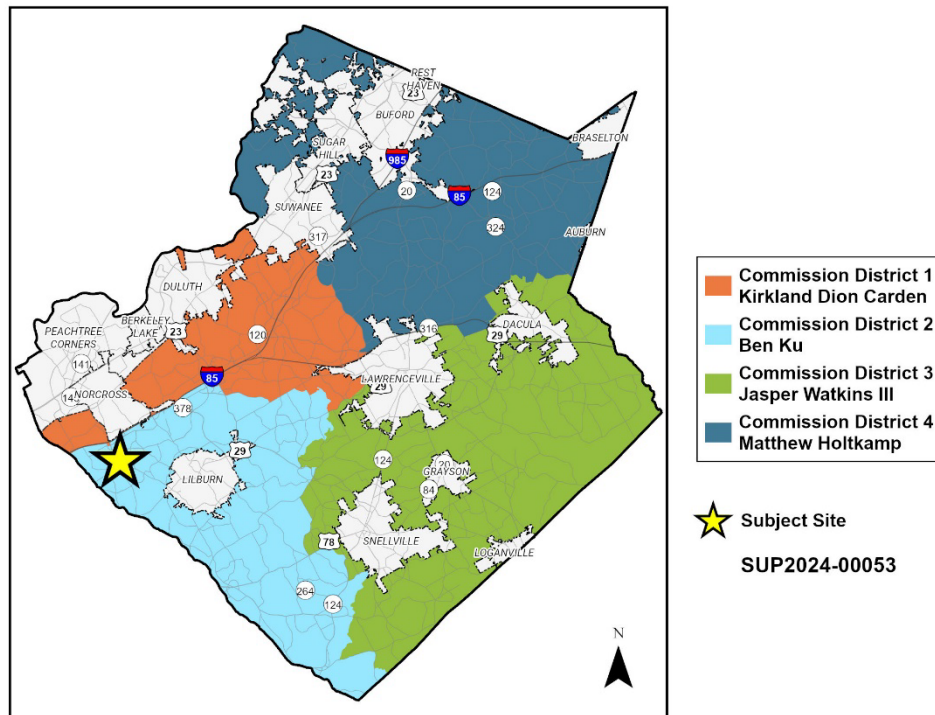


## PLANNING AND DEVELOPMENT DEPARTMENT CASE REPORT

**Case Number:** SUP2024-00053  
**Current Zoning:** C-2 (General Business District)  
**Request:** Special Use Permit  
**Overlay District:** Gateway 85  
**Additional Requests:** Variances  
**Address:** 6050 Singleton Road  
**Map Number:** R6190 223 (Portion)  
**Site Area:** 0.63 acres  
**Square Feet:** 1,462  
**Proposed Development:** Vehicle Service  
**Commission District:** District 2 – Commissioner Ku  
**Future Development Type:** Urban Low  
**Staff Recommendation:** DENIAL



**Applicant:** HFA – Kelsey Kreher  
1705 South Walton Boulevard, Suite 3  
Bentonville, AR 72712

**Owners:** EGAP Norcross  
312 Plum Street  
Cincinnati, OH 45202

**Contact:** Kelsey Kreher

**Contact Phone:** 816.872.7190

### Zoning History

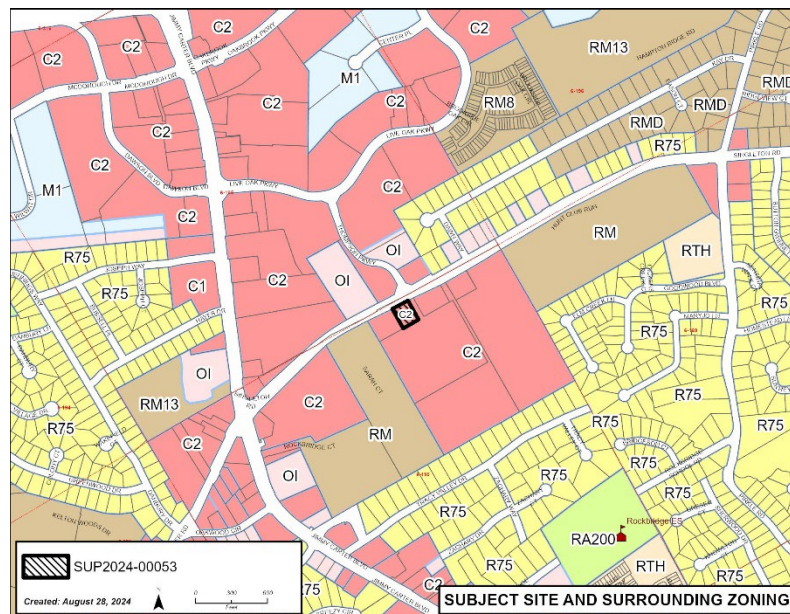
The subject property is zoned C-2 (General Business District). In 1984, the property was rezoned from R-75 (Single-Family Residence District) to O-I (Office-Institutional District), pursuant to RZ-239-84. In 1992, the property was rezoned from O-I to C-2, pursuant to RZ-92-055. In 2024, a special use permit request for automobile service was denied, pursuant to SUP2024-00006. The subject property is located in the Gateway 85 Overlay District.

### Existing Site Condition

The subject property is a 0.63-acre portion of a parcel in the Singleton Square shopping center located along Singleton Road, at its intersection with Thompson Parkway. The property contains a paved parking lot with landscape islands and a standalone ATM. Access to the site is provided via interparcel access with the larger parent parcel. There is an existing sidewalk along Singleton Road. The property slopes downwards from Singleton Road to the rear of the site by approximately 12 feet. The nearest Gwinnett County Transit stop is approximately 150 feet from the subject property.

### Surrounding Use and Zoning

The site is surrounded by a mixture of commercial uses and is within a shopping center. The Singleton Square shopping center to the south is a large grocery store with fuel pumps, and an assortment of retail and service establishments. Small retail strips are to the east and west. Two convenience stores with fuel pumps are located across Singleton Road to the north. The following is a summary of surrounding uses and zoning:



Location	Land Use	Zoning
Proposed	Vehicle Service	C-2
North	Commercial	C-2
East	Commercial	C-2
South	Commercial	C-2
West	Commercial	C-2

## Project Summary

The applicant requests a special use permit for a 0.63-acre portion of a property zoned C-2 for a vehicle service facility, including:

- A 1,462 square foot, drive-through vehicle service facility for oil changes.
- Exterior building materials consisting of brick and EIFS.
- Access to the proposed development from an interparcel access point south of the property within the existing shopping center.
- Two drive-through bays with stacking lanes facing Singleton Road.
- One bypass lane on the east side of the building.
- One pedestrian access point from the existing sidewalk on Singleton Road to the building.
- Nine parking spaces to the west of the building.
- A dumpster enclosure to the south of the building.

