



DeKalb County
GEORGIA

Government Services Center
178 Sams Street
Decatur, GA 30030
www.dekalbcountyga.gov/planning
404-371-2155 (o); 404-371-4556 (f)

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Juliana A. Njoku

ADMINISTRATIVE VARIANCES AND SPECIAL EXCEPTIONS APPLICATION

AV/NO.:

APPLICANT NAME (OWNER/REPRESENTATIVE):

Robert Thomas

ADDRESS:

4100 Brookside Pkwy

EMAIL:

CITY:

Decatur

STATE:

Georgia

ZIP:

30034

TELEPHONE

HOME

BUSINESS

FAX:

OWNER OF RECORD FOR WHICH APPLICATION IS MADE

Name (Print):

Robert Thomas

Name (Signature):

Robert C. Thomas Jr.

E-Mail:

Address:

4100 Brookside Pkwy

City:

Decatur

State:

GA

Zip:

30034

Telephone

Home

Business:

Fax:

SUBMITTAL INSTRUCTIONS

Contact Planner, Kyle McLean at kamclean@dekalbcountyga.gov to discuss your application prior to submission.

Please create an account or open a new application through an existing account using the following portal:
<https://epermits.dekalbcountyga.gov>

Once you've created or updated an existing account, please send your application number (1246XXX) to kamclean@dekalbcountyga.gov stating your request.

To Be Completed by Planning & Development Department

Date Received:

Fee Paid:

Receipt No:

Section 27-922 Administrative Variances and Special Exceptions

- A. The Director of Planning is hereby authorized to consider and grant or deny, pursuant to the procedures and standards contained in this Section, a variance or a special exception from the following regulations:
1. Reduce by variance any front, side or rear yard setback by an amount not to exceed ten percent (10%) of the district requirement, but not including any transitional buffer zone or any setback which is a condition of zoning or special land use permit, pursuant to the standards specified in Section 27-916.
 2. Reduce by variance the required spacing between buildings in districts where multiple buildings are authorized on a single lot in an amount not to exceed 10% of the requirement, but not in an amount which is less than the minimum requirement imposed by Chapter 7 of the DeKalb County Code of Ordinances, pursuant to the standards specified in Section 27-916.
 3. Reduce by special exception the off-street parking or loading requirements imposed by this Chapter in an amount not to exceed ten percent (10%) of the district requirement, pursuant to the standards specified in Section 27-913.A.
 4. Reduce by special exception the off-street parking requirements imposed by this Chapter for any lot which is located 1,000 feet of the boundary of a Marta Rapid Transit Station in an amount not to exceed 25 percent of the district requirement, pursuant to the standards specified in Section 27-913.B.
- B. Any request for administrative variance or special exception permitted by this Section shall be filed with the Director of Planning. The Director shall review and decide upon each such application pursuant to the applicable standards referred to in each subsection above and shall make a written decision on each such application no later than 30 days from the date such application was filed. **No administrative variance or special exception shall be authorized to delete, modify or change in any manner any condition imposed by the Board of County Commissioners or the Zoning Board of Appeals.**

SUBMITTAL CHECKLIST
for
ADMINISTRATIVE VARIANCES/SPECIAL EXCEPTION



1. One (1) full scale site plan indicating the following:

- a. All property lines with dimensions;
- b. Location of all existing and proposed buildings & their relation to all property lines, structures, driveways, parking areas, easements;
- c. Any other features of the site related to the request, such as outdoor lighting, fences, landscaping, etc.; and



2. A Letter of Intent (LOI) indicating the request and clarifying justification(s) for the proposal, based on Section 27-922 of the DeKalb County Zoning Ordinance:

- a. There is an extraordinary or exceptional physical condition(s) pertaining to the particular piece of property(such as, but not limited to, lot size, lot shape, specimen tree(s), steep slope(s), or preservation of historic characteristics of the property), which was not created by the current owner, previous owner, or applicant; by reason of a clearly demonstrable condition(s), the strict application of the requirements of this chapter would deprive the property owner of rights and privileges enjoyed by other property owners in the same zoning district, as distinguished from a special privilege or convenience sought by the property owner.
- b. The requested variance does not go beyond the minimum necessary to afford relief and does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the zoning district in which the subject property is located.
- c. The grant of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the zoning district in which the subject property is located.
- d. The literal interpretation and strict application of the applicable provisions or requirements of this chapter would cause undue and unnecessary hardship.
- e. The requested variance would be consistent with the spirit and purpose of this chapter and the DeKalb County Comprehensive Plan text



3. Notarized authorization form.



4. \$200 processing fee.

