



**CITY ADMINISTRATOR**

Michael E. Parks

**PLANNING COMMISSION**

Kim Skriba  
Carolyn Wade  
Bo Bland  
Jon Gomolak  
Robert Yoe

**PLANNING  
COMMISSION  
AGENDA**

**March 20, 2024  
1 Auburn Way  
6:00 p.m.**

**CALL TO ORDER:**

APPROVAL OF AGENDA

APPROVAL OF MINUTES – FEBRUARY 21, 2024

**OLD BUSINESS TABLED FROM LAST MEETING, FEBRUARY 21, 2024 -Presented by Sarah McQuade, City Planner**

1. **Case: 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 AU1 121 pt).

**NEW BUSINESS- Presented by Jack Wilson, City Attorney**

2. Proposed amendment to the City's Zoning Ordinance, Section 17.100.50 regarding Commercial Vehicle Parking. The proposed amendment addresses parking commercial vehicles in residential districts in the city.

**Citizen Comments**

**Announcements**

**Adjournment**

Agenda subject to change...



Mayor  
Richard E. Roquemore

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

City Administrator  
Michael E. Parks

Planning & Zoning  
Commission Meeting Minutes  
February 20, 2024

Meeting Called to order by Kim Skriba, welcomed new members Rob Yoe & Jon Gomolak.

Appointment of Officers for 2024: Kim Skriba was nominated as Chair, nomination, 2<sup>nd</sup> - all in favor. Bo Bland was nominated Vice Chair, nomination, 2<sup>nd</sup> & all in favor.

Approval of minutes from December 20, 2023, motion to approve, 2<sup>nd</sup> - all in favor.

Staff-Motion to Approve Agenda for Feb. 14, 2024, motion-2<sup>nd</sup>, all in favor.

Public Hearing Procedures read by Chairwoman Skriba  
New Business presented:

1. **Case: 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 6th Street (Tax Parcel AU1 121 pt).

Sarah McQuade-City Planner stated applicant requested to table application prior to the meeting to address the items that were notated for compliance on the staff report. The recommendation from staff was to deny the plans.

**Motion made to table, 2<sup>nd</sup>-all in favor until March 20, 2024, meeting.**

2. **Case: 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 AU01 003).

Motion to approve, 2<sup>nd</sup>, all in favor.

Motion to adjourn made, motion, 2<sup>nd</sup>, all in favor.

Planning & Zoning Training Conducted by City Planner- Sarah McQuade



**COMMUNITY DEVELOPMENT DEPARTMENT**

CITY OF AUBURN  
1369 FOURTH AVENUE  
AUBURN, GA 30011  
PHONE: 770-963-4002  
[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

**MEMORANDUM**

**TO:** Planning & Zoning Commission Members  
**FROM:** Sarah McQuade, City Planner  
**DATE:** March 12, 2024  
**RE:** Auburn Downtown Overlay District - Architectural Review

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Dear Planning & Zoning Commission Members,

During the February 21, 2024, meeting, the Planning & Zoning Commission voted to table the application (OAR24-001) until the next regularly scheduled meeting, at the applicant's request. The applicant requested to table the item so they could address components of their proposal which did not meet the requirements of the Auburn Downtown Overlay District [\(17.91\)](#) standards.

Since then, the applicant has applied for a variance from the front façade design standards found in Sec. 17.91.050(2)(b)(i) which requires 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.

This item will be heard by the Zoning Board of Appeals at their regularly scheduled meeting on May 10, 2024.

Staff recommends that this item be tabled until the regularly scheduled May meeting of Planning & Zoning Commission meeting so that a decision on the requested variance has been made by the Zoning Board of Appeals. The meeting is scheduled for May 8, 2024.

If you have any questions or need any additional information, please do not hesitate to contact me.

Thank you.

CC: Mayor and Members of City Council  
Michael Parks  
Jack Wilson





# 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		
<p>Owner Name: HBC INVESTMENTS LLC Address: 5615 GOLF CLUB DR. BRASELTON, GA 30517</p> <p>Phone #:</p>	<p>Parcel Number: AU11- 121 Location: 0 6TH ST Zoning: Total Square Ft. 0 Use Type: Construction Type:</p>	<p>Subdivision: Class of Work: Valuation: 0.00 New Construction Volume: 0</p>
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!**



# PLANS FOR ADMINISTRATIVE REVIEW "AUBURN DOWNTOWN OVERLAY DISTRICT"

NO.	DESCRIPTION



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  
#267-971-3662

**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:



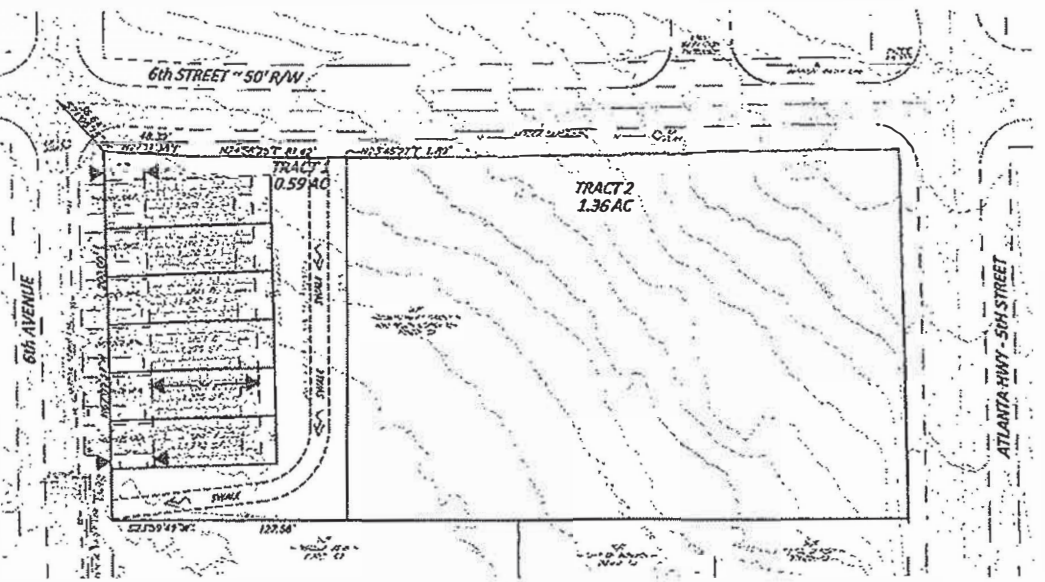


TOTAL AREA 1.95 ACRES

**NOTICE**  
 This plan is submitted for the purpose of obtaining a zoning change. It is not intended to be a final plan for construction. The applicant warrants that the information provided is true and correct to the best of their knowledge.

