



Mayor
Richard E. Roquemore

City Administrator
Michael E. Parks

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

AGENDA

Planning Commission
February 21, 2024
6:00 pm
1351 Fourth Ave.,

Call to Order

Appointment of Officers for 2024

Old Business

Approval of the Minutes – December 20, 2023

Approval of the Agenda

New Business

1. OAR 24-001, Sullins Engineering, LLC has submitted an application for review in accordance with the provisions of the Auburn Downtown Overlay District Architectural Review (17.91.070) for approval of a site plan, landscaping & building design including elevations & architectural details of a proposed townhome development located on a portion of 0 6th Street (Tax Parcel AU11 121 pt).
2. OAR 24-002 David Ward (Evergreen Dental) has submitted an application for review in accordance with the provisions of the Auburn Downtown Overlay District Architectural Review (17.91.070) for a wall sign to be installed on 1383 Atlanta Highway NW (Tax Parcel AU11 003).
3. Planning & Zoning Training

Announcements

Adjournment

Planning Commission
Minutes
December 20, 2023
6:00 P.M.

CALL TO ORDER

- I. Approval of Agenda: After a motion duly made and seconded, the Planning Commission voted unanimously to approve the agenda.

NEW BUSINESS

Case RZ23-00004 Applicant: Blue River Development (c/o Alliance Engineering & Planning)
Address: 0 6th Street, AUII 066 & AUII 152 The applicant has submitted an application for a modification to the conceptual master development plan (17.90.206) for the Auburn Municipal Development (Ordinance 20-014). The applicant seeks modify the conceptual master plan to develop 169 unit attached & detached single family residential units on the subject parcels.

Staff presented the application: Sarah McQuade.

The Applicant's representative, Geoffrey Reid, spoke on behalf Blue River Development

1. Lot width changes - Based on the feedback for some master down floorplans, we widened the lots on the rear exterior front entry detached lots to accommodate a floor plan with single story living components. We lost some units when we made this change and added some additional townhome units around the amenity so that our unit count was similar to previously submitted. We are now at 170 lots up from our previous submittal of 169 lots.
 - a. Front entry detached lots changed from 34' wide lots to 40' lots; unit count changed from 51 to 43
 - b. Rear entry detached lots changed from 34' wide lots to 45' wide lots; unit count changed from 67 to 31
 - c. Rear entry attached lots remained the same at 20' wide; unit count changed from 51 to 96
2. Variance requests – As discussed, we left in the mention of possible needed variances but that they would be approved via separate process if and when needed.

Opposition: Silvia Barber, Sabrina Watson, Dwayne Elliott, Susan Long spoke in opposition of the Approval of the Concept Plan for Blue River.

3. Geoffrey Reid spoke again in Rebuttal explaining further about the design, traffic study, privacy fence on adjacent Carl Property & also Landscape buffer.

All Commission Members addressed the applicant, applicant responded back with the Concept Design is in keeping with the CCD guidelines.

Chairwoman Skriba read the code for the CCD so that everyone understood: 17.90.201 Intent and Purpose of the CCD and advised that at this time the vote is only for a concept design.

Chairwoman asked for recommendations: Less townhomes, high upscale homes, environmental study, restaurants, fence and owner ag buffer as well as documentation.

Chairwoman asked for a motion to approve with recommendations, Camon voted to approve, no second.

Motion to Deny by Bland based on existing conditions and plans, seconded by Wilson.

All in favor, motion to deny based on current plans.

City Attorney spoke to advise the City Council Hearing is January 24, 2024.

Motion to adjourn, motion, all in favor.



COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF AUBURN

1 Auburn Way

AUBURN, GA 30011

PHONE: 770-963-4002

www.cityofauburn-ga.org

CASE NUMBER:	OAR24-001
ZONING:	Downtown Overlay District (DOD)
LOCATION:	0 6th Street
PARCEL NUMBER:	AU11 121
ACREAGE:	1.95
SQUARE FEET:	84,942
PROPOSED DEVELOPMENT:	Downtown Overlay District Review - Townhomes (6 units)
FUTURE DEVELOPMENT MAP:	General Commercial
APPLICANT:	Sullins Engineering, LLC 302 West May Street Winder, Georgia 30680
CONTACT:	Same as applicant

PROPERTY HISTORY:

The subject property is 1.95-acre parcel, zoned Downtown Overlay District. The parcel is undeveloped, mostly wooded, and has road frontage on 6th Street, 6th Avenue, and 5th Avenue / Atlanta Highway.

This property contained an abandoned single-family home at the corner of 6th Street and Atlanta Highway. The abandoned structure was demolished in 2017 and the only portion of the lot that is not wooded is the area where the previous structure existed.

PROJECT PROPOSAL:

The applicant is proposing to develop 0.59-acres of the 1.95-acre parcel with six (6) single-family attached townhome units. The second lot is proposed to be 1.36-acres and the applicant did not provide any development plans for that proposed lot.

The proposed townhomes will be oriented towards 6th Avenue and are proposed to be 26 feet in width and approximately 60 feet in depth. The application materials state that the townhomes are proposed to be subdivided into six (6) fee-simple lots that will be 26 feet in width and 90 feet in depth (2,340 square feet / 0.054 acres). The townhomes will be front loaded with driveways accessing 6th Avenue.

The units are proposed to be two stories in height and contain three bedrooms and two and a half bathrooms, with the primary living space located on the first floor and the bedrooms located on the second floor. The application materials note that the townhomes will comply with the Downtown Overlay District Color palette.

Public Hearing Date: February 21, 2024 | OAR24-001

DEVELOPMENT REVIEW COMMENTS:

Per the requirements of [17.91.070](#), the planning commission shall review each application for compliance with all requirements of the Auburn Downtown Overlay District. The commission and the city planner will evaluate whether the proposed improvements, additions, or modifications adhere to the Downtown Overlay District regulations and design requirements. Upon decision by the commission that said plans comply with the requirements of the Auburn Downtown Overlay District, the applicant shall then be able to apply for a building permit.

