits and certificates of occupancy, or withhold authorizing approval of building permits and certificates of occupancy by the building official if work or activity proposed is inconsistent with the requirements of this article or other code requirement of the City.
12. Interpret and enforce the provisions of this article, subject only to provisions for the appeal of administrative decisions pursuant to this Article.

13. Exercise any other administrative and enforcement duties specifically assigned or which are reasonably implied within the duties and responsibilities of the Director.
14. Conduct inspections, issue and approve/disapprove building permits, issue and approve/disapprove certificates of occupancy, and exercise any other administrative and enforcement actions reasonably implied within the duties and responsibilities as Director.

**Section 1302. Code Enforcement Officer/Building Inspector**

A Code Enforcement Officer/Building Inspector shall be authorized to conduct investigations and execute enforcement actions when there is alleged to be a violation of any provision of this article.

**Section 1303. Enforcement And Remedies**

1. Notice and Warning. If, through inspection, it is deemed that a person engaged in any activity inconsistent with the provisions of this article, with an approved plan or permit, or with conditions of a permit, a written notice to comply shall be served upon that person or posted upon the subject property. The notice shall set forth the measures necessary to achieve compliance and shall state the date upon which such measures must be completed, ~~which shall be no less than five days from the issuance of the written notice.~~ This written notice to comply shall serve as a written warning to the violator. If the person engaged in the unlawful activity fails to comply by the date specified, he or she shall be deemed in violation of this article.
2. Stop Work Order. If the violation is not corrected within the time frame provided in the notice, the Director shall issue a stop-work order requiring that such unlawful activities be stopped until necessary corrective action or mitigation has occurred. For a third and each subsequent violation, the enforcement agent shall issue an immediate stop-work order. All stop-work orders shall be effective immediately upon issuance and shall be in effect until the necessary corrective action or mitigation has occurred.
3. Service of Notices, Warnings, and Stop Work Orders. Any notices, warnings and/or stop work orders shall be deemed served upon the posting of the same in the permit box, if any, at the location where the activity is or was taking place. It is the responsibility of the permittee to monitor and check the permit box for material issued pursuant to this Ordinance. If the violation is by a tenant, person, corporation, firm, or other entity who is not the owner of record of the building, structure, or land, the Director shall provide written notice, either personally or by mail, to the owner of record of such building, structure, or land, or by posting the subject property. If the owner of record or responsible party does not bring the use of the building, structure, or land into compliance within the time specified in the notice, warning, or stop work order, the owner or responsible party shall be considered to be in violation of the provisions of this article.
4. Citation and/or Injunction. If the violation is not corrected within the time frame provided in the notice, the Director may issue a citation for violation of this article or other provision of this city code, requiring the presence of the violator in the municipal court or other court with jurisdiction. The Director may also institute an injunction, or institute other appropriate action or proceeding to prevent or abate such violation or to prevent the continuance of use or the occupancy of such building, structure, or land.
5. Suspension or Revocation of Permit or Other Authorization. Any permit or authorization issued pursuant to this article may be suspended, revoked, or modified by the zoning ordinance, as to all or any portion of the land affected, upon finding that the holder or his successor in the title is not in compliance with the approved plan and/or permit or that the holder or his successor in title is in violation of this article, after being so notified as required by this section.
6. Suspension or Revocation of Other Approvals. As an additional remedy, the Director, designee, or other enforcement office may refuse or deny all city permits, licenses, certificates, utility

connection authorization, and applications to said owner or his agents until such violation is abated or corrected.

**Section 1304. Penalties For Violation**

Any person who violates any provisions of this article or any permit condition or limitation established pursuant to this article shall be liable for a civil penalty not to exceed \$2500.00 per day. Each day during which violation or failure or refusal to comply continues shall be a separate violation. Any person who violates any provisions of this article, or any permit condition or limitation established pursuant to this article may be sentenced to a period of confinement of up to 30 days.

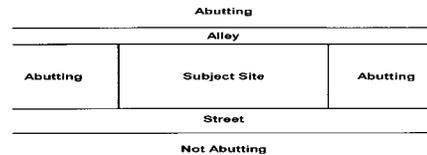
**ARTICLE 14  
DEFINITIONS**

For the purposes of this Resolution, certain words or terms used herein shall be defined as follows:

- Words used in the singular include the plural and words used in the plural include the singular.
- Words used in the present tense include future tense.
- The word "erected" includes the words "constructed", "moved", "located", or "relocated".
- The word "lot" includes the word "plot" or "parcel".
- The word "person" includes the words "individuals", "firms", "partnerships", "corporation", "association", "governmental bodies" and other legal entities.
- The word "shall" is always mandatory and never discretionary.
- The words "used" or "occupied" as applied to any land or building shall be construed to include the words "intended, arranged or designed to be used or occupied."

**Abandon:** To stop the use of property or the occupancy of a building intentionally. Abandonment is presumed when the use of a property or building has ceased and the property or building has been vacant for 12 months or more.

**Abutting:** Having property lines in common, or having property separated by only an alley. Separation by a street right-of-way is not considered abutting.



**Accessory dwelling unit, attached:** A second dwelling unit that is added to the structure of an existing site-built single-family dwelling, for use as a complete, independent living facility for a single household, with provision within the accessory apartment for cooking, eating, sanitation and sleeping. Such a dwelling is considered an accessory use to the principal dwelling.

**Accessory dwelling unit, detached:** A second dwelling unit that is added to an existing accessory structure (e.g., residential space above a detached garage), or as a new freestanding accessory building, for use as a complete, independent living facility for a single household, with provision within the accessory apartment for cooking, eating, sanitation and sleeping. Such a dwelling is considered an accessory use to the principal dwelling. Includes the term garage apartment.

**Adaptive reuse:** Rehabilitation or renovation and occupancy of an existing building(s) or structures for use(s) other than the present use(s).

**Alley:** A public or private thoroughfare which affords only a secondary means of access to abutting property.

**Alteration:** Any change in the supporting members of a building or structure such as bearing walls columns, and girders, except such emergency change as may be required for safety purposes; any addition to a building; any change in use; or, any movement of a building from one location to another.

**Amenity:** Aesthetic or other characteristics that increase a development's desirability to a community or its marketability to the public. Amenities may differ from development to development but may include such things as recreational facilities, pedestrian plazas, views, streetscape improvements, special landscaping, or attractive site design.

**Animal hospital:** An establishment designed or used for the care, observation, or treatment of domestic animals, which may include in-patient and out-patient treatment, indoor or outdoor boarding, ancillary outdoor dog runs or play areas, and emergency 24 hour medical services.

**Animal quarters:** Any structure which surrounds or is used to raise, breed (husbandry), house, shelter, care for, feed, exercise, train, exhibit, display, or show any animals or livestock other than domestic pets.

This is not intended to apply to non-structural, fenced land for grazing. This includes the term “barn” when used to shelter livestock or other animals.

Annexation: The process by which a parcel of land is transferred from the jurisdiction of unincorporated Gwinnett County to the jurisdiction of the City of Lilburn.

Apartment: A building, distinguished from a “duplex” or “two-family” dwelling, designed for or occupied exclusively by more than two families or households with separate housekeeping facilities for each family for rent or lease. The term “apartment” shall include “triplex” and “quadruplex.”



Appeal: A request for a review of an administrative official’s interpretation of any provision of this zoning ordinance, or a request for a review of an action taken by an administrative official in the application or enforcement of this zoning ordinance.

Applicant: A property owner or their authorized representative who has petitioned the city for approval of an application under the terms of this zoning ordinance.

Architectural appearance, exterior: The architectural character and general composition of the exterior of a structure, including but not limited to the kind, color, and texture of the building material and the type, design, and character of all windows, doors, light fixtures, signs, and appurtenant elements.

Architectural features: Ornamental or decorative features attached to or protruding from an exterior wall or roof, including cornices, eaves, belt courses, sills, lintels, bay windows, chimneys, and decorative ornaments.

Architectural recesses: Portions of a building wall at street level which are set back from the street line so as to create articulation of the building wall and/or to provide space for windows or doors.

Assisted living facility: Residences for the elderly who are in need of assistance that provide rooms, meals, personal care, and supervision of self-administered medication. They may provide other services incidental to the above, such as transportation, financial services and recreational facilities. Such facilities are also known as institutionalized residential living and care facilities.

Auction house or auction yard: Any building, structure, enclosure, or place where goods or livestock are sold by auction (i.e., through bid in competition with others). This use is a wholesale trade establishment.

Automated teller machine: A mechanized consumer device that is operated by a customer and which performs banking and financial functions. An automated teller machine is an accessory use.

Automobile sales or service establishment: ~~Sale, lease, rental or service of new or used car, truck, tractor, trailer, boat, recreational vehicle, camper, motorcycle, and other motorized vehicles, manufactured home and modular building, agricultural implement or equipment, and similar vehicle or piece of equipment. sales, leasing, rental, and/or service, including manufactured home and modular building sales, agricultural implements and equipment, and similar pieces of equipment or vehicle.~~ This definition includes automotive services such as ~~rental car rental, car sharing, and car wash facilities, vehicle maintenance facilities to include fluid replacements, and tire, glass, top and body, paint, transmission and similar mechanical repair shops, automotive glass, transmission, and tire repair shops, car washes, and oil change and lubrication facilities.~~

Awning: A roof-like cover, often made of fabric or metal, designed and intended for protection from the weather or as a decorative embellishment, and which projects from a wall or roof of a structure over a window, walk, or door.

**Awning, internally illuminated:** A fixed awning covered with a translucent membrane that is, in whole or part, illuminated by light passing through the membrane from within the structure.

**Bank or financial establishment:** A business that accepts money for deposit into accounts from the general public or other financial institutions, and which may include personal or business loans, wire transfers and safe deposit boxes. Such uses include but are not limited to banks, savings and loan institutions and credit unions, and security and commodity exchanges.

**Basement:** That portion of a building having its lowest floor subgrade (below ground level) on two or more sides.

**Batching plant:** A plant for the manufacture or mixing of asphalt, concrete, cement, or concrete or cement products, including any apparatus incidental to such manufacturing and mixing.

**Bed and breakfast inn:** A facility where overnight accommodations for not more than ten residents are provided to transients for compensation, with or without a morning meal. A bed and breakfast inn does not include retail uses, public bar, conference center, or special event facilities.

**Berm:** An earthen mound or embankment, usually less than 3 feet if designed to provide visual interest only, and usually 6 feet or more in height if intended to screen views or reduce noise.



**Block:** A piece or parcel of land entirely surrounded by roads.

**Brewery:** An industrial use that brews ales, beers, or similar beverages on site.

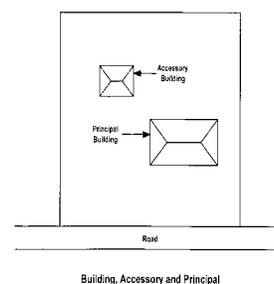
**Broadcasting studio:** A room or suite of rooms operated as a radio or television broadcasting studio or station with local broadcast capability or intended for satellite distribution of programs, and usually including satellite dishes, microwave dishes, and/or other communications equipment.

**Buffer, natural vegetative:** A strip of land of specified width located between a side or rear property line and a building, structure, or use, intended to separate and obstruct the view of the site on which the buffer is located from an abutting property, and which contains a natural area consisting of trees and/or other vegetation, undisturbed except for approved access and utility crossings, and replanted where sparsely vegetated.

**Building:** The word "building" includes the word "structure."

**Building, accessory:** A building subordinate to the main building on a lot and used for purposes incidental to the main or principal building and located on the same lot therewith.

**Building, principal:** A building in which is conducted the principal use of the lot on which said building is situated. In any residential zoning district, any structure containing a dwelling unit shall be defined to be the principal building on the plot on which same is situated, except for detached accessory apartments. When an accessory building is attached to a principal building by a breezeway, passageway, or similar means, the accessory building shall be considered part of the principal building and shall comply with the yard requirements for a principal building.



**Building coverage:** The horizontal area measured within the outside of the exterior walls of the ground floor (i.e., "footprint") of all principal buildings, accessory buildings, and accessory structures on the lot, not including steps, terraces, and uncovered porches.

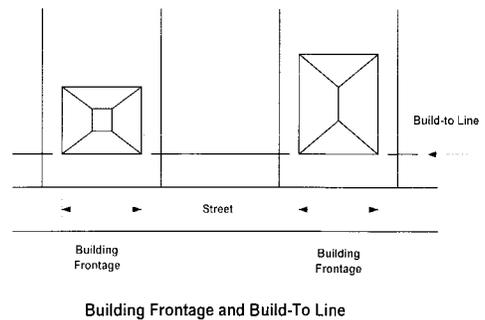
**Building coverage, maximum:** The highest percentage of a given lot that may be occupied by all principal and accessory buildings and structures on said lot, measured within the outside of the exterior walls of

the ground floor (i.e., “footprint”) of all principal and accessory buildings and structures on the lot, not including steps, terraces, and uncovered porches.

**Building footprint:** The horizontal area of a building as seen in plan view, measured from the outside of all exterior walls and supporting columns.

**Building frontage:** The width in linear feet of the front exterior wall of a particular building, as measured more or less parallel to the front property line.

**Build-to-line:** A front building setback line applied to a principal building on a particular property so that a continuous and consistent building setback will be achieved considering the front building setbacks of buildings on abutting and/or adjacent lots on the same side of the street or right-of-way.



**Building, height of:** The vertical distance measured from the finished grade to the highest point of the coping of a flat roof; to the deck lines of a mansard roof; or to the mean height level between the eaves and ridge of a gable, hip or gambrel roof. In this context finished grade is determined as the average elevation of the ground on all sides of a building.

**Building Inspector:** The City’s official, or designee, responsible for implementing and enforcing building codes applicable in the City.

**Building materials sales:** An establishment offering lumber or other construction materials used in buildings for sale to contractors or the general public. When operated in whole or part outside the confines of a building, a building materials sales establishment is an open air business.

**Building setback line:** A line establishing the minimum allowable distance between the front wall of a principal building and the street right-of-way line or another building wall and a side or rear property line when measured perpendicularly thereto. Covered porches, whether enclosed or not, shall be considered as a part of the building and shall not project into beyond a required building setback line. For purposes of this zoning ordinance, a minimum required building setback line and minimum required yard shall be considered the same.

**Bulk storage:** The storage of chemicals, petroleum products, or similar materials in above ground or below-ground storage containers designed for wholesale distribution or mass consumption. This includes fuel oil distributors with storage of products.

**Business service establishment:** A business activity engaged in support functions to establishments operating for a profit on a fee or contract basis, including but not limited to: advertising agencies, photocopying, blueprinting and duplication services, mailing agencies, commercial art and graphic design; personnel supply services and employment agencies, computer and data processing services, detective, protective, and security system services, accounting, auditing, and bookkeeping services, messenger services and couriers, publications and business consulting firms, food catering, interior decorating, and locksmiths.

**Camp or campground:** Any place established or maintained for 2 or more individual spaces or sites for temporary living quarters in cabins, structures, or tents for recreation or vacation purposes for a fee.

**Canopy:** A roof-like structure, supported by a building and/or columns, poles, or braces extending from the ground, including an awning, that projects from the wall of a building over a sidewalk, driveway, entry, window, or similar area, or which may be freestanding. This term does not include carport as defined.

Car wash: The use of a site for washing and cleaning of passenger vehicles, other vehicles, or other light duty equipment. Car washes consist of self-service, staffed, or mechanically automated facilities. For purposes of this zoning ordinance, a car wash is considered an automobile service establishment whether it is a principal use or accessory to another use or building.

Carport: A roofed, accessory building or structure, not necessarily fully enclosed on the sides and usually open on two or more sides, made of canvas, aluminum, wood, or any combination thereof, including such materials on movable frames, for the shade and shelter of private passenger vehicles or other motorized or non-motorized equipment such as tractors and boats.