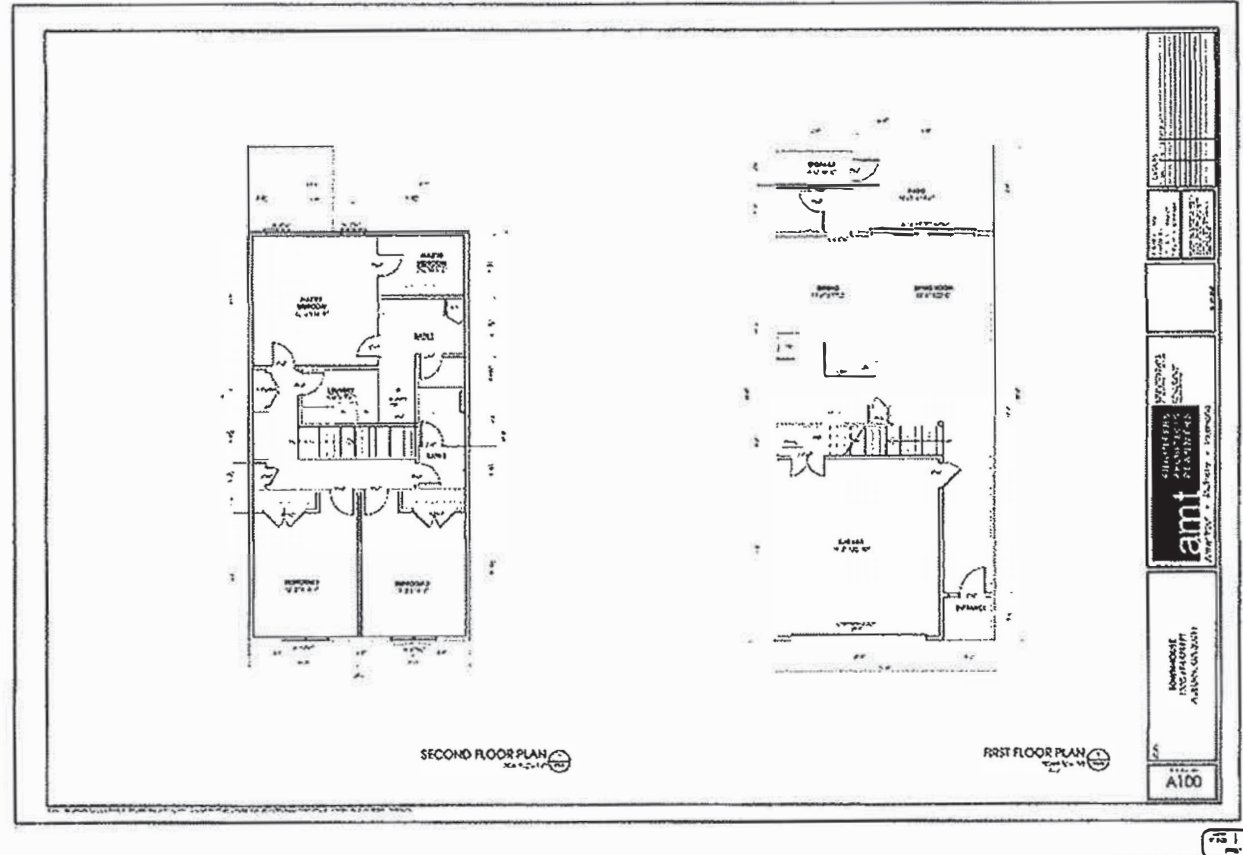
**NOTICE**  
 The applicant warrants that the information provided is true and correct to the best of their knowledge. The applicant warrants that the information provided is true and correct to the best of their knowledge.

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**Sullins Engineering LLC**  
 1335 8th Street Townhomes

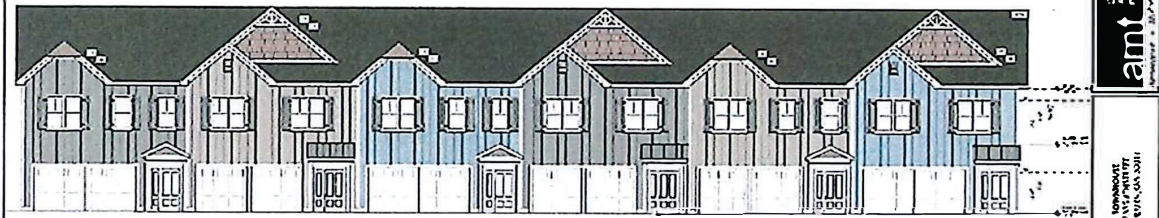
**OWNER / DEVELOPER:**  
 MONTGOMERY DANNY B  
 WELLS DONNA M AND  
 FLYNN WAYNE SPENDAV  
 1525 WHITE ST LOT 104  
 LAWRENCE, GA 30246



SECOND FLOOR PLAN

FIRST FLOOR PLAN

**lamt**  
 ARCHITECTS  
 1000 Peachtree Street, NE  
 Atlanta, GA 30309



FRONT ELEVATION

am  
 ENGINEERS  
 ARCHITECTS  
 PLANNERS  
 2019  
 1000 BROADWAY  
 AUSTIN, TEXAS 78701  
 (512) 476-8800  
 www.am-engineers.com