## Zoning and Development Standards

The applicant is requesting a Special Use Permit in C-2, for vehicle service. The following is a summary of applicable development standards from the Unified Development Ordinance (UDO):

Standard	Required	Proposed	Meets Standard?
Lot Coverage	Maximum 80%	60.9%	YES
Front Yard Setback	Minimum 0'	45'	YES
Rear Yard Setback	Minimum 0'	>80'	YES
Side Yard Setback	Minimum 0'	>42'	YES
Building Height	Maximum 45'	≤28'	YES
Parking	Minimum 5 spaces Maximum 8 spaces	9 spaces	NO*
Landscape Strip	Minimum 10'	10'	YES

\*Applicant is requesting a variance from the maximum parking standard.

The property is within the Gateway 85 Overlay District. The proposed site plan demonstrates compliance with all requirements of the overlay district.

## Variance Requests

In addition to the special use permit request, the applicant is seeking variances from the following provisions of Title II of the UDO:

1. 240-20.3 – Parking Space Requirements

**The maximum amount of parking for vehicle service is 1 space per 200 feet.**

The applicant is requesting a variance to increase maximum parking by one space.

2. 240-70.1.B Interior Driveways

**Interparcel driveway connection or provision of a future interparcel driveway stub shall be required between adjacent non-residential properties.**

The applicant is requesting a variance to remove an existing interparcel access driveway with the adjoining commercial properties to the west and to the east.

### **Internal and External Agency Review**

In addition to these Development Standards, the applicant must meet all other UDO requirements related to infrastructure improvements. Internal and External agency review comments are attached (Exhibit F). Standard site and infrastructure improvements will also be required related to stormwater, transportation, water, and sewer utilities. Recommended improvements not already required by the UDO have been added as staff recommended conditions.

### **Staff Analysis**

**Special Use Permit Analysis:** According to the UDO, the staff analysis and recommendation on each application for a Special Use Permit shall follow the same procedures as those contained in Section 270-20. Emphasis shall be given to the evaluation of characteristics of the proposed use in relationship to neighboring properties and the compatibility of the proposed use with its surroundings. For Special Use Permits, the Department shall evaluate the request and make a recommendation with respect to the standards governing exercise of zoning power as defined in Section 270-20.6. After the evaluation, staff makes the following findings based on the standards of the UDO:

**A. Whether a proposed special use permit will permit a use that is suitable in view of the use and development of adjacent and nearby property.**

The site is surrounded by commercial uses including several automobile-related uses along Singleton Road and nearby on Jimmy Carter Boulevard. There are several convenience stores with fuel pumps adjacent to and across the street from the subject property. The proposed use of a drive-through automobile service facility is suitable in view of the use and development of adjacent and nearby property.

**B. Whether a proposed special use permit will adversely affect the existing use or usability of adjacent or nearby property.**

The proposed special use permit for automobile service would not adversely impact the existing use or usability of adjacent or nearby property including within the shopping center. Even though the development will take the place of existing parking, there is an abundance of parking to serve the grocery store and commercial outparcels.



**C. Whether the property to be affected by a proposed special use permit has a reasonable economic use as currently zoned.**

The property has a reasonable economic use as currently zoned.

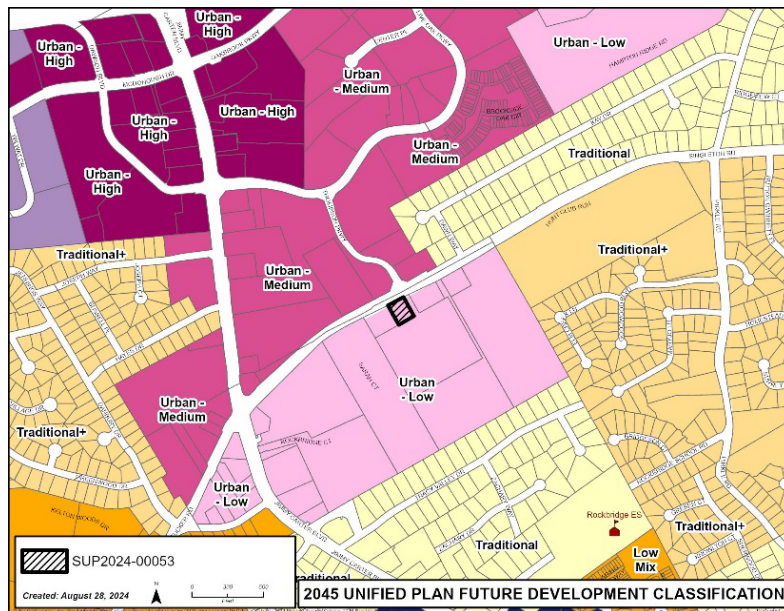
**D. Whether the proposed special use permit will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.**

An increase in impacts on public facilities would be anticipated in the form of traffic, utility demand, and stormwater runoff; however, these impacts would be mitigated with appropriate conditions, site development requirements, and planning. No impact is anticipated on school enrollment. Agency review comments related to any potential improvements concerning this special use permit request are attached (Exhibit F).

**E. Whether the proposed special use permit is in conformity with the policy and intent of the Unified Plan and Future Development Map; and**

The Unified Plan's Future Development Map identified "Urban Low" for the subject property, which envisions vertical or horizontal mixed-use development with multifamily, office, and retail/entertainment uses. This future development type is typically located within 1/2 mile of transit service or facility and intends to prioritize safety of pedestrians and bicyclists.

This property is within an "Urban Low" future development area that is between an "Urban Medium" designated area across Singleton Road and a "Neighborhood Traditional" area to the south. Single-use, auto-oriented commercial, such as vehicle service, is not an appropriate use in the "Urban Low" future development type. Furthermore, this site is within 150 feet of a Gwinnett County Transit stop and could support a more pedestrian-oriented commercial use, as envisioned in the Unified Plan. The proposed special use permit is not in conformity with the policy and intent of the Unified Plan and Future Development Map.



**F. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed special use permit.**

In March 2024, a special use permit application for automobile service was denied by the Board of Commissioners, pursuant to SUP2024-00006. That application was applied for by the same applicants as this case, and with a very similar site plan.

The Board of Commissioners approved the Gateway 85 Overlay in 2021, with the intent to promote quality redevelopment, reduce and eliminate incompatible land uses, and promote safe and convenient pedestrian and bicycle mobility. The proposed automobile-oriented use is not in conformity with the intent of the Gateway 85 Overlay, thus giving supporting grounds for disapproval.

**Variance Request Analysis:** The standards for granting variances are outlined in Section 270-100.7 of the UDO. Staff makes the following findings related to the variance request:

The applicant requests a variance to exceed the maximum number of parking spaces for a drive-through oil change facility. The UDO allows for a maximum of eight parking spaces while nine parking spaces are proposed. As the proposed development is a drive-through, it is unlikely that there will be a need for additional parking. Spaces within the shopping center may be used for additional employee parking, if necessary, with the proper shared parking agreements in place.

