



CITY OF JONESBORO
Regular Meeting
1859 CITY CENTER WAY
February 12, 2024 – 6:00 PM

NOTE: As set forth in the Americans with Disabilities Act of 1990, the City of Jonesboro will assist citizens with special needs given proper notice to participate in any open meetings of the City of Jonesboro. Please contact the City Clerk's Office via telephone (770-478-3800) should you need assistance.

Agenda

I. CALL TO ORDER - MAYOR DONYA L. SARTOR

II. ROLL CALL - MELISSA BROOKS, CITY CLERK

III. INVOCATION - REV. DONALD K. REED, SR. SENIOR PASTOR, ANDREWS CHAPEL UNITED METHODIST CHURCH

IV. PLEDGE OF ALLEGIANCE

V. ADOPTION OF AGENDA

VI. PRESENTATIONS

1. Proclamation for First Introduction of Equal Rights Amendment.

VII. PUBLIC HEARINGS

1. Public Hearing regarding Alcohol Beverage Pouring license, 24-ALC-001, to dispense beer, wine & distilled spirits at 188 North Avenue, Jonesboro, Georgia 30236. The legal business name is Rendezvous Event Center and Banquet Hall. Mageedah Wood has requested to be the License Representative.
2. Public Hearing regarding Conditional Use Permit application, 24-CU-002, for a new Clayton County government complex, by Clayton Co. Board of Commissioners, property owner, and Claudia Haines, of Nelson Worldwide, applicant, for properties along Old Poston Road and Tara Boulevard (Parcel Nos. 05239 240001 and 05239 033002), Jonesboro, Georgia 30236.
3. Public Hearing regarding Variance application, 24-VAR-001, concerning certain development standards for a new Clayton County government complex, by Clayton Co. Board of Commissioners, property owner, and Claudia Haines, of Nelson Worldwide, applicant, for properties along Old Poston Road and Tara Boulevard (Parcel Nos. 05239 240001 and 05239 033002), Jonesboro, Georgia 30236.

VIII. PUBLIC COMMENT (PLEASE LIMIT COMMENTS TO THREE (3) MINUTES)

IX. FINANCIAL REPORT

X. ECONOMIC DEVELOPMENT REPORT

1. Economic Development Report for February.

XI. MINUTES

1. Consideration of the Minutes of the January 8, 2024 Regular Meeting.
2. Consideration of the Minutes of the January 24, 2024 Special Called Meeting.
3. Consideration of the Minutes of the February 5, 2024 Special Called Meeting.
4. Consideration of the Minutes of the February 5, 2024 Work Session.

XII. CONSENT AGENDA

1. Council to approve establishment of a Market Committee to oversee the activities of the organization currently known as the City of Jonesboro Farmers Market. Committee shall consist of 3 vendors, 1 councilmember, and 1 person currently serving on other City committee or board.
2. Council to approve Historic Preservation Commission re-appointments: Betsy Wester for a 3-year term expiring 2/1/27; Jule Segner for a 2-year term expiring 2/1/26; and Alison Murphy for a 3-year term expiring 2/1/27.
3. Council to approve Design Review Commission re-appointments: Bonnie Shekarabi for a 3-year term expiring 2/1/27; Kimberly Lightford for a 3-year term expiring 2/1/27; Barbara Casey Lane for a 2-year term expiring 2/1/26; Tammary Dowdell for a 2-year term expiring 2/1/26; and Ricky McKenzie for a 1-year term expiring 2/1/25.

XIII. OLD BUSINESS

1. Council to consider minimum wage increase for certain hourly City employees.
2. Council to consider Alcohol Beverage Pouring license, 24-ALC-001, to dispense beer, wine & distilled spirits at 188 North Avenue, Jonesboro, Georgia 30236. The legal business name is Rendezvous Event Center and Banquet Hall. Mageedah Wood has requested to be the License Representative.
3. Council to consider Conditional Use Permit application, 24-CU-002, for a new Clayton County government complex, by Clayton Co. Board of Commissioners, property owner, and Claudia Haines, of Nelson Worldwide, applicant, for properties along Old Poston Road and Tara Boulevard (Parcel Nos. 05239 240001 and 05239 033002), Jonesboro, Georgia 30236.
4. Council to consider Variance application, 24-VAR-001, concerning certain development standards for a new Clayton County government complex, by Clayton Co. Board of Commissioners, property owner, and Claudia Haines, of Nelson Worldwide, applicant, for properties along Old Poston Road and Tara Boulevard (Parcel Nos. 05239 240001 and 05239 033002), Jonesboro, Georgia 30236.
5. Council to consider increase in annual vacancy fee for certain commercial buildings.

