



MAYOR

Richard E. Roquemore

CITY ADMINISTRATOR

Michael E. Parks

CITY COUNCIL

Robert L. Vogel III

Taylor J. Sisk

Jamie L. Bradley

Joshua Rowan

**CITY OF AUBURN
MAYOR and CITY COUNCIL**

June 26, 2025

6:00 PM

Council Chambers

1 Auburn Way

Auburn, GA 30011

COUNCIL REPORTS AND ANNOUNCEMENTS

NEW BUSINESS

1. Townes of Auburn Waiver from Sec. 16.28.010-Access. - Sarah McQuade
2. Update Stormwater Management User Fee Ordinance Section 18.14.050 - Michael Parks

CITIZEN COMMENTS ON AGENDA ITEMS

ADJOURN

Agenda subject to change prior to meeting



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AGENDA ITEM: 1

TO: Mayor and Council

FROM: Sarah McQuade
City Planner

DATE: June 18, 2025

PURPOSE: Townes of Auburn Waiver from [Sec. 16.28.010\(D\) – Access](#)

BACKGROUND: The applicant is requesting waiver from the requirements of [Sec. 16.28.010\(D\) – Access](#) as to permit the use of traffic calming devices within the Townes of Auburn subdivision.

STAFF RECOMMENDATION: Approval.

FUNDING: N/A



COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF AUBURN

1 Auburn Way

AUBURN, GA 30011

PHONE: 770-963-4002

www.cityofauburn-ga.org

MEMORANDUM

TO: Mayor & Council

FROM: Sarah McQuade, City Planner

DATE: June 18, 2025

RE: Townes of Auburn Waiver from [Sec. 16.28.010\(D\) – Access](#) as to permit the use of traffic calming devices within the development.

Dear Mayor & Council,

The applicant is requesting waiver from the requirements of [Sec. 16.28.010\(D\) – Access](#) as to permit the use of traffic calming devices within the Townes of Auburn subdivision. Specifically, this section provides that private streets shall be constructed to the roadway construction standards of the city. The city does not permit traffic calming devices, resulting in this waiver request.

[Sec. 16.52.030 - Appeal and waiver of the regulations](#), provides that there shall be a review of each waiver request by all affected city or Barrow and/or Gwinnett County departments, comments provided, and the findings presented to the city council for final action in their normal course of business.

PROPOSAL:

The applicant has submitted a concept plan showing the addition of 2 new stop signs at the intersection of Auburn Gate Lane and Auburn Hill Drive, converting it to a 4-way stop. Additionally, the applicant is proposing the addition of 9 speed bumps within the subdivision to provide additional calming measures for traffic moving through the development. Currently, the city does not permit the installation of speed calming devices on public streets. As private streets are required to be constructed to public street standards speed calming devices are not permitted.

The applicant is requesting a waiver from these standards to install the traffic calming devices within the development.

ANALYSIS

[Sec. 16.52.030\(B\) - Appeal and waiver of the regulations](#), provides that there shall be a review of each waiver request by all other affected city or Barrow and/or Gwinnett County departments and shall forward such comments or recommendations as may be received to the city council for final action in their normal course of business.

The request has been reviewed by the City of Auburn Chief of Police, Christopher Hodge and the Barrow County Fire Marshal, Captain Jessie Knight. While the addition of traffic calming devices could result in slower emergency response times, the delay should be negligible. Therefore, they may be allowed, as the streets are privately owned and maintained by the development.

STAFF RECOMMENDATION:

Staff recommends **APPROVAL** of the waiver from the requirements of [Sec. 16.28.010\(D\) – Access](#) based on the findings that because the streets are privately owned and maintained by the development the instillation of traffic calming devices may be permitted.

Staff recommends that prior to the issuance of a development permit from the city, the applicant work with a licensed engineer to ensure the traffic calming devices are designed and located to be compliant with industry standards and safety requirements.