Catering service: An establishment that serves and supplies food to be consumed off-premises. A catering service is a business service establishment.

Cemetery: The use of property as a burial place.

Certificate of Occupancy: A document issued by the Director indicating that the building and use or reuse of a particular building or land is in conformity with all applicable codes and regulations, and that such building or land may be occupied for the purpose stated therein.

Character: Those attributes, qualities and features that make up and distinguish a development project or area of the city and give such project or area of the city a sense of purpose, function, definition, and uniqueness.

City: The City of Lilburn, Georgia.

City Council: The Mayor and Council of the City of Lilburn. The governing body of the City.

Clinic: An institution or professional office, other than a hospital or nursing home, where persons are counseled, examined, and/or treated by one or more persons providing any form of healing or medical health service. Persons providing these services may offer any combination of counseling, diagnostic, therapeutic or preventative treatment, instruction, or services, and which may include medical, physical, psychological, or mental services and facilities for primarily ambulatory persons.

Club or lodge, nonprofit: A building or premises, used for associations or organizations of an educational, fraternal, or social character, not operated or maintained for profit. Representative organizations include American Legion, Elks, Rotary, Lions, and Veterans of Foreign Wars. The term shall not include casinos, nightclubs, bottle clubs, or other establishments operated or maintained for profit.

Club, private: Buildings and facilities owned or operated by a corporation, association, person, or persons, and used for assembly of members for a social, educational, or recreational purpose, to which membership is required and where use of premises is restricted to members and their guests. The definition "private club" shall also include a "bona fide private club" as that term is defined in Georgia Code Section 3-7-1.

Co-generation facility: An installation that harnesses energy that normally would be wasted to generate electricity, usually through the burning of waste, and which may use, distribute through connection, or sell the energy converted from such process.

College or university: An educational use that provides training beyond and in addition to that training received in the 12<sup>th</sup> grade (i.e., undergraduate and graduate), and which has students regularly attending classes, and which confers an associate, bachelor, master, professional, and/or doctoral degree(s).

Commercial recreational facility, indoor: A use that takes place within an enclosed building that involves the provision of sports and leisure activities to the general public for a fee, including but not limited to the following: assembly halls, auditoriums, meeting halls, for-profit art galleries, billiard halls and pool rooms,

amusement halls, trading card competitions, race carting tracks, whirly ball rinks, skateboard parks, video arcades, ice and roller skating rinks, bowling alleys, fully-enclosed theaters and laser tag or similar ventures.

Commercial recreational facility, outdoor: A use of land and/or buildings that involves the provision of sports and leisure activities to the general public for a fee, and which all or part of the activities occur outside of a building or structure, including but not limited to the following: amusement parks, water parks, stadiums, amphitheaters, fairgrounds, drive-in theaters, golf driving ranges, miniature golf courses, batting cages, skateboard parks, race tracks for animals or motor-driven vehicles, archery ranges, unenclosed firearms shooting ranges and turkey shoots, fish ponds, botanical and zoological gardens, ultra-light flight parks, paintball fields, and bungee jumping. A golf course and private club that is built as part of a single-family residential subdivision and that operates in a quasi-public manner is not considered to be an outdoor commercial recreational facility.

Common area: Land within a development, not individually owned or dedicated to the public, and designed for the common usage of the development. These areas include green open spaces and yards and may include pedestrian walkways and complimentary structures and improvements for the enjoyment of residents of the development. Maintenance of such areas is the responsibility of a private association, not the public.

Community living arrangement: Any residence, whether operated for profit or not, that undertakes through its ownership or management to provide or arrange for the provision of daily personal services, supports, care, or treatment exclusively for two or more adults who are not related to the owner or administrator by blood or marriage and whose residential services are financially supported, in whole or in part, by funds designated through the Georgia Department of Human Resources, Division of Mental Health, Developmental Disabilities, and Addictive Diseases or such similar state agency as may be reorganized. A community living arrangement with 4 or fewer adults is considered a household for purposes of this zoning ordinance and thus allowed the same as a single family. A community living arrangement with more than 4 adults is considered a group home for purposes of this zoning ordinance.

Community recreation: A private recreational facility for use solely by the residents and guests of a particular (usually residential) development, including indoor facilities such as community meeting rooms and outdoor facilities such as swimming pools, tennis courts, and playgrounds. These facilities are usually proposed, planned, and provided in association with a development and are usually located within the boundaries of such development.

Compatibility: With regard to development, the characteristics of different land uses or activities that permit them to be located near each other in harmony and without conflict. With regard to buildings, there is harmony in appearance of architectural features in the same vicinity.

Comprehensive plan: Any plan adopted by the City Council, or any plan adopted by a regional development center covering the local jurisdiction, or portion of such plan or plans. This definition shall be construed liberally to include the major thoroughfare plan, master parks and recreation plan, or any other study, document, or written recommendation pertaining to subjects normally within the subject matter of a Comprehensive Plan as provided by the Georgia Planning Act of 1989, if formally adopted by the City Council.

Condition of zoning approval: A requirement adopted by the City Council at the time of approval of a rezoning, zoning amendment, or conditional use, placing greater or additional requirements or restrictions on the property than provided in this zoning ordinance in order to mitigate or reduce an adverse impact of the request and to further protect the public health, safety, or general welfare. This definition is not intended to be construed as limiting the legislative powers of the City Council in any way.

Condominium: A form of ownership as defined by state law in which common elements are jointly owned.

Condominium building: A building containing 1 or more individually owned units or building spaces situated on jointly owned, common areas as defined by laws of the State of Georgia. When a building on property under condominium ownership contains only 1 dwelling unit, that building is considered a detached, single-family condominium building. When a building on property under condominium ownership contains 2 or more dwelling units, that building is considered an attached, multi-family condominium building.

Conservation: The management of natural resources to prevent waste, destruction, or degradation.

Conservation areas, primary: Any property qualifying as conservation use property under O.C.G.A. Section 48-5-7.4; and any steep mountain slopes, floodplains, wetlands, water bodies, upland buffers around wetlands and water bodies, critical wildlife habitat, and sites of historic, cultural, or archaeological significance, located outside of building envelopes and lots established for building purposes.

Conservation areas, secondary: Prime farmland, natural meadows, mature woodlands, farm fields, localized aquifer recharge areas, and lands containing scenic views and sites, located outside of building envelopes and lots established for building purposes.

Conservation easement: A nonpossessory interest of a holder in real property imposing limitations or affirmative obligations, the purposes of which include retaining or protecting natural, scenic, or open-space values of real property; assuring its availability for agricultural, forest, recreational, or open-space use; protecting natural resources; maintaining or enhancing air or water quality; or preserving the historical, architectural, archeological, or cultural aspects of real property (O.C.G.A. 44-10-1); A legally enforceable agreement between a property owner and the holder of the easement, in a form acceptable to the Governing Body and recorded in the office of the Clerk of Superior Court of Gwinnett County. A conservation easement restricts the existing and future use of the defined tract or lot to conservation use, agriculture, passive recreation, or other use approved by the Governing Body and prohibits further subdivision or development. Such agreement also provides for the maintenance of open spaces and any improvements on the tract or lot. Such agreement cannot be altered except with the express written permission of the easement holder and any other co-signers. A conservation easement may also establish other provisions and contain standards that safeguard the tract or lot's special resources from negative changes.

Conservation subdivision: A subdivision, as defined by this code, where open space is the central organizing element of the subdivision design and that identifies and permanently protects all primary and all or some of the secondary conservation areas within the boundaries of the subdivision.

Construction field office: A structure used as an office in conjunction with a project while it is being constructed. A construction field office is a temporary use. It may be an industrial building, as defined herein.

Construction yard: An area on or immediately adjacent to a construction site used on a temporary basis for the parking and storage of equipment used in a construction project, and the storage and preparation of materials and other items used in the construction project. Such yards may include one or more construction field offices.

Continuing care retirement community: A residential facility providing multiple, comprehensive services to older adults. Such facility normally contains a combination of independent living units, assisted living, and skilled nursing care units as defined herein. Such facilities generally provide support services, such as meals, laundry, housekeeping, transportation, and social and recreational activities.

Contractor's establishment: An establishment engaged in the provision of construction activities, including but not limited to, plumbing, electrical work, building, grading, paving, roofing, carpentry, and other such activities, including the storage of material and the overnight parking of commercial vehicles. Also, this definition includes landscaping companies, as defined herein.

Convenience store: A retail store, usually with a floor area usually no more than 5000 square feet, selling convenience goods, such as prepackaged food items and a limited line of groceries. Convenience stores may or may not sell gasoline, diesel, and kerosene, but do not include automotive services.

Cornice: Any horizontal member, structural or non-structural, of any building, projecting outward from the exterior walls at the roof line.

Crisis center: A facility or portion thereof and premises that are used for the purposes of emergency shelter, crisis intervention, including counseling, referral, hotline response, and similar human social service functions. Said facility may include meal preparation, distribution, or service for residents of the center as well as nonresidents, merchandise distribution, or shelter, including boarding, lodging, or residential care. This term includes domestic violence and centers, homeless shelters, and halfway houses.

Cul-de-sac: A road having one end open to traffic and being permanently terminated at the other end by a vehicular turn-around.

Curb: A boundary, usually constructed of concrete, usually marking the edge of a roadway or paved area, which is designed to channel storm water to drainage inlets and/or prevent or deter access.

Custom order shop: A business establishment that offers merchandise but which maintains no merchandise inventory on site other than display items (which are not visible from the exterior of the building). This use is an enclosed retail trade establishment.

Day care center: Any place operated by a person, society, agency, corporation, institution or group, and licensed or registered by the State of Georgia as a group day care home or day care center, wherein are received for pay for group supervision and care, for fewer than 24 hours per day, 7 or more persons.

Density: The quantity of building or dwelling units per unit of area.

Department: The Planning and Economic Development Department of the City of Lilburn.

Detail: A small feature or element that gives character to a building.

Detention: The temporary retaining of storm water on-site.

Detention pond: A pond or pool used for the temporary storage of storm water runoff and which provides for the controlled release of such storm water.

Development: Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating, drilling operations, or permanent storage of materials; any activity which alters the elevation of the land, removes or destroys plant life, or causes structures of any kind to be erected or removed.

Developmentally disabled person: A person with a disability resulting in substantial functional limitations in such person's major life activities which disability is attributable to mental retardation, cerebral palsy, epilepsy, or autism or is attributable to any other condition related to mental retardation because such condition results in impairment of general intellectual functioning or adaptive behavior similar to that of mentally retarded persons.

Director: The person, or his designee, responsible for administration, interpretation, and enforcement of this ordinance who shall have the duties and authority with respect to this article as provided in the various articles and sections of this article and those necessarily implied by said provisions.

Dormer: A window projecting from a roof.

**Dormitory:** A building designed for a long-term stay by students of a college, university, or nonprofit organization for the purpose of providing rooms for sleeping purposes, and which may include common kitchen and/or common gathering rooms for social purposes.

**Drive through:** A retail or service enterprise wherein service is provided or goods are sold to the customer within a motor vehicle and outside of a principal building.

**Dry cleaning plant:** A building, portion of a building, or premises used or intended to be used for cleaning fabrics, textiles, wearing apparel, or articles of any sort by immersion or agitation, or by immersions only, in volatile solvents included, but not limited to, solvents of the petroleum distillate type, and/or the chlorinated hydrocarbon type, and the processes incidental thereto.

**Dumpster:** A container designed to hold refuse that has a hooking connection that permits it to be raised and dumped into a sanitation truck for disposal, or a container (excluding temporary placements) designed to hold refuse that is loaded onto a truck.

**Dwelling:** A building or portion of a building arranged or designed to provide living quarters for one or more families or households on a permanent or long-term basis.

**Dwelling, single-family detached:** A site-built residential building, or an industrialized building, designed for occupancy by one family or household. This term does not include manufactured homes or mobile homes. Single-family, detached dwellings may be under fee-simple (i.e., individual lot) ownership or on a condominium basis.

**Dwelling, single-family detached, fee-simple:** A building designed or arranged to be occupied by 1 family or household only, and where such dwelling is located on its own lot in fee-simple title.

**Dwelling, multi-family:** A building other than a duplex, designed for or occupied exclusively by three or more families or households with separate housekeeping facilities for each family.

**Dwelling unit:** A building, or portion thereof, designed, arranged and used for living quarters for 1 or more persons living as a single housekeeping unit with cooking facilities, but not including units in hotels or other structures designed for transient residence.

**Easement:** A non-possessory interest in land; a grant by a property owner for the use by the public, a corporation or persons, of a portion of land for a specified purpose or purposes.

**Easement, access:** An easement devoted to vehicular access which affords a principal means of access to abutting property or properties, but which is not necessarily open to the general public and which is not necessarily improved to standards of the city.

**Elevation drawing:** An architectural drawing of a building or building façade, intended to illustrate its design, characteristics and major features.

**Exterminator:** An establishment engaged in pest control for businesses, institutions, residences, or industries. Such a use is a business service establishment.

**Extractive industry:** Removal or recovery by any means whatsoever of sand, gravel, soil, rock, minerals, mineral substances or organic substances other than vegetation, from water or land on or beneath the surface thereof, exposed or submerged. This term includes gravel pits, mines, quarries, and similar operations.



END ELEVATION - UNIT

**Facade:** The face (exterior elevation) of a building, especially the face parallel to or most nearly parallel to a public street.

**Family:** One or more persons related by blood, marriage, adoption, or guardianship; or not more than 4 persons not so related who live together in a dwelling unit as a single housekeeping unit under a common housekeeping management plan based on an intentionally structured relationship providing organization and stability; or not more than 2 unrelated persons and any minor children related to either of them.

**Family day care home:** A private residence in which a business, registered by the State of Georgia, is operated by any person who receives therein (for pay) for supervision and care for fewer than 24 hours per day, not more than 6 persons who are not residents in the same private residence. For purposes of this zoning ordinance, a family day care home may be operated as a home occupation, subject to the requirements of this zoning ordinance.

**Fee simple:** A form of ownership where the owner is entitled to the entire property with unconditional power of disposition during his or her life and which descends to his or her heirs and legal representatives upon his or her death intestate.

**Fence:** An enclosure or barrier, composed of wood, masonry, stone, wire, iron, or other materials or combination of materials used as a boundary, means of protection, privacy screening, or confinement, including brick or concrete walls but not including hedges, shrubs, trees, or other natural growth.

**Fence, barbed wire:** One or more strands of wire or other material having intermittent sharp points of wire or metal that may puncture, cut, tear, or snag persons, clothing, or animals, including vertical supports.

**Fence, chain-link:** An open mesh fence made entirely of wire woven in squares of approximately 1.5 inches with vertical supports.

**Fence, decorative:** An ornamental fence made of materials that are decorative in nature. Decorative materials include, but may not be limited to brick, stone, stucco, wood, picket, split rail, wrought iron, or similar materials.

**Fence, solid:** A fence, including entrance and exit gates where access openings appear, through which no visual images can be seen.

**Finance, insurance, and real estate establishment:** Such uses include but are not limited to banks, savings and loan institutions and credit unions, security and commodity exchanges, insurance agents, brokers, and service, real estate brokers, agents, managers, and developers, trusts, and holding and investment companies.

**Flea market:** The use of land, structures or buildings for the sale of produce or goods, usually second-hand or cut-rate. A flea market is considered an open air business.

**Forestry:** An operation involved in the growing, conserving, and managing of forests and forest lands. Forestry operations or practices include the raising and harvesting of timber, pulp woods and other forestry products for commercial purposes, the construction of roads, insect and disease control, fire protection, and may include the temporary operation of a sawmill and/or chipper to process the timber cut from the parcel or parcels. This term does not include the cutting of timber associated with approved land development.

**Funeral home:** A building used for human funeral services. Such building contains a chapel and may include space and facilities for embalming and the performance of other services used in the preparation of the dead for burial or cremation, the performance of autopsies and other surgical procedures, the indoor storage of caskets, funeral urns, and other related funeral supplies, and/or the indoor storage of funeral vehicles.