The applicant also requests a variance to remove an existing interparcel access driveway with the adjoining commercial property to the west. The project is designed to have one entrance to allow for circulation of traffic. The intent of this regulation is to limit the number of driveways along the street network. The parking lot of the grocery store already provides interparcel access for the proposed outparcel. Although granting this variance would not oppose the general spirit and intent of the UDO, staff recommends denial of the special use permit request, and thus any associated variance should be denied.

### **Staff Recommendation**

Based on the staff's evaluation of the request and the standards governing the exercise of zoning power, the Department of Planning and Development recommends **DENIAL** of the special use permit request.

In addition, staff recommends **DENIAL** of the following variances:

1. To increase the maximum number of parking spaces from eight to nine.
2. To allow the removal of two interparcel access points.

### **Staff Recommended Conditions**

NOTE: The following conditions are provided as a guide should the Board of Commissioners choose to approve this petition.

Approval of a special use permit for a vehicle service facility in C-2 (General Business District), subject to the following conditions:

1. The special use of the property shall be limited to a vehicle service facility.
2. The proposed development shall be constructed in general conformance with Exhibit B: Site Plan and Exhibit C: Building Elevations dated received July 25, 2024, with revisions required by the Unified Development Ordinance, subject to the review and approval of the Department of Planning and Development.
3. No temporary tents, temporary canopies, temporary banners, temporary streamers, or temporary roping decorated with flags, tinsel, or other similar materials shall be displayed, hung, or strung on the site, except within 60 days of the grand opening and during special events which shall cover no more than twice per calendar year and last no longer than seven day each.
4. Outdoor loudspeakers shall be prohibited.
5. Hours of operation shall be limited from 8:00 a.m. to 8:00 p.m.
6. The developer shall coordinate with the Gwinnett County Department of Transportation Traffic Management Division on providing any right-of-way needed for the planned improvements of the signalized intersection of Singleton Road and Thompson Parkway.

**Exhibits:**

- A. Site Visit Photos
- B. Site Plan
- C. Building Elevations
- D. Letter of Intent and Applicant's Response to Standards
- E. Application and Disclosure of Campaign Contributions
- F. Internal and External Agency Review Comments
- G. Maps

**Exhibit A: Site Visit Photos**



View of Singleton Road facing West



View of Singleton Road facing East





View of property from Singleton Road



View of existing drive-through ATM on the property

**Exhibit B: Site Plan**

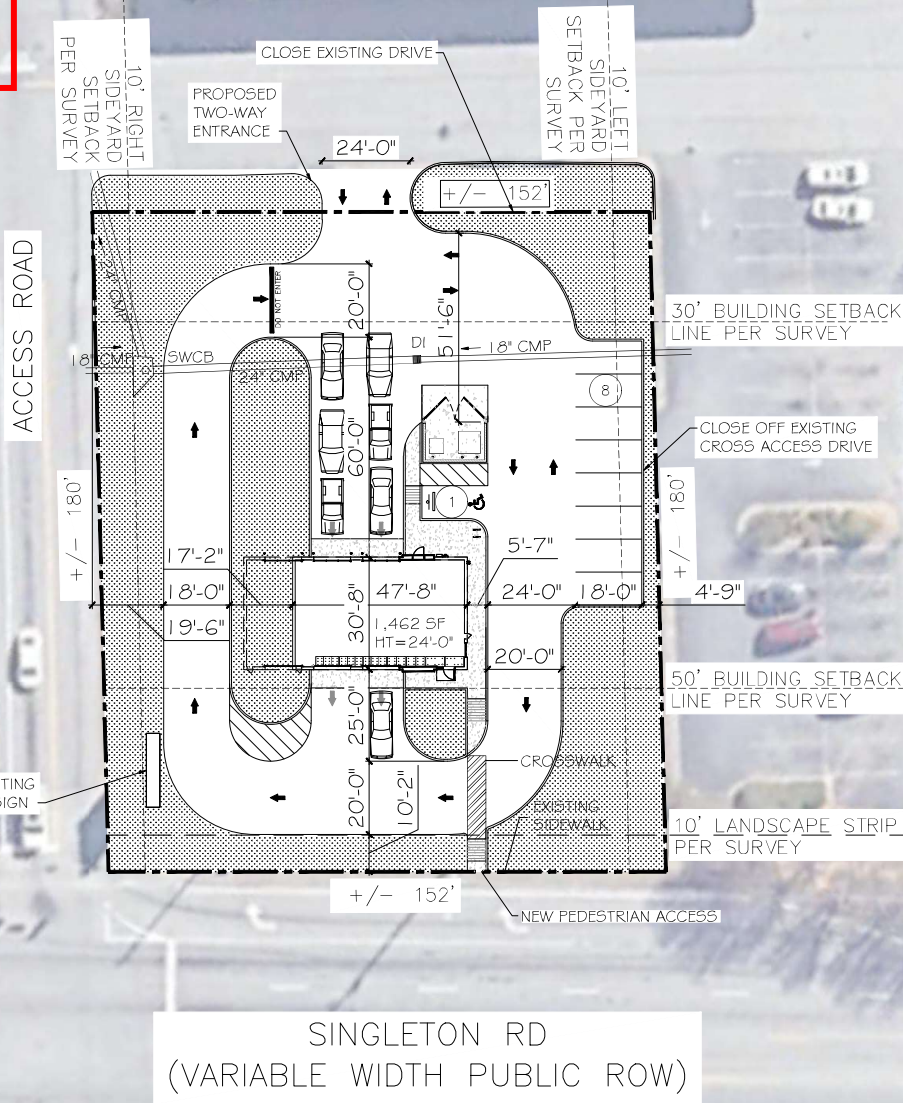
**[attached]**



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7/25/2024

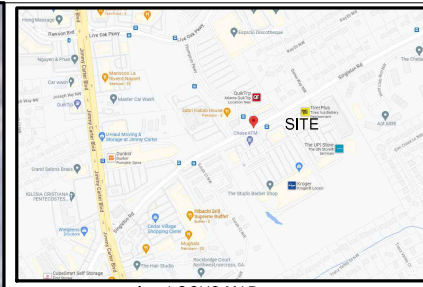
C:\WORK\24-0053 SUP-1\Drawings\GAINC\dwg\plan\VALVLINE\PC\0624-24-0053-001.dwg, E:\A\A\K\B\A\K



SINGLETON RD  
(VARIABLE WIDTH PUBLIC ROW)

