



# LAWRENCEVILLE

## GEORGIA

### CITY COUNCIL WORK SESSION AGENDA

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Wednesday, May 08, 2024  
5:00 PM

Council Chambers  
70 S. Clayton St, GA 30046

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#### **Call to Order**

#### **Prayer**

#### **Pledge of Allegiance**

#### **Agenda Additions / Deletions**

#### **Discussion of General City Business**

There is no public comment during this section of the agenda unless formally requested by the Mayor and the Council.

- [1.](#) RZC2024-00053; Cam-Thuy Truong; 513 Scenic Highway
- [2.](#) SUP2024-00086; Juanita Wade; 3130 Sugarloaf Parkway
- [3.](#) SUP2024-00088; Jason Mundy; 562 John Connor Court
- [4.](#) An Ordinance to Amend Article 8 General Regulations of the City of Lawrenceville Zoning Ordinance 2020
- [5.](#) Purchase of Electrical Lights and Materials
- [6.](#) Timeclock Software 3 Year Renewal
- [7.](#) Broad-Based Geographic Information Systems Services on an Annual Contract
- [8.](#) Design Services for Raised Intersections
- [9.](#) Ceremonial Documents Policy

#### **Executive Session - Personnel, Litigation, Real Estate**

#### **Final Adjournment**



# LAWRENCEVILLE

## GEORGIA

AGENDA REPORT  
MEETING: CITY COUNCIL WORK SESSION  
AGENDA CATEGORY: DISCUSSION OF GENERAL CITY BUSINESS

**Item:** RZC2024-00053; Cam-Thuy Truong; 513 Scenic Highway

**Department:** Planning and Development

**Date of Meeting:** Wednesday, May 8, 2024

**Applicant Request:** Rezone property from RS-180 (Single-Family Residential District) to OI (Office Institutional District)

**Presented By:** Todd Hargrave, Director of Planning and Development

**Department Recommendation:** **Approval with Conditions**

**Planning Commission Recommendation:** **To be provided at meeting**

**Summary:** The applicant requests a rezoning for 513 Scenic Highway from RS-180 (Single-Family District) to OI (Office Institutional District) to allow for an insurance office at the location. The subject property is an approximately 0.58-acre parcel located along the eastern right-of-way of Scenic Highway, just south of its intersection with Hickory Lane.

**Attachments/Exhibits:**

- RZC2024-00053\_Report
- RZC2024-00053\_P&D Recommended Conditions
- RZC2024-00053\_Application
- RZC2024-00053\_Letter of Intent
- RZC2024-00053\_Legal Description
- RZC2024-00053\_Existing Survey
- RZC2024-00053\_Area Plat

- RZC2024-00053\_Aerial Map – Zoomed In (1:2,750)
- RZC2024-00053\_Aerial Map – Zoomed Out (1:5,500)
- RZC2024-00053\_Zoning Map – Zoomed In (1:2,750)
- RZC2024-00053\_Zoning Map – Zoomed Out (1:5,500)
- RZC2024-00053\_Character Areas Map – Zoomed In (1:2,750)
- RZC2024-00053\_Character Areas Map – Zoomed Out (1:5,500)



# LAWRENCEVILLE

## Planning & Development

### REZONING

**CASE NUMBER:** RZC2024-00053

**OWNER / CONTACT:** CAM-THUY TRUONG – 404.964.0962

**LOCATION(S):** 513 SCENIC HIGHWAY

**PARCEL IDENTIFICATION NUMBER(S):** 5116 107

**APPROXIMATE ACREAGE:** 0.58 ACRES

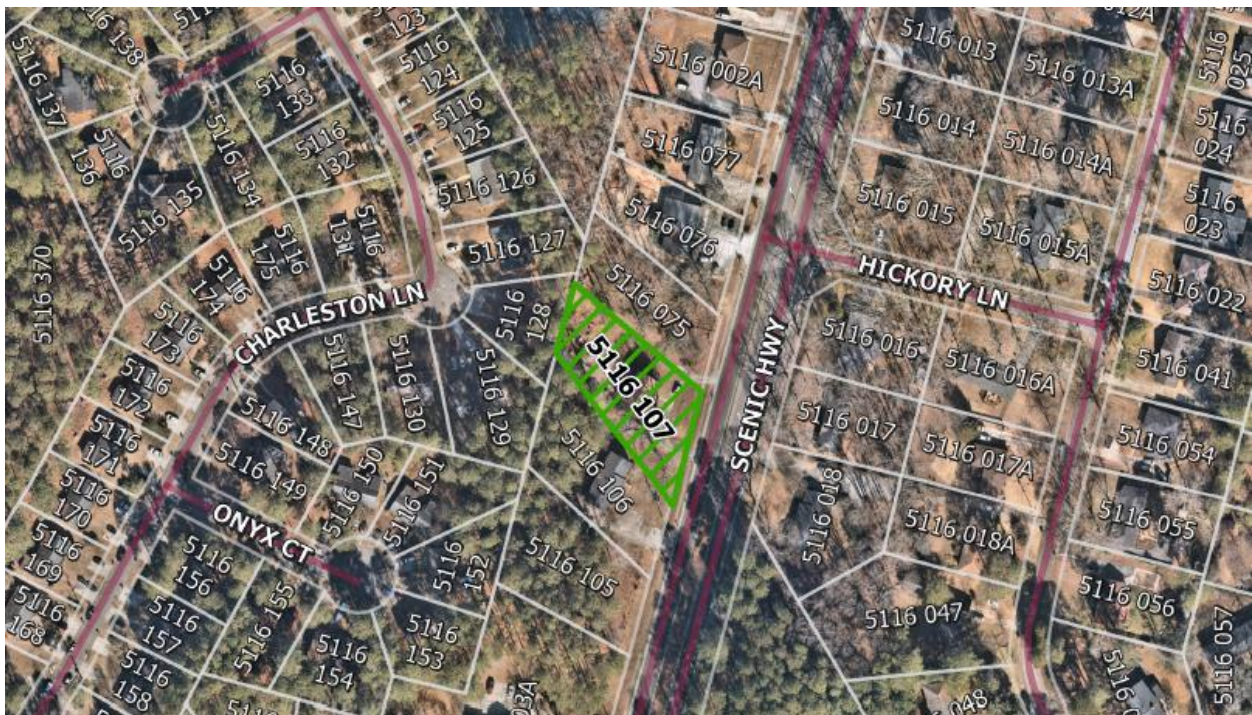
**CURRENT ZONING:** RS-180 (SINGLE-FAMILY RESIDENTIAL DISTRICT)

**ZONING PROPOSAL:** OI (OFFICE INSTITUTIONAL DISTRICT)

**PROPOSED DEVELOPMENT:** INSURANCE OFFICE

**DEPARTMENT RECOMMENDATION:** **APPROVAL W/ CONDITIONS**

### VICINTY MAP





# LAWRENCEVILLE

## Planning & Development

### ZONING HISTORY

The subject property has been zoned RS-180 (Single-Family Residential District) since 1962, the earliest record on file for the parcel.

### PROJECT SUMMARY

The applicant requests a rezoning of an approximately 0.58-acre parcel of land from RS-180 (Single-Family Residential District) to OI (Office Institutional District) to allow for an insurance office. The subject property is known as Lot 4, Block B of the Scenic Forest, Unit 2 subdivision, located along the western right-of-way of Scenic Highway, just south of its intersection with Hickory Lane.

### LAND SURVEY

- UMF CORRUGATED METAL FENCE
- DE DRAINAGE EASEMENT
- SSE SANITARY SEWER EASEMENT
- BSL BUILDING SETBACK LINE
- RBF REBAR FOUND
- IPP IRON PIN PLACED
- IPF IRON PIN FOUND
- OTF OPEN TOP FOUND
- CTF CRIMP TOP FOUND
- RB REBAR
- CB CATCH BASIN
- JB JUNCTION BOX
- HW HEAD WALL
- POB POINT OF BEGINNING
- MH MAN HOLE
- R/W RIGHT-OF-WAY
- PP POWER POLE
- LL LAND LOT
- M MEASURED
- D DEED
- P PLAT

CHARLESTON SQUARE UNIT ONE

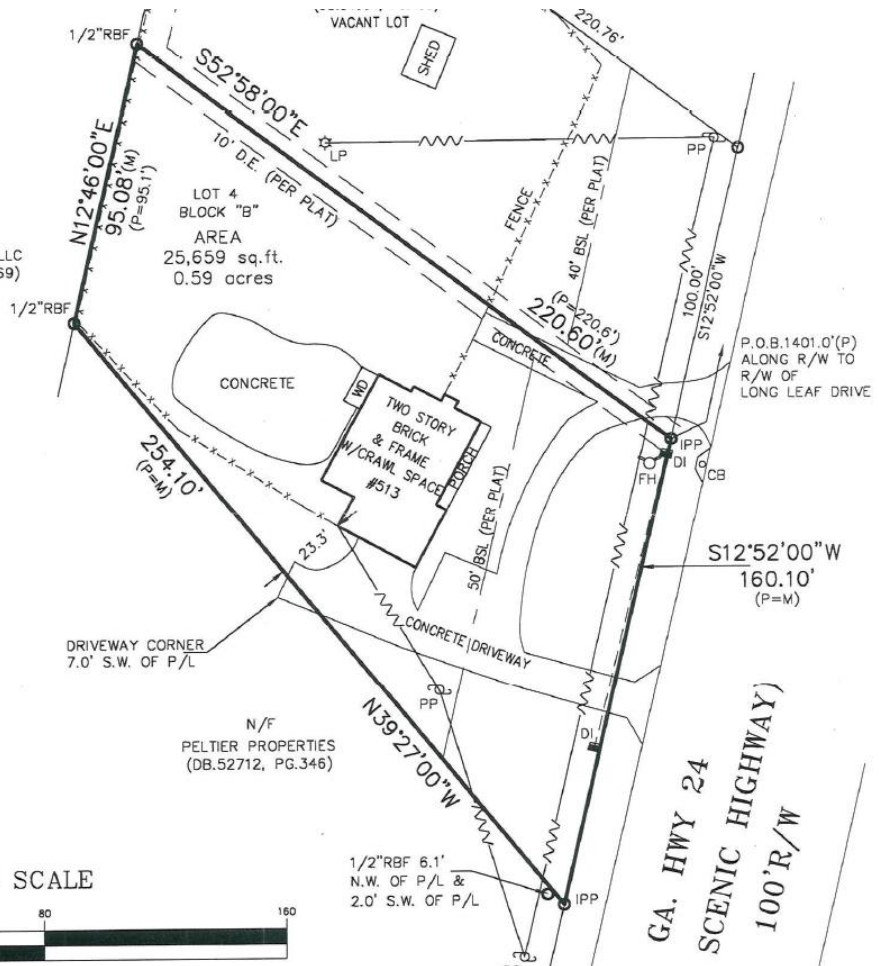
N/F

BANYON TREE II LLC (DB.54964, PG.469)

N/F PELTIER PROPERTIES (DB.52712, PG.346)



GRAPHIC SCALE





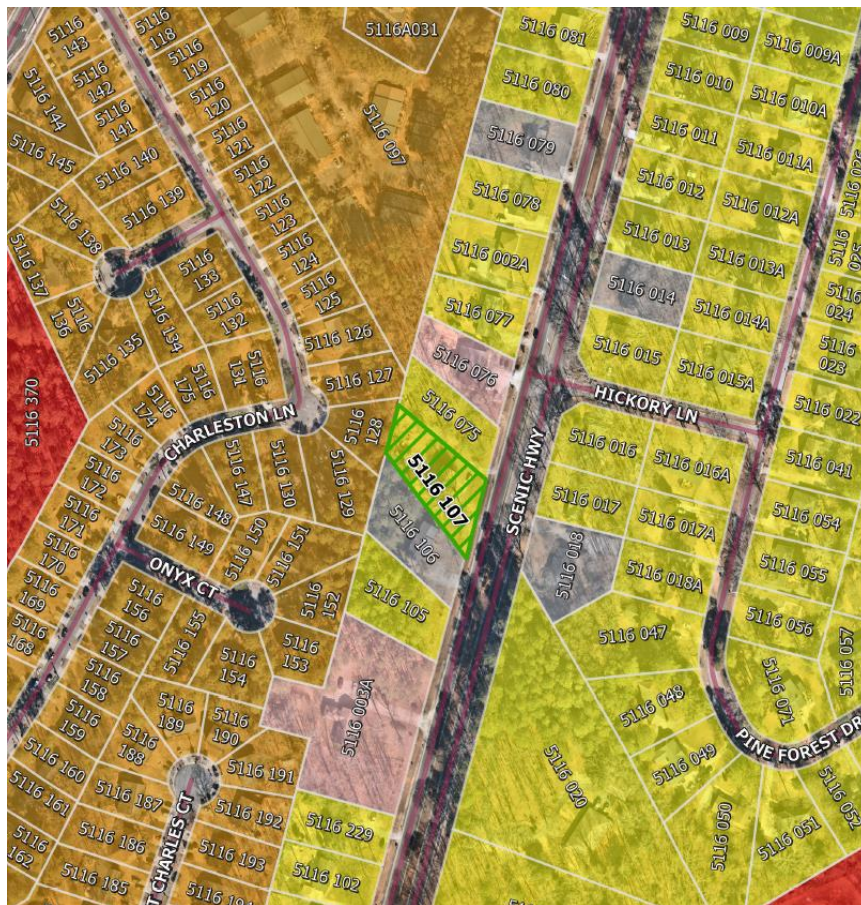
# LAWRENCEVILLE

## Planning & Development

### ZONING AND DEVELOPMENT STANDARDS

The existing 1,600 square foot single-family dwelling was built in 1973. The entrance, driveway, parking, and landscaping is existing nonconforming and should therefore be brought into compliance with the 2020 Zoning Ordinance. Five (5) parking spaces, or one (1) parking space per 300 SF of office space would satisfy the minimum parking and loading requirements of Article 5 - Parking.

### CITY OF LAWRENCEVILLE OFFICIAL ZONING MAP




**LAWRENCEVILLE**  
GEORGIA  
The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

**File # RZC2024-00053**

**Applicant: Cam-Thuy Truong**

-  Subject Property
-  Parcels
-  County Maintained Streets
- Zoning Districts**
-  BG General Business
-  OI Office/Institutional
-  ON Office/Neighborhood
-  RM-12 Multifamily Residential
-  RS-150 Single-Family Residential
-  RS-180 Single-Family Residential



### SURROUNDING ZONING AND USE

The Scenic Highway corridor at the intersection of Hickory Lane is an area predominately characterized by single-family dwellings, which are split between use as residential dwellings and commercial offices. While the properties on the



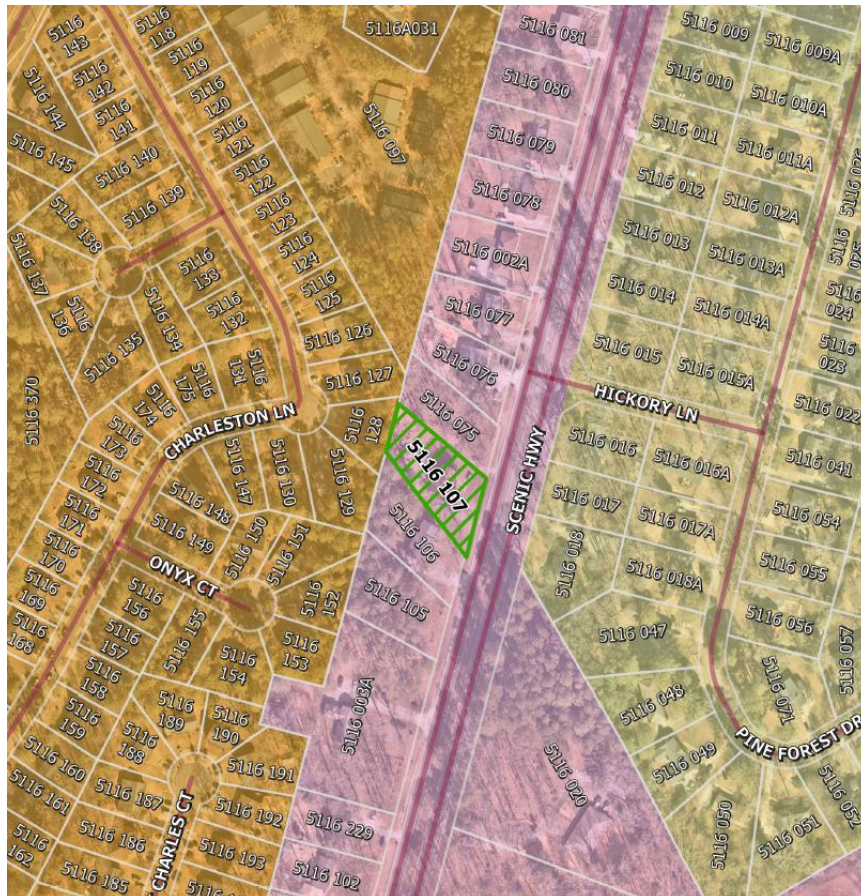
# LAWRENCEVILLE

## Planning & Development

opposite side of Scenic Highway are mostly zoned RS-180 (Single-Family Residential District), the parcels immediately to the north and south to the subject property are currently zoned ON (Office Neighborhood District) as well as RS-180. There are other parcels on the west side of Scenic Highway zoned OI (Office Institutional District), the same zoning classification as requested.

As such, the proposed rezoning of the property to OI would be consistent with the established zoning and land use patterns of the area along the western right-of-way of Scenic Highway near its intersection with Hickory Lane. Since the parcels behind the subject property are duplexes zoned RM-12 (Multifamily Residential District), approval of this request would necessitate the establishment of a 25-foot buffer in the rear of the property.

### LAWRENCEVILLE 2045 COMPREHENSIVE PLAN - FUTURE LAND USE PLAN MAP




**LAWRENCEVILLE**  
GEORGIA  
The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

**File # RZC2024-00053**

**Applicant: Cam-Thuy Truong**

-  Subject Property
-  Parcels
-  County Maintained Streets
- 2045 Character Areas**
-  Traditional Residential
-  Mixed Residential
-  Office





# LAWRENCEVILLE

## *Planning & Development*

### **2045 COMPREHENSIVE PLAN**

The City of Lawrenceville 2045 Comprehensive Plan and Future Development Map indicate the subject property is located within the Office Character Area. The Office character area is a pivotal economic hub within Lawrenceville, catering to diverse business needs. It encompasses a range of functions such as professional office spaces, contributing to the city’s economic growth and technological innovation. Example of professions are lawyers and accounting. As proposed, the requested rezoning would be consistent with the policies of the 2045 Comprehensive Plan.

### **STAFF RECOMMENDATION**

In conclusion, the proposal is consistent with the established zoning and land use patterns in the immediate area as well as the long-term vision established by the City in its 2045 Comprehensive Plan. Policies relating to long-range planning suggest the city embrace the principles of new urbanism by creating a variety of high-quality mixed-use development as well as a housing stock that is well maintained and includes homes with a variety of forms and price points. The intent of the Comprehensive Plan is to encourage positive redevelopment by benefiting from the “halo effect” of high-quality development already happening nearby. This proposal may not meet these lofty goals, but it also does not propose any new development that is inconsistent with the current character of the surrounding area.

Given the fact that the proposal intends to update the subject property’s zoning from a residential zoning district to one that is already in common use by nearby properties, the Planning and Development Department recommends the **APPROVAL WITH CONDITIONS** of the request.



# LAWRENCEVILLE

1.

## *Planning & Development*

### **CITY OF LAWRENCEVILLE DEPARTMENT COMMENTS:**

#### **ENGINEERING DEPARTMENT**

No comment

#### **PUBLIC WORKS**

No comment

#### **ELECTRIC DEPARTMENT**

No comment

#### **GAS DEPARTMENT**

No comment

#### **DAMAGE PREVENTION DEPARTMENT**

No comment

#### **CODE ENFORCEMENT**

No comment

#### **STREET AND SANITATION DEPARTMENT**

No comment



# LAWRENCEVILLE

## Planning & Development

### STATE CODE 36-67-3 (FMR.) REVIEW STANDARDS:

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

*Nearby properties along the western right-of-way of Scenic Highway are zoned OI, the same zoning classification proposed with this rezoning. While the greater area consists of some parcels designated as RS-180, most of these are relegated to the eastern side of the Scenic Highway. An office development may be suitable here considering the uses and zoning of adjacent and nearby properties.*

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

*The area along the right-of-way of Scenic Highway has long suffered due to antiquated policies and a lack of enforcement. New decisions must be consistent with the policies relating to the long-range plans for the immediate area in order for the City to flourish.*

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

*The property has reasonable economic use as currently zoned.*

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

*Impacts on public facilities would be anticipated in the form of traffic and stormwater runoff. The developer would have to take the necessary precautions to ensure that these do not overwhelm local systems.*

- 5. Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan;**

*The proposal would continue a long overdue zoning cleanup for this area.*



# LAWRENCEVILLE

1.

## *Planning & Development*

- 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 zoning proposal;**

*While the Scenic Highway corridor has long been subject to neglect on the part of piecemeal, shortsighted rezonings, this case represents an opportunity to maintain consistency with both the character of the surrounding area and the City's long-term vision in the form of the 2045 Comprehensive Plan.*

**PLANNING COMMISSION**

**RECOMMENDED CONDITIONS\_04032024**

**RZC2024-00053**

Approval as OI (Office Institutional District) for a wide range of office and institutional establishments, subject to the following enumerated conditions:

- 1.** To restrict the use of the property as follows:
  - A.** No tents, canopies, temporary banners, streamers, or roping decorated with flags, tinsel, or other similar material shall be displayed, hung, or strung on the site. No decorative balloons or hot-air balloons shall be displayed on the site. Yard and/or bandit signs, sign-twirlers, or sign walkers shall be prohibited;
  - B.** Peddlers and/or any parking lot sales unrelated to the rezoning shall be prohibited;
  - C.** Outdoor storage shall be prohibited;
  - D.** The owner shall repaint or repair any graffiti or vandalism that occurs on the property within 72 hours;
  
- 2.** To satisfy the following site development considerations:
  - A.** The development shall be constructed in conformity with the City of Lawrenceville Zoning Ordinance and Development Regulations. The final design shall be subject to the review and approval of the Director of Planning and Development.
  - B.** The building shall maintain its residential character, and repairs or modifications shall be limited to routine maintenance or repair. Any expansion to the existing footprint shall be prohibited.
  - C.** Electrical, Mechanical, Plumbing or Structural modifications shall be subject to the rules and regulations of the International Building Code (IBC). Plans shall be subject to the review and approval of the Director of Planning and Development.
  - D.** Landscape shall be designed and installed to meet the conditions of zoning, requirements of the Zoning Ordinance and Development Regulations. The final design shall be subject to the review and approval of the Director of

Planning and Development.

- E.** Provide a minimum of one (1) parking space per 300 square feet gross floor area, all parking must be on an approved surface and stripped.
- F.** Provide a ten (10) foot landscape strip adjacent to all public right-of-ways.
- G.** Provide a five (5) foot concrete sidewalk adjacent to all public right-of-ways.
- H.** Lighting shall be contained in cut-off type luminaries and shall be directed toward the property so as not to shine directly into adjacent properties or right-of-ways;
- I.** Dumpsters shall be screened by solid masonry walls matching the building, with an opaque metal gate enclosure.



# LAWRENCEVILLE

GEORGIA

### REZONING APPLICATION

| APPLICANT INFORMATION  | PROPERTY OWNER INFORMATION*        |
|--|------------------------------------|
| NAME: <u>CAM-THUY TRUONG</u>   | NAME: <u>CAM THUY TRUONG</u>       |
| ADDRESS: <u>406 DORSEY CHR. SW</u>   | ADDRESS: <u>513 SCENIC HWY</u>     |
| CITY: <u>LILBURN</u>   | CITY: <u>LAWRENCEVILLE</u>         |
| STATE: <u>GA</u> ZIP: <u>30047</u>   | STATE: <u>GA</u> ZIP: <u>30046</u> |
| CONTACT PERSON: <u>CATHY TRUONG</u> PHONE: <u>404-964-0962</u>   |                                    |
| * If multiple property owners, each owner must file an application form or attach a list, however only one fee. Multiple projects with one owner, must file separate applications, with separate fees. |                                    |
| PRESENT ZONING DISTRICT(S): <u>SFR</u> REQUESTED ZONING DISTRICT: <u><sup>9-1</sup> ON office neighborhood</u>   |                                    |
| PARCEL NUMBER(S): <u>R5116-107</u> ACREAGE: <u>0.74</u>  |                                    |
| ADDRESS OF PROPERTY: <u>513 SCENIC HWY, LAWRENCEVILLE GA</u>   |                                    |

CamThuyTruong 3-8-2024      CamThuyTruong 3-8-2024 <sup>30046</sup>  
 SIGNATURE OF APPLICANT      DATE      SIGNATURE OF OWNER      DATE

CAM THUY TRUONG      CAM THUY TRUONG  
 TYPED OR PRINTED NAME      TYPED OR PRINTED NAME

Chaya G Showell 3-11-2024      Chaya G Showell  
 NOTARY PUBLIC      DATE      NOTARY PUBLIC      DATE





# LAWRENCEVILLE

GEORGIA

### DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

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

If the answer is yes, please complete the following section:

| NAME OF GOVERNMENT OFFICIAL | CONTRIBUTIONS (List all which aggregate to \$250 or more) | DATE CONTRIBUTION WAS MADE (Within last two years) |
|-----------------------------|---|--|
|                             |   |  |
|                             |   |  |
|                             |   |  |
|                             |   |  |
|                             |   |  |

Have you, within the two years immediately preceding the filing of this application, made gifts having in the aggregate a value of \$250.00 or more to the Mayor of the City of Lawrenceville, a member of the City Council, or to a member of the Planning Commission of the City of Lawrenceville? \_\_\_\_\_ Y/N

If the answer is yes, please complete the following section:

| NAME OF GOVERNMENT OFFICIAL | CONTRIBUTIONS (List all which aggregate to \$250 or more) | DATE CONTRIBUTION WAS MADE (Within last two years) |
|-----------------------------|---|--|
|                             |   |  |
|                             |   |  |
|                             |   |  |
|                             |   |  |
|                             |   |  |

Attach additional sheets if necessary to disclose or describe all contributions/gifts.