Note: A Planner will contact you with instructions about posting the sign(s). You must e-mail a photo or photos of the posted sign(s). Public notice signs must be posted for thirty (30) days prior to issuance of Administrative Variance Approval Letter.



DEPARTMENT OF PLANNING & SUSTAINABILITY

ADMINISTRATIVE VARIANCE APPLICATION AUTHORIZATION

(Completion of this form is required if the individual making the request is not the owner of the property.)

DATE: 06/26/2026

CHECK TYPE OF APPLICATION:

- ☐ ADMINISTRATIVE APPEAL
☐ VARIANCE
☒ SPECIAL EXCEPTION

TO WHOM IT MAY CONCERN:

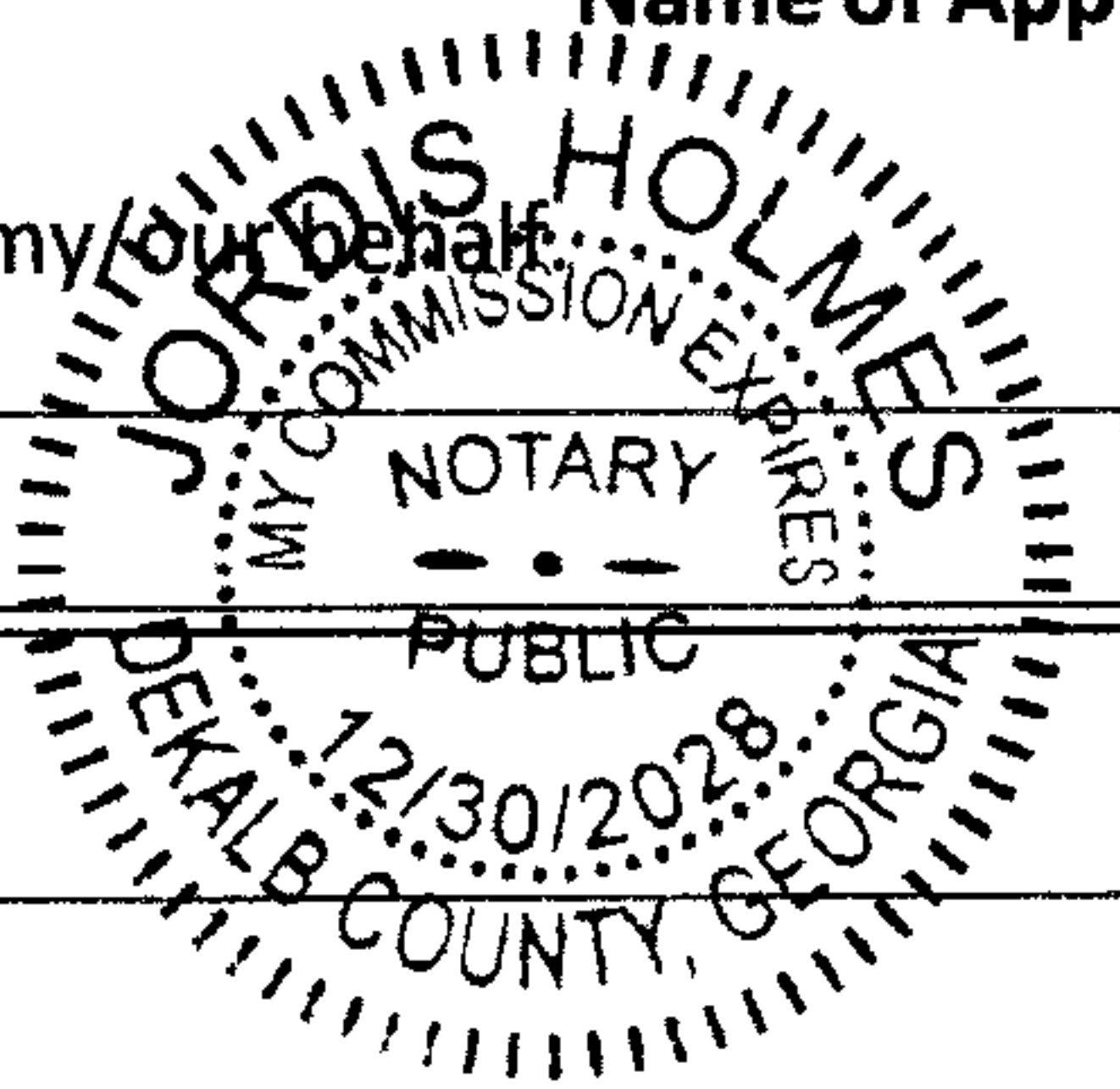
(I) / (WE): Robert Thomas
Name of owner(s)

