



City of Stone Mountain  
875 Main Street  
Stone Mountain, GA 30083

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## STAFF ANALYSIS AND REPORT

**CASE #:** VAR2026-1808926006

**OWNER :** Teresita Dollar, Atlanta Mortuary Services

**APPLICANT :** Teresita Dollar, Atlanta Mortuary Services

**LOCATION:** 5406 E Mountain Street

**PARCEL:** 18 089 26 006

**CURRENT ZONING:** Office/Professional/Institutional (OPI)

**REQUEST:** Variance for 2 Façade Wall Signs

### ZONING/ADJACENT LAND USE:

North	In Town Neighborhood Residential (R-3)
South	Village Center Mixed Use (VCM)
West	Office/Professional/Institutional (OPI)
East	Traditional Residential (R-2)

### COMPREHENSIVE PLAN:

Future Land Use Designation: Mixed Use

### MEETING INFORMATION:

Planning & Zoning Commission:	04/20/2026 – 6:30 P.M.
1 <sup>st</sup> Read City Council:	05/19/2026 – 6:30 P.M.
City Council Public Hearing:	06/02/2026 – 6:30 P.M.

**STAFF RECOMMENDATION: APPROVAL WITH CONDITIONS**

CITY OF STONE MOUNTAIN  
PLANNING AND ZONING DEPARTMENT

**I. SUMMARY**

The applicant is seeking a variance to permit the installation of two façade signs that were installed without a permit. On July 31, 2025, the Code Enforcement Division issued a warning to the property owner at 5406 E Mountain Street for the unauthorized installation of three signs, which included two façade wall signs and a free-standing sign measuring 20 square feet.

Per Sec 23-43(b) No more than one (1) sign per tenant may be placed on anyone (1) facade or wall of anyone (1) building. However, in a single tenant building that is otherwise entitled to a free-standing sign the owner can elect to install not more than two (2) facade or wall signs in lieu of the free-standing sign.

The applicant has been directed to the Planning and Zoning Department to submit applications for the proposed signage at the subject property. On August 19, 2026, the Planning and Zoning Department issued a formal request to arrange a pre-application meeting concerning the variance for signage that exceeds the allowable limits established in the Stone Mountain Code of Ordinances. The applicant did not receive a response to this request. In early 2026, the applicant was issued an official citation by Code Enforcement and is scheduled to appear in Municipal Court in April 2026. In accordance with Section 23-92, sign variances are processed following the procedures delineated in the city's zoning ordinance pertaining to variances.

**II. ZONING REQUIREMENTS**

The subject property is zoned Office Professional Institutional (OPI). Per Section 5-8 the intent of the zoning district is to:

- Provides a transition between commercial, residential and the village center districts.
- Provides space for office, retail and institutional facilities that do not generate heavy automobile traffic or operate between the hours of 9:00 p.m. and 7:00 a.m.
- Creates and enhances a healthy mix of office, institutional and retail use areas where complete services are available and desirable for public service and convenience; and
- Requires a location that will reduce the use of automobile traffic between these separate uses while maximizing the footprint of a developable area.

This district is intended primarily for developments that contain financial, governmental, professional or complementary retail uses intended service to the professional community.

**III. SITE HISTORY**

The subject property encompasses an area of approximately .55 acres, while the primary structure is 5,852 SF. According to the DeKalb County Property Appraiser database in Georgia, the structure was constructed in 1938, while Georgia Natural Archaeology Historic Resource GIS Database reports the structure was originally constructed in 1870.

CITY OF STONE MOUNTAIN  
PLANNING AND ZONING DEPARTMENT

**IV. SIGN STANDARDS**

STANDARD	PROPOSED	EXISTING	MET?
Façade Sign. One (1) Sign per tenant, per wall, per building (23- 43) (B)	2 Signs	2 Signs	NO

**IV. GENERAL STANDARDS FOR APPLICATION APPROVAL**

Applications for variances shall adhere to the provisions set forth in section 2-1.3 (procedure for amending the zoning ordinance). The mayor and city council shall authorize variances only upon making all of the following findings:

- A. There are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.**

There is no extraordinary, exceptional, conditions pertaining to the particular property in question, because of size, shape, or topography.