**Gable:** The triangular upper portion of an end wall, underneath a peaked roof.

**Gas tank sales:** The retail sale of bulk storage tanks for flammable and combustible liquids, compressed gases or liquefied petroleum (LP) gas. Gas tank sales are considered open air business uses.

**Grade, finished:** The final elevation and contour of the ground after cutting or filling and conforming to the proposed design.

**Grading:** Altering the shape of ground surfaces to a predetermined condition; this includes stripping, cutting, filling, stockpiling and shaping or any combination thereof and shall include the land in its cut or filled condition.

**Greenhouse:** A building designed or used for growing or propagating plants, with walls or roof usually designed to transmit light.

**Group home:** A single housekeeping unit of more than six unrelated persons, whether or not they are developmentally disabled. See also community living arrangement.

**Guest house:** A lodging unit for temporary guests in an accessory building. No guest house shall be rented or otherwise used as a separate dwelling.

**Harmony:** A quality that represents an attractive arrangement and agreement of parts of a composition, as in architectural elements.

**Hazardous waste:** Any solid waste which has been defined as a hazardous waste in regulations, promulgated by the government of the United States or the State of Georgia.

**Health spa:** An establishment which for profit or gain provides as one of its primary purposes, services or facilities which are purported to assist patrons improve their physical condition or appearance through change in weight, weight control, treatment, dieting, or exercise. The term includes establishments designated as "reducing salons," "exercise gyms," "health studios," "health clubs," "fitness studios," and other terms of similar import. Not included within this definition are facilities operated by nonprofit organizations, facilities wholly owned and operated by a licensed physician at which such physician is engaged in the practice of medicine, or any establishment operated by a health care facility, hospital, intermediate care facility, or skilled nursing care facility.

**Hedge:** A row of closely planted shrubs, bushes, or any kind of plant forming a boundary.

**Helicopter landing pad:** Any structure or area which is designed or constructed for use, or used, as a helicopter landing area or any structure or area which is used as a helicopter landing area.

**Home occupation:** Any use, occupation or activity conducted on the same site as a dwelling which is clearly incidental and secondary to the use of the dwelling for residence purposes and does not change the character thereof, as may be lawfully established under the terms of this zoning ordinance.

**Hospital:** An institution licensed by the state and providing primary health services and medical or surgical care to persons, primarily in-patients, suffering from illness, disease, injury, deformity or other abnormal physical or mental conditions, and including as an integral part of the institution, such related facilities as laboratories, outpatient facilities, or training facilities.

**Hotel:** A commercial lodging service with one or more buildings devoted to the temporary shelter for the traveling public, and where entry to individual guest rooms is via a central lobby. A hotel is a lodging service for purposes of this zoning ordinance.

**Household:** A family, as defined herein, or a group of not more than 4 persons, including developmentally disabled persons and their caretakers, who need not be related by blood, marriage, or guardianship, living together in a dwelling unit as single housekeeping unit.

**Impact:** The effect of any direct man-made actions or indirect repercussions of man-made actions on existing physical, social, or economic conditions.

**Impervious surface:** A man-made structure or surface, which prevents the infiltration of water into the ground below the structure or surface. Examples are buildings, structures, roads, driveways, parking lots, decks, swimming pools, and patios.

**Improvements:** The physical additions and changes to land that may be necessary to produce usable, desirable and acceptable lots or building sites.

**Incinerator:** A facility with equipment that uses a thermal combustion process to destroy or alter the character or composition of medical waste, sludge, soil, or municipal solid waste, not including animal or human remains.

**Institutional residential living and care facilities:** An umbrella term that encompasses the following uses as specifically defined in this ordinance: assisted living facility, intermediate care home, nursing home, skilled nursing care facility, and personal care home.

**Intermediate care home:** A facility which admits residents on medical referral; it maintains the services and facilities for institutional care and has an agreement with a physician and dentist who will provide continuing supervision including emergencies; it complies with rules and regulations of the Georgia Department of Human Resources or state agency with jurisdiction as may be reorganized. The term "intermediate care" means the provision of food, including special diets when required, shelter, laundry and personal care services, such as help with dressing, getting in and out of bed, bathing, feeding, medications and similar assistance, such services being under appropriate licensed supervision. Intermediate care does not normally include providing care for bed patients except on an emergency or temporary basis.

**Junk:** Scrap or waste material of any kind or nature collected for resale, disposal, or storage, or by accumulation.

**Kennel:** An establishment in which dogs or domesticated animals are housed, groomed, bred, boarded, trained, or sold, all for a fee or compensation.

**Kennel, Private:** The keeping, breeding, raising, showing, or training of six or more dogs over one year of age for personal enjoyment of the owner or occupant of the property.

**Kitchen:** Any room or part of a room designed, built, used, or intended to be used for cooking, the preparation of food, or dishwashing. The presence of a range, oven, or dishwasher, or utility connections suitable for serving a range or oven, shall normally be considered as establishing a kitchen.

**Land-disturbing activity:** Any activity which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands within the state, including, but not limited to, clearing, dredging, grading, excavating, transporting, and filling of land but not including practices specifically exempt from the city's soil erosion, sedimentation, and pollution control ordinance unless the context clearly indicates otherwise.

**Landfill, construction and demolition:** A disposal facility accepting waste building materials and rubble resulting from construction, remodeling, repair and demolition operations on pavements, houses, commercial buildings, and other structures. Such wastes include, but are not limited to, asbestos containing waste, wood, bricks, metal, concrete, wall board, paper, cardboard, inert waste landfill material and other inert wastes which have a low potential for groundwater contamination.

Landfill, inert waste: A disposal facility accepting only wastes that will not or are not likely to cause production of leachate of environmental concern. Such wastes are limited to earth and earth-like products, concrete, cured asphalt, rock, bricks, yard trimmings, stumps, limbs, and leaves, and specifically excluding industrial and demolition waste.

Landfill, sanitary: The burial of nonhazardous waste where such waste is covered on a daily basis, as distinguished from a construction and demolition landfill.

Landscape strip: An area of landscaping of specified width.

Landscaping: The modification of the landscape for an aesthetic or functional purpose. The area within the boundaries of an individual lot that includes the preservation of existing vegetation and the continued maintenance thereof, as well as, the installation of trees, shrubs, ground covers, grass, and flowers. Landscaping areas may also include decorative rock, bark, mulch and other similar approved materials in addition to vegetation and live plant material.

Landscaping company: A business engaged in the provision of landscaping services and/or the wholesale or retail sale of landscaping products including but not limited to sod, trees, landscaping timbers, and earth covering materials. The processing of wood into timbers, mulch, and/or chips is considered an incidental use of a landscaping company whose primary purpose is the wholesale or retail sale of landscaping products.

Laundromat: A facility where patrons wash, dry, or dry clean clothing or other fabrics in machines operated by the patron. A laundromat is considered a personal service establishment.

Lighting, neon outline: Outline lighting formed in whole or part with neon.

Live-work unit: Buildings or spaces within buildings that are used jointly for commercial and residential purposes where the two uses are physically connected in one unit and residential use of the space is accessory to the primary use as a place of work. This term is distinguished from a home occupation and from a mixed-use building. Live-work units may have larger work spaces than permitted by home occupation, and live/work units design the floor space for both living and working areas. Live-work units are distinguished from mixed-use buildings in that a mixed-use building has residential and nonresidential uses in the same building, but the residential and nonresidential spaces are not necessarily connected or used by the same person.

Livestock: Cattle, horses, pigs, sheep, goats, llamas, emus, ostriches, donkeys, mules, goats, sheep, chickens, ducks, geese, and other fowl, rabbits, minks, foxes and other fur or hide-bearing animals, customarily bred or raised in captivity, whether owned or board, whether kept for pleasure, utility, or sale.

Lodging service: A facility that offers temporary shelter accommodations, or place for such shelter, open to the public for a fee, including "hotels" and "motels." "Bed and breakfast inn" is defined separately and is not considered a lodging service for purposes of this zoning ordinance.

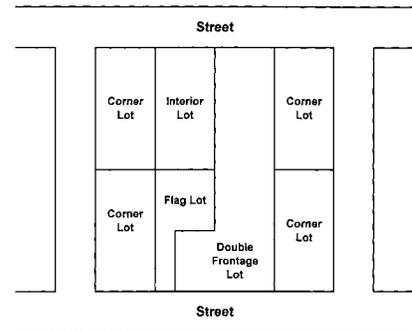
**Article 14, Specific Use Provisions, Lilburn, GA City Code**

**Lot:** A parcel of land occupied or capable of being occupied by a use, building or group of buildings devoted to a common use, together with the customary accessories and open spaces belonging to the same. The word "lot" includes the word "plot" or "parcel."

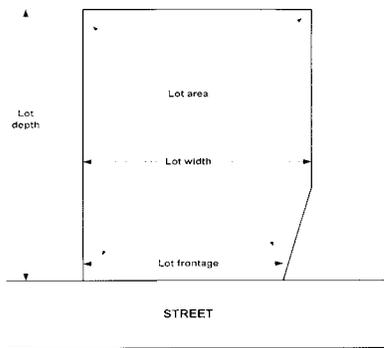
**Lot, corner:** A lot abutting upon two or more streets at their intersection.

**Lot, double frontage:** Any lot, other than a corner lot, which has frontage on 2 streets.

**Lot, flag:** A tract or lot of land of uneven dimensions in which the portion fronting on a street is less than the required minimum width required for construction of a building or structure on that lot.



TYPES OF LOTS



Lot Definitions

**Lot area, minimum:**

Minimum lot area means the smallest permitted total horizontal area within the lot lines of a lot, exclusive of street and alley right-of-ways but inclusive of easements.

**Lot depth:** The mean horizontal distance between front and rear lot lines.

**Lot frontage:** The width in linear feet of a lot where it abuts the right-of-way of any street.

**Lot width:** The distance between side lot lines measured at the front building line.

**Lot of record:** A lot which is part of a subdivision, a plat of which has been lawfully recorded in the records of the Clerk of Superior Court of Gwinnett County; or a parcel of land, the deed of which has been lawfully recorded in the same office as of the effective date of this zoning ordinance.

**Lumber yard:** A facility where wood materials such as lumber, plywood, panels or other wood products are processed and sold for retail sale or wholesale. Such use may involve performing millwork, planing, cutting, and/or other customizing processes.

**Manufactured home:** Any dwelling unit designed and constructed in compliance with the Georgia State Minimum Standard One and Two Family Dwelling Code which is wholly or in substantial part, made, fabricated, formed, or assembled in a manufacturing facility and cannot be inspected at the installation site without disassembly, damage to, or destruction thereof. Any such structure shall not contain a permanent metal chassis and shall be affixed to a permanent load-bearing foundation. The term shall not include manufactured homes as defined by the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. Section 5401, et seq.

**Manufacturing, processing, assembling:** The mechanical or chemical transformation of materials or substances into new products. The land uses engaged in these activities are usually described as plants, factories or mills and characteristically use power-driven machines and materials handling equipment. Establishments engaged in assembling component parts of manufactured products are also considered under this definition if the new product is neither a fixed structure nor other fixed improvement. Also included is the blending of materials such as lubricating oils, plastic resins, or liquors.

**Marquee:** A roofed structure attached to and supported by a building and projecting over public or private sidewalks or rights-of-way.

**Massing:** The overall visual impact of a structure's volume; a combination of height and width and the relationship of the heights and widths of the building's components.

**Materials recovery facility:** A solid waste handling facility that provides for the extraction from solid waste of recoverable material, materials suitable for use as a fuel or soil amendment, or any combination of such materials.

**Metes and bounds:** A system of describing and identifying land by a series of lines around the perimeter of an area; "metes" means bearings and distances and "bounds" refers to physical monuments.

**Microbrewery:** A small, usually independently owned brewery that produces limited quantities of specialized beers, predominantly for localized distribution, often serving them on the premises in association with food services.

**Mini-warehouse:** (see self-service storage facility).

**Mobile home:** A structure, transportable in one or more sections, which, in the traveling mode, is 8-body feet or more in width or 40-body feet or more in length, when erected on site, is 320 or more square feet in floor area, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained therein; and manufactured prior to June 15, 1976. Mobile homes are not allowable as permanent residences in the City.

**Model home:** A dwelling temporarily used as a sales office or demonstration home for a residential development under construction, said dwelling being used as an example of a product offered for sale to purchasers (by a realtor, building developer, or contractor). The dwelling may be furnished but is not occupied as a residence while being used as a model home.

**Modular Building Unit:** Any building of closed construction, regardless of type of construction or occupancy classification, other than a mobile or manufactured home, constructed off-site in accordance with the current International Building Code Certification and transported to its ultimate site from the factory and assembled on a permanent foundation. Modular homes may consist of one or more stories. A copy of the Current International Building Code Compliance report must be reviewed before installation.

**Motel:** A commercial lodging service with 1 or more buildings devoted to the temporary shelter for the traveling public, and where entry to individual guest rooms is via the exterior of the building rather than through a central lobby.

**Museum:** A building having public significance by reason of its architecture or former use or occupancy, or a building serving as a repository for a collection of natural, scientific, literary curiosities or objects of interest, or works of art, and arranged, intended, and designed to be viewed by members of the public with or without an admission fee, and which may include as an accessory use the sale of snacks and goods to the public as gifts or for their own use.

**Natural drainage:** Channels formed by the existing surface topography of the earth prior to changes made by unnatural causes.

**Nonconforming building or structure:** A building or structure, which may be principal or accessory, that does not meet one or more applicable setbacks for the zoning district in which said building or structure is located, or a building or structure that exceeds the maximum height or building coverage for the zoning district in which said building or structure is located, or a building or structure that otherwise does not comply with dimensional requirements established by this zoning ordinance for the particular principal building or accessory structure or for the zoning district in which the nonconforming building or structure is located.

**Nonconforming lot:** A lot which does not conform to the minimum lot frontage requirements of this chapter and/or the minimum lot size and minimum lot width requirements of the zoning district in which the lot is

located as established by this chapter but which was a lot of record prior to the effective date of this zoning ordinance or its amendment.

Nonconforming situation: Any development, land improvement, or activity, not otherwise included within the definition of nonconforming lot, nonconforming building or structure, nonconforming use, or nonconforming sign which does not meet the provisions of this chapter at the time of its adoption or amendment. Examples of nonconforming situations include but are not limited to, noncompliance with off-street parking regulations or access requirements, failure to adhere to landscape strip requirements, tree protection, and insufficient landscaping requirements.

Nonconforming use: Any building or use of land or building lawfully existing on or before the effective date of this zoning ordinance or as a result of subsequent amendments to this zoning ordinance, which does not conform to the use provisions of the zoning district in which it is located.

Nursery or kindergarten school: Any building used routinely for the daytime care or education of preschool age children and including all normal accessory and play areas. For purpose of this zoning ordinance, a nursery or kindergarten school is considered to be a day care center.

Nursing home: A facility which admits patients on medical referral only and for whom arrangements have been made for continuous medical supervision; it maintains the services and facilities for skilled nursing care, rehabilitative nursing care, and has an agreement with a physician and dentist who will be available for any medical and/or dental emergency and who will be responsible for the general medical and dental supervision of the patients; it complies with rules and regulations of the Georgia Department of Human Resources or state agency with jurisdiction as may be reorganized.

Office: A building or portion thereof wherein services are performed involving predominantly administrative, professional or clerical operations and not involving retail sales or other sales of any kind on the premises.

Office/Warehouse: A building that combines office and warehouse or storage functions, where the majority of the area of the building is devoted to warehouse or storage functions, and which does not involve retail sales.

Opaque: Impenetrable to view, or so obscuring to view that features, buildings, structures, and uses become visually indistinguishable.