THOMPSON PKWY

1 SUP-1 SPECIAL USE PERMIT EXHIBIT - V3  
SCALE: 1/16" = 1' - 0" 0.627 AC



**LOCUS MAP**  
NOT TO SCALE

**LEGEND**

- ACCESSIBLE PARKING
- ACCESSIBLE RAMPS
- DIRECTIONAL ARROWS
- SITE LIGHTING
- PROPERTY LINE
- SETBACK LINE

**SPECIAL USE PERMIT APPLICATION EXHIBIT DATA**

SITE ZONING DISTRICT: C-2 GENERAL BUSINESS  
ADJACENT ZONING DISTRICT NORTH: ROW SINGLETON ROAD C-2 GENERAL BUSINESS  
ADJACENT ZONING DISTRICT SOUTH: C-2 GENERAL BUSINESS  
ADJACENT ZONING DISTRICT EAST: C-2 GENERAL BUSINESS  
ADJACENT ZONING DISTRICT WEST: RM MULTIFAMILY RESIDENCE  
PROJECT LOCATION: SINGLETON ROAD ACROSS FROM THOMPSON PKWY  
PARCEL AREA: 27,312 SF (627 AC)  
OPEN SPACE: 10,684 SF (39.1%)  
PROPOSED BUILDING AREA: 1,462 SF OF AFAR = .054  
INTERIOR DRIVE ABLE DRIVEWAY ACCESS (NO CURB OUT ON SINGLETON RD)  
FRONT SETBACK: 50' REQUIRED/55.0' PROVIDED  
SIDE SETBACK: 10' REQUIRED/52.0' PROVIDED LEFT/51.5' PROVIDED RIGHT  
REAR SETBACK: 30' REQUIRED/89.25' PROVIDED  
10' FRONT LANDSCAPE STRIP REQUIRED/10' PROVIDED  
STORMWATER MANAGEMENT FACILITY: ANTICIPATED TO TIE INTO THE 24" CMP CROSSING THE SITE FROM THE EXISTING DEVELOPMENT STORMWATER SYSTEM  
ANY NEW CONSTRUCTION WITHIN THE DEVELOPMENT SHALL BE ADA ACCESSIBLE. HOSE LAYS FROM THE FIRE HYDRANT SHALL NOT EXCEED 80'. HOSE LAYS CANNOT GO OVER TRAFFIC MEDIANS, OR OTHER MATERIALS THAT MAY PUNCTURE THE HOSE.  
THERE IS AN EXISTING 8" PVC SEWER SERVICE PIPE TO THE SOUTH OF THE PROPERTY, WHICH PARALLELS THE PROPERTY LINE, BUT NO EXISTING OR PROPOSED SEPTIC FIELDS ON THE SITE.  
PARKING: 3 SPACES/BAY x (2) BAYS = 6 SPACES (MAX 9 SPACES)  
8 SPACES PROPOSED TO ACCOMMODATE FUTURE 3RD SERVICE BAY TO BE CONSTRUCTED AFTER A COUPLE YEARS OF CONTINUOUS OPERATION  
FLOOD NOTE: THE SITE IS OUTSIDE OF ANY FLOOD HAZARD AREAS PER FEMA FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER MAP 13135C0097F PER THE NATIONAL WETLANDS INVENTORY MAPPING. THERE ARE NO RESOURCE AREAS ON THE PROJECT SITE, NOR IN PROXIMITY TO THE BOUNDARIES. INTERNAL ACCESS IS PERMITTED BY MASTER LAND OWNER

**EASEMENTS FROM SITE SURVEY**  
EASEMENT FROM T. A. MANI TO GEORGIA POWER COMPANY, DATED NOVEMBER 27, 1938, FILED DECEMBER 27, 1939 AND RECORDED IN DEED BOOK 67, PAGE 306(A), RECORDS OF THE SUPERIOR COURT OF WINNETT COUNTY, GEORGIA. (UNABLE TO DETERMINE, BOOK 67, PAGE 306(A), LAND OWNER FROM 1939)  
EASEMENT FROM F. E. KEEVER TO GEORGIA POWER COMPANY, DATED DECEMBER 2, 1940, FILED JANUARY 21, 1941 AND RECORDED IN DEED BOOK 69, PAGE 498, AFORESAID RECORDS. (UNABLE TO DETERMINE, BOOK 69, PAGE 498 LAND OWNER FROM 1940)  
EASEMENTS AS CONTAINED IN THAT CERTAIN RIGHT OF WAY DEED FROM ADA O. SINGLETON, ET AL., TO GWINNETT COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF GEORGIA, DATED AUGUST 5, 1957, FILED SEPTEMBER 18, 1958 AND RECORDED IN DEED BOOK 143, PAGE 370, AFORESAID RECORDS. (UNABLE TO DETERMINE, REQUEST MAP OF PROJECT NO. R. L.)  
EASEMENTS AS CONTAINED IN THAT CERTAIN RIGHT OF WAY DEED FROM ROSA DZEWENSKI PAJUNK TO GWINNETT COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF GEORGIA, DATED NOVEMBER 2, 1994, FILED NOVEMBER 7, 1994 AND RECORDED IN DEED BOOK 10927, PAGE 144, AFORESAID RECORDS. (DOES NOT AFFECT, ADDITIONAL RIGHT-OF-WAY ABUTS SUBJECT PROPERTY)

**SECOND DECLARATION OF OPERATIONS AND EASEMENTS BY ROSA DZEWENSKI PAJUNK**, DATED JANUARY 22, 1977, FILED FEBRUARY 21, 1977 AND RECORDED IN DEED BOOK 13927, PAGE 219, AFORESAID RECORDS; AS MAY BE FURTHER AMENDED AND/OR SUPPLEMENTED. (AFFECTS, CONTAINS NO PLOTTABLE EASEMENT ITEMS)

**EASEMENT AGREEMENT BETWEEN CARRIAGE ASSOCIATES LIMITED PARTNERSHIP, A PENNSYLVANIA LIMITED PARTNERSHIP AND CARRIAGE PLAZA ASSOCIATES, L.P., A PENNSYLVANIA LIMITED PARTNERSHIP, AND ROMAN A. DEVILL, DATED FEBRUARY 20, 1998, FILED MARCH 9, 1998 AND RECORDED IN DEED BOOK 15591, PAGE 287, AFORESAID RECORDS. (AFFECTS, CONTAINS NO PLOTTABLE EASEMENT ITEMS)**

**EASEMENT AND SITE DEVELOPMENT AGREEMENT BY AND AMONG BOOS NORCROSS LLC, A FLORIDA LIMITED LIABILITY COMPANY, CARRIAGE ASSOCIATES LIMITED PARTNERSHIP, A PENNSYLVANIA LIMITED PARTNERSHIP AND CARRON PLAZA ASSOCIATES, L.P., A PENNSYLVANIA LIMITED PARTNERSHIP, DATED DECEMBER 16, 1999, FILED DECEMBER 21, 1999 AND RECORDED IN DEED BOOK 19760, PAGE 208, AFORESAID RECORDS. (AFFECTS, CONTAINS NO PLOTTABLE EASEMENT ITEMS)**



