



Paulding County

Planning & Zoning

Package Distilled Spirits Design Standards Compliance Guide



**Paulding County Board of Commissioners
Community Development Department
Building & Permitting Division**

Watson Government Complex, Administration Building 2nd Floor
240 Constitution Boulevard, Dallas, GA 30132
Phone: 770-443-7601 * zoning@paulding.gov * www.paulding.gov

**REQUIREMENTS FOR PACKAGE DISTILLED SPIRITS
DESIGN STANDARDS COMPLIANCE**

The following information and documentation is required to apply for a Package Distilled Spirits License:

- Submit two sets of site plans and color elevations of front, sides, and rear of the proposed building prepared by a Registered Land Surveyor, Professional Engineer, land planner or architect (with preparers seal affixed), drawn to scale, portraying how the following requirements are met:
 - A freestanding building of at least 7,500 square feet on a minimum ½ acre lot
 - At least 5,000 square feet of showroom which shall not include cooler space, storage areas, offices, mechanical rooms, breakrooms, nor bathrooms
 - Compliance with the Corridor Overlay District, UDO Section 220-20, et seq.
 - A front entrance and a separate front exit constructed of clear glass as required by Code of Ordinance 6-31.1(d)(3)
 - Only rear-located delivery areas as required by Code of Ordinance 6-31.1(d)(8)
 - If the building is equipped with a drive-thru window, the drive-thru area must be of sufficient space to ensure the orderly flow of traffic which shall not create any type of obstruction upon or approaching the county road system as set forth in Code of Ordinance Sec. 6-31.1(d)(9)
 - There shall be no outside storage of any type, including the outdoor storage of shopping carts as set forth in Code of Ordinance Sec. 6-31.1(d)(10)

THINGS YOU SHOULD KNOW

- A copy of Section 220-20 may be found at <http://www.paulding.gov/1355/Unified-Development-Ordinance-UDO>
- Applicants whose applications fail to comply with the terms and requirements of Chapter 6 of the Paulding County Code regarding Alcoholic Beverages or are otherwise incomplete shall be notified and afforded 5 business days to remedy the defect. Applicants who fail to remedy an application deficiency within 5 business days of notification and applicants whose applications contain false information shall be rejected from further consideration.
- Review of the site and building plans is only to determine compliance with Package Distilled Spirits License requirements. A successful licensee constructing a new building will also be required to go through the Civil and Architectural Plan Review processes.



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Verify that the property in question is located in UNINCORPORATED Paulding County before completing this application.

Subject Property Address: _____

City/State/Zip: _____

Tax Parcel ID Number: _____ Requested by: _____

Phone: _____ E-mail: _____

DESIGN STANDARDS PLAN CHECKLIST

Note: Electronic site plans and color elevations can be submitted for review prior to submitting an Application for Alcoholic Beverage License; however, approval will be made only on certified plans drawn on no less than 11"x17" paper. Two (2) copies of the site plans and color elevations are required for approval. All items listed below must be included on the Plan if applicable.

Paulding County Code of Ordinance Sec. 6-31.1 Requirements

Y N N/A

- Building is at least 7,500 square feet in area
- Building is located on a property at least ½ acre in size
- At least 5,000 square feet of showroom which shall not include cooler space, storage areas, offices, mechanical rooms, breakrooms, nor bathrooms is provided
- A front entrance and separate front exit constructed of clear glass is shown
- Delivery areas are located to the rear of the building
- If the building is equipped with a drive-thru window, the drive-thru area must be of sufficient space to ensure the orderly flow of traffic and does not create any type of obstruction upon or approaching the County road system
- There shall be no storage of any type, including the outdoor storage of shopping carts.

Paulding County UDO Sec. 220-20 Requirements

Sec. 220-20.05 Building Design

Y N N/A

- Exterior metal walls prohibited abutting, are adjacent to or are visible to transportation corridors
- Building facades, including all building sides which are visible from a transportation corridor, are constructed from masonry or glass or other approved materials.
- The materials and finishes of exposed roofs shall compliment those used for the exterior walls
- Roof mounted equipment on exposed roofs shall be screened from view
- All building mechanical and electrical equipment located adjacent to the building and visible from a public thoroughfare or residentially zoned or used area shall be screened from view.
- Exposed walls and roofs of building shall be maintained in a clean, orderly, and attractive condition; free of cracks, dents, punctures, breakage, and other forms or visible marring.
- Refuse and waste removal areas, loading berths, service yards, storage yards, and exterior work areas shall be screened from view from public.
- The site shall be planned to accomplish a desirable transition with the streetscape and provide for adequate planting, safe pedestrian movement and parking area.
- Site planning in which setbacks and yards are in excess zoning restrictions is encouraged to provide an interesting relationship between buildings.
- Parking areas shall be treated with decorative elements, buildings, wall extensions, plantings, berms, or other innovative means so as to attractively landscape and/or screen parking areas from view public ways
- Without restricting the permissible limits of the applicable zoning district, the height and scale of each building shall be compatible with is site and existing (or anticipated) adjoining buildings.
- Newly installed utility services, and service revisions necessitated by exterior alterations, shall be underground.