Open air business: Any commercial establishment with the principal use of displaying products in an area exposed to open air on three or more sides, including but not limited to rock yards, nurseries and garden centers and garden supply stores, lumber and building materials yards, flea markets, statuary and monument sales establishments, liquid petroleum dealers and tank sales. A roadside stand is not considered to be an open air business.

Open space: Land and water areas retained for use as passive recreation areas or for resource protection or conservation in an essentially undeveloped state.

Open space, landscaped: That portion of a given lot, not covered by buildings, parking, access and service areas, that is designed to enhance privacy and the amenity of the development by providing landscaping features, screening and buffering for the benefit of the occupants or those in neighboring areas, or a general appearance of openness. Landscaped open space may include, but need not be limited to, grass lawns, decorative planting, berms, walls and fences, ornamental objects such as fountains, statues and other similar natural and man-made objects, wooded areas, and water courses, any or all of which are designed and arranged to produce an aesthetically pleasing effect within the development.

Overlay district: A defined geographic area that encompasses one or more underlying zoning districts and that imposes additional requirements above those required by the underlying zoning district. An overlay

district can be coterminous with existing zoning districts or contain only parts of one or more such districts.

Outdoor storage: The keeping of any goods, junk, material, merchandise or commercial vehicles in the same outdoor place for more than 24 hours.

Parapet: That portion of a wall which extends above the roof line.

Parking space: An area having dimensions of not less than 300 square feet, including driveway and maneuvering area, to be used as a temporary storage space for a private motor vehicle.

Parking structure: A structure or portion thereof composed of 1 or more fully or partially enclosed levels or floors used for the parking or storage of motor vehicles. This definition includes parking garages, deck parking, and underground parking areas under buildings.

Pedestrian-scale development: Development designed with an emphasis primarily on the street sidewalk and on pedestrian access to the site and building, rather than auto access and parking areas. The building is generally placed close to the street and the main entrance is oriented to the street sidewalk. In the case of pedestrian retail districts, there are generally windows or display cases along building facades which face the street.

Permit: The authorization necessary to conduct an activity under the provisions of this zoning ordinance.

Permit, Development: An official authorization issued by the Department in accordance with this zoning ordinance to proceed with land disturbance and grading and site development, as set forth in this zoning ordinance. A development permit is separate from, but coordinated with the land disturbance permit required by Lilburn City Code (soil erosion, sediment, and pollution control). A development permit may be required even when a land disturbance permit is not required.

Person: Includes a firm, association, joint venture, organization, partnership, corporation, trust and company as well as an individual.

Personal care home: Any dwelling, whether operated for profit or not, which undertakes through its ownership or management to provide or arrange for the provision of housing, food service, and one or more personal services for two or more adults who are not related to the owner or administrator by blood or marriage. Personal care tasks include assistance with bathing, toileting, grooming, shaving, dental care, dressing, and eating.

Personal service establishment: A facility engaged in the provision of services to persons and their apparel, including but not limited to barber and beauty shops, coin-operated laundromats, full service laundries, dry cleaners, photographic studios, shoe repair and shoeshine shops, travel agencies, massage parlors, escort services, fortune-telling, psychics, clothing or costume rental, dating service, hair removal or replacement, or tanning salon.

Pervious Pavers: A range of materials and techniques for paving roads and parking lots that which allow the movement of water and air around the paving material.

Pet, household: Any animal other than livestock or wild animals, which is kept for pleasure and not sale, which is an animal of a species customarily bred and raised to live in the habitat of residential dwellings or on the premises thereof and is dependent upon residents of the dwelling for food and shelter. Household pets include but are not limited to dogs, cats, rodents, common cage birds, aquarium-kept fish, Purebred Vietnamese Pot Bellied pigs, and small amphibians and reptiles.

Plan, concept: A graphic drawn to an engineering scale and submitted with an application for a rezoning, zoning amendment, annexation, or other type of application upon which the applicant has shown the intended development and its design. Approval of such an application containing a concept plan does not

constitute approval of the concept plan in terms of authorizing development or building, which is subject to development and building permitting.

Plan, site: A drawing of a residential, institutional, office, commercial, or industrial development, showing the general layout of a proposed development including, among other features, the location of existing streams, existing and proposed roads and driveways, buildings, parking areas, and open spaces or landscaped open spaces. The site plan is the basis for the approval or disapproval of the general layout of a development in the case of a multiple-family residential, institutional, office, commercial, or industrial development. The site plan drawn to an engineering scale and is distinguished from a concept plan which is submitted with zoning and special use applications.

Planning Commission: The City of Lilburn Planning Commission.

Planning Director: See "Director".

Porch: A projection from a building wall which is covered but enclosed on all sides by a vertical wall.

Portico: An exterior appendage to a building, normally at the entry, usually roofed.

Recreational vehicle: A vehicular type unit primarily designed as temporary living quarters for recreational, camping or travel use, which either has its own motive power or is mounted or drawn by another vehicle. This term includes motorized homes, motorized campers, pick-up campers, travel trailers, camping trailers, and tent trailers, among others.

Recovered materials: Materials which have known use, reuse, or recycling potential; can be feasibly used, reused or recycled; and have been diverted or removed from the solid waste stream for sale, use, reuse, or recycling, whether or not requiring subsequent separation and processing.

Recovered materials processing: Any lot, land, structure, or facility, or part thereof, utilized for the purpose of collecting, sorting, processing for resale, and transport of materials to be recycled or reused, including: plastics, glass, paper, aluminum and scrap metals. Recovered materials processing does not include any operation which includes dismantling, or changes the nature of a material, its chemical composition or its physical qualities.

Relocated residential structure: A detached, single-family dwelling, site-built (i.e., excluding a manufactured home or mobile home) that is moved or disassembled into more than one structure and moved to another site, whether temporarily or permanently.

Religious Assemblies: A site or facility maintained by a bona fide religious group for the primary purposes of religious worship, study, prayer, or other religious practices of such religious group. Religious assemblies include but are not limited to churches, temples, mosques, synagogues, and retreat centers.

Research laboratory: A facility for scientific laboratory research in technology-intensive fields, including but not limited to biotechnology, pharmaceuticals, genetics, plastics, polymers, resins, coatings, fibers, fabrics, films, heat transfer, and radiation research facilities, computer software, information systems, communication systems, transportation, geographic information systems, multi-media and video technology. Also included in this definition are facilities devoted to the analysis of natural resources, medical resources, and manufactured materials, including environmental laboratories for the analysis of air, water, and soil; medical or veterinary laboratories for the analysis of blood, tissue, or other human medical or animal products; and forensic laboratories for analysis of evidence in support of law enforcement agencies.

Restaurant: Any establishment in which the principal business is the sale of foods and beverages to customers in a ready-to-consume state, and in which customers are served their food and/or beverages by a restaurant employee at the same table or counter at which the items are consumed, or customers are served their food and/or beverages by means of a cafeteria-type operation where the food or

beverages are consumed within the restaurant building. This term includes taverns, bars, pubs, and sidewalk cafés.

Restaurant, drive-through: Any establishment in which the principal business is the sale of foods and beverages to customers in a ready-to-consume state and in which the principal or accessory method of operation of all or any portion of the business is to allow food or beverages to be served directly to the customer in a motor vehicle without the need for the customer to exit the motor vehicle.

Retail trade establishment, enclosed: Any business offering goods and products for sale to the public, which may include the incidental repair of such goods and products, that operates entirely within a structure containing a roof and walls on all sides, except for outdoor display or other use during business hours and accessory storage in enclosed, subordinate buildings. These include but are not limited to the following: convenience stores including the sale of gasoline, hardware, paint, glass and wallpaper stores, grocery and miscellaneous food stores including retail bakeries, apparel, shoe, and accessory clothing stores, furniture, upholstery, floor covering, household appliance and home furnishing stores, musical instrument stores, radio, television, and computer stores, record, tape, and compact disc stores, eating and drinking places not involving drive-in or drive-through facilities, drug stores, apothecaries and proprietary stores, liquor stores and bottle shops, used merchandise stores and pawn shops, sporting goods stores and bicycle shops, art and stationery stores, hobby, toy, and game shops, jewelry, gift, novelty, souvenir and antique shops, camera and photographic supply stores, luggage and leather goods stores, sewing, needlework, and piece goods stores, catalogue and mail order stores, news stands, florists, tobacco shops, automotive parts stores not involving repair, video rental and sales stores, and watch and clock sales and repair shops.

Retaining wall: A wall or similar structure used at a grade change to hold soil on the up-hillside from slumping, sliding, or falling.

Retention: The permanent maintenance of storm water on-site.

Retention pond: A pond or pool used for the permanent storage of storm water runoff.

Rezoning: An amendment to the Official Zoning Map, or an amendment to an overlay zone boundary, that changes the zoning district or overlay zone of one or more properties specified in an application.

Right-of-way, public: That area, distinguished from an easement or private road right-of-way, which is owned in fee-simple title by the city or other government, for the present or future use of alleys, roads and highways, together with any drainage facilities and other improved ancillary structures.

Road: A state highway, a county road, a road adopted as a county-owned right of way approved for county maintenance, a street owned and/or maintained by a municipality, a street approved for city maintenance, or where permitted, a private road. Roads afford the principal means of access to abutting property or properties. The term includes "street" but does not include "access easement."

Road, private: An improved road, distinguished from a public road in that the right-of-way which affords a principal means of access to abutting property or properties is privately owned and maintained.

Roadside stand: A use offering either farm-grown, prepared food products such as fruits, vegetables, canned foods, or similar agricultural products for sale on the premises within or without a temporary structure on the premises with no space for customers within the structure itself. Term includes produce stands.

Roof: The cover of a building, including the eaves and similar projections.

Roof, flat: A roof having no pitch or a pitch of not more than 2:12 (1 foot of rise for each 6 feet of horizontal distance).

Roof, pitched: A shed, gabled, or hipped roof having a slope or pitch greater than 2:12.

Salvage yard: A place of business primarily engaged in the storage, sale, dismantling or other processing of uses or waste materials which are not intended for reuse in their original forms. Typical uses include paper and metal salvage yards, used tire storage yards, or retail and/or wholesale sales of used automobile parts and supplies. This term includes junk yards.

Sidewalk: A hard-surfaced pedestrian access area adjacent to or within the right-of-way of a public road or private road.

Sawmill: A facility where logs or partially processed wood are sawn, split, shaved, stripped, chipped, or otherwise processed to produce wood products. This term does not apply to the processing of timber for use on the same lot by the owner or occupant of that lot.

School for the Arts: An educational use not operated by the Gwinnett County Board of Education that offers or provides instruction to more than two students at a time in dance, singing, music, painting, sculpting, fine arts, or martial arts.

School, private, elementary, middle, or high: An educational use for students in grades one through twelve or for only certain ranges of grades one through twelve, not operated by the Gwinnett County Board of Education, which has a curriculum at least equal to a public school with regard to the branches of learning and study required to be taught in the public schools of the state of Georgia.

School, public: An educational use for students in grades one through twelve or for only certain ranges of grades one through twelve, operated by the Gwinnett County Board of Education.

School, special: An educational use not operated by the Gwinnett County Board of Education that provides special education to more than two students at a time, including but not limited to the training of gifted, learning disabled, and mentally or physically handicapped persons.

School, trade: An educational use not operated by the Gwinnett County Board of Education and having a curriculum devoted primarily to business (including barbers and beauticians), industry, trade, or other vocational-technical instruction.

Self-service storage facility: Mini-warehouse; A structure, building or group of buildings divided into separate compartments, spaces, or stalls, which may be of different sizes and which may or may not be climate controlled, and which are leased or rented on an individual basis to businesses and residents for temporary storage needs, but where no commercial transactions or activities take place other than the rental of the storage units for exclusively storage purposes.

Service and fuel filling station: Any building, structure or land use for the retail sale of motor vehicle fuel and oil accessories, and which may include the servicing of motor vehicle, except that major repairs, body repairs and painting of motor vehicles shall not be considered servicing of motor vehicles.

Showroom: A principal or accessory use where wholesale or retail goods are displayed.

Sight visibility triangle: The areas at the corners of an intersection of two streets, or at an intersection of a street and driveway, that must be kept free of shrubs, ground covers, berms, fences, structures, or other materials or items that would obstruct views at heights between 30 inches to twelve 12 feet as measured from the ground.

Slaughterhouse: A facility for the slaughtering and processing of animals and the refinement of their byproducts. This term includes rendering plants.

Skilled nursing care facility: A facility which admits residents on medical referral; it maintains the services and facilities for skilled nursing care and has an agreement with a physician and dentist who will provide

continuing supervision including emergencies; it complies with rules and regulations of the Georgia Department of Human Resources or state agency with jurisdiction as may be reorganized. The term "skilled nursing care" means the application of recognized nursing methods, procedures, and actions directed toward implementation of the physician's therapeutic and diagnostic plan, detection of changes in the human body's regulatory system, preservation of such body defenses, prevention of complications and emotional well-being.

Solid waste transfer facility: A fixed facility where solid waste from collection vehicles is consolidated and temporarily stored for subsequent transport to a permanent disposal site.

Special event facility: A facility or assembly hall available for lease by private parties or special events such as weddings. This term includes wedding chapels.

Street furniture: Those features associated with a street that are intended to enhance the street's physical character and use by pedestrians, such as benches, trash receptacles, planting containers, pedestrian lighting, kiosks, etc.

Streetscape: An area that may either abut or be contained within a public or private street right-of-way or access way that may contain sidewalks, street furniture, trees and landscaping, and similar features. Streetscape also includes the visual image of a street, including the combination of buildings, parking, signs, and hardscapes.

Structure: Anything built, constructed or erected, or established or composed of parts joined together in some definite manner, the use of which requires location on the ground or which is attached to something having permanent location on the ground. For purposes of this zoning ordinance, swimming pools, and tennis courts, are considered structures. Tents, vehicles, trailers, and play equipment attached to the ground in some permanent or temporary way shall be considered structures. A structure may or may not be easily moved from a given location on the ground. Walls and fences are considered structures.

Subdivision: The division of a tract or parcel of land into 2 or more lots, building sites, lease lots, or other divisions for the purpose, whether immediate or future, of sale, lease, legacy, or building development. The term shall include the opening of a new road, a change in existing roads, or divisions of land involving the extension of water, sewer, or gas lines. The term includes re-subdivision and, where appropriate to the context, relates to the process of subdivision or to the land or area subdivided.

Substantial accordance: Strong, yet not precise, conformity such that an ordinary person would conclude that all essential elements are met.

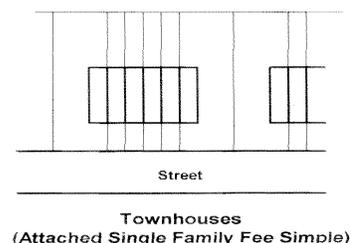
Taxi-cab or limousine service: Any place used to dispatch motor vehicles with drivers for hire.

Tow service: An establishment that dispatches towing vehicles and which provides for the temporary storage of vehicles but does not include disposal, disassembly, salvage, or accessory storage of inoperable vehicles. This term is distinguished from "wrecked motor vehicle compound" and "salvage yard" as defined herein.

Townhouse: One of a group of 3 or more single-family, attached dwelling units under fee simple ownership.

Trail: A way designed for and used by equestrians, pedestrians, and/or cyclists using non-motorized bicycles.

Trash enclosure: An accessory use of a site where trash and/or recyclable material containers, or any other type of waste or refuse container is stored.



Truck stop: An establishment engaged primarily in the fueling, servicing, repair, or parking of tractor trucks or similar heavy commercial vehicles, including the sale of accessories and equipment for such vehicles. A truck stop may also include overnight accommodations, showers, or restaurant facilities primarily for the use of truck drivers.

Use, accessory: A use of land subordinate to the principal building or use on a lot for purposes incidental and related to the principal building or use and located on the same lot therewith.

