

Letter of Intent with Applicable Use Standards

Project: Private Christian School Operating Within Existing Church Facility

Applicant: Parkview Christian School, Inc.

Future Operating Name: Pinnacle Christian School

Property Owner: Westside Baptist Church

Location: Westside Baptist Church, 2925 Main Street West, Suite 100, Snellville, GA 30078

Tax Parcel: R5007 004A

Current Zoning: RS-30

Requested Use: Private K-8 Christian School

Requested Maximum Enrollment: 130 students

Requested Approval: Special Use Permit and any related relief, interpretation, variance, waiver, modification, or condition necessary to allow a private K-8 Christian school to operate within the existing church facility.

1. Introduction and Requested Approval

Parkview Christian School, Inc. is a nonprofit religious school currently located in Lilburn, Georgia. Beginning with the 2026-2027 school year, the school intends to operate under the name Pinnacle Christian School.

The applicant respectfully requests approval of a Special Use Permit to allow a private K-8 Christian school to operate within designated areas of the existing Westside Baptist Church facility located at 2925 Main Street West, Suite 100, Snellville, Georgia.

This request is limited to the primary church parcel, Tax Parcel R5007 004A, and the existing church facility located on that parcel. The school is not proposing new exterior building construction, new impervious surface, or a change to the overall institutional and religious character of the property.

The proposed school use would occur primarily on weekdays during daytime hours. The school would operate in designated areas of the existing church building, with no regular overlap with the church's primary worship activities. The applicant also respectfully requests any related relief, interpretation, variance, waiver, modification, or condition necessary to allow this school use to operate within the existing church facility, including any relief or interpretation needed related to applicable school use standards, lot size, or shared church/school facility use.

2. Related Relief Requested

To the extent the City determines that the proposed school use is subject to a 5-acre minimum lot-size standard, the applicant respectfully requests any necessary

interpretation, waiver, variance, modification, condition of approval, or other appropriate relief to allow the school use on the existing 4.402-acre church parcel.

The requested relief is narrow and site-specific. The applicant is not requesting relief in order to intensify or redevelop the property. Rather, the request would allow a small K-8 Christian school to operate within an existing church facility that has previously housed a school use, without exterior expansion, additional impervious surface, or significant change to the character of the property.

The property is approximately 0.598 acres below a 5-acre standard, which is a modest difference in the context of an existing developed institutional property. The site already contains the essential features that a minimum lot-size standard is generally intended to ensure, including an existing institutional building, established access, internal circulation, available parking, and outdoor areas suitable for supervised school use.

3. Background and Community Need

Parkview Christian School has served families from its current Lilburn location for approximately 33 years. Due to an unexpected relocation need, the school is seeking to move to Westside Baptist Church for the upcoming school year and operate under the name Pinnacle Christian School.

The school currently serves approximately 95 students and their families. Projected opening enrollment at the Westside Baptist Church location is approximately 80 students. The applicant requests approval for a maximum enrollment of 130 students in order to allow for modest, responsible growth without requiring repeated amendments for small enrollment changes.

These students represent approximately 60 families who are depending on the school to provide a safe, stable, caring, loving, and academically rich Christian education beginning in August.

The requested approval would allow the school to continue serving these children and families without interruption while making productive use of an existing church facility that is already designed for assembly, classroom, ministry, and community-serving activities.

This is not a request for a new development project. It is a request to allow a small, established, nonprofit Christian school to operate within an existing religious and institutional building that has previously housed a school use in recent years, occupying space that has previously been used for school purposes.

4. Existing Property and Facility

The subject property is located at 2925 Main Street West, Suite 100, Snellville, Georgia, Tax Parcel R5007 004A. The property is currently identified as RS-30 zoning.

The primary church parcel contains approximately 4.402 acres. The existing church building contains approximately 23,519 square feet and is served by approximately 126 on-site parking spaces.