- B. The application of this zoning ordinance to the particular piece of property would create unnecessary hardship.**

The signage is already erected. Only one facade sign per building, and tenant can be applied to a principal façade. If one sign is removed, there would be a total of two signs permitted to exist on property.

- C. Such conditions are not the result of any actions of the property owner; and**

The property owner installed signage without obtaining a permit.

- D. Relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this zoning ordinance.**

The code permits the owner to choose whether to retain two façade signs in lieu of a free-standing sign or one free standing sign and one façade sign. The proposed free-standing sign is within the 40 SF requirement. If additional signage is permitted, there is no substantial detriment to the public good nor impair the purposes or intent of this zoning ordinance

**V. STAFF RECCOMENDATION**

Staff recommend APPROVAL of the following variance with conditions:

- A free-standing sign, and two façade signs are permitted to remain, but no additional signs can be erected without council approval.

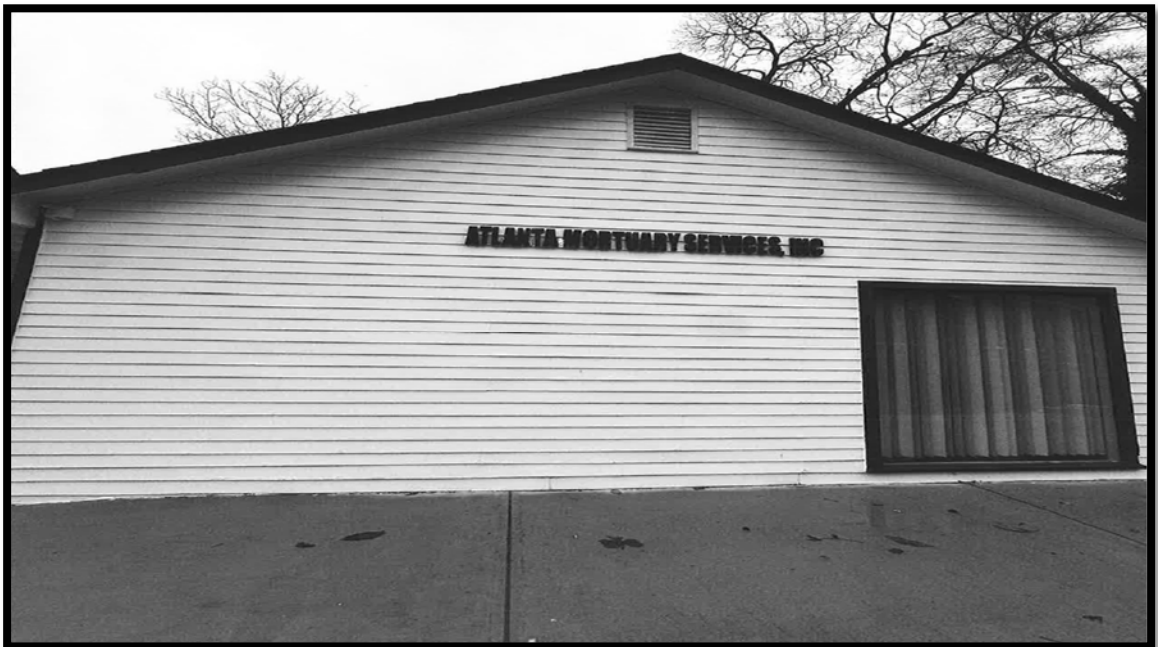
CITY OF STONE MOUNTAIN  
PLANNING AND ZONING DEPARTMENT

**VI. SITE PHOTOS**

**FRONT OF PROPERTY (EAST MOUNTAIN STRET)**



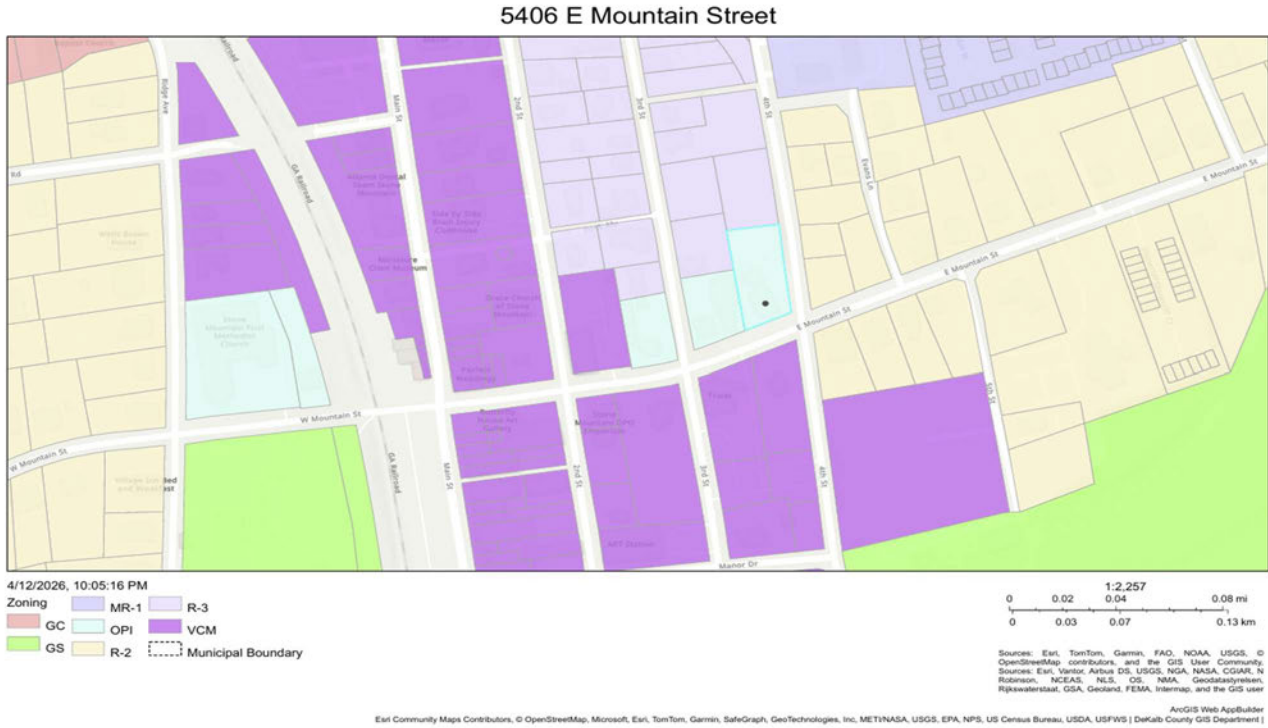
**FAÇADE SIGN #1**





CITY OF STONE MOUNTAIN  
 PLANNING AND ZONING DEPARTMENT

VIII. FIGURE 2. CITY OF STONE MOUNTAIN ZONING MAP



IX. FIGURE 3. FUTURE LAND USE MAP