TOWNES OF AUBURN

SITE PLAN

- ↑ Playground location
- ↑ Mail Center location
- Current stop signs
- Security gates
- Proposed stop signs
- Proposed speed bumps/humps

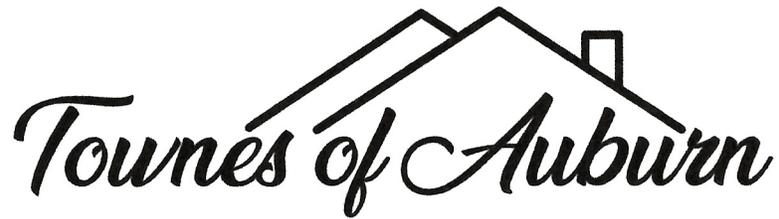


Artist's conception. Information believed to be accurate but not warranted and is subject to change. Not to be used as any part of a contract. 03/30/22

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Townes of Auburn

LaKesha Prokes and Lora Stepp
145 Auburn Gate Lane
Auburn, GA 30011

LaKesha Prokes - (678) 386-9069
toahoaboard@gmail.com
Lora Stepp - (404) 661-4433
toahoavp@gmail.com

June 8, 2025

Leigh Anne Bland
City of Auburn Community Development Coordinator Planning Department

Zachary Lloyd
Planner for the City of Auburn
1361 Fourth Avenue
Auburn, GA 30011

Subject: Letter of Intent for Speed Mitigating Devices in the Townes of Auburn

Dear Ms. Bland and Mr. Lloyd,

We hope this letter finds you well. As concerned members of the HOA Board of Directors and as residents of the Townes of Auburn, we are writing on behalf of our neighborhood to formally request permission for the installation of speed humps on several streets throughout the neighborhood. The safety and well-being of our residents, especially children, pedestrians, and elderly individuals, have been increasingly at risk due to excessive speeding and reckless driving.

As more families move into the community, many residents have observed a significant increase in traffic volume and speed violations, leading to near-miss incidents and endangering the safety of those who walk, bike, play, and drive in the area. One of your City Council members witnessed this, first-hand, during a recent visit to our community.

Unfortunately, despite posted speed limits and previous efforts to encourage cautious driving, these measures alone have not been sufficient in curbing hazardous behavior.

Installing speed humps would serve as an effective solution to mitigate these dangers by naturally slowing down vehicles and reinforcing safe driving practices. Many neighborhoods in nearby towns have successfully implemented similar traffic-calming measures, resulting in a noticeable improvement in pedestrian safety and accident prevention.

Although the City of Auburn's Code Enforcement Title 16, Sec. 16.28.010.D., prohibits speed humps within the city limits, the residents of the Townes of Auburn disagree.

We kindly request that the City of Auburn Zoning Board of Appeals and City Council accept our request for appeal to determine the feasibility and necessity of this initiative. We have had several discussions with Chief of Police, Christopher Hodge, and he has expressed his commitment to help our cause as he believes the installation of speed mitigating devices would improve safety in community. Additionally, we are prepared to collaborate with City officials and provide community feedback to expedite this process.

We sincerely appreciate your consideration of this request and look forward to working with you to enhance the safety and quality of life in the Townes of Auburn. Please let us know the next steps in moving forward with this initiative. We welcome the opportunity to discuss this matter further at your convenience.

Thank you for your time and dedication to community safety.

Sincerely,



LaKesha Prokes
HOA Board of Directors President
toahoaboard@gmail.com



Lora Stepp
HOA Board of Directors Vice-President
toahoavp@gmail.com



VARIANCE APPLICATION

Type of Request:	<input checked="" type="checkbox"/> Zoning/Special Exception	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Sign	<input type="checkbox"/> Stream Buffer	<input type="checkbox"/> Other
Applicable Zoning/Sign Code Section:					
Nature of Request:	Required	Proposed	Minimum Setback Requirements	Proposed Setback Requirements	
<input type="checkbox"/> Setback					
<input type="checkbox"/> Sign					
<input type="checkbox"/> # Parking Spaces					
<input checked="" type="checkbox"/> Other					
Name of Project/Subdivision: Townes of Auburn Townhome			Present Zoning: PSV		
Property Address/Location: 1612 Atlanta Highway NW			Tax Parcel ID:		
Briefly describe variance request:					
Owner Name:					
Address:					
Phone:			Email:		
Applicant Name (if different from above):					
Address:					
Phone:			Email:		
<p><i>To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Auburn Zoning Ordinance. I understand that failure to supply all required information (per the relevant Applicant Checklists and Requirements of the Auburn Zoning Ordinance) will result in the rejection of this application. I have read the provisions of the Georgia Code Section 36-67A-3 as required regarding Campaign Disclosures. My Signed Campaign Disclosure Statement is included.</i></p>					
Owner/Applicant Signature:			Date:		
Sworn to and subscribed before me this _____ day of _____, 20_____.					
Notary Public:			Date:		
Application Received by:			Case Number:		
Application Fee: <input type="checkbox"/> \$450					
ZBOA Public Hearing Date:					



CERTIFICATIONS

In the event an owner's agent or contract purchaser is filing this application, both the owner's and agent's certifications must be completed. If the owner is filing the application, only the owner's certification must be completed.