Date	
Revised/Drawn/Checked	
Scale	



VALVOLINE INSTANT OIL CHANGE  
6650 SINGLETON RD  
NORCROSS, GA 30093

Project No.	
Title	AS NOTED
Drawn	EA
Checked	RM/KK
Date	07.25.24

**SPECIAL USE PERMIT EXHIBIT**

Drawn by: SUP-1

**Exhibit C: Building Elevations**

**[attached]**





**Exhibit D: Letter of Intent and Applicant's Response to Standards**

**[attached]**

7/25/2024

July 22, 2024

Gwinnett County  
Planning & Development  
446 West Crogan Street, Suite 300  
Lawrenceville, GA 30046-2440

RE: Specific Use Permit, Parking & Cross Access Variances  
Valvoline Instant Oil Change  
6050 Singleton Road  
Norcross, GA

Parcel ID: R6190223

Dear Gwinnett County,

We would like to re-present our request for a Valvoline Instant Oil Change at 6050 Singleton Road. We presented this item to Gwinnett County in March 2024. Since that time, we have made updates to our request in hopes of obtaining a favorable vote for our request to for a Specific Use Permit and variance approvals associated with developing a .627 acre site with a two bay oil change facility to be operated by Valvoline Instant Oil Change. Since March, Valvoline has updated to a new prototype, which has a slightly smaller footprint and is lower in height than our previous submission.

Based on feedback from our previous submittal, we have worked with the site's owner, who will be relocating the Chase ATM within the development. Valvoline representatives and the property owner have visited the strip center tenants (the beauty supply store, check cashing and laundry coin) to share the site plan and building elevation to ease any concern of the Valvoline site making access tougher for their customers. Additionally, Valvoline representatives and the property owner met with the Kroger manager and is obtaining a letter of support from Kroger Corporate, and the property owner will provide a Real Estate Agreement confirming access into site near Kroger Fuel Center. We hope these efforts show we would like to be a good partner within the development.

Along with our request for the SUP, we are requesting a variance from Section 240-30 – Increase in Minimum Parking Requirements of the Gwinnett County Codes. The code allows a maximum of six parking spaces, calculated at allowing three parking spaces per service bay. We are seeking a variance to increase parking from six spaces to nine as shown on the SUP exhibit to allow for adequate parking for employees. At maximum shift, we will have eight employees. Our proposal is eight standard parking spaces, and one ADA parking space. This will allow our site to operate as needed, and have all employees parked on site. As this business operates with a "stay in your vehicle" model, customers will not be parking on site. Our site plan is set up to potentially add a third bay to this site if business warrants in the future and the additional parking will assist with that.

Additionally, we are requesting a variance from Section 213-80.2 of the Gwinnett County UDO. This will allow the developer to close off an existing cross access driveway shared with the adjacent parcel. As the adjacent site is currently operating, we feel this will allow for the safest operations for both Valvoline and the neighboring businesses. We do not believe this request will cause any traffic flow issues to the area.

If additional information is needed, or if questions arise associated with this request or business operations, please contact me.

Sincerely,

Kelsey Kreher  
Team Lead  
HFA  
479.273.7780 ext. 355

RECEIVED

7/25/2024

**STANDARDS GOVERNING THE EXERCISE OF THE ZONING POWER**

Pursuant to requirements of the United Development Ordinance, the Board of Commissioners finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to the unrestricted use of property and shall govern the exercise of the zoning power.

Please respond to the following standards in the space provided or use attachment as necessary:

- (A) Whether a proposed special use permit will permit a use that is suitable in view of the use and development of adjacent and nearby property:

Yes, we believe our building and business model will suit the development and we've discussed with the surrounding businesses.

- (B) Whether a proposed special use permit will adversely affect the existing use or usability of adjacent or nearby property:

We believe by our business being a low traffic producer, and having hours similar to the surrounding users, we will have no adverse impacts to the area.

- (C) Whether the property to be affected by a proposed special use permit has reasonable economic use as currently zoned:

The current zoning of C-2 is suitable, and our proposed use of oil change is allowed by Specific Use Permit, which is appropriate per the code.

- (D) Whether the proposed special use permit will result in a use which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools:

No. The Valvoline business model will not be a burden to the area.

- (E) Whether the proposed special use permit is in conformity with the policy and intent of the Unified Plan and Future Development Map:

Sec 230-100 allows the use by Specific Use Request. If approved, plans will be developed following code.

- (F) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed special use permit:

Valvoline will serve as a service offering and fit into the area by being in harmony in terms of hours of operation, building style, and low traffic production.

**Exhibit E: Application and Disclosure of Campaign Contributions**

**[attached]**

RECEIVED

7/25/2024

**SPECIAL USE PERMIT APPLICATION**

AN APPLICATION TO AMEND THE OFFICIAL ZONING MAP OF GWINNETT COUNTY, GA.

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
Name: <u>HFA - Kelsey Kreher</u>	Name: <u>EGAP Norcross</u>
Address: <u>1705 S Walton Blvd. #3</u>	Address: <u>312 Plum Street</u>
City: <u>Bentonville</u>	City: <u>Cincinnati</u>
State: <u>AR</u> ZIP: <u>72712</u>	State: <u>OH</u> ZIP: <u>45202</u>
Phone: <u>816-872-7190</u>	Phone: <u>972-738-0138</u>
Email: <u>kelsey.kreher@hfa-ae.com</u>	Email: _____
Contact Person: <u>Kelsey Kreher</u> Phone: <u>816-872-7190</u>	
Contact's Email: <u>kelsey.kreher@hfa-ae.com</u>	
<b>APPLICANT IS THE:</b>	
<input checked="" type="checkbox"/> OWNER'S AGENT <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> CONTRACT PURCHASER	
Existing/Proposed Zoning District(s): <u>C-2</u>	
Parcel Number(s): <u>R6190 223</u> Acreage: <u>0.627</u>	
Property Address(es): <u>6050 Singleton Road</u>	
Proposed Development: <u>Valvoline Instant Oil Change</u>	
Variance(s): <u>Parking and cross access</u> Waiver(s): <u>None</u>	
Building/Leased Sq. Ft.: <u>1,462 SF footprint</u> Floor Area Ratio: <u>.054</u>	



**RECEIVED**

7/25/2024

**SPECIAL USE PERMIT APPLICANT'S CERTIFICATION**

The undersigned below is authorized to make this application. The undersigned is aware that no application or reapplication affecting the same land shall be acted upon within six (6) months from the date of last action by the Board of Commissioners.

