



**City of Lilburn
City Council Meeting Agenda**

**May 11, 2020 at 7:30 p.m.
Zoom Meeting**

*Council Members:
Tim Dunn, Mayor
Lindsay Voigt, Post 1
Scott Batterton, Post 2
Eddie Price, Post 3
Vacant, Post 4*

I. Call To Order

1. Zoom Meeting Information

Topic: Lilburn City Council Work Session and Council Meeting
Time: May 11, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95654120626?pwd=dERXZXFIUzR3RWNYMGRPR2dpYnlyQT09>

Meeting ID: 956 5412 0626

Password: 732212

One tap mobile

+16465588656,,95654120626#,,1#,732212# US (New York)

II. Executive Session (If Necessary)

1. Executive Session

The Lilburn City Council will be having an Executive Meeting for the discussion and consideration of matters within the exceptions provided by law, specifically identified as follows:

- Consultation with legal counsel concerning pending or potential litigation, settlement, claims or other matters pursuant to O.C.G.A. §§ 50-14-1(b)(1)(A) and 50-14-2.

III. Roll Call

IV. Pledge To The Flag

V. Approval Of Agenda

VI. Announcements

1. City Events

- City of Lilburn Advance Voting for Special Election
April 27, 2020, 8:30 AM - May 15, 2020, 5:00 PM @ Lilburn City Hall
- City of Lilburn Special Election
May 19, 2020, 7:00 AM - 7:00 PM @ Lilburn City Hall
- City Hall - Library Closed for Memorial Day
May 25, 2020, All Day @ Lilburn City Hall

VII. Ceremonial Matter

1. National Police Week Proclamation

Documents:

[POLICE MEMORIAL WEEK- MAY 2020.PDF](#)

VIII. Public Comment

IX. Approval Of Minutes

1. City Council Meeting Draft Minutes From March 9, 2020

Public Hearing (Y/N)	N
Department:	City Clerk
Presenter:	Melissa Penate, City Clerk
Staff Recommendations:	Motion to approve the City Council Meeting Draft Minutes from March 9, 2020.
Department Head Approval:	J. Simpkins
Mayor's Signature Required:	Yes

Documents:

[3 9 2020 - CC DRAFT MINUTES.PDF](#)

2. Special Called City Council Meeting Draft Minutes From March 27, 2020

Public Hearing (Y/N)	N
Department:	City Clerk
Presenter:	Melissa Penate, City Clerk
Staff Recommendations:	Motion to approve the Special Called City Council Meeting Draft Minutes from March 27, 2020.
Department Head Approval:	J. Simpkins
Mayor's Signature Required:	Yes

Documents:

X. Public Hearing

1. PH Item 1 - SUP-2020-02 – Tiffney Jackson. Special Use Permit For Personal Care Home In R-1 - 735 Jacksons Mill Rd

The applicant intends to license and operate a small Personal Care Home, to provide housing and specific personal care to four (4) unrelated adults in a 1,317 square foot house at 735 Jacksons Mill Way. The property is zoned R-1, developed in 1982 as a 0.3 acre single family residential lot within the Jackson's Mill Subdivision and the three bedroom dwelling has always been residential in nature. Staff review of *Zoning Article 14 definitions for family and personal care home* and *Section 715 Group Home* found the property meets all lot, parking and building criteria.

The applicant, who is the property owner, provided supplemental information just prior to Feb. 27 PC meeting to clarify that she does not intend to live in the home. While off-site management of a personal care home is not specifically prohibited in *definitions* or *supplemental conditions for Group Home*, Planning Commission tabled the case to review similar historic zoning cases and municipal licensing requirements. The April 23, 2020, summary of historic zoning actions on a personal care home in R-1, (SUP-01-96, SUP-09-06 and CIC-2014-03) indicates various zoning conditions of occupancy by the owner as caretaker or a relative of the owner, due to the nature of the business. Also significant, Lilburn municipal licensing criteria, under *Section 716 - Home Occupation*, require the SUP (Sec. 716-9) and the business owner to show proof of residency (716-6):

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 one additional employee shall be authorized to work on the premises in connection with a home occupation.

All public notices were provided and there was no public comment on the proposal.

Staff and PC recommends a "Motion to adopt Ordinance #2020-549 to approve SUP-2020-02 with Conditions as follows:

1. There shall be no modifications or additions to the house without zoning review and permits.
2. The SUP shall apply only to the current owner who is also the operator. SUP shall expire if the property is sold or otherwise transferred or leased, and void if managed by a party other than the property owner.
3. The owner of the personal care home shall be required to reside in the home.