being owner(s) of the property described below or attached hereby delegate authority to:

Robert Thomas
Name of Applicant or Representative(s)

to file an application on my/our behalf:

Jordan Holmes
Notary Public



Notary Public

Notary Public

Robert C. Thomas
Owner

Owner

Owner

I hereby authorize the staff of the DeKalb County Planning Department to inspect the premises of the above-described property.

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED AS A RESULT OF THIS APPLICATION IS TRUE AND CORRECT AND THAT IF AM NOT THE PROPERTY OWNER, I AM AUTHORIZED BY THE SAME TO MAKE SUCH REQUESTS, CLAIMS, AND REPRESENTATIONS AS MAY BE FOUND WITH THIS APPLICATION.

APPLICANT/AGENT SIGNATURE: Robert C. Thomas

Date: 06/26/2026

Letter of Intent

Robert C. Thomas Sr.
4100 Brookside Parkway
Decatur, Georgia 30034

Subject: Variance Request for Rear Yard Setback Reduction - Section 27-2.2.1 –
Accessory Structure Construction

Dear Members of the Zoning Board of Appeals,

My name is Robert C. Thomas, and I am writing to formally request a variance from Section 27-2.2.1 of the DeKalb County Zoning Ordinance. My request pertains to the reduction of the rear setback requirement from 40 feet to 32 feet for my property located at 4100 Brookside Parkway; Decatur, Georgia 30034. The purpose of this variance is to build a sunroom on an existing deck that is attached to the house. The dimension of the sunroom will be 17 ft X 17ft and it will be attached to the house and the deck.

1. Physical Conditions of the Site:

The unique physical conditions of my property constitute a special case necessitating this variance. The parcel is characterized by a narrow and irregular shape, making compliance with the 40-foot rear yard setback particularly challenging. Additionally, the presence of a drainpipe and the natural feature of the land, further restricts the feasible location for constructing the sunroom. These conditions are inherent and not a result of any actions taken by me.

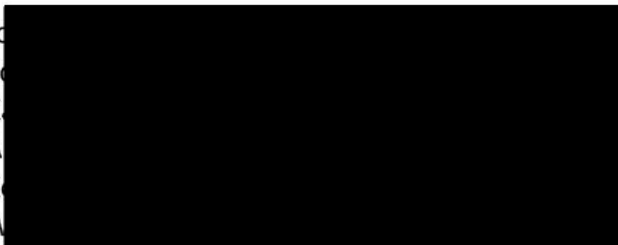
2. Minimum Variance Necessary:

I assure you that my request is solely for the minimum variance necessary to render my property usable for the residents. The sunroom must be constructed to a specific parameter and size to accommodate the residents who will be residing there. The 32-foot setback is essential for the practical and reasonable placement of the sunroom, ensuring that I can enjoy full use of my property.