# LAWRENCEVILLE

GEORGIA

**VERIFICATION OF CURRENT PAID PROPERTY TAXES FOR SPECIAL USE PERMIT**

THE UNDERSIGNED BELOW IS AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED CERTIFIES THAT ALL CITY OF LAWRENCEVILLE PROPERTY TAXES BILLED TO DATE FOR THE PARCEL LISTED BELOW HAVE BEEN PAID IN FULL TO THE TAX COMMISSIONER OF GWINNETT COUNTY, GEORGIA. IN NO CASE SHALL AN APPLICATION BE PROCESSED WITHOUT SUCH PROPERTY VERIFICATION.

\*Note: A SEPARATE VERIFICATION FORM MUST BE COMPLETED FOR EACH TAX PARCEL INCLUDED IN THE SPECIAL USE PERMIT REQUEST.

PARCEL I.D. NUMBER: 5<sup>th</sup> - 116 - R5116107  
(Map Reference Number)      District      Land Lot      Parcel

Cam Thuy Truong  
Signature of Applicant      Date

CAM THUY TRUONG  
Type or Print Name and Title

\*\*\*PLEASE TAKE THIS FORM TO THE TAX COMMISSIONER'S OFFICE AT THE GWINNETT JUSTICE AND ADMINISTRATION CENTER, 75 LANGLEY DRIVE, FOR THEIR APPROVAL BELOW.\*\*\*

**TAX COMMISSIONER'S USE ONLY**

(PAYMENT OF ALL PROPERTY TAXES BILLED TO DATE FOR THE ABOVE REFERENCED PARCEL HAVE BEEN VERIFIED AS PAID CURRENT AND CONFIRMED BY THE SIGNATURE BELOW)

\_\_\_\_\_  
NAME      TITLE  
  
\_\_\_\_\_  
DATE

Cam Thuy Truong  
406 Dorsey Circle SW  
Lilburn, GA 30047  
m: 404-964-0962

March 8, 2024

To: Planning & Development  
70 S Clayton Street  
City Hall Main Level  
Lawrenceville, GA 30046  
Phone: 678-407-6583

Re: rezoning my property

Dear Sir/Madam,

Please be advised that Cam Thuy Truong is requesting for a rezoning of property located at 513 Scenic Hwy, Lawrenceville, Georgia 30046 from residential zoning to commercial zoning.

I am writing this letter requesting to rezone my property to become commercial zoning to make it use as an office for my company, and partially lease these spaces. *real estate company.*

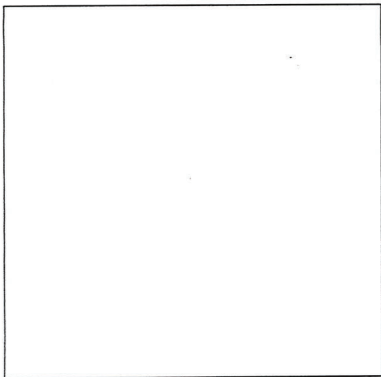
Both side neighbors of my property are currently commercial zoning status.

Thank you for your time and attention in this matter. It was a pleasure to get to speak with you.

Sincerely yours,



Cam Thuy Truong



- LEGEND**
- CMP CORRUGATED METAL PIPE
  - DE DRAINAGE EASEMENT
  - SSE SANITARY SEWER EASEMENT
  - BSL BUILDING SETBACK LINE
  - RBF REBAR FOUND
  - IPP IRON PIN PLACED
  - IPF IRON PIN FOUND
  - OTF OPEN TOP FOUND
  - CTF CRIMP TOP FOUND
  - RB REBAR
  - CB CATCH BASIN
  - JB JUNCTION BOX
  - HW HEAD WALL
  - POB POINT OF BEGINNING
  - MH MAN HOLE
  - R/W RIGHT-OF-WAY
  - PP POWER POLE
  - LL LAND LOT
  - M MEASURED
  - D DEED
  - P PLAT

CHARLESTON SQUARE  
UNIT ONE

N/F  
BANYON TREE II LLC  
(DB.54964, PG.469)

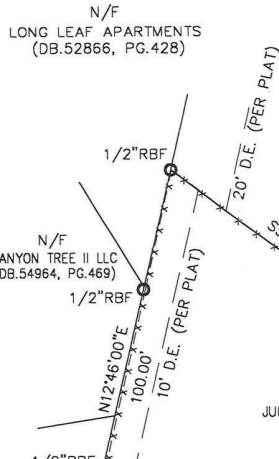
LOT 4  
BLOCK "B"  
AREA  
25,659 sq.ft.  
0.59 acres

TWO STORY  
BRICK  
& FRAME  
W/CRAWL SPACE  
#513

N/F  
PELTIER PROPERTIES  
(DB.52712, PG.346)

N/F  
ROSE RITA KWARM  
(DB.48219, PG.222)

LOT 1  
BLOCK "A"  
N/F  
JUDITH ELIZABETH RUSSELL  
(DB.54964, PG.469)  
VACANT LOT



GRAPHIC SCALE



( IN FEET )  
1 inch = 40 ft.

GA. HWY 24  
(AKA SCENIC HIGHWAY)  
100'R/W

SHEET 1 OF 2

FIELD DATE 05/31/17

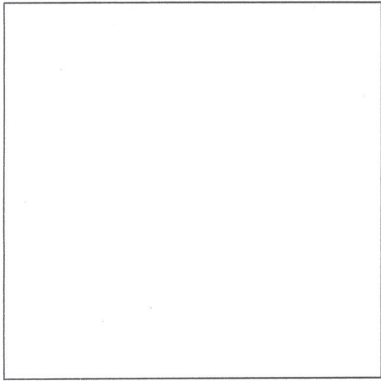
|  |  |   |                   |
|--|--|---|-------------------|
| JOB NUMBER: 17-01999                         |  | ABOVE THE GROUND AS BUILT SURVEY PREPARED FOR:<br><b>MIKE TONG</b>                        | DATE<br>06/07/17  |
|  |  | OWNER / PURCHASER<br><b>THUY HANG NGUYEN</b>  | SCALE<br>1" = 40' |
|  |  | LAND LOT 116      5th DISTRICT      SECTION      GWINNETT COUNTY, GEORGIA                 |                   |
|  |  | LOT 4      BLOCK B      UNIT 2      AREA OF LOT: 25,659 S.F.                              |                   |
|  |  | SUBDIVISION SCENIC FOREST   |                   |
|  |  | <b>SOLAR LAND SURVEYING COMPANY</b>   |                   |
| ALL MATTERS PERTAINING TO TITLE ARE EXCEPTED |  | P.O. BOX 723993 ATLANTA, GEORGIA 31139-0993<br>TELEPHONE (770) 794-9055 FAX (770)794-9052 |                   |

NOTICE: IF RECORDING IS REQUIRED, CONTACT THE SURVEYOR FOR PRODUCTION OF A PLAT MADE SUITABLE FOR RECORDING

NOTE: ALL EASEMENTS DEPICTED ARE PER PUBLIC RECORD, UNLESS OTHERWISE NOTED.

INFORMATION REGARDING THE REPUTED PRESENCE, SIZE, CHARACTER, AND LOCATION OF EXISTING UNDERGROUND UTILITIES AND STRUCTURES IS SHOWN HEREON. THERE IS NO CERTAINTY OF THE ACCURACY OF THIS INFORMATION AND IT SHALL BE CONSIDERED IN THAT LIGHT BY THOSE USING THIS DRAWING. THE LOCATION AND ARRANGEMENT OF UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON MAY BE INACCURATE AND UTILITIES AND STRUCTURES NOT SHOWN MAY BE ENCOUNTERED. THE OWNER, HIS EMPLOYEES, HIS CONSULTANTS, HIS CONTRACTORS, AND/OR HIS AGENTS SHALL HEREBY DISTINCTLY UNDERSTAND THAT THE SURVEYOR IS NOT RESPONSIBLE FOR THE CORRECTNESS OF SUFFICIENCY OF THIS INFORMATION SHOWN HEREON AS TO SUCH UNDERGROUND INFORMATION.

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE OF 1 FOOT IN 10,000 FEET, AN ANGULAR ERROR OF 3 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING THE LEAST SQUARES METHOD. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE TO 1 FOOT IN 100,000 FEET. AN ELECTRONIC TOTAL STATION WAS USED TO GATHER THE INFORMATION USED IN PREPARATION OF THIS PLAT.



**SURVEYOR CERTIFICATION**

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

JOHN W. STANZILIS, JR. *John W. Stanzilis, Jr.*

**PLAT CERTIFICATION NOTICE**

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT EXPRESS RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS,

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

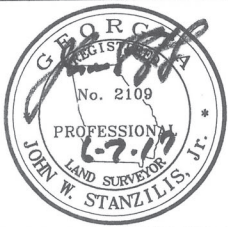
THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67. AUTHORITY O.C.G.A. SECS. 15-6-67, 43-15-6, 43-15-19, 43-15-22.

CERTIFICATE OF AUTHORIZATION NO. LSF000374

**SHEET 2 OF 2**

FIELD DATE 05/31/17

JOB NUMBER: 17-01999



|  |  |  |          |
|--|--|--|----------|
| ABOVE THE GROUND AS BUILT SURVEY PREPARED FOR: |  | DATE   | 06/07/17 |
| OWNER / PURCHASER                              |  | SCALE  | 1" = 40' |
| THUY HANG NGUYEN                               |  | LAND LOT 116 5th DISTRICT SECTION GWINNETT COUNTY, GEORGIA |          |
| LOT 4 BLOCK B UNIT 2                           |  | AREA OF LOT: 25,659 S.F.                                   |          |
| SUBDIVISION SCENIC FOREST                      |  |  |          |

PLAT BOOK 3, PAGE 123  
DEED BOOK, PAGE

ALL MATTERS PERTAINING TO TITLE ARE EXCEPTED

**SOLAR LAND SURVEYING COMPANY**  
P.O. BOX 723993 ATLANTA, GEORGIA 31139-0993  
TELEPHONE (770) 794-9055 FAX (770)794-9052

Recorded April 18, 1973

omitted Perry C. C.

PROTECTIVE COVENANTS

LOTS SHOWN ON THIS PLAT ARE SUBJECT TO THE FOLLOWING RESTRICTIONS WHICH ARE COVENANTS RUNNING WITH THE LAND AND MAY BE ENFORCED BY THE OWNER OF ANY LOT IN THE SUBDIVISION AND SHALL REMAIN IN FORCE AND EFFECT UNTIL THE 3rd DAY OF April 1973.

- 1. LOTS SHOWN SHALL BE FOR SINGLE FAMILY RESIDENCE PURPOSES ONLY.
2. NO LOT SHALL BE SUBDIVIDED, NOR SHALL MORE THAN ONE HOUSE BE ERECT ON ANY ONE LOT.
3. NO HOUSE SHALL BE NEARER A FRONTING STREET THAN BUILDING LINE SHOWN ON PLAT, NOR NEARER THAN 10' TO ANY SIDE LOT LINE.
4. NO BUILDING SHALL BE ERECTED ON ANY LOT TO BE USED AS A SCHOOL, CHURCH, OR KINDERGARTEN.
5. NO TEMPORARY HOUSE, SHACK, TENT, OR TRAILER SHALL BE ERECTED OR OCCUPIED ON ANY LOT AS A RESIDENCE, SCHOOL, CHURCH OR KINDERGARTEN.
6. NO RESIDENCE SHALL BE ERECTED ON ANY LOT TO HAVE LESS THAN 1000' SQUARE FEET.

OWNER'S ACKNOWLEDGEMENT

STATE OF GEORGIA

WINNETT COUNTY -

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, AND IN PERSON OR THROUGH A duly AUTHORIZED AGENT, ACKNOWLEDGES THAT THIS PLAT WAS MADE FROM AN ACTUAL SURVEY AND DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS, AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED.

Signature of B. H. Sashett, Jr.

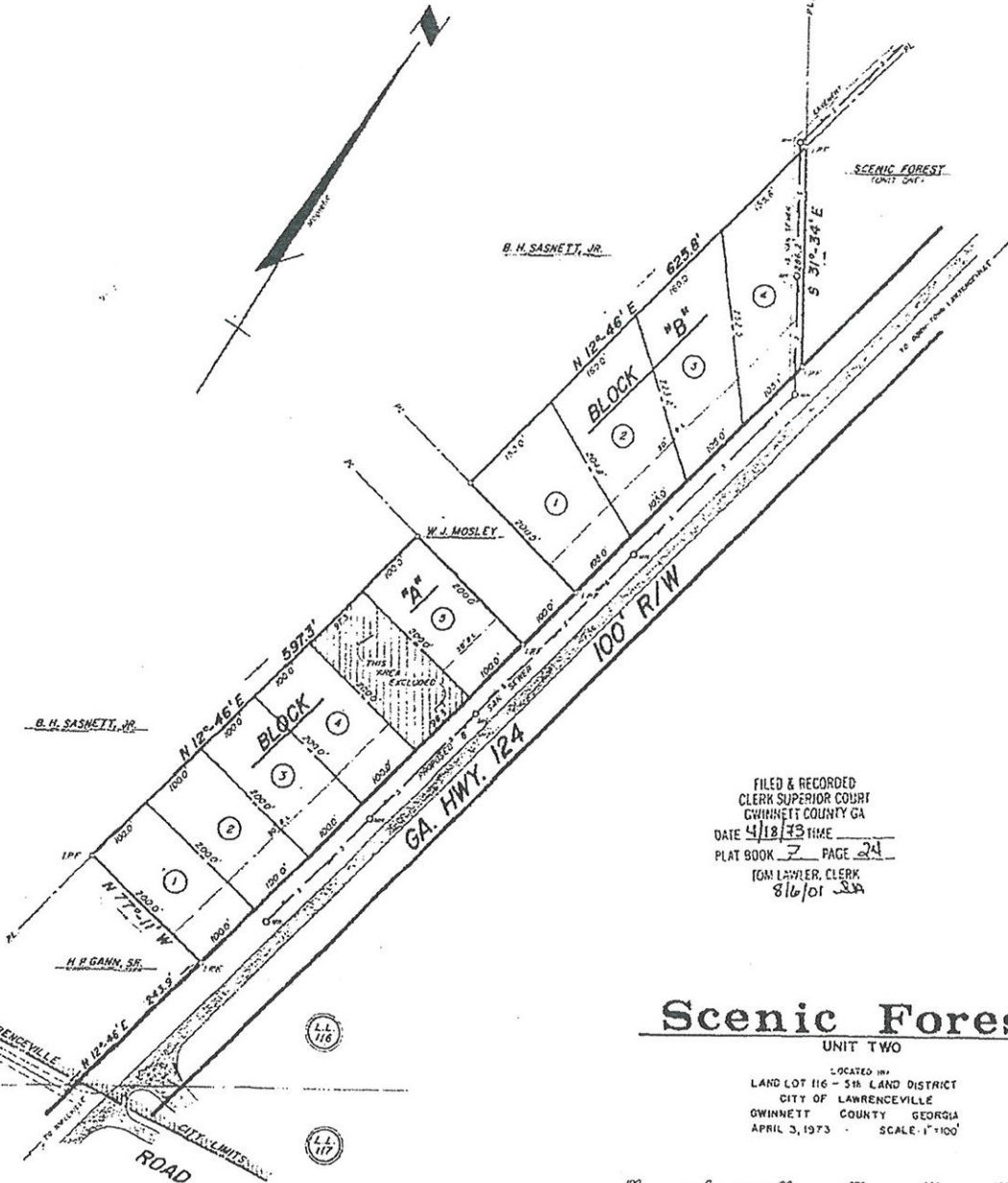
SURVEYOR'S CERTIFICATE -

I HEREBY CERTIFY THAT THE PLAT SHOWN AND DESCRIBED HEREON IS A TRUE AND CORRECT SURVEY MADE ON THE GROUND UNDER MY SUPERVISION, THAT THE MONUMENTS HAVE BEEN PLACED AS SHOWN HEREON, AND AS TO THE ACCURACY AND SPECIFICATIONS AS REQUIRED BY THE CITY OF LAWRENCEVILLE MUNICIPAL PLANNING COMMISSION

BY: Michael A. Royston
GEORGIA REGISTERED LAND SURVEYOR NO. 1731



MICHAEL A. ROYSTON & ASSOCIATES
SURVEYING ENGINEERS & LAND-USE CONSULTANTS
SNELLVILLE, GEORGIA



CITY OF LAWRENCEVILLE -

THIS PLAT HAS BEEN REVIEWED BY THE CITY OF LAWRENCEVILLE AND IS APPROVED BY THE FOLLOWING DEPARTMENT ON THIS 3 DAY OF APRIL 1973

Signatures for Mayor and Council members: Mayor, Council members.

APPROVAL OF THE MAYOR AND COUNCIL OF THE CITY OF LAWRENCEVILLE

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE MAYOR AND COUNCIL OF THE CITY OF LAWRENCEVILLE, GEORGIA AND IS APPROVED SUBJECT TO THE PROTECTIVE COVENANTS SHOWN HEREON.

DATED THIS 2nd DAY OF APRIL 1973
Signature of Mayor W. S. Johnson

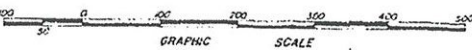
NOTES:

- 1. THE CITY OF LAWRENCEVILLE ASSUMES NO RESPONSIBILITY FOR OVERFLOW OR EROSION OF NATURAL OR ARTIFICIAL DRAINS BEYOND THE RIGHT-OF-WAY, OR FOR THE EXTENSION OF CURBS BEYOND THE POINT SHOWN ON THE APPROVED AND RECORDED SUBDIVISION PLAT.
2. IRON PINS SET ON ALL LOT CORNERS
3. SANITARY SEWER TO BE INSTALLED BY DEVELOPER.

FILED & RECORDED
CLERK SUPERIOR COURT
WINNETT COUNTY GA
DATE 4/18/73 TIME
PLAT BOOK 7 PAGE 24
TOM LAWLER, CLERK
8/6/01

Scenic Forest UNIT TWO

LOCATED IN:
LAND LOT 116 - 5th LAND DISTRICT
CITY OF LAWRENCEVILLE
WINNETT COUNTY GEORGIA
APRIL 3, 1973 SCALE: 1"=100'



Handwritten note: NU 112

Recorded May 19, 1975

formerly: O'Malley & Levy C.D.C.

LEGEND:

|        |                |      |                       |
|--------|----------------|------|-----------------------|
| IR.P.  | IRON PIN FOUND | D.E. | DRAINAGE EASEMENT     |
| M.P.S. | MON. PIN SET   | S.L. | SEWER EASEMENT        |
| C.L.   | CENTER LINE    | D.A. | DRAINAGE AREA         |
| L.L.   | LANDING LINE   | H.W. | HEAD WALL             |
| R.W.   | RIGHT OF WAY   | C.B. | CATCH BASIN           |
| P.L.   | POWER LINE     | C.D. | CROSS DRAIN           |
| T.L.   | TELEPHONE      | P.I. | POINT OF INTERSECTION |
| W.     | WATER LINE     | F.   | FACILITY              |
| S.     | SEWER LINE     | P.C. | POINT OF CURVATURE    |
| M.H.   | MANHOLE        | R.   | RADIUS                |

NOTE:

THIS PLAT SUPERSEDES PLATS OF UNIT ONE & UNIT TWO, SCENIC FOREST, RECORDED IN PLAT BOOK 1, PAGE 33 AND PLAT BOOK 2, PAGE 24, GWINNETT COUNTY RECORDS, LAWRENCEVILLE, GA.

A SANITARY SEWER EASEMENT ON LOT 4, BLOCK 2, IS NO LONGER NEEDED AND HAS BEEN OMITTED FROM THIS PLAT.

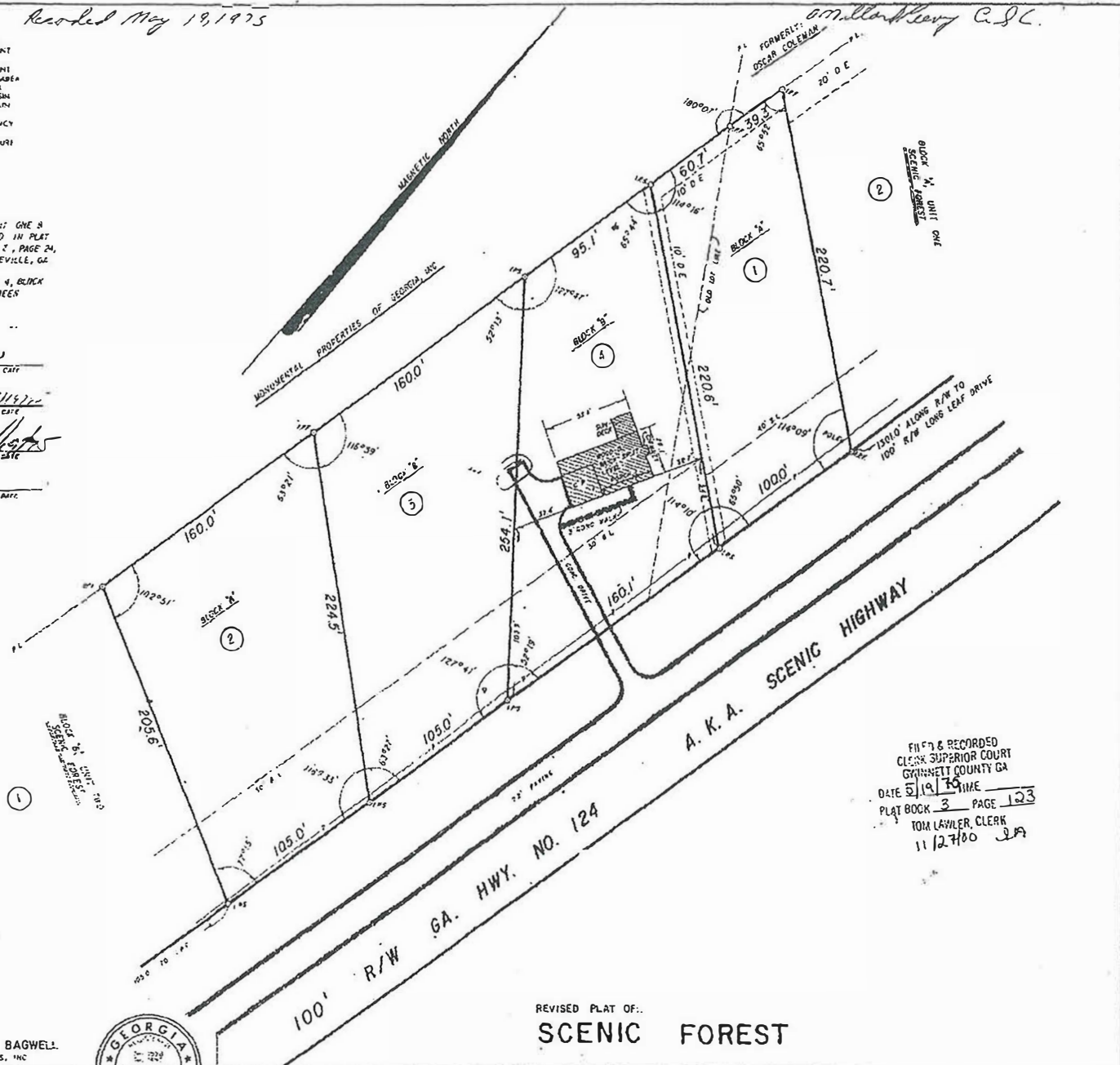
APPROVED FOR RECORDING BY:

*Robert P. Brown*  
CITY CLERK

*Robert P. Brown*  
CITY CLERK

*Robert P. Brown*  
CITY CLERK

*Robert P. Brown*  
CITY CLERK



FILED & RECORDED  
CLERK SUPERIOR COURT  
GWINNETT COUNTY GA  
DATE 5/19/75  
PLAT BOOK 3 PAGE 123  
TOM LAWLER, CLERK  
11 12 7800

REVISED PLAT OF:  
**SCENIC FOREST**

HANNON, MEEKS & BAGWELL  
SURVEYORS & ENGINEERS, INC.



