



**DeKalb County Department of Planning & Sustainability**

**330 Ponce De Leon Avenue, Suite 300**

**Decatur, GA 30030**

**(404) 371-2155 / [www.dekalbcountyga.gov/planning](http://www.dekalbcountyga.gov/planning)**

**Planning Commission Hearing Date: January 5, 2021, 6:30 P.M.**

**Board of Commissioners Hearing Date: January 28, 2021, 6:30 P.M.**

**STAFF ANALYSIS**

**Case No.:** SLUP-21-1244387 **Agenda #:** N. 4

**Location/Address:** 4685 Glenwood Road **Commission District:** 3 **Super District:** 7

**Parcel ID(s):** 15-164-02-001

**Request:** Special Land Use Permit to construct 15.6-foot high, 634 square foot mausoleum structure in an existing cemetery, in the R-75 (Residential-Medium Lot) District

**Property Owner(s):** Memorial Properties

**Applicant/Agent:** Daniel Ashley, Attorney at Law

**Acreage:** 24.34 acres

**Existing Land Use:** Cemetery

**Surrounding Properties:** To the north, northeast, east, and southeast: single-family residential (zoned R-75); to the southeast, south, and southwest: single-family residential and multifamily residential (zoned MR-2); to the west: multifamily residential (zoned MR-2); to the northwest: single-family residential (zoned R-75)

**Comprehensive Plan:** **INS (Institutional)**      **Consistent**       **Inconsistent**

<b>Proposed Building Square Ft.:</b> 634 s.f.	<b>Existing Building Square Feet:</b> 634 s.f.
<b>Proposed Lot Coverage:</b> less than 10%	<b>Existing Lot Coverage:</b> less than 10%

**Zoning History:** Based on DeKalb County records, it appears that the subject property has been zoned R-75 since adoption of the zoning ordinance in 1956.

**SITE AND PROJECT ANALYSIS**

The subject property is a 24.34-acre site located approximately 750 feet east of Interstate 285, on Glenwood Road, a four-lane, major-minor arterial. The property has been developed with the Dawn Memorial Park, a cemetery, since 1960. A brick mausoleum structure is located about 350 feet from the entrance to the cemetery.

The topography of the property is level at the center. The west side of the property is bordered by a stream, and the rear and southeast corner of the site are densely wooded.

Land uses on nearby and surrounding properties are single-family residential to the north across Glenwood Road, to the east across Lindsey Drive, and to the southeast and southwest. Adjoining properties to the west are occupied with the First Rephidim Missionary Baptist Church, the Temple of Faith Mission, and an apartment complex. An apartment complex adjoins the property to the south.

The proposal under consideration is to construct a 15.6-foot high, 634 square foot mausoleum, which would be located at the center of the existing cemetery. Renderings submitted by the applicant depict a mausoleum structure that is similar to the existing mausoleum.

**Compliance with District Standards:**

R-75 STANDARD		REQUIREMENT	PROPOSED/PROVIDED	COMPLIANCE
LOT WIDTH		Min. 75 feet	1,170 feet	Yes
LOT AREA		Min. 10,000 s.f.	24.34 acres	Yes
YARD SETBACKS	FRONT	35 feet	approx. 680 feet	Yes
	CORNER LOT -SIDE	Not applicable.	N.A.	N.A.
	INTERIOR LOT - SIDE	7.5 feet	approx.. 420 – 595 ft.	Yes
	REAR	40 feet	approx.. 315 feet	Yes
TRANS. BUFFERS		None required.	None required.	None required.
HEIGHT		35 feet	15.64 feet	Yes
LOT COVERAGE		Max. 35%	Less than 10%	Yes
PARKING*		Min.: 1 space/300 s.f. of land devoted to the use. Max.: 1 space for each 200 s.f. of land devoted to the use.	Several hundred parking spaces are available along the interior driveway.	Yes

\*There is no parking requirement for mausoleums or cemeteries. The parking requirement for “temporary outdoor social, religious, seasonal, entertainment, or recreation activity” has been used here.

**Supplemental Regulations**

**A. A cemetery, columbarium or mausoleum shall be located on property with a minimum lot size of ten (10) acres.**

At 24.34 acres, the subject property well exceeds the minimum lot size.

**B. The lot on which a cemetery, columbarium or mausoleum is located shall have a minimum public road frontage of one hundred (100) feet.**

With a frontage of over 1,000 feet, the property exceeds the minimum standard for lot frontage.

**C. Permanent public ingress/egress shall be provided for the lot on which a cemetery, columbarium or mausoleum is located.**

The existing cemetery has permanent public ingress and egress at Glenwood Road, and it appears to be satisfactory.

**D. Compliance must be maintained with all requirements of the State of Georgia and the county tax commissioner.**

The cemetery has a track record of compliance with State and County requirements.

**LAND USE AND ZONING ANALYSIS**

**Section 7.4.6 of the *DeKalb County Zoning Ordinance* (Special land use permit; criteria to be applied) states that the following criteria shall be considered by the planning department, the planning commission, and the board of commissioners in evaluating and deciding any application for a Special Land Use Permit. No application for a Special Land Use Permit shall be granted unless satisfactory provisions and arrangements have been made concerning each of the following factors, all of which are applicable to each application...**

**A. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located:**

The applicant is proposing to construct a 634 square feet mausoleum on an approximately 24-acre (1,045,440s.f.) tract. The size of the site is more than adequate to accommodate the proposed mausoleum.

**B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district:**

The proposed mausoleum would have no effect on adjoining properties. It would be located near the center of the cemetery, approximately 680 feet from the entrance to the cemetery, and at least 600 feet from the rear property lines of the nearest residential property, which is located to the east. Visitors to the mausoleum are expected to be engaged in thoughtful contemplation and are not expected to be noisy.

**C. Adequacy of public services, public facilities, and utilities to serve the contemplated use:**

The proposed mausoleum is not expected to generate any demand from public services, facilities, or utilities.