3. Public Welfare:

The proposed addition will have a positive impact on the neighborhood and community. I requested and received written support from six of my neighbors. These six neighbors' properties are either adjoining or adjacent to my property. The names and addresses of these neighbors are:

Jo
Ed
K
A
K
W



Five letters and one text message are attached. Karen Dodson who resides at 4106 Brookside Parkway sent her approval via text message. These neighbors do not believe that the addition of the sunroom to my property would intrude on their privacy nor create additional noise or traffic in the area. The reduced setback will not pose any harm to public welfare, neighboring properties, or the overall improvements in the R-75 zoning district. The sunroom will be a modest and tasteful addition, enhancing the property without imposing adverse effects on the surrounding area.

4. Ordinance Hardship:

A strict interpretation of the zoning laws, in this case, would cause undue hardship for me. The impracticality of adhering strictly to the 40-foot setback would limit my ability to use the property effectively. The variance is, therefore, essential to prevent unnecessary hardship and allow for a reasonable use of my land.

5. Alignment with the Spirit of the Law:

I firmly believe that my variance request aligns with the intent of the Suburban Character Area, as outlined in the DeKalb County Comprehensive Plan. The proposed construction of the sunroom is in line with the goals of recognizing traditional suburban land use patterns while encouraging increased connectivity and accessibility. This development aims to enhance community connectivity, preserve and improve existing greenspace.

In conclusion, I appreciate your time and consideration of my variance request. I am committed to working collaboratively to ensure that my proposed change align with the broader goals and policies of DeKalb County. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert C. Thomas Sr.", written over a horizontal line.

Robert C. Thomas Sr.

Letter of Support

August 6, 2026

John Breedlove
4090 Brookside Pkwy Decatur GA 30034
404-207-5237

To: Dekalb County Zoning Board

Letter of Support for Variance Request by Robert C Thomas Sr at 4100 Brookside Pkwy
Decatur GA 30034

Dear Board Members,

I fully support the variance request submitted by my neighbor, Robert C. Thomas Sr, who lives at 4100 Brookside Parkway, Decatur, GA 30034. As the owner and resident of the adjoining property at [REDACTED] I am familiar with the proposed project.

Robert C Thomas Sr is requesting a variance to sunroom on an existing deck. I do not have any objections to the location or design of the proposed improvement.

I believe the project is well-designed, and fits the character of our neighborhood, and will not negatively impact privacy, light, or property values in the area. Instead, it will improve the usability and appearance of their property.

I respectfully ask the board to approve their variance request. Please feel free to contact me if you have any questions.

Sincerely,

John Breedlove



Letter of Support

August 6, 2026

Edward Bryant
4077 Brookside Pkwy Decatur GA 30034
404-593-3731

To: Dekalb County Zoning Board

Letter of Support for Variance Request by Robert C Thomas Sr at 4100 Brookside Pkwy
Decatur GA 30034

Dear Board Members,

I fully support the variance request submitted by my neighbor, Robert C. Thomas Sr, who lives at 4100 Brookside Parkway, Decatur, GA 30034. As the owner and resident of the adjacent property at [REDACTED] I am familiar with the proposed project.

Robert C Thomas Sr is requesting a variance to sunroom on an existing deck. I do not have any objections to the location or design of the proposed improvement.

I believe the project is well-designed, and fits the character of our neighborhood, and will not negatively impact privacy, light, or property values in the area. Instead, it will improve the usability and appearance of their property.

I respectfully ask the board to approve their variance request. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Edward Bryant', followed by a long horizontal line extending to the right.

Edward Bryant

Letter of Support

August 6, 2026

Augustine Johnson
4107 Brookside Pkwy Decatur GA 30034
770-262-4445

To: Dekalb County Zoning Board

Letter of Support for Variance Request by Robert C Thomas Sr at 4100 Brookside Pkwy
Decatur GA 30034

Dear Board Members,

I fully support the variance request submitted by my neighbor, Robert C. Thomas Sr, who lives at 4100 Brookside Parkway, Decatur, GA 30034. As the owner and resident of the adjacent property at [REDACTED] I am familiar with the proposed project.