The site plan has been reviewed for compliance with the requirements of the Auburn Downtown Overlay District ([17.91](#)) and staff has identified the following deficiencies:

- Facade Design [17.91.050(2)]:
 - Front, side, and rear façade style shall be in accordance with one of the following architectural styles: Victorian, Arts and Crafts (Craftsman), or Art Deco. These styles contribute to the historic nature of the downtown area. [17.91.050(2)(a)]
 - The submitted architectural renderings are not in accordance with the above referenced styles.
 - A minimum of seventy-five percent of the street-facing building façade between three feet and eight feet in height must be comprised of clear windows that allow views of indoor space or product display areas. [17.91.050(2)(b)(i)]
 - The submitted architectural renderings do not appear to meet this requirement.
- Landscaping [17.91.050(7)]:
 - On every site involving new development or redevelopment, street trees shall be provided at twenty-five-foot increments.
 - This requirement is not being met on the 6th Avenue frontage but the frontage along 6th Street does meet this requirement.
- Setbacks [17.91.050(8)]:
 - The maximum front yard setback within the downtown overlay district shall be ten feet.
 - The application materials appear to show the townhomes located approximately 20 feet from the front property line.
- Sidewalks [16.28.090(A)(1)]:
 - Sidewalks shall be provided within all single family subdivisions.

STORMWATER COMMENTS:

All stormwater best management practices must be incorporated into this development plan for this property. The submitted site plan shows a swale for water quality in the rear of the lot. If approved this will require further review and approval.

DEPARTMENT ANALYSIS:

The proposed development plan is to subdivide the existing 1.95-acre vacant, wooded lot into two separate parcels. Tract one is proposed to be 0.59 acres and contain six (6) townhomes that would become six (6) fee simple lots. The second lot is proposed to be 1.36-acres and the applicant did not provide any development plans for that proposed lot.

The Downtown Overlay District does allow for the proposed single-family attached use. The Future Development Map and the Downtown Overlay District do encourage mixed-use development for the area of the proposed development.

As part of the required application materials, the applicant has provided a site plan, landscaping plan, and architectural plans for the residence, including exterior elevations. In the site plan, the proposed townhomes are setback a distance greater than the 10-foot front yard setback maximum, which is not compliant with the Downtown Overlay District. The site plan also does not show any proposed sidewalks, which are also required in the Downtown Overlay District.

The architectural plans show the townhomes having low-pitched gables, overhanging eaves, columns, patterned windows panes, and covered front stoops. The building materials appear to be hardie plank siding with wood shake accents. These plans do not show a minimum of seventy-five (75) percent of the street-facing building facade between three (3) feet and eight (8) feet being comprised of clear windows that allow views of indoor space, as required by the Downtown Overlay District. The colors shown appear to be different shades of blue and will need to be consistent with those found

The landscaping plan includes Armstrong Gold Maples, Upperton Willow Oaks, Cornerstone European Hornbeam, and Chang's Ruby Loropetalum. The Downtown Overlay District requires street trees at a minimum twenty-five-foot increments. This requirement is not being met on the 6th Avenue frontage but the frontage along 6th Street does meet this requirement.

COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDED CONDITIONS:

In accordance with the procedures outlined in [17.91.070](#), staff finds that the submitted plans do not comply with the requirements of the Auburn Downtown Overlay District. Where the commission determines that said plans do not comply with the requirements of this chapter, then the commission shall notify the applicant in writing stating the manner in which said applicant fails to comply with such requirements. Specifically, the application materials fail to comply with the following code sections: façade design [17.91.050(2)], landscaping [17.91.050(7)], and setbacks [17.91.050(8)]. Any appeal of the planning commission's decision in this regard shall be to the mayor and city council.

PLANS FOR ADMINISTRATIVE REVIEW "AUBURN DOWNTOWN OVERLAY DISTRICT"

DATE	BY



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

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

SHEET INDEX:

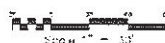
1. COVER SHEET
2. SITE PLAN
3. ARCHITECTURAL - A100
4. ARCHITECTURAL - A200
5. ARCHITECTURAL - A201
6. LANDSCAPE PLAN
7. TREE INVENTORY & ANALYSIS