**D. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic carrying capacity for the proposed use, so as not to unduly increase traffic or create congestion in the area:**

The public street on which the use is proposed to be located has adequate carrying capacity for the proposed use.

**E. Whether or not existing land uses located along access routes to the site would be adversely affected by the character of the vehicles or the volume of traffic to be generated by the proposed use:**

The proposed mausoleum would generate trips by visitors and relatives, who would be traveling in passenger vehicles, and they are not expected to adversely affect existing land uses located along access routes to the site.

**F. Ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency:**

The proposed mausoleum would cause no changes to the site with regard to pedestrian safety and convenience, traffic flow and control, or access in the event of fire or other emergency.

**G. Whether or not the proposed use would create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration that would be generated by the proposed use:**

The proposed mausoleum would not generate any nuisances in the form of noise, smoke, odor, dust, vibration, or similar effects.

**H. Whether or not the proposed use would create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use:**

The proposed use would not change the current hours of operation of the Memorial Park, which appear to be satisfactory.

**I. Whether or not the proposed use would create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use:**

The proposed mausoleum would not be operated on its own, but would be one of the facilities of the existing cemetery. The existing cemetery appears to be satisfactorily managed.

**J. Whether or not the proposed plan is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located:**

The proposed mausoleum is consistent with the requirements of the R-75 zoning district.

**K. Whether or not the proposed use is consistent with the policies of the comprehensive plan:**

The proposal is consistent with the following policy of the *2035 Comprehensive Plan*: "Provide opportunities for the development of institutional uses within the County" (Policy No. 4). This policy recognizes the importance of institutional uses to the conduct of civic life in DeKalb County. It is natural for institutional land uses such as cemeteries to expand their facilities over time. The proposed mausoleum represents such an expansion.

**L. Whether or not the proposed plan provides for all buffers and transitional buffer zones where required by the regulations of the district in which the use is proposed to be located:**

The mausoleum itself would not trigger the need for any buffers or transitional buffer zones. The existing cemetery appears to comply with regulations for buffers and transitional buffer zones.

**M. Whether or not there is adequate provision of refuse and service areas:**

Service personnel would access the proposed mausoleum by using the same driveways as they currently use. The mausoleum is not expected to generate refuse.

**N. Whether the length of time for which the special land use permit is granted should be limited in duration:**

Staff is unaware of any reason that the Special Land Use Permit should not be granted permanently.

**O. Whether or not the size, scale, and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale, and massing of adjacent and nearby lots and buildings:**

The size and scale of the proposed mausoleum would be appropriate. The only other structures in the cemetery are the existing mausoleum, which appears to be the same size as the proposed structure and would be several hundred feet from the proposed second mausoleum, and a small caretaker's building; the use and functionality of which would not be affected by size, scale, and massing of the proposed mausoleum.

**P. Whether the proposed plan would adversely affect historic building sites, districts, or archaeological resources:**

No historic buildings, sites, districts, or archaeological resources are located on the property or in the surrounding area.

**Q. Whether the proposed use satisfies the requirements contained within the supplemental regulations for such special land use permit:**

The proposed mausoleum satisfies the requirements contained in the supplemental regulations (see page 2 of the staff report).

**R. Whether or not the proposed building as a result of its proposed height, would create a negative shadow impact on any adjoining lot or building:**

The proposed structure (15.64ft.) would not cast a negative shadow on any adjoining lots or buildings.

**S. Whether the proposed use would be consistent with the needs of the neighborhood or of the community as a whole, be compatible with the neighborhood, and would not be in conflict with the overall objectives of the comprehensive plan:**

The mausoleum would be consistent with the needs of the community as a whole. It would be compatible with the surrounding neighborhood and would not be in conflict with the overall objectives of the *Comprehensive Plan*.

**STAFF RECOMMENDATION: APPROVAL.**

Because it is located in the center of a large, existing cemetery, the proposed mausoleum is not expected to have any effect on adjoining properties. The proposed mausoleum would not generate any nuisances in the form of noise, smoke, odor, dust, vibration, or similar effects, nor would it change the hours of operation of the cemetery in which it is located. It is not expected to significantly increase traffic to and from the site or have any noticeable effect on the surrounding areas. Therefore, the Department of Planning and Sustainability recommends “approval” with the following condition:

1. A Special Land Use Permit shall be issued to Memorial Properties, Inc. d.b.a. Dawn Memorial Park, and shall be transferrable in accordance with Section 27-7.4.12 of the *DeKalb County Zoning Ordinance*.

**Attachments:**

1. Department and Division Comments
2. Board of Health Comments
3. Board of Education Comments
4. Application
5. Site Plan
6. Zoning Map
7. Land Use Plan Map
8. Aerial Photograph
9. Site Photographs

## NEXT STEPS

*Following an approval of this zoning action, one or several of the following may be required:*

- **Land Disturbance Permit** *(Required for of new building construction on non-residential properties, or land disturbance/improvement such as storm water detention, paving, digging, or landscaping.)*
- **Building Permit** *(New construction or renovation of a building (interior or exterior) may require full plan submittal or other documentation. Zoning, site development, watershed and health department standards will be checked for compliance.)*
- **Certificate of Occupancy** *(Required prior to occupation of a commercial or residential space and for use of property for a business. Floor plans may be required for certain types of occupants.)*
- **Plat Approval** *(Required if any parcel is being subdivided, re-parceled, or combined. Issued “administratively”; no public hearing required.)*
- **Sketch Plat Approval** *(Required for the subdivision of property into three lots or more. Requires a public hearing by the Planning Commission.)*
- **Overlay Review** *(Required review of development and building plans for all new construction or exterior modification of building(s) located within a designated overlay district.)*
- **Historic Preservation** *(A Certificate of Appropriateness is required for any proposed changes to building exteriors or improvements to land when located within the Druid Hills or the Soapstone Geological Historic Districts. Historic Preservation Committee public hearing may be required.)*
- **Variance** *(Required to seek relief from any development standards of the Zoning Ordinance. A public hearing and action by the Board of Appeals are required for most variances.)*
- **Minor Modification** *(Required if there are any proposed minor changes to zoning conditions that were approved by the Board of Commissioners. The review is administrative if the changes are determined to be minor as described by Zoning Code.)*
- **Major Modification** *(Required submittal of a complete zoning application for a public hearing if there are any proposed major changes to zoning conditions that were approved by the Board of Commissioner for a prior rezoning.)*
- **Business License** *(Required for any business or non-residential enterprise operating in Unincorporated DeKalb County, including in-home occupations).*
- **Alcohol License** *(Required permit to sell alcohol for consumption on-site or packaged for off-site consumption. Signed and sealed distance survey is required. Background checks will be performed.)*