Sec. 220-20.06 Landscaping

Y N N/A

- The Greenbelt (located on the front-side of buildings) shall be suitably landscaped and shall be otherwise unoccupied except for steps, walks, terraces, driveways, lighting standards, and other similar structures, but excluding private parking areas. The greenbelt shall be a minimum of ten feet wide. Mounding and other innovative treatments are to be especially encouraged in this area.
- There shall be peripheral landscaping strip, four feet in depth, located along the side of any private parking area which abuts any front, side or rear property line.
- All parking lot landscaping shall be a quality to improve and enhance the site and its surrounding area. Effective use of mounding and existing topography is encouraged. Landscaping and planting areas shall be reasonably dispersed throughout the parking area, and not less than 5% of a private parking lot shall be landscaped (not including the Greenbelt or peripheral landscaping).
- Landscaping shall be specifically provided at the ends of parking rows and as a means of separating parking from major circulation isles within lots.

Y N N/A

- The interior dimensions, specifications and design of any planting area or planting medium proposed to be constructed shall be sufficient to protect the landscaping materials planted therein and to provide for proper growth.
- Primary landscaping materials used in the Greenbelt and adjacent to buildings shall consist of one or a combination of the following: shade trees, ornamental trees, shrubs, ground covers, grass, mulches, etc.
- The primary landscaping materials used in and around private parking areas shall be trees, which provide shade at maturity. Shrubbery, hedges, and other planting material may be used to compliment tree landscaping, but shall not be the sole contribution to the landscaping.
- All shade trees proposed to be used in accordance with any landscaping plan shall be a minimum of eight feet in overall height and have a minimum trunk diameter, 12 inches above the ground of two inches upon planting. They should be of a variety which will attain an average mature spread greater than 20 feet. The types of trees shall be those specified in the Table 240.5
- Landscaping materials selected should be appropriate to local growing and climatic conditions. Wherever appropriate existing trees should be conserved and integrated into the landscaping plan. Plant material shall be selected for interest in its structure, texture, color and for its ultimate growth. Indigenous and other hardy plants that are harmonious to the design, and of good appearance shall be used.
- The landscaping plan shall ensure that sight distances are not obstructed for drivers of motor vehicles.
- Where natural or existing topography patterns contribute to beauty and utility of a development, they shall be preserved and developed. Modification to topography shall be permitted where it contributes to good appearance.
- Grades of walks, parking spaces, terraces, and other paved areas shall provide an inviting and stable appearance for walking and, if seating is provided, for sitting.
- Landscape treatment shall be provided to enhance architectural features, strengthening vistas and important axis, and provide shade. Spectacular effects shall be reserved for special locations only.
- Unity of designs shall be achieved by repetition of certain plant varieties and other materials and by correlation with adjacent developments.
- In locations where plants will be susceptible to injury by pedestrians or motor traffic, they shall be protected by appropriate curbs, tree guards, or other devices.
- Where building sites limit planting, the placement of trees in parkways or paved areas is encouraged.
- Screening of service yards and other places that tend to be unsightly shall be accomplished by use of walls, fencing, planting, or combinations of these. Screening shall be equally effective in winter and summer.
- In areas where general planting will not prosper, other structures such as fences or walls or other materials such as pavers of wood, brick, stone, gravel, and cobbles shall be used. Carefully selected plants shall be combined with such structures or materials where possible.

- Miscellaneous structures and street hardware shall be designed to be part of the architectural concept of design and landscape. Materials shall be compatible with buildings, scale shall be good, colors shall be in harmony with buildings and surroundings, and proportions shall be attractive.
- Lighting in connection with miscellaneous structures and street hardware shall meet the criteria applicable to site, landscape, buildings and signs.
- Installation. All landscaping required by the approved landscaping plan shall be installed prior to the issuance of a building certificate of occupancy permit if said permit is issued during a planting season, or within six months of the date an occupancy permit is issued during a non-planting season. If not planted, a bond shall be required for plantings for a period of 1 year from date of certificate of occupancy.
- Maintenance. It shall be the responsibility of the owners and their agencies to insure proper maintenance of the landscaping, in accordance with the standards set by this Ordinance and as indicated on the landscaping plan, which has been approved by the Community Development Department. This is to include, but not limited to, replaced dead plantings with identical varieties or a suitable substitute, and keeping the area free of refuse and debris.
- Changes after Approval. No landscaping which has been approved by the Community Development Department may later be altered, eliminated, or sacrificed, without first obtaining further approval from the Community Development Department
- Inspection. The Community Development Department shall have the authority to visit any lot within the Corridor Overlay District to inspect the landscaping and check it against the approved plan on file.