Use, conditional: A use that would not be appropriate generally or without restriction throughout a particular zoning district and is not automatically permitted by right within said zoning district, but which, if controlled as to number, area, location, relation to the neighborhood or other pertinent considerations, may be found to be compatible and approved by the Lilburn City Council after review and recommendation by the Lilburn Planning Commission within that particular zoning district as provided in certain instances by this zoning ordinance. An approved conditional use runs with the property.

Use, permitted: A use by right which is specifically authorized in a particular zoning district.

Use, public: Any building, structure, or use owned and/or operated by the federal government, state of Georgia, Gwinnett County or other County, a municipality, or any authority, agency, board, or commission of the above governments, that is necessary to serve a public purpose, such as but not limited to the following: government administrative buildings, post offices, police and fire stations, libraries and publicly operated museums, public health facilities and public hospitals, public works camps, parks and community centers, public roads and streets, water and sanitary sewerage intake, collection, pumping, treatment, and storage facilities, emergency medical facilities, and jails and correctional facilities.

Use, temporary: A use or structure is in place for only a short period of time.

Used: The word "used" as applied to any land or building shall be construed to include the words "intended, arranged, or designed to be used or occupied."

Variance: A grant of relief from the requirements of this zoning ordinance which permits construction or use in a matter otherwise prohibited by this zoning ordinance; A minimal relaxation or modification of the strict terms of the height, area, placement, setback, yard, buffer, landscape strip, parking and loading, or other regulations which are dimensional in nature as applied to specific property when, because of particular physical surroundings, shape, or topographical condition of the property, compliance would result in a particular hardship or practical difficulty upon the owner, as distinguished from a mere inconvenience or a desire to make a profit.

Variance, administrative: A variance which is authorized to be approved by the Director the terms of this zoning ordinance.

Vehicle emission testing facility: A building, structure, or use which is specifically designed to test the vehicle emissions of vehicles for compliance with air quality standards.

Veterinary clinic: A facility for the out-patient treatment of small domestic animals, staffed by at least one doctor of veterinary medicine, with no outdoor dog runs or play areas, and no indoor or outdoor boarding except for indoor boarding directly related to medical treatment and observation. May include ancillary grooming services.

Warehouse: A use involving the storage of products, supplies, and equipment, and which typically involve truck transportation to and from the site.

Wetlands: Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

Wastewater treatment plant: A facility or group of units used for the treatment of industrial or domestic wastewater for sewer systems and for the reduction and handling of solids and gasses removed from such waste, whether or not such facility is discharging into state waters.

Wholesale trade establishment: An establishment engaged in the selling or distribution of merchandise to retailers, to industrial, commercial, institutional or professional business users, or to other wholesalers.

Wireless telecommunication equipment: Any equipment used to provide wireless telecommunication service, but which is not affixed to or contained within a wireless telecommunication facility, but is instead affixed to or mounted on an existing building or structure that is used for some other purpose. Wireless telecommunication equipment also includes a ground mounted base station used as an accessory structure that is connected to an antenna mounted on or affixed to an existing building.

Wireless telecommunication facility: Any freestanding facility, building, pole, tower, or structure used to provide wireless telecommunication services, and which consists of, without limitation, antennae, equipment and storage and other accessory structures used to provide wireless telecommunication services.

Wrecked motor vehicle compound: An area used to store disabled or impounded motor vehicles until such time as their disposition (either by junk, salvage, repair, etc.) has been determined by the insurance company, the owner of the vehicle, or his legal representative.

Xeriscaping: Landscaping characterized by the use of vegetation that is drought-tolerant or a low water use in character.

Yard: A space on the same lot with a principal building, open unoccupied and unobstructed by buildings or structures from ground to sky except where encroachments and accessory buildings are expressly permitted.

Yard, front: An open, unoccupied space on the same lot with a principal building, extending the full width of the lot, and situated between the street right of way and the front line of the building projected to the side lines of the lot. For corner and double frontage lots, front yard requirements apply to all road frontages. Where "build to" line requirements are specified in this zoning ordinance, they supersede front yard requirements.

Yard, side: An open, unoccupied space on the same lot with the principal building, situated between the building and the side line of the lot and extending from the rear line of the front yard to the front line of the rear yard.

Yard, rear: An open, unoccupied space on the same lot with a principal building, extending the full width of the lot and situated between the rear line of the lot and the rear line of the building projected to the side lines of the lot.

Yard sale: The temporary sale of home furniture, appliances, clothing and/or domestic items owned by an occupant of a residential dwelling and taking place on the premises on which such occupant resides, whether in the yard or in a carport or garage. Yard sales which do not take place on the premises on which such occupant resides are considered open-air businesses, except that this shall not be construed to prevent the sale of such items by another family or household in connection with an event where such items are sold by the occupant of a residence on the premises where the yard sale occurs. This term includes garage sales.

Zoning Map: The Official Zoning Map of the City of Lilburn.

Note: Except as specifically defined herein, all words used in this Resolution shall be defined in The Latest Illustrated Book of Development Definitions (2004, Rutgers) or its successor. Words not defined herein or in the above book shall be construed to have the meaning given by common and ordinary use, and shall be interpreted within the context of the sentence, section and Article in which they occur.

## **SYNOPSIS OF ZONING ORDINANCE AMENDMENTS 2016**

### **Article 3, General Provisions**

Clarity, typos, and modifications to allow flexibility in design as intended.

### **Article 4, Zoning Districts**

Modified height and setbacks for consistency. Added architectural standards to commercial districts.

### **Article 5, Overlay Districts – edit title page- reads Overlay “Zoning” Districts**

Edit verbiage to allow for expansion of Lawrenceville Highway (U.S. 29) Overlay District and generally refer to it as the “Corridor Overlay District”.

Expand to include commercial corridors illustrated on the proposed zoning map.

Clarify permitted uses not intended to undermine existing zoning and design requirements

Correct typos, remove redundancies.

### **Article 6 – Use and Supplemental Conditions**

Edit text/table(s) for clarity, reduce redundancy,

### **Article 7, Specific Use Provisions**

Clarify, remove redundancy/excessive wording,

### **Article 8 – Access, Parking and Loading**

Clarify use of gravel – not decorative, some parking requirements

### **Article 9 – Nonconformities, Section 903. Nonconforming Use**

Edit text to require rebuild/ alteration/ repair to be substantially complete within 1 yr. of damage.

### **Article 10, Zoning Amendments and Applications**

Add Planning Commission to notice requirements, delete redundancy, remove unnecessary requirements, clarify Administrative Variance items

### **Article 11 – Site and Design Review** – title should match header “Site and Design Plan Review”

**Article 12 – Permits and Certificates** - updated to reflect the way city processes permits and issues CO's.

**Article 13 – Administration and Enforcement** – Considering updates to Building Code to adopt state's recommended Administrative Procedures with exceptions that suit the City of Lilburn.

### **Article 14 – Definitions**

Edit to clarify.

**Members Present:** Chairman-Hugh Wilkerson, Vice Chairman-Michelle West Joe Gennusa, Emil Powella.

**Members Absent:** - AJ Passman **Quorum Present:** Yes.

**Staff Members Present:** Doug Stacks – Planning & Economic Development Director  
Joellen Wilson – City Planner

**Work Session:** Yes.

- I. **Call to Order:** 7:30 PM by Hugh Wilkerson, Chairman.
- II. **Approval of Agenda:** Motion by Powella. Second by West. All for.
- III. **Approval of Minutes – April 28, 2016:** Motion by Powella. Second by Gennusa. All for.
- IV. **Old Business:**
  - a. **Text Amendments.** Amendments proposed by Department of Planning and Economic Development for additions, deletions, modifications, and clarifications of the Lilburn Zoning Ordinance and Map. Staff distributed synopsis of text and map amendments (attached herein) and discussed several reasons for the updates, including consistency with other codes, development trends, and department interpretation. No public comment was provided.  
  
West motioned to approve the text and map amendments as submitted by staff. After review and discussion of a few additional minor revisions, West motioned to approve the amendments as revised. Powella seconded. All voted for.  
Synopsis of text amendments attached herein (subject to additional minor revisions). Map amendments provided via link: <http://www.cityoflilburn.com/DocumentCenter/View/791>.
- V. **New Business:** None
- VI. **Adjournment:** Powella motioned to adjourn. Seconded by West. All voted for. Meeting was adjourned at approximately 8:53 PM.

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Hugh Wilkerson

jmw/Synopsis of text amendment provided as attachments to minutes but proposed map amendment files are too large so links are provided herein.

## **SYNOPSIS OF ZONING ORDINANCE AMENDMENTS 2016**

**Article 3, General Provisions** – Correct list of sections 320-325 to include Classification of Streets.

**310.** Lot Width Reduction – allow reduction to 35' in TC.

**314.** Principal Building Setback Adjustments – Clarify measurements for setback reductions – 50% or exact measurement from the minimum. Allows flexibility in design as intended.

**322** – correct typo

**325** – correct typo – numbering inadvertently not updated in last version

### **Article 4, Zoning Districts**

Added conversion chart from 2011 Gwinnett County Zoning Districts to 2012 Lilburn Districts for referenced.

**Table 4.1** - increase max. height to 40' in R1, 80' in MU. Delete max. # stories for all. Reduce side yard to 5' for R-1.

**Table 4.2** – Road and Lot Layout – typo -edit verbiage to read “existing development patterns”.

**403-4, 404-4, 405-4,** Design Principals- add architectural standards set forth in Section 501-10.

**Table 4.3** –Delete minimum to rezone to O/I. Delete maximum #stories from all non-residential districts.

### **Article 5, Overlay Districts – edit title page- reads Overlay “Zoning” Districts**

**501-1 Purpose and Intent** – edit verbiage to allow for expansion of Lawrenceville Highway (U.S. 29) Overlay District and generally refer to it as the “Corridor Overlay District”.

**501-2 Boundaries and Map** –expand to include commercial corridors illustrated on the proposed zoning map.

**501-3** – Clarify permitted uses -not intended to undermine existing zoning.

**501-4.** 2. and 3. –correct typos

**501-7.** 3. Delete max. 20% parking on side, remainder in rear requirements

**501-7.** 5. Clarify max height of light poles (25')

**501-7.** 6. Delete standard TDU landscaping requirement –redundant

**501-9 Landscaping Requirements** –Intended to require substantial compliance to existing buildings if property or structures change use.

**501-9.** 2. Reduce required landscape strip to 10' (from 20')

**501-10.** 1. – correct typo

**501-10.** 2 – specify building materials on facades visible from a public street

**501-10.** 5 – increase contrasting base to 2 feet

**501-10. 7** – restrict roofing colors per Director’s approval not limiting materials

**Section 502-1 Purpose and Intent** – Delete redundancy in requiring compliance, violation for non-compliance and zoning application process in TC Overlay District.

**502-2 Boundaries and Map** – revise to provide consistency and remove redundancy.

**502-3 Permitted Uses** -Delete redundancy in “Permitted uses...paragraph from boundaries – already under 502-3 Permitted Uses

**502-6 2.** Correct typo

## **Article 6 – Use and Supplemental Conditions**

**Section 601** – edit text/table(s) to clarify instructions in how to use the table

### **Section 602 Use Table**

Live/Work – no longer permitted in CB or US 29

Private Tennis Court – add permitted in R2, MU, TC

Athletic Fields (with/without lights) –add permitted in TC

Community Center/Gymnasiums, Public Swimming Facilities, Public Tennis Facilities – add permitted in TC. Delete condition that limits operation by City, County or non-profit

Group Home (small) – add condition –No more than 4 adult permitted in R1 & MU. The limit in R1 & MU was inadvertently deleted in last revision.

Institutional Residential Living and Care Facilities – add Conditional in TC

Banquet Halls – add condition: Restricted by licensing requirements for alcohol

Religious Assembly –delete redundant condition

Medical Clinic/Emergency Care – add condition: Pain Mgmt. Clinic subject to licensing requirements – distance restrictions apply

Beauty Salon – deleted – not defined, too often misinterpreted

Dance Fitness/Karate – P in TC

Nail Salon and Other Personal Services – added licensing requirement references

Convenience Store w/Gas – update reference to include Article 7

Music Studio – P in TC and IA, delete limit on sales area.

Pest Control – delete restriction on outdoor storage of equipment and trucks

ATM Bank Machines –add permitted in OI –office/institutional

Contractor’s Office w/outdoor storage – add ref to Section 603 and Article 7

Furniture Stores – delete limit of showroom to 50% of space

Emissions Inspection – add P in US29 with SUP, also allowed as an accessory use

Gas & Service Stations – clarify comment – stand-alone stations with no convenience store

Rental Car Agency – renamed “Car Rental Agency” – Conditional approval in CB/US 29. Added conditions, no service or repair, require designated parking spaces in CB/US 29.

Flea Markets – redefined as outdoor temporary facilities. Was P in CB/IA S in US29, now Conditional approval in CB/US 29 and IA.

Inoperable Vehicle Storage – Deleted – replaced with Salvage Yard as Conditional to allow indoor activities exclusively.

Towing and Wrecker Service – clarified and Permitted with business trucks only on site.

Wrecked Motor Vehicle Compound - Added as use only in IA with Special Use Permit and condition of min. lot size 2 ac. -no dismantling or salvage

Reclaimed Materials – changed from P to S

Parking Lot Deck – Permitted in US29

Yard Sale – edit for clarification – Permitted in association with properties zoned and used for residential. (Development Regs to be updated to match duration/frequency)

Inoperable Vehicle Storage – deleted – replaced with Salvage Yard (see condition above)

Junk Yard – deleted, not permitted

Towing and wrecker service – permitted to park only business trucks and operable vehicles with screening

Reclaimed Materials Processing – requires SUP

### **Section 603 Supplemental Conditions Table**

Residential as component of Mixed-Use .-#5. Delete side/rear yard increase with height above 35'

Auto Service v/s Auto Repair (p. 38) –Heavy Auto Repair not P or SUP in US29 in Table 6, conditions listed apply to service/light repair in US29

Auto and Truck Dealership – change conditions to require SUP in CB, required dedicated parking, min 1 ac site in IA and min. 5 acre site in CB.

Increase screening requirements from 6 to 8 feet for industrial/heavy industrial uses

Expressly Prohibited Salvage Yard

### **Article 7, Specific Use Provisions** - update section #'s to reflect changes – deleted Section 732 – townhouse fee simple

701-3 Exceptions to Accessory Uses/Structure – 3. Covered outdoor eating shelters and play structures permitted to encroach into setbacks with Director approval.

702-7 Detached Garage Provisions - typo

704 Car Wash – Remove excessive wording. 704-7 Added verbiage to require wash water to be recycled.

708 – Day Care Center Facility – restore text inadvertently deleted that helps define type care.

713 Flea Market – Delete excessive wording and clarify occupation tax certificate requirement. Delete special events and temporary use provisions.

714-Grocery Store – Clarify only in MU reduced parking. Delete loading verbiage – same as section 8.3.

715 Group Home – The limit of 4 adults in R1 and MU was inadvertently deleted in last revision.

715-11. Off Street Parking – correct typo.

718 – Inoperable Vehicle or Junked Material – delete excessive/redundant verbiage and be consistent with other sections of zoning – junkyard not permitted.

### **721. Mobile Vending**

721-1 – Delete redundant text, reorder restrictions to reflect text.

721-2 - Clarify operating limitations, accommodate city events and temporary uses, add restriction to private/County property.

721-3 Clarify licensing requirements.

724 - Open Display – Clarify definition by deleting variety of items allowed to be displayed. Delete 6.requirement to show display area on site plans at time of review and restrictions on encroachments into landscaping or parking areas.

726. Religious Assemblies – 727-1. Edit to provide for expansion from CB to R

727 – Retail Package Liquor Store – Delete text for consistency with Table 6.

729 – Service Stations/Convenience Store – Delete redundant text for consistency with US 29 Overlay requirements.

730 – Temporary/Mobile Buildings, Construction Field Office, Portable Storage Units – Clarify text and time periods permitted.