Kelsey Kreher 7.23.24  
Signature of Applicant Date

Kelsey Kreher, Team Lead

Type or Print Name and Title

Michaela May 7/23/24 MICHAELA MAY  
Signature of Notary Public Date Notary Seal  
BENTON COUNTY  
NOTARY PUBLIC - ARKANSAS  
My Commission Expires January 27, 2032  
Commission No. 12718676

RECEIVED

7/25/2024

**SPECIAL USE PERMIT PROPERTY OWNER'S CERTIFICATION**

The undersigned below, or as attached, is the owner of the property considered in this application. The undersigned is aware that no application or reapplication affecting the same land shall be acted upon within six (6) months from the date of last action by the Board of Commissioners.

*Phil Hodge*

Signature of Property Owner

7/24/24

Date

NICHOLAS Hodge, CEO

Type or Print Name and Title

*Brittney Ranard*

Signature of Notary Public

7.24.24

Date



BRITNEY RANARD  
Notary Public  
State of Ohio  
My Comm. Expires  
May 29, 2028

Notary Seal

RECEIVED

7/25/2024

**CONFLICT OF INTEREST CERTIFICATION FOR SPECIAL USE PERMIT**

The undersigned below, making application for a Special Use Permit, has complied with the Official Code of Georgia Section 36-67A-1, et. seq, Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.

*Kelsey Kreher*

7.24.23

Kelsey Kreher, Team Lead

Signature of Applicant

Date

Type of Print Name and Title

Signature of Applicant's  
Attorney or Representative

Date

Type or Print Name and Title

**MICHAELA MAY**  
BENTON COUNTY  
NOTARY PUBLIC - ARKANSAS  
My Commission Expires January 27, 2032  
Commission No. 12718676

*Michaela May*

7/24/23

Signature of Notary Public

Date

Notary Seal

**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Board of Commissioners?

Yes  No Kelsey Kreher (Your Name)

If the answer is yes, please complete the following section:

NAME AND OFFICAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (List all which aggregate to \$250 or More)	DATE CONTRIBUTION WAS MADE (Within last two years)

Attach additional sheets if necessary to disclose or describe all contributions.

RECEIVED

7/25/2024

**VERIFICATION OF CURRENT PAID PROPERTY TAXES FOR SPECIAL USE PERMIT**

THE UNDERSIGNED BELOW IS AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED CERTIFIES THAT ALL GWINNETT COUNTY PROPERTY TAXES BILLED TO DATE FOR THE PARCEL LISTED BELOW HAVE BEEN PAID IN FULL TO THE TAX COMMISSIONER OF GWINNETT COUNTY, GEORGIA. IN NO CASE SHALL AN APPLICATION OR REAPPLICATION FOR REZONING BE PROCESSED WITHOUT SUCH PROPERTY VERIFICATION.

**\*Note: A SEPARATE VERIFICATION FORM MUST BE COMPLETED FOR EACH TAX PARCEL INCLUDED IN THE SPECIAL USE PERMIT REQUEST.**

**PARCEL I.D. NUMBER:**      01C      -      2      -      R6190 223  
(Map Reference Number)      T District      Land Lot      Parcel

      12/12/2023  
Signature of Applicant      Date

Michael LeBreton - Pre Construction Manager (Valvoline)  
Type or Print Name and Title

**\*\*\*PLEASE TAKE THIS FORM TO THE TAX COMMISSIONERS OFFICE AT THE GWINNETT JUSTICE AND ADMINISTRATION CENTER, 75 LANGLEY DRIVE, FOR THEIR APPROVAL BELOW.\*\*\***

**TAX COMMISSIONERS USE ONLY**

(PAYMENT OF ALL PROPERTY TAXES BILLED TO DATE FOR THE ABOVE REFERENCED PARCEL HAVE BEEN VERIFIED AS PAID CURRENT AND CONFIRMED BY THE SIGNATURE BELOW)

  
NAME

TSA  
TITLE

12/12/2023  
DATE

**Exhibit F: Internal and External Agency Review Comments**

**[attached]**





**Department of Planning and Development  
TECHNICAL REVIEW COMMITTEE**

TRC Meeting Date:		08.30.2024	
Department/Agency Name:		Transportation	
Reviewer Name:		Brent Hodges	
Reviewer Title:		Construction Manager 2	
Reviewer Email Address:		<a href="mailto:Brent.Hodges@gwinnettcounty.com">Brent.Hodges@gwinnettcounty.com</a>	
Case Number:		SUP2024-00053	
Case Address:		6050 Singleton Road, Norcross, 30093	
<b>Comments:</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<b>YES</b>	<b>NO</b>
1	Singleton Road is a minor arterial. The Average Daily Traffic (ADT) volume is 21,054.		
2	150' feet to the nearest Ride Gwinnett facility located along the frontage of 6060 Singleton Road.		
3	Coordinate with project R-0074-14 Singleton Road corridor Technology Improvements (SMART).		
4			
5			
6			
7			
<b>Recommended Zoning Conditions:</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<b>YES</b>	<b>NO</b>
1			
2			
3			
4			
5			
6			
7			