**Each of the approvals and permits listed above requires submittal of application and supporting documents, and payment of fees. Please consult with the appropriate department/division.**

Zoning comments: 12/14/2020

N1. Constitution Road is classified as a minor arterial. Please see Chapter 5 of the Zoning Code and Section 14-190 of the Land Development Code for required improvements. A right of way dedication of 40 feet from centerline or such that all public infrastructure is on right of way, whichever greater, is required. Requires a 6 foot sidewalk, a 10 foot planting strip, bike lanes (or multiuse path) and street lighting along all property frontages at permitting. You may want to check whether this goes against the planning efforts in the DeKalb County SDAT Report Plan to limit trucks on Bouldercrest Road.

N2. Mercer University Drive and Flowers Road are both classified as collector roads. . Please see Chapter 5 of the Zoning Code and Section 14-190 of the Land Development Code for required improvements. A right of way dedication of 40 feet from centerline or such that all public infrastructure is on right of way, whichever greater, is required. Requires a 6 foot sidewalk, a 10 foot planting strip, bike lanes (or multiuse path) and street lighting along all property frontage at permitting. Coordination is required with GDOT Project PI No. 0015646. Dedicate necessary right of way and easements needed for bridge construction.

N3. Rock Chapel Road is classified as a major arterial and state route. GDOT review and permits required, including updated traffic signal permit, prior to receiving permit. Requesting a traffic study to include all phases with proposed land uses. Please see Chapter 5 of the Zoning Code and Section 14-190 of the Land Development Code for required improvements. A right of way dedication of 50 feet from centerline or such that all public infrastructure is on right of way, whichever greater, is required. Requires a 6 foot sidewalk, a 10 foot planting strip, bike lanes (or multiuse path) and street lighting along all property frontage at permitting.

N4. No comments

N5 & N6. Flat Shoals Pkwy is classified as a major arterial and state route. GDOT review and permits required prior to receiving permit. Please see Chapter 5 of the Zoning Code and Section 14-190 of the Land Development Code for required improvements. A right of way dedication of 50 feet from centerline or such that all public infrastructure is on right of way, whichever greater, is required. Requires a 6 foot sidewalk, a 10 foot planting strip, bike lanes (or multiuse path) and street lighting along all property frontage at permitting. Dedicate right of way to match surrounding parcels. Flakes Mill Road is classified as a minor arterial. . A right of way dedication of 40 feet from centerline or such that all public infrastructure is on right of way, whichever greater, is required. Requires a 6 foot sidewalk, a 10 foot planting strip, bike lanes (or multiuse path) and street lighting along all property frontage at permitting. Limit access points to one access point on each road by closing the access point nearest the intersection.

N7. No comments

N8. Briarcliff Road and Shallowford Road are both classified as minor arterials. Please see Chapter 5 of the Zoning Code and Section 14-190 of the Land Development Code for required improvements. A right of way dedication of 40 feet from centerline or such that all public infrastructure is on right of way, whichever greater, is required. Requires a 6 foot sidewalk, a 10 foot planting strip, bike lanes (or multiuse path) and street lighting along all property frontage at permitting.

N9. Covington Hwy is classified at a major arterial and state route. GDOT review and permits required prior to receiving permit. Please see Chapter 5 of the Zoning Code and Section 14-190 of the Land Development Code for required improvements. A right of way dedication of 50 feet from centerline or such that all public infrastructure is on right of way, whichever greater, is required. Requires a 6 foot sidewalk, a 10 foot planting strip, bike lanes (or multiuse path) and street lighting along all property frontage at permitting.

N10. North Druid Hill is classified as a major arterial. Please see Chapter 5 of the Zoning Code and Section 14-190 of the Land Development Code for required improvements. A right of way dedication of 50 feet from centerline or such that all public infrastructure is on right of way, whichever greater, is required. Requires a 6 foot sidewalk, a 10 foot planting strip, bike lanes (or multiuse path- preferred) and street lighting along all property frontage at permitting.





DEKALB COUNTY GOVERNMENT  
PLANNING DEPARTMENT  
DISTRIBUTION FORM

**NOTE:** PLEASE RETURN ALL COMMENTS VIA EMAIL OR FAX TO EXPEDITE THE PROCESS TO MICHELLE M ALEXANDER [mmalexander@dekalbcountyga.gov](mailto:mmalexander@dekalbcountyga.gov) OR JOHN REID [jreid@DEKALBCOUNTYGA.GOV](mailto:jreid@DEKALBCOUNTYGA.GOV)

COMMENTS FORM:  
PUBLIC WORKS WATER AND SEWER

Case No.: SLUP-21-1244387

Parcel I.D. #: 15-164-02-001

Address: 4685 Glenwood Road

Decatur, Georgia

WATER:

Size of existing water main: 6" CI, 8" CI, and 20" CI Water Main (~~adequate~~ inadequate) *S.D*

Distance from property to nearest main: Adjacent to Property

Size of line required, if inadequate: N/A

SEWER:

Outfall Servicing Project: Cobbs Creek Basin

Is sewer adjacent to property: Yes (X) No ( ) If no, distance to nearest line: \_\_\_\_\_

Water Treatment Facility: Snappfinger WTF ( ) adequate ( ) inadequate

Sewage Capacity; \* (MGPD)

Current Flow: 21.77 (MGPD)

COMMENTS:

\* Please note that the sewer capacity has not been reviewed or approved for this project. A Sewer Capacity Request (SCR) must be completed and submitted for review. This can be a lengthy process and should be addressed early in the process.

