



LAWRENCEVILLE

GEORGIA

PLANNING COMMISSION MEETING MINUTES

Monday, May 4, 2026

CALL TO ORDER: 6:00 p.m.

PRESENT:

Chairperson Bruce Hardy

Vice-Chairperson Jeff West

Commission Member Darion Ward

ABSENT:

Commission Member Sheila Huff

Commission Member Stephanie Henriksen

APPROVAL OF AGENDA:

Motion made to **APPROVE THE AGENDA AS PRESENTED** by Vice-Chairperson West, Seconded by Commission Member Ward.

Voting Yea: Chairperson Hardy, Vice-Chairperson West, Commission Member Ward

APPROVAL OF PRIOR MEETING MINUTES

Motion made to **APPROVE** Monday, March 30, 2026, Planning Commission Meeting Minutes by Council Member Ward and Seconded by Vice-Chairperson West

Voting Yea: Chairperson Hardy, Vice-Chairperson West, Commission Member Ward

NEW BUSINESS

- 2. BFR2026-0002** – Applicant: Charles C. Chang; Owner: Rajesh Kr Mittal (Nau LLC); A Request for a Buffer Reduction between the subject property (zoned BG - General Business District) and a neighboring property (zoned RS-150 – Single-Family Residential District) from 75 Feet to 37.5 feet to accommodate a Catering Service (Shared Kitchen); Address: 351 West Pike Street; Parcel Identification Number: 5143 026; Area: Approximately 0.46 Acres (Less And Except).

Motion made to recommend **APPROVAL** of **BFR2026-0002** with Staff recommendations by Commission Member Ward and Seconded by Vice-Chairperson West

Voting Yea: Chairperson Hardy, Vice-Chairperson West, Commission Member Ward

Proponent: Applicant – Charles C. Chang

Opponent: None

Staff Comment: The Planning Commission observed that the adjoining single-family residential structures maintain an approximate 160-foot offset from the shared property boundary. This substantial separation provides additional justification for the applicant's request within the context of the surrounding development pattern.

- 3. RZC2026-0002 & BFR2026-0004** – Applicant: Jennifer Hickey (Friendship Forest Academy, Inc.); Owner: Marc Cain – Cuz Properties LLC; A request to rezone the subject property from ON (Office Neighborhood District) to OI (Office Institutional District) and a request to reduce the required buffer between the subject property and a neighboring property zoned (RS-180 – Single-Family Residential District) from 50 feet to 0 feet to develop a Special Needs School; Address: 521 Scenic Highway; Parcel Identification Number: 5116 105; Area: Approximately 0.59 Acres.

Motion made to recommend **APPROVAL** of **RZC2026-0002 & BFR2026-0004** with Planning Commission recommendations by Vice-Chairperson West and Seconded by Commission Member Ward

Voting Yea: Chairperson Hardy, Vice Chairperson West, Commission Member Ward

Proponent: Applicant - Jennifer Hickey (Friendship Forest Academy, Inc.)

Opponent: Drew Slayton – The opponent did not object to the request but sought clarification from a planning perspective regarding the necessity of the rezoning and the justification for the proposed buffer reductions.

Staff Comment: The Planning Commission's discussion addressed several operational and site-related considerations, including parent pick-up and drop-off procedures, anticipated student enrollment, potential expansion of the existing structure to accommodate additional students, planned outdoor activities, proposed fencing installation, and long-term parking lot expansion. The applicant responded that pick-up and drop-off activities are individualized to each student rather than tied to fixed times; student enrollment is expected to range from 6 to 12 students, with the possibility of adding one additional student in the future; any expansion of the existing building footprint would be limited to interior improvements and general maintenance; outdoor activities would utilize the existing rear yard area and may include playground equipment; fencing would be installed along the property perimeter, with any fencing located within the front yard limited to a maximum height of 4 feet; and expansion of the parking area is envisioned as part of the school's long-term planning efforts.

FINAL ADJOURNMENT – 6:22 p.m.

Motion made to **ADJOURN** by Commission Member Ward, and Seconded by Vice Chairperson West

Voting Yea: Chairperson Hardy, Vice Chairperson West, Commission Member Ward

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LAWRENCEVILLE

Planning & Development

PLANNING ~~AND DEVELOPMENT DEPARTMENT~~ COMMISSION

RECOMMENDED CONDITIONS_05042026

BFR2026-0002

Approval of the requested Buffer Reduction, subject to the following enumerated conditions:

1. To restrict the Buffer Reduction as follows:

- A. Allows a fifty percent (50%) reduction of the minimum buffer requirements between dissimilar zoning classifications (BG and RS-150), from seventy-five (75) feet to thirty-seven and one-half (37.5) feet along the subject property's northern property line.
- B. The buffer reduction shall apply only to the development of a multitenant shared kitchen facility, including associated parking, driveways, dumpsters, and stormwater facilities, as shown on the site plan. received by the Planning and Development Department on February 27, 2026.