FUNDING: PRIVATE



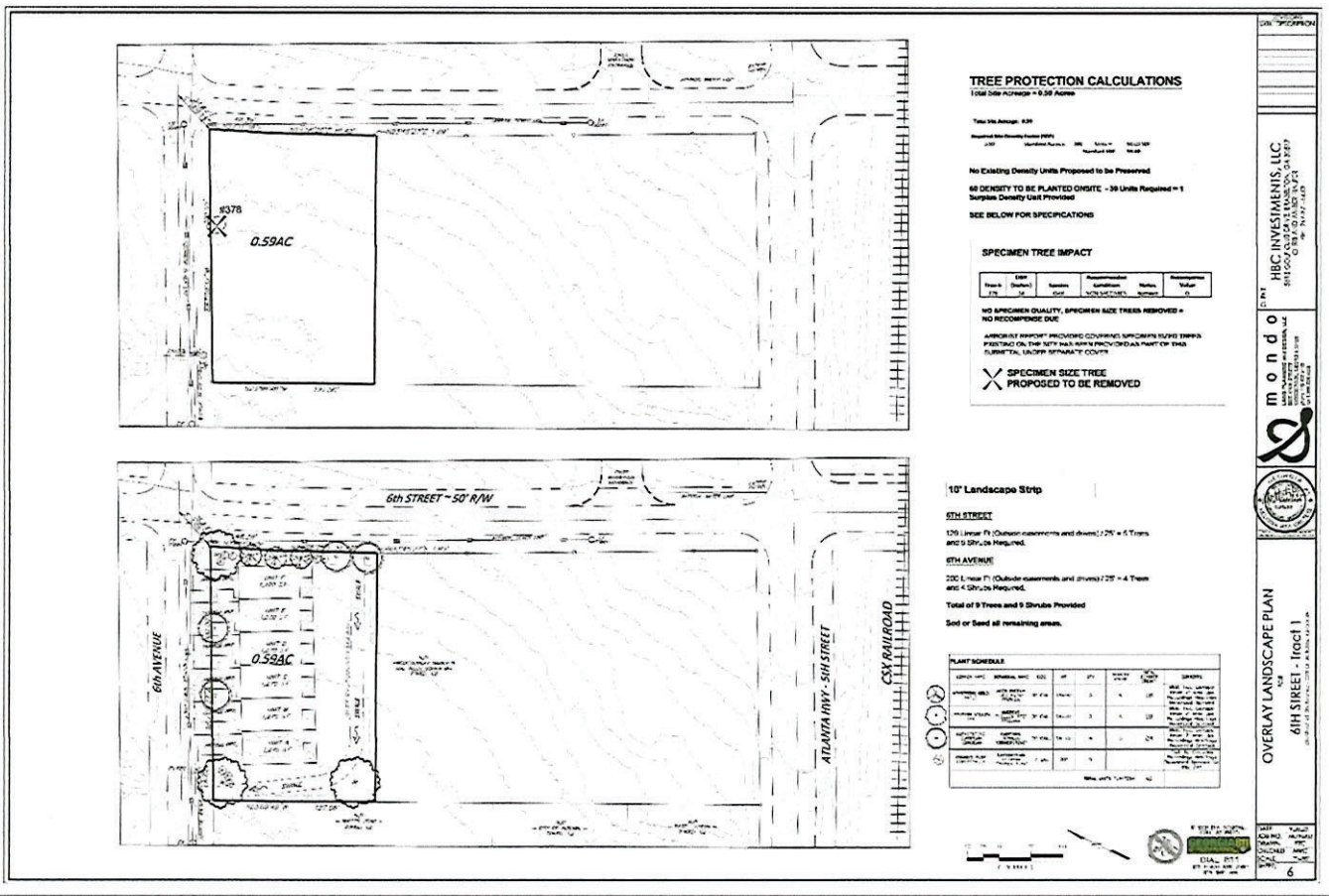
DESIGNED BY:

Sullins Engineering, LLC
302 WEST HAY STREET
BRASELTON, GA 30501
PHONE: (678) 687-6219
CONTACT: MATTHEW SULLINS
CIVIL ENGINEERS & LAND PLANNERS



GEORGIA811
 Call Before You Dig
 1-800-4-A-GEORGIA





Tree Inventory & Analysis

Project: 6th Street - Tract 1

City of Atlanta

Client: ...

Version: 2023

Tree Tag #1

Species: ...

Size: ...

Health: ...

Location: ...

Notes: ...

Tree Tag #2

Species: ...

Size: ...

Health: ...

Location: ...

Notes: ...

Notes

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References

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COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF AUBURN
1369 FOURTH AVENUE
AUBURN, GA 30011
(770) 963-4002

www.cityofauburn-ga.org

OAR #: 24-001
Feb. 21, 24 6pm

**DOWNTOWN AUBURN OVERLAY DISTRICT
ARCHITECTURAL REVIEW**

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

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

DATE: 11/7/23

APPLICANT NAME: Sullins Engineering LLC

PROPERTY ADDRESS: 1335 6th Street

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

PROPERTY OWNER: HBC Investments LLC

ADDRESS: 5615 Golf Club Drive, Braselton, GA 30517

PHONE: 267-971-5662 EMAIL: _____

IMPROVEMENT TYPE: (Check all that apply)

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

PROJECT DESCRIPTION:

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

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

RECOMMENDATION: _____ APPROVAL _____ APPROVAL W/ CONDITIONS _____ DENIAL

CONDITIONS: _____

REVIEW COMPLETED: _____ SIGNATURE: _____

PLANS FOR ADMINISTRATIVE REVIEW "AUBURN DOWNTOWN OVERLAY DISTRICT"

DATE	REVISION

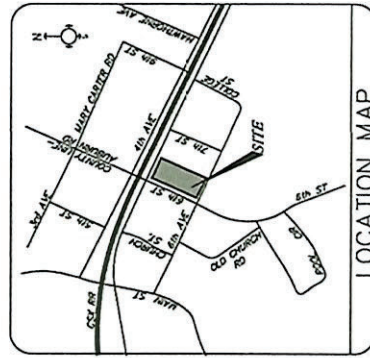


TOTAL AREA PROJECT: 1.95 ACRES
TRACT 1 - 0.59 AC.
TRACT 2 - 1.36 AC.

OWNER / DEVELOPER:
HBC INVESTMENTS, LLC
5615 GOLF CLUB DRIVE
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<u>SHEET INDEX:</u>	
1.	COVER SHEET
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6.	LANDSCAPE PLAN
7.	TREE INVENTORY & ANALYSIS

FUNDING: PRIVATE



DESIGNED BY:
Sullins Engineering, LLC
302 WEST HAY STREET
BRASELTON, GA 30517
PHONE: (678) 687-6219
CONTACT: MATTHEW SULLINS
CIVIL ENGINEERS ~ LAND PLANNERS