The applicant is intentionally limiting this SUP request to the primary church parcel and existing church facility in order to keep the application clear, direct, and timely. While Westside Baptist Church also owns nearby property, the proposed school can operate safely and effectively on the primary church parcel without relying on the adjacent parcel for regular school operations, required parking, or daily circulation.

The applicant proposes to use the existing church facility without exterior building expansion, land disturbance, or additional impervious surface. Planned improvements are limited primarily to interior updates such as flooring, paint, lighting, and classroom preparation. No new signage or fencing is currently proposed. Any future signage, fencing, or exterior improvements will comply with applicable City requirements and will be permitted separately, if required.

Importantly, a school previously operated within this same church facility. The applicant understands that Gwinnett Christian Academy previously occupied and operated in the same building space. As reported by the church and prior staff, Gwinnett Christian Academy served approximately 120 students at this location. This prior school use supports the conclusion that the existing facility can reasonably accommodate the applicant's projected opening enrollment and requested maximum enrollment. This prior school use is also significant because the proposed use is not introducing an unfamiliar or incompatible activity to the property. Rather, the proposed school use is consistent with a prior educational use of the same existing facility.

Existing SUP or zoning conditions:

To be determined. The applicant has requested or will request confirmation from City staff regarding any existing SUP, prior zoning approvals, zoning conditions, variances, certificates of occupancy, or other approvals associated with Westside Baptist Church or any prior school use on the property.

5. Proposed School Operations

The proposed school will serve students in grades K-8.

Current enrollment is approximately 95 students. Projected opening enrollment at the Westside Baptist Church location is approximately 80 students. The applicant requests

approval for a maximum enrollment of 130 students in order to allow for modest, responsible growth.

The school anticipates approximately 15 daily staff members, with a maximum staffing level of approximately 20. Staff arrival will begin around 8:00 AM. Staff departure will occur primarily around 12:30 PM for half-day staff and around 3:30 PM for full-day staff.

Regular school operations will occur Monday through Friday from approximately 8:00 AM to 3:00 PM. Student drop-off will occur from approximately 8:10 to 8:30 AM.

Dismissal will be staggered by grade level:

K-2 dismissal: 12:00 to 12:15 PM

Grades 3-8 dismissal: 3:00 to 3:15 PM

The school will not offer aftercare. Evening programming will be rare and limited to occasional concerts, holiday programs, or special school events. Such events will be coordinated with Westside Baptist Church and will use existing on-site parking.

No regular church ministries are expected to occur during school hours. If any occasional church activity is scheduled during school hours, it will be coordinated so that it does not interfere with school operations, student safety, parking, traffic circulation, or supervision.

6. Designated School Areas

During weekday school hours, the school will have exclusive use of designated classroom and support areas within the existing building.

Anticipated school-use areas include:

- Rooms 101, 103-109, and 201-209
- Multipurpose room
- Restrooms
- Lobby
- Library
- School office space
- Storage rooms and closets as needed
- Other support areas as shown on the final floor plan

The applicant will provide a floor plan identifying the school-use areas and is willing to accept a reasonable condition limiting regular school operations to approved designated areas.

The church’s primary ministry activities occur outside of the school day, primarily during evenings and weekends. The school’s weekday use is intended to complement the existing church use rather than conflict with it.

7. Compliance with Applicable Use Standards

The applicant understands that a public or private school use may be subject to specific use standards under the City of Snellville Unified Development Ordinance. The applicant is committed to working with City staff to confirm all applicable standards and address any items that require interpretation, relief, or conditions of approval.