Robert C Thomas Sr is requesting a variance to sunroom on an existing deck. I do not have any objections to the location or design of the proposed improvement.

I believe the project is well-designed, and fits the character of our neighborhood, and will not negatively impact privacy, light, or property values in the area. Instead, it will improve the usability and appearance of their property.

I respectfully ask the board to approve their variance request. Please feel free to contact me if you have any questions.

Sincerely,


Augustine Johnson

Letter of Support

August 6, 2026

Kenneth Price
4080 Brookside Pkwy Decatur GA 30034
706-299-4594

To: Dekalb County Zoning Board

Letter of Support for Variance Request by Robert C Thomas Sr at 4100 Brookside Pkwy
Decatur GA 30034

Dear Board Members,

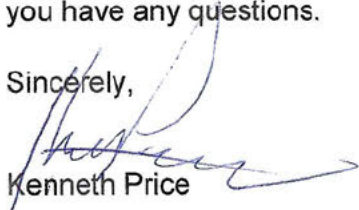
I fully support the variance request submitted by my neighbor, Robert C. Thomas Sr, who lives at 4100 Brookside Parkway, Decatur, GA 30034. As the owner and resident of the adjacent property at [REDACTED] I am familiar with the proposed project.

Robert C Thomas Sr is requesting a variance to sunroom on an existing deck. I do not have any objections to the location or design of the proposed improvement.

I believe the project is well-designed, and fits the character of our neighborhood, and will not negatively impact privacy, light, or property values in the area. Instead, it will improve the usability and appearance of their property.

I respectfully ask the board to approve their variance request. Please feel free to contact me if you have any questions.

Sincerely,



Kenneth Price

Letter of Support

August 6, 2026

Walton Seabrook
4119 Brookside Pkwy Decatur GA 30034
404-593-3731

To: Dekalb County Zoning Board

Letter of Support for Variance Request by Robert C Thomas Sr at 4100 Brookside Pkwy
Decatur GA 30034

Dear Board Members,

I fully support the variance request submitted by my neighbor, Robert C. Thomas Sr, who lives at 4100 Brookside Parkway, Decatur, GA 30034. As the owner and resident of the adjacent property at [REDACTED] I am familiar with the proposed project.

Robert C Thomas Sr is requesting a variance to sunroom on an existing deck. I do not have any objections to the location or design of the proposed improvement.

I believe the project is well-designed, and fits the character of our neighborhood, and will not negatively impact privacy, light, or property values in the area. Instead, it will improve the usability and appearance of their property.

I respectfully ask the board to approve their variance request. Please feel free to contact me if you have any questions.

Sincerely,



Walton Seabrook

5:32

5G+ 40



2 People ›

**Dodson Support Letter.pdf**

PDF Document · 594 KB

Please review the attached letter and let us know if it is OK with you. Robert will drop by this later today to get your signature. We truly appreciate your support.

