



Cliff Thomas, Chairman
Jeanne Rast, V. Chairman
Carol Cobb
G. Leah Davis
Lucy Dolan
Miller Radford
Brittany Williams

**Planning Commission Meeting
700 Doug Davis Drive
Hapeville, Georgia 30354**

June 10, 2025 6:00 PM

MINUTES

1. Called to Order at 6:01 PM.

2. Roll Call

Cliff Thomas, Chairman
Jeanne Rast, Vice Chairman
Carol Cobb (absent)
G. Leah Davis
Lucy Dolan
Miller Radford (absent)
Brittany Williams

3. Approval of Minutes

3.I. Minutes of April 8, 2025

MOTION ITEM: Brittany Williams made a motion to approve the minutes of April 8, 2025, as submitted. Leah Davis seconded the motion. MOTION CARRIED: 4-0.

4. New Business

4.I. 493 Woodrow Avenue Site Plan Review

Background:

Charles Askew on behalf of Heritage Properties requested site plan review to construct a new single-family dwelling at 493 Woodrow Avenue, Parcel Identification Number 14-0094-0008-023-2. The property is zoned R-SF, Residential Single Family, and is subject to the zoning regulations of the City of Hapeville.

Findings:

The proposed dwelling will have four bedrooms and three bathrooms. The property is currently vacant. The dwelling will have 2,533 SF of heated floor area, a 110 SF covered porch, and a 62 SF patio. Parking will be accommodated in a two-car garage located at the rear of the dwelling.

There is no Tree Conservation plan provided. Five trees are shown to be removed. A 3.5” black gum is proposed in the right-of-way which is not allowed. There is a tree that appears to be in the middle of the site that is not listed. There are boundary trees that are impacted, which must be addressed. The applicant must follow the regulations for impacting the critical root zone of both boundary trees. The City arborist will review the Tree Conservation Plan when provided.

Recommendation:

The applicant should address the following:

- Show actual dimensions from the property line to the edge of dwelling at the rear.
- Ensure the roof eaves are not in the setback.
- Provide a development schedule.
- Provide a full tree conservation plan. There are impacted trees for construction located on adjacent properties. The applicant must follow the regulations for impacting the critical root zone of both boundary trees.

In addition, the applicant should understand the building elevations will be reviewed by the Design Review Committee for compliance with the Architectural Design Standards and changes may be required.

MOTION ITEM: Leah Davis made a motion to approve the site plan request at 493 Woodrow Avenue, subject to the deficiencies outlined in the staff reports. Lucy Dolan seconded the motion. MOTION CARRIED: 4-0.

4.II. 481 Walnut Street Site Plan Review

Background:

Anthony Hansen on behalf of JG Anderson, LLC requested site plan review to construct a new single-family dwelling at 481 Walnut Street, Parcel Identification Number 14-0094-0003-056-7. The property is zoned R-SF, Residential Single Family and is subject to the zoning regulations of the City of Hapeville.

Findings:

The dwelling will have three bedrooms and two and a half bathrooms. The property is currently vacant. The dwelling will have 2,000 SF of heated floor area, a 112 SF covered porch, and a 270 SF rear deck. Parking will be accommodated with two spaces to the rear of the dwelling.

Three trees were identified on the site. One will be removed. Two boundary trees were identified - a 64" hardwood and a 44" hardwood located on an adjacent lot. Both critical

root zones are impacted by the construction. The applicant must follow the regulations for impacting the critical root zone of both boundary trees.

Recommendation:

There are significant issues with the site plan package as presented. There are multiple versions of site plans, none of which are consistent or complete. Please review all submittal materials to ensure a quality and comprehensive submittal.

- Show actual dimensions from the property line to the edge of rear deck.
- The applicant should provide a development schedule.
- Clarify sidewalk inconsistency - will it be provided as shown on Architectural set.
- Provide dimensions for parking pad.
- The impacted trees for construction are located on adjacent properties. The applicant must follow the regulations for impacting the critical root zone of both boundary trees.

In addition, the applicant should understand the building elevations will be reviewed by the Design Review Committee for compliance with the Architectural Design Standards and changes may be required.

MOTION ITEM: Brittany Williams made a motion to approve the site plan request at 481 Walnut Street subject to the deficiencies outlined in the staff reports. Jeanne Rast seconded the motion. MOTION CARRIED: 4-0.