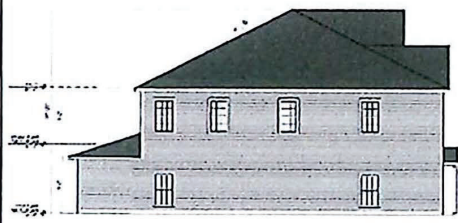
1000 BROADWAY  
 AUSTIN, TEXAS 78701

A200

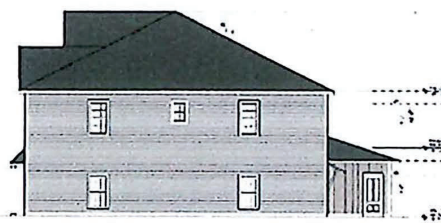
475 242  
 SHEET 4



REAR ELEVATION



LEFT SIDE ELEVATION



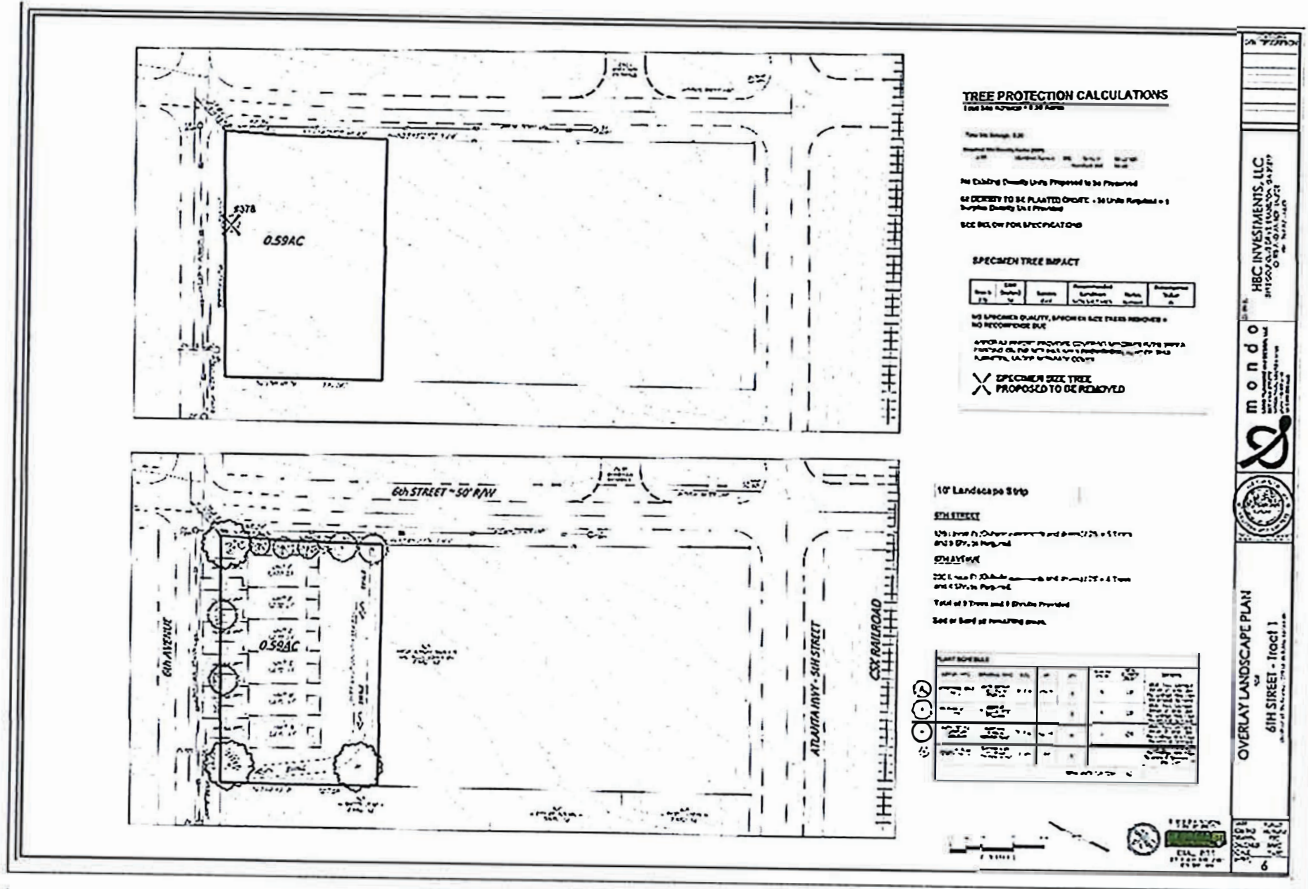
RIGHT SIDE ELEVATION

am  
 ENGINEERS  
 ARCHITECTS  
 PLANNERS  
 2019  
 1000 BROADWAY  
 AUSTIN, TEXAS 78701  
 (512) 476-8800  
 www.am-engineers.com

1000 BROADWAY  
 AUSTIN, TEXAS 78701

A201

475 242  
 SHEET 4



HBC INVESTMENTS, LLC  
 6TH STREET - Tract 1  
 OVERLAY LANDSCAPE PLAN

**Tree Inventory & Analysis**

**Project:** 6TH STREET - Tract 1  
**City of Love**  
**10000 S. 10th St.**  
**Map No. 308**

**Tree Inventory**

Tree No.	Species	DBH	Height	Quality	Notes
0378	...	...	...	...	...

**Analysis**

The analysis of the site... (text describing the analysis process and findings)

**Recommendations**

Based on the analysis... (text providing recommendations for tree preservation and planting)

**Approval**

Signature: [Signature]  
 Title: [Title]

# PLANS FOR ADMINISTRATIVE REVIEW "AUBURN DOWNTOWN OVERLAY DISTRICT"

DATE	



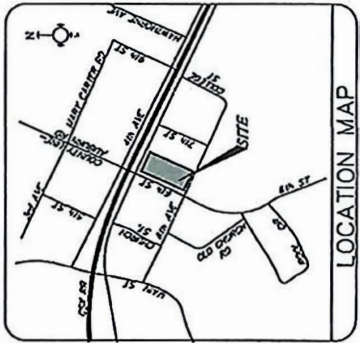
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**OWNER / DEVELOPER:**  
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5615 GOLF CLUB DRIVE  
BRASELTON, GA 30517  
CHRIS AND AMBER HALPER  
#267-971-5662