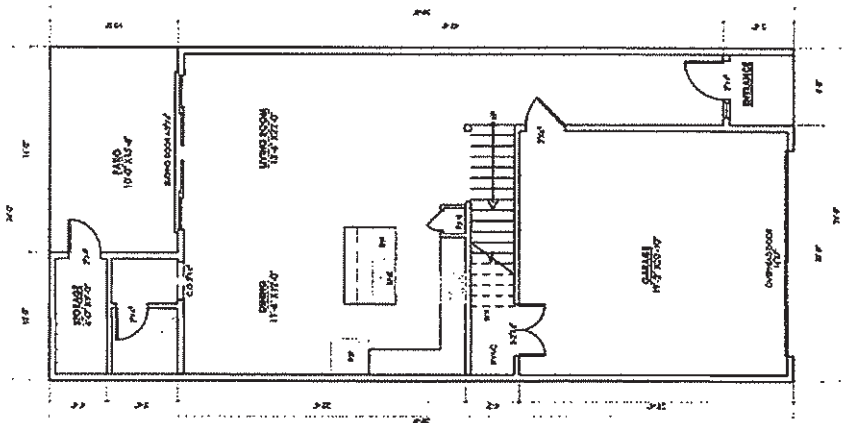
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TOWNHOUSE
 1335 6TH STREET
 AUBURN, GA 30011

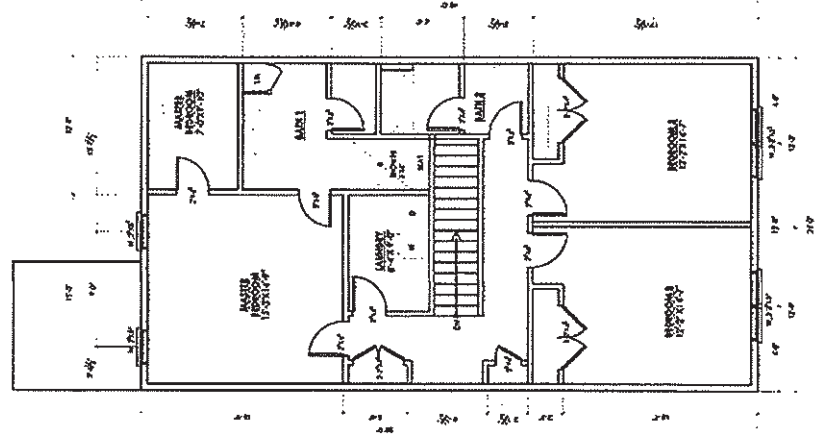
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FIRST FLOOR PLAN
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SECOND FLOOR PLAN
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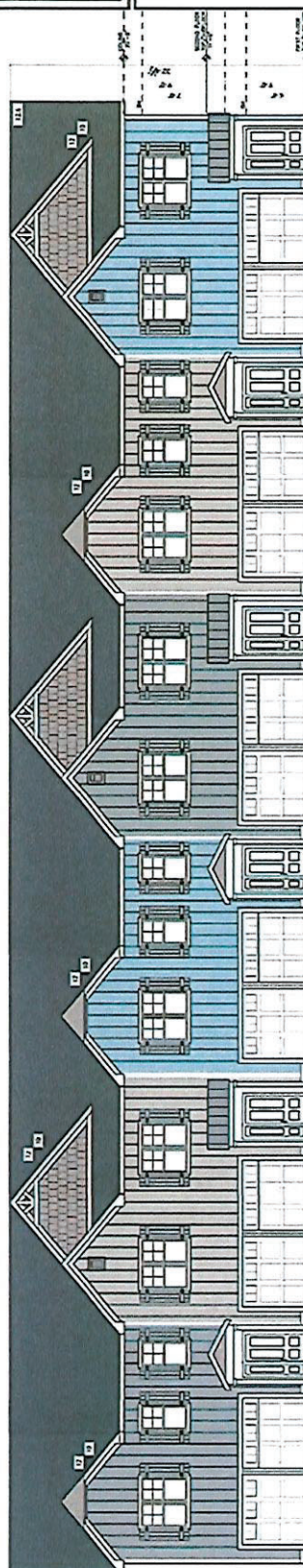
© 2000 Blackwell Science Ltd
Journal of Internal Medicine 247: 395–402

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NORME

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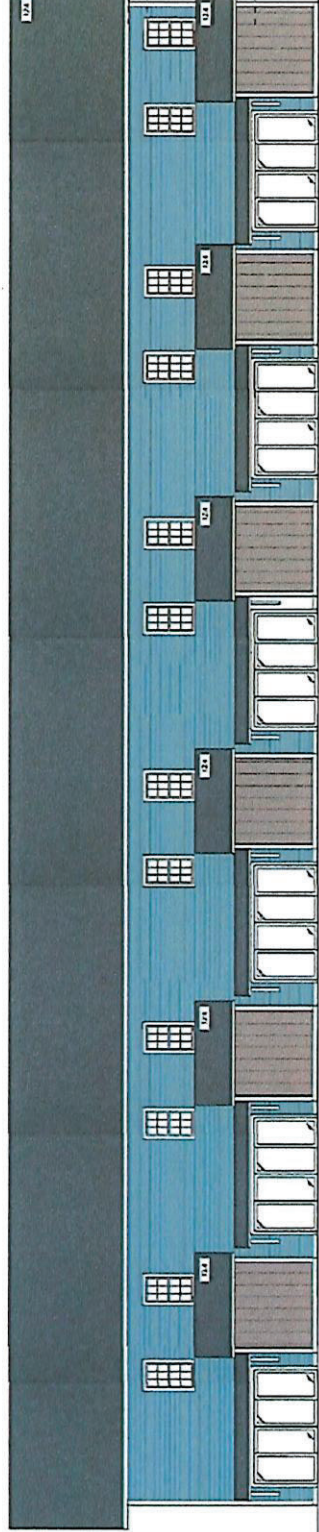
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REVISIONS
 A201