LAND PLANNING  
LINE SURVEYING  
FEASIBILITY STUDIES & ENGINEERING

LAND LOT(S) 116 of the 5th DISTRICT  
CITY OF LAWRENCEVILLE  
GWINNETT COUNTY, GEORGIA

DATE: 4-29-75  
SCALE: 1" = 40'

FILE NO. \_\_\_\_\_

Job No. 3126-75

File No. \_\_\_\_\_

3/3







# LAWRENCEVILLE

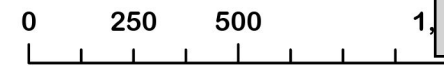
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

## File # RZC2024-00053

Applicant: Cam-Thuy Truong

-  Lawrenceville City Limits
-  Subject Property
-  Parcels
-  County Maintained Streets
















# LAWRENCEVILLE

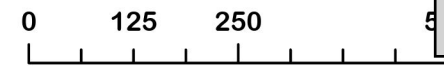
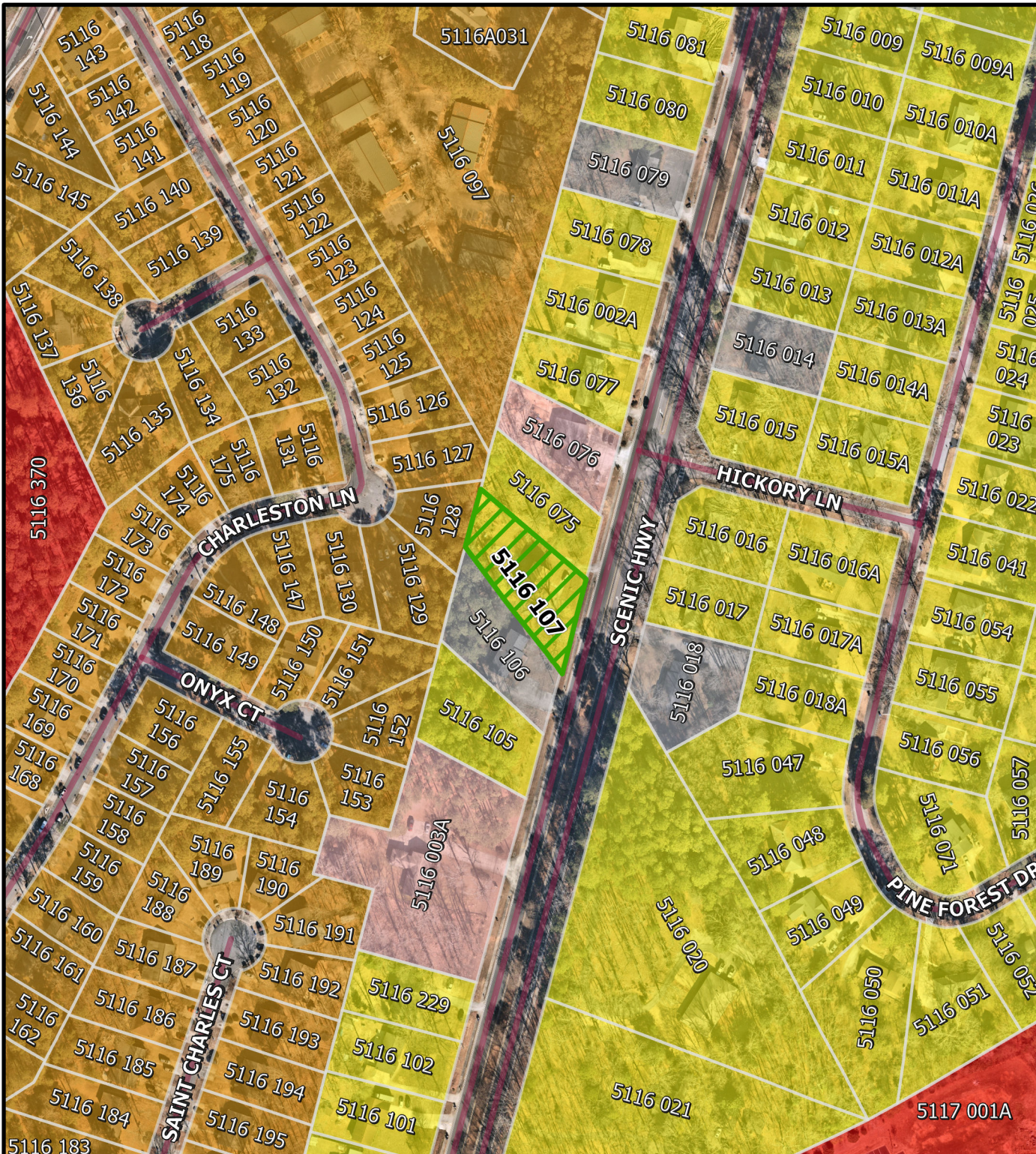
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

## File # RZC2024-00053

Applicant: Cam-Thuy Truong

-  Subject Property
  -  Parcels
  -  County Maintained Streets
- Zoning Districts**
-  BG General Business
  -  OI Office/Institutional
  -  ON Office/Neighborhood
  -  RM-12 Multifamily Residential
  -  RS-150 Single-Family Residential
  -  RS-180 Single-Family Residential





# LAWRENCEVILLE

GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

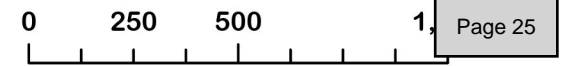
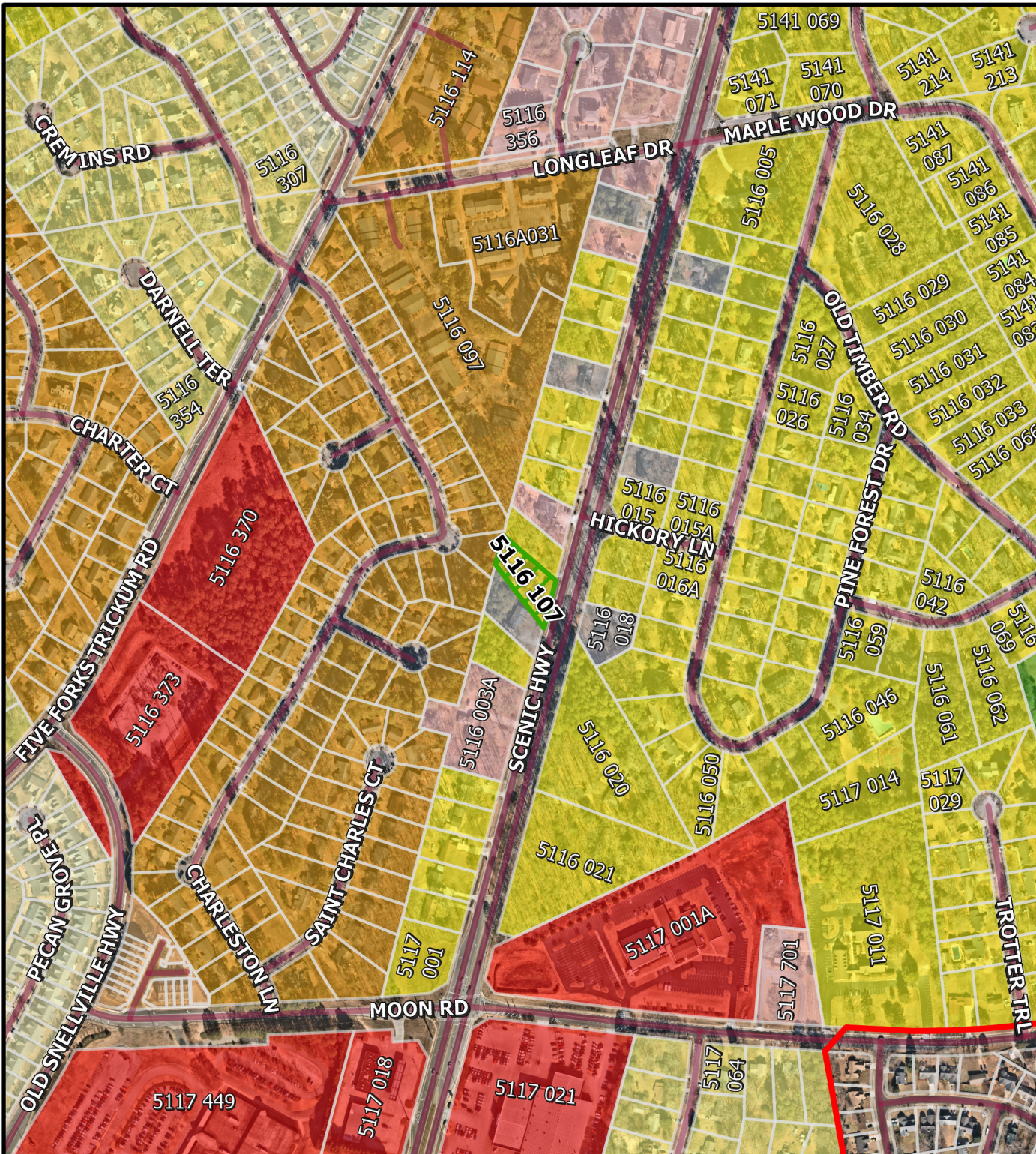
## File # RZC2024-00053

Applicant: Cam-Thuy Truong

- Lawrenceville City Limits
- Subject Property
- Parcels
- County Maintained Streets

### Zoning Districts

- AR Agricultural Residential
- BG General Business
- OI Office/Institutional
- ON Office/Neighborhood
- RM-12 Multifamily Residential
- RM-8 Townhouse Residential
- RS-60 Single-Family Residential
- RS-150 Single-Family Residential
- RS-180 Single-Family Residential





# LAWRENCEVILLE

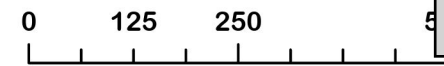
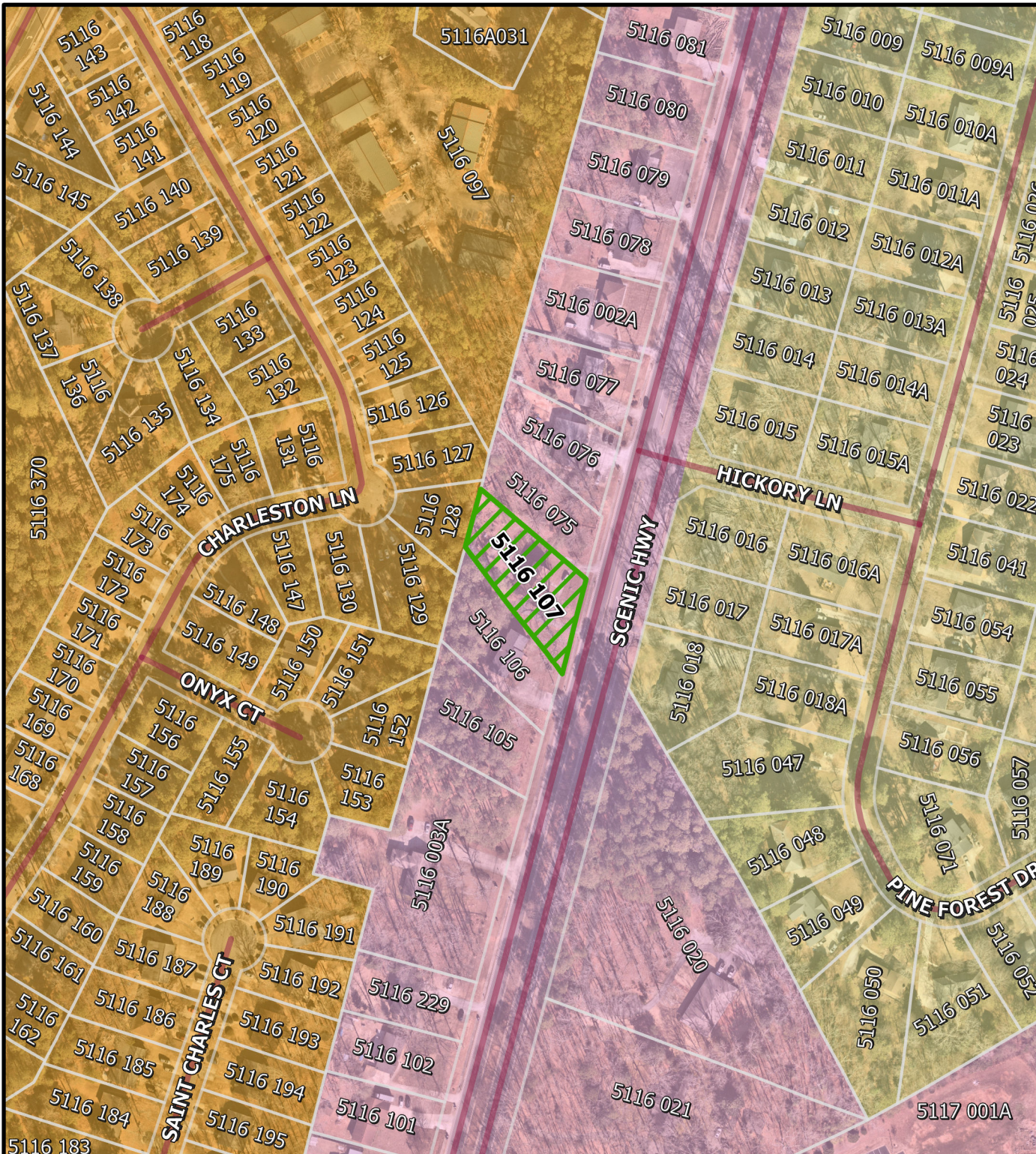
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

## File # RZC2024-00053

Applicant: Cam-Thuy Truong

-  Subject Property
-  Parcels
-  County Maintained Streets
- 2045 Character Areas**
-  Traditional Residential
-  Mixed Residential
-  Office














# LAWRENCEVILLE

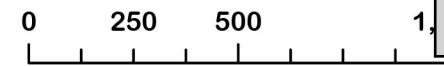
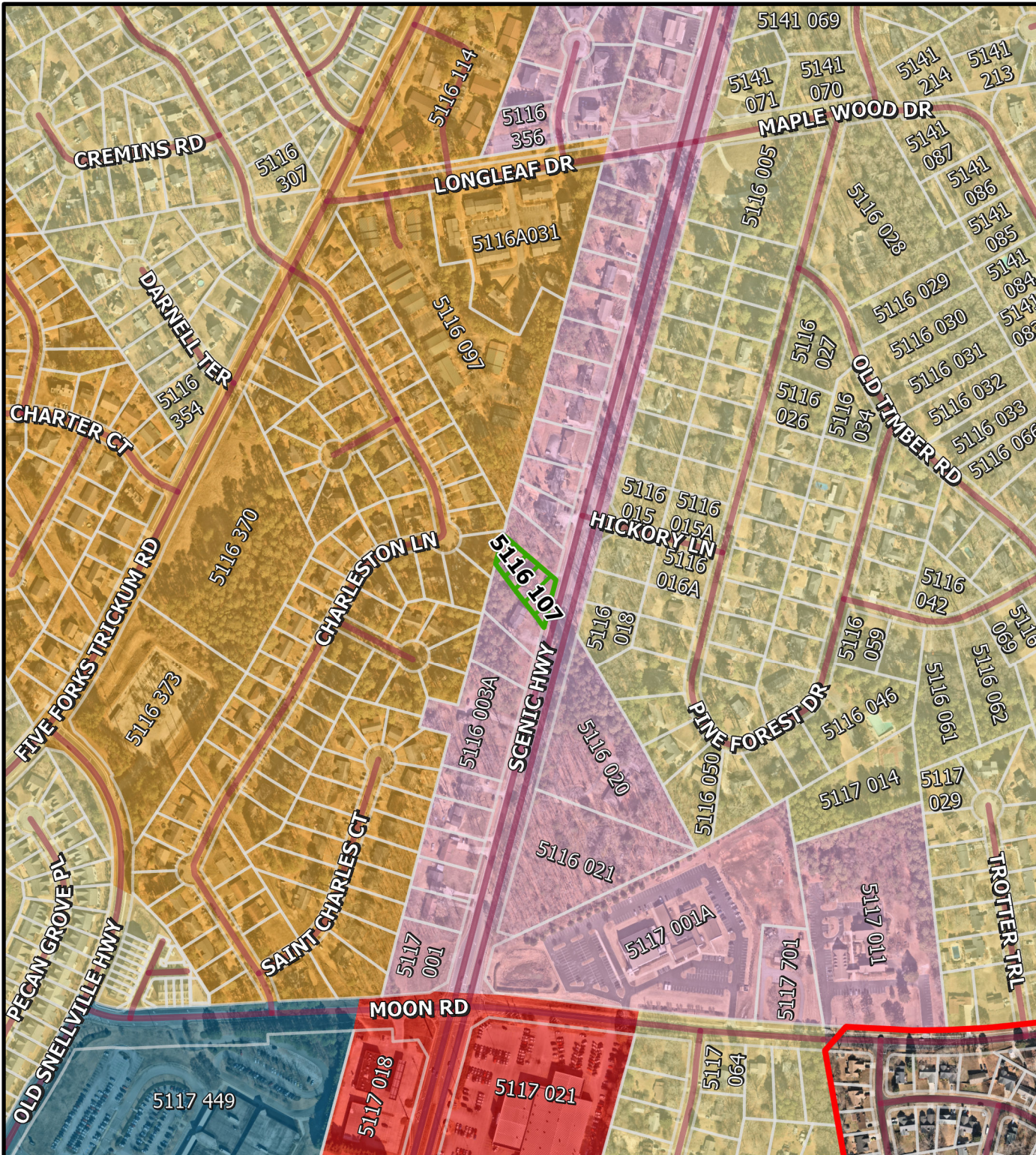
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

## File # RZC2024-00053

Applicant: Cam-Thuy Truong

-  Lawrenceville City Limits
  -  Subject Property
  -  Parcels
  -  County Maintained Streets
- 2045 Character Areas**
-  Traditional Residential
  -  Mixed Residential
  -  Office
  -  Commercial Corridor
  -  Education Center





# LAWRENCEVILLE

## GEORGIA

AGENDA REPORT  
MEETING: CITY COUNCIL WORK SESSION  
AGENDA CATEGORY: DISCUSSION OF GENERAL CITY BUSINESS

**Item:** SUP2024-00086; Juanita Wade; 3130 Sugarloaf Parkway

**Department:** Planning and Development

**Date of Meeting:** Wednesday, May 8, 2024

**Applicant Request:** Table to June 2024

**Presented By:** Todd Hargrave, Director of Planning and Development

**Department Recommendation:** **Approval with Conditions**

**Planning Commission Recommendation:** **To be provided at meeting**

---

**Summary:** The applicant requests a Special Use Permit renewal for 3130 Sugarloaf Parkway to allow a Special Event Facility/Banquet Hall in suite 1200. The subject property is an approximately 3.39-acre parcel zoned BG (General Business District), located along the southern right-of-way of Sugarloaf Parkway, between its intersections with Old Snellville Highway and Johnson Road.

**Attachments/Exhibits:**

- SUP2024-00086\_RPRT\_03122024
- SUP2024-00086\_P&D RECO CNDS\_03132024
- SUP2024-00086\_APP\_01052024
- SUP2024-00086\_LOI\_01052024
- SUP2024-00086\_SITE PLAN\_01052024
- SUP2024-00086\_LEGAL DESC\_01052024
- SUP2024-00086\_AERIAL MAP – ZOOMED IN
- SUP2024-00086\_AERIAL MAP – ZOOMED OUT

- SUP2024-00086\_ZONING MAP - ZOOMED IN
- SUP2024-00086\_ZONING MAP - ZOOMED OUT
- SUP2024-00086\_CHARACTER AREAS - ZOOMED IN
- SUP2024-00086\_CHARACTER AREAS - ZOOMED OUT



# LAWRENCEVILLE

## Planning & Development

**CASE NUMBER:** SUP2024-00086

**OWNER:** 4SEAS INVESTMENT GROUP LLC

**APPLICANT:** JUANITA WADE

**CONTACT:** JUANITA WADE – 313.515.6506

**LOCATION(S):** 3130 SUGARLOAF PARKWAY

**PARCEL ID(S):** R5085 695

**APPROXIMATE ACREAGE:** 3.39

**ZONING PROPOSAL:** TO ALLOW AN EVENT FACILITY AS A SPECIAL USE

**PROPOSED DEVELOPMENT:** SPECIAL EVENT FACILITY/BANQUET HALL

**DEPARTMENT RECOMMENDATION:** APPROVAL WITH CONDITIONS

### VICINITY MAP





# LAWRENCEVILLE

## Planning & Development

### ZONING HISTORY

The subject property has been zoned BG (General Business District) since 2002, the earliest record on file for the parcel. **SUP2021-00051** was approved on 12/13/2021, allowing a special events facility at the address. The Special Use Permit was conditioned with a two-year sunset, which expired January 2024, necessitating this SUP renewal (submitted 1/4/2024).

### PROJECT SUMMARY

The applicant requests a renewal for a Special Use Permit at 3130 Sugarloaf Parkway to allow a Special Event Facility/Banquet Hall in suite 1200. The subject property is an approximately 3.39-acre parcel zoned BG (General Business District), located along the southern right-of-way of Sugarloaf Parkway, between its intersections with Old Snellville Highway and Johnson Road.

### ZONING AND DEVELOPMENT STANDARDS

The property consists of an 18,531 square-foot one-story retail building, accessory driveways, and parking.

#### Article 1 Districts, Section 103.2 Use Table

| <b>Standard</b>               | <b>Requirement</b>        | <b>Proposal</b>           | <b>Recommendation</b>         |
|-------------------------------|---------------------------|---------------------------|-------------------------------|
| <b>Special Event Facility</b> | <i>Special Use Permit</i> | <i>Special Use Permit</i> | <i>Approval w/ Conditions</i> |

#### Article 2 Supplemental and Accessory Use Standards, Section 200.3, Subsection 200.3.73 Special Event Facility reads as follows:

- A. *Such facilities shall be located on a principle arterial, major arterial, minor arterial, major collector street, or a state highway.*
- B. *During inclement weather, there shall be sufficient space to safely shelter guests.*
- C. *Adequate permanent restroom facilities shall be provided, which shall meet the minimum requirements of the Gwinnett County Environmental Health section and building code requirements.*



# LAWRENCEVILLE

## Planning & Development

- D. Adequate off-street parking facilities shall be provided on-site.*
- E. Such facilities shall meet the Lawrenceville Code of Ordinance: Special Events Facilities.*
- F. Alcohol sales and consumption on the premises of a special event facility outside the Downtown Entertainment District is prohibited in HSB and HM zoning district.*

The applicant occupies Suite 1200 of the Sugarloaf Pointe shopping center, a 2,800 square foot retail space. They are requesting a renewal for the Special Use Permit approved in December 2021 that allowed a Special Event Facility/Banquet Hall at this location (**SUP2021-00051**). Access to the property is provided via curb-cuts extending from Sugarloaf Parkway, Johnson Road, and Old Snellville Highway.

Regarding the existing business at this location, a certificate of occupancy was issued on 7/23/2021 for “Milestones Event Center” in suite 1200 (BLD2021-01465) and a business license was issued on 9/1/2021 for “Life Events Décor, Rental, and Design” (OTC-19128109).

As proposed, the parking regulations require 28 parking spaces for this type of facility, however, the existing parking lot consists of 90 parking spaces, which exceeds the minimum requirements and adequately provides enough off-street parking. Additionally, all associated parking spaces are in front of the building.

The proposal satisfies the minimum requirement of the Supplemental and Accessory Use Standards (the Standards) requiring Special Event Facilities/Banquet Halls be located along a properly classified road, as well as providing adequate restroom facilities. Additionally, the Standards require compliance with the intent of the Code of Ordinance as it relates to Special Event Facilities/Banquet Halls. The adoption of the 2020 Zoning Ordinance allows Special Events Facilities/Banquet Halls to operate throughout the city limits in specific zoning classifications, which includes the BG zoning classification. However, if the applicant chooses to serve alcohol during events an Alcoholic Beverages License allowing the retail sales of alcoholic beverages for consumption shall be required.