OWNER'S CERTIFICATION

The undersigned below, hereby declares that they are the owner(s) of the property, located at

Lakesha Prokes - Lakesha Prokes
as shown in the records of Barrow or Gwinnett County, GA.

Lakesha Prokes
Signature

April 21, 2025
Date

Appeared before me personally this 21 day of April, 2025.

Olimpia Hammett
Signature of Notary Public

4/21/25
Date

Olimpia Hammett
NOTARY PUBLIC
Cobb County
State of Georgia
My Comm. Expires August 17, 2025



CONFLICT OF INTEREST DISCLOSURE

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

Signature of Applicant

Signature of Owner

Date

Date

Appeared before me personally this _____ day of _____, 20____.

Appeared before me personally this _____ day of _____, 20____.

Notary Public

Notary Public

My Commission Expires: _____

My Commission Expires: _____

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made contributions aggregating \$250.00 or more to a member of the City Council, Planning Commission, Zoning Board of Appeals, or any other government officials who may consider this application?

(Check one) YES NO

Your Name: _____

Name and position of government official(s):

Date and amount (which aggregated \$250 or more) of the contribution(s):

Signature of Applicant

Signature of Applicant's Attorney/Representative

Date: _____

Date: _____



MAYOR
Rick E. Roquemore

CITY ADMINISTRATOR
Michael E. Parks

CITY COUNCIL
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Joshua Rowan

AGENDA ITEM: 2

TO: Mayor and Council

FROM: Michael Parks
City Administrator

DATE: June 26, 2025

PURPOSE: The City recently adopted a revised stormwater fee for commercial, industrial, and multifamily properties. The current fee structure does not account for floodplain, streams, or other significant features and characteristics which would render portions of such properties incapable of development. The proposed amendment would address and account for those features to allow equitable adjustments where circumstances warrant.

RECOMMENDATION: Staff recommends approval of the amendment.

FUNDING: N/A

ATTACHMENTS: Stormwater Management User Fees

ORDINANCE NO. 25-006

**AN ORDINANCE TO AMEND THE CITY OF AUBURN
CODE OF ORDINANCES
SECTION 18.14.050 STORMWATER MANAGEMENT USER FEES**

WHEREAS, the City has adopted ordinances and regulations to promote sound stormwater management practices for the protection of the environment and important public resources; and

WHEREAS, the City staff has undertaken the review of the City's Ordinances and fee structure for stormwater; and

WHEREAS, the City's consulting engineer has studied the current rate structure and recent amendments to it to confirm that the updated rate structure fairly and accurately reflects the impact and contributing impervious surface areas of the properties categorized herein; and

WHEREAS, some owners of undeveloped commercial properties and properties burdened with flood plain and other features limiting development have appealed to the City to reconsider portions of the ordinance based on particular circumstances; and

WHEREAS, the Council finds and concludes that minor modifications of the recently adopted fee structure are warranted;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF AUBURN HEREBY ORDAINS that the following City Code Section 18.14.050 (D) is adopted as follows:

Any property owner with an undeveloped and undisturbed parcel or an owner of a parcel exceeding 15 acres may petition the City for a reduction in the assessed Stormwater Fee based on the amount of flood plain or stream buffer protected area on such property. In addition, owners of parcels designated by the County for agricultural conservation use or designated by the State for wildlife habitat conservation may also petition for reduction in the assessed Stormwater Fee by providing certified copies of approved applications for such conservation uses. The application for reduction shall provide certified documentation from a professional engineer, registered landscape architect, registered forester certified soil scientist, or land surveyor of the actual impervious surface area, the area undeveloped and unimproved, the area of any flood plain or other undevelopable property and the area approved for conservation use as applicable. The City Administrator is authorized to adjust Stormwater Fees upon receipt of such certification to an amount accounting for the flood plain area, stream buffer area, or formally approved conservation use area.

This Ordinance shall be effective immediately upon its adoption by the City Council.

All other and further ordinances and parts of ordinances shall remain in full force and effect.

If any portion of this Ordinance is determined by a court of competent jurisdiction to be invalid or unenforceable, the rest and remainder of this Ordinance shall continue in full force and effect.

SO ORDAINED, this ____ day of July, 2025.

Richard E. Roquemore, Mayor

Joshua Rowan, Council Member

Robert L. Vogel, III Council Member

Jamie L. Bradley, Council Member

Taylor J. Sisk, Council Member

ATTEST:

Brooke Haney, City Clerk