

SPECIAL ADMINISTRATIVE PERMIT PUBLIC HEARING MEETING MINUTES SUMMARY  
Stonecrest City Hall- 3:30 PM *\*Spoke-in-Person Meeting*  
**November 12, 2023**

*As set forth in the Americans with Disabilities Act of 1990, the City of Stonecrest will assist citizens with special needs given notice (7 working days) to participate in any open meetings of the City of Stonecrest. Please contact the City Clerk's Office via telephone (770-224-0200)*

*Citizens wishing to actively participate and make a comment during the public hearing portion of the meeting please submit a request via email address [planning-zoning@stonecrestga.gov](mailto:planning-zoning@stonecrestga.gov) by noon the day of the hearing November 12, 2023. The Zoom link for the meeting will be sent to you, or you can also submit comments and questions to the same email address by the same deadline to be read into the record at the meeting.*

**I. Introductions:** Deputy Director Matthew Williams and Planner Abeykoon Abeykoon were in attendance. Attorney Alicia Thompson, Fincher Denmark, LLC, virtually attended.

**II. Presentations:** Upcoming Cases Presented by Matthew Williams, Deputy Director

- SA23-034
- SA23-041
- SA23-042
- SA23-044
- SA23-047
- SA23-052

**III. Presentations**

*The Deputy Director Matthew Williams Presented SA23-034, SA23-041, SA23-042, SA23-044, SA23-047, and SA23-052*

**Purpose and Intent**

Initiated by the State of Georgia as of July 1, 2023;

Public Hearing is required for all Special Administrative Permits request;

Occurrence Every 3rd Tuesday of each month

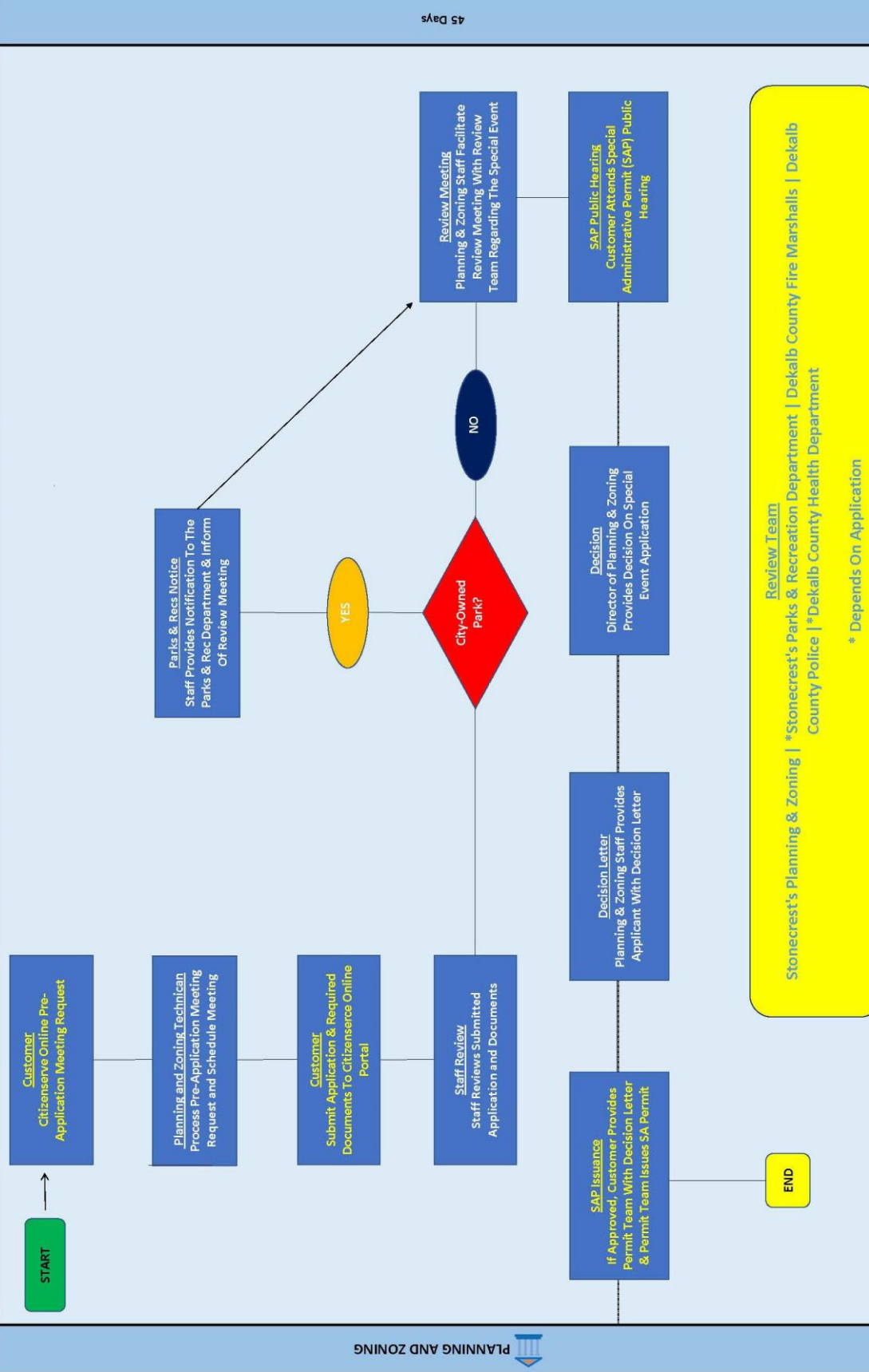
Special Outdoor Events Which We Encourage Applicants to start the Pre-Application phase 60-days prior to proposed event date(s)