6. Further consideration and discussion of proposed Jonesboro Internship Policy, created by Councilman Alfred Dixon.
7. Further discussion and consideration of revised Jonesboro Rules of Procedure and Code of Conduct for Elected Officials.

XIV. NEW BUSINESS

1. Council to consider waiver of permit fees for applicants qualifying for the Commercial Beautification and Improvement Grant.

XV. REPORT OF MAYOR / CITY MANAGER

XVI. REPORT OF CITY COUNCILMEMBERS

XVII. OTHER BUSINESS

XVIII. ADJOURNMENT

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # 6.1 - 1
		COUNCIL MEETING DATE February 12, 2024
Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen	
Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.) Proclamation for First Introduction of Equal Rights Amendment.		
Requirement for Board Action (Cite specific Council policy, statute or code requirement) Equal Rights Amendment Proclamation		
Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal) Yes Innovative Leadership		
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> On December 10, 1923, the Equal Rights Amendment written by Alice Paul and Crystal Eastman was introduced to Congress by Senator Curtis of Kansas. Representative Martha Griffiths reintroduced the bill to Congress in 1971. Finally being approved by the US House of Representatives on October 12, 1971, and by the US Senate on March 22, 1972, thus sending the Equal Rights Amendment to the state legislatures for ratification. 38 States to ratify are necessary for the Equal Rights Amendment to become law. This was achieved in 2020. It has been over 50 years since the Equal Rights Amendment left Congress on the road to ratification. It has been 100 years since Alice Paul and the National Woman's Party asserted that women should be equal with men. This proclamation commemorates the 100th anniversary by making December 10th as the Annual Day of Recognition of the Introduction of the Equal Rights Amendment.		
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> n/a		
Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.) Proclamation - February		
Staff Recommendation (Type Name, Title, Agency and Phone) Approval		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date February, 12, 2024	
Signature	City Clerk's Office	



CITY OF JONESBORO

Proclamation

Honoring The First Introduction of the Equal Rights Amendment

WHEREAS, the “Equality of Rights under the law shall not be denied or abridged by the United States or by any state on account of sex”—section 1 of the currently unpublished 28th Amendment of the US Constitution.

WHEREAS, On December 10, 1923, the Equal Rights Amendment (ERA), written by Alice Paul and Crystal Eastman was introduced to Congress by Senator Curtis of Kansas. Three years after the ratification of the 19th Amendment that gave women the right to vote.

WHEREAS, The National Woman's Party sponsored the bill and continued grassroots activism across the Country to advocate that it would one day become law.

WHEREAS, Representative Martha Griffiths reintroduced the bill to Congress in 1971. Finally being approved by the US House of Representatives on October 12, 1971, and by the US Senate on March 22, 1972. Sending the ERA to the state legislatures for ratification.

WHEREAS, By 1977, 35 of the 38 necessary States had ratified the amendment.

WHEREAS, Nevada was the 36th State to ratify in 2017. Illinois followed in 2018 and finally Virginia in 2020. Bringing the total ratifications to 38 States, the number provided by Article V of the US Constitution.

WHEREAS, There are several organizations like National Organization for Women and others that continues the fight for ratification in the remaining 12 States, Georgia among them.

WHEREAS, It has been over 50 years since the ERA left Congress on the road to ratification. It has been 100 years since Alice Paul and the National Woman's Party asserted that women should be equal with men.

WHEREAS, Under the leadership of President Triana Arnold James, Georgia National Organization for Women and its members will continue the effort to enshrine equality for women in our Constitution, and

WHEREAS, We proudly honor the work and support by the late Georgia First Lady Honorable Mrs. Rosalynn Carter of the Equal Rights Amendment including her commissioning a Women's Rights Advisory, and attending and speaking at the 1977 Women's Convention in Houston, Texas with the late Honorable Mrs. Corey's Scott King.

THEREFORE, BE IT RESOLVED, that the City of Jonesboro acknowledges and commemorates the 10th Day of December as the Annual Day of Recognition of the Introduction of the Equal Rights Amendment.

PROCLAIMED this 12th day of February 2024.