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FUNDING: PRIVATE



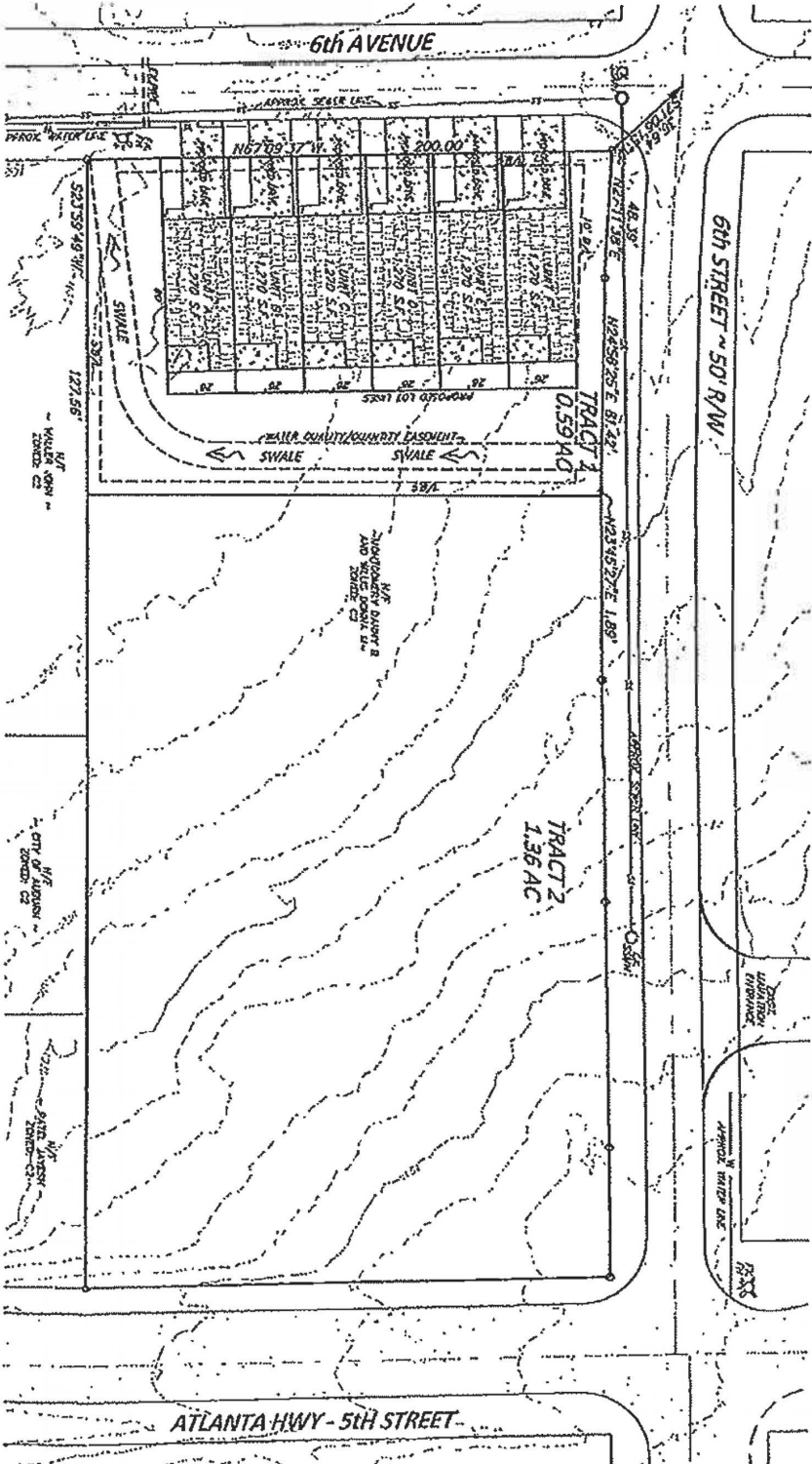
DESIGNED BY:  
**Sullins Engineering, LLC**  
305 WEST HAY STREET  
AUBURN, GA 30801  
PHONE: (678) 897-6219  
CONTACT: MATTHEW SULLINS  
CIVIL ENGINEERS - LAND PLANNERS

TOTAL AREA 1.96 ACRES

**ASSUMPTIONS**  
 1. All dimensions are based on the 1999 aerial photograph and field notes.  
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**NOTES**  
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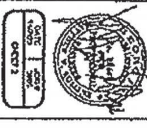
**LEGEND**  
 --- PROPOSED LOT LINES  
 --- PROPOSED DRIVE LINES  
 --- PROPOSED SIDEWALK LINES  
 --- PROPOSED SWALE LINES  
 --- PROPOSED WATER LINES  
 --- PROPOSED SEWER LINES  
 --- PROPOSED GAS LINES  
 --- PROPOSED CABLE LINES  
 --- PROPOSED TELEPHONE LINES  
 --- PROPOSED POWER LINES  
 --- PROPOSED RAILROAD LINES  
 --- PROPOSED HIGHWAY LINES  
 --- PROPOSED AIRPORT LINES  
 --- PROPOSED CANAL LINES  
 --- PROPOSED DRAINAGE LINES  
 --- PROPOSED FLOODPLAIN LINES  
 --- PROPOSED WETLANDS LINES  
 --- PROPOSED HISTORIC DISTRICT LINES  
 --- PROPOSED ZONING LINES  
 --- PROPOSED EASEMENT LINES  
 --- PROPOSED ENCUMBRANCE LINES  
 --- PROPOSED EJECTA LINES  
 --- PROPOSED SURVEY LINES  
 --- PROPOSED BOUNDARY LINES  
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 --- PROPOSED PUBLIC PROPERTY LINES  
 --- PROPOSED PRIVATE PROPERTY LINES  
 --- PROPOSED UNDEVELOPED LAND LINES  
 --- PROPOSED DEVELOPED LAND LINES  
 --- PROPOSED OPEN SPACE LINES  
 --- PROPOSED PARK LINES  
 --- PROPOSED SCHOOL LINES  
 --- PROPOSED CHURCH LINES  
 --- PROPOSED COMMERCIAL LINES  
 --- PROPOSED RESIDENTIAL LINES  
 --- PROPOSED INDUSTRIAL LINES  
 --- PROPOSED AGRICULTURAL LINES  
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 --- PROPOSED WOODLAND LINES  
 --- PROPOSED PRAIRIE LINES  
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 --- PROPOSED BAY LINES  
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 --- PROPOSED TERRACE LINES  
 --- PROPOSED CLIFF LINES  
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 --- PROPOSED PLATEAU LINES  
 --- PROPOSED TERRACE LINES  
 --- PROPOSED CLIFF LINES