Signature: *Carlo B.*



## DEKALB COUNTY GOVERNMENT PLANNING DEPARTMENT DISTRIBUTION FORM

The following areas below may warrant comments from the Development Division. Please respond accordingly as the issues relate to the proposed request and the site plan enclosed as it relates to Chapter 14. You may address applicable disciplines.

### DEVELOPMENT ANALYSIS:

- **Transportation/Access/Row**

Consult the Georgia DOT as well as the DeKalb County Transportation Department prior to land development permit. Verify widths from the centerline of the roadways to the property line for possible right-of-way dedication. Improvements within the right-of-way may be required as a condition for land development application review approval. Safe vehicular circulation is required. Paved off-street parking is required.

- **Storm Water Management**

Compliance with the Georgia Stormwater Management Manual, DeKalb County Code of Ordinances 14-40 for Stormwater Management and 14-42 for Storm Water Quality Control, to include Runoff Reduction Volume where applicable is required as a condition of land development permit approval. Use Volume Three of the G.S.M.M. for best maintenance practices. Use the NOAA Atlas 14 Point Precipitation Data set specific to the site. Recommend Low Impact Development features/ Green Infrastructure be included in the proposed site design to protect as much as practicable the statewaters and special flood hazard areas.

- **Flood Hazard Area/Wetlands**

The presence of FEMA Flood Hazard Area **was** indicated in the County G.I.S. mapping records for the site; and should be noted in the plans at the time of any land development permit application. Encroachment of flood hazard areas require compliance with Article IV of Chapter 14 and FEMA floodplain regulations.

- **Landscaping/Tree Preservation**

Landscaping and tree preservation plans for any building, or parking lot must comply with DeKalb County Code of Ordinances 14-39 as well as Chapter 27 Article 5 and are subject to approval from the County Arborist.

- **Tributary Buffer**

State water buffer **was** reflected in the G.I.S. records for the site. Typical state waters buffer have a 75' undisturbed stream buffer and land development within the undisturbed creek buffer is prohibited without a variance per DeKalb County Code of Ordinances 14-44.1.

- **Fire Safety**

Plans for land development permit must comply with Chapter 12 DeKalb County Code for fire protection and prevention.



Board of Health

12/14/2020

To: Mr. John Reid, Senior Planner  
From: Ryan Cira, Environmental Health Manager  
Cc: Alan Gaines, Technical Services Manager  
Re: Rezone Application Review

General Comments:

DeKalb County Health Regulations prohibit use of on-site sewage disposal systems for:

- multiple dwellings
- food service establishments
- hotels and motels
- commercial laundries
- funeral homes
- schools
- nursing care facilities
- personal care homes with more than six (6) clients
- child or adult day care facilities with more than six (6) clients
- residential facilities containing food service establishments

If proposal will use on-site sewage disposal, please contact the Land Use Section (404) 508-7900.

Any proposal, which will alter wastewater flow to an on-site sewage disposal system, must be reviewed by this office prior to construction.

This office must approve any proposed Food Service Operations, Tourist Accommodations, Body Art Studios, Swimming Pools and Water Parks prior to starting construction.

Public health recommends the inclusion of sidewalks to continue a preexisting sidewalk network or begin a new sidewalk network. Sidewalks can provide safe and convenient pedestrian access to a community-oriented facility and access to adjacent facilities and neighborhoods.

For a public transportation route, there shall be a 5ft. sidewalk with a buffer between the sidewalk and the road. There shall be enough space next to sidewalk for bus shelter's concrete pad installation. Recommendation: Provide trash can with liner at each bus stop with bench and monitor for proper removal of waste.

Since DeKalb County is classified as a Zone 1 radon county, this office recommends the use of radon resistant construction.



Board of Health

- N.1 Z-21-1244232 2020-1531/15-077-01-002  
1795 Constitution Road, Atlanta, GA 30316  
- Please review general comments.
- N.2 SLUP-21-1244383 202-1532/18-265-05-002, 18-265-05-003, 18-266-01-002, 18-266-01-003, 18-266-01-004, 18-266-01-005, 18-266-01-007, 18-266-02-002, 18-266-02-003, 18-266-02-0052930  
2930 Flowers Road South, Chamblee, GA 30341  
- Please review general comments.  
- Septic system installed on property 3000 Flowers Road on 09/24/1970.
- N.3 CZ-21-1244384 2020-1534/16-195-01-002,16-195-011-004,16-195-01-006,16-195-01-007  
1688 Rock Chapel Road; Lithonia, GA 30058  
- Please review general comments.  
- Septic indicated on several properties surrounding this location.
- N.4 SLUP-21-1244387 2020-1535/15-164-02-001  
4085 Glenwood Road, Decatur, GA 30032  
- Please review general comments.  
- Septic indicated on several properties; installed between 10-07-59 – July 2001.
- N.5 SLUP-21-1244388 2020-1536/15-061-03-012  
4845 Flat Shoals Parkway, Decatur, GA 30034  
- Please review general comments.  
- Septic indicated on several properties in surrounding area.
- N.6 SLUP-21-1244389 2020-1537/15-061-03-012  
4845 Flat Shoals Parkway, Decatur, GA 30034  
- Please review general comments.  
- Septic system indicated on several properties in surrounding area.
- N.7 Z-21-1244393 2020-1538/15-201-05-002  
1548 Line Street, Decatur, GA 30032  
- Please review general comments.  
- Septic indicated on surrounding property: 1799 Line Street on April 22, 1996.