CASE NUMBER: VAR2026: **1808926006**  
 SITE ADDRESS: 5406 E MOUNTAIN STREET  
 REQUEST: VARIANCE  
 PARCEL ID: **18 089 26 006**



# VARIANCE APPLICATION



## INSTRUCTIONS FOR REQUESTING A PRE-APPLICATION MEETING

### Application Submittal and Review Process:

- A. **Complete a Pre-Application Information Form** that contains a detailed description of the request. Attach a separate sheet if necessary.
- B. **Prepare Concept Plans and a Submit a PDF digital version** that conveys the proposed project. These plans may be conceptual in nature and do not need to be developed by a design professional. (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)
- C. **Submit the Pre-Application Instruction Form and Concept Plans** at City Hall, 875 Main Street, Stone Mountain, GA 30083, or via email to [thuff@stonemountaincity.org](mailto:thuff@stonemountaincity.org). The application and forms will be reviewed within (2) two business days. Staff will contact the applicant to schedule the Pre-Application Meeting.
- D. **Attend the Pre-Application Meeting** with the planning staff. Feedback about the proposal, along with an overview of the application and review processes will be provided during this meeting.
- E. **Submit a Signed Copy of the Pre-Application Information Form** with the formal application. When the applicant is prepared to submit the full, complete application for the development activity or zoning process, a copy of the Pre-Application form is required to be included in the submittal.