**OWNER / DEVELOPER:**  
 MONTGOMERY DANNY B  
 WILLIS LEONIA H LAND  
 FELIPE WAINBERG DAN  
 1525 101ST ST LOT 105  
 LAROO, FL 33713

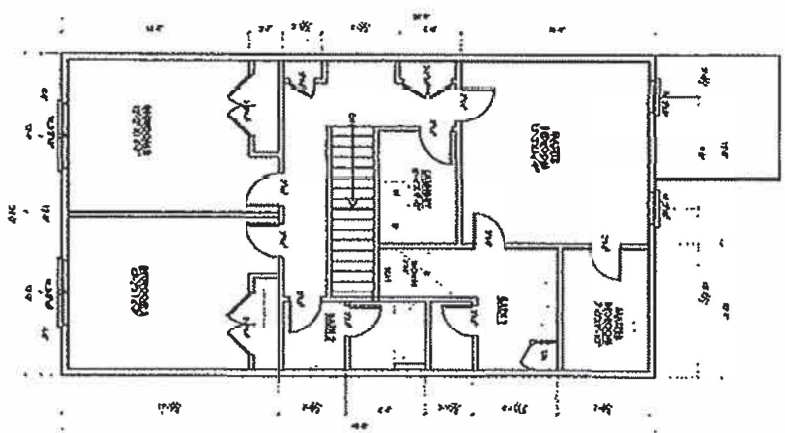


**1335 6TH STREET TOWNHOMES**  
 LOCATED AT  
 1335 6TH STREET  
 CITY OF ATLANTA  
 DEVELOPER: DANIEL GORDON

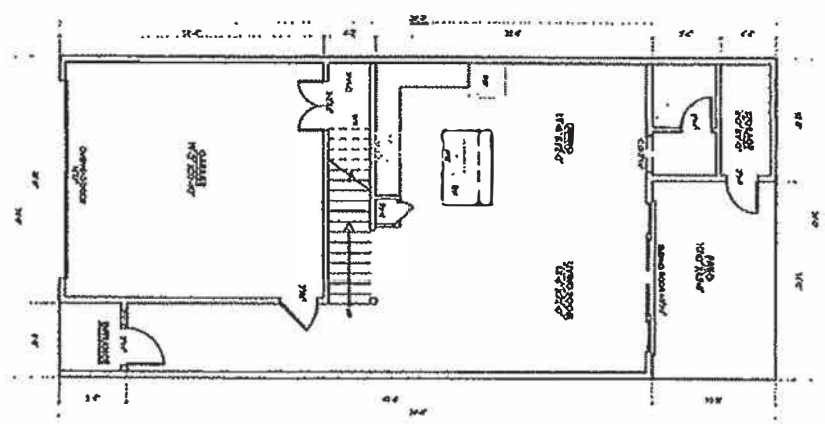
**Sullins Engineering, LLC**  
 CONTACT: MATTHEW COLLINS  
 CIVIL ENGINEER - LAND PLANNER  
 303 WEST WAT STREET  
 SUITE 200  
 ATLANTA, GA 30333  
 PHONE: (404) 411-4211

DATE	REVISION





SECOND FLOOR PLAN  
201 202



FIRST FLOOR PLAN  
201 202

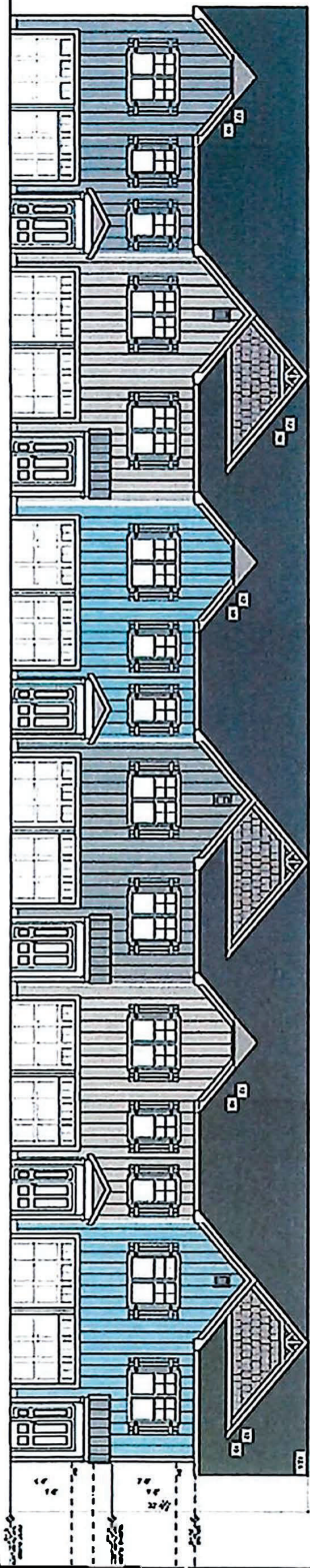
TOWNHOUSE  
1335 6TH STREET  
AUBURN, GA 30011

**amt** ENGINEERS ARCHITECTS PLANNERS  
Armentrout • Mothary • Thurmond

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

DATE: 05/10/00  
SCALE: AS SHOWN  
SHEET: 1100



FRONT ELEVATION



32201  
TOWNHOUSE  
AZ00

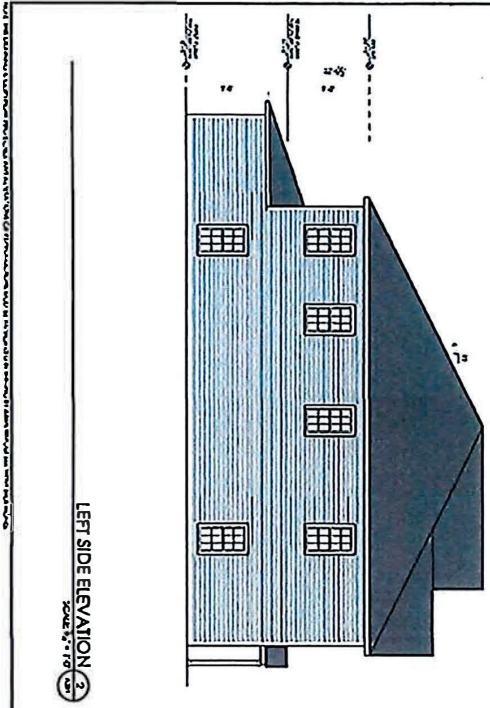
TOWNHOUSE  
1335 6TH STREET  
AUBURN, GA 30011