**Board of Health**

- N.8 SLUP-21-1244393 2020-1539/18-233-07-002  
2345 Shallowford Road, Atlanta, GA 30345
- Please review general comments.
  - Septic system indicated on surrounding properties.
- N.9 Z-21-1244398 2020-1541/15-162-04-007  
5021 Covington Highway, Decatur, GA 30035
- Please review general comments.
  - Septic system installed 05/24/1967.
- N.10 SLUP-21-1244417 2020-1542/18-112-02-003  
3033 North Druid Hills Road, Atlanta, GA 30329
- Please review general comments.
  - Septic system installed on surrounding property 3035 North Druid Hills Road in 04/14/1980.
- N.11 TA-21-1244279 2020-1543  
County-Wide (ALL DISTRICTS)
- N.12 TA-21-1244414 2020-1546  
County-Wide (ALL DISTRICTS)
- N.13 V-20-1244428 15-228-01-003, 15-228-01-005, 15-228-01-093, 15-288-01-094  
1014 Elder Lane, Stone Mountain, GA 30083

10-4



DEKALB COUNTY GOVERNMENT  
PLANNING DEPARTMENT  
DISTRIBUTION FORM

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COMMENTS FORM:  
**PUBLIC WORKS TRAFFIC ENGINEERING**

Case No.: SLUP-21-1244387 Parcel I.D. #: 15-164-02-001

Address: 4685  
Stonwood Rd  
Decatur, GA

Adjacent Roadway (s):

\_\_\_\_\_  
(classification) \_\_\_\_\_

Capacity (TPD) _____	Capacity (TPD) _____
Latest Count (TPD) _____	Latest Count (TPD) _____
Hourly Capacity (VPH) _____	Hourly Capacity (VPH) _____
Peak Hour. Volume (VPH) _____	Peak Hour. Volume (VPH) _____
Existing number of traffic lanes _____	Existing number of traffic lanes _____
Existing right of way width _____	Existing right of way width _____
Proposed number of traffic lanes _____	Proposed number of traffic lanes _____
Proposed right of way width _____	Proposed right of way width _____

Please provide additional information relating to the following statement.

According to studies conducted by the Institute of Traffic Engineers (ITE) 6/7<sup>TH</sup> Edition (whichever is applicable), churches generate an average of fifteen (15) vehicle trip end (VTE) per 1, 000 square feet of floor area, with an eight (8%) percent peak hour factor. Based on the above formula, the \_\_\_\_\_ square foot place of worship building would generate \_\_\_\_\_ vehicle trip ends, with approximately \_\_\_\_\_ peak hour vehicle trip ends.

Single Family residence, on the other hand, would generate ten (10) VTE's per day per dwelling unit, with a ten (10%) percent peak hour factor. Based on the above referenced formula, the \_\_\_\_\_ (Single Family Residential) District designation which allows a maximum of \_\_\_\_\_ units per acres, and the given fact that the project site is approximately \_\_\_\_\_ acres in land area, \_\_\_\_\_ daily vehicle trip end, and \_\_\_\_\_ peak hour vehicle trip end would be generated with residential development of the parcel.

COMMENTS:

Plans and field reviewed. Nothing found that would disrupt traffic flow.

Signature: [Handwritten Signature]

DEPARTMENT OF PLANNING & SUSTAINABILITY

**SPECIAL LAND USE PERMIT APPLICATION**

Amendments will not be accepted after 5 working days after the filing date.

Date Received: \_\_\_\_\_ Application No.: \_\_\_\_\_

APPLICANT NAME: DANIEL F. ASHLEY, ATTORNEY AT LAW

Daytime Phone #: 678-376-6500 Fax #: \_\_\_\_\_

Mailing Address: 368 WEST PIKE STREET, SUITE 207

LAWRENCEVILLE, GEORGIA 30046 E-mail: DFORESTASHLEY@YAHOO.COM

OWNER NAME: MEMORIAL PROPERTIES, INC DBA JOHN MEMORIAL Park  
more than one owner, attach contact information for each owner)

Daytime Phone #: 404-667-4636 Fax #: \_\_\_\_\_

Mailing Address: 2275 JOSEPH E BOONE BLVD NW

ATLANTA, GEORGIA 30314 E-mail: \_\_\_\_\_

SUBJECT PROPERTY ADDRESS OR LOCATION: 4685 GLENWOOD ROAD SE

\_\_\_\_\_, DeKalb County, GA, 30035

District(s): 15 Land Lot(s): 164 Block(s): 02 Parcel(s): 001

Acreage or Square Feet: 24.34 Commission District(s): 347 Existing Zoning: R75

Proposed Special Land Use (SLUP): ARTICLE 27-4.2.17

I hereby authorize the staff of the Planning and Development Department to inspect the property that is the subject of this application.

Owner: \_\_\_\_\_ Agent:  Signature of Applicant: [Signature]  
(Check One)

Printed Name of Applicant: DANIEL F. ASHLEY

Notary Signature and Seal: [Signature]  






Chief Executive Officer  
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director  
Andrew A. Baker, AICP

**PRE-APPLICATION FORM**  
**REZONE, SPECIAL LAND USE PERMIT, MODIFICATION, AND LAND USE**

(Required prior to filing application: signed copy of this form must be submitted at filing)

~~Re: Daniel Ashley~~

Applicant Name: Washington Memorial Gardens Phone: 4731-3820 Email: dforestashley@yahoo.com

Property Address: 4685 Glenwood Rd

Tax Parcel ID: 15-104-02-001 Comm. District(s): 3:7 Acreage: 24.34

Existing Use: mesoleum cemetery Proposed Use mesoleum

Supplemental Regs: 4.2.17 Overlay District: NA DRI: NA

Rezoning: Yes \_\_\_ No X

Existing Zoning: R75 Proposed Zoning: \_\_\_\_\_ Square Footage/Number of Units: \_\_\_\_\_

Rezoning Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Land Use Plan Amendment: Yes \_\_\_ No \_\_\_