**The Process**



Applicants attempting to host a special event, install a solar energy system, and operate a Type 1 home occupation must go through this process.

SPECIAL EVENT PROCESS [SPECIAL ADMINISTRATIVE PERMIT]



45 Days

Review Team  
 Stonecrest's Planning & Zoning | \*Stonecrest's Parks & Recreation Department | Dekalb County Fire Marshalls | Dekalb County Police | \*Dekalb County Health Department  
 \* Depends On Application

## **Sec. 4.2.31. – Home occupations and private educational uses**

- A. A home occupation where no customer contact occurs shall be considered a Type I home occupation and may be conducted with administrative approval by the director of planning and zoning.
  - 1. The owner/operator of the business must reside on the premise.
  - 2. Up to two (2) full-time residents of the premises are allowed to conduct separate home occupations in the same dwelling. In reviewing such a request, the local government may consider the reason, potential residential impact, parking needs, hours of operation and other relevant factors.
- B. All home occupations other than Type I home occupations shall be considered a Type II home occupation and shall require a special land use permit (SLUP). Additional conditions may be placed on the approval of a Type II home occupation in order to ensure the home occupation will not be a detriment to the character of the residential neighborhood.
  - 1. Customer contact is allowed for Type II home occupations.
  - 2. Up to two full-time residents of the premises are allowed to conduct separate home occupations in the same dwelling. In reviewing such a request, the local government may consider the reason, potential residential impact, parking needs, hours of operation and other relevant factors.
- C. All home occupations shall meet the following standards:
  - 1. There shall be no exterior evidence of the home occupation.
  - 2. No use shall create noise, dust, vibration, odor, smoke, glare or electrical interference that would be detectable beyond the dwelling unit.
  - 3. The use shall be conducted entirely within the dwelling unit, and only persons living in the dwelling unit shall be employed at the location of the home occupation.
  - 4. No more than 25 percent of the dwelling unit and/or 500 square feet, whichever is less, may be used for the operation of the home occupation.
  - 5. No more than one business vehicle per home occupation is allowed.
  - 6. No home occupation shall be operated so as to create or cause a nuisance.
  - 7. Home occupation shall not include the use of a dwelling unit for the purpose of operating any automobile repair establishment, or car wash.
  - 8. Occupations that are mobile or dispatch-only may be allowed, provided that any business vehicle used for the home occupation complies with [section 6.1.3](#), and is limited to one business vehicle per occupation.
- D. Private educational services shall comply with home occupation standards and no more than three students shall be served at a time. Family members residing in the home are not counted towards the three students allowed.
- E. Child care homes and personal care homes are considered home occupations and must adhere to these provisions in addition to [Section 4.2.41](#).

