CITY OF SNELLVILLE
BOARD OF ZONING APPEALS

SPECIALLY CALLED MEETING MINUTES
October 20, 2026

Council Chambers, City Hall, 2342 Oak Road

Members Present: Bobby Howard, Chairman; Emmett Clower, Vice-Chair; Deborah Jones; Betty Ann Kumin; and Lori-Ann Johnson.

Member Absent: None. Post 4 is vacant.

Planning and Development Department staff Present: Jason Thompson, Planning Director; Daniel Smith, Zoning Administrator.

CALL TO ORDER

Chairman Bobby Howard called the October 20, 2026 specially called meeting to order at 7:30 p.m.

APPROVAL OF AGENDA

Emmett Clower made a motion to approve the October 20th specially called meeting agenda.

Betty Ann Kumin made a second to the motion.

A vote was taken; voted five (5) in favor, zero (0) opposed, motion approved.

APPROVAL OF MINUTES

Emmett Clower made a motion to approve the May 12th, 2026 regular meeting minutes.

Lori-Ann Johnson made a second to the motion.

A vote was taken; voted five (5) in favor, zero (0) opposed, motion approved.

OLD BUSINESS

None.

NEW BUSINESS

#BOA 26-02 – Application by Felicia Johnson, Altair Sign & Light (applicant) and Bob Drake (owner) requesting a variance from the allowable sign area for a commercial building from 157.5 square feet to 195.4 square feet on a 27.81± acre lot zoned BG (General Business) District, Presidential Commons, 1670 Scenic Hwy, Snellville, Georgia (Tax Parcel 5056 008).

Planning Director Jason Thompson presented a summary of the requested variance from UDO Sec. 207-6.4.B.2 (Nonresidential Wall Sign Criteria). Director Thompson expressed how allowing the variance would cause no harm to the surrounding area. Director Thompson also explained how previously the Planning Director could utilize an administrative variance of up to a 25% increase in sign area, said option has since been taken away by the Georgia Legislature effective July 1st 2025. While processing the application it was discovered the requested sign area could be reduced from 195.4 square feet to 182 square feet. The applicant has agreed to the newly proposed request, resulting in an increase from the allowable sign area of around 15%.

The Planning Department recommends approval with the condition that within 60-days of approval, the property owner/applicant shall obtain a Sign Permit for Sign B and obtain a Certificate of Completion for the sign upon passage of a final building inspection by the Building Official.

Director Thompson answered questions from the Board.

Applicant Ms. Johnson came forward and thanked the board for their consideration of the variance.

Chairman Howard opened the meeting to public comment.

No one came forward.

Chairman Howard asked for a motion.

Mr. Clower made a motion to approve BOA 26-02 with the recommendations and conditions set forward by Planning Staff.

Ms. Kumin made a second to the motion.

A vote was taken; voted five (5) in favor, zero (0) opposed, motion approved.

#BOA 26-03 – Application by Diem Phuong Thy Nguyen (applicant and owner) requesting a variance from the 40-foot rear building setback and reducing the setback to 30-feet for the construction of a patio cover on a 0.19±acre lot zoned RS-15 (Single-Family Residential) District, Lot 60, Oak Grove Glen Subdivision, 2079 Brookhill Way, Snellville, Georgia (Tax Parcel 5060 422).

Planning Director Thompson presented a summary of the requested variance from UDO Sec. 202-3.7 (RS-15 Single-Family Residential Building Placement). He covered the history of the entire development resulting from a lawsuit that created parcels that would be subject to RS-150 (currently called RS-15) zoning regulations while being smaller than other lots with a similar zoning classification in the City. Director Thompson highlighted the quality of the work already completed on the project and how the current zoning regulations prevent the homeowners from certain privileges enjoyed by other citizens.

The Planning Department recommends approval with the condition that within 60-days of approval, the property owner/applicant shall obtain a Building Permit for the patio cover and obtain a Certificate of Completion for the structure upon passage of a final building inspection by the Building Official.

Director Thompson answered questions from the Board.

Applicant Ms. Nguyen came forward and thanked the board for their consideration of the variance.

Chairman Howard opened the meeting to public comment.

No one came forward.

Chairman Howard asked for a motion.

Ms. Kumin made a motion to approve BOA 26-03 with the recommendations and conditions set forward by Planning Staff.

Mr. Clower made a second to the motion.

A vote was taken; voted five (5) in favor, zero (0) opposed, motion approved.

#BOA 26-04 – Application by Mathew Koshy (applicant and owner) requesting a variance from the 36-foot rear building setback and reducing the setback to 27-feet and 8-inches for the replacement and expansion of an existing sunroom and proposed kitchen addition on a 0.13 acre lot zoned RS-30 (Single Family Residential) District, Lot A Block A, Carrington Subdivision, 1880 Glenhurst Drive, Snellville, Georgia (Tax Parcel 5041 277).

Planning Director Thompson presented a summary of the requested variance from UDO Sec. 202-2.7 (RS-30 Single-Family Residential Building Placement). Director Thompson explained that when the home was originally constructed in the year 2000 it came with an administrative variance that reduced the rear building setback from 40-feet to 36-feet. While this allowed the home to fit on the lot, it did not provide any room for additions. Sometime prior to the applicant's purchase of the home, an unpermitted sunroom had been constructed within the setback. Said construction was never inspected and allows water to flow backwards damaging the home. Director Thompson explained that the applicant is attempting to rectify the situation and prevent further damage to the home.

The Planning Department recommends approval with the condition that within 60-days of approval, the property owner/applicant shall obtain a Building Permit for the sunroom and obtain a Certificate of Completion for the structure upon passage of a final building inspection by the Building Official.

Director Thompson answered questions from the Board.

Applicant Mr. Koshy came forward and further explained his intentions with the construction and the damage that has occurred.

Mr. Koshy answered questions from the Board.

Chairman Howard opened the meeting to public comment.

No one came forward.

Chairman Howard asked for a motion.

Mr. Clower made a motion to approve BOA 26-04 with the recommendations and conditions set forward by Planning Staff.

Ms. Johnson made a second to the motion.

A vote was taken; voted five (5) in favor, zero (0) opposed, motion approved.

ANNOUNCEMENTS

Director Thompson gave a brief overview of upcoming cases to be heard by the board.

ADJOURNMENT

Chairman Howard asked for a motion to adjourn the meeting

Ms. Kumin made a motion to adjourn.

Mr. Clower made a second to the motion.

A vote was taken; voted five (5) in favor, zero (0) opposed, motion approved.

The Specially Called Meeting adjourned at 8:00 p.m.

Bobby Howard, Chairman

Daniel Smith, Secretary

THESE ARE OFFICIAL MINUTES THAT WERE APPROVED BY THE BOARD OF APPEALS AT THE NOVEMBER 10, 2026 REGULAR MEETING.