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_ Consistent \_\_\_ Inconsistent \_\_\_

Special Land Use Permit: Yes X No \_\_\_ Article Number(s) 27- 4.2.17

Special Land Use Request(s) mesoleum

**Major Modification:**

Existing Case Number(s): \_\_\_\_\_

Condition(s) to be modified: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**DEPARTMENT OF PLANNING & SUSTAINABILITY**

**WHAT TO KNOW BEFORE YOU FILE YOUR APPLICATION**

Pre-submittal Community Meeting:  Review Calendar Dates:  PC: \_\_\_\_\_ BOC: \_\_\_\_\_  
 Letter of Intent: \_\_\_\_\_ Impact Analysis: \_\_\_\_\_ Owner Authorization(s):  Campaign Disclosure:   
 Zoning Conditions: \_\_\_\_\_ Community Council Meeting:  Public Notice, Signs: \_\_\_\_\_  
 Tree Survey, Conservation: \_\_\_\_\_ Land Disturbance Permit (LDP):  Sketch Plat: \_\_\_\_\_  
 Bldg. Permits:  Fire Inspection: \_\_\_\_\_ Business License: \_\_\_\_\_ State License: \_\_\_\_\_  
 Lighting Plan: \_\_\_\_\_ Tent Permit: \_\_\_\_\_ Submittal Format: NO STAPLES, NO BINDERS PLEASE

**Review of Site Plan**

Density: \_\_\_\_\_ Density Bonuses: \_\_\_\_\_ Mix of Uses: \_\_\_\_\_ Open Space: \_\_\_\_\_ Enhanced  
 Open Space: \_\_\_\_\_ Setbacks: front \_\_\_\_\_ sides \_\_\_\_\_ side corner \_\_\_\_\_ rear \_\_\_\_\_ Lot Size: \_\_\_\_\_  
 Frontage: \_\_\_\_\_ Street Widths: \_\_\_\_\_ Landscape Strips: \_\_\_\_\_ Buffers: \_\_\_\_\_  
 Parking Lot Landscaping: \_\_\_\_\_ Parking - Auto: \_\_\_\_\_ Parking - Bicycle: \_\_\_\_\_ Screening: \_\_\_\_\_  
 Streetscapes: \_\_\_\_\_ Sidewalks: \_\_\_\_\_ Fencing/Walls: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_ Bldg.  
 Orientation: \_\_\_\_\_ Bldg. Separation: \_\_\_\_\_ Bldg. Materials: \_\_\_\_\_ Roofs: \_\_\_\_\_ Fenestration: \_\_\_\_\_  
 Façade Design: \_\_\_\_\_ Garages: \_\_\_\_\_ Pedestrian Plan: \_\_\_\_\_ Perimeter Landscape Strip: \_\_\_\_\_  
 Possible Variances: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Planner: MBE Date 1/22/20

**Filing Fees**

**REZONING:** RE, RLG, R-100, R-85, R-75, R-60, MHP, RSM, MR-1 \$500.00  
 RNC, MR-2, HR-1, HR-2, HR-3, MU-1, MU-2, MU-3, MU-4, MU-5 \$750.00  
 OI, OD, OIT, NS, C1, C2, M, M2 \$750.00

**LAND USE MAP AMENDMENT** \$500.00

**SPECIAL LAND USE PERMIT** \$400.00



The Law Offices of  
**Daniel F. Ashley**  
368 WEST PIKE STREET, SUITE 207  
LAWRENCEVILLE, GEORGIA 30046  
TELEPHONE: 678-376-6500

October 21, 2020

Dekalb County  
Department of Planning & Sustainability  
Clark Harrison Building  
330 West Ponce de Leon Avenue  
Decatur, Georgia 30030

In Re: Dawn Memorial Park  
4685 Glenwood Road SE

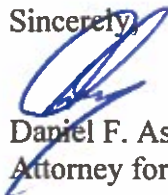
Dear Gentlemen:

As required, I am writing on behalf of my client, Dawn Memorial Park Inc.. Enclosed, please find an application for a Special Land Use Permit for the construction of a Mausoleum on the property that will contain a total of 180 spaces.

1. The property is currently utilized as a Cemetery and is located in R 75 zone.
2. Pursuant to Article 27-4.2.17 a Special Land Use Permit is required for the construction of a mausoleum.
3. It is proposed that the building will be 38.2 feet in length, 15.6 feet high and 16.6 feet wide.
4. Construction of a sidewalk surrounding the building will be 54.6 feet long, 31.10 feet wide and 8.2 feet deep.
5. Hours of operation are currently are Sunday-Saturday 9am-5pm and shall remain the same. Enclosed you will find a copy of the Public Notice of Community meeting that was conducted on June 29, 2020.
6. Further enclosed find 4 Full-size copies of the site plans folded and 4 copies of the Site Plan reduced to 8 1/2 x 11.
7. Finally enclosed please find payment of our application fee in the amount of \$400.00.

Attached is a list of Exhibits identifying each enclosure with our sub-mission. Please contact me at your convenience with any questions or concerns.