Dr. Donya L. Sator, Mayor

ATTEST:

Melissa Brooks, City Clerk



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

10.1

- 1

COUNCIL MEETING DATE
February 12, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Mr. Simpson

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Economic Development Report for February.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Economic Development Report

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Economic Development

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Economic Development Manager Report for February 12^h 2024

Design

Central Business District Sidewalk (CDBG Grant Funding) - \$120,811.

Two Parklets to be installed by the end of February and one more by the end of May.

Organization

Congratulations to Trina Kolawole for passing her Main Street 101.

Promotions

The Event calendar for the year has now been ratified.

Our breakfast networking event in partnership with the Jonesboro Small Business Alliance is on Friday February 16th. 8:30am to 10:00am.

The Heart Health Awareness event is on February 24th.

The St. Patrick's Day Street Party is Saturday March 16th on S. Main St. between W. Mill St. & Church St.

Facebook Analytics: Engagement. 2527. +117%. 13,475. Reach 13,475. +340%

Economic Vitality

Vacant Commercial buildings are causing an issue in the revitalization of our downtown. Without the rehabilitation and renovation of these buildings in 2024, our downtown efforts will be stalled until these vacant buildings become occupied. I am asking Council for the vacancy fee to be raised from \$200 annually to \$2000 annually. The fee amount shall double for each year the property remains vacant. Commercial, office, and industrial buildings which have an active building permit or are already undergoing the plan review / permitting process shall be exempt from this fee, but said buildings which have obtained some type of zoning approval (rezoning, conditional use permit, zoning appeal, variance or zoning verification of permitted use) shall be assessed the penalty fee if more than 180 days occur between zoning approval and commencement of the plan review and / or permitting process. Zoning approvals must remain current to avoid penalties. Re-application of expired zoning approvals, as well as denials of unpermitted uses, shall not be considered part of the permitting process.

Clayton County Economic Development currently has a Commercial Beautification and Improvement Grant available up to \$75k. I am asking that the council waves permit fees for this grant only for successful applicants. Erica Rocker-Willis

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

February, 12, 2024

Signature

City Clerk's Office

will be presenting.

10.1

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

n/a

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Economic Development Manager's Report for Monday February 12th 2024 (002)
- Clayton-County-Commercial-Beautification-and-Improvement-Grant-FULL-Guidelines

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval



Economic Development Manager Report for February 12^h 2024

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Clayton County Commercial Beautification and Improvement Grant Program/Guidelines

Grant Purpose

The Clayton County Office of Economic Development has allocated America Rescue Plan Act (ARPA) grant funds to the Commercial Beautification and Improvement Grant Program to assist owners of commercial property with repair, enhancement and improvement for commercial properties within Clayton County. The Clayton County Strategic Economic Development Plan specifies a need for beautification to attract new business and investment to Clayton County. The goal of this grant is to improve the overall attractiveness of high traffic corridors in Clayton County.

Grant Goals:

- Promote a consistently high-quality commercial environment that will be attractive to residents and visitors
- Promote retail to service activities and increase tenant occupancy within our shopping centers
- Create an attractive environment where residents, visitors and business owners gain a sense of civic pride
- Promoting additional improvements by the participants, and neighboring properties

Eligibility

- The applicant must be up to date on all permits, taxes, and other fees.
- Only one application and property per owner
- The grant will only fund projects that improve the visual appearance of the property from the street or other public space.
- Eligible improvements include:
 - Painting, including an exterior mural
 - Building surface repairs i.e. brick, siding, limestone, stucco etc.
 - Landscaping i.e. ornamental, decorative planters, flowerbeds etc.
 - Exterior Lighting/LED lighting
 - Windows, doors, framing, etc.
 - Signage, canopies, awnings, etc.
 - Gates, fencing, landscaping, etc.
 - Cosmetic repairs
- Properties must be less than 75,000 SF
- Outparcels are allowed

Eligible Applicants:

Applicants must meet the following eligibility requirements:

- Property must be zoned for general business, mixed use, or commercial
- Applicants must be in good standing with Clayton County on all tax property taxes
- Shopping centers and commercial properties must have 50% or greater occupancy
- Property owner must have been owned property prior to January 1, 2021



Ineligible Applicants include:

- Properties that **DO NOT QUALIFY**: package stores, adult entertainment shops, gambling activities, gas stations, financial institutions, gun/weapon shops, religious institutions or public agencies.
- Residential, Office or Industrial