# LAWRENCEVILLE

## Planning & Development

### SURROUNDING ZONING AND USE

The immediate surrounding area consists primarily of commercial/retail uses. The parcels immediately adjacent to the property are zoned BG (General Business District), outparcels for the Sugarloaf Pointe shopping center. There are businesses zoned BN (Neighborhood Business District) to the northwest of the subject property, across the rights-of-way of Johnson Road and Sugarloaf Parkway. Otherwise, the subject property is an island of Lawrenceville within a sea of unincorporated Gwinnett County.

Most of the surrounding unincorporated land is residential in nature, including the Tanner’s Pointe subdivision immediately to the south and to the west of the subject property, across the right-of-way of Johnson Road; these residential uses are zoned R-75 (Gwinnett Single Family Residential District). The Gwinnett subdivision of Sugarloaf Manor is to the immediate north of the property, across the right-of-way of Sugarloaf Parkway, and is zoned RZT (Gwinnett Single Family Residential District). Finally, there is a veterinary clinic and a medical office zoned OI (Gwinnett Office-Institutional District) to the east of the subject property, across the right-of-way of Old Snellville Highway. The mixture of zoning and uses in the immediate area further support the requested Special Use Permit renewal.

### CITY OF LAWRENCEVILLE OFFICIAL ZONING MAP



The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

**File # SUP2024-00086**

**Applicant: Juanita Wade**

- Lawrenceville City Limits
  - Subject Property
  - Parcels
  - County Maintained Streets
  - City Maintained Streets
- Zoning Districts**
- BN Neighborhood Business
  - BG General Business
  - RS-60 Single-Family Residential
  - RS-150 Single-Family Residential



# LAWRENCEVILLE

## Planning & Development

### 2045 COMPREHENSIVE PLAN

The 2045 Comprehensive Plan and Future Development Map indicate the property lies within the Commercial Corridor Character Area. The commercial corridor character area corresponds to a major road corridor into the city. It is intended to accommodate large-scale commercial uses that serve the traveling public via automobiles. These uses include, but are not limited to, ‘big box’ retail stores, car dealerships, car washes, and large corporate offices. All such uses require careful site planning to ensure interconnectivity and compliance with applicable parking, lighting, landscaping, and signage standards. Commercial corridors are typically less pedestrian-oriented than neighborhood and community centers.

### LAWRENCEVILLE 2045 COMPREHENSIVE PLAN – FUTURE LAND USE PLAN MAP




**LAWRENCEVILLE**  
GEORGIA  
The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

File # SUP2024-00086

Applicant: Juanita Wade

-  Lawrenceville City Limits
-  Subject Property
-  Parcels
-  County Maintained Streets
-  City Maintained Streets
- 2045 Character Areas**
-  Traditional Residential
-  Commercial Corridor





# LAWRENCEVILLE

## *Planning & Development*

### **STAFF RECOMMENDATION**

As submitted, the proposal to renew the SUP for a Special Event Facility/Banquet Hall at this location is appropriate, as it is in a mixed use area along Sugarloaf Parkway. It is located within the Commercial Corridor character area, which is appropriate for smaller-scale retail uses such as banquet halls. Furthermore, there is precedent for City Council approving such special uses in the general vicinity and for parcels currently zoned BG; in December 2021, **SUP2021-00051** was approved for a Special Event Facility/Banquet Hall at this location, **SUP2023-00083** was approved in December 2023 for the same use at a nearby location on Sugarloaf Parkway, and **SUP2023-00084** was approved in the same December 2023 City Council session for the same use at 575 West Pike Street.

In conclusion, the requested Special Use Permit for a Special Event Facility/Banquet Hall at an existing commercial development, may provide a center for local services, providing walkable connectivity, for nearby residential uses along this segment of the Sugarloaf Parkway corridor. Given the aforementioned factors, the Planning and Development Department recommends **APPROVAL WITH CONDITIONS** of this request.



# LAWRENCEVILLE

## *Planning & Development*

### **CITY OF LAWRENCEVILLE DEPARTMENT COMMENTS:**

#### **ENGINEERING DEPARTMENT**

No comment

#### **PUBLIC WORKS**

No comment

#### **ELECTRIC DEPARTMENT**

No comment

#### **GAS DEPARTMENT**

No comment

#### **DAMAGE PREVENTION DEPARTMENT**

No comment

#### **CODE ENFORCEMENT**

No comment

#### **STREET AND SANITATION DEPARTMENT**

No comment



# LAWRENCEVILLE

## Planning & Development

### STATE CODE 36-67-3 (FMR.) REVIEW STANDARDS:

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

*In light of the mixture of uses and zoning in the immediate area the requested Special Events Facility could be suitable for the area.*

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

*With the recommended conditions, potential impacts on adjacent and nearby properties could be reduced.*

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

*The property has reasonable economic use as currently zoned.*

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

*Impacts on public facilities would be anticipated in the form of traffic and utility demand; however, these impacts may be mitigated with appropriate conditions, site development requirements, and planning.*

- 5. Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan;**

*Policies of the Commercial Corridor Character Area are intended to provide a center for a variety of retail activities. As such the proposed Special Use Permit allowing a Special Event Facility/Banquet Hall at this location could be consistent with the 2045 Comprehensive Plan.*

- 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 zoning proposal;**



# LAWRENCEVILLE

## *Planning & Development*

*In December 2021, **SUP2021-00051** was approved for a Special Event Facility/Banquet Hall at this location. This SUP expired in January of 2024 due to a two-year sunset clause.*

*To ensure the compatibility with rules and regulations of the City of Lawrenceville, it is suggested that conditions limit the Special Use Permit to a period of two years.*

**PLANNING COMMISSION**  
**RECOMMENDED CONDITIONS**  
**SUP2024-00086\_03132024**

Approval of Special Use Permit for a Special Event Facility/Banquet Hall, subject to the following conditions:

1. General Business uses, which may include a Special Event Facility/Banquet Hall as a special use allowing conferences, galas, weddings, and other similar events.
2. No tents, canopies, temporary banners, streamers or roping decorated with flags, tinsel, or other similar material shall be displayed, hung, or strung on the site. No decorative balloons or hot-air balloons shall be displayed on the site. Yard and/or bandit signs, sign-twirlers or sign walkers shall be prohibited.
3. Lighting shall be contained in cut-off type luminaries and shall be directed in toward the property so as not to shine directly into adjacent properties or rights-of-way.
4. Peddlers and/or any parking lot sales unrelated to the Special Use shall be prohibited.
5. Outdoor storage shall be prohibited.
6. Dumpsters shall be screened by solid masonry walls matching the building, with an opaque metal gate enclosure.
7. The owner shall repaint or repair any graffiti or vandalism that occurs on the property within 72 hours.
8. Alcohol may only be served at an indoor special events facility by a licensed caterer under the provisions set forth in the Code of the City of Lawrenceville, Georgia Chapter 4 Alcoholic Beverages or by the owner of the indoor special events facility in compliance with all applicable sections of the Code of the City of Lawrenceville, Georgia Chapter 4 Alcoholic Beverages.
9. Requires proper licenses for food service; must comply with all local, county, and state laws and regulations.

- 10.** Business must acquire a new Certificate of Occupancy within 90 days of approval from City Council or this Special Use Permit is void. The name of the business/tenant name shall be consistent across the Gwinnett Fire Marshall Certificate of Occupancy, City of Lawrenceville Certificate of Occupancy, and the City of Lawrenceville Occupation Tax Certificate.
- 11.** The Special Use Permit shall be limited to a period of two years, at which time the use shall cease, or an application made for renewal.



# LAWRENCEVILLE

GEORGIA

*Life Events*

**SPECIAL USE PERMIT APPLICATION**

| APPLICANT INFORMATION  | PROPERTY OWNER INFORMATION*              |
|--|--|
| NAME: <u>Juanita Wade</u>  | NAME: <u>4SEAS INVESTMENT GROUP, LLC</u> |
| ADDRESS: <u>3130 Sugarloaf Parkway</u>   | ADDRESS: <u>8445 ST. MARLOW DR</u>       |
| CITY: <u>Lawrenceville</u>   | CITY: <u>DULUTH</u>                      |
| STATE: <u>GA</u> ZIP: <u>30045</u>   | STATE: <u>GA</u> ZIP: <u>30097</u>       |
| PHONE: <u>313-515-6506</u>   | PHONE: <u>404.213.3476</u>               |
| CONTACT PERSON: <u>Juanita Wade</u> PHONE: <u>313-515-6506</u>   |  |
| CONTACT'S E-MAIL: <u>jwade8707@yahoo.com</u>   |  |
| * If multiple property owners, each owner must file an application form or attach a list, however only one fee. Multiple projects with one owner, must file separate applications, with separate fees. |  |
| ZONING DISTRICT(S): <u>BG</u> ACREAGE: <u>3.4 AC</u>   |  |
| PARCEL NUMBER(S): <u>5085 695</u>  |  |
| ADDRESS OF PROPERTY: <u>3130 SUGARLOAF PKWY SUITE 200</u>  |  |
| PROPOSED SPECIAL USE: <u>EVENT VENUE</u>   |  |

**CRYSTAL T JONES**  
 NOTARY PUBLIC  
 Rockdale County  
 State of Georgia  
 My Comm. Expires March 21, 2027

Juanita Wade  
 SIGNATURE OF APPLICANT      DATE  
Juanita Wade  
 TYPED OR PRINTED NAME  
 \_\_\_\_\_  
 NOTARY PUBLIC      DATE

Mitchell 12/01/2023  
 SIGNATURE OF OWNER      DATE  
Mitch's Church  
 TYPED OR PRINTED NAME  
[Signature] 12/1/23  
 NOTARY PUBLIC      DATE



# LAWRENCEVILLE

GEORGIA

## DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to the Mayor of the City of Lawrenceville, a member of the City Council, or to a member of the Planning Commission of the City of Lawrenceville? no

Y/N

If the answer is yes, please complete the following section:

| NAME OF GOVERNMENT OFFICIAL | CONTRIBUTIONS<br>(List all which aggregate to \$250 or more) | DATE CONTRIBUTION WAS MADE<br>(Within last two years) |
|-----------------------------|--|---|
|                             |  |   |
|                             |  |   |
|                             |  |   |
|                             |  |   |
|                             |  |   |

Have you, within the two years immediately preceding the filing of this application, made gifts having in the aggregate a value of \$250.00 or more to the Mayor of the City of Lawrenceville, a member of the City Council, or to a member of the Planning Commission of the City of Lawrenceville? \_\_\_\_\_

Y/N

If the answer is yes, please complete the following section:

| NAME OF GOVERNMENT OFFICIAL | CONTRIBUTIONS<br>(List all which aggregate to \$250 or more) | DATE CONTRIBUTION WAS MADE<br>(Within last two years) |
|-----------------------------|--|---|
|                             |  |   |
|                             |  |   |
|                             |  |   |
|                             |  |   |
|                             |  |   |

Attach additional sheets if necessary to disclose or describe all contributions/gifts.



# LAWRENCEVILLE

GEORGIA

### VERIFICATION OF CURRENT PAID PROPERTY TAXES FOR SPECIAL USE PERMIT

THE UNDERSIGNED BELOW IS AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED CERTIFIES THAT ALL CITY OF LAWRENCEVILLE PROPERTY TAXES BILLED TO DATE FOR THE PARCEL LISTED BELOW HAVE BEEN PAID IN FULL TO THE TAX COMMISSIONER OF GWINNETT COUNTY, GEORGIA. IN NO CASE SHALL AN APPLICATION BE PROCESSED WITHOUT SUCH PROPERTY VERIFICATION.

\*Note: A SEPARATE VERIFICATION FORM MUST BE COMPLETED FOR EACH TAX PARCEL INCLUDED IN THE SPECIAL USE PERMIT REQUEST.

PARCEL I.D. NUMBER: 5 - 085 - 007  
(Map Reference Number) District Land Lot Parcel

Quanita Wade  
Signature of Applicant

10/30/23  
Date

Quanita Wade / owner / President  
Type or Print Name and Title

\*\*\*PLEASE TAKE THIS FORM TO THE TAX COMMISSIONER'S OFFICE AT THE GWINNETT JUSTICE AND ADMINISTRATION CENTER, 75 LANGLEY DRIVE, FOR THEIR APPROVAL BELOW.\*\*\*

### TAX COMMISSIONER'S USE ONLY

(PAYMENT OF ALL PROPERTY TAXES BILLED TO DATE FOR THE ABOVE REFERENCED PARCEL HAVE BEEN VERIFIED AS PAID CURRENT AND CONFIRMED BY THE SIGNATURE BELOW)

\_\_\_\_\_  
NAME TITLE

\_\_\_\_\_  
DATE



# LAWRENCEVILLE

GEORGIA

2.

## \* SPECIAL USE PERMIT APPLICATION \*

| APPLICANT INFORMATION                        | PROPERTY OWNER INFORMATION*               |
|--|---|
| NAME: <u>Juanita Wade</u>                    | NAME: <u>4 SEAS INVESTMENT GROUP, LLC</u> |
| ADDRESS: <u>3130 Sugarloaf Parkway</u>       | ADDRESS: <u>8445 S MARLOW DR.</u>         |
| CITY: <u>Lawrenceville</u>                   | CITY: <u>DELUTH</u>                       |
| STATE: <u>GA</u> ZIP: <u>30045</u>           | STATE: <u>GA</u> ZIP: <u>30097</u>        |
| PHONE: <u>313-515-6506</u>                   | PHONE: <u>404-213-3476</u>                |
| CONTACT PERSON: <u>Juanita Wade</u>          | PHONE: <u>313-515-6506</u>                |
| CONTACT'S E-MAIL: <u>jwade8707@yahoo.com</u> |   |

\* If multiple property owners, each owner must file an application form or attach a list, however only one fee. Multiple projects with one owner, must file separate applications, with separate fees.

ZONING DISTRICT(S): 5TH DISTRICT ACREAGE: 3.4 ACRES

PARCEL NUMBER(S): 5-085-007

ADDRESS OF PROPERTY: 3130 SUGARLOAF PARKWAY, LAWRENCEVILLE, GA

PROPOSED SPECIAL USE: Event Venue / For Special Events

**CRYSTAL T JONES**  
 NOTARY PUBLIC  
 Rockdale County  
 State of Georgia  
 My Comm. Expires March 21, 2027

Juanita Wade 11/13/23  
 SIGNATURE OF APPLICANT DATE

Martin Chugh 12/01/2023  
 SIGNATURE OF OWNER DATE

Juanita Wade  
 TYPED OR PRINTED NAME

Martin Chugh  
 TYPED OR PRINTED NAME

Kalshu 11/13/23  
 DATE

**NOTARY PUBLIC**  
 KARLA AMAYA  
 MY COMMISSION EXPIRES MARCH 26, 2027  
 GWINNETT COUNTY, GEORGIA

[Signature] 12/1/2023  
 NOTARY PUBLIC DATE

30046 Clayton St • PO Box 2200 • Lawrenceville, Georgia 30046  
 770.963.2414 • www.lawrencevillega.org

**CRYSTAL T JONES**  
 NOTARY PUBLIC  
 Rockdale County  
 State of Georgia  
 My Comm. Expires

# WADE MARKETING & CONSULTING SERVICES

August 6, 2021

City of Lawrenceville  
Planning Department  
70 S. Clayton St.  
P.O.Box 2200  
Lawrenceville, Ga 30046

Letter of Intent: 3130 Sugarloaf Parkway Ste 1200

To Whom It May Concern:

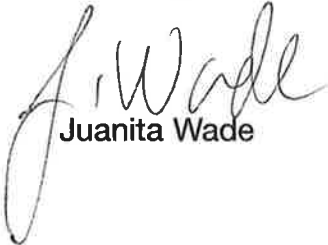
Wade Marketing & Consulting Services is submitting this Letter of Intent on behalf of Life Events Venue.

3130 Sugarloaf Parkway (otherwise known as L3 BA Sugarloaf Pointe) Suite 1200 is a 2800 square foot commercial space located in a commercial strip mall in, Lawrenceville, GA.

Our intent is to utilize space as an event center, to host meetings, training sessions, pop up shops, special occasions and community events.

If you have any questions about our intended use, you can contact Juanita Wade at 313-515-6506.

Sincerely,



Juanita Wade

TITLE DESCRIPTION PER RECORD (LOT #3)

ALL TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOTS 85 AND 108 OF THE 5TH DISTRICT, CITY OF LAWRENCEVILLE, GWINNETT COUNTY, GEORGIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TO FIND THE TRUE POINT OF BEGINNING, BEGIN AT THE INTERSECTION OF THE SOUTHERLY RIGHT OF WAY OF SUGARLOAF PARKWAY ( SAID ROAD HAVING A RIGHT OF WAY THAT VARIES) IF BOTH ROADS WERE EXTENDED TO FORM AN ANGLE; THENCE SOUTHERLY FOR A DISTANCE OF 20.00 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY OF OLD SNELLVILLE ROAD (sic);THENCE SOUTH 09 DEGREES 03 MINUTES 02 SECONDS WEST ALONG THE RIGHT OF WAY OF OLD SNELLVILLE ROAD FOR A DISTANCE OF 86.89 FEET TO A POINT; THENCE SOUTHERLY ALONG THE RIGHT OF WAY OF OLD SNELLVILLE ROAD ALONG THE CURVE TO THE RIGHT HAVING A RADIUS OF 2824.79 FEET AND ARC LENGTH OF 72.14 FEET, BEING SUBTENDED BY A CHORD BEARING SOUTH 09 DEGREES 46 MINUTES 56 SECONDS WEST AND A CHORD DISTANCE OF 72.14 TO A POINT; THENCE SOUTH 10 DEGREES 30 MINUTES 50 SECONDS WEST ALONG THE RIGHT OF WAY OF OLD SNELLVILLE ROAD FOR A DISTANCE OF 45.04 FEET TO A POINT ON SAID RIGHT OF WAY AND THE TRUE POINT OF BEGINNING;THENCE CONTINUING ALONG SAID RIGHT OF WAY SOUTH 10 DEGREES 30 MINUTES 50 SECONDS WEST 163.06 FEET TO A POINT ON SAID RIGHT OF WAY; THENCE LEAVING THE RIGHT OF WAY F OLD SNELLVILLE ROAD NORTH 68 DEGREES 03 MINUTES 09 SECONDS WEST 280.37 FEET TO A POINT;THENCE NORTH 07 DEGREES (sic) 43 MINUTES 09 SECONDS EAST (sic) 144.88 FEET TO A POINT; THENCE NORTH 66 DEGREES 45 MINUTES 30 SECONDS WEST 311.36 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY LINE OF JOHNSON ROAD ( 50 FOOT RIGHT OF WAY); THENCE PROCEEDING NORTH 43 DEGREES 43 MINUTES 09 SECONDS EAST 233.25 FEET; THENCE NORTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 20.00 FEET AND AN ARC LENGTH 32.17 FEET, BEING SUBTENDED BY A CHORD BEARING NORTH 53 DEGREES 47 MINUTES 59 SECONDS EAST AND A CHORD DISTANCE 28.81 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY OF SUGARLOAF PARKWAY; THENCE SOUTHERLY ALONG THE RIGHT OF WAY OF SUGARLOAF PARKWAY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 1213.24 FEET AND ARC LENGTH OF 381.80 FEET, BEING SUBTENDED BY A CHORD BEARING SOUTH 71 DEGREES 06 MINUTES 16 SECONDS EAST AND A CHORD DISTANCE OF 380.23 FEET TO A POINT ON SAID RIGHT OF WAY; THENCE LEAVING THE RIGHT OF WAY OF SUGARLOAF PARKWAY SOUTH 23 DEGREES 14 MINUTES 30 SECONDS WEST 249.36 FEET TO A POINT; THENCE SOUTH 66 DEGREES 45 MINUTES 30 SECONDS WEST 272.66 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF OLD SNELLVILLE ROAD AND THE TRUE POINT OF BEGINNING.

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# LAWRENCEVILLE

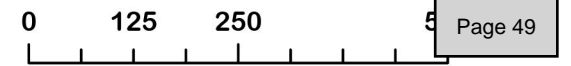
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

**File # SUP2024-00086**

**Applicant: Juanita Wade**

-  Lawrenceville City Limits
-  Subject Property
-  Parcels
-  County Maintained Streets
-  City Maintained Streets










# LAWRENCEVILLE

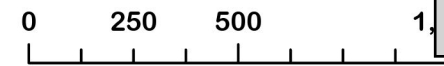
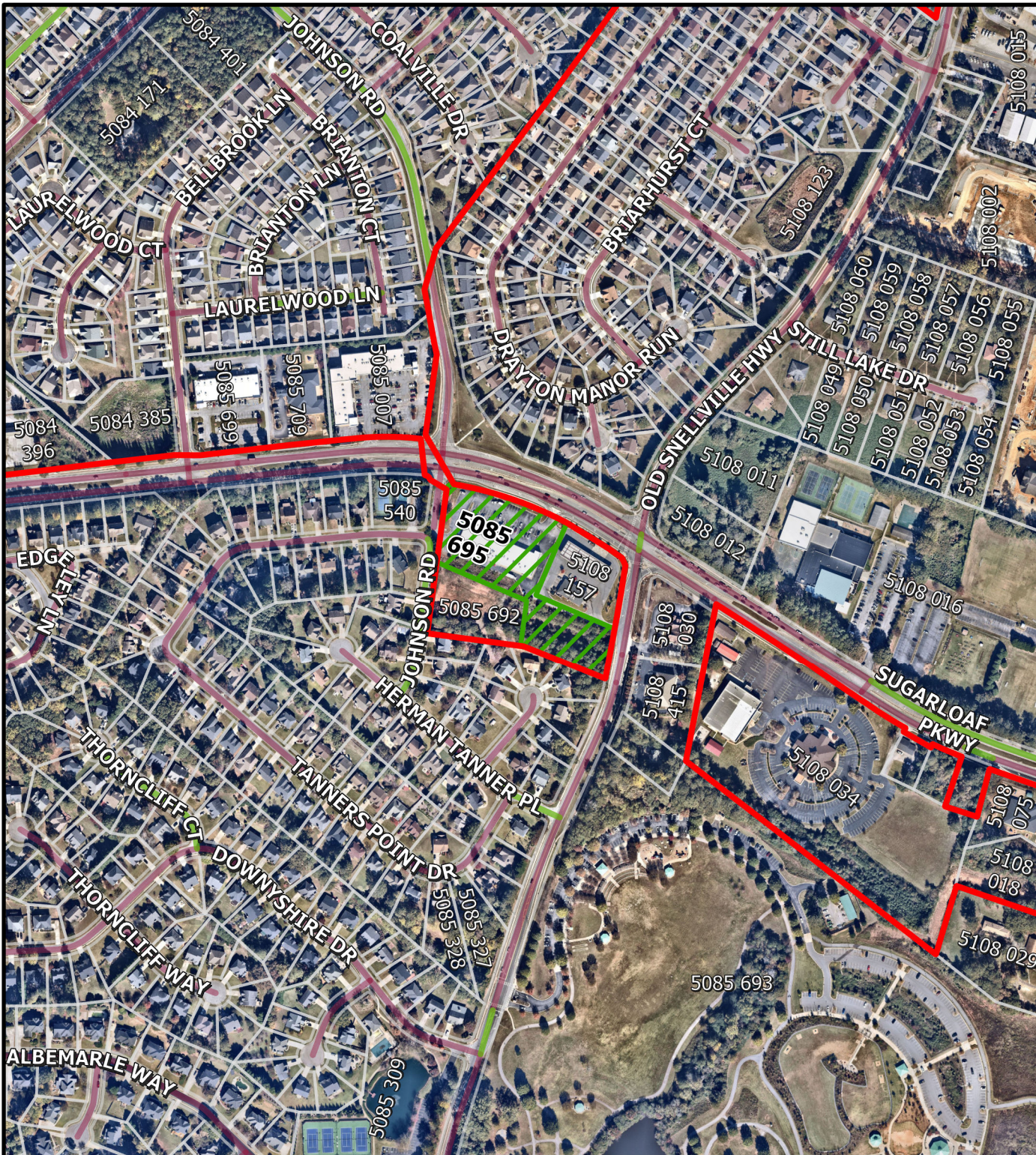
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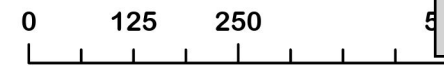
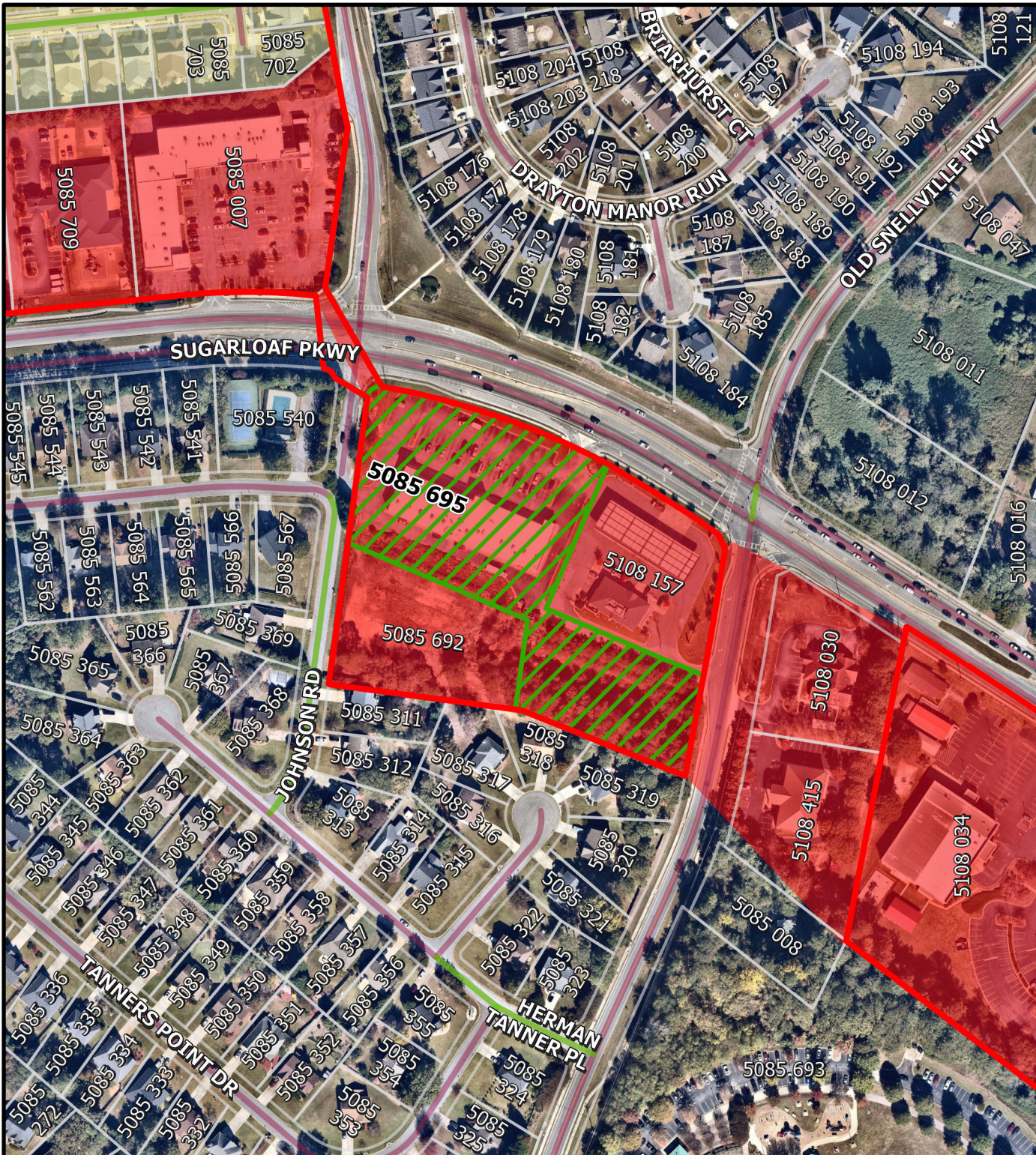
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- 2045 Character Areas**
-  Traditional Residential
-  Commercial Corridor