Sincerely,



Daniel F. Ashley  
Attorney for Dawn Memorial Park

## **List of Exhibits**

1. Pre-Application Form
2. Public Notice of Community Meeting
3. Sign-in Sheet from Community Meeting
4. Special Land Use Permit Application
5. Special Land use Permit Application Authorization
6. Disclosure of Campaign Contribution (Agent)
7. Disclosure of Campaign Contributions (Owner)
8. Written Legal Description in metes and bounds
9. Boundary survey
10. Full size site plans
11. Site plan reduced
12. Building Elevations

**Public Notice**

**To:**

All affected land owners adjacent to 4685 Glenwood Road SE

**Request for a Special Land Use Permit**

Filled by: Memorial Properties Inc DBA Dawn Memorial Park

Located at: 4085 Glenwood Drive SE

Decatur, GA 30035

**Current Use:** Cemetery/ Mausoleum

**Proposed Use:** Cemetery-Construction of new mausoleum

Hours of Operation

**Current:** Sunday-Saturday 9am-5pm

**Proposed:** Sunday-Saturday 9 am-5 pm

Capacity: No Change

**PRE-SUBMITTAL COMMUNITY MEETING TO TAKE PLACE AT: Dawn Memorial Park**

**Location:** 4685 Glenwood Road, Decatur, GA 30035

**Date & Time:** Monday, June 29<sup>th</sup>, 2020 at 7:00 PM



MEETING SIGN-IN SHEET

Project: DAWN MEMORIAL PARK

Meeting Date: 6-29-2000

Facilitator: DANIEL ASHLEY

Location: 4685 CROWNWOOD RD

Name Address Phone Email

MARY S. WILKINSON

MARILYN WATKINS



DEPARTMENT OF PLANNING & SUSTAINABILITY

SPECIAL LAND USE PERMIT APPLICATION AUTHORIZATION

The property owner should complete this form or a similar, signed and notarized form if the individual who will file the application with the County is not the property owner.

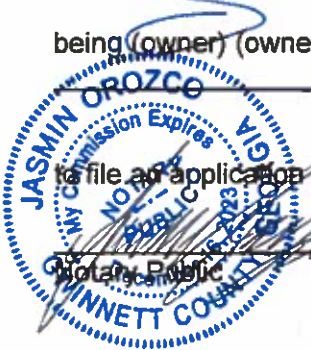
Date: 6-11-2020

TO WHOM IT MAY CONCERN:

(I) (WE), MEMORIAL PROPERTIES INC DBA DAWN MEMORIAL PARK  
SALK & FROST # Name of Owner(s)

being (owner) (owners) of the subject property described below or attached hereby delegate authority to  
DANIEL F. HANLEY, ATTORNEY AT LAW  
Name of Applicant or Agent

to file an application on (my) (our) behalf.



[Signature] Owner Jack Frost #

Notary Public \_\_\_\_\_ Owner \_\_\_\_\_

Notary Public \_\_\_\_\_ Owner \_\_\_\_\_

Notary Public \_\_\_\_\_ Owner \_\_\_\_\_



DEPARTMENT OF PLANNING & SUSTAINABILITY

DISCLOSURE OF CAMPAIGN CONTRIBUTION

In accordance with the Conflict of Interest in Zoning Act, OCGA Chapter 36-67A, the following questions must be answered.

Have you, the applicant, made \$250.00 or more in campaign contribution to a local government official within two years immediately preceding the filing of this application?

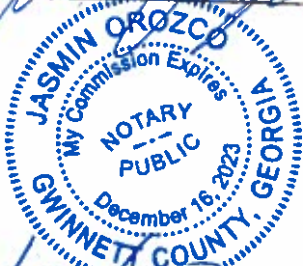
Yes \_\_\_\_\_ No X \*

If the answer is yes, you must file a disclosure report with the governing authority of DeKalb County showing:

1. The name and official position of the local government official to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution.

The disclosure must be filed within 10 days after the application is first filed and must be submitted to the C.E.O. and to the Board of Commissioners of DeKalb County, 1300 Commerce Drive, Decatur, GA 30030.

Notary



Expiration Date/ Seal

[Signature]  
Signature of Applicant Date

Check one: Owner \_\_\_\_\_ Agent X

\*Notarization is not needed if the response is "No"





DEPARTMENT OF PLANNING & SUSTAINABILITY

DISCLOSURE OF CAMPAIGN CONTRIBUTION

In accordance with the Conflict of Interest in Zoning Act, OCGA Chapter 36-67A, the following questions must be answered.

Have you, the applicant, made \$250.00 or more in campaign contribution to a local government official within two years immediately preceding the filing of this application?

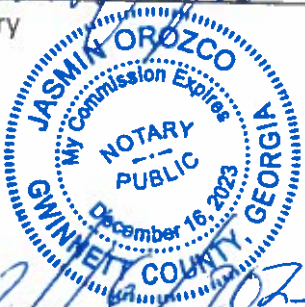
Yes \_\_\_\_\_ No X \*

If the answer is yes, you must file a disclosure report with the governing authority of DeKalb County showing:

1. The name and official position of the local government official to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution.

The disclosure must be filed within 10 days after the application is first filed and must be submitted to the C.E.O. and to the Board of Commissioners of DeKalb County, 1300 Commerce Drive, Decatur, GA 30030.

[Signature]  
Notary



12/16/2023  
Expiration Date/Seal

[Signature]  
Signature of Applicant /Date

Check one: Owner X Agent \_\_\_\_\_

\*Notarization is not needed if the response is "No"



## LEGAL DESCRIPTION OF PROPERTY

**DAWN MEMORIAL PARK**, located In Land Lot 164, 15<sup>th</sup> District, Dekalb County, Georgia, and being more specifically described as:

Beginning at the intersection of the centerline of Atherton Drive and the Southern Right-of-Way of Glenwood Road (a public, 60-foot wide right-of-way), a point found nearby the address of 4685 Glenwood Road, in the City of Decatur, County of Dekalb, Georgia, zip code 30035, proceed along the right-of-way of Glenwood Road, bearing S87°36'42"E, a distance of 177.55 feet to the POINT OF BEGINNING, an existing 0.5" diameter iron pin.