Public Hearing (Y/N)	Y
Department:	Planning & Economic Development
Presenter:	Joellen Wilson, Director of Planning
Staff Recommendations:	Motion to adopt Ordinance #2020-549 to approve SUP-2020-02 with Conditions 1, 2, and 3 stated above.
Department Head Approval:	J. Wilson
Mayor's Signature Required:	Yes

Documents:

[PH ITEM 1 - AGENDA FORM - SUP-2020-02 ORD 2020-549.PDF](#)
[PH ITEM 1 - ATTACH 1 - SUP-2020-02 APPLICATION ORIGINAL.PDF](#)
[PH ITEM 1 - ATTACH 1A - SUP-2020-02 APPLICANT SUPPLEMENTAL INFO 2-13-20.PDF](#)
[PH ITEM 1 - ATTACH 2 - SUP-2020-02 STAFF ANALYSIS -ORIGINAL 2-27-2020.PDF](#)
[PH ITEM 1 - ATTACH 2A - SUP-2020-02 STAFF SUMMARY AND REVISED RECOMMENDATION 4-23-2020.PDF](#)
[PH ITEM 1 - ATTACH 3 - 02-27-2020-DRAFT PC MINUTES.PDF](#)
[PH ITEM 1 - ATTACH 3A - 04-24-2020 DRAFT PC MINUTES.PDF](#)
[PH ITEM 1 - ATTACH 4 - ORDINANCE 2020-549 SUP-2020-02.PDF](#)

XI. Agenda

1. Agenda Item 1 - Resolution No. 2020-08, Advance Funds To The Lilburn Development Authority For The Purchase Of Property

This resolution will provide necessary funding for the Lilburn DDA to purchase three properties in the downtown central business district for the purposes of revitalizing and redeveloping the district. The properties include 57 Railroad Avenue, 4845 First Avenue, and 4855 Velve Way. Two Intergovernmental Agreements detailing the advances and payback provisions are included with the resolution.

Public Hearing (Y/N) N
 Department: City Manager
 Presenter: Jenny Simpkins, Assistant City Manager
 Staff Recommendations: Motion to approve Resolution No. 2020-08, advance funds to the Lilburn Development Authority for the Purchase of Property.

Documents:

[AGENDA ITEM 1 - AGENDA FORM - IGA BETWEEN CITY DDA.PDF](#)
[AGENDA ITEM 1 - ATTACH 1 - IGA BETWEEN CITY DDA ADVANCE 1.6M - 57 RAILROAD.PDF](#)
[AGENDA ITEM 1 - ATTACH 2 - IGA BETWEEN CITY DDA ADVANCE 375000 - 4845 FIRST AVE.PDF](#)
[AGENDA ITEM 1 - ATTACH 3 - RESOLUTION TO ADVANCE FUNDS TO DDA.PDF](#)

2. Agenda Item 2 - New Location For An Alcohol License – Bash Event Hall – 3870 Lawrenceville Hwy. - Banquet Hall - Beer & Wine

The Licensing & Revenue Manager received a new alcohol application for consumption on premise for Banquet Hall - beer & wine from Bash Event Hall, located at 3870 Lawrenceville Hwy. The location meets all zoning requirements. It is a new location and has never held an alcohol license.

Staff recommends the license be effective immediately upon approval of the city council and contingent upon receiving an occupational tax certificate.

Public Hearing (Y/N) N
 Department: City Clerk
 Presenter: Melissa Penate, City Clerk

Staff Recommendations: Motion to approve, Bash Event Hall, located at 3870 Lawrenceville Hwy, for an alcohol license for on premise Banquet Hall - beer & wine, contingent upon receiving an occupational tax certificate.

Department Head Approval: J. Simpkins

Documents:

[AGENDA ITEM 2 - AGENDA FORM - NEW LOCATION FOR ALCOHOL - BASH EVENT HALL ALCOHOL APP.PDF](#)
[AGENDA ITEM 2 - ATTACH 1 - BASH EVENTS APPLICATION REDACTED.PDF](#)

XII. Adjournment

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. City Clerk, 340 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 City Clerk, 340 Main Street, Lilburn, GA 30047, telephone number 770-921-2210.