4.III. 3410 North Fulton Avenue and 3396-3408 North Fulton Avenue Final Plat Review Background:

Jorge Vargas requested final plat review to subdivide seven (7) properties located at 0 North Fulton Avenue, 3396 North Fulton Circle, 3400 North Fulton Circle, 3404 North Fulton Circle, 3406 North Fulton Circle, 3408 North Fulton Circle, 3410 North Fulton Avenue, Parcel Identification Numbers 14-0095-0009-012-3, 14-0095-0009-008-1, 14-0095-0009-014-9, 14-0095-0009-015-6, 14-0095-0009-016-4, 14-0095-0009-020-6, 14-0095-0009-017-2, 14-0095-0009-018-0, and 14-0095-0009-019-8. The properties are zoned R-SF, Residential Single Family and are subject to the regulations of the City of Hapeville.

This parcel was part of a previous subdivision plat application that involved seven lots submitted by Randell Brown on behalf of Stream Funding Group, LLC to the City in 2021. The Planning Commission directed Mr. Brown to address the Planner's report comments, including requirements from the City Engineer and the Community Services Department to have the subdivision application and proposed plat approved by the City. Mr. Brown never returned to the Planning Commission with a revised plan addressing the outstanding

issues so that plat, which purported to create a subdivision that included the above-referenced parcel, was never approved by the Planning Commission. Mr. Brown submitted the unapproved and unsigned plat to Fulton County. The County recorded it in error. The City notified the County of the error and the County is in the process of rescinding the plat submitted by Mr. Brown. Meanwhile, Stream Funding LLC proceeded with the sale of the unapproved lots. As there is no city-approved subdivision plat, the City does not recognize the individual parcels from the plat submitted to the County. The City was made aware of the issue in August 2023, when Mr. Dawit Makonnen contacted the City. The City informed all purchasers of the unapproved subdivision plat of the current status of the parcels and the remedy requirements such that each improvement may be deemed as a separate parcel and approved subdivision.

Findings:

Parcels in R-SF must have a minimum of 40' of street frontage. The minimum lot frontage as required by zoning is not met for two of the parcels and requires a variance by the Board of Appeals. An application has been submitted. Staff supports the application. Parcels in R-SF must be a minimum of 4,000 sf. All lots are compliant.

The lot widths are not compliant at the street right of way for two of the parcels (3408 North Fulton Circle and 3406 North Fulton Circle). Planning Commission may waive this requirement.

Every subdivision developer shall be required to grade and improve streets and alleys, install curbs and sidewalks, monuments, sewers, stormwater inlets and water mains in accordance with specifications established by the city. The Planning Commission may waive this requirement as the City may install sidewalks at a later, undetermined date.

Installation by the developer of sidewalks on both sides of streets will normally be required. The commission may waive the requirements of sidewalks along streets where a park, railroad or other use on one side of a street makes a sidewalk nonessential. The City may install sidewalks at a later, undetermined date. The granting of the right of way allows for adequate space for sidewalks.

Recommendation:

Dr. Patterson gave a brief outline of the request and recommendation.

As requested and as applicable to this parcel, the proposed plat has addressed the following items:

a. After review of the official property records for North Fulton Circle, informally known as Randell Brown Avenue ("Street"), it appears that the Street is a public street. The name of the Street shall be shown as North Fulton Circle.

Addressed.on.plat;

b. All utilities on private property require a permanent easement shown on the subdivision plat. Water meters currently located in the driveways may remain; however, any damage to water meters in the driveway will be the responsibility of the property owner. The property owner may elect to relocate the water meter at their own cost. The City may elect in the future to relocate the water meters, and at that time, a permanent easement for the new location will be required.

Property.owners.have.been.notified;

c. The Street will become one-way heading north. This must be reflected on the proposed subdivision plat submitted to the Planning Commission. The City will provide one-way street signage.

Addressed.on.plat;

d. Per Code, right-of-way (ROW) must be 50' along all sections of the street. This additional required ROW must be dedicated by adjacent property owners.

Addressed.on.plat.for.these.properties;Adjacent.parcels.will.be.required.to.do.the.same.when.subdivided;

e. No parking will be allowed along the Street in portions that are less than 30' wide. The City will provide "No Parking" signage.

Addressed.on.plat;

f. When lots or dwellings are improved, gravel driveways must be replaced.

Addressed.on.plat;

g. An easement is required for the utilities that cross properties identified as Lot 7 on the unapproved plat filed with Fulton County.