**amt**  
ENGINEERS  
ARCHITECTS  
PLANNERS  
Armentout • Moloney • Thurmond

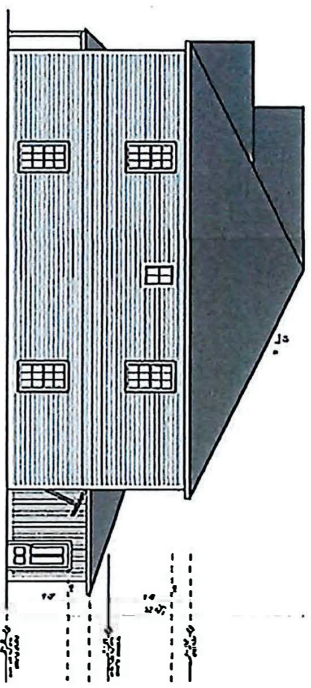
DESIGNED BY  
DRAWN BY  
CHECKED BY  
APPROVED BY

REVISIONS	
NO.	DESCRIPTION

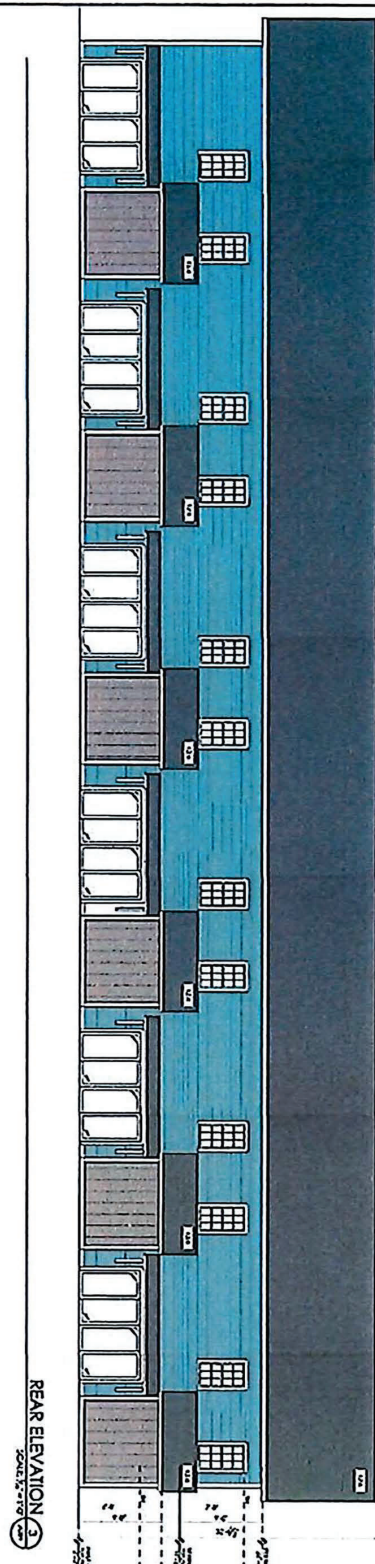
DATE: 10/20/09  
DRAWN BY: [signature]  
CHECKED BY: [signature]  
APPROVED BY: [signature]



LEFT SIDE ELEVATION  
SCALE: 1/8" = 1'-0"



RIGHT SIDE ELEVATION  
SCALE: 1/8" = 1'-0"



REAR ELEVATION  
SCALE: 1/8" = 1'-0"