ATLANTA MORTUARY SERVICES

5406 E. MOUNTAIN STREET

City of Stone Mountain Planning Department  
875 Main Street  
Stone Mountain, GA 30083

Subject: Letter of Intent for Signage Installation at 5406 E. Mountain Street.

Dear Planning Department Staff,

This letter serves as a formal declaration of our intent to install signage at our business location at in Stone Mountain, GA. We plan to erect three signs to enhance visibility and clearly distinguish our business for our clientele.

The proposed signage includes:

1. One sign near the parking lot, measuring 60 inches in width and 48 inches in height.
2. One sign on the front of the building, measuring 96 inches in width and 10 inches in height.
3. One sign on the left side of the building, measuring 96 inches in width and 10 inches in height.

We understand and respect the city's regulations regarding signage, and we are committed to ensuring that our installation plans comply with all applicable variances and ordinances. This letter is to be followed by a formal application, including detailed drawings and specifications for each sign, as well as any necessary requests.

We believe that these signs will not only benefit our business by improving customer recognition but will also be designed and maintained to complement the historic aesthetic quality of the area. We look forward to your feedback and approval to proceed with this project.

Sincerely,  
Teresita Dollar, Atlanta Mortuary Services.

Material for sign to be wood backer and Plastic letters

Stone Mountain Front Porch



## VARIANCE REQUEST CONSIDERATIONS

Applicant: Teresita Dollar

Analyze the impact of the variance request with the following questions:

1. There are extraordinary and exceptional conditions pertaining to the particular property in questions because of size, shape, and/or topography. \_\_\_\_\_  
Not APPLICABLE
2. The application of the zoning ordinance would create an unnecessary hardship. \_\_\_\_\_  
Does not APPLY
3. Such conditions are peculiar to the particular piece of property involved. NOT APPLICABLE
4. Such conditions are not the result of any actions of the property owner. Correct
5. Relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this zoning ordinance? If would not be a Detriment nor IMPAIR the purposes.



## APPLICATION FOR VARIANCE

City of Stone Mountain  
875 Main Street  
Stone Mountain, GA 30083

Date Received: \_\_\_\_\_

PERMIT#: \_\_\_\_\_  
(Office Use Only)

### APPLICANT INFORMATION

Applicant Name: Atlanta Mortuary Services  
A \_\_\_\_\_  
P \_\_\_\_\_  
E \_\_\_\_\_

### OWNER INFORMATION (If different from Applicant)

Owner Name: Teresita Dollar  
Ad \_\_\_\_\_  
Ph \_\_\_\_\_  
Email Address: \_\_\_\_\_

### PROPERTY INFORMATION

Address: \_\_\_\_\_  
Parcel ID#: \_\_\_\_\_ Land Lot: \_\_\_\_\_ District: \_\_\_\_\_

Office use only:  
CASE # \_\_\_\_\_

Applicant signature: 

Date: 3/2/2026



# PRE-APPLICATION INFORMATION FORM

This page must be completed by the Applicant.