**Note:** Attach additional pages, if needed

*Revised 7/26/2021*

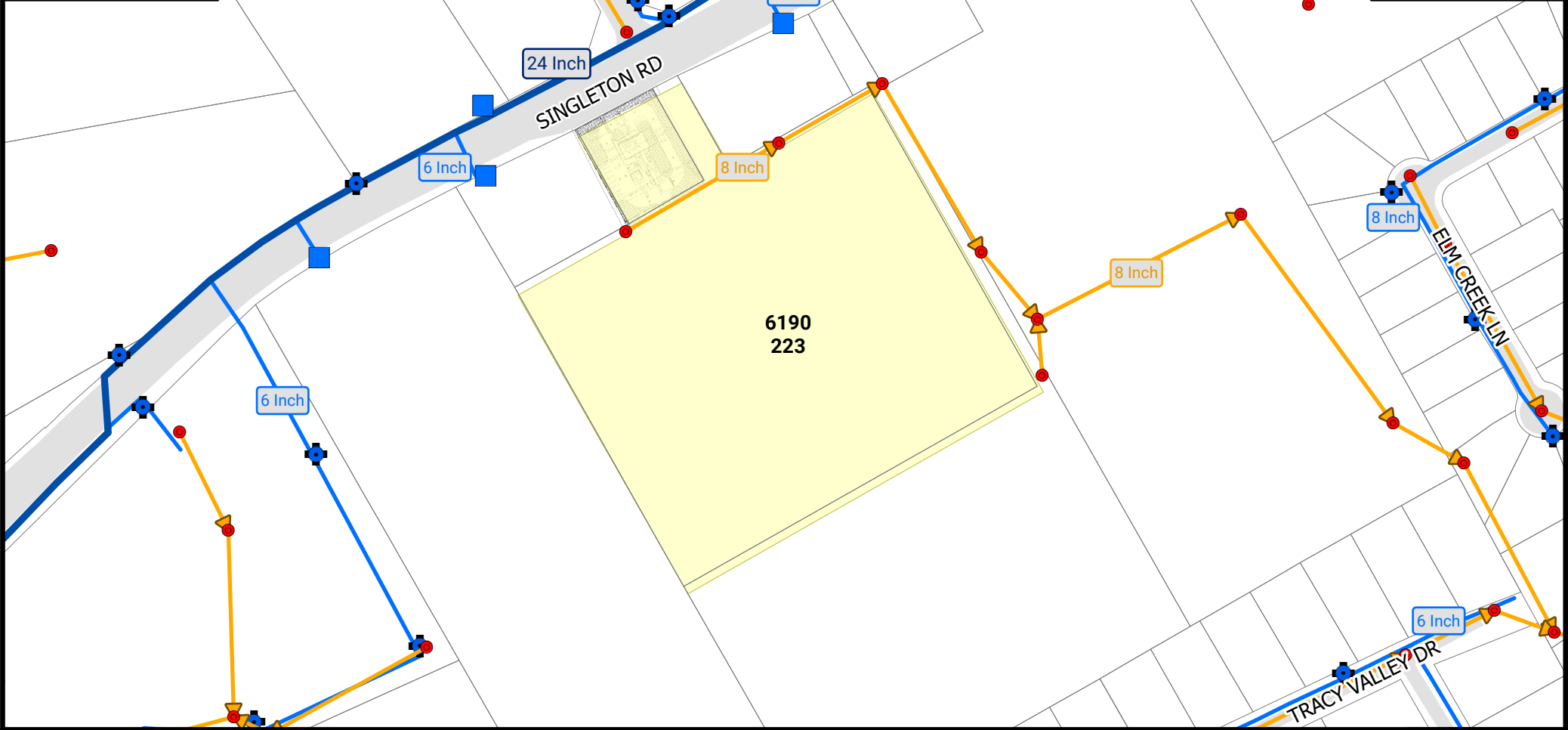


**Department of Planning and Development  
TECHNICAL REVIEW COMMITTEE**

<b>TRC Meeting Date:</b>				
Department/Agency Name:		DWR		
Reviewer Name:		Mike Pappas		
Reviewer Title:		GIS Planning Manager		
Reviewer Email Address:		<a href="mailto:Michael.pappas@gwinnettcounty.com">Michael.pappas@gwinnettcounty.com</a>		
Case Number:		SUP2024-00053		
Case Address:		6050 Singleton Road		
<b>Comments:</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b>	Water: The proposed development plans to connect to the public water system via an existing master meter.			
<b>2</b>	Sewer: A Sewer Capacity Certification is required prior to obtaining a Land Disturbance Permit. The proposed development plans to connect to public sewer located on the subject site.			
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>Recommended Zoning Conditions:</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				

**Note:** Attach additional pages, if needed

*Revised 7/26/2021*

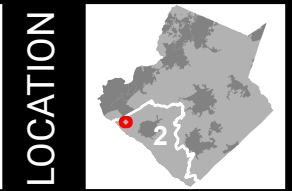
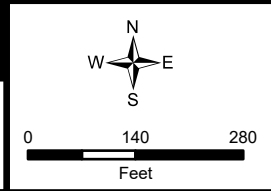


**LEGEND**

- Water Main (Blue line)
- Hydrant (Blue square with cross)
- Master Vault (Blue square)
- Manhole (Red circle)
- Sewer Collector (Yellow line with arrow)

**6050 Singleton Rd  
C-2**

# Water & Sewer Utility Map



**Water Comments:** The proposed development plans to connect to the public water system via an existing master meter.

**Sewer Comments:** The proposed development plans to connect to public sewer located on the subject site.

**Water Availability:** Water demands imposed by the proposed development may require upsizing or extensions of existing water mains in order to meet Gwinnett County Standards and fire flow demands. Any cost associated with such required improvements will be the responsibility of the development. Current Gwinnett County Standards require a minimum of 12" pipe size for commercial developments and a minimum of 8" pipe size for residential developments. Additionally, connection to a minimum of 12" and 8" mains are required for commercial and residential developments, respectively. It is the responsibility of the developer's engineer to confirm pressure and volumes are available for the development.

**Sewer Availability:** A Sewer Capacity Certification must be obtained from Gwinnett County to confirm the existing system can serve the development. Sewer demands imposed by the proposed development may require upsizing and/or extensions of existing sewer mains, and/or upsizing of an existing pump station, and/or installation of a new pump station. Any cost associated with such required improvements will be the responsibility of the development. The developer shall provide easements for future sewer connection to all locations designated by Gwinnett County during plan review.

**Water and Sewer Design and Construction Requirements:** Extensions of the water and/or sanitary sewer systems within the subject development must conform to this department's policies, Gwinnett County's ordinances, and the Water Main and Sanitary Sewer Design and Construction Standards and Specifications, dated April 5th, 2016. Subsequent to design, construction, inspection, and final acceptance of the required utilities, service would then become available under the applicable utility permit rate schedules.

**Private Road Developments:** Any development with private roads must comply with the Standard Policy Requirement for the Installation of Water and Sanitary Sewer Mains within Private Developments. This policy stipulates minimum easement requirements and location of public mains and appurtenances, among other requirements.

