

**CITY OF DACULA  
PLANNING COMMISSION**

**July 29, 2019  
6:30 p.m.**

**442 Harbins Rd  
P. O. Box 400  
Dacula, GA, 30019**

**SUMMARY MINUTES**

*This document is tentative, has not been ratified or approved by the Chairman and Planning Commission of the City of Dacula, and is not binding on the City or any officer.*

*Minutes scheduled for approval at next Planning Commission Meeting*

**I. CALL TO ORDER AND ROLL CALL OF THE MEMBERS:**

Vice-Chairman Gene Greeson 6:30 p.m.

**Planning Commission Present:**

Gene Greeson, Vice-Chairman  
Donna Barber Peairs, Member  
Lisa Bradberry, Member  
Mark Chandler, Member  
Monica Francis, Member

**City Staff Present:**

Joey Murphy, City Administrator  
Heather Coggins, Finance Director  
Brittini Nix, City Planner  
Amy White, City Marshal

**II. MINUTES:**

1. Approval of the Minutes from the Meeting of Monday, November 26, 2018.

Motion to Approve: Member Chandler  
Second: Member Francis  
Vote: Unanimous

**III. OLD BUSINESS:**

1. None.

**IV. NEW BUSINESS:**

1. 2019 Planning Commission Chairman Appointment

Mark Chandler appointed as Chairman by unanimous vote.

2. 2019 Planning Commission Vice-Chairman Appointment

Lisa Bradberry appointed as Vice-Chair by unanimous vote.

3. **PUBLIC HEARING: Case # 2019-CD-COC-01**, Applicant: James Clinkscales, Owner: CircaSpaces, Inc. request change of conditions from 2006-CD-RZ-15 to allow for meeting, office, and event space. The property is located in Land Lot 301 of the 5<sup>th</sup> District and contains 1.40 acres more or less.

Motion to open Public Hearing : Member Francis  
Second: Member Peairs  
Vote: Unanimous

Staff report  
Applicant comment

Motion to close Public Hearing : Member Francis  
Second: Member Peairs  
Vote: Unanimous

4. **Change of Conditions Application: 2019-CD-COC-01**, Applicant: James Clinkscales, Owner: CircaSpaces, Inc. request change of conditions from 2006-CD-RZ-15 to allow for meeting, office, and event space. The property is located in Land Lot 301 of the 5<sup>th</sup> District and contains 1.40 acres more or less.

Motion to Approve with 16 conditions [below]: Member Francis  
Second: Member Chandler  
Vote: Unanimous

1. Permitted uses shall be limited to meeting and office use only.
2. All business activities shall be contained within the existing structure on the property.
3. The fence that adjoins residential properties must remain in place and the structural and visual characteristics of the fence shall be maintained at all times.
4. The existing zoning buffer must remain in place and be maintained at all times.

5. Sign illumination shall be limited to indirect ground projection type. Neon - type or backlit self-illuminating signage shall be prohibited. Ground signs shall be monument type only with a brick or stacked stone base of at least 2 feet in height. The overall design and location of the monument sign is subject to review and approval by the City of Dacula.
6. Property lighting shall be directed in towards the property so as not to reflect into adjacent residential properties. A separate lighting plan (showing location and type of light) shall be submitted to the City for approval.
7. Normal business hours of operation shall be limited from 7:00 am to 9:00 pm.
8. All trash and/or dumpster enclosures shall be constructed with brick, stacked stone, or split face block (CMU). Subject enclosures shall have a completely opaque wood or steel door. Garbage/Sanitation or dumpster service pickups shall be conducted between the hours of 7:00 am and 6:00 pm, as scheduled Monday through Friday only.
9. No outdoor storage shall be permitted on site.
10. No outside loudspeakers shall be allowed.
11. 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.
12. Any fencing along Harbins Road shall be wrought-iron style with stacked stone or brick columns spaced every 30 feet and shall not exceed four (4) feet in height. A fence plan shall be subject to review and approval by the City of Dacula.
13. Any interior fencing shall be of decorative iron, painted / stained wood slat, or a similar vinyl material not to exceed six (6) feet in height.
14. Any garbage, litter, or construction debris must be removed from the site prior to the issuance of a certificate of occupancy for the site.
15. All drive and/or parking areas shall be paved with either concrete or asphalt prior to issuance of an Occupational Tax Certificate for the property. Parking requirements will adhere to Article X of the Zoning Resolution of the City of Dacula.
16. The property generally shall be developed as approved by the Mayor and City Council. Any substantial deviation from the approved conditions of zoning shall be resubmitted to the City Council for approval. The City Administrator shall determine what constitutes substantial deviation.

**V. ADJOURNMENT:**

Motion to Approve: Member Francis

Second: Member Bradberry

Vote: Unanimous

Meeting adjourned at 6:50 p.m.