731 – Temporary Uses

**731-2** – 7. Un-highlight (inadvertently left on)

**731-3** – Delete redundant text, allow events on approved surfaced (not only paved), reference Fire Safety Code for tents and Sign Ordinance for signs, make consistent the duration of events.

731-4 Temporary Outdoor Retail Sales Activities – deleted redundancy. Allowed 4 times per calendar year per property –interpreted as per business

**732 – Townhouses Fee Simple** – deleted entirely -limits on number of units/bldg., requirements for setbacks and separation, private yards, rear yard access and parking too restrictive - allow flexibility in design with compliance with Development Regulations and Bldg Codes.

**733, 734 Renumber**

**Article 8 – Access, Parking and Loading**

811 – Minimum Design Requirements– #2 – Clarify use of gravel – not decorative

**Table 8.1**

Clarify Places of Assembly – to include places of worship or religious assembly. Edit list to restore alpha order.

Add categories of uses to accommodate different types of residential dwelling units.  
 Replace condominium with multifamily as use – condo=ownership, not dwelling type  
 Combine 1 and 2 bedroom units as requirements were the same  
 Delete max allowable for all single family uses

<b>Use/Off Street Spaces Req.</b>	<b>Min.</b>	<b>Max.</b>
Add Multifamily	1.5/unit (1-2 br) +0.5 per add br +0.1/unit guest	3/unit +0.2/unit guest
Single Family Detached	2/unit	N/A (GC=6)
Single Family Attached (duplex, town house)	1.5/unit	N/A (GC=6)

**Article 9 – Nonconformities, Section 903. Nonconforming Use** –Edit text to require rebuild/ alteration/ repair to be substantially complete within 1 yr. of damage.

**Article 10, Zoning Amendments and Applications** -Edit header for this section to match Article name  
 Edit contents page to reflect deletion of **Section 1004 – Conditional Uses (SUP’s)**

Section 1001-5. – correct typo

Section 1002. Text Amendments

1002-5 Update PC referral and recommendation process – require public hearing/notice, delete redundancy, renumber. Require ordinance Article number(s) or section of the proposed text amendment must be in the legal ad.

1002-6 Add Planning Commission hearings to notice requirements (15 days public notice – legal ad and sign posting), and delete requirement for written notice to applicant w/in 7 days – record is made public.

### **Section 1003 – Amendment to Official Zoning Map and Overlay District Map**

1003-1 and 1003-2 1003-3 and 1003-4. Expand authority and applications to include amendments to zoning map, amendments to overlay district boundaries, Special Use Permits, and Changes in Conditions of zoning. This allows deletion of redundancy in procedures.

1003-4 Application Requirements – revise 6. *Site plan* requirements – delete wetland and stormwater management requirements – required in later stages of development (construction documents).

1003-5 Update PC referral and recommendation process – require public hearing/notice, delete redundancy, renumber

1003-6 Add Planning Commission hearings to notice requirements (15 days public notice – legal ad and sign posting)

1003-7 correct typo

1003-8 Public Hearing and Action – Clarify wording in 1., If no decision by PC, CC may proceed or “reschedule and re-advertise the public hearing for a day after which the Planning Commission’s recommendation will be available” – change to require City Council to proceed with hearing in the normal course of city business i.e. next month’s Council meeting.

- Add text to 3. including additional option for SUP to expire (from 1004), and
- Revise 4. requirement for written notice w/in 7 days –to state decision is made public record.

1003-9 Withdrawal. Include applications for SUP and CIC

**Section 1004 – Conditional Uses (SUP’s)** – delete all sub-sections. Included SUP and CIC application and procedure for review/decisions in 1003. Application and review process is almost identical.

### **Section 1005 – Variances**

1005-1 Intent (variances) – add SUP, CIC to concurrent applications

1005-2 3. Clarify - ZBA secretary may be an employee or member of the board (not PC).

1005-2 4. Records of actions shall be a public record.

1005-3 ZBA Powers –delete 2. To hear and decide requests for Special Exceptions of the Zoning Resolution which the ZBA is required to pass. Renumber 3&4.

1005-7 Application must be complete – reduce redundancy

1005-9 correct typo – ZBA hearing. Clarify and combine sign posting requirements

1005-10 ZBA decision – correct para.2 and 3. Delete para. 4. requirement to be notified in writing within 7 days

**1005-14 Administrative Variances** - Clarify items eligible for AV.

- 2.a.-50% maximum variation from code was inadvertently deleted in last revision.

- 2 e. delete stories. Use height
- 2.f clarify,
- 2.g.clarify landscape variations,
- 2.h. Clarify buffer reduction requirements
- 2.j.(3) Clarify accessory structure in front yard setback –match keeping fowl mins
3. Delete - discontinue ability to exceed variations administratively
4. Delete redundancy

1006-5 ZBA appeal and action- delete 4. requirement to be notified in writing within 7 days.

1007-2 correct typo

**Article 11 – Site and Design Review** – title should match header “Site and Design Plan Review”

**Article 12 – Permits and Certificates** - updated to reflect the way city processes permits and issues CO's.

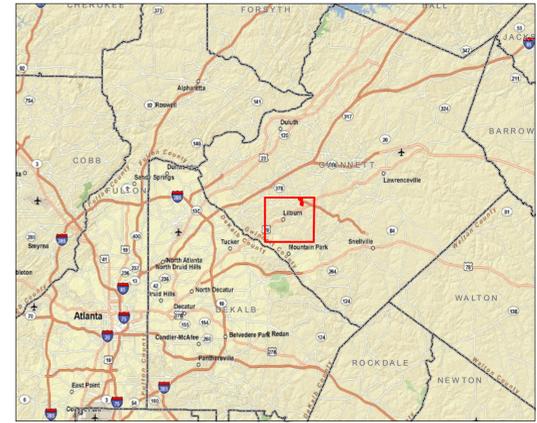
**Article 13 – Administration and Enforcement** – Considering updates to Building Code to adopt state's recommended Administrative Procedures with exceptions that suit the City of Lilburn.

**Article 14 – Definitions**

*Automobile sales or service establishment* –requires SUP and includes rental car facility – edit Table 6 to permit an office in CB/US 29 with Conditional approval to restrict number of cars, have dedicated parking spaces, and prohibit any service/repair of vehicles, without SUP.

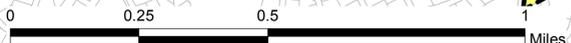
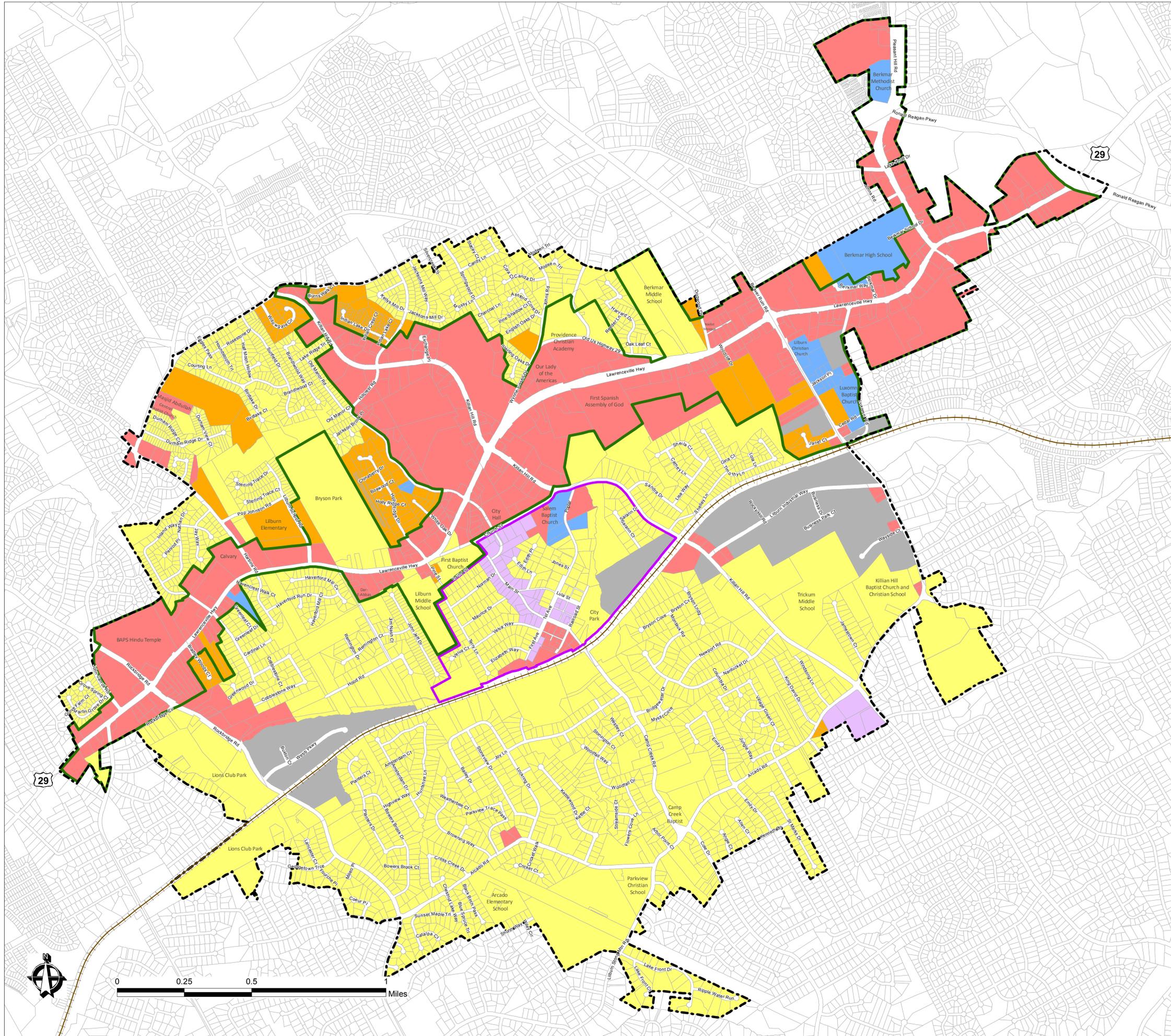
Group Home: revise definition to include reference to previously deleted Personal Care Home.

# PROPOSED ZONING MAP of LILBURN, GA



## LEGEND

- ZONING**
- CB - COMMERCIAL BUSINESS
  - IA - INDUSTRIAL ACTIVITY
  - O/I - OFFICE-INSTITUTIONAL
  - MU - MIXED USE
  - R-1 - RESIDENTIAL
  - R-2 - RESIDENTIAL
  - TOWN CENTER OVERLAY
  - US-29 OVERLAY
  - LILBURN CITY LIMITS
  - RAILROADS



As recommended by Planning Commission on May 26, 2016  
Lilburn City Council meeting and public hearing: June 13, 2016

**CITY OF LILBURN**  
**ITEM 3**  
**PUBLIC HEARING**

<b>Date:</b>	May 31, 2016	<b>To:</b>	<b>Mayor and Council</b>
<b>From:</b>	Doug Stacks	<b>Department:</b>	Planning & Econ Dev't
<b>Work Session Date:</b>	June 13, 2016	<b>Presenter:</b>	Doug Stacks
<b>Agenda Title:</b>	<b>LAN 2016-02 - Annexation Request – Flora Evans Harmony Grove Road 3.4 acres</b>		
<b>Audio/Visual Req'ts:</b>	n/a	<b>Meeting Date:</b>	June 13, 2016

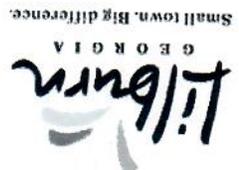
<b>Agenda Item (Background/History/Details):</b>
<p>The Applicant seeks approval to annex her property into the city. The property is vacant and joins the city along its northern boundary and has road frontage on Harmony Grove Road.</p> <p>No zoning change is requested.</p>

<b>Staff Recommendation:</b>
<p>Staff recommends a motion to adopt Ordinance No. 2016-504 approving the annexation as submitted.</p>

<b>Department Head Approval:</b>	
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<b>Mayor's Signature Required:</b>	<b>YES</b>	<b>NO</b>
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<b>List Attachments:</b>
<ol style="list-style-type: none"> <li>1. Ordinance #2016-504</li> <li>2. Annexation application</li> <li>3. Survey</li> <li>4. Approval resolution</li> </ol>



76 Main Street • Lilburn, Georgia 30047-5094

CITY OF LILBURN

Tel 770.921.2210  
Fax 779.921.8942

**Petition Requesting Annexation**

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

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF LILBURN, GEORGIA

1. The undersigned, as owner of all real property of the territory described herein, respectfully request that the City Council annex this territory to the City of Lilburn, Georgia, and extend the City boundaries to include the same.

2. The territory to be annexed abouts the existing boundary of Lilburn, Georgia, and the description such territory area is as follows:

Address/Location of Property: 27 Harmony Grove Road

Tax Map Number: R6137 027

(See attached legal deed of property's written description).

3. It is requested that this territory to be annexed shall be zoned R-1 for the following reasons: No current plans

WHEREFORE, the Petitioners request that the City Council of the City of Lilburn, Georgia, pursuant to the provisions of the Acts of the General Assembly of the State of Georgia, and Georgia Laws, do by proper ordinance annex said property to the City Limits of the City of Lilburn, Georgia.

Respectfully Submitted,

Sharon D. Evans

Signature

Signature

Owner's Address:

2060 Idlewood Road

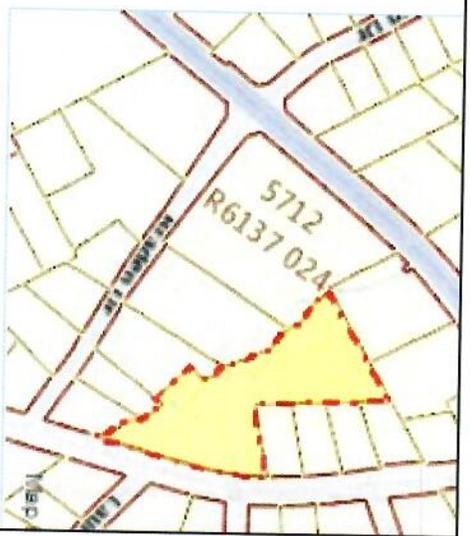
Rm 114

Tucker, GA 30084-6254

General Info

EVANS FLORA D  
 2060 IDLEWOOD RD RM 114  
 TUCKER GA 30084-6254

Property ID	R6137 027
Alternate ID	848166
Address	27 HARMONY GROVE RD
Property Class	Salvage Value Bldg
Neighborhood	6100
Deed Acres	2.8100



Value History

Year	Reason	Land Val	Imp Val	Total Appr	Land Assd	Land Use	Imp Assd	Total Assd
2016	Bld Added, Updated or Razed	\$63,400	\$10,000	\$73,400	\$25,360	\$0	\$4,000	\$29,360
2015	Notice of Current Assessment	\$52,600	\$97,700	\$150,300	\$21,040	\$0	\$39,080	\$60,120
2014	Adjusted for Market Conditions	\$52,600	\$97,700	\$150,300	\$21,040	\$0	\$39,080	\$60,120
2013	Adjusted for Market Conditions	\$52,600	\$86,500	\$139,100	\$21,040	\$0	\$34,600	\$55,640
2012	Notice of Current Assessment	\$52,600	\$101,800	\$154,400	\$21,040	\$0	\$40,720	\$61,760
2011	Notice of Current Assessment	\$52,600	\$101,800	\$154,400	\$21,040	\$0	\$40,720	\$61,760
2010	Adjusted for Market Conditions	\$52,600	\$101,800	\$154,400	\$21,040	\$0	\$40,720	\$61,760
2009	Land & Value For M	\$96,000	\$116,000	\$212,000	\$38,000	\$0	\$46,000	\$84,000

Transfer History

Book	Page	Date	Owner	Grantee	Deed	Type	Vacant Land
50792	449	7/28/2011	EVANS RICHARD E	EVANS FLORA D	SP	N4	No



# City of Lilburn Lilburn, Georgia

# Ordinance #2016-504

## AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LILBURN

Date of Reading and Adoption: June 13, 2016  
At the meeting of the Lilburn City Council held at 76 Main Street Lilburn, Georgia.