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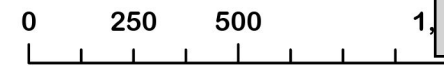
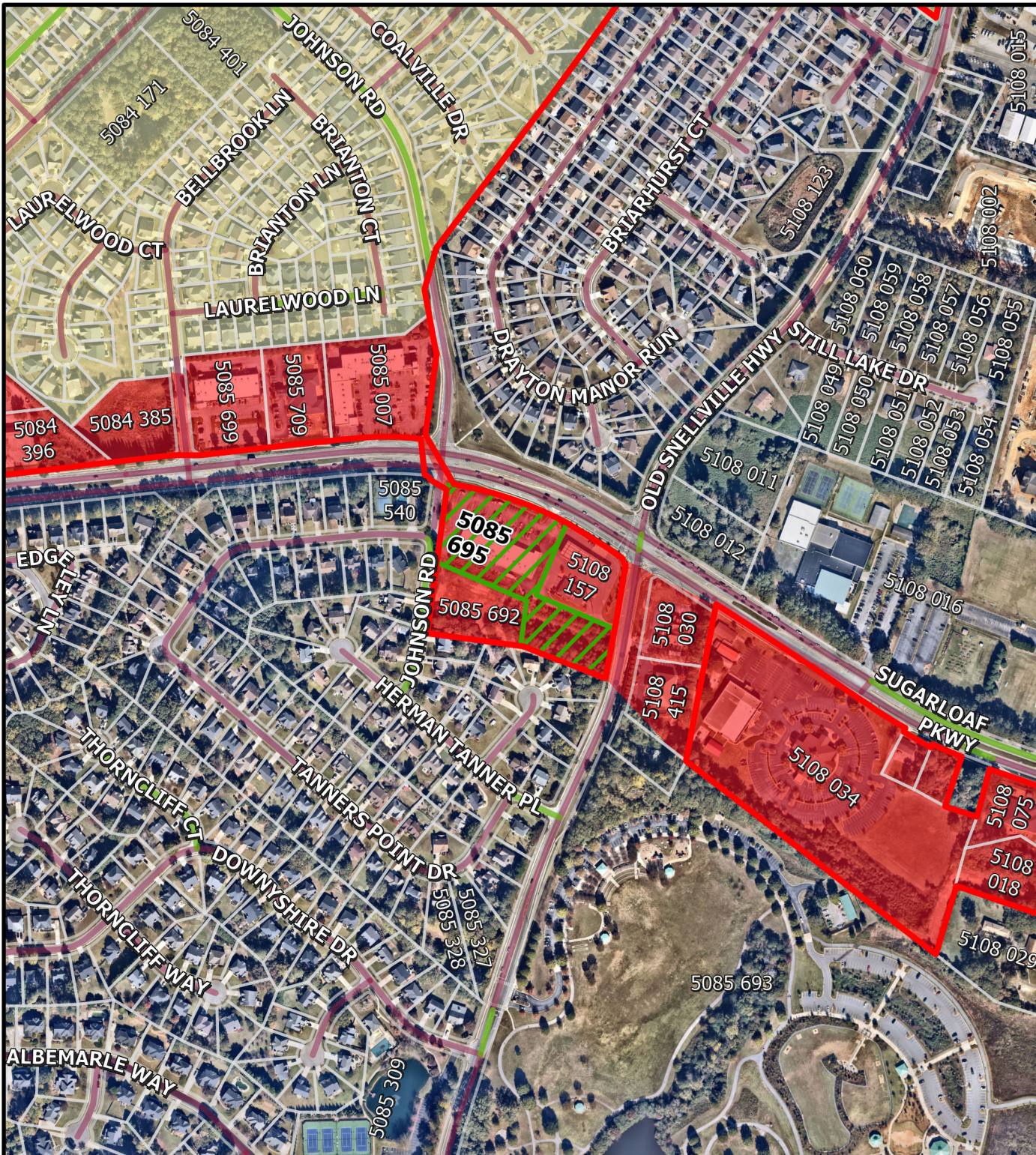
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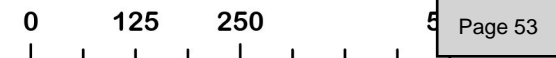
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**File # SUP2024-00086**

**Applicant: Juanita Wade**

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-  Subject Property
-  Parcels
-  County Maintained Streets
-  City Maintained Streets
- Zoning Districts**
-  BN Neighborhood Business
-  BG General Business
-  RS-60 Single-Family Residential
-  RS-150 Single-Family Residential
















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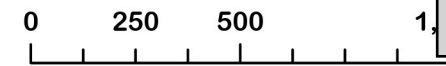
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

**File # SUP2024-00086**

**Applicant: Juanita Wade**

-  Lawrenceville City Limits
-  Subject Property
-  Parcels
-  County Maintained Streets
-  City Maintained Streets
- Zoning Districts**
-  BN Neighborhood Business
-  BG General Business
-  HSB Highway Service Business
-  OI Office/Institutional
-  RS-60 Single-Family Residential
-  RS-150 Single-Family Residential





# LAWRENCEVILLE

## GEORGIA

AGENDA REPORT  
MEETING: CITY COUNCIL WORK SESSION  
AGENDA CATEGORY: DISCUSSION OF GENERAL CITY BUSINESS

**Item:** SUP2024-00088; Jason Mundy; 562 John Connor Court

**Department:** Planning and Development

**Date of Meeting:** Wednesday, May 8, 2024

**Applicant Request:** Special Use Permit to allow an Automobile, Truck or Vehicle Storage Lot (excluding junk/wrecked vehicles)

**Presented By:** Todd Hargrave, Director of Planning and Development

**Department Recommendation:** **Denial**

**Planning Commission Recommendation:** **To be provided at meeting**

**Summary:** The applicant requests a Special Use Permit for 562 John Connor Court to allow for an Automobile, Truck or Vehicle Storage Lot (excluding junk/wrecked vehicles). The subject property is an approximately 1.74-acre parcel zoned LM (Light Manufacturing District), located at the end of John Connor Court, near its intersection with Hurricane Shoals Road.

**Attachments/Exhibits:**

- SUP2024-00088\_Report
- SUP2024-00088\_P&D Recommended Conditions
- SUP2024-00088\_Application
- SUP2024-00088\_Letter of Intent
- SUP2024-00088\_Legal Description
- SUP2024-00088\_Existing Survey
- SUP2024-00088\_Proposed Site Plan

- SUP2024-00088\_Aerial Map – Zoomed In (1:2,750)
- SUP2024-00088\_Aerial Map – Zoomed Out (1:5,500)
- SUP2024-00088\_Zoning Map – Zoomed In (1:2,750)
- SUP2024-00088\_Zoning Map – Zoomed Out (1:5,500)
- SUP2024-00088\_Character Areas Map – Zoomed In (1:2,750)
- SUP2024-00088\_Character Areas Map – Zoomed Out (1:5,500)



# LAWRENCEVILLE

## Planning & Development

### SPECIAL USE PERMIT

**CASE NUMBER:** SUP2024-00088

**OWNER:** JASON MUNDY

**CONTACT:** MYLES MONTGOMERY – 678.513.8836

**LOCATION(S):** 562 JOHN CONNOR COURT

**PARCEL IDENTIFICATION NUMBER(s):** 5177 063

**APPROXIMATE ACREAGE:** 1.74 ACRES

**CURRENT ZONING:** LM (LIGHT MANUFACTURING DISTRICT)

**ZONING PROPOSAL:** TO ALLOW VEHICLE STORAGE AS A SPECIAL USE

**PROPOSED DEVELOPMENT:** OFFICE/WAREHOUSE BUILDING W/ PAVED VEHICLE STORAGE LOT

**DEPARTMENT RECOMMENDATION:** DENIAL

### VICINITY MAP







# LAWRENCEVILLE

## Planning & Development

### ZONING AND DEVELOPMENT STANDARDS

The proposed development is a 7,500 square foot office/warehouse building with a paved storage lot for vehicles awaiting parts and repairs, as shown on the submitted site plans. The property is currently a gravel parking lot that has been used for parking of cars awaiting parts and repairs.

#### Article 1 Districts, Section 103.2 Use Table

| <b>Standard</b>   | <b>Requirement</b>      | <b>Proposal</b>         | <b>Recommendation</b> |
|---|-------------------------|-------------------------|-----------------------|
| Automobile, Truck, or Vehicle Storage Lot (excluding junk/wrecked vehicles) | LM - Special Use Permit | LM - Special Use Permit | DENIAL                |

#### Article 1 Districts, Section 102.14 Light Manufacturing District, Table B. Lot Development Standards

| <b>Standard</b>             | <b>Requirement</b> | <b>Proposal</b> | <b>Recommendation</b> |
|-----------------------------|--------------------|-----------------|-----------------------|
| Minimum Lot Area            | 25,000 sq. ft.     | 75,794 sq. ft.  | N/A                   |
| Minimum Lot Width           | 50 feet            | 143 feet        | N/A                   |
| Minimum Front Yard Setback  | 50 feet            | 50 feet         | N/A                   |
| Minimum Rear Yard Setback   | 0 feet             | 0 feet          | N/A                   |
| Minimum Side Yard Setback   | 0 feet             | 0 feet          | N/A                   |
| Impervious Surface Coverage | 85%                | 72.6%           | N/A                   |
| Maximum Building Height     | 50 feet            | Not Provided    | N/A                   |



# LAWRENCEVILLE

## Planning & Development

### Article 4 Buffers, 403 Buffers Table

| <b>Adjacent Development</b> | <b>Requirement</b> | <b>Proposal</b>             | <b>Recommendation</b> |
|-----------------------------|--------------------|-----------------------------|-----------------------|
| CMU                         | 50 feet            | 55 feet (existing easement) | N/A                   |
| LM                          | 0 feet             | 0 feet                      | N/A                   |

### Article 5 Parking, Table 5-3: Number of Off-Street Parking Spaces Required

| <b>Standard</b>                               | <b>Requirement</b>      | <b>Proposal</b>                        | <b>Recommendation</b> |
|---|-------------------------|--|-----------------------|
| Office (Business, Government or Professional) | 1 space per 300 sq. ft. | 2.8 spaces per 300 sq. ft. (70 spaces) | N/A                   |

The subject property contains a Colonial Gas Line with easements that will be located between the proposed building and the adjacent property zoned CMU (Community Mixed Use District), so no buffer can be supplemented in that area.

Both potable water and sanitary sewer are available to this tract. The industrial park has regional stormwater detention facilities, which should allow the development to forgo any on-site detention.

The site plan indicates the proposed development would disturb approximately 1.35-acres and consist of 70 parking spaces. Two access points are shown on John Connor Court. For Outdoor Storage in industrial zoning districts, the Zoning Ordinance strictly prohibits outdoor storage in a front yard area, requires landscaping within all setback areas, and prohibits outdoor storage from being visible from the various arterial and connectors traversing throughout the city limits; including Hurricane Shoals Road.

Additionally, the site plan does not specifically address the requirements of the Development Regulations; which could include improvements to the right-of-way, landscaping, sidewalks, and stormwater management facilities. As presented, the proposed outdoor storage facility may be too visible and unsightly for this



# LAWRENCEVILLE

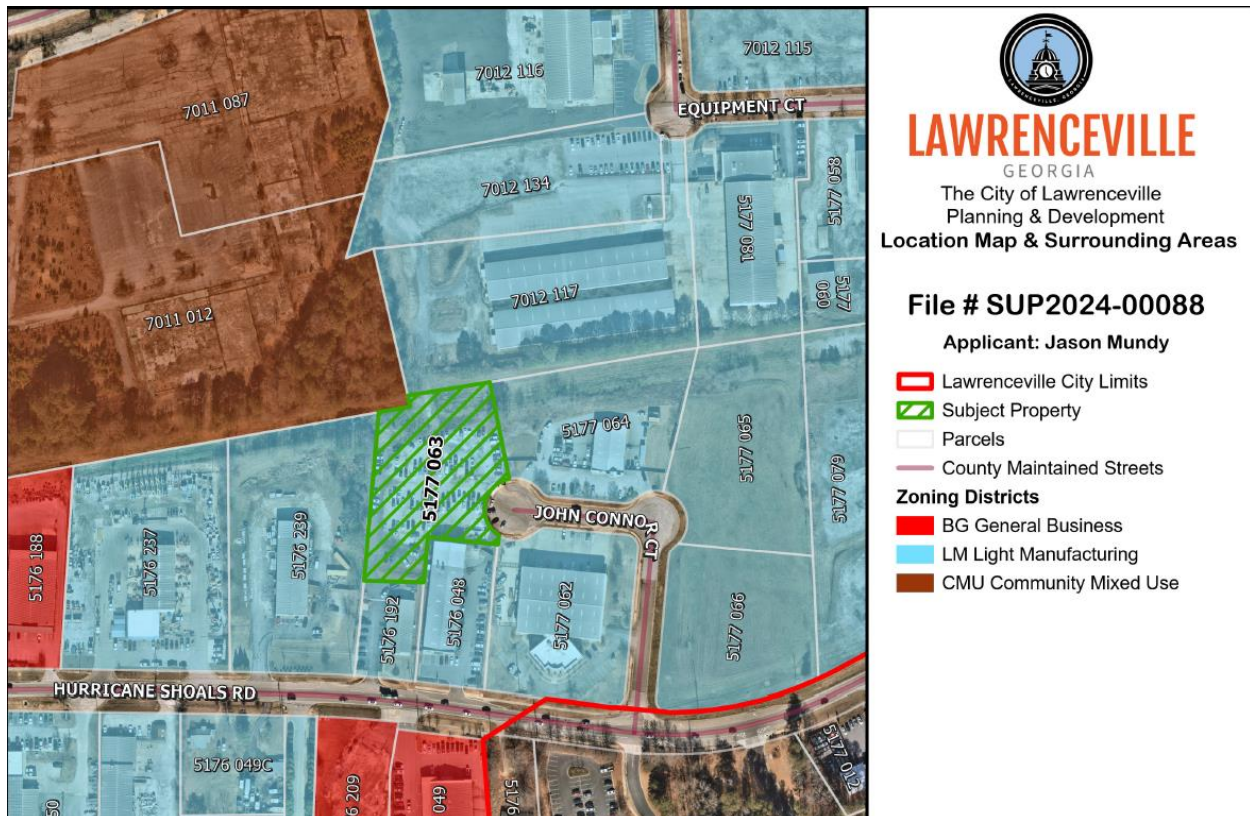
## Planning & Development

location; and may not be consistent with the policies of the Zoning Ordinance and Development Regulations.

### SURROUNDING ZONING AND USE

The immediate surrounding area consists predominantly of light industrial and commercial uses and zoning. The parcels immediately surrounding the subject property are all zoned LM save for one to the northwest – 3675 Buford Drive (PIN: R7011 012), which is zoned CMU and is actively being developed as a mixed-use site. Otherwise, the surrounding uses are composed of auto service garages and warehouses. Furthermore, there is a funeral home zoned BG (General Business District) across the right-of-way of Hurricane Shoals Road. In terms of the existing uses and zoning surrounding the subject property, the requested SUP is accepta

### CITY OF LAWRENCEVILLE OFFICIAL ZONING MAP





# LAWRENCEVILLE

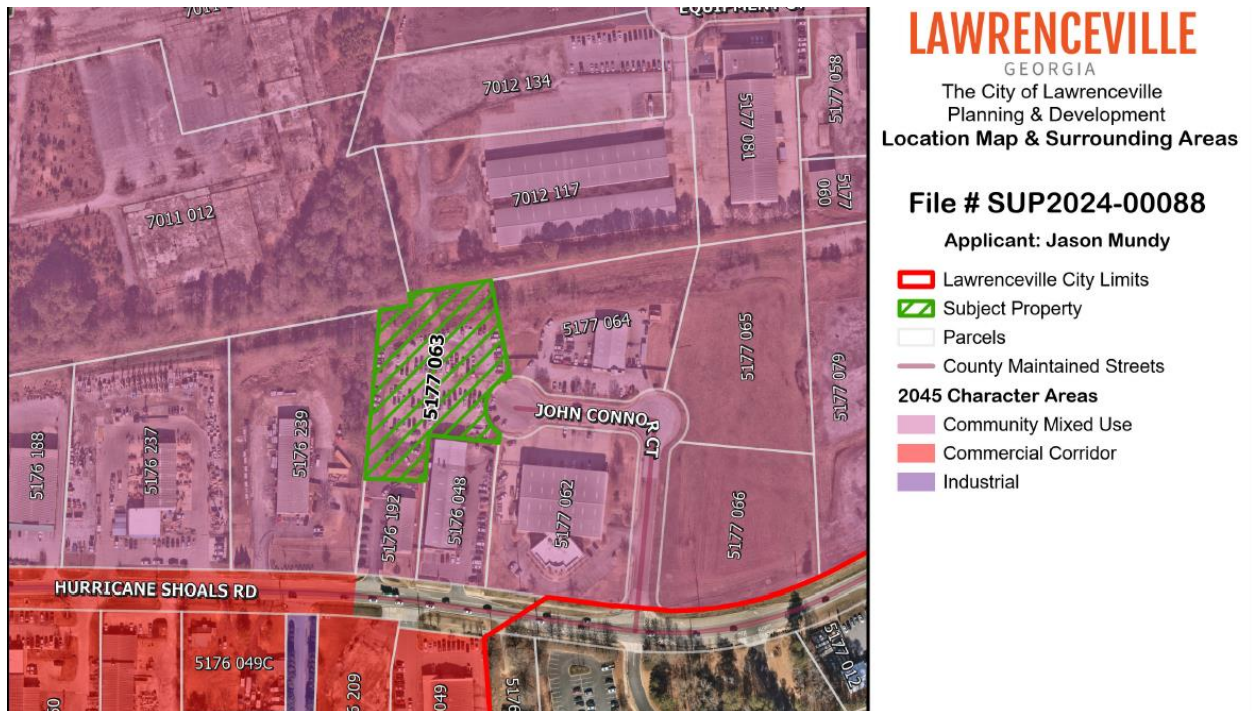
## Planning & Development

### 2045 COMPREHENSIVE PLAN

The 2045 Comprehensive Plan and Future Development Map indicate the property lies within the Community Mixed Use character area. The Community Mixed-Use character area seamlessly integrates a diverse array of residential options with a dynamic blend of commercial spaces, promoting walkability and enhancing the overall accessibility and convenience of the neighborhood. Pedestrian-centric streets, green parks, and inviting public spaces foster social interaction and serve as venues for cultural events. Rooted in sustainable principles and carefully curated urban design, this character area promotes a walkable and interconnected neighborhood, enriching the lives of its residents and visitors by encouraging people to live, work, and play in the same area.

While the proposed use is congruent with the existing uses and zoning of the surrounding area, it does not necessarily fit into the City’s long-term vision for the Community Mixed Use character area.

### LAWRENCEVILLE 2045 COMPREHENSIVE PLAN – FUTURE LAND USE PLAN MAP





# LAWRENCEVILLE

## *Planning & Development*

### **STAFF RECOMMENDATION**

The area located along this segment of Hurricane Shoals Road is developed with industrial zoning and uses, with a minor commercial component located to the south. Although the proposed development may be compatible with the antiquated policies that established the existing uses and zoning in the immediate area the proposal, if approved, would contradict the core policies created by the City Council which emphasizes land uses considered to be compatible with the vision of the City Council. The proposal as presented could be considered to be inconsistent with the vision of the future for this segment of Hurricane Shoals Road.

In conclusion, while the proposed development is consistent with the current character of the surrounding area, it does not necessarily meet the City's long-term vision as a Community Mixed Use character area. The Planning and Development Department recommends ***DENIAL*** for the proposed rezoning request.



# LAWRENCEVILLE

## *Planning & Development*

### **CITY OF LAWRENCEVILLE DEPARTMENT COMMENTS:**

#### **ENGINEERING DEPARTMENT**

No comment

#### **PUBLIC WORKS**

No comment

#### **ELECTRIC DEPARTMENT**

No comment

#### **GAS DEPARTMENT**

No comment

#### **DAMAGE PREVENTION DEPARTMENT**

No comment

#### **CODE ENFORCEMENT**

No comment

#### **STREET AND SANITATION DEPARTMENT**

No comment



# LAWRENCEVILLE

## Planning & Development

### STATE CODE 36-67-3 (FMR.) REVIEW STANDARDS:

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

*Due to the site's high visibility along Hurricane Shoals Road, the requested Special Use Permit for an Outdoor Storage facility allowing the parking of tractor-trailers and recreational vehicles may not be suitable at the proposed location. However, there are currently other auto repair and warehouse facilities in the general area.*

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

*Adverse impacts on adjacent properties could be anticipated in the form of heavy traffic, noise/light intrusion, and a degraded visual appearance for the site. The proposed use may also compromise the City of Lawrenceville's vision for the future.*

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

*The property has reasonable economic use as currently zoned.*

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

*Impacts on public facilities would be anticipated in the form of traffic, utility demand, and stormwater runoff. John Connor Court is classified as a local street according to GDOT; the induced demand from this development may strain its capacity. However, these impacts may be mitigated with appropriate conditions, site development requirements, and planning.*

- 5. Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan;**

*No; the Community Mixed Use character area is intended for pedestrian-friendly, residentially-focused live/work/play development, such as that which is being developed nearby on Buford Drive; a car storage lot is the antithesis of this vision. As such, the final design must be carefully considered to ensure that it meets or exceeds local standards.*



# LAWRENCEVILLE

## Planning & Development

**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 zoning proposal;**

*SU-13-07 was approved in 2013, which allowed for Truck Storage & Gravel Parking at the subject property. However, the approved conditions of the rezoning request – specifically, the construction of a screening fence and a landscaping buffer – were never met. Furthermore, RZM2022-00012 was approved in 2022 for the property to the northwest of the subject property. The approved proposal was for a mixed-use development that meets the City’s long-term vision for the area.*

**P&D RECOMMENDED CONDITIONS**

**SUP2024-00088\_04152024**

**Note: The following conditions are provided as a guide should the City Council choose to approve the request.**

Approval of a Special Use Permit to allow an Automobile, Truck, or Vehicle Storage Lot (excluding junk/wrecked vehicles), subject to the following enumerated conditions:

- 1. To restrict the use of the property as follows:**
  - A.** A Flex Office Space facility not exceeding 7,500 square feet in gross floor area with a 70 space outdoor passenger vehicle storage lot.
  - B.** The development shall be designed in general accordance with the site plan titled “Site Plan for Mundy Collision,” prepared by Civilscapes, Inc., dated February 7, 2024, with changes necessary to meet conditions of zoning, requirements of the Zoning Ordinance and/or Development Regulations, and other minor adjustments subject to final approval by the Director of Planning and Development.
  - C.** Prior to the issuance of a Certificate of Occupancy the development of the subject property shall be in compliance with the rules and regulations of applicable governing agencies.
  - D.** The design of the façades shall meet minimum architectural standards and shall be clad in brick. Final designs shall be subject to the review and approval of the Director of the Planning and Development Department.
  - E.** Roll up doors shall not be visible from the right-of-way of Hurricane Shoals Road. Roll up doors shall only be located on the rear elevation of each building.
  - F.** No tents, canopies, temporary banners, streamers, or roping decorated with flags, tinsel, or other similar material shall be displayed, hung, or strung on the site. No decorative balloons or hot-air balloons shall be displayed on the site. Yard and/or bandit signs, sign-twirlers, or sign walkers shall be prohibited.
  - G.** Peddlers and/or any parking lot sales unrelated to the rezoning shall be prohibited.