Use Standard / Review Item	Applicant Response
Current zoning district	RS-30
Parcel number	R5007 004A.
Requested use	Private K-8 Christian school within designated areas of an existing church facility.
Lot size	The primary church parcel contains approximately 4.402 acres, subject to confirmation by survey and City staff.
Minimum lot size	The applicant understands that the applicable school use standard may identify a 5-acre minimum lot size. The primary church parcel contains approximately 4.402 acres, which is approximately 0.598 acres below the stated standard. The applicant respectfully requests that the City consider this modest difference in light of the existing developed church facility, the prior school use by Gwinnett Christian Academy, the limited scale of the proposed K-8 school, the absence of new exterior building construction, the availability of 124 paved, striped on-site parking spaces, the controlled carline plan, and the

	<p>fact that the school will operate within an existing institutional/religious building. If required, the applicant requests a variance, waiver, interpretation, modification, or other appropriate relief from this specific use standard.</p>
Street frontage	<p>The property meets this standard. The sealed as-built site plan shows approximately 627.85 feet of frontage along McGee Road and approximately 346.69 feet of frontage along U.S. Highway 78 / Main Street West, subject to final confirmation. This substantially exceeds the required 100-foot frontage minimum. School access will be directed from McGee Road to reduce congestion along U.S. Highway 78 / Main Street West.</p>
Parking	<p>The primary church parcel contains approximately 124 on-site parking spaces. The school anticipates approximately 15 daily staff vehicles, with a maximum of approximately 20 staff vehicles, plus limited visitor parking. Available parking is expected to be more than sufficient for weekday school operations. Required parking ratio to be confirmed by City staff.</p>
Buffers	<p>Existing site conditions include developed church facilities, paved circulation areas, parking, open space, and tree coverage along portions of the property. The applicant will work with the project engineer and City staff to confirm compliance with the buffer standard. If any portion of the existing developed site requires interpretation, approval of existing conditions, or relief related to the 10-foot buffer requirement, the applicant respectfully requests that such relief be considered as part of the SUP review.</p>
Shared church/ school use	<p>The school will operate in clearly designated rooms and common areas during weekday school hours, with exclusive weekday use of those areas. The church's primary ministry activities occur outside school operating hours. No regular weekday church ministry use during school hours is expected. The applicant is willing to provide a floor plan identifying school-use areas and accept reasonable</p>

	conditions regarding operating hours, designated spaces, and coordination with church activities.
Prior school use	Gwinnett Christian Academy previously operated in the same church facility. The applicant is working to obtain any documentation from the city of that prior use. The prior school use supports the compatibility of the proposed school use within the existing building and property.
Exterior construction	No exterior building expansion or increase in impervious surface is proposed.
Storwater	No exterior building expansion or increase in impervious surface is proposed. The school will operate within the existing church facility and use existing paved parking and circulation areas.
School access	Families will be directed to enter through the McGee Road entrance for school arrival and dismissal.

The purpose of a minimum lot-size standard is typically to ensure that a use has sufficient land area to operate safely and compatibly, including adequate space for building placement, parking, access, circulation, buffering, and outdoor activity. In this case, the property is already fully developed as an institutional church facility with an existing 23,519-square-foot building, 124 paved, striped on-site parking space, existing access from McGee Road, and sufficient paved circulation areas for a controlled carline system. The proposed school use does not require new exterior building construction, additional impervious surface, or expansion of the site. Therefore, the modest 0.598-acre difference from the 5-acre standard does not create the type of land-use impact the standard is intended to prevent.

The applicant believes the proposed use satisfies the City’s SUP review considerations because it meets a demonstrated community need, is compatible with the surrounding area, does not require a more intensive zoning district, does not create adverse impacts related to traffic, parking, storm drainage, or land use compatibility, and can be appropriately conditioned to protect public health, safety, and welfare.

8. Traffic and Circulation Plan

The school will use a controlled and supervised carline system designed to keep vehicle movement on site and minimize impact on Main Street West/U.S. Highway 78.

Families will be directed to enter through the McGee Road entrance and proceed toward the rear entrance of the building, which will serve as the main school entrance. Side double doors will serve as the primary carpool doors. This route is intentionally designed to reduce congestion near Main Street West/U.S. Highway 78 and to provide a safer, more orderly arrival and dismissal process for families, students, and the surrounding community.