### ANNEXATION ORDINANCE LAN-16-02

- WHEREAS:** The Applicants, Flora Evans did apply on May 6, 2016, to have lands annexed into the existing corporate limits of the City of Lilburn, Georgia; and
- WHEREAS:** it appears to the governing body of the City of Lilburn, Georgia, that the area proposed to be annexed is contiguous to the existing corporate limits of the City of Lilburn, that the applicants represent no less than 100% of the owners and resident electors of the land area proposed to be annexed and that said application complies with the laws of the State of Georgia; and
- WHEREAS:** a hearing was held on said application for annexation on June 13, 2016; and
- WHEREAS:** prior to said hearing the City of Lilburn, Georgia, did prepare a report setting forth its plans to provide services to the area to be annexed as required by the Official Code of Georgia Annotated Sec. 36-36-25; and
- WHEREAS;** the governing body of the City of Lilburn, Georgia, has determined, in accordance with the factors set forth in the Lilburn Zoning Ordinance of 2011, that the annexation of the area proposed to be annexed would be in the best interest of the residents and property owners of the area proposed for annexation and of the citizens of the City of Lilburn, Georgia; and

**NOW THEREFORE BE IT ORDAINED** that the following described lands and their contiguous rights-of-way be and the same hereby are, annexed to the existing corporate limits of the City of Lilburn, Georgia, and the same shall hereafter constitute a part of the lands within the corporate limits of the City of Lilburn, Georgia, to-wit:

As Per Attached Legal Description titled Exhibit "A" and including all abutting right-of-ways; and

**BE IT FURTHER ORDAINED** that the proper zoning classification for the area proposed to be annexed shall be R-1 Single Family Residential.

**BE IT HEREBY FURTHER ORDAINED** that the Clerk of the City of Lilburn, Georgia, certify a copy hereof and file the same with the Secretary of State for the State of Georgia, pursuant to the provision of the Official Code of Georgia, Sec. 36-36-28(a).

**SO ORDAINED AND EFFECTIVE** this 13<sup>h</sup> day of June, 2016.

**APPROVED:**

\_\_\_\_\_  
Johnny D. Crist, Mayor

**ATTEST/AUTHENTICATED:**

\_\_\_\_\_  
Melissa L. Penate, City Clerk

## EXHIBIT "A"

All that tract or parcel of land lying and being in Land Lots 137 of the 6<sup>th</sup> District, Gwinnett County, Georgia, and being more particularly described as follows:

To find the POINT OF BEGINNING begin at the intersection of the westerly right-of-way of Harmony Grove Road and the line dividing land lots 137 and 145;

THENCE in a westerly direction along the said land lot dividing line a distance of 208.7± feet to a point at the northwesterly corner of Tax Parcel 6137 031 being the TRUE POINT OF BEGINNING;

THENCE in a southerly direction along the property lines of Tax Parcels 6137 031, 6137 030, 6137 029, and 6137 028 a distance of 376.82 feet to a point at the southwesterly corner of Tax Parcel 6137 028;

THENCE in an easterly direction along the side property line of said parcel a distance of 207.19 feet to a point on the westerly right-of-way of Harmony Grove Road (80' R/W);

THENCE southerly along the right-of-way of Harmony Grove Road a distance of 503.26 feet to a point at the centerline of a creek;

THENCE northwesterly along the centerline of the creek a distance of 215.13 feet to a point at the northerly corner of Tax Parcel 6137 173;

THENCE leaving the creek southwesterly along the property line of said parcel a distance of 19.10 feet to a point at the easterly corner of Tax Parcel 6137 025B;

THENCE northwesterly along said parcel a distance of 135.09 feet to the property line of Tax Parcel 6137 024A;

THENCE northeasterly along said parcel a distance of 54.03 feet to a point in the center of the creek;

THENCE in a northwesterly direction along the centerline of the creek a distance of 456.49 to a point on the line dividing land lots 137 and 145;

THENCE northeasterly 339.34 feet to a point being the TRUE POINT OF BEGINNING.

Said parcel of land measure 3.698 acres according to a Boundary Survey for Richard E. Evans prepared by Aarrow Surveying and dated 02/08/07 and being identified as Tax Parcel 6137 027 located at 27 Harmony Grove Road, Lilburn, GA 30047.

**CITY OF LILBURN  
AGENDA ITEM 4**

<b>Date:</b>	6/7/16	<b>To: Mayor and Council</b>	6/8/16
<b>From:</b>	Bill Johnsa	<b>Department:</b>	City Manager
<b>Work Session/Reg. Mtg. Date Requested:</b>	6/13/16	<b>Presenter:</b>	Bill Johnsa
<b>Agenda Title:</b>	Golf Cart designation – City of Lilburn – Ord. #2016-505		
<b>Audio/Visual Requirements:</b>	n/a	<b>Deadline Date:</b>	n/a

**Agenda Item (Background/History/Details):**  
As discussed last month, please find attached a proposed golf cart ordinance as provided by the City Attorney.

**Staff Recommendations:**  
Staff recommends the following: **“Per the direction of Mayor and Council”.**

**Department Head Approval:** B. Johnsa

<b>Mayor/Council Signature Required:</b>	<b>YES</b>	<b>NO</b>
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**List Attachments:**  
1. Proposed Golf Cart Ordinance #2016-505

**Financial Information (For Financial Services Use Only)**

<b>Budgeted Yes/No</b>	<b>Fund Name &amp; Code</b>	<b>Current Balance</b>	<b>Requested Allocation</b>	<b>City Manager's Initials</b>
N/A				<b>BJ</b>

STATE OF GEORGIA

COUNTY OF GWINNETT

ORDINANCE # 2016-505

**AN ORDINANCE TO AMEND CHAPTER 70 CONTAINED  
IN PART II OF THE CODE OF ORDINANCES OF THE  
CITY OF LILBURN TO CREATE ARTICLE VI  
REGARDING PERSONAL TRANSPORTATION  
VEHICLES, TO PROVIDE FOR AN EFFECTIVE DATE,  
AND FOR OTHER PURPOSES.**

Whereas the City of Lilburn is authorized under O.C.G.A. §40-6-363 to establish a personal transportation plan; and

Whereas under O.C.G.A. §40-6-330, the City of Lilburn is required to comply with Title 40 Chapter 6 Article 13 Part 6 of Georgia law; and

Whereas O.C.G.A. §40-6-331 governs the City's authority regarding ordinances concerning personal transportation vehicles;

Wherefore, the Mayor and City Council of the City of Lilburn, Georgia, hereby ordain that chapter 70 contained in Part II of the Code of Ordinances of the City of Lilburn shall be amended by adding the following:

**ARTICLE VI. PERSONAL TRANSPORTATION VEHICLES**

Section 70-184. Definitions.

(1) "Personal transportation vehicle" or "PTV" means:

(A) Any motor vehicle:

- (i) With a minimum of four wheels;
- (ii) Capable of a maximum level ground speed of less than 25 miles per hour;
- (iii) With a maximum gross vehicle unladen or empty weight of 1,375 pounds;
- (iv) Capable of transporting not more than eight persons; and
- (v) Is designed and manufactured for operation on a golf course for sporting or for recreational purposes.

(B) The term does not include mobility aids, including electric personal assistive mobility devices, power wheelchairs, and scooters, that can be used indoors and outdoors for the express purpose of enabling mobility for a person with a

disability. The term also does not include any all-terrain vehicle or multipurpose off-highway vehicle.

- (2) “Driver’s license” means a valid license to operate a motor vehicle issued by the State of Georgia or any other state.
- (3) “Proof of insurance” means documented, written proof of liability insurance on the PTV insuring against personal injury and damage to property of any nature relative to the operation of a PTV on designated City streets and roads in an amount not less than required by Georgia law for motor vehicles operated on public highways in the State of Georgia.

#### Section 70-185. Operation of PTVs.

The City of Lilburn adopts O.C.G.A. § 40-6-330 through § 40-6-369.1 such that PTVs may be operated in the City of Lilburn only as provided for herein.

#### Section 70-186. Location within the City where PTVs may be operated.

PTVs may be operated within the City of Lilburn:

- (A) On public streets that have a speed limit of 25 miles per hour or less; and
- (B) Multi-Use Paths as may be designated by Mayor and Council by separate resolution;
- (C) Golf-cart paths and crossings designated by Mayor and Council by separate resolution; and
- (D) Within school zones designated by Mayor and Council by separate resolution.

#### Section 70-187. Requirements regarding operator of PTV.

Only persons 16 years of age or older and holding a driver’s license shall be allowed to operate a PTV within the City.

#### Section 70-188. Requirements regarding equipment of PTV.

- (1) All PTVs to be operated in the City as allowed herein shall be equipped with the following:
  - (A) A braking system sufficient for the weight and passenger capacity of the vehicle, including a parking brake;

- (B) A reverse warning device functional at all times when the directional control of the vehicle is in the reverse position;
  - (C) A main power switch: when the switch is in the “off” position or the key or other device that activates the switch is removed, the motive power circuit shall be inoperative, and if the switch uses a key, it shall be removable only in the “off” position;
  - (D) Head lamps;
  - (E) Reflex reflectors;
  - (F) Tail lamps;
  - (G) Horn;
  - (H) Rearview mirror;
  - (I) Safety warning labels;
  - (J) Hip restraints and hand holds or a combination thereof;
  - (K) Factory-installed safety systems, including indicator for gasoline or propane leaks and/or a charge indicator for low battery and speed governor;
  - (L) An exhaust system in good working condition and continuous operation that is securely fastened and includes the piping leading from the flange of the exhaust manifold to, and including, the muffler(s) and exhaust pipe(s); and
  - (M) An engine equipped, adjusted, and tuned to prevent the escape of excessive smoke or fumes.
- (2) All PTVs to be operated in the City as allowed herein shall be maintained in a safe and operable condition at all times.

**Section 70-189. Requirements regarding insurance on PTV.**

The operator or owner of a PTV shall have written proof of insurance. Documentation of such coverage must be kept in the PTV or carried by the person operating the PTV.

**Section 70-190. Requirements regarding occupants of PTV.**

The number of occupants in a PTV shall be limited to the number of persons for whom factory seating is installed and provided within the PTV. The operator or any occupant shall be seated while inside the PTV, and no parts of the bodies of the operator or any occupant shall extend outside the perimeter of the PTV while the PTV is being operated.

Section 70-191. Applicable law.

The operator of a PTV within the City as allowed herein shall comply with all applicable local, state, and federal laws and regulations, including, but not limited to Title 40 of Georgia law and Chapter 70 of the City of Lilburn Code of Ordinances.

Section 70-192. Requirements regarding registration of PTV.

The owner of a PTV within the City as allowed herein shall register the PTV with the City once every five (5) years. The registration fee shall be \$15.00 and shall be subject to application and form requirements as may imposed by the Mayor and City Council by separate resolution.

Section 70-193. PTVs excluded from this Article.

- (1) The provisions of this Article shall not apply to PTVs owned by golf courses, country clubs, or other such organized entities which own such PTVs and make them available to or for use by members or the public on a rental or licensed basis, provided that such PTVs are used only on the premises of such golf courses, country clubs, or other such organized entities and not on the public streets.
- (2) The provisions of this Article shall not apply to PTVs operated exclusively on private property.

Section 70-194. Liability disclaimer.

This section is adopted to address the interest of public safety. PTVs are not designed or manufactured to be used on public streets, and the City in no way advocates or endorses their operation on public streets or roads. The City, by regulating such operation is merely trying to address obvious safety issues, and adoption of this section is not to be relied upon as a determination that operating on public streets is safe or advisable if done in accordance with this Section. All persons who operate or ride upon PTVs on public streets or roads do so at their own risk and peril and must be observant of and attentive to the safety of themselves and others, including their passengers, other motorists, bicycles, and pedestrians. The City has no liability under any theory of liability, and the City assumes no liability for permitting PTVs on public streets and roads. Any person who operates a PTV is responsible for procuring liability insurance sufficient to cover the risk involved in using a PTV on the public streets and roads.

Section 70-195. Penalty.

A violation of any provision of this Ordinance shall constitute a violation of the City Code. An owner, lessee, or operator may be cited to appear in the Lilburn Municipal Court. Upon finding by the Court that an owner, lessee, or operator of a PTV has violated any provision

of this Ordinance, such person shall be subject to a fine not to exceed Two Hundred (\$200.00) Dollars for each offense, along with court costs in the amount that same now exists, or may hereafter be determined by ordinance or statute.

Section 70-196. Effective Date.

This Ordinance shall become effective upon signature of the Mayor.

ADOPTED AND APPROVED the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

Johnny Crist, Mayor

Attest:

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Melissa L. Penate, City Clerk

Approved as to form:

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Richard A. Carothers, City Attorney

Carothers & Mitchell, LLC

## CITY OF LILBURN AGENDA ITEM 5

<b>Date:</b>	May 31, 2016	<b>To:</b>	<b>Mayor and Council</b>
<b>From:</b>	Doug Stacks	<b>Department:</b>	Planning & Econ Dev't
<b>Work Session Date:</b>	June 13, 2016	<b>Presenter:</b>	Doug Stacks
<b>Agenda Title:</b>	<b>Speed Tables – Providence Christian Church Wynne Russell Road &amp; Shady Drive</b>		
<b>Audio/Visual Req'ts:</b>	n/a	<b>Meeting Date:</b>	June 13, 2016

### Agenda Item (Background/History/Details):

As part of their athletic complex expansion, PCA has proposed to construct a total of 3 speed tables - two on Wynne Russell Road and one on Shady Drive to help facilitate pedestrian crossing and safety.

The tables will measure 22 feet. The "table" measures up to 4" in height and is 10 feet across the full width of the street. There are 6-foot slopes from the table. The attached exhibit shows the proposed locations and includes a detail.

The typical process of approval involves a petition of residents on subdivision streets. Since these are not subdivision streets, the request is being considered by you without a petition. As proposed, these will be installed and maintained by PCA.

### Staff Recommendation:

Staff recommends **a motion to approve the installation as submitted.**

### Department Head Approval:

### Mayor's Signature Required:

YES

NO

### List Attachments:

1. Site Plan and detail.

**CITY OF LILBURN  
AGENDA Item 6**

<b>Date:</b>	6/7/16	<b>To: Mayor and Council</b>	6/8/16
<b>From:</b>	Bill Johnsa	<b>Department:</b>	City Manager
<b>Work Session/Reg. Mtg. Date Requested:</b>	6/13/16	<b>Presenter:</b>	Bill Johnsa
<b>Agenda Title:</b>	<b>Lilburn Community Improvement District – Approval of CID expansion – Resolution #2016-03</b>		
<b>Audio/Visual Requirements:</b>	n/a	<b>Deadline Date:</b>	n/a

<b>Agenda Item (Background/History/Details):</b>
Please find attached a list of properties to be added to the Lilburn CID. In order to be added to the tax billing, the City must formally approve the CID expansion/addition(s) by Resolution.