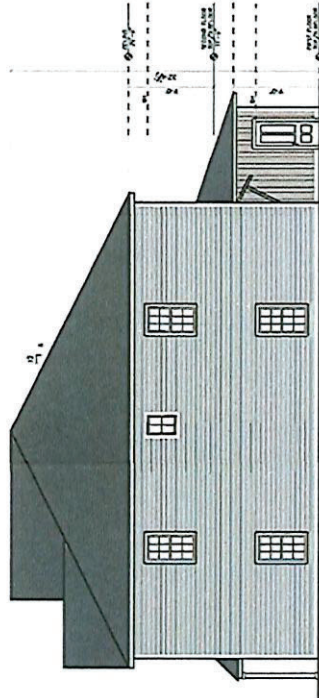
TOWNHOUSE
 1335 6TH STREET
 AUBURN, GA 30011

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 ENGINEERS
 ARCHITECTS
 PLANNERS
 Armentrout + McHenry + Thurmond

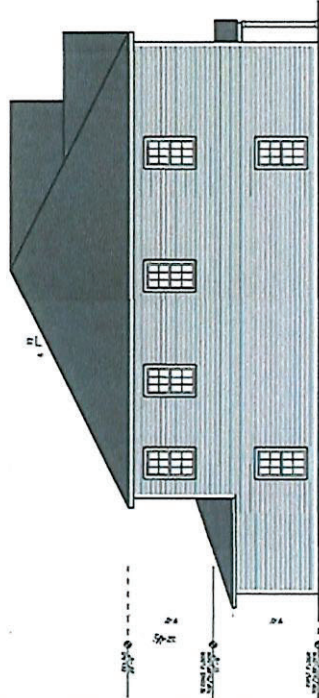
DESIGNED BY
 CHECKED BY
 APPROVED BY



REAR ELEVATION 1
 SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION 1
 SCALE: 1/4" = 1'-0"



LEFT SIDE ELEVATION 2
 SCALE: 1/4" = 1'-0"

NOTES: THE EXISTING TOWNHOUSE PROJECT IS AN EXISTING TOWNHOUSE PROJECT. THE EXISTING TOWNHOUSE PROJECT IS AN EXISTING TOWNHOUSE PROJECT.

NO.	DESCRIPTION	DATE
1	PREPARED BY	
2	CHECKED BY	
3	APPROVED BY	

H8C INVESTMENTS, LLC
 5415 GOW CLARK DRIVE, SUITE 100
 FORT WORTH, TEXAS 76104
 TEL: 817.497.5122



OVERLAY LANDSCAPE PLAN FOR 6TH STREET - Tract 1

DATE	10/15/2019
SCALE	1" = 20'
PROJECT NO.	19-001
CLIENT	H8C INVESTMENTS, LLC

TREE PROTECTION CALCULATIONS

TOTAL SITE AREA = 1.25 ACRES

Total Site Area: 1.25
 Proposed Site Area: 0.59
 Remaining Site Area: 0.66
 No Existing Density Units Proposed to be Protected
 40 DENSITY TO BE PLANTED ON SITE - 18 Units Required = 1
 Surplus Density Unit Provided
 SEE BELOW FOR SPECIFICATIONS

SPECIMEN TREE IMPACT

Tree #	Species	DBH	Height	Condition	Recommendation
1	Oak	12"	15'	Good	Protect
2	Maple	10"	12'	Fair	Protect
3	Elm	8"	10'	Poor	Remove

NO SPECIMEN QUALITY, SPECIMEN SIZE TREES REMOVED =
 NO RECOMPENSE DUE
 ANNOTATED REPORT PROVIDED COVERED SPECIMEN TREES
 EXISTING ON THE SITE HAS BEEN PROVIDED AS PART OF THE
 SUBMITTAL UNDER SEPARATE COVER