2. To satisfy the following site development considerations:

- A. All site improvements, including parking, drive aisles, curb cuts, and internal circulation, shall comply with the City of Lawrenceville Development Regulations unless otherwise approved through separate variance or permit action.
- B. Prior to issuance of a Land Disturbance Permit (LDP), final site plans shall be reviewed and approved by the Planning Director, City Engineer, and all applicable departments.
- C. In areas where required buffers lack sufficient vegetation to achieve effective screening, the applicant shall provide supplemental planting and landscape enhancements. A detailed replanting and landscape enhancement plan shall be prepared by a qualified professional and submitted for review and approval by the Director of Planning and Development prior to the issuance of any applicable permits. The plan shall demonstrate how the buffer will be brought into compliance with applicable screening and landscaping standards, including plant species, sizes, spacing, and maintenance provisions.
- D. All outdoor service areas, including dumpsters and loading areas, shall be screened from view of adjacent residential properties.

- E.** Site lighting shall be directed away from adjacent residential properties and shall comply with City lighting standards to prevent light spillover.
- F.** Any off-site access, grading, or construction activity, if required, shall be subject to executed agreements or easements made by adjacent property owners and approval by the City.
- G.** All required landscaping and screening shall be installed prior to final inspection and issuance of a Certificate of Occupancy and shall be maintained in a healthy condition for the life of the development.
- H.** All applicable local, state, and federal permits and approvals shall be obtained prior to commencement of construction activities.

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LAWRENCEVILLE

Planning & Development

PLANNING COMMISSION ~~AND DEVELOPMENT DEPARTMENT~~

RECOMMENDED CONDITIONS – 05042026

RZC2026~~65~~-0002

Approval of a rezoning to OI (Office Institutional District), subject to the following enumerated conditions:

1. To restrict the use of the property as follows:

- A.** Limited to office and institutional uses only, including a small private school serving neurodivergent children.
- B.** The maximum enrollment, staffing levels, and hours of operation shall be subject to review and approval by the Director of Planning and Development to ensure compatibility with adjacent residential properties.
- C.** Final building design, site design, fencing, and exterior appearance shall be approved by the Director of Planning and Development.
- D.** Temporary promotional displays (including tents, canopies, banners, balloons, and similar items), yard signs, and sign-twirlers shall be prohibited.
- E.** Outdoor storage, peddlers, and parking lot sales ~~unrelated to the approved use~~ shall be prohibited.
- F.** The owner shall repaint or repair any graffiti or vandalism that occurs on the property within seventy-two (72) hours.

2. To satisfy the following site development considerations:

- A.** All site improvements, including parking, drive aisles, curb cuts, and internal circulation, shall be in general conformity with the submitted site plan, received by the Planning and Development Department on April 1, 2026.
- B.** Any existing encroachments into setbacks, buffers, or adjacent properties shall be removed prior to issuance of permits.
- C.** 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.

- D.* The existing structure shall maintain a residential appearance, with exterior modifications limited to minor improvements or maintenance unless otherwise approved.
 - E.* All fencing (four-foot-tall decorative fence in front yard and six-foot-tall privacy fencing in and rear yards) shall be installed as shown on the approved site plan and maintained in good condition.
 - F.* 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.
 - G.* Provide a minimum of one (1) parking space per 500 square feet gross floor area in accordance with the submitted site plan; all parking shall be provided and maintained on an approved hard surface and striped.
 - H.* Provide a ten (10) foot landscape strip adjacent to all public rights-of-way.
 - I.* 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.
 - J.* 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-way.
 - K.* If provided, dumpsters shall be screened by solid masonry walls matching the building, with an opaque metal gate enclosure.
- 3. The following variances are approved:**
- A.* A variance from Article 2, Section 200.3.70 Schools and Colleges (Private), Subsection B. Allows for a reduction of the minimum required road frontage from two hundred (200) feet to one hundred and six (106) feet.
 - B.* A variance from Article 2, Section 200.3.70 Schools and Colleges (Private), Subsection C. Allows for a reduction of the minimum required lot size from five (5) acres to 0.595 acres.
 - C.* A variance from Article 2, Section 200.3.70 Schools and Colleges (Private), Subsection D. Allows for a reduction of the minimum required side setback from twenty (20) feet to ten (10) feet
 - D.* A variance from Article 2, Section 200.3.70 Schools and Colleges (Private), Subsection E. Allows for parking to be located within the required fifty (50) foot front yard setback.

- E. A variance from Article 2, Section 200.3.70 Schools and Colleges (Private), Subsection F. Eliminates the required buffer with a property zoned for single-family detached residential use.

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RECOMMENDED CONDITIONS_05042026

BFR2026-00002

Approval of the requested Zoning Buffer Reduction, subject to the following enumerated conditions:

1. To restrict the Buffer Reduction as follows:

- A.** Eliminates the required fifty (50) foot buffer along the southern property line adjacent to a RS-180 zoning district, reducing the buffer to zero (0) feet.
- B.** The buffer reduction shall apply only to the existing structure and site improvements as shown on the site plan received April 1, 2026, and shall not authorize additional building area or expansion beyond what is approved.
- C.** Enhanced screening shall be provided along the southern property line as follows:
 - i.** Where feasible, enhanced landscaping shall be installed within the front yard portion, subject to review and approval by the Director of Planning and Development.
 - ii.** A minimum six (6) foot opaque fence and supplemental landscaping shall be installed and maintained along the side and rear yard portions to mitigate impacts on adjacent residential properties.
- D.** All site improvements shall comply with the City of Lawrenceville Development Regulations unless otherwise approved through separate variance or permit action.
- E.** Approval of this Buffer Reduction shall not be construed as a waiver of buffer requirements for any future development or redevelopment beyond the scope of this application.
- F.** All applicable local, state, and federal permits and approvals shall be obtained prior to commencement of construction activities.