2211  
 10/20/11  
 A201

TOWNHOUSE  
 1335 6TH STREET  
 AUBURN, GA 30011

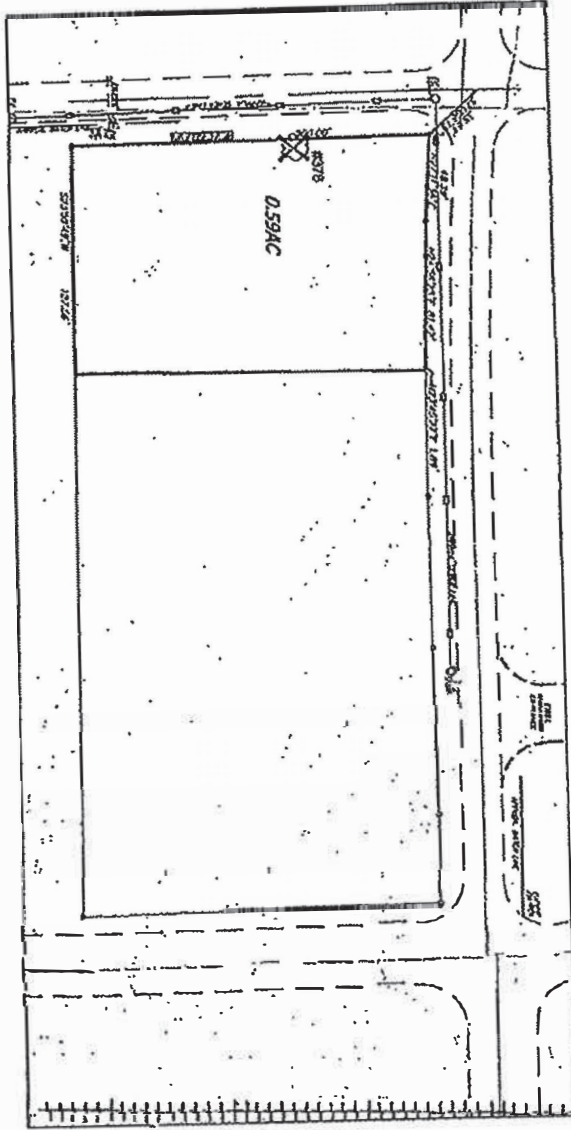
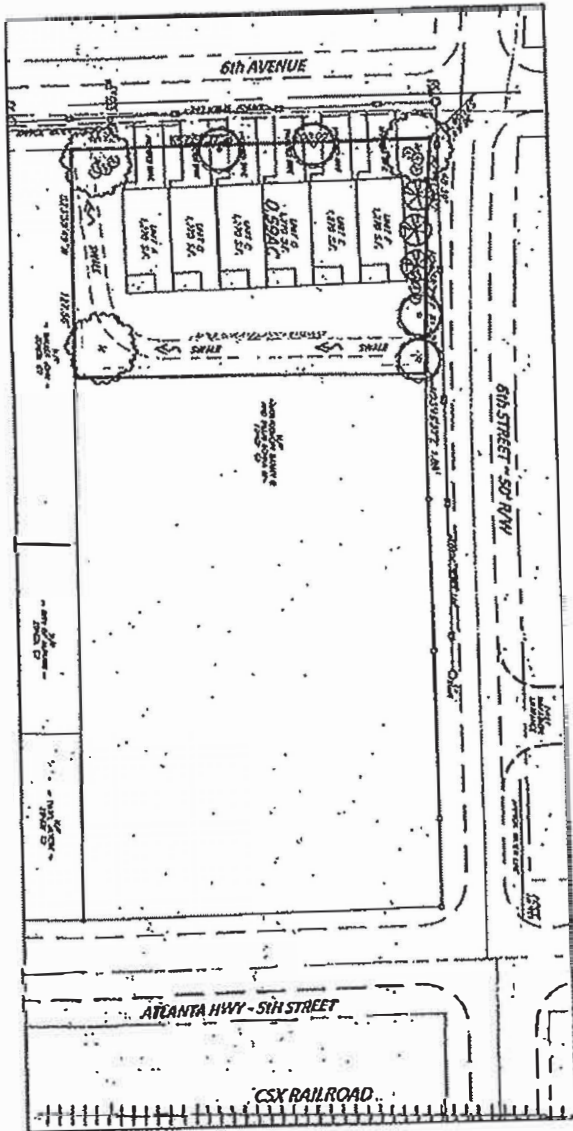
**amt**  
 ENGINEERS  
 ARCHITECTS  
 PLANNERS  
 Armentout • Matherly • Thurmond

2011/11/01  
 06.13.12

REVISED DATE		BY	DESCRIPTION

DATE: 10/20/11  
 BY: JSM  
 DWT: 1





### TREE PROTECTION CALCULATIONS

Total Existing DBH  
 125  
 Proposed DBH  
 150  
 Difference  
 25  
 100% of Difference  
 25  
 100% of Difference  
 25

Tree #	Species	DBH	Height	Health	Location	Remarks
1	Oak	12	20	Good	Corner	Preserve
2	Maple	15	25	Fair	Center	Preserve
3	Oak	18	30	Good	Edge	Preserve
4	Maple	20	35	Fair	Center	Preserve
5	Oak	22	40	Good	Edge	Preserve
6	Maple	25	45	Fair	Center	Preserve
7	Oak	28	50	Good	Edge	Preserve
8	Maple	30	55	Fair	Center	Preserve
9	Oak	32	60	Good	Edge	Preserve
10	Maple	35	65	Fair	Center	Preserve

**Landscaping Info**

**6TH STREET**  
 120 Linear Ft. Double curbs and drains, 72" x 5' Street  
 and 50' wide sidewalk

**5TH AVENUE**  
 200 Linear Ft. Double curbs and drains, 72" x 5' Street  
 and 40' wide sidewalk

Total of 8 Trees and 2 Drains Provided  
 Soil on End of all planting areas.

Plant Species	Quantity	Plant Size	Planting Location
Oak	4	12" DBH	Corner
Maple	4	15" DBH	Center
Oak	4	18" DBH	Edge
Maple	4	20" DBH	Center
Oak	4	22" DBH	Edge
Maple	4	25" DBH	Center
Oak	4	28" DBH	Edge
Maple	4	30" DBH	Center
Oak	4	32" DBH	Edge
Maple	4	35" DBH	Center



OVERLAY LANDSCAPE PLAN  
 FOR  
 6TH STREET - Tract 1  
 A Part of P.L. 2004-10 of the City of Atlanta, Georgia



**mondo**  
 LANDSCAPE ARCHITECTS  
 1000 W. Peachtree Street, N.W.  
 Atlanta, Georgia 30309  
 Phone: (404) 525-1111

**H8C INVESTMENTS, LLC**  
 6115 GOU CLUB DRIVE, MARIETTA, GA 30067  
 (770) 414-1111

DATE: 10/15/04  
 SHEET: 6 OF 6

**Tree Inventory & Analysis**



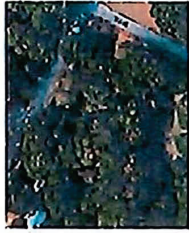
Project: 6th STREET - TRK11

City of Auburn

Office Location: 2023

Draw No: 2023

Report Date: 2023



**DISCUSSION**  
 This report is intended to provide information and recommendations regarding the proposed project and its impact on the existing tree resources. The information provided in this report is based on the data collected during the field survey and the analysis of the project plans. The information provided in this report is for informational purposes only and should not be used as a basis for any legal or financial decisions. The information provided in this report is subject to change without notice. The information provided in this report is the property of Mondo Land Planning Consultants and should not be distributed to any other party without the written consent of Mondo Land Planning Consultants.

Tree ID	Tree Species	Tree Size	Tree Health	Tree Location
1	Redwood	12"	Good	6th Street
2	Redwood	12"	Good	6th Street
3	Redwood	12"	Good	6th Street
4	Redwood	12"	Good	6th Street
5	Redwood	12"	Good	6th Street
6	Redwood	12"	Good	6th Street
7	Redwood	12"	Good	6th Street
8	Redwood	12"	Good	6th Street
9	Redwood	12"	Good	6th Street
10	Redwood	12"	Good	6th Street



**NOTICE**  
 UPR BLMN PROJECT-11

Prepared by:  
 E. Tyson, Owner, 120 Oakdale Avenue  
 Auburn, CA 95603  
 Project: 6th Street - TRK11

*[Signature]*



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## NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Auburn will conduct public hearings on a proposed amendment to the City's Zoning Ordinance, Section 17.100.50 regarding Commercial Vehicle Parking. The proposed amendment addresses parking commercial vehicles in residential districts in the City. A copy of the proposed amendment is available at City Hall.