**X SPECIMEN SIZE TREE
 PROPOSED TO BE REMOVED**

10' Landscape Strip

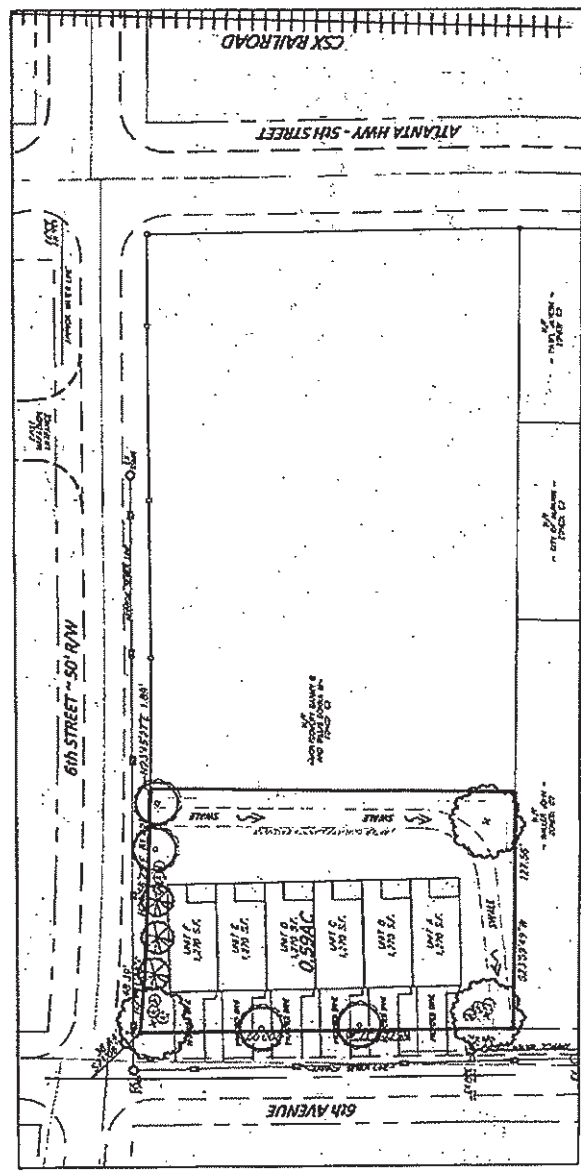
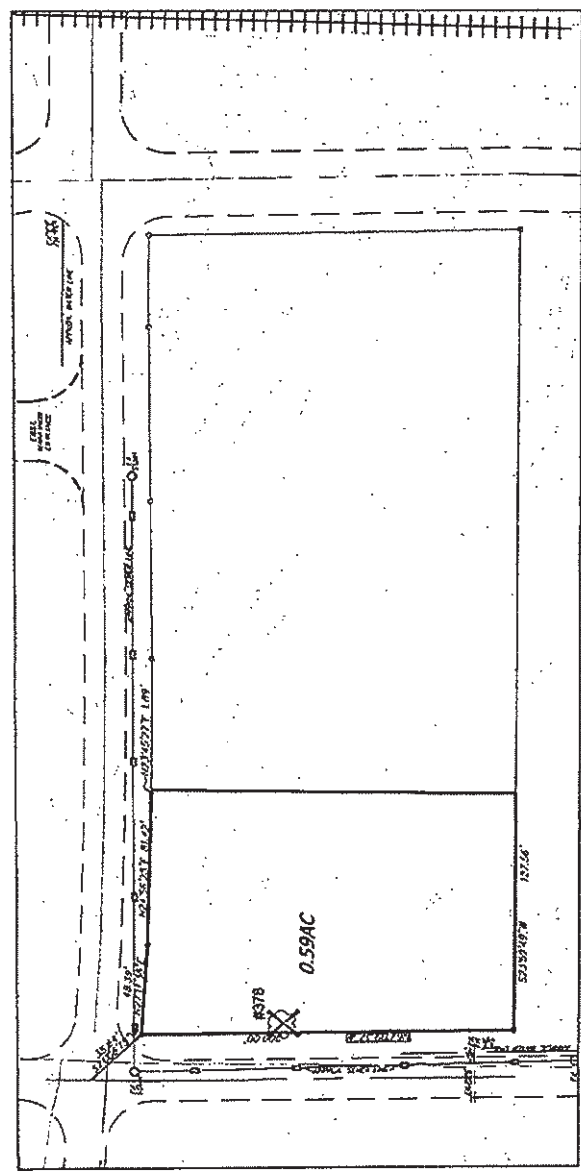
6TH STREET
 120 Linear Ft (Outside easements and drives) / 20' = 6 Trees
 and 5 Service Required

6TH AVENUE

200 Linear Ft (Outside easements and drives) / 25' = 8 Trees
 and 4 Service Required

TOTAL OF 14 TREES and 9 Service Provided
 Sod or Seed at remaining areas.

PLANT SCHEDULE		TOTAL PLANTING	
Plant Name	Quantity	Plant Name	Quantity
Specimen Tree	1	Specimen Tree	1
Service Tree	9	Service Tree	9
Sod	1	Sod	1
Seed	1	Seed	1



[illegible]



City of Auburn Development Permit

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

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

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

FIS Pay Direct

Thank you for your payment.

Please print this receipt and keep it for your records.

Merchant Specific : SULLI005

Property Location :

Owner Name : Invoice Id: I2400107

Payment Amount: \$500.00

Service Fee: \$14.75

Total Payment Amount: \$514.75

Receipt Number: 3866310018

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

Payment Type:



Account Number: *2047

City of Auburn

01/24/24 12:50 Invoice Payment

Customer: SULLI005
Name: SULLINS ENGINEERING LLC

Invoice: I2400107
Permit No: OAR24001
Item 1
Plan Review 500.00

500.00

Batch Id: 012424AP
Ref Num: 23661 Seq: 13 to 13

Cash Amount: 0.00
Check Amount: 0.00
Credit Amount: 500.00

Total: 500.00



COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF AUBURN

1 Auburn Way

AUBURN, GA 30011

PHONE: 770-963-4002

www.cityofauburn-ga.org

CASE NUMBER:	OAR24-002
ZONING:	Downtown Overlay District (DOD)
LOCATION:	1383 Atlanta Highway
PARCEL NUMBER:	AU11 003
ACREAGE:	0.60
SQUARE FEET:	21,136
PROPOSED DEVELOPMENT:	Downtown Overlay District Review – Commercial Wall Sign
FUTURE DEVELOPMENT MAP:	General Commercial
APPLICANT:	David Ward 1383 Atlanta Highway NW Auburn, Georgia 30611
CONTACT:	Same as applicant

PROPERTY HISTORY:

The property is a commercial property zoned Downtown Overlay District ([17.91](#)). It is developed with a 2,465 square foot medical office building, constructed in 2008.

In January 2024 an application for a sign permit was received for Evergreen Dental, a dental business which opened on the subject property in the fall of 2023. As the property falls within the Downtown Overlay District review and approval from the Planning Commission is required, per [17.91.070](#), which states that each application within this district shall be reviewed for compliance with the district requirements.

Specifically, within the Downtown Overlay District, the total maximum allowable sign area for all wall mounted signs is two square feet per linear front foot of the principal building ([17.91.060\(F\)](#)). The building contains 89 linear front feet, permitting a maximum sign area of 178 square feet. The applicant is proposing a 50 square foot sign.

The proposed sign will also include internal illumination, which requires review and approval as part of this process ([17.91.060\(H\)](#)). The Downtown Overlay District states that signs incorporating illumination shall be reviewed for appropriateness. As the structure is not historic in nature the proposed signage is consistent with that of a medical office building.