### **SA23-034**

3248 Palm Tree Drive

Andrew Dunn of Vincent Home Improvement, LLC

Applicant is seeking a Special Administrative Permit to use office space in home to operate their mobile air conditioning and heating unit repair business as a Type I Home Occupation

Future Land Use- Suburban Neighborhood

Zoned- RSM - Small Lot Residential Mix

Letter of Intent and Floor Plan submitted by applicant-

Andrew Dunn  
Vincent home improvement  
3248 palm tree dr  
City of Stone Crest GA 30038

August 14, 2023

City of Stone Crest Business License Dept

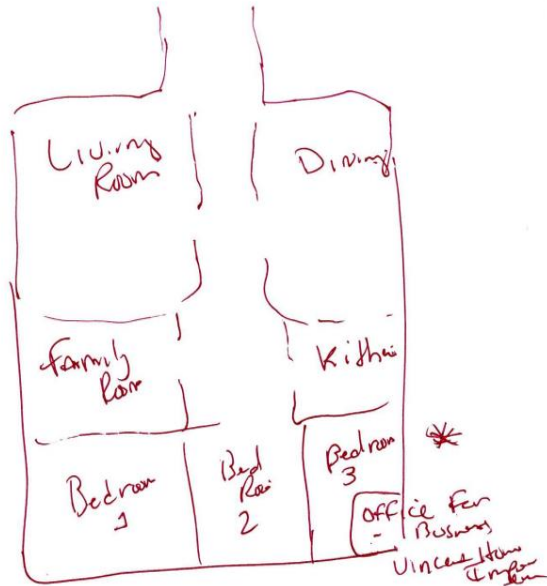
To whom this may concern:

This letter is to verify that I am applying for a special administrative permit to operate a home-based business. My business will be heating and cooling (fixing home air condition and heating units). I will always go to the clients for repairs. No clients will ever visit my home. My home office will only be used for administrative work, marketing, telephone calls and bookkeeping. Again, All customers and work will be mobile out in the field

No customers will ever visit my home or place of business with is the address listed above

Sincerely,

  
Andrew Dunn



### Code Violation-

An inspection regarding the code violation of this property was completed on 11/07/2023.

Investigation offers observed following violations:

- A trailer parked in the driveway, a code violation.
- There were areas of exterior walls in disrepair.
- There were areas of protective treatment the exterior walls in disrepair.

The initial inspection failed, the property is not in compliance, therefore a Notice of Violation had been mailed.

**The Applicant will have to get in compliance before being issued an approved Special Administrative Permit (SAP).**

### SA23-041

6546 Woodrow Road

Kendall Richardson of K.R Landworks, LLC

Applicant is seeking a Special Administrative Permit to use office space in home to operate their site preparation business as a Type I Home Occupation

Future Land Use- Suburban Neighborhood

Overlay Zoning- Arabia Mountain

Underline Zoning- R-100 Residential Medium Lot  
 Letter of Intent-

Letter of Intent

THIS LETTER OF INTENT (the "Document") made as of this 8 day of September, 2023 (the "Execution Date"),

BETWEEN:

K.R Landworks Ltd. Co of 6546 Woodrow Rd, Stonecrest, GA 30038, USA  
 City of Stonecrest of 3120 Stonecrest Blvd, Stonecrest, GA 30038, USA

(individually the "Party" and collectively the "Parties")

BACKGROUND:

This Document will establish the basic terms to be used in a future agreement between the Parties. The terms contained in this Document are not comprehensive and it is expected that additional terms may be added, and existing terms may be changed or deleted. The basic terms are as follows:

**Non-Binding**

1. This Document does not create a binding agreement between the Parties and will not be enforceable. Only the future agreement, duly executed by the Parties, will be enforceable. The terms and conditions of the future agreement will supersede any terms and conditions contained in this Document. The Parties are not prevented from entering into negotiations with third parties with regard to the subject matter of this Document.

**Transaction Description**

2. The subject of this transaction is described as follows:

- K.R Landworks Ltd. Co is a site preparations company that will be conducting business and administration at the listed address. No person(s) or individuals will be working out of K.R Landworks office outside of listed business representatives.

**Closing Date**

3. The transaction will be completed on or about the 8th day of September, 2023 (the "Closing Date"). All obligations as indicated in the future agreement will be completed and met by the Closing Date.

**Representations**

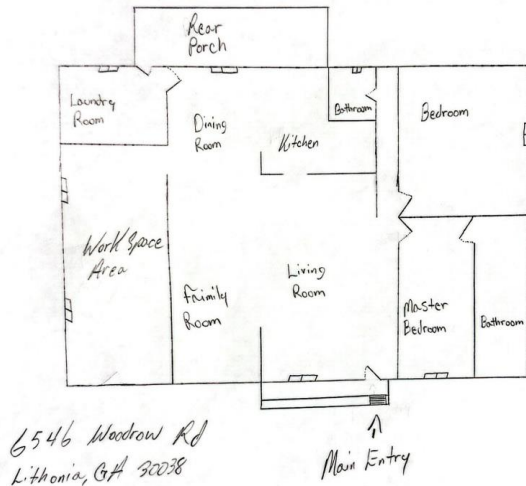
4. The Parties represent and warrant that their respective assets, real property or personal property, which constitutes any or all of this proposed transaction, are free and clear of any liens, charges, encumbrances or rights of others. If the representations of one or more of the Parties are untrue upon the Closing Date, then any remaining Parties may terminate any future agreement without penalty and any deposits must be refunded.