Sec. 220-20.07 Sidewalks

Y N N/A

- The installation of sidewalks and crosswalks in all developments, residential and commercial, shall be required for developments subject to this ordinance. The sidewalks shall be constructed of concrete and shall be subject to review and approval by the Department of Transportation staff as to size, location, design and materials during the plan review process.

Sec. 220-20.08 Parking

Y N N/A

- Efforts to break up large expanse of pavement are to be encouraged by the interspersing of appropriate planting areas wherever possible. The number of parking spaces required is established in Chapter 260 of the UDO, depending upon the zoning and the intended land use. Alternatives to the established parking requirements may be granted to developments which have a mixture of uses whose peak parking requirements do not coincide in time and thereby may share parking spaces. The applicant shall provide expertly prepared justification for seeking such exception (i.e., a reference such as "shared parking," Urban Land Institute). There shall be an appropriate number of parking spaces, accessible to the building(s) and identification as reserved for use by handicapped individuals, and these spaces shall be of sufficient width to accommodate their needs. All Parking standards shall comply with Chapter 260 of the UDO.

Sec. 220-20.09 Lighting

In reviewing the lighting plan for a lot proposed to be developed in the Corridor Overlay District, factors to be considered by the Community Development Department shall include but are not limited to:

Y N N/A

- Safety provided by the lighting
- Security provided by the lighting
- Possible light spillage or glare onto adjoining properties or streets. (Down shielding is encouraged and spillage or glare onto adjoining properties is prohibited)
- Attractiveness of the lighting standards and their compatibility with the overall treatment of the property
- Height and placement of lighting standards considering the use (maximum height of 30 feet)
- Exterior lighting, when used, shall enhance the building and the adjoining landscape. Lighting standards and building fixtures shall be of a design and size compatible with the building and adjacent areas. Lighting shall be restrained in design and excessive brightness avoided.

Sec. 220-20.10 Access to Individual Sites

Y N N/A

- The transportation corridors by their functional nature as primary thoroughfares, must have reasonable restrictions as to the number and location of access points within the overlay zones.
- All roadways listed as transportation corridors represent major thoroughfares, which must be controlled as to the number of access points (curb cuts) permitted.
- To provide safe and sufficient traffic movement to and from adjacent lands and to protect the functional integrity of the corridors primary thoroughfares, in many cases frontage roads, access roads, and distributors roads, will have to be built. Such roads shall be coordinated with those of continuous lots and designed to preserve the aesthetic benefits provided by the greenbelt areas. Access at the side or rear of buildings is encouraged. New access points onto the primary thoroughfares in the corridor shall be coordinated with existing access points whenever possible.
- Access to proposed developments shall be provided per Georgia Department of Transportation and/or Paulding County Department of Transportation access management standards, policies, guidelines and regulations.

Sec. 220-20.11 Access to Potential Development Sites

Y N N/A

- Stub streets shall be built in all cases where adjacent lots have reasonable potential for development. Reasonable potential shall include any adjacent parcel of adequate size for commercial or residential development or any adjacent parcel so determined by the Community Development Department in association with the Paulding County Department of Transportation.

Sec. 220-20.12 Other Standards

Y N N/A

- Outside Storage Prohibited. No outside, unenclosed storage of refuse (whether or not in containers) or display of merchandise shall be permitted on any lot. All refuse shall be contained completely within the principle or accessory building(s). Exceptions to this requirement will be made on a case-by-case basis by the Board of Zoning Appeals using the variance procedure outlined in Chapter 280 of the UDO.

- Loading Berth Requirements. Loading berth requirements shall be as specified in the underlying zone district(s), except that any loading or unloading berth or bay shall be screened from view beyond the site by landscaping or other screening.

- Accessory Structures and Uses. All accessory structures and uses which are permitted in the underlying zoning district(s) shall be permitted within the Corridor Overlay District, except that any detached accessory building on any lot shall be designed to be architecturally designed and constructed with the same material as the principle building as to be compatible with the principle building which it is associated. All accessory building shall have a roof.

- Paving Requirements. All parking areas shall be finished with a hard surface such as asphalt, concrete or other materials approved by the Community Development Department.

- All utilities including but not limited to electric, cable, and phone services shall be underground unless otherwise approved by the Community Development Department after written submittal providing justification for overhead utility services.

- Temporary or Seasonal Sales. Temporary or seasonal sales are allowed along the highway corridor on a case-by-case basis for a maximum of four times per year. Requests for approval shall follow the requirements set forth in Chapter 270.