DEVELOPMENT REVIEW COMMENTS:

Per the requirements of [17.91.070](#), the planning commission shall review each application for compliance with all requirements of the Auburn Downtown Overlay District. The commission and the city planner will evaluate whether the proposed improvements, additions, or modifications adhere to the Downtown Overlay District regulations and design requirements. Upon decision by the commission that said plans comply with the requirements of the Auburn Downtown Overlay District, the applicant shall then be able to apply for a building permit.

STORMWATER COMMENTS:

All stormwater best management practices must be incorporated into this development plan for this property.

DEPARTMENT ANALYSIS:

The proposed wall sign is consistent with the requirements of the sign regulations within the Downtown Overlay District ordinance [17.91.060\(F\)](#). The proposed sign is 50 square feet in area, less than the permitted 178 square feet allowed under these regulations.

COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDATION:

The Community Development Department, in accordance with the standards of the Downtown Overlay District ([17.91](#)), recommends approval of this request as it is in compliance with the ordinance requirements.

Sign Renderings:

WS: WALL SIGN - **OPTION C**

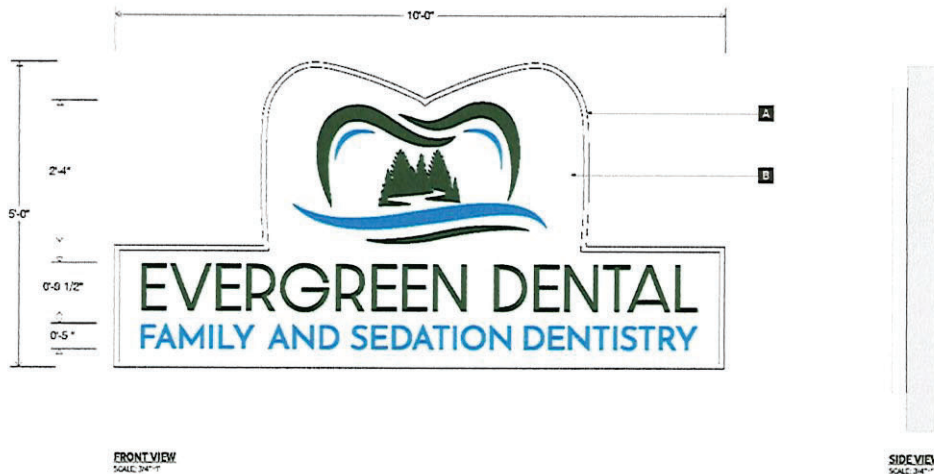
QTY: 1

WO. 2310043

EVERGREEN DENTAL

1383 ATLANTA HIGHWAY
AUBURN, GA 30011

SALES: CP
PM: CP
DESIGN: SW
DATE: 10.20.23



SQUARE FOOTAGE OF SIGN - 50SF
LINEAR FOOTAGE OF BUILDING - 89LF

A
3" DEEP FABRICATED PAN PAINTED
P1: ILLUMINATED WITH WHITE LEDS;
FACE TO BE 7328 WHITE ACRYLIC
WITH DIGITALLY PRINTED TRANSLUCENT
VINYL APPLIED ACRYLIC FACE
☐ P1 MAP WHITE

SURVEY REQUIRED

CSF
CUSTOM SIGN FACTORY

1000-A SATELLITE BLVD. DULUTH, GA 30097
770.757.7755 | www.csigns.com

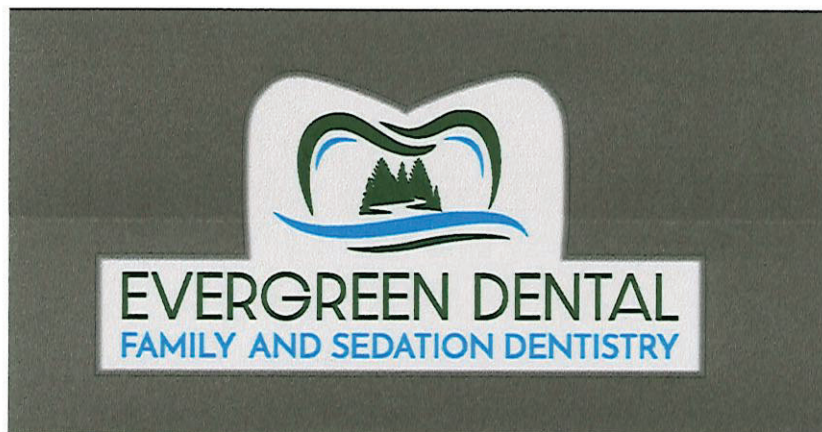
WS: WALL SIGN - **OPTION C**

WO. 2310043

EVERGREEN DENTAL

1383 ATLANTA HIGHWAY
AUBURN, GA 30011

SALES: CP
PM: CP
DESIGN: SW
DATE: 10.20.23



SURVEY REQUIRED

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1000-A SATELLITE BLVD. DULUTH, GA 30097
770.757.7755 | www.csigns.com

WS: WALL SIGN - OPTION C

WO. 2310043

EVERGREEN DENTAL

1383 ATLANTA HIGHWAY
AUBURN, GA 30011

SALES: CP
PM: CP
DESIGN: SW
DATE: 10.20.23



EXISTING CONDITIONS
SCALE: NOT TO SCALE



VIRTUAL RENDERING
SCALE: NOT TO SCALE

*ACTUAL SIZE MAY VARY

THIS DOCUMENT IS THE PROPERTY OF CUSTOM SIGN FACTORY. IT IS TO BE USED FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED. IT IS NOT TO BE REPRODUCED, COPIED, OR DISTRIBUTED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF CUSTOM SIGN FACTORY. SOME MATERIALS AND COLORS MAY VARY SLIGHTLY FROM THE PRELIMINARY RENDERINGS SHOWN HEREIN. COLORS SHOWN ON THIS DRAWING ARE APPROXIMATIONS.