- H.** The owner shall repaint or repair any graffiti or vandalism that occurs on the property within seventy-two (72) hours.
- I.** The Special Use Permit shall be limited to a period of two years, at which time the use shall cease, or an application made for renewal.

**A.** To satisfy the following site development considerations:

- A.** The development shall be constructed in conformity with the City of Lawrenceville Zoning Ordinance and Development Regulations. The final design shall be subject to the review and approval of the Director of Planning and Development.
- B.** Provide a minimum of five-foot wide (5 ft.) concrete sidewalk adjacent to the public right-of-way along John Connor Court. Required five-foot wide (5 ft.) concrete sidewalk shall be a minimum of two feet (2 ft.) from the required back-of-curb.
- C.** All grassed areas shall be sodded.
- D.** Underground utilities shall be provided throughout the development.
- E.** Natural vegetation shall remain on the property until the issuance of a development permit.
- F.** Provide a twenty-five-foot-wide (25 ft.) Landscape Strip and earthen berm along the right-of-way of John Connor Court. The earthen berm and landscaping shall provide an opaque year round visual screening at a minimum height of six feet. The final design shall be subject to the review and approval of the Director of Planning and Development.
- G.** Provide a fifty-foot wide (50 ft.) Landscape Strip along the northern property line, where not impeded by the Colonial Gas Pipeline easement. The final design shall be subject to the review and approval of the Director of Planning and Development.
- H.** Provide a fifteen-foot wide (15 ft.) Landscape Strip along the southern and western property lines. The final design shall be subject to the review and approval of the Director of Planning and Development.
- I.** Provide a solid wood fence or slatted fence at least 6-feet in height along the inside edge of the 25-foot wide landscape strip required along the eastern property line, except for approved access on John Connor Court. The location of a solid wood fence or slatted fence shall be subject to review and approval by the Director of Planning and Development.

- J.** Provide a solid wood fence, masonry wall or slatted fence at least 6-feet in height along the side and rear property lines.
- K.** Landscape Strips shall be planted with one (1) Overstory Tree, one (1) Understory Tree, eighteen (18) Evergreen Shrubs, eighteen (18) Ornamental Grasses and eighteen (18) Ground Coverings per one hundred (100 ft.) of road frontage along Curtis Road. Driveway widths and other ingress and egress areas may be subtracted from the landscape strip lineal feet calculation. Landscape Plans shall be subject to the review and approval of the Director of Planning and Development.
- L.** Planted Conifer and Evergreen trees shall be at least six feet in height at time of planting.
- M.** Planted Deciduous trees shall be at least three inches caliper at time of planting.
- N.** Ornamental Grasses and Ground Covering shall be a minimum size of one-gallon container at time of planting with a minimum height of one foot.
- O.** Preserved Trees may be counted toward fulfilling the tree requirement within the twenty-five-foot (25 ft.) Landscape Strip. Bradford Pear, Ginkgo (Female), Loblolly, Longleaf, Shortleaf, Slash Pine(s) shall be considered unacceptable trees.
- P.** Earthen berms, fencing, landscaping and outdoor storage parking shall not be located within a drainage easement, pipeline easement or sanitary sewer easement.
- Q.** The required fencing shall not contain any signage and shall be maintained in good repair at all times. All fencing and screening shall be subject to review and approval by the Director of Planning and Development.
- R.** Outdoor parking/storage of passenger vehicles shall be solely within the screened parking area.
- S.** During construction, a five-foot (5 ft.) Construction Tree and Landscape Setback shall be maintained, as measured horizontally, from the outer most perimeter of areas delineated as Floodplain, Landscape Strips, Stream Buffers, or Undisturbed Wetlands.
- T.** A five-foot (5 ft.) Construction Setback shall terminate with the issuance of a Certificate of Completion, Development Conformance, and/or Occupancy.

- U.** Exit/entrance design and location shall be subject to review and approval of the City Engineer.
- V.** Ground signage shall be limited to monument-type sign(s), and shall be subject to review and approval by the Director of Planning & Development. The sign shall include a minimum two-foot-high brick base, complementing the building's architectural treatment. The brick base shall extend at least the full width of the sign cabinet, and the sign cabinet shall be fully recessed and surrounded by the same materials. Ground sign(s) shall not exceed 6 feet in height.
- W.** Lighting shall be contained in cut-off type luminaries and shall be directed toward the property so as not to shine directly into adjacent properties or public right-of-way.
- X.** Dumpsters shall be screened by solid masonry walls matching the building, with an opaque metal gate enclosure.



# LAWRENCEVILLE

## GEORGIA

### SPECIAL USE PERMIT APPLICATION


| APPLICANT INFORMATION  | PROPERTY OWNER INFORMATION*             |
|--|---|
| NAME: <u>Jason Mundy</u>   | NAME: <u>Mundys Holding Company LLC</u> |
| ADDRESS: <u>289 Hurricane Shoals Rd</u>  | ADDRESS: <u>289 Hurricane Shoals Rd</u> |
| CITY: <u>Lawrenceville</u>   | CITY: <u>Lawrenceville</u>              |
| STATE: <u>GA</u> ZIP: <u>30046</u>   | STATE: <u>GA</u> ZIP: <u>30046</u>      |
| PHONE: <u>404-925-3271</u>   | PHONE: <u>404-925-3271</u>              |
| CONTACT PERSON: <u>Myles Montgomery - Civilscapes, Inc.</u> PHONE: <u>C) 770-315-8274</u>  |   |
| CONTACT'S E-MAIL: <u>civilscapesdesign@yahoo.com</u>   |   |
| * If multiple property owners, each owner must file an application form or attach a list, however only one fee. Multiple projects with one owner, must file separate applications, with separate fees. |   |
| ZONING DISTRICT(S): <u>LM</u> ACREAGE: <u>1.74 AC</u>  |   |
| PARCEL NUMBER(S): <u>5-177-063</u>   |   |
| ADDRESS OF PROPERTY: <u>562 John Connor Ct.</u>  |   |
| PROPOSED SPECIAL USE: <u>Outdoor Storage (Vehicle Storage)</u>   |   |

  
SIGNATURE OF APPLICANT      3/18/24  
DATE

Jason Mundy  
TYPED OR PRINTED NAME

  
SIGNATURE OF OWNER      3/18/24  
DATE

Jason Mundy  
TYPED OR PRINTED NAME

  
NOTARY PUBLIC      3/18/2024  
DATE

**Stephanie Cuevas**  
NOTARY PUBLIC

**BARROW COUNTY, GEORGIA**  
**My Commission Expires 04/17/2026**

  
NOTARY PUBLIC      3/18/2024  
DATE

**Stephanie Cuevas**  
NOTARY PUBLIC

**BARROW COUNTY, GEORGIA**  
**My Commission Expires 04/17/2026**



# LAWRENCEVILLE

## GEORGIA

### DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to the Mayor of the City of Lawrenceville, a member of the City Council, or to a member of the Planning Commission of the City of Lawrenceville? NO  
Y/N

If the answer is yes, please complete the following section:

| NAME OF GOVERNMENT OFFICIAL | CONTRIBUTIONS (List all which aggregate to \$250 or more) | DATE CONTRIBUTION WAS MADE (Within last two years) |
|-----------------------------|---|--|
|                             |   |  |
|                             |   |  |
|                             |   |  |
|                             |   |  |
|                             |   |  |

Have you, within the two years immediately preceding the filing of this application, made gifts having in the aggregate a value of \$250.00 or more to the Mayor of the City of Lawrenceville, a member of the City Council, or to a member of the Planning Commission of the City of Lawrenceville? NO  
Y/N

If the answer is yes, please complete the following section:

| NAME OF GOVERNMENT OFFICIAL | CONTRIBUTIONS (List all which aggregate to \$250 or more) | DATE CONTRIBUTION WAS MADE (Within last two years) |
|-----------------------------|---|--|
|                             |   |  |
|                             |   |  |
|                             |   |  |
|                             |   |  |
|                             |   |  |

Attach additional sheets if necessary to disclose or describe all contributions/gifts.



REQUEST FOR  
SPECIAL USE PERMIT  
FROM CITY OF LAWRENCEVILLE ZONING BOARD

FOR

**MUNDY COLLISION TRACT  
562 JOHN CONNOR COURT**

NATURE OF REQUEST

To obtain a “Special Use” permit.

PURPOSE OF REQUEST

To allow for development of proposed building with outdoor storage.

NARRATIVE

The scope of this project is to provide an 7,500 sf office-warehouse building with paved outdoor storage of parked cars waiting for parts and repair work. The property is currently a gravel parking lot that has been used for parking of cars waiting for parts and repairs. The proposed site has been submitted, reviewed and waiting approval for proposed use.

This property is a 1.74 ac. tract of land located at 562 John Connor Court. The property is zoned LM, as are all adjoining tracts except for the CMU zoned Lawrenceville Center Associates, LLC property located northeast of the subject tract. Subject property also contains a Colonial Gas Line with easements that will be located between the proposed building and the adjacent CMU zoned property, so no buffer can be supplemented in that area.

Both potable water and sanitary sewer are available to this tract. The industrial park has regional stormwater detention, which should allow us to forgo any on-site detention.

We feel that the requested special use permit to allow for outdoor storage would be an appropriate type of facility for this area, given its proximity adjacent commercial/industrial uses. We do not believe that allowing this outdoor storage use of this property would in any way devalue or pose hardships on any of the surrounding properties.

Legal Description  
562 John Connor Court

All that tract or parcel of land lying and being in Land Lot 176 and 177, District 5, Gwinnett County, Georgia and being more particularly described as follows:

Beginning at a point at the intersection of the northerly right of way of Hurricane Shoals Road (80' R/W) with the westerly right of way of John Connor Court (60' R/W): Thence along the R/W of John Connor Court a distance of 618.84' to the TRUE POINT OF BEGINNING:

Thence leaving said R/W S 06°13'27" W – 16.52' to a point:

Thence N 83°46'33" W – 135.06'

Thence S 05°08'14" W – 88.70'

Thence N 88°37'09" W – 116.04'

Thence N 05°05'26" E – 326.85' to a point on the land lot line common to land lots 176 and 177:

Thence N 80°07'06" E – 62.34'

Thence N 14°58'39" W – 22.30'

Thence N 79°49'36" E – 149.95'

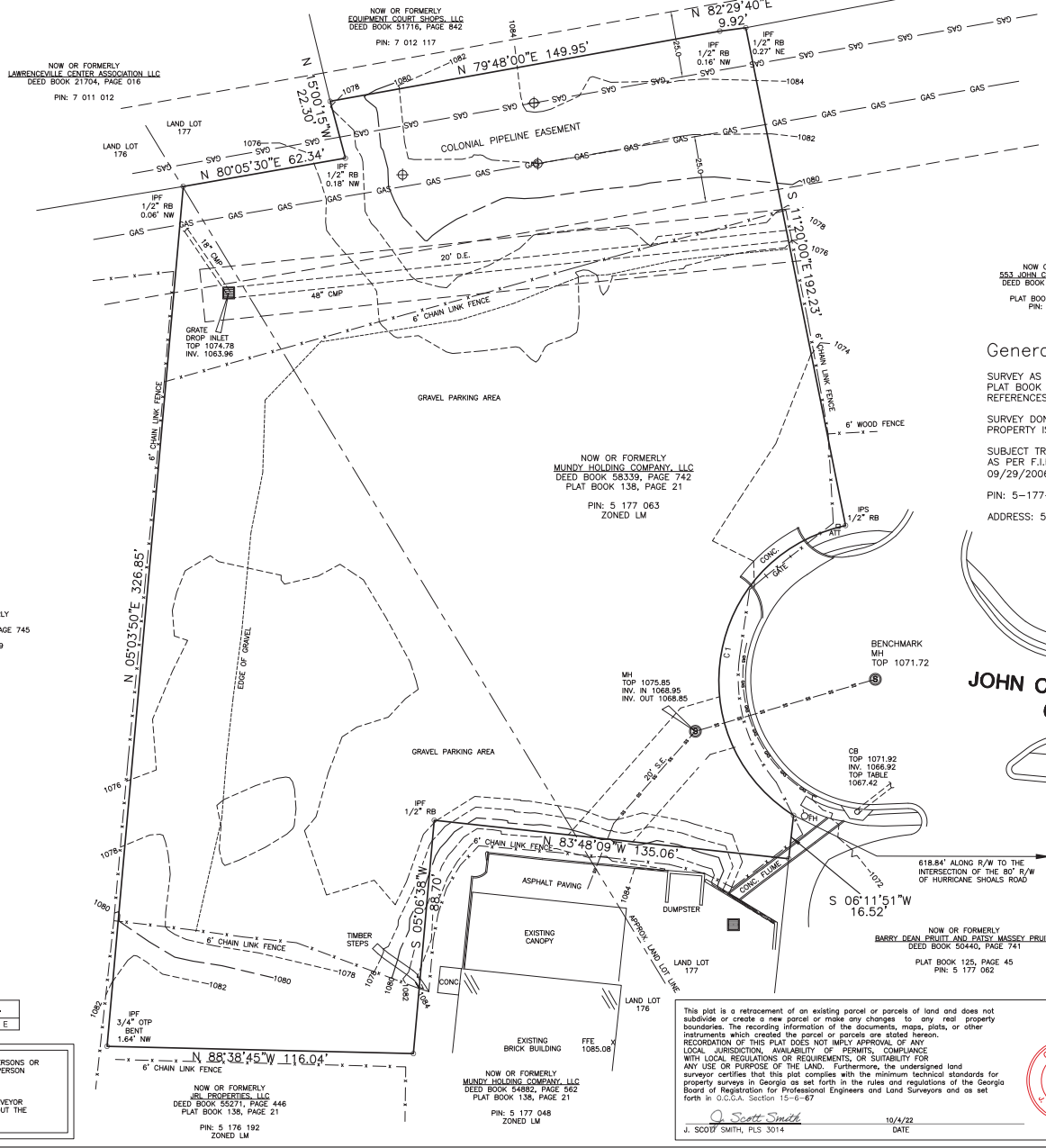
Thence N 82°31'16" E – 9.92'

Thence S 11°18'24" E – 192.23' to a point on the R/W of John Connor Court:

Thence along the arc of a curve 143.10', said curve having a radius of 60.00' and a chord of S 10°12'41" W – 111.51', said point being the point of beginning.

Said tract contains 1.74 acres as per a minor Subdivision Plat for Stephens Industries, LP.

Prepared by Conroy & Associates, PC dated 6/12/16 and recorded in Plat Book 138, Page 21.



**LEGEND**

|        |                    |     |                     |
|--------|--------------------|-----|---------------------|
| R/W    | RIGHT OF WAY       | FES | FLARED END SECTION  |
| WM     | WATER METER        | JB  | JUNCTION BOX        |
| S/L    | SEWER LINE         | HW  | HEADWALL            |
| P      | PROPERTY LINE      | C   | CENTER LINE         |
| A      | ASPHALT            | D   | DRAINAGE DIRECTION  |
| V      | VALVE              | H   | HOUSE NUMBER        |
| W      | WATER MAIN         | R   | IRON PIN FOUND      |
| MH     | MANHOLE            | RPS | IRON PIN SET        |
| S      | SEWER LINE         | E   | ELECTRIC POWER      |
| DE     | DRAINAGE EASEMENT  | R   | RADIUS OF CURVATURE |
| SE     | SEWER EASEMENT     | CB  | CONCRETE            |
| G      | GAS LINE           | PP  | POWER POLE          |
| PP     | POWER POLE         | IE  | EXISTING ELEVATION  |
| N/C    | NAIL IN CAP        | IN  | INVERT              |
| LP     | LIGHT POLE         | DI  | ARC OF CURVE        |
| EE     | EXISTING ELEVATION | PE  | PROPOSED ELEVATION  |
| RB     | REBAR              | POB | POINT OF BEGINNING  |
| O.T.P. | OPEN TOP PIPE      |     |                     |

NOW OR FORMERLY  
553 JOHN CONNOR COURT, LLC  
DEED BOOK 52987, PAGE 390  
PLAT BOOK 125, PAGE 45  
PIN: 5 177 064

**General Notes:**

SURVEY AS PER IRON PINS FOUND, DEED BOOK 58339, PAGE 742 PLAT BOOK 138, PAGE 21, PLAT BOOK 125, PAGE 45 AND OTHER REFERENCES AS NOTED HEREON

SURVEY DONE WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND PROPERTY IS SUBJECT TO ALL MATTERS OF TITLE.

SUBJECT TRACT DOES NOT LIE WITHIN A 100 YEAR FLOOD DISTRICT AS PER F.I.R.M. PANEL NO. 13135C0074F, EFFECTIVE DATE 09/29/2006

PIN: 5-177-063  
ADDRESS: 562 JOHN CONNOR COURT

**JOHN CONNOR COURT  
60' R/W**

NOW OR FORMERLY  
289, LLC  
DEED BOOK 51483, PAGE 745  
PIN: 5 176 239

NOW OR FORMERLY  
MUNDY HOLDING COMPANY, LLC  
DEED BOOK 58339, PAGE 742  
PLAT BOOK 138, PAGE 21  
PIN: 5 177 063  
ZONED LM

NOW OR FORMERLY  
BARRY DEAN FRUIT AND PASTRY MASSEY PRUITT  
DEED BOOK 50440, PAGE 741  
PLAT BOOK 125, PAGE 45  
PIN: 5 177 062

| Curve | Radius | Length  | Chord   | Chord Bear.   |
|-------|--------|---------|---------|---------------|
| C1    | 60.00' | 143.11' | 111.52' | N 10°10'58" E |

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON AND NO WARRANTIES EXTEND TO ANY UNNAMED PERSON WITHOUT A RE-CERTIFICATION BY THE SURVEYOR NAMING SAID PERSON

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NOW OR FORMERLY  
JBL PROPERTIES, LLC  
DEED BOOK 55271, PAGE 446  
PLAT BOOK 136, PAGE 21  
PIN: 5 176 192  
ZONED LM

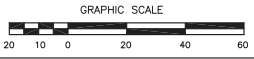
NOW OR FORMERLY  
MUNDY HOLDING COMPANY, LLC  
DEED BOOK 54882, PAGE 562  
PLAT BOOK 138, PAGE 21  
PIN: 5 177 048  
ZONED LM

**SURVEY DATA.**  
TOTAL AREA: 75,892 SQ. FT / 1.74 ACRES  
ERROR OF CLOSURE PLAT: 1FT IN 69,318 FEET  
ERROR OF CLOSURE FIELD: 1FT IN 12,113 FEET  
ANGULAR ERROR: 9" PER ANGLE POINT  
ADJUSTED BY: LEAST SQUARES  
EQUIPMENT USED: TOPCON GT-1003 TOTAL STATION

FIELD WORK COMPLETED ON OCTOBER 4, 2022



J. SCOTT SMITH, PLS 3014  
DATE: 10/4/22



**REVISIONS**

| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |

**DIVERSIFIED TECHNICAL GROUP, L.L.C.**  
LAND SURVEYORS - LAND PLANNERS  
Land Surveying Firm License # 587  
2700 BRASELTON HIGHWAY  
Dacula, Georgia, 30019  
EMAIL: dtg@diversified.com



**Boundary and Topographic Survey**  
Mundy Holding Co. LLC. DISTRICT: 5  
LAND LOTS(S): 176,177 CITY OF LAWRENCEVILLE  
WINNETT COUNTY, GEORGIA

| DATE    | DRAWN  | CHECKED |
|---------|--------|---------|
| 10/4/22 | J.S.S. | J.S.S.  |

SCALE: 1" = 20'  
SHEET TITLE: **Boundary/Topo**

**PROJECT NUMBER**  
22225  
**DRAWING NUMBER**  
1










# LAWRENCEVILLE

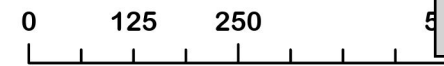
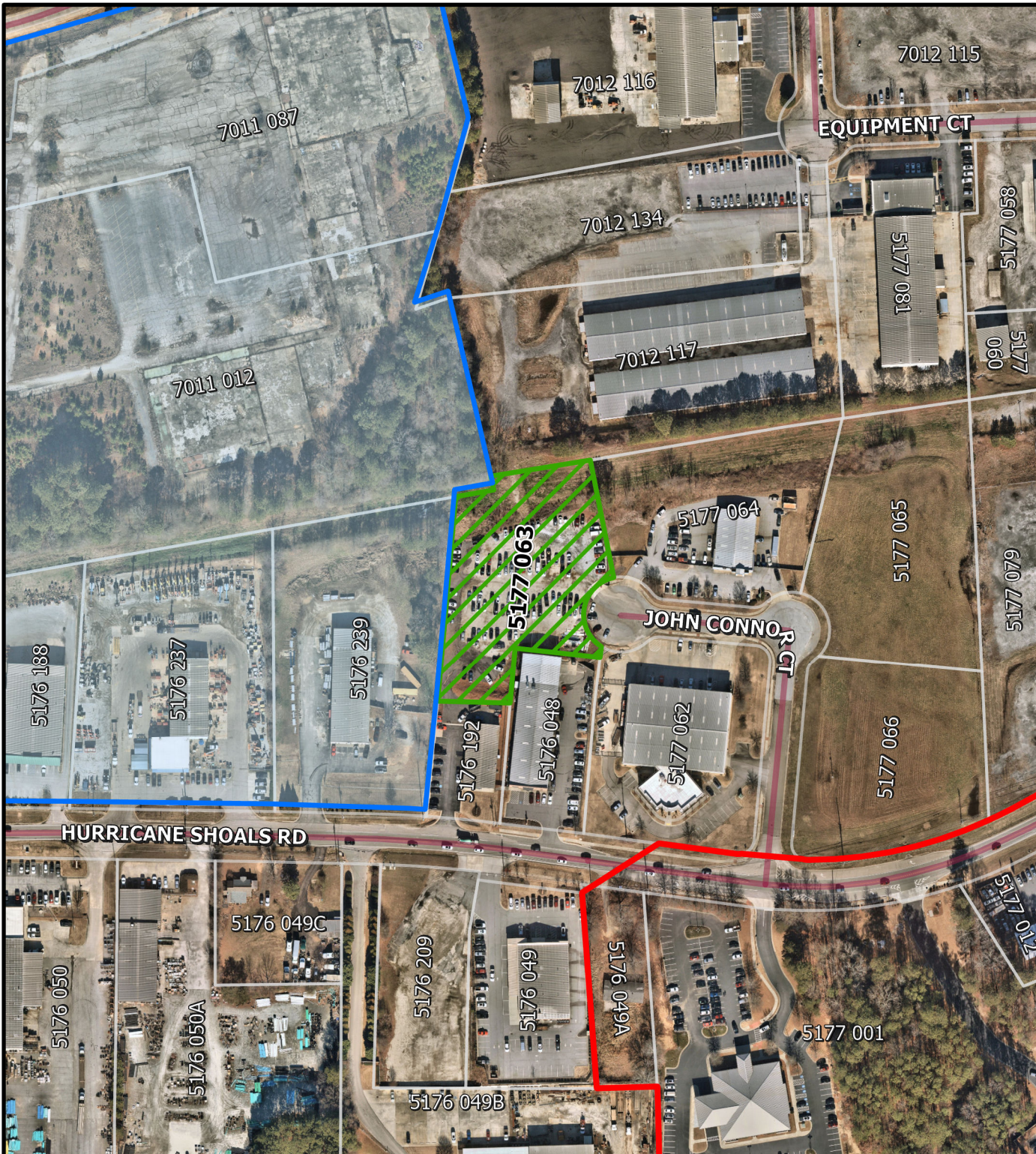
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