<b>Staff Recommendations:</b>
Staff recommends the following: <b>“Motion to approve Resolution #2016-03 consenting to the expansion of the Lilburn Community District. Also, authorize Mayor to execute all documents on behalf of the City of Lilburn”.</b>

<b>Department Head Approval:</b>	<b>B. Johnsa</b>
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<b>Mayor/Council Signature Required:</b>	<b>YES</b>	<b>NO</b>
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<b>List Attachments:</b>
<ol style="list-style-type: none"> <li>1. Resolution #2016-03</li> <li>2. Exhibits/List of properties</li> </ol>

**Financial Information (For Financial Services Use Only)**

<b>Budgeted Yes/No</b>	<b>Fund Name &amp; Code</b>	<b>Current Balance</b>	<b>Requested Allocation</b>	<b>City Manager's Initials</b>
N/A				<b>BJ</b>

**RESOLUTION OF CITY OF LILBURN  
CONSENTING TO EXPANSION OF  
LILBURN COMMUNITY IMPROVEMENT DISTRICT**

WHEREAS, by Act of the Legislature, 2001 H.B. 654, as amended, the Georgia Legislature enacted the Gwinnett County Community Improvement Districts Act; and

WHEREAS, pursuant to said Act, the Lilburn Community Improvement District (hereinafter "CID") was created by Resolution of the Gwinnett County Commission on March 23, 2010 and the City of Lilburn on March 24, 2010; and

WHEREAS, a majority of the owners of real property within a proposed expansion area, shown on the map attached hereto as Exhibit "A" and in the list of tax parcels attached hereto as Exhibit "B" and incorporated herein by reference, which will be subject to taxes, fees, and assessments levied by the District Board, have consented in writing to their inclusion into the CID; and

WHEREAS, the owners of real property within the proposed expansion area of the CID which constitutes at least 75% by value of all real property within said expansion area which will be subject to taxes, fees and assessments levied by the District Board, according to the most recent approved Gwinnett County ad valorem tax digest, have consented in writing to their inclusion into the CID; and

WHEREAS, the City of Lilburn has determined that the expansion of the CID would promote the provision of governmental services and facilities within said District; and

WHEREAS, the City of Lilburn has determined that the expansion of the CID would be in the best interest of the citizens of the City of Lilburn.

NOW, THEREFORE, BE IT RESOLVED, that the City of Lilburn consents to the expansion of the boundaries of the Lilburn Community Improvement District to include the properties shown on Exhibit "A" and listed in Exhibit "B" attached hereto.

PASSED AND ADOPTED by the City of Lilburn, Gwinnett County, Georgia, this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor  
City of Lilburn

ATTEST:

\_\_\_\_\_  
City Clerk  
(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**RESOLUTION OF THE LILBURN  
COMMUNITY IMPROVEMENT DISTRICT BOARD  
CONSENTING TO EXPANSION OF  
LILBURN COMMUNITY IMPROVEMENT DISTRICT**

WHEREAS, by Act of the Legislature, 2001 H.B. 654, as amended, the Georgia Legislature enacted the Gwinnett County Community Improvement Districts Act; and

WHEREAS, pursuant to said Act, the Lilburn Community Improvement District (hereinafter "CID") was created by Resolution of the Gwinnett County Commission on March 23, 2010 and the City of Lilburn on March 24, 2010; and

WHEREAS, a majority of the owners of real property within a proposed expansion area, shown on the map attached hereto as Exhibit "A" and in the list of tax parcels attached hereto as Exhibit "B" and incorporated herein by reference, which will be subject to taxes, fees, and assessments levied by the District Board, have consented in writing to their inclusion into the CID; and

WHEREAS, the owners of real property within the proposed expansion area of the CID which constitutes at least 75% by value of all real property within said expansion area which will be subject to taxes, fees and assessments levied by the District Board, according to the most recent approved Gwinnett County ad valorem tax digest, have consented in writing to their inclusion into the CID; and

WHEREAS, the CID Board has determined that the expansion of the CID would promote the provision of governmental services and facilities within said District; and

WHEREAS, the CID Board has determined that the expansion of the CID would be in the best interest of the citizens of Gwinnett County and the City of Lilburn.

NOW, THEREFORE, BE IT RESOLVED, that the CID Board consents to the expansion of the boundaries of the Lilburn Community Improvement District to include the properties shown on Exhibit "A" and listed in Exhibit "B" attached hereto.

PASSED AND ADOPTED by the CID Board this 2 day of JUNE, 2016.

  
\_\_\_\_\_  
Ed O'Connor, Chairman

ATTEST:

  
\_\_\_\_\_  
Secretary

2016 Lilburn CID Expansion

Owners Consenting:

Parcel Number	Owner	40% Assessed Value	100% Assessed Value
6118 037	TERRA FIRM SOUTHEAST LLC	640,000	1,600,000
6118 039	STONE MOUNTAIN INDUSTRIAL PARK INC	920,000	2,300,000
6118 048	STONE MOUNTAIN INDUSTRIAL PARK INC	2,320,000	5,800,000
6118 051	LSH PROPERTIES 2010 LLC	835,200	2,088,000
6118 059	BAKING TECHNOLOGY SYSTEMS INC	1,019,640	2,549,100
6133 079	KILLIAN HILL AUTO SERVICE CENTER INC	184,000	460,000
6135 025	FRONT PORCH FAMILY LLC	75,400	188,500
6142 063	BHAIDANI PROPERTIES LLC	110,000	275,000
6145 292	FIRST UNION NATL BANK OF GA	340,000	850,000
6146 010	SUPARIWALA PROPERTY INVESTMENTS LLC	182,880	457,200
6149 049	FIRST UNION NATL BANK OF GA	634,200	1,585,500
6150 252	BANK OF AMERICA	1,050,360	2,625,900
6156 164	736 PLEASANT HILLS MALL LP	1,965,000	4,912,500
6158 006A	VISHAL COBB MARKETFAIR LLC	646,000	1,615,000
6160 464	GWINNETT FEDERAL S&L ASSOC	280,000	700,000
<b>TOTAL:</b>	<b>15 parcels</b>	<b>\$11,202,680</b>	<b>\$28,006,700</b>

13 owners

2016 Lilburn CID Expansion

Owners Non-Consenting:

Parcel Number	Owner	40% Assessed Value	100% Assessed Value
6137 024	RODNEY GENE SIEG	130,000	325,000
6140 009	PREFERRED REAL ESTATE EQUITIES	200,000	500,000
6140 032	PURVIRON I LLC	20,000	50,000
6146 013	MCDANIEL ENTERPRISES	203,960	509,900
6146 061	Y & N ESTATE LIQUIDATORS INC	128,680	321,700
6146 062	PODBER LIMITED PARTNERSHIP	1,580,000	3,950,000
6147 012	NAJAM LLC	226,240	565,600
6147 013	NAJAM LLC	7,280	18,200
6147 014	NAJAM LLC	8,400	21,000
6148 122	MARTHA B SANCHEZ	96,160	240,400
6148 206	MARTHA B SANCHEZ	3,920	9,800
6150 002D	MITCHELL THOMAS A	140,000	350,000
6150 004	MITCHELL THOMAS A	50,000	125,000
6150 005	MITCHELL THOMAS A	15,040	37,600
6150 005B	MITCHELL THOMAS A	20,960	52,400
6156 003	DALU MANAGEMENT LLC	90,040	225,100
6156 021	PLEASANT HILL INVESTMENT GROUP LLC	200,000	500,000
6156 154	DALU MANAGEMENT LLC	133,280	333,200
6156 155	DALU MANAGEMENT LLC	67,200	168,000
6160 008	SUSAN DRAIS PROPERTY TRUST	198,560	496,400
20 PARCELS	12 OWNERS	\$3,519,720	\$8,799,300
Allowed	12 owners		\$9,334,633

2016 Lilburn CID Expansion

Owners Residential and Religious Use:

Parcel Number	Owner 1	Owner 2	Property Address	Property Class	40% Assessed Value	100% Assessed Value
6122 296	BHARAT LLC		CAMP CREEK RD, LILBURN	Residential Vacant	38360	95900
6122 300	BHARAT LLC		5 LILBURN STONE MTN RD, LILBURN	Residential SFR	130720	326800
6131A011	STEPHENS GLENDA R		269 LESTER RD, LAWRENCEVILLE	Residential SFR	53840	134600
6131A013	BARAKA VENTURES LLC		279 LESTER RD, LAWRENCEVILLE	Residential SFR	36080	90200
6131A033	ANDA LLC		298 LESTER RD, LAWRENCEVILLE	Residential SFR	41000	102500
6131A035	ASANI RAHIM P		288 LESTER RD, LAWRENCEVILLE	Residential SFR	39200	98000
6132 002	TAYLOR ROBERT D		194 ARCADO RD, LILBURN	Residential SFR	109800	274500
6132 015	MERRITT HELEN LANDRESS		272 LUXOMNI RD, LILBURN	Residential SFR	54120	135300
6132 016A	HERNANDEZ DOUGLAS		260 LUXOMNI RD, LILBURN	Residential SFR	104160	260400
6132 058	CROW OLIVIA K		220 LUXOMNI RD, LILBURN	Residential SFR	70680	176700
6132 121	MERRITT MELVIN R		270 LUXOMNI RD, LILBURN	Residential SFR	60920	152300
6132 123	BRYSON DOUGLAS R		262 LUXOMNI RD, LILBURN	Residential SFR	43480	108700
6133 011A	KENNEDY LENARD DANNY	KENNEDY VALETTA FAY	207 ARCADO RD, LILBURN	Residential SFR	62080	155200
6133 011C	COUNTS LORRI JAYNE		211 ARCADO RD, LILBURN	Residential SFR	41200	103000
6135 011	MEEKS REBECCA J	MEEKS RONALD LAMAR	166 MAIN ST, LILBURN	Residential SFR	35800	89500
6135 033	BHARAT LLC		BAILEY DR, LILBURN	Residential Vacant	9960	24900
6136 002A	H & E INVESTMENTS LLC		280 ROCKBRIDGE RD, LILBURN	Residential SFR	89480	223700
6136 003	FAUST DAN W & BILLIE J		212 ROCKBRIDGE RD, LILBURN	Residential SFR	40040	100100
6136 014	AGUIRRE ROGELIO		5238 HOOD RD, LILBURN	Residential SFR	90320	225800
6136 018	BELL STEVEN K		180 ROCKBRIDGE RD, LILBURN	Residential SFR	104840	262100
6136 043	CHAPMAN T W ETAL		5239 HOOD RD, LILBURN	Residential SFR	86240	215600
6137 024A	KKOTTONGNAE INC		268 BRADEN DR, TUCKER	Religious Parsonage SFR	78240	195600
6137 025A	POWER CHARLSIE W		39 HARMONY GROVE RD, LILBURN	Residential SFR	57600	144000
6137 025B	MARTIN DENZIL J ETAL		238 BRADEN DR, TUCKER	Residential SFR	53200	133000
6137 027	EVANS FLORA D		27 HARMONY GROVE RD, LILBURN	Salvage Value Bldg	29360	73400
6137 028	BREEDEN MARY BETH		21 HARMONY GROVE RD, TUCKER	Residential SFR	43040	107600
6137 029	BARTON JOANNA		17 HARMONY GROVE RD, TUCKER	Residential SFR	48640	121600
6137 030	LONG DAN M		15 HARMONY GROVE RD, LILBURN	Residential SFR	42160	105400
6137 162	MONAJEM BARBARA		282 ROCKBRIDGE RD, LILBURN	Residential SFR	52520	131300
6137 173	POWER CHARLSIE W		BRADEN DR, TUCKER	Residential Vacant	9000	22500
6137 180	LYERLA DAVID M		256 ROCKBRIDGE RD, LILBURN	Residential SFR	43840	109600
6137 181	FREEMAN CHAS R		221 GREENWOOD DR, LILBURN	Residential SFR	68320	170800
6137 211	TARBERT LLC		266 ROCKBRIDGE RD, LILBURN	Residential SFR	32000	80000
6138 020	LILBURN ALLIANCE CHURCH INC		5915 LAWRENCEVILLE HWY, TUCKER	Religious	518600	1296500
6138 027	LILBURN ALLIANCE CHURCH		277 MIMOSA DR, TUCKER	Religious	76480	191200
6138 049	STEELE PATRICIA		233 KENVILLA DR, TUCKER	Residential SFR	73120	182800
6138 050	HENDREN JANET L		5814 LAWRENCEVILLE HWY, TUCKER	Residential SFR	67240	168100
6138 051	WOODALL ADDIE B		279 BRADEN DR, TUCKER	Residential SFR	64200	160500
6138 054	MARESCA XE		6080 LAWRENCEVILLE HWY, TUCKER	Auxiliary Improvement(Res)	14680	36700



**CITY OF LILBURN  
AGENDA ITEM 7**

<b>Date:</b>	6/7/16	<b>To: Mayor and Council</b>	6/8/16
<b>From:</b>	Bill Johnsa	<b>Department:</b>	City Manager
<b>Work Session/Reg. Mtg. Date Requested:</b>	6/13/16	<b>Presenter:</b>	Bill Johnsa
<b>Agenda Title:</b>	<b>Resolution #2016-04 - Special Purpose Local Option Sales Tax (SPLOST) Referendum</b>		
<b>Audio/Visual Requirements:</b>	n/a	<b>Deadline Date:</b>	n/a

<b>Agenda Item (Background/History/Details):</b>
Staff recommends approval of Resolution #2016-04 which authorizes the City of Lilburn to designate qualified projects and enter into intergovernmental agreement(s) with Gwinnett County regarding projects and appropriation of funds.  Eligible categories and percentage: <ol style="list-style-type: none"> <li>1. Public Safety facilities and equipment – 50%</li> <li>2. Roads, Streets and Bridges – 40%</li> <li>3. Parks and Recreation – 10%</li> </ol>

<b>Staff Recommendations:</b>
Staff recommends the following: <b>“Motion to approve Resolution #2016-04 designating City project categories and approval to enter into an intergovernmental agreement(s) with Gwinnett County for the distribution of SPLOST proceeds. Further, authorize the Mayor and City Attorney to execute all documents on behalf of the City of Lilburn”.</b>

<b>Department Head Approval:</b>	B. Johnsa
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<b>Mayor/Council Signature Required:</b>	<b>YES</b>	<b>NO</b>
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<b>List Attachments:</b>
1. Resolution #2016-04

**Financial Information (For Financial Services Use Only)**

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager's Initials
N/A				BJ



# City of Lilburn

in Gwinnett County

State of Georgia

Resolution

Number:

**2016-04**

Date of Reading and Adoption: June 13, 2016

At the meeting of the Lilburn City Council held at 76 Main Street, Lilburn, Georgia.

## **A RESOLUTION TO APPROVE A LIST OF PROJECTS FOR A 2017 GWINNETT COUNTY SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST) REFERENDUM AND TO AUTHORIZE THE MAYOR AND CITY ATTORNEY TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH GWINNETT COUNTY**

WHEREAS Gwinnett County has invited the City to review and identify qualifying projects for such SPLOST; and

WHEREAS the SPLOST program in Gwinnett County has historically funded a wide variety of public projects for the benefit of the citizens of the City; and

WHEREAS the City is a "qualified municipality" as defined by O.C.G.A Sec. 48-8-110(4), and as such, is eligible to receive Special Purpose Local Option Sales Tax (SPLOST) proceeds; and

WHEREAS it is in the best interest of the health, safety and welfare of the citizens of the City to designate qualifying projects for consideration by the voters in such referendum and to participate in the negotiation and execution of an appropriate Intergovernmental Agreement for Use and Distribution of any such SPLOST proceeds;

**NOW THEREFORE, THE COUNCIL OF THE CITY OF LILBURN HEREBY RESOLVES**, that the qualifying projects listed on Exhibit "A" attached hereto and incorporated herein by reference are approved and ratified for inclusion in the 2017 SPLOST referendum in Gwinnett County.

**IT IS FURTHER RESOLVED** that the Mayor and City Attorney are hereby authorized to execute a negotiated Intergovernmental Agreement with Gwinnett County for Use and Distribution of Proceeds Generated by the 2017 SPLOST Referendum.

**SO RESOLVED** this 13th day of June, 2016.

\_\_\_\_\_  
Johnny D. Crist, Mayor

ATTESTED TO BY:

\_\_\_\_\_  
Melissa L. Penate, City Clerk

**EXHIBIT A**

- 1. Public Safety facilities and equipment - 50%**
- 2. Roads, Streets and Bridges – 40%**
- 3. Parks and Recreation – 10%**