Morning drop-off will occur between 8:10 and 8:30 AM. Staff will be present to direct vehicles and assist students.

Afternoon pickup will be divided into two dismissal windows:

K-2: 12:00 to 12:15 PM

Grades 3-8: 3:00 to 3:15 PM

This staggered schedule substantially reduces peak vehicle volume. Vehicles can stack around the building and through the existing parking lot as needed. The school will operate carline procedures to prevent school-related stacking onto Main Street West.

A carline/circulation exhibit will be provided showing the proposed entry point, stacking route, unloading zone, exit pattern, and staff supervision points.

Estimated number of cars during morning drop-off: 40-50

Estimated number of cars during K-2 pickup: 25-30

Estimated number of cars during grades 3-8 pickup: 25-35

Because the school is small, arrival and dismissal are staggered, and the carline is designed to remain on site, the proposed use is not expected to create an adverse traffic impact on the surrounding area.

9. Parking Plan

The primary church parcel contains 124 paved, striped on-site parking spaces, as shown on the sealed AS-BUILT Site Plan prepared by Gordon Story, PE, RLS, dated May 7, 2026.

Pinnacle Christian School will operate in approximately 15 classrooms within the existing Westside Baptist Church facility. Under Snellville UDO Table 207-1.2.B, as amended by UDO 25-01, effective March 10, 2025, schools, public or private, are required to provide 3 parking spaces per classroom. Based on 15 classrooms, the proposed school use generates a parking requirement of 45 spaces.

The existing site provides 124 parking spaces, which exceeds the school’s UDO parking requirement by approximately 81 spaces. This provides more than sufficient parking for daily school operations, including staff, visitors, and occasional school-related needs.

The school anticipates approximately 15 daily staff members, with a maximum staffing level of approximately 20. Visitors during the school day are expected to be limited and occasional, with an estimated 5-10 visitor spaces needed on an average school day. Even with maximum staff vehicles and typical visitor parking, the school’s daily parking demand is expected to use only a modest portion of the available parking.

The school’s regular operations will occur Monday through Friday during daytime hours, while Westside Baptist Church’s primary parking demand occurs during weekend worship services. Because these peak parking periods occur at different times, the school and church uses have complementary parking patterns and are not expected to compete for parking during regular operations.

The site comfortably satisfies the parking standard for the proposed school use and provides ample additional parking capacity for the continued church use. The school is not relying on public park parking or any off-site parking to meet its regular parking needs for this application.

Parking Summary

Parking Item	Amount
Existing paved, striped parking spaces	124
Classrooms used by school	15
UDO parking requirement	3 spaces per classroom
Required school parking	45 spaces
Estimated daily staff vehicles	Approximately 15

Maximum staff vehicles	Approximately 20
Estimated visitor spaces during school day	5-10
Parking surplus beyond UDO school requirement	Approximately 80 spaces

The school is not relying on the public park parking to meet its regular parking needs for this application.

10. Outdoor Play and Recess

The school anticipates outdoor recess and play as part of the regular school day. Outdoor play is expected to occur at the current playground and/or toward the rear of the building on church-controlled property.

No new fencing is currently proposed. If fencing is later proposed for children’s safety or supervision, the applicant will submit it for review and approval as required by the City.

Outdoor play will occur during normal school hours only. There is no proposed regular evening outdoor activity, no outdoor amplified sound, and no proposed sports field lighting.

The property is also near a public park, which supports the family-oriented and community-serving character of the surrounding area. However, the school is not relying on public park property for required outdoor play or parking. Any future use of public park facilities would occur only with appropriate permission, scheduling, supervision, and safety procedures.

Exact outdoor play location: Existing playground and rear/side of building, to be confirmed on site plan.

11. Building, Fire, and Life-Safety Compliance

The applicant understands that approval of a Special Use Permit does not replace any required building, fire, life-safety, certificate of occupancy, business license, or inspection approvals.