## File # SUP2024-00088

Applicant: Jason Mundy

-  Lawrenceville City Limits
-  Subject Property
-  Parcels
-  County Maintained Streets
-  Downtown Development Authority Boundary










# LAWRENCEVILLE

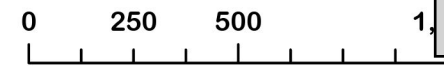
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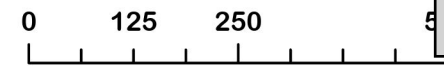
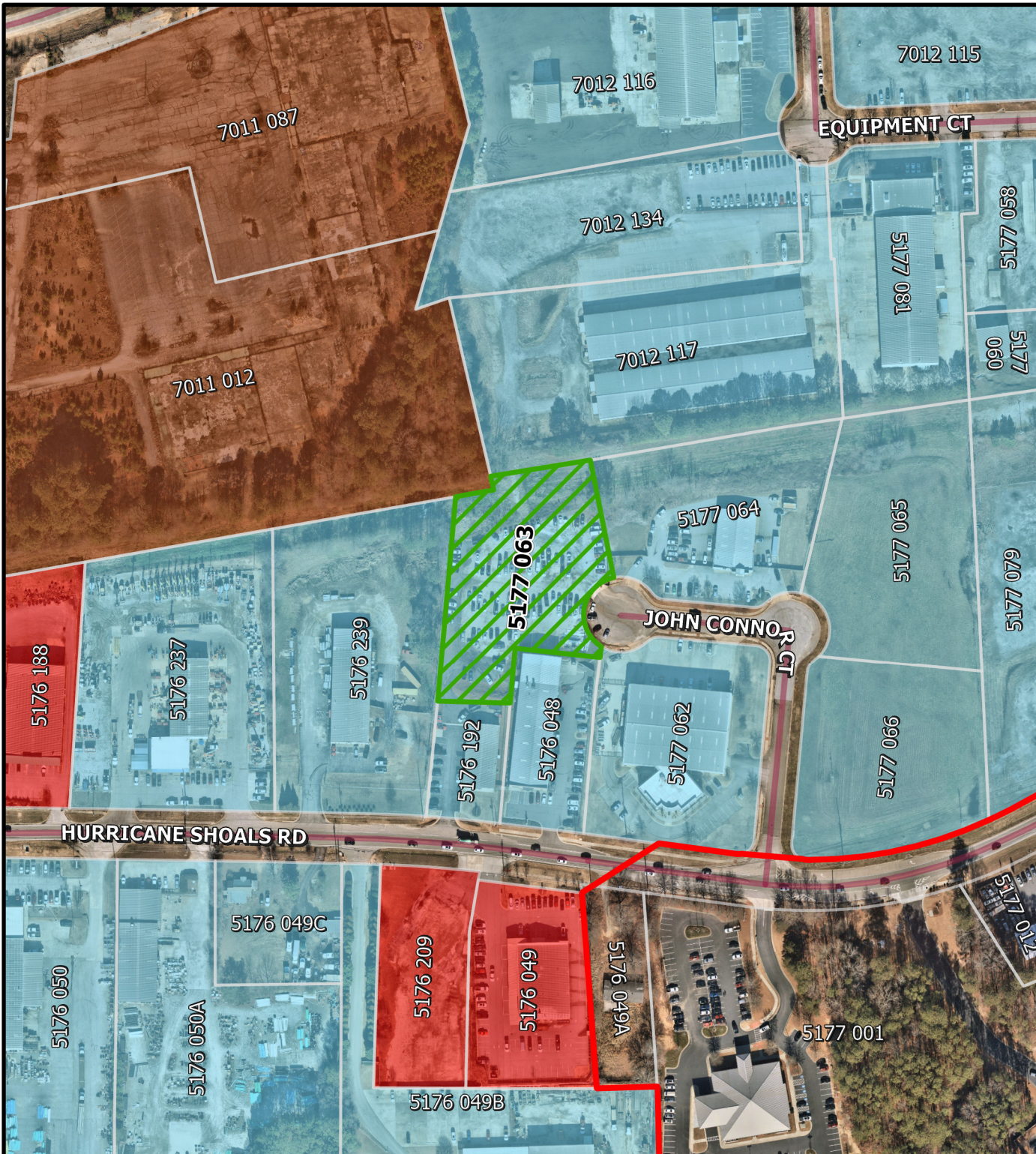
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

**File # SUP2024-00088**

**Applicant: Jason Mundy**

-  Lawrenceville City Limits
  -  Subject Property
  -  Parcels
  -  County Maintained Streets
- Zoning Districts**
-  BG General Business
  -  LM Light Manufacturing
  -  CMU Community Mixed Use





# LAWRENCEVILLE

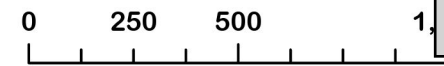
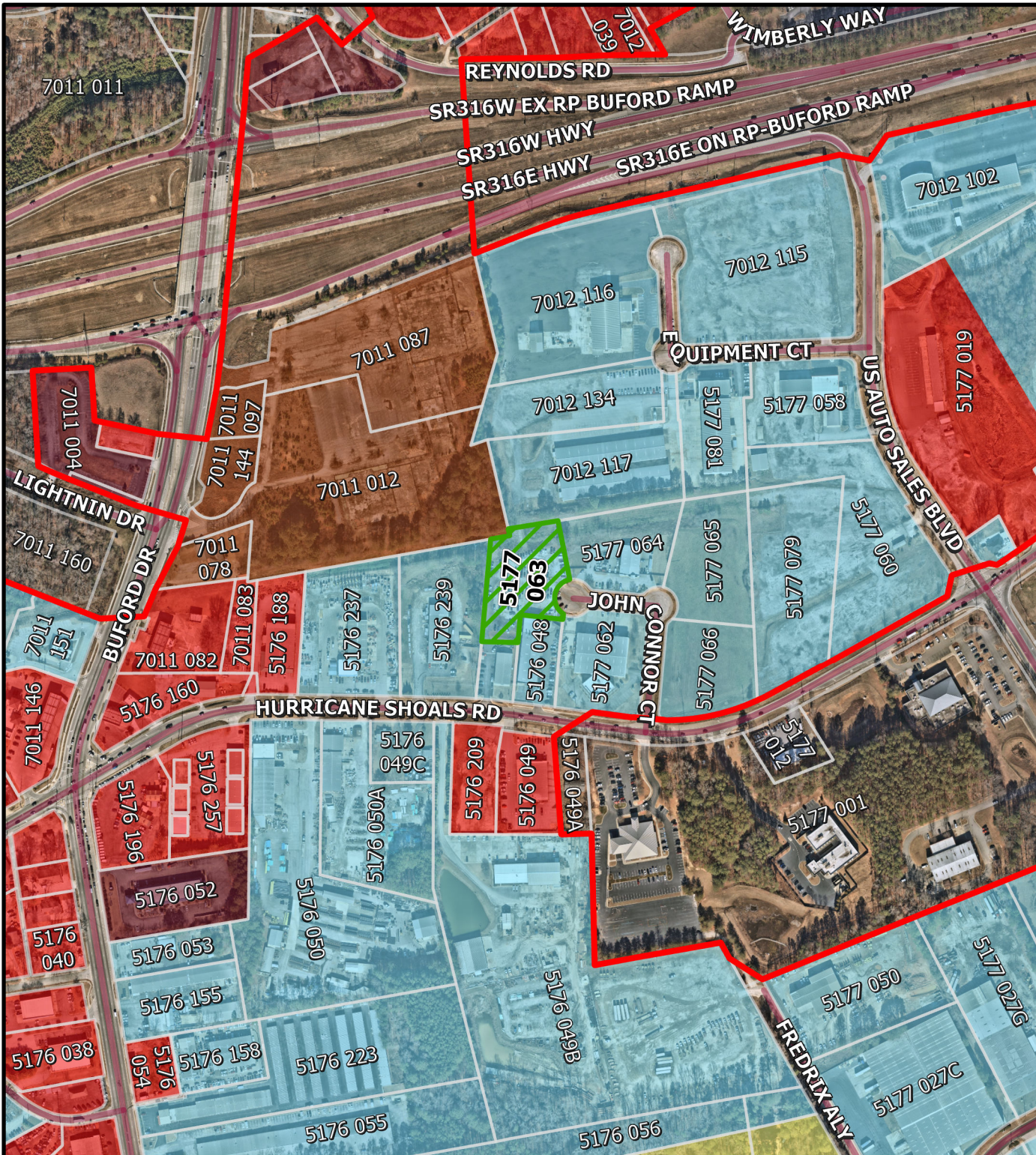
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

**File # SUP2024-00088**

**Applicant: Jason Mundy**

-  Lawrenceville City Limits
  -  Subject Property
  -  Parcels
  -  County Maintained Streets
- Zoning Districts**
-  BG General Business
  -  HSB Highway Service Business
  -  LM Light Manufacturing
  -  CMU Community Mixed Use
  -  RS-150 Single-Family Residential












# LAWRENCEVILLE

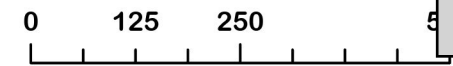
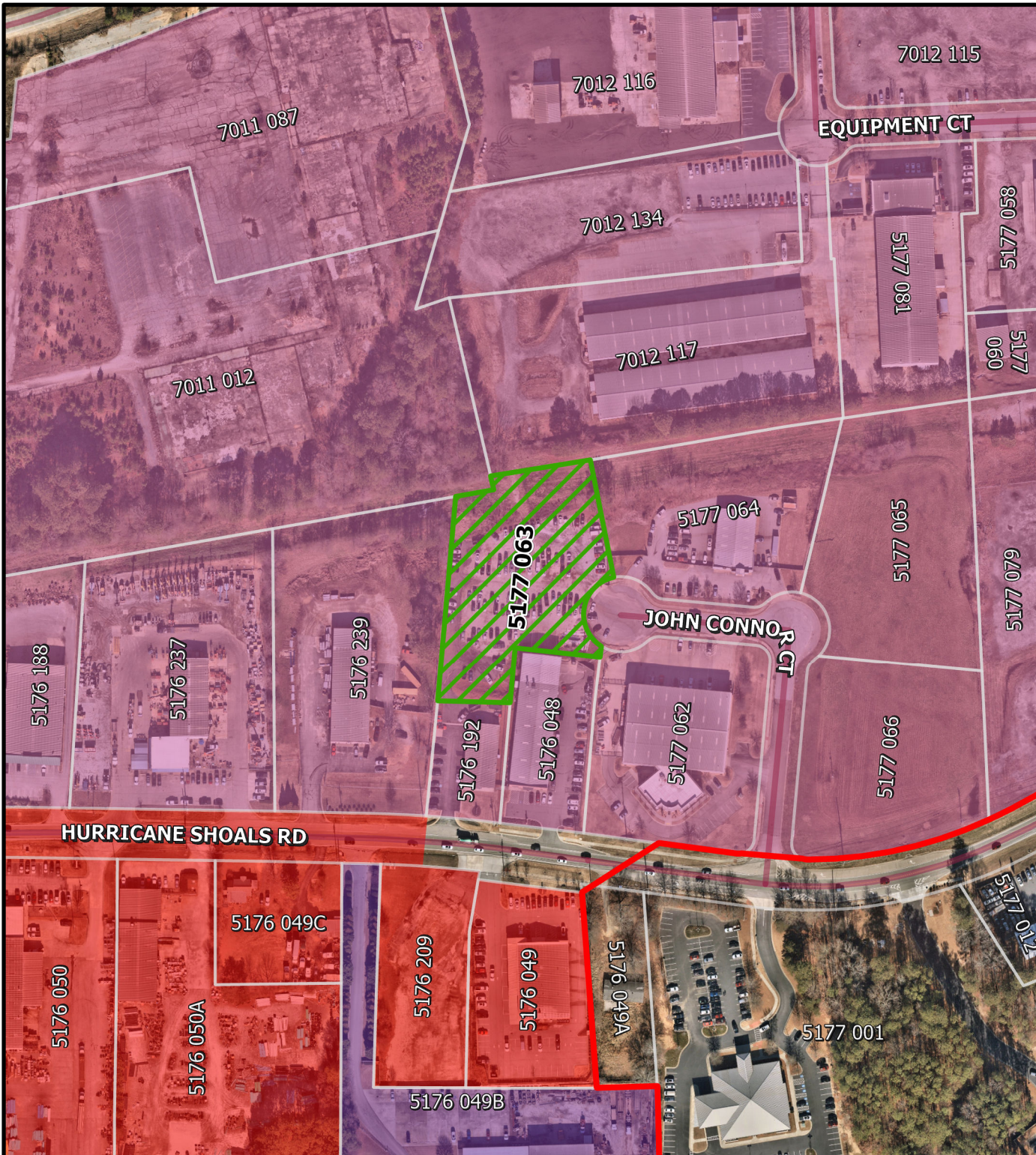
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

## File # SUP2024-00088

Applicant: Jason Mundy

-  Lawrenceville City Limits
-  Subject Property
-  Parcels
-  County Maintained Streets
- 2045 Character Areas**
-  Community Mixed Use
-  Commercial Corridor
-  Industrial













# LAWRENCEVILLE

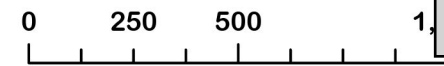
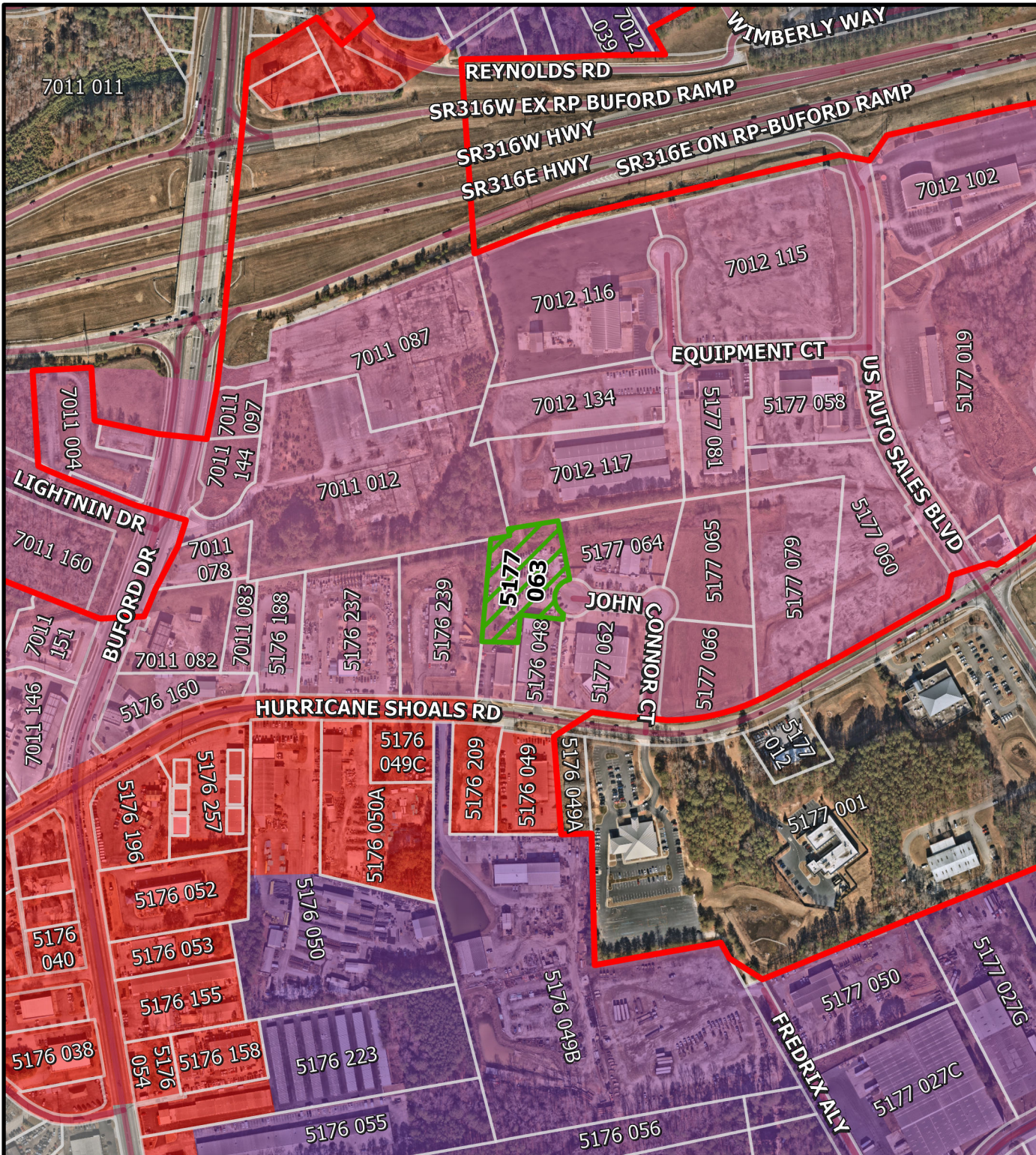
GEORGIA

The City of Lawrenceville  
Planning & Development  
Location Map & Surrounding Areas

## File # SUP2024-00088

Applicant: Jason Mundy

-  Lawrenceville City Limits
  -  Subject Property
  -  Parcels
  -  County Maintained Streets
- 2045 Character Areas**
-  Downtown
  -  Community Mixed Use
  -  Commercial Corridor
  -  Industrial





# LAWRENCEVILLE

## GEORGIA

AGENDA REPORT  
MEETING: CITY COUNCIL WORK SESSION  
AGENDA CATEGORY: DISCUSSION OF GENERAL CITY BUSINESS

**Item:** An Ordinance to Amend Article 8 General Regulations of the City of Lawrenceville Zoning Ordinance 2020

**Department:** Planning and Development

**Date of Meeting:** Wednesday, May 8, 2024

**Applicant Request:** Approval of Amendment

**Presented By:** Todd Hargrave, Director of Planning and Development

**Department Recommendation:** **Approval**

**Planning Commission Recommendation:** **To be provided at meeting**

**Summary:** The City of Lawrenceville revise Article 8 General Regulations to incorporate provisions for properties not currently designated with zoning classifications on the zoning map.

- Attachments/Exhibits:**
- Ordinance Amendment

AN ORDINANCE TO AMEND ARTICLE 8 GENERAL REGULATIONS OF THE CITY OF  
LAWRENCEVILLE ZONING ORDINANCE 2020

The City Council of the City of Lawrenceville, Georgia hereby ordains that the City of Lawrenceville Zoning Ordinance 2020 is amended as follows:

Section 1. Delete Section 803, sub section A. of Article 8 General Regulations in its entirety, and replace it as follows:

803. Map and Districts Established

A. Official Zoning Map

1. There is hereby established a zoning plan for the City of Lawrenceville, Georgia, which plan is set forth in the text, map, and descriptions which constitute this Ordinance.
2. The City of Lawrenceville is hereby divided into zoning districts, as shown on the Official Zoning Map which is hereby adopted by reference and declared to be a part of this Ordinance.
3. Any property that is located within the municipal boundaries of the City of Lawrenceville that is not shown on the zoning map attached hereto or that is not shown within a specific zoning classification on the zoning map attached hereto shall be classified as AR (Agricultural Residential District). All conditions of zoning that were placed on any land in the City of Lawrenceville at the time of any prior zoning of that property shall be and shall remain in full force and effect.
4. The Official Zoning Map shall be identified by a signature block that includes the signature of the Mayor, and attested by the City Clerk, over the following words: "This is to certify that this is the Official Zoning Map referred to in the Lawrenceville Zoning Ordinance," together with the date of its adoption.
5. The location and boundaries of the zoning districts established by this Zoning Ordinance are depicted on and maintained as part of the City's geographic information system (GIS), under the direction of the City Manager. A print-out or plot of this "zoning" geographic coverage layer that includes the signature block described in subsection (A)(3) above constitutes the City of Lawrenceville Official Zoning Map.
6. The latest adopted version of the Official Zoning Map shall be available for inspection in the offices of the City of Lawrenceville Planning & Development Department during regular business hours of the City, and a copy will be available for general public reference on the City's official website.
7. Maintenance and updates. The Director of Planning and Development is responsible for directing revisions to the Official Zoning Map to reflect its amendment as soon as possible after the effective date of zoning map amendments. No unauthorized person may alter or modify the Official Zoning Map. The Director of Planning and Development may authorize printed copies of the Official Zoning Map to be produced, and must

maintain digital or printed copies of superseded versions of the Official Zoning Map for historical reference.

- 8. Annexation. Any land subsequently annexed to the City shall be annexed in accordance with the procedures adopted by the mayor and council that are based upon state law and are part of the City Code. It shall, immediately upon annexation, be classified into a zoning category compatible with adjacent zoning, land uses, and sound planning principles.

Excepted as specifically amended by this Ordinance, all remaining provisions of Article 8 and all other provisions of the Lawrenceville Zoning Ordinance of 2020 shall remain unchanged and in full force and effect.

It is so Ordained this \_\_\_\_ day of \_\_\_\_\_, 2024.

---

David R. Still, Mayor

Attest:

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Karen Pierce, City Clerk



# LAWRENCEVILLE

## GEORGIA

AGENDA REPORT  
MEETING: WORK SESSION, MAY 8, 2024  
AGENDA CATEGORY: GENERAL DISCUSSION ITEM

- Item:** Purchase of Electrical Lights and Materials
- Department:** Electric
- Date of Meeting:** Wednesday, May 8, 2024
- Fiscal Impact:** \$219,957.00
- Presented By:** Huston Gillis, Public Works Director
- Action Requested:** Award Purchase of Electrical Lights and Materials to low bidders B & S Electric Supply Company, Inc. for line items 1 and 2, Genuine Cable Group, LLC for line items 4 and 7, Stewart C. Irby Co. Inc. for line items 3, 6, and 8, and Wesco for line item 5 for a total of \$219,957.00.

**Summary:** This purchase is to provide lights and other related electrical materials for the Constitution Boulevard Street Lights Project.

**Fiscal Impact:** Amount of \$219,957.00. This purchase is funded by the Capital Outlay Fund (5114600.541000). Project 06-040.