From the POINT OF BEGINNING, proceed thence S00°20'22"W, a distance of 999.19 feet, a line forming the western boundary of "Glenwood East, Unit 1, Subdivision", Plat Book 48, Page 28, to a 0.5" diameter existing iron pin found along the western property line of "Lot 13";

Thence, proceed N88°51'37"W, a distance of 323.21 feet to an existing 0.5" diameter iron pin found at the northwestern corner of "Lot 38, Glenwood Downs Subdivision, Phase 2", Plat Book 90, Page 149;

Thence, proceed N88°53'07"W, a distance of 618.12 feet to an existing 0.5" diameter existing iron pin found on the western creek bank of Fowler Branch;

Thence, proceed along "West Bank of Fowler Branch", defined as the "Property Line" per "Now or Formerly Recorded 'Hidden Woods Apartments', CC Fountains, LLC" Deed book 26982, Page 333; being more specifically described as; proceed from last point thence N22°24'17"W, a distance of 160.51 feet to a traverse point; thence N25°26'19"W, a distance of 301.89 feet to a traverse point; thence N03°23'43"W, a distance of 288.51 feet to a traverse point; thence N22°26'41"W, a distance of 125.88 feet to a traverse point; thence N09°36'58"E, a distance of 207.01 feet to an iron pin located at the southern right-of-way along Glenwood Road;

Thence, proceed along southern right-of-way of Glenwood Road (a public, 60-foot wide right-of-way), bearing S87°36'42"E, a distance of 1,169.53 feet to return to the POINT OF BEGINNING.

The total enclosed property represented above totals 25.54 acres.





DATE	07/26/20	DRAWN BY	COL
SCALE	1" = 50'	CHECKED BY	BR

**CARLTON RAKESTRAW & ASSOCIATES**  
 REGISTERED LAND SURVEYORS  
 8800 CHARLES HARDY PARKWAY  
 DALLAS, TEXAS 75230  
 TTX - 443-3300  
 FAX - 774-44-3300

OWNER: **DAWN MEMORIAL PARK**  
 LOCATION:  
 LAND LOT 184, 185, DISTRICT 1,  
 SISKIYOU COUNTY, GEORGIA

PROJECT NO.  
 03-012  
 MAY 2020 - 03-2020 2020

AREA = 28.54 ACRES

GLENWOOD ROAD 60' R/W



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# Dawn Memorial Park – New Mausoleum Rendering #1





# Dawn Memorial Park – New Mausoleum Rendering #2



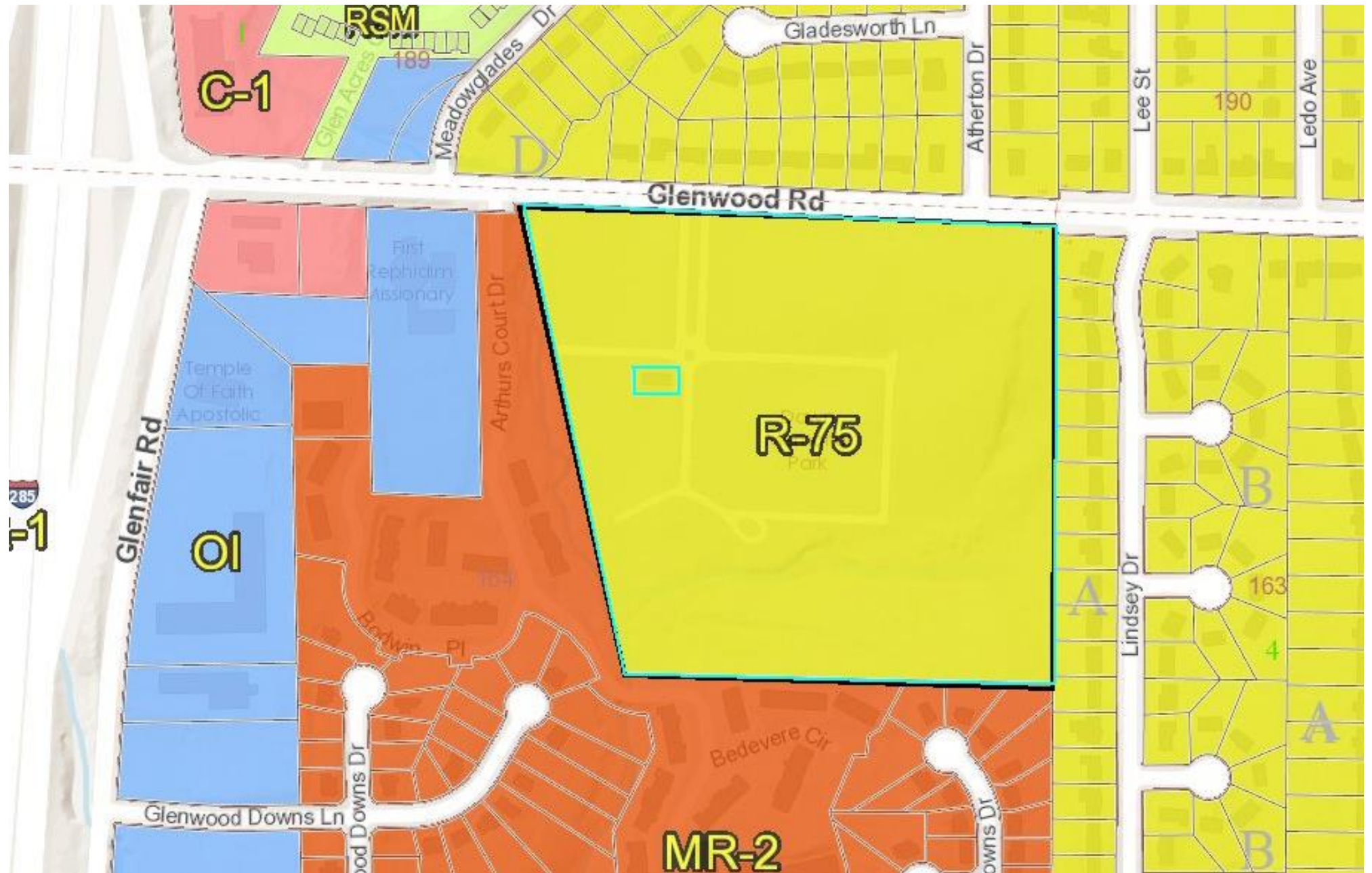




Dawn Memorial Park – New Mausoleum Rendering #1















**Memorial Park with Existing Mausoleum**