The City of Auburn Planning Commission will meet on March 20, 2024 at 6:00 p.m. at the City Council Chambers, 1 Auburn Way, Auburn, Georgia 30011 and the Mayor and City Council will meet on Thursday March 28, 2024 at 6:00 p.m. at the City Council Chambers, 1 Auburn Way, Auburn, Georgia, 30011 to conduct public hearings on these matters. Public comment on these issues is invited and encouraged.

**MEMORANDUM**

**TO:** Planning Commission Members  
City of Auburn, Georgia

**FROM:** Jack Wilson, City Attorney

**DATE:** March 12, 2024

**RE:** Commercial Vehicle Parking Ordinance Amendment  
City Code Section 17.100.050(B)

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Dear Planning Commission Members:

The draft ordinance amendment for commercial vehicle parking in residential districts has been prepared with input from Council Members, the Chief of Police, and me. In a recent City Council Work Session, the updated language in Section 17.100.050(B) was proposed to allow one commercial vehicle not exceeding two axles to be parked in a paved area on residential property. If adopted, this amendment would represent a more generous allowance than the current City Code. I understand Council Members will have some further discussion regarding this matter after you make your recommendations.

If you have any questions or need any additional information, please do not hesitate to contact Sarah or me.

RJW/bka

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND THE CITY OF AUBURN  
CODE OF ORDINANCES

Chapter 17.100.050 Commercial Vehicle Parking

WHEREAS, the City of Auburn has a comprehensive Zoning Ordinance establishing provisions for uses in a variety of districts; and

WHEREAS, the City and its staff reviews the Ordinance as regularly to keep pace with trends and necessary changes; and

WHEREAS, the City has received inquiries regarding a number of permitted and prohibited uses related to parking commercial vehicles; and

WHEREAS, the City has conducted public hearing and meetings to gain input from citizens and affected persons; and

WHEREAS, the City's Planning staff, Planning Commission, and Elected Officials have provided comments and suggestions reflected in the amendment outlined in this Ordinance; and

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens of the City to amend the City's Zoning Ordinance to modify permitted and prohibited uses related to parking commercial vehicles, and for other purposes;

NOW THEREFORE, THE COUNCIL OF THE CITY OF AUBURN HEREBY ORDAINS that the existing Chapter 17.100.050 is deleted, and the following Chapter 17.100.050 is substituted in its place:

**17.100.050 Commercial vehicle parking.**

- A. Commercial vehicle parking shall be allowed on property zoned and properly permitted for the business for which the commercial vehicle is to be used.
- B. **One single commercial vehicle not exceeding two axles (one single front axle and one single back axle) may be parked in the driveway or a properly permitted asphalt or concrete parking area of a detached, single-family dwelling.** ~~Unless otherwise provided for in this code section~~ No other commercial vehicle shall be allowed to park in any AG, R-100, R-100CZP, R-MD, RM-8, PUD, and MH property so zoned or on the streets abutting such property.
- C. In all residential zoning districts, the parking of the following commercial vehicles is permitted:
  1. A standard sized automobile, pick-up truck, van, or SUV used to provide daily transportation to and from work.
  2. Any commercial vehicle that is parked temporarily in conjunction with a commercial service, sale, or delivery to the property where the vehicle is parked.
  3. Commercial vehicles may be parked on lots zoned for residential use if the vehicle is parked within a fully enclosed structure that meets all other criteria of the zoning district and development regulations.
  4. Commercial vehicles may park on lots zoned AG provided the vehicle is parked in the rear of the primary residential dwelling and the property contains five acres or more; but in no case may

the vehicle be located closer than one hundred feet from any property line of any dissimilar residential zoned property line.

5. For any commercial vehicle which does not meet the requirements of this section for use as a matter of right, an occupant may apply for a Special Use Permit, pursuant to Section 17.170.070, to allow such use.-

D. As used in this section, commercial vehicles specifically include the following:

- a. Any commercial vehicle over 20 feet in length and/or to include any vehicle for hire including but not limited to limousines, ~~taxis~~, box trucks, flatbed trucks, dump trucks, tow trucks, transport wreckers, tandem axle trucks, cab-on-chassis trucks, tractor trailers, wheeled attachments, pull behind cement mixers, bucket trucks, buses, earth moving or motorized construction machinery, semi-trailers, transport trailers, tanker type trucks (to include Septic pumping trucks), trucks with boom equipment, service trucks, and any vehicle the top of the highest sidewall more than three feet above the bed or taller than the roofline of the vehicle.

~~Any vehicle designed to haul more than one and one-half tons.~~

- b. Any vehicle, other than a motor home, having more than two axles.
- c. Any motorized construction equipment, except when located on private property on which related construction is in progress.
- d. Any bus designed to carry more than fifteen passengers.
- e. Any vehicle displaying a DOT number (if the vehicle is engaged in commercial activity).
- f. Any vehicle carrying potentially hazardous materials, such as but not limited to pool chemicals, fertilizers, biohazards, and other similar materials.

E. Nothing in this section shall be construed to allow commercial vehicles to drive on any route not previously approved for commercial vehicle use.

#### Conflict

All ordinances or parts of ordinances which conflict with this ordinance and the applicable code are hereby repealed.

#### Effective Date

This ordinance and the authority granted by and through it shall become effective immediately upon its adoption by the Mayor and Council of the City of Auburn, Georgia.

#### Severability

If any portion of this ordinance is determined to be unconstitutional or invalid, the rest and remainder of the ordinance shall remain in full force and effect, as if enacted without the portion declared unconstitutional or invalid.

SO ORDAINED this \_\_\_\_ day of March, 2024.

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Mayor Richard E. Roquemore

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Robert L Vogel, III Council Member

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Taylor J. Sisk, Council Member

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Jamie L. Bradley, Council Member

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Joshua Rowan, Council Member

Attest:

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City Clerk