**Attachments/Exhibits:**  
Bid Tabulation

**SB032-24**  
**Purchase of Electric Lights and Materials**  
**Electric Department**

|              |  |             |    | B & S Electric Supply Company, Inc. |              | Genuine Cable Group, LLC |              | Mayer Electric Co. |              | Stewart C. Irby Co. Inc. |             | Wesco        |              |
|--------------|--|-------------|----|-------------------------------------|--------------|--------------------------|--------------|--------------------|--------------|--------------------------|-------------|--------------|--------------|
| ITEM #       | DESCRIPTION  | APPROX. QTY |    | UNIT PRICE                          | TOTAL PRICE  | UNIT PRICE               | TOTAL PRICE  | UNIT PRICE         | TOTAL PRICE  | UNIT PRICE               | TOTAL PRICE | UNIT PRICE   | TOTAL PRICE  |
| 1            | 12' by 4" diameter, fluted, breakaway poles-Black  | 47          | ea | \$2,245.00                          | \$105,515.00 | Included                 | Included     | \$4,440.00         | \$208,680.00 | NB                       | NB          | \$2,581.00   | \$121,307.00 |
| 2            | Sternberg Lights. Part# 6130CLEL-1240T3-MDL014-CSA-FHC/4212FP4-188-ABC-SKT-BKT or equivalent | 47          | ea | \$1,910.00                          | \$89,770.00  | \$4,970.00               | \$233,590.00 | Included           | Included     | NB                       | NB          | \$2,196.00   | \$103,212.00 |
| 3            | Concrete stumps. 36" by 18" diameter with two (2) 2-inch access PVC pipes.                   | 47          | ea | NB                                  | NB           | NB                       | NB           | NB                 | NB           | \$410.00                 | \$19,270.00 | \$478.00     | \$22,466.00  |
| 4            | Carson Hand Hole Boxes, Green. #1419-12 Custom "COL" Lids.                                   | 42          | ea | \$115.00                            | \$4,830.00   | \$68.50                  | \$2,877.00   | \$96.50            | \$4,053.00   | NB                       | NB          | \$80.00      | \$3,360.00   |
| 5            | LED Photo Cell, photocell controlled. Standard PKG Of 50.                                    | 50          | pk | \$30.00                             | \$1,500.00   | \$36.75                  | \$1,837.50   | \$14.50            | \$725.00     | \$15.25                  | \$762.50    | \$13.75      | \$687.50     |
| 6            | 12-2 UF Wire. 250' Hand Coils.   | 1250        | ft | \$0.58                              | \$718.75     | \$0.70                   | \$875.00     | \$0.63             | \$787.50     | \$0.56                   | \$700.00    | \$0.75       | \$937.50     |
| 7            | 10 AMP/600Volt Fuse.   | 50          | ea | \$15.00                             | \$750.00     | \$10.50                  | \$525.00     | \$13.50            | \$675.00     | \$11.25                  | \$562.50    | \$11.73      | \$586.50     |
| 8            | In-Line Fuse Holder  | 50          | ea | \$65.00                             | \$3,250.00   | \$36.00                  | \$1,800.00   | \$15.00            | \$750.00     | \$12.25                  | \$612.50    | \$44.05      | \$2,202.50   |
| <b>TOTAL</b> |  |             |    | \$206,333.75                        |              | \$241,504.50             |              | \$215,670.50       |              | \$21,907.50              |             | \$254,759.00 |              |

**Recommended Vendors:**

B & S Electric Supply Company, Inc.  
 Lines 1 & 2

Genuine Cable Group, LLC  
 Line 4

Stewart C. Irby Co. Inc.  
 Lines 3, 6, & 8

Wesco  
 Line 5



# LAWRENCEVILLE

## GEORGIA

AGENDA REPORT  
MEETING: WORK SESSION, MAY 8, 2024  
AGENDA CATEGORY: GENERAL DISCUSSION ITEM

- Item:** Timeclock Software 3 Year Renewal
- Department:** Information Technology
- Date of Meeting:** Wednesday, May 8, 2024
- Fiscal Impact:** \$33,888.20, first year cost
- Presented By:** Kyle Parker, Information Technology Director
- Action Requested:** Approve the renewal of the agreement with Timeclock Plus, LLC for a term of three years with a first-year cost of \$33,888.20, with subsequent annual increases of 4%.

**Summary:** Staff is requesting approval to renew the agreement with Timeclock Plus, LLC for a three-year period. This timeclock system is utilized by all employees. By entering into a three-year agreement, the vendor's annual fee increases are reduced from the usual 10% to 4%.

**Fiscal Impact:** The initial cost for the first year is \$33,888.20, with subsequent annual increases of 4%.

**Attachments/Exhibits:**  
Q030753 – City of Lawrenceville\_preview.pdf



**CLIENT INFORMATION**

Purchased for: City of Lawrenceville  
 Bill To: City of Lawrenceville

Contract Contact Name: Nathan Tullis

Billing Address:

Contract Contact Email:  
 nathan.tullis@lawrencevillega.org

Billing Contact Name:

Support Contact Name:

Billing Contact Email:

Support Contact Email:

Billing Contact Phone:

Support Contact Phone:

Shipping Method:

Start day of week:

**BILLING TERMS**

| INITIAL TERM | RENEWAL TERM | PAYMENT TERM | PAYMENT METHOD |
|--------------|--------------|--------------|----------------|
| 36 MONTHS    | 36 MONTHS    | NET 30       | CREDIT CARD    |

| ITEM DESCRIPTION               | PRICE PER UNIT | QUANTITY | CHARGE TYPE | ORDER TOTAL |
|--------------------------------|----------------|----------|-------------|-------------|
| HARDWARE SUPPORT & MAINTENANCE | \$7,082.60     | 1        | RECURRING   | \$7,082.60  |
| ENTERPRISE LICENSE ANNUAL PLAN | \$78.84        | 340      | RECURRING   | \$26,805.60 |

|             |                    |
|-------------|--------------------|
| SUBTOTAL    | <b>\$33,888.20</b> |
| TAXES       | <b>\$0.00</b>      |
| GRAND TOTAL | <b>\$33,888.20</b> |
| CURRENCY    | USD                |

QUOTE EXPIRATION DATE : 05/24/2024

SPECIAL TERMS: THE CLIENT HAS TRANSITIONED TO A THREE-YEAR PLAN WITH YEARLY BILLING.  
 LICENSES: YEAR-1: \$78.84, YEAR-2: \$81.99 AND YEAR-3: \$85.27  
 HSM: YEAR-1: \$7,082.60, YEAR-2: \$7,365.90 AND YEAR-3: \$7,660.54

# SERVICE TERMS & CONDITIONS

TimeClock Plus, LLC ("TCP"), a Delaware limited liability company, will provide Client and its authorized Employees and Users access to the Services during the Initial Service Term in accordance with the complete terms and conditions (collectively the "Licensing Agreement") found at: <https://www.tcpsoftware.com/legal>

TCP reserves the right to modify the Licensing Agreement at TCP's sole discretion provided that changes shall not materially decrease the Services features and functionalities that Client has subscribed to during the then-current term. Should TCP make any modifications to the Licensing Agreement, TCP will post the amended terms on the applicable URL link and will update the "Last Updated Date" within such documents to notify Client of said changes.

This Order Form is entered into as of the Contract Start Date contained herein (the "Effective Date") by and between TimeClock Plus, LLC and the entity named in the Bill To section herein (the "Client"), and is subject to the Licensing Agreement. In the event of any conflict between the Order Form and the Terms and Conditions (as applicable), the terms of the Order Form shall control.

Client shall pay all fees or charges in accordance with those outlined on the Order Form. Except for cases of TCP breach, all fees are committed and non-cancelable during the term of the agreement.

The individuals executing this Agreement on behalf of each Party represent and warrant to the other Party that they are fully authorized and legally capable of executing this Agreement on behalf of such Party and that such execution is binding upon such Party.

Accepted by:

Client TimeClock Plus, LLC

By: \_\_\_\_\_ By: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_



# LAWRENCEVILLE

## GEORGIA

AGENDA REPORT  
MEETING: WORK SESSION, MAY 8, 2024  
AGENDA CATEGORY: GENERAL DISCUSSION ITEM

- Item:** Broad-Based Geographic Information Systems Services on an Annual Contract
- Department:** Information Technology
- Date of Meeting:** Wednesday, May 8, 2024
- Fiscal Impact:** \$125,000.00
- Presented By:** Kyle Parker, Information Technology Director
- Action Requested:** Approval to renew Broad-Based Geographic Information Systems Services on an Annual Contract to Geographic Technologies Group, Inc., amount not to exceed \$125,000.00.

**Summary:** The purpose of the contract is to provide GIS services such as data development, application development, application customization, enterprise support, and other services as required to further develop and grow the City’s existing GIS. The primary emphasis will be on GIS-related improvements and projects, therefore the prime service provider should be a GIS consulting firm and/or engineering firm. This is the second of four renewal options with an hourly price increase of 3% as stipulated in the agreement.

**Background:** The original award was made at the City Council Regular Meeting on April 25, 2022 in the amount of \$150,000.00. The first renewal option was approved by the City Manager on May 5, 2023 for \$85,000.00.

**Fiscal Impact:** Amount not to exceed \$125,000.00. This service is funded by the Service Contracts Fund (1001538.522210).

**Attachments/Exhibits:**  
Cost Tabulation

RP006-22

Broad-Based Geographic Information Systems Services on an Annual Contract  
 Information Technology

|   |   | Geographic Technologies Group Inc. |
|---|---|------------------------------------|
| ITEM #  | DESCRIPTION   | HOURLY PRICE                       |
| 1   | Project Manager                                     | \$148.53                           |
| 2   | Systems Analyst/ Administrator                      | \$153.83                           |
| 3   | Database Administrator                              | \$143.22                           |
| 4   | GIS Applications Developer                          | \$148.53                           |
| 5   | GIS Analyst   | \$111.39                           |
| 6   | Internet Web Applications and Mobile Site Developer | \$132.61                           |
| 7   | Administrative Support                              | \$44.56                            |
| <b>OTHER CHARGES</b>                            |   |                                    |
| 8   | GIS Technician                                      | \$74.26                            |
| 9   | Senior GIS Analyst                                  | \$132.61                           |
| <b>TOTAL PRICE</b>                              |   | <b>\$909.15</b>                    |
| Will vendor hold pricing firm? Renewal Option 1 |   | 3% increase                        |
| Will vendor hold pricing firm? Renewal Option 2 |   | 3% increase                        |
| Will vendor hold pricing firm? Renewal Option 3 |   | 3% increase                        |
| Will vendor hold pricing firm? Renewal Option 4 |   | 3% increase                        |



# LAWRENCEVILLE

## GEORGIA

AGENDA REPORT  
MEETING: WORK SESSION, MAY 8, 2024  
AGENDA CATEGORY: GENERAL DISCUSSION ITEM

- Item:** Design Services for Raised Intersections
- Department:** Engineering
- Date of Meeting:** Wednesday, May 8, 2024
- Fiscal Impact:** \$131,300.00
- Presented By:** Reginald Anderson, City Engineer
- Action Requested:** Award Design Services for Raised Intersections to Columbia Engineering and Services, Inc., amount not to exceed \$131,300.00.

**Summary:** This service consists of public outreach, final design, permitting, bid assistance, and construction administration to provide traffic calming within downtown by designing two raised intersections. The raised intersections will be at E. Pike and S. Clayton Streets and E. Crogan and S. Perry Streets. This proposal is professional services and is exempt from the City’s Procurement Ordinance.

**Fiscal Impact:** Amount not to exceed \$131,300.00. This project is funded by the 2017 SPLOST Fund (3244200.541000). Project #SP-024.

**Attachments/Exhibits:** Proposal

April 17, 2024

Eranildo Lustosa, EI  
Engineer II  
City of Lawrenceville  
70 South Clayton Street | PO Box 2200  
Lawrenceville GA 30046

Re: Final Design: Raised Intersection Designs: Pike @ Clayton & Crogan @ Perry  
CES# 5754.01

Dear Mr. Lustosa:

Columbia Engineering is pleased to submit our proposal to continue to provide professional design services for the raised intersection projects listed above. Columbia is excited at the prospect of completing our services for the City of Lawrenceville. We are committed to working side by side with you to make this project a success for the city.

### **PROJECT UNDERSTANDING**

The City of Lawrenceville is looking to provide traffic calming within downtown. In order to achieve this goal, the city would like to complete the design of the raised intersections at the two intersections (Pike@Clayton and Crogan@Perry) around the courthouse. The raised intersections are proposed to be concrete framed with areas for pavers included within the intersection for potential future art. Columbia has completed the preliminary design under a separate contract. This proposal will continue that design progression through to permitting.

### **SCOPE OF WORK**

The scope of work will be phased as follows:

- Task 1: Public Outreach
- Task 2: Final Design
- Task 3: Permitting
- Task 4: Bid Assistance
- Task 5: Construction Administration

#### *Task 1:*

We will re-start this project by having another kick-off meeting. Prior to this meeting we will re-visit the site to make sure no material changes have occurred at these two intersections. We will also review public records for any projects that may be forthcoming at these intersections. At the kickoff meeting we will review the original goals of the project and confirm that our preliminary drawings met those goals. We will address any comments that the city may have on our preliminary plans that were submitted under the original contract.

Columbia will prepare one digital rendering based on the preliminary design that illustrates one typical intersection as a raised intersection and possible application of an aesthetic treatment of the paver system. The purpose of the rendering will be to generate public interest in the project and provide a visual during public outreach meetings. This proposal assumes participation in two potential public outreach meetings.

The purpose of the rendering is to convey creative design input for a typical raised intersection described as; zero curb pedestrian access at all crosswalk entrances with high-aesthetic paver design in context with City of Lawrenceville Design Standards.

*Task 2:*

We will collect any questions from the public outreach in task 1 and either incorporate them or explain why they can't be incorporated. Once the drawings are updated and approved by the City, we can start the final design. During the final design we will incorporate the following:

- Cover Sheet,
- General Notes,
- Existing Conditions & Demo Plans,
- Detour Plans,
- Grading/Drainage Plans & Profiles,
- Erosion Control Plans & Details,
- Staging Area,
- Utility Plans,
- Layout Dimensioning Plans,
- Signing & Striping Plans,
- Quantities & Opinion of Probable Construction Cost
- Pavement Detail Plans,
- Details: Pavement, Drainage, etc.
- Prepare Specifications.
- Prepare Bid Form

We will also analyze the impacts to the MS4 system, if any. A 95% set of documents will be submitted to the city for their review and comment. We will address these comments prior to submitting the 100% documents to the city.

*Task 3:*

We assume that this project will need a land disturbance permit only. A GDOT encroachment permit will not be required. The city will notify GDOT of the project. We will submit the plans to the required agencies and departments in order to permit this project. We will coordinate with the Gwinnett County Traffic Department for all lane closures. We will follow up with the departments and coordinate with the utility companies as necessary.

**Task 4: Bid Assistance**

Columbia Engineering's involvement in the construction bid phase will include the following services:

- Initial screening of bidder inquiries to ensure that all questions are addressed promptly and accurately,
- Preparation of addenda that may arise during the bidding period,
- Attending pre-bid meetings,
- Review of bids for completeness and accuracy
- Recommendation for contract award is

Throughout the entire process, Columbia Engineering provides essential coordination assistance, facilitating the seamless execution of the construction contract, setting the stage for a successful project outcome. Our expertise not only enhances the efficiency of the bid phase but also contributes to the overall quality and reliability of the construction project.

Task 5: Construction Administration

Columbia will provide the following services:

- Maintain Document Control
- Clarify Construction Documents
- Managing RFI's
- Submittal Review
- Developing Change Orders
- Meeting Minutes/Reports
- Documents Logs, if needed
- Punchlist / Closeout Documentation

**ASSUMPTIONS/EXCLUSIONS**

The following is assumed:

- No traffic counts, analysis, or traffic reports will be required.
- No pavement coring will be required.
- No acquisition services will be required.
- While plans will generally adhere to the GDOT EDG, it is assumed GDOT plan formatting is not required.
- Standard retaining walls will be utilized (if necessary).
- No ROW or easements are anticipated for the project.

**SCHEDULE**

Once authorized, the CES team will begin immediately upon receiving a signed contract and notice to proceed. For planning purposes, we anticipate the following schedule:

- **Task 1: Restart & Public Outreach** (Rendering within 4 weeks, remainder of phase as directed by client)
- **Task 2: Final Design** (4 months)
- **Task 3: Permitting** (2 months)
- **Task 4: Bid Assistance** (2 months)
- **Task 5: Construction Administration** (5 months)

**BUDGET**

The total estimated cost, including sub-consultants and expenses, for providing the services outlined by the scope above is broken down by phase as follows:

| Task No.      | Task Description            | Proposed Fee        |
|---------------|-----------------------------|---------------------|
| 1             | Restart & Public Outreach   | \$6,125.00          |
| 2             | Final Design                | \$88,750.00         |
| 3             | Permitting                  | \$7,250.00          |
| 4             | Bid Assistance              | \$ 4,500.00         |
| 5             | Construction Administration | \$ 24,675.00        |
| <b>TOTAL:</b> |                             | <b>\$131,300.00</b> |

These task fees are not to exceed amounts and the work will be billed as lump sum.

Thank you for the opportunity to propose on this project. Feel free to contact me anytime if you have any questions or need additional information:

Randy Strunk, PE: Cell: 502-418-6565 | [rstrunk@columbia-engineering.com](mailto:rstrunk@columbia-engineering.com)

Sincerely,



Randy Strunk, P.E.  
Principal in Charge



# LAWRENCEVILLE

## GEORGIA

### AGENDA REPORT

MEETING: CITY COUNCIL WORK SESSION, MAY 8, 2024

AGENDA CATEGORY: POLICY DISCUSSION

- Item:** Ceremonial Documents Policy
- Department:** City Manager
- Date of Meeting:** Wednesday, May 8, 2024
- Fiscal Impact:** N/A
- Presented By:** Michael Fischer, Assistant City Manager - Operations
- Action Requested:** Discussion of policy to provide a set of standard guidelines and procedures for the issuance and to establish standards for Ceremonial Documents which include: Proclamations by the Mayor, Recognitions at City Council Regular Meetings by the Mayor, and Letters from the Mayor.

**Summary:** The City of Lawrenceville believes that individuals and/or organizations should have the opportunity to be recognized through noteworthy contributions and/or achievements of individuals and organizations that positively directly impact the City’s citizens.

**Background:** Among the many ceremonial functions of the Office of Mayor, is recognizing and honoring people, events, activities, organizations, etc. that positively directly impact the City of Lawrenceville Community through Recognitions which include: the issuance of Proclamations from the Mayor, Letters from the Mayor, and Recognitions at City Council Regular Meeting by the Mayor.

**Concurrences:** City Manager, Assistant City Manager – Operations, City Clerk

**Attachments/Exhibits:** Ceremonial Documents Policy



# LAWRENCEVILLE

## GEORGIA

**Policy:** Ceremonial Documents Policy  
**Policy Number:**  
**Date:** May 22, 2024  
**Authority:** City Manager

### SUBJECT

The City of Lawrenceville believes that individuals and/or organizations should have the opportunity to be recognized through noteworthy contributions and/or achievements of individuals and organizations that positively directly impact the City’s citizens.

### PURPOSE

The purpose of this policy is to provide a set of standard guidelines and procedures for the issuance and to establish standards for Ceremonial Documents which include: -;  
Proclamations by the Mayor, Recognitions at City Council Regular Meetings by the Mayor, and Letters from the Mayor.

### POLICY

Among the many ceremonial functions of the Office of Mayor, is recognizing and honoring people, events, activities, organizations, etc. that positively directly impact the City of Lawrenceville Community through Recognitions which include: the issuance of Proclamations from the Mayor, Letters from the Mayor, and Recognitions at City Council Regular Meeting by the Mayor. Recognitions may or may not be issued publicly, depending on timing, the wishes of the recipient(s), and available time and space on City Council agendas.

### TYPES OF RECOGNITION

1. Proclamation –
  - All proclamations are strictly honorary and are not legally binding. The city will consider a request for a proclamation from City of Lawrenceville residents or organizations that do direct work in the city. The request should have local appeal, have a positive direct impact on our community and promote positive quality of life activities taking place in the City of Lawrenceville. The issuance of a proclamation by the Mayor does not require action by the City Council as a whole. It should, however, comply with the guidelines below.



# LAWRENCEVILLE

## GEORGIA

- Proclamations are issued by the Mayor to typically recognize and celebrate the extraordinary achievements of local citizens, non-profit organizations, and schools within the community, to honor occasions of importance and significance to the community, and to increase public awareness of issues to improve the well-being of the citizens of Lawrenceville.
  - Proclamations will not be issued for any matter with potential political controversy, or which may suggest an official City position on a matter under consideration or to be voted upon by the City Council. Additionally, the Mayor will not recognize any group whose policies or aims advocate violence, hatred, or any other position contrary to the well-being of the citizens of the City of Lawrenceville or the quality of life in Lawrenceville. No proclamation shall be used as part of an advertisement or commercial promotion without the express permission of the Mayor's Office.
2. Recognitions at City Council Regular Meetings –
- When time permits, individuals and/or groups may be recognized for special achievements, such as: new staff members, accomplishments of staff, Teacher of the Year, School Championships, City Partners/Vendors special efforts within the City, City Volunteers, matching the standards provided in said policies.
3. Letters from the Mayor –
- Letters from the Mayor are an acknowledgement where an individual and/or group did not meet the criteria or standards when a request was made for a Proclamation or Recognition. A letter may also be issued when the Mayor wishes to recognize an individual and/or group that positively directly impacts the City of Lawrenceville community or is simply a correspondence letter. Letters from the Mayor may be presented at functions outside of City Council Meetings, delivered electronically, by mail, or made available for pickup at City Hall.

### **GUIDELINES FOR ISSUANCE OF PROCLAMATIONS**

Proclamations may generally be issued for the following purposes:

1. Memorializing special or exemplary events or days, both within and outside of Lawrenceville, including certain national days of celebration, recognition, or mourning.
2. Recognizing Lawrenceville business anniversaries of fifty years or more.



# LAWRENCEVILLE

## GEORGIA

3. Recognizing retirements from the City of Lawrenceville following thirty-five or more years of continuous service.
4. Supporting local arts and cultural celebrations.
5. Recognizing achievement of high rank or success within a local non-profit organization, such as scouting.
6. Recognizing unique or especially successful local school-related activities, such as in academics, athletics, music, etc.
7. Honoring local nonprofit service groups for their work in the community.
8. Recognizing individuals for outstanding achievements in or for contributions to the community.
9. Supporting public awareness campaigns that have the potential to enhance public health, safety, or wellness.
10. Recognizing special or unique honors.
11. Recognizing other exceptional events, activities, and/or people.

Unless agreed to by the City Council, proclamations may generally not be issued for the following purposes:

1. Groups or individuals from outside Lawrenceville.
2. Matters of a political nature, ideological or religious beliefs, or individual convictions.
3. Controversial issues or organizations.
4. Events or activities that do not benefit Lawrenceville.
5. National or international groups requesting a proclamation without an in-city sponsor.
6. Events, campaigns, or activities that are contrary to or in opposition to adopted City policies, plans, or ordinances.
7. Personal activities not of a general public interest, such as deaths, family reunions, birthdays, anniversaries, groundbreaking, business endorsements, etc.

**Please note:** The above list is not exhaustive, and each request will be considered on a case-by-case basis and approved at the discretion of the Mayor.



**Limitation:** Individuals/Organizations are limited to receiving one ceremonial document per calendar year.

### Things to keep in mind

- All requests will be evaluated through an internal review and approval process.
- Submission of a request does not guarantee the issuance of a ceremonial proclamation or letter.
- Draft language submitted may be edited or revised by the Office of the City Clerk
- Any missing information and/or documentation may result in the delayed processing of your request.
- Requests received via any other method (phone, mail, fax, verbal) or to any other person than the Office of the City Clerk will not be honored.

### PROCEDURES FOR REQUESTING PROCLAMATIONS

Request and supporting documentation shall be filed with the City Clerk using the required form at least twenty (20) days prior to the appropriate council meeting or of needing the proclamation. Submission of a proclamation request does not guarantee its issuance. The Mayor shall have the right and has the final decision to modify or deny any proclamation request, consistent with this policy. Proclamations may be issued during the “Proclamations” portion of a council meeting.

Individual(s) or organization(s) seeking a proclamation must accompany the request with:

1. Contact person's first and last name, address, telephone number, and e-mail address.
2. A brief summary or background of the event or organization and why this day should be proclaimed.
3. Proposed text to enable writing of the proclamation, including a minimum of four points. The body of the proclamation (the “whereas” sections) is limited to 200 words.
4. The name and date(s) of the day, week, month, or event to be proclaimed.



# LAWRENCEVILLE

## GEORGIA

5. Date of event for proclamation and date proclamation is to be ready for pick up.
6. Please do not make announcements or plans for the proclamation until you have received confirmation of its approval from the City Clerk.

### **PROCEDURES FOR REQUESTING LETTERS FROM THE MAYOR**

Request and supporting documents shall be filed with the City Clerk using the required form at least twenty (20) days prior to the appropriate council meeting or of needing the letter. Submission of a letter request does not guarantee its issuance. The Mayor shall have the final decision to modify and/or deny any recognition request, that is not consistent with this policy.

1. Prepare information **20 days** prior to the event or date needed.
2. Complete the required form online at <https://www.lawrencevillega.org/712/Proclamations-Overview>, information included should be:
  - a. Contact information
  - b. Background of the event, individual, or organization
  - c. Four facts about the proposed recognition
  - d. Necessary date(s) and time(s)
3. Incomplete applications will not be processed.
4. Do not announce the recognition until you have received confirmation of its approval.
5. The City Clerk will confirm an official approval or denial with you after the submittal for request has been reviewed.
6. If approved, you may pick up your letter in person, receive by mail or email, may also be presented at your event pending the availability of the Mayor.

### **PROCEDURES FOR REQUESTING RECOGNITION AT CITY COUNCIL REGULAR MEETING**

A Recognition may be recommended by the City Manager and City Council Members. The Mayor shall have the right and has the final decision to modify or deny any recognition request consistent with this policy. The Mayor must approve a recognition request made by the majority of the City Council which request is consistent with this policy.



# LAWRENCEVILLE

## GEORGIA

1. Request should be submitted to the City Clerk **20 days** prior to the Regular Meeting
2. Complete the required form online at <https://www.lawrencevillega.org/712/Proclamations-Overview>, information included should be:
  - a. Contact information
  - b. Background of the event, individual, or organization
  - c. Four facts about the proposed recognition
  - d. Necessary date(s) and time(s)
3. The City Clerk will confirm an official approval or denial with you after the submittal for request has been reviewed
4. The announcement may be made at the appropriate City Council meeting if approved.

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Chuck Warbington, City Manager

ATTEST:

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Karen Pierce, City Clerk