SURVEY REQUIRED

CSF
CUSTOM SIGN FACTORY

1840-A SATELLITE BLVD. DUBLIN, GA 31024
770.787.2758 | www.csfairbnb.com



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

OAR #: OAR 24-002

**DOWNTOWN AUBURN OVERLAY DISTRICT
ARCHITECTURAL REVIEW**

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

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

DATE: 1.19.24

APPLICANT NAME: David Ward

PROPERTY ADDRESS 1383 Atlanta Highway Auburn GA 30011

PHONE: 470-577-9380 EMAIL: evergreendentalllc@gmail.com

PROPERTY OWNER: David Ward

ADDRESS: 4004 Green Gables Trace Buford, GA 30519

PHONE: 770-900-2831 EMAIL: evergreendentalllc@gmail.com

IMPROVEMENT TYPE: (Check all that apply)

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

PROJECT DESCRIPTION: Illuminated fabricated pan sign above front door. Illumination will be internally illuminated as to not shine at pedestrian or vehicle traffic or into adjacent areas. Ever

PLANNING & ZONING COMMISSION HEARING DATE: 2/21/2024 1361 FOURTH AVE (COUNCIL CHAMBERS)

RECOMMENDATION: ☐ APPROVAL ☐ APPROVAL W/ CONDITIONS ☐ DENIAL

CONDITIONS: _____

REVIEW COMPLETED: _____ SIGNATURE: _____

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

Phone: Planning: (770) 963-4002 x 229 Fax: (770) 513-9255 Building Inspection/Permitting (770) 963-4002 x 229
DATE 1.12.24 PERMIT NO. 041224002

Installer's Business License No. 2023148570 County/City of License Gwinnett

Job Site Address 1383 Atlanta Highway Lot No. _____ Tax Parcel No. _____

Zoning C2 Nature of Business Dental

Size of Graphic 5' Overall Height (above ground elevation) 16' Effective Height (above adjacent road grade) 16'

Message on Graphic (optional) _____

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

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

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

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

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

Weight of Graphic approx 75 lbs _____ lbs.

SKETCH

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

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

Owner David and Elizabeth Ward Graphic Contractor Custom Sign Factory

Mailing Address 1383 Atlanta Highway Mailing Address 1610-A Satellite Blvd

Auburn, GA 30011 Duluth, GA 30097

Phone 504-715-6897 770-717-7755

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

LETTER OF AUTHORIZATION

Affidavit

To Whom It May Concern:

This letter authorizes Custom Sign Factory (or their Agents or Subcontractors) to act as Agent, to secure permits or variances required by the local governing body, and to perform sign or awning installations, removals, or maintenance at the property located at:

Property Address: 1383 Atlanta Highway, Auburn, GA 30011

Company Name: Evergreen Dental

Phone Number: 470-577-9380

Name: Elizabeth / David Ward

Title: Owner

Address: 1383 Atlanta Highway, Auburn, GA 30011


SIGNATURE OF PROPERTY OWNER/AGENT

STATE OF GA

COUNTY OF Barron

Sworn to and subscribed before me this 12 day of January, 2024.


Signature of Notary

Commission Expires: 2/12/2026

Leigh Anne Bland
Print Commissioned Name of Notary Public

(NOTARY STAMP OR SEAL REQUIRED)





Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue
446 W. Crogan Street, Suite 300, Lawrenceville, GA 30046

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	March 1, 2023	Certificate Number:	2023148570
Expires:	March 31, 2024	Fee:	\$7,251.00
Business Name:	CUSTOM SIGN FACTORY		
Description:	Sign Manufacturing		



Business Location
1610 SATELLITE BLVD
STE A
DULUTH GA 30097-4306

MAIL TO:
CUSTOM SIGN FACTORY
C/O CUSTOM SIGN FACTORY
1610 SATELLITE BLVD A
DULUTH GA 30097-5016

2023

Valid Through

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Custom Sign Factory, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1610 Satellite Blvd., Ste A

6 City, state, and ZIP code

Duluth, GA 30097

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

20 - 3048932

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person

Date ►

1-13-23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Felisha Miller
SandStone Partners Holdings, LLC	PHONE (A/C, No, Ext): (727) 343-1275
311 Park Place Blvd Ste 620	FAX (A/C, No): (727) 343-2346
	E-MAIL: felisha@sandstoneins.com
	ADDRESS:
Clearwater FL 33759	INSURER(S) AFFORDING COVERAGE
	INSURER A: Home Owners Insurance Co. NAIC # 28638
INSURED	INSURER B: Owners Insurance Co. 32700
Custom Sign Factory, Inc.	INSURER C: Auto Owners Insurance Co. 18988
1610-A Satellite Blvd	INSURER D: FFVA Mutual Insurance Co. 10385
Duluth GA 30097	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER: CL238105026

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		80970764	08/15/2023	08/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG Premises/Operations \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		5297079700	08/15/2023	08/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ CAPP \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		5297076400	08/15/2023	08/15/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	WC850-0050254-2022A	08/15/2023	08/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A			80970764	08/15/2023	08/15/2024	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 104, Additional Remarks Schedule, may be attached if more space is required)

A - 80970764 - 08/15/2023 to 08/15/2024
Cyber Liability - Aggregate: \$50,000
Employment Practices Liability - Aggregate: \$100,000
Employee Benefits Liability - Aggregate: 1,000,000 Each Employee: \$1,000,000
Property (1610 Satellite Blvd., Suite A, Duluth, GA, 30097) - Personal Property: \$1,540,760 Tenants I&B: \$100,000 BI & EE: ALS
C - Commercial Crime - 80228328 - 08/05/2023 to 08/15/2024 Blanket Employee Dishonesty: \$100,000 Blanket Excess: \$100,000

CERTIFICATE HOLDER

CANCELLATION

Custom Sign Factory Inc.
1610 A Satellite Blvd

Duluth

GA 30097

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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