Not.applicable.to.this.plat;

h. Sidewalks are required on the Street where properties have dwellings and must be shown on the subdivision plat.

A.waiver.by.the.Planning.Commission.is.recommended;Adequate.right_of_way.has.been.provided;The.City.may.install.sidewalks.in.the.future;

i. Utility lines (water and sewer) for the subdivision must be shown on the plat.

Addressed.on.plat;

j. Parcels in R-SF zoning districts must have a minimum of 40' of street frontage. Lots 2 and 3, as depicted on the unapproved plat filed with Fulton County, would have 30' of frontage. A variance would be required and is recommended by staff.

A.variance.application.is.required;Subdivision.plat.approval.would.be.conditional.upon.
Board.of.Appeals.approval;

k. Lots 4, 5, and 6, as depicted on the unapproved plat, have existing structures in the front setback. Lot 2 has an existing structure in the rear setback. A variance would be required to allow for the encroachments and is supported by staff.

90762906229066?and.9952North.Fulton.Circle.encroach.in.the.setback.and.require.Board.
of.Appeals.approval;Adjacent.parcels.must.address.this.when.proposing.a.subdivision;

l. Concrete monuments or similar property markers are missing on the unapproved plat. These must be noted on the proposed plat.

Not.addressed.on.plat;

m. The Surveyor's Certificate and Owner's Acknowledgement and Dedication must be included on the plat.

Addressed.on.plat;

n. The Erosion Control Certification is missing. The City must receive this prior to subdivision approval.

No.grading.required;Certification.no.longer.required;

o. Minimum floor area must be shown on the plat.

Minimum not met. Requires variance. Subdivision plat approval would be conditional upon
Board.of.Appeals.approval;

p. Discrepancies exist between the legal descriptions in the property deeds and the unapproved plat. All legal descriptions must match.

To.be.reconciled;

q. All infrastructure installations must meet City standards.

No.new.infrastructure.proposed;

r. Street trees are required for each lot. Site plans must include street trees and a tree conservation plan.

Addressed.on.plat;

Variations Required:

A variance application must be submitted and approved by the Board of Appeals after Planning Commission review for the following:

Street frontage – Reduction to less than 40' for Lots 2 and 3 (30' proposed).

Setbacks – Reduction in front setbacks for Lots 4, 5, and 6 and rear setback for Lot 2.

Minimum floor area – For 3408 and 3406 North Fulton Circle.

Note: Minimum floor area was added to the plat after notification was sent to property owners.

Conditional Approval Items:

The Planning Commission may grant conditional approval of the plat, contingent upon:

Approval of all variances by the Board of Appeals for setback, frontage, and floor area requirements.

Installation of monuments as required and noted on the plat.

Waiver for sidewalk installation and curved lot width may be considered by the Planning Commission.

All properties must meet City Codes and Design Standards upon redevelopment (e.g., driveway replacement, tree installation, architectural standards).

All outstanding items from the City Engineer's review must also be resolved.

MOTION ITEM: Jeanne Rast made a motion to approve the final plat request for 3410 North Fulton Avenue and 3396-3408 North Fulton Avenue subject to the following:

1. Approval of the variances to the Board of Appeals for setbacks, frontage, and minimum floor area requirements. 3410 North Fulton, 3408 North Fulton Circle, 3400 North Fulton Circle, 3396 North Fulton Circle are located in the setback. 3406 North Fulton Circle and 3408 North Fulton Circle do not have adequate street frontage nor minimum floor area. The Board of Appeals must approve these variances to the development standards outlined in the City Zoning Code.
2. Monuments should be installed for the proposed subdivision as directed above and indicated on the plat.

3. Waive the requirement for sidewalk installation and for the minimum of the curved lot.
4. Properties when re-developed must be developed in accordance with all City Codes and Design Standards, including compliance with gravel driveway replacement, installation of any required street trees, compliance with the Tree Conservation Ordinance, and all architectural design standards.
5. Any outstanding issues from the Engineer's report must be addressed.

The motion was seconded by Brittany Williams. MOTION CARRIED: 4-0.

5. Next Meeting Date: July 8, 2025 at 6:00 PM.

6. Adjourn

MOTION ITEM: Jeanne Rast made a motion to adjourn the meeting at 6:34 p.m. The motion was seconded by Lucy Dolan. MOTION CARRIED: 4-0.

Respectfully submitted by,

Cliff Thomas, Chairman

Adrienne Senter, Secretary