## APPLICANT

Name teresita Dollar

Company Atlanta mortuary services

Mailing Address 5406 E. mountain St Suite/Apt. # \_\_\_\_\_ City, State Stone Mountain, GA Zip Code 30083

Primary Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

## PROJECT SUMMARY

Address of Project 5406 E. mountain St

Name of Project \_\_\_\_\_

Application Type (Rezoning, Special Use Permit, Conditional Use Permit, Variance, Subdivide Land, Other) Variance Application

Total Project Acreage \_\_\_\_\_

## Detailed Description (Include Proposed Use(s) and Square Footage of Floor Area for each use):

We plan to erect 3 signs, one near the parking lot, measuring 60 inches in width and 48 inches in height. One sign on the front of the building measuring 96 inches in width and 10 inches in height, and lastly 96 inches in width and 10 inches in height

Applicant Signature [Signature] Date: 3.2.2026

**NOTE:** This form must be signed by staff and submitted with your application.

*For Internal Use Only:*

Pre-Application Meeting Date: \_\_\_\_\_

Staff Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_

**SECTION II**

**OWNER/PETITIONER**

**NOTICE: Part 1 and/or Part 2 below must be signed and notarized when the petition is submitted. Please complete Section IV as follows:**

- a) If you are the sole owner of the property and not the petitioner complete Part 1.
- b) If you are the petitioner and not the sole owner of the property complete Part 2.
- c) If you are the sole owner and petitioner complete Part 1.
- d) If there are multiple owners each must complete a separate Part 1 and include it in the application.

**Part 1. Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.**

Teresita Collaz  
TYPE OR PRINT OWNER'S NAME

Sworn to and subscribed before me this the

5406 E. MOUNTAIN STREET  
ADDRESS

27th Day of February 2026

STONE MOUNTAIN GA 30085  
CITY & STATE ZIP CODE



[Signature]  
OWNER'S SIGNATURE

V. Terzian  
NOTARY PUBLIC

[Signature]  
OWNER'S SIGNATURE

770 3250704  
PHONE NUMBER

ATAALMORTUARYSERVICESCORP@attal.com  
EMAIL ADDRESS

**PART 2. Petitioner states under oath that: (1) he/she is the executor or Attorney-in-fact under a Power-of-Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").**

\_\_\_\_\_  
TYPE OR PRINT PETITIONER'S NAME

Sworn to and subscribed before me this the

\_\_\_\_\_  
ADDRESS

\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
CITY & STATE ZIP CODE

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

**SECTION V**

**ATTORNEY / AGENT**

Check One:  Attorney  Agent

\_\_\_\_\_  
TYPE OR PRINT ATTORNEY / AGENT NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
SIGNATURE OF ATTORNEY / AGENT

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
CITY & STATE ZIP CODE



ATLANTA MORTUARY  
SERVICE  
5406

ATLANTA MORTUARY SERVICES, INC

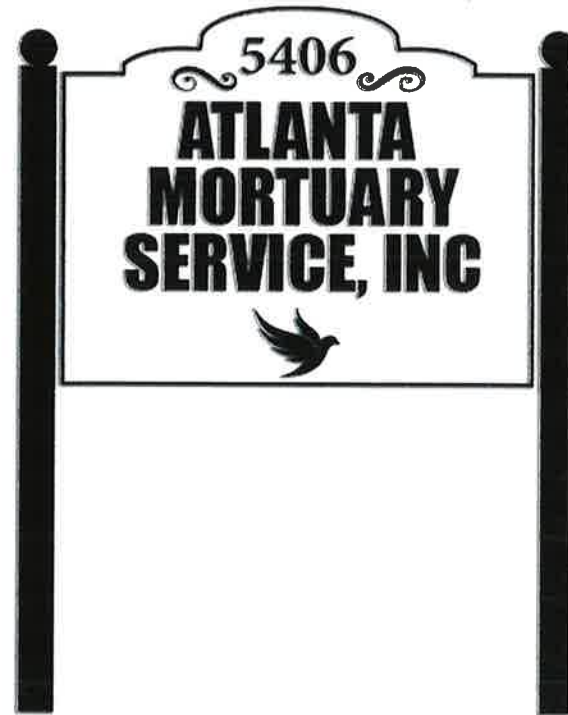


# ATLANTA MORTUARY SERVICES, INC

5406







60x48in

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# ATLANTA MORTUARY SERVICES, INC

96X10"

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**96X10**

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