This Document accurately reflects the understanding between the Parties, signed on this 8 day of September, 2023.

Per: [Signature] (Seal)  
 K.R Landworks Ltd. Co (Party)

Per: \_\_\_\_\_ (Seal)  
 City of Stonecrest (Party)

Site Plan and Aerial View-



***Applicant was not in attendance. Application has been deferred.***

**SA23-042**

2407 Wesley Stonecrest Circle

Cassandra Harris of Triune Skincare, LLC

Applicant is seeking a Special Administrative Permit to use office space in home to operate their skin care business as a Type I Home Occupation

Future Land Use- Rural Residential (RR) Character Area

Overlay Zoning- Stonecrest Tier 3

Zoning- MR-1 Med Density Residential

Submitted Letter of Intent-

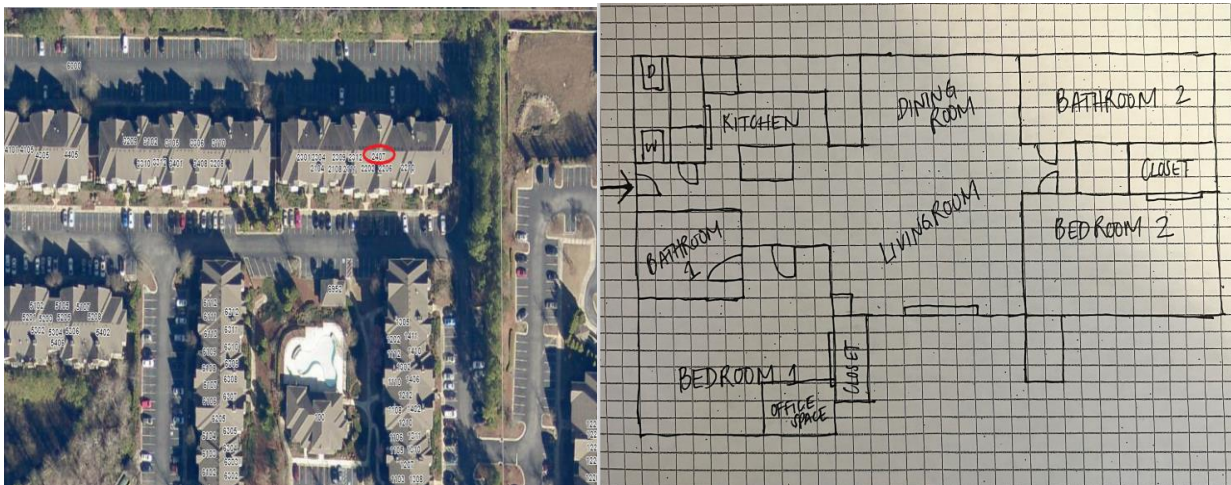
**Letter of Intent**

I, Cassandra Harris, am applying for a Special Administrative Permit for the administrative handling of my home-based business, Triune Skincare LLC.

Business activities will include processing and packaging online orders as well as stock keeping.

Triune Skincare is an online business, therefore, there will be no customer contact at the location of my home-based business.

*Aerial Map and Floor Plan-*



**Cassandra Harris the applicant** came to the stand. She stated that she sells soaps, body butter, and salt scrubs. There will be no customer contact. Soaps are not stored at her home it will just be used to process packaging.

There was no one to speak in favor or opposition.

**Applicant will receive a decision letter within 24 hrs.**

### **SA23-044**

2892 Valaise Path

Jimmie Keyes of Keyes Technologies, INC

Applicant is seeking a Special Administrative Permit to use office space in home to operate their cloud consulting and supporting services business as a Type I Home Occupation