**Exhibit G: Maps**

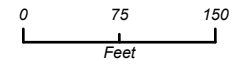
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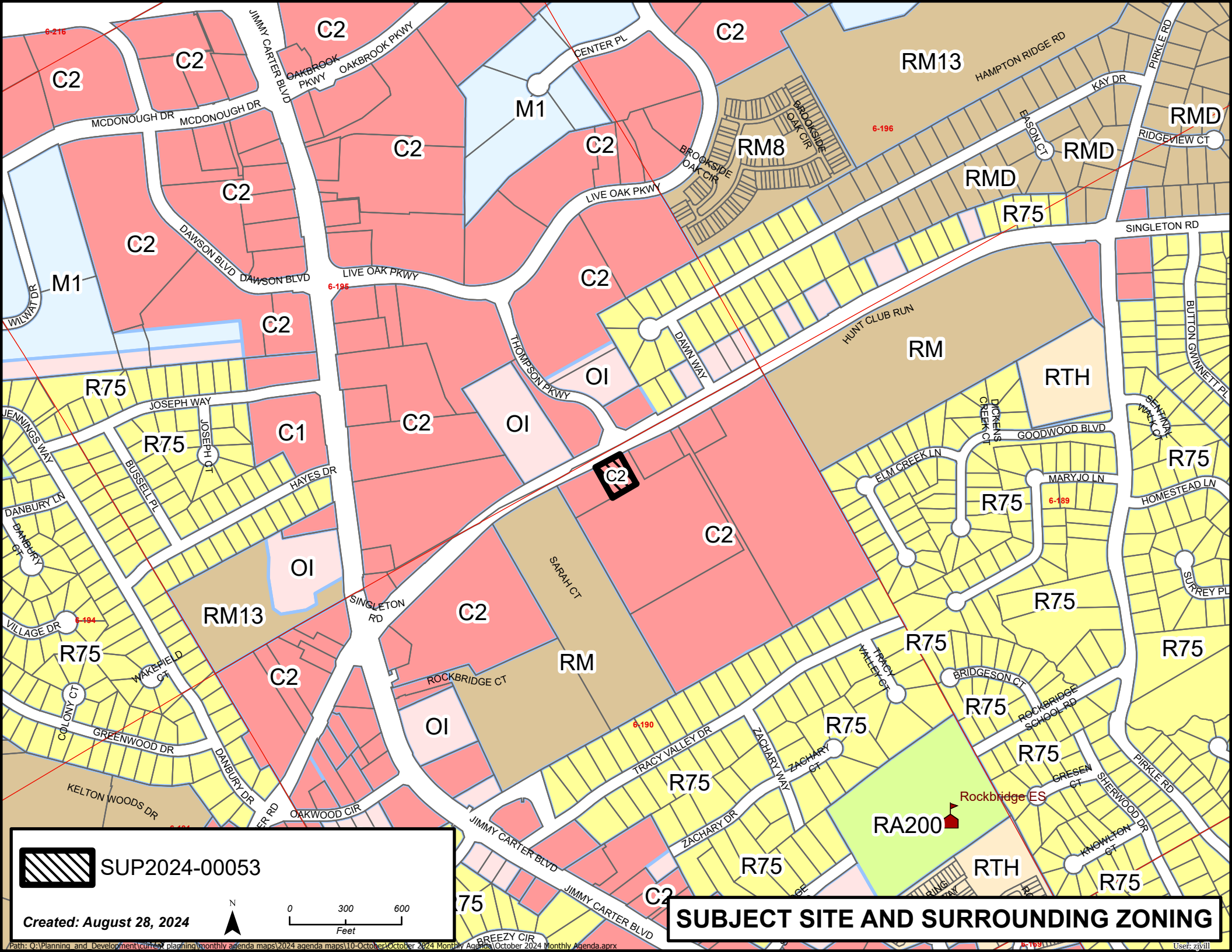



 SUP2024-00053

Created: August 28, 2024

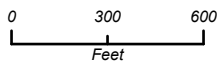




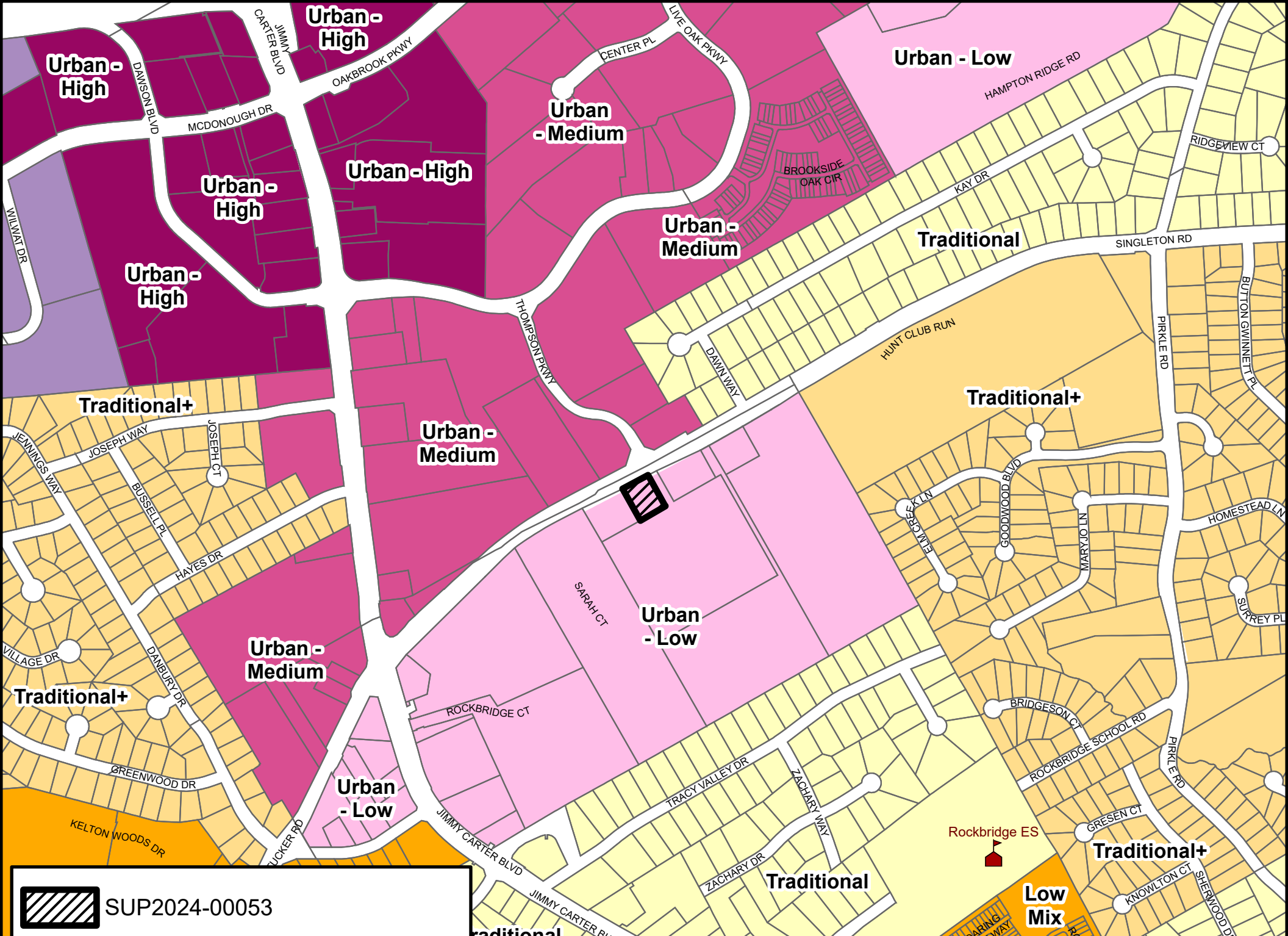


 SUP2024-00053

Created: August 28, 2024



**SUBJECT SITE AND SURROUNDING ZONING**



 SUP2024-00053

Created: August 28, 2024




**2045 UNIFIED PLAN FUTURE DEVELOPMENT CLASSIFICATION**