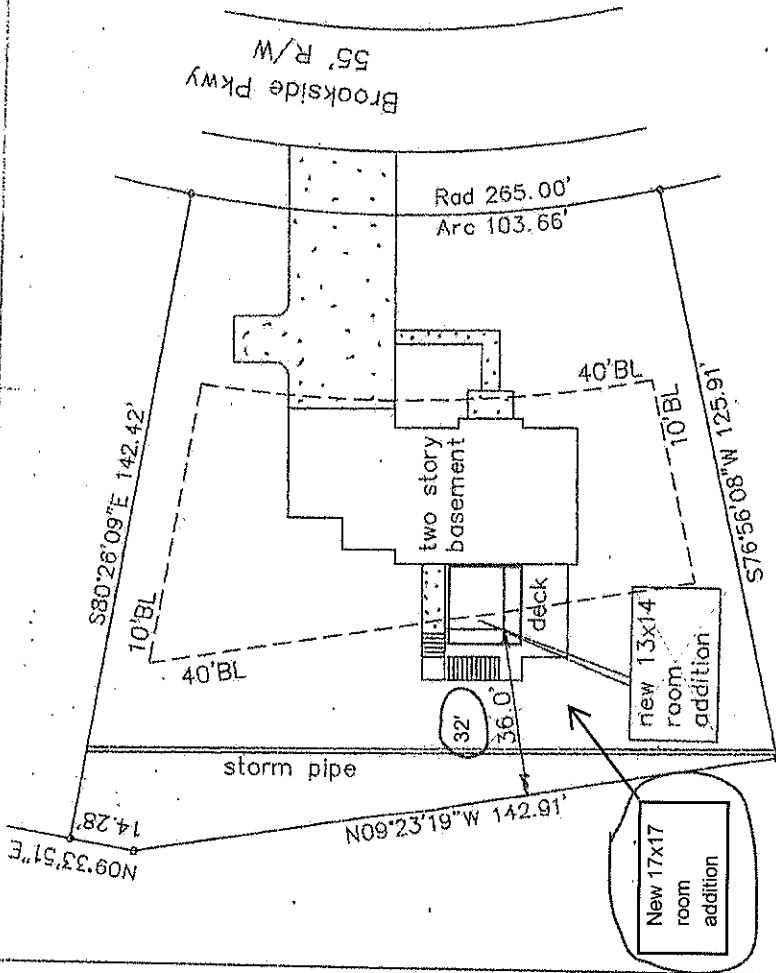
Today 4:01PM

Karen Dodson

My name is Karen Dodson and I am a next door neighbor with **Robert** and **Christine** Thomas. I don't have a problem with that building a sunroom in there existing deck.

Thank you
Karen Dodson





total lot.....	16984 sf
house.....	1873 sf
drive, walk.....	1289 sf
rear deck, slab.....	568 sf
new room.....	182 sf
total.....	3912 sf
3912 / 16984 = 23% impervious	

THE FIELD DATA WHICH THIS SURVEY IS BASED HAS A PRECISION OF ONE FOOT IN 10000+ FEET AND AN ANGULAR ERROR OF 3" PER ANGLE POINT

THE PLAT CLOSURE IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 10000+ FEET

EQUIPMENT USED: Nikon-322

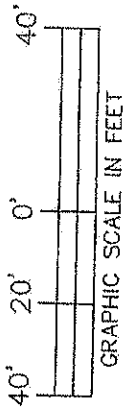


IN MY OPINION THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATED

Jeffrey J. Johnson
JEFFREY J. JOHNSON R.L.S. 2505

LEGEND

- IPS=IRON PIN SET
- IPF=IRON PIN FOUND
- CL=CENTER LINE
- BL=BUILDING LINE
- N/F=NOW OR FORMERLY
- MH=MAN HOLE
- S=SANITARY
- P=POWER
- W=WATER
- G=GAS
- X--FENCE
- BC=BACK OF CURB
- WM=WATER METER
- WV=WATER VALVE
- PB=POWER BOX
- GM=GAS METER
- SSE=SANITARY SEWER ESM'T
- DE=DRAINAGE ESM'T
- ESM'T=EASEMENT
- CB=CATCH BASIN
- HW=HEAD WALL
- DI=DROP INLET
- JB=JUNCTION BOX
- LLL=LAND LOT LINE



REFERENCE
PLAT BOOK 91 PAGE 107

site survey for
Robert Thomas

JOHNSON SURVEYING
Atlanta Ga. 30253
678-557-1449

Land Lot 36
District 15
DeKalb County, Ga.
Brookglen
Block D
Lot 55
4100 Brookside Pkwy.



DeKalb County
GEORGIA

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

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ADMINISTRATIVE VARIANCES AND SPECIAL EXCEPTIONS APPLICATION

AV/NO.:

APPLICANT NAME (OWNER/REPRESENTATIVE):

Robert Thomas

ADDRESS:

4100 Brookside PKWY

EM:

CITY:

Decatur

STATE:

GA

ZIP:

30034

TELEPHONE:
HOM:

BUSINESS:

FAX:

OWNER OF RECORD FOR WHICH APPLICATION IS MADE

Name (Print):

Robert Thomas

Name (Signature):

E-MAIL:

Address:

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Fax:

SUBMITTAL INSTRUCTIONS

Contact Planner, Kyle McLean at kamclean@dekalbcountyga.gov to discuss your application prior to submission.