The school will coordinate with the City of Snellville, applicable building officials, Gwinnett County Fire Marshal, and any other appropriate agencies to confirm that the facility is safe and suitable for school occupancy prior to opening.

The building's Certificate of Occupancy indicates an occupancy capacity of approximately 630 persons. The proposed school's daily use is expected to remain under approximately 110 occupants at opening and under approximately 150 occupants even at the requested maximum enrollment and staffing level.

The applicant understands that the building has current fire marshal inspections, an active fire alarm/sprinkler system, six full bathrooms, two children's commodes, and no known unresolved code or fire issues. The facility includes approximately 22 total restroom fixtures, including stalls, urinals, and children's commodes. The applicant will confirm restroom capacity, emergency egress, fire alarm requirements, inspection requirements, and any building-code requirements associated with the proposed school use.

Current Certificate of Occupancy: 630 persons, included or to be included with application packet.

Fire Marshal review status: Current fire marshal inspections available.

Fire alarm/sprinkler status: Active.

Known unresolved code or fire issues: None known.

Restroom count: 6 full bathrooms, plus 2 children's commodes

Approximate restroom fixtures: 22 total stalls/urinals/children's commodes

Restroom capacity confirmation: To be confirmed with applicable officials

12. Compatibility with Surrounding Area

The proposed school use is compatible with the surrounding area and with the existing character of the property.

The property is already developed as a church facility and is located along Main Street West/U.S. Highway 78, a major corridor suitable for institutional and community-serving uses. The surrounding area includes family-oriented and community-serving uses, including Westside Baptist Church, nearby educational uses, and a nearby public park.

The proposed school would operate during daytime hours only, with no aftercare, no regular evening programming, no exterior building expansion, and limited overall enrollment. The school's operations are modest in scale. At projected opening enrollment, the school would serve approximately 80 students. Approval is requested for a maximum of 130 students to allow for responsible growth.

This level of use is significantly less intense than many commercial or assembly uses that could otherwise generate higher traffic volumes, longer operating hours, or greater parking demand.

The proposed use is also supported by the property's history. Gwinnett Christian Academy previously operated in the same church facility, demonstrating that the building and property have already been used for educational purposes. The proposed school use is therefore consistent with the prior use of the property and compatible with the existing facility.

The school's weekday use complements the church's weekend-focused use of the property. The applicant is willing to comply with reasonable conditions related to enrollment, school hours, designated use areas, parking, traffic circulation, signage, fencing, and life-safety requirements.

13. Community Benefit

The proposed school provides a clear community benefit by continuing a long-standing Christian school ministry that has served families for more than three decades.

Parkview Christian School, Inc., which intends to operate under the name Pinnacle Christian School beginning with the 2026-2027 school year, provides a safe, caring, loving, and academically rich educational environment for children and families. The school serves approximately 60 families and is seeking to continue providing stability and continuity for its students as it transitions from its current home in Lilburn to Snellville.

The proposed use will strengthen and complement the mission of the existing church facility by allowing the property to serve children and families during the week while continuing its primary church ministry activities outside of school hours.

The school's presence near existing community and recreational amenities reinforces the proposed use as a positive, family-serving addition to the area.

The school desires to be a blessing to the Snellville community and to operate in a way that is safe, orderly, respectful, and compatible with surrounding properties.

14. Proposed Conditions of Approval

The applicant is willing to accept reasonable conditions of approval to ensure compatibility with surrounding uses and to address any concerns related to traffic, parking, building use, or safety.