Future Land Use- Suburban Neighborhood

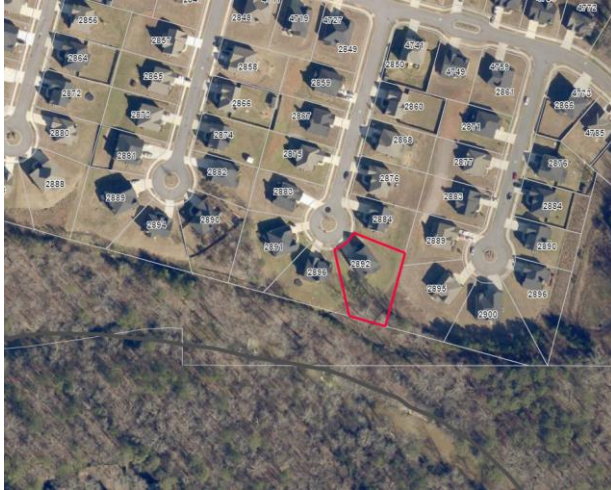
Zoning- R-85 - Residential Med Lot

Submitted Letter of Intent-

## **Letter of Intent**

I'm applying for a special administrative permit to operate a home-based business. I will be providing Cloud consulting and support services. My daily activities would be attending Zoom meetings, making phone calls, sending emails, developing software code or scripts, and providing technical support using my laptop to remotely connect to client's sites. All interaction with my clients would be remote and no clients would be coming to my home office.

*Aerial Map and Floor Plan -*



**Jimmy Keyes** the applicant came to the stand. The business is a cloud solution provider, software support, and provides help for business owners. Will be using his office space to assist people all around the world.

There was no one to speak in favor, but there was one to speak in opposition.

**Ms. Sandra Gal** has been next door to the applicant for several years and was concerned about parking.

**The applicant will receive a decision letter within 24 hrs.**

**SA23-047**

3450 Stoneleigh Walk

Omoredede Ekomwenrenren of Eko's Dynamic Professional Solution, LLC

Applicant is seeking a Special Administrative Permit to use office space in home to operate their IT Consulting business as a Type I Home Occupation

**The applicant had requested to defer the petition to the next hearing.**

**SA23-048**

5682 Southcrest Lane

Matthew Markum of Freedom Forever GA, LLC

Applicant is seeking a Special Administrative Permit for solar panel installation

Future Land Use- Suburban Neighborhood

Overlay Zoning- Arabia Mountain Overlay

Zoning- R-100 - Residential Med Lot



Aerial view and Site Plan-



Submitted Letter of Intent-



Letter of Intent  
 Freedom Forever LLC  
 Permit Application:

Dear City Of Stonecrest Planning and Zoning,

Freedom Forever intends to install a residential solar system for 5682 Southcrest Lane. The system will consist of 22 Black Solar panels, and will have a max production of 8.36 KiloWatts. The layout on the roof will be installed with Fire Access Pathways for the Fire Department to be able to walk on the roof for safety precautions.

The system will not cover any open roofing vents or make hazards of any other condition to the home. Panels are designed to withstand storms of many kinds. We intend to place safety warning labels and stickers on the equipment that will operate the system for general safety purposes when the job is completed. This system will not be operational until the Utility has given us formal permission to operate, this will happen after the final inspection has taken place with Newton County Building Department.

Thank you,

Angelia Barnes  
 Permit Coordinator  
 640 Atlanta South Suite 100  
 Atlanta, GA. 30349  
 404.388.9011

**Charley Herig** an employee of the company came to the stand. There will be 22 solar panels installed and snapping shoals EMC has already approved installation. They have done several projects in the city and enjoy working here.

There was no one to speak in favor or opposition.

**Applicant will receive his decision letter within 24 hrs.**

**SA23-052**

5389 Winding Glen Drive

Alecia L Washington of City of Hope Safe Haven INC

Applicant is seeking a Special Administrative Permit to use office space in home to operate their nonprofit organization as a Type I Home Occupation

Future Land Use- Urban Neighborhood

Zoning- R-75 - Residential Med Lot

*Aerial Map and Floor Plan-*



Submitted Letter of Intent-

Oct 13, 2023

To Whom It May Concern:

The City of Hope Safe Haven has been used as a resource of information for homelessness & transitional people who are displaced and have needs for a job, food, counseling, and a place to stay. We offer services that are referrals to other organizations to make sure their need is met.

Founder's Director  
Alicia L. Washington

**Alicia Washington** the applicant came to the stand. She stated this is a 501C3 organization that helps people in homeless situations and offers them "hope" by offering them resources.

There was no one to speak in favor or opposition.

**The applicant will receive a decision letter within 24hrs.**

**Meeting ended at 3:50 pm**

**If you are interested in what decision was made for any of the applicants, please visit our project viewer on The City of Stonecrest Planning and Zoning website.**

APPROVED: Matthew Lee 12/4/23  
DEPUTY DIRECTOR Date

ATTEST: Cobi Brown 12/04/23  
SECRETARY Date