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Once you've created or updated an existing account, please send your application number (1246XXX) to kamclean@dekalbcountyga.gov stating your request.

To Be Completed by Planning & Development Department

Date Received:

Fee Paid:

Receipt No:

DEPARTMENT OF PLANNING & SUSTAINABILITY

ADMINISTRATIVE VARIANCE APPLICATION AUTHORIZATION

(Completion of this form is required if the individual making the request is not the owner of the property.)

DATE: 6/18/2026

CHECK TYPE OF APPLICATION:

- ☐ ADMINISTRATIVE APPEAL
☒ VARIANCE
☐ SPECIAL EXCEPTION

TO WHOM IT MAY CONCERN:

(I) / (WE): Robert Thomas

Name of owner(s)

being owner(s) of the property described below or attached hereby delegate authority to:

Robert Thomas

Name of Applicant or Representative(s)

to file an application on my/our behalf.

Notary Public

Owner

Notary Public

Owner

Notary Public

Owner

I hereby authorize the staff of the DeKalb County Planning Department to inspect the premises of the above-described property.

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED AS A RESULT OF THIS APPLICATION IS TRUE AND CORRECT AND THAT IF AM NOT THE PROPERTY OWNER, I AM AUTHORIZED BY THE SAME TO MAKE SUCH REQUESTS, CLAIMS, AND REPRESENTATIONS AS MAY BE FOUND WITH THIS APPLICATION.

APPLICANT/AGENT SIGNATURE:

Date:

Variance Request to add a sunroom on my deck.

Dear Members of the Zoning Board of Appeals,

My name is Robert Thomas. I live at 4100 Brookside Pkwy Decatur GA 30034, and i am writing to formally request a variance from section 27-2.2.1 of DeKalb County to build my sunroom on my Deck. My First Variance was approved for us at 36', I am requesting an extra 4ft which would put the setback at 32'ft. I am writing this variance so we can proceed with this project. I hope this letter finds you well. Thank you have a good day.

From Robert Thomas.

SUBMITTAL CHECKLIST
for
ADMINISTRATIVE VARIANCES/SPECIAL EXCEPTION

- ☐ 1. One (1) full scale site plan indicating the following:
- a. All property lines with dimensions;
 - b. Location of all existing and proposed buildings & their relation to all property lines, structures, driveways, parking areas, easements;
 - c. Any other features of the site related to the request, such as outdoor lighting, fences, landscaping, etc.; and
- ☐ 2. A Letter of Intent (LOI) indicating the request and clarifying justification(s) for the proposal, based on Section 27-922 of the DeKalb County Zoning Ordinance:
- a. There is an extraordinary or exceptional physical condition(s) pertaining to the particular piece of property (such as, but not limited to, lot size, lot shape, specimen tree(s), steep slope(s), or preservation of historic characteristics of the property), which was not created by the current owner, previous owner, or applicant; by reason of a clearly demonstrable condition(s), the strict application of the requirements of this chapter would deprive the property owner of rights and privileges enjoyed by other property owners in the same zoning district, as distinguished from a special privilege or convenience sought by the property owner.
 - b. The requested variance does not go beyond the minimum necessary to afford relief and does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the zoning district in which the subject property is located.
 - c. The grant of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the zoning district in which the subject property is located.
 - d. The literal interpretation and strict application of the applicable provisions or requirements of this chapter would cause undue and unnecessary hardship.
 - e. The requested variance would be consistent with the spirit and purpose of this chapter and the DeKalb County Comprehensive Plan text
- ☐ 3. Notarized authorization form.
- ☐ 4. \$200 processing fee.

Note: A Planner will contact you with instructions about posting the sign(s). You must e-mail a photo or photos of the posted sign(s). Public notice signs must be posted for thirty (30) days prior to issuance of Administrative Variance Approval Letter.

DEPARTMENT OF PLANNING & SUSTAINABILITY

Section 27-922 Administrative Variances and Special Exceptions

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