The applicant proposes or is willing to consider the following conditions:

1. Maximum enrollment shall not exceed 130 students without further City approval.
2. The school shall serve grades K-8.
3. Regular school operations shall be limited to Monday through Friday, approximately 8:00 AM to 3:00 PM, with staff preparation and departure before and after school.
4. The school shall not operate regular aftercare.
5. Morning drop-off shall occur between approximately 8:10 and 8:30 AM.
6. K-2 pickup shall occur between approximately 12:00 and 12:15 PM.
7. Grades 3-8 pickup shall occur between approximately 3:00 and 3:15 PM.
8. School carline stacking shall occur on site and shall not extend onto Main Street West/U.S. Highway 78.
9. Families shall be directed to use the McGee Road entrance for main school arrival and dismissal.
10. School use shall be limited to designated areas shown on the approved floor plan.
11. Any fencing, signage, or exterior improvements shall comply with City requirements and be permitted separately, if required.
12. The applicant shall comply with all applicable building, fire, life-safety, certificate of occupancy, business license, and inspection requirements.
13. Occasional evening school events, such as concerts or holiday programs, shall be coordinated with Westside Baptist Church and shall use existing on-site parking.

15. Conclusion

The proposed school use is modest in scale, compatible with the existing church facility, consistent with the property's prior educational use, and responsive to a clear community need.

Parkview Christian School, Inc., which intends to operate under the name Pinnacle Christian School beginning with the 2026-2027 school year, has served families for approximately 33 years and is seeking to continue providing a safe, caring, academically rich Christian education for students and families beginning this August.

The proposed use makes productive use of an existing institutional facility, requires no exterior building expansion, uses existing parking and circulation, avoids regular overlap with primary church activities, and includes staggered dismissal procedures to minimize traffic impact.

The main church parcel provides a substantial existing facility, 124 paved, striped on-site parking spaces, controlled access from McGee Road, and a history of prior school use by Gwinnett Christian Academy. While the primary church parcel is approximately 4.639 acres, the applicant respectfully requests that the City consider any difference from the 5-acre school-use standard as a modest technical issue that can be addressed through interpretation, condition, waiver, variance, modification, or other appropriate relief. The property is only approximately 0.361 acres below the stated standard and already contains

the essential features the standard is intended to protect: an existing institutional building, sufficient parking, established access, internal circulation, and outdoor areas suitable for supervised school use. The proposed school is small in scale, has a prior educational-use precedent through Gwinnett Christian Academy, and will not create new development impacts on the site.

The applicant is willing to comply with reasonable conditions related to enrollment, operating hours, designated building areas, parking, traffic circulation, signage, fencing, and life-safety requirements.

For these reasons, the applicant respectfully requests approval of the Special Use Permit and any related relief necessary to allow the school to operate within the existing Westside Baptist Church facility at 2925 Main Street West, Suite 100, Snellville, Georgia.

UDO School Use Standards

UDO Sec. 206-4.1.J – School, Public or Private

Project: Private K-8 Christian School Operating Within Existing Church Facility

Applicant: Parkview Christian School, Inc.

Future Operating Name: Pinnacle Christian School

Property Owner: Westside Baptist Church

Location: 2925 Main Street West, Suite 100, Snellville, GA 30078

Tax Parcel: R5007 004A

Requested Use: Private K-8 Christian School

Purpose of This Supplement

This document identifies the applicable City of Snellville UDO use standards for a public or private school under UDO Sec. 206-4.1.J. Each standard listed below will be addressed in detail in the accompanying Letter of Intent, including the applicant's response, supporting facts, and any requested interpretation, condition, waiver, variance, modification, or related relief necessary for approval.

Definition

A public or private school is an educational facility for students in grades pre-K through 12 operated either by the Gwinnett County Board of Education or by a private entity with a curriculum at least equal to a public school as required by Georgia law.

Applicable Use Standards

Standard	UDO School Use Standard
a.	The minimum lot size is 5 acres.
b.	Facilities must have at least 100 feet of frontage on a street with a minimum classification of major collector.
c.	A minimum 10-foot wide buffer is required along side (interior) and rear lot lines.
d.	Facilities and building to serve for school use only. Mixed-use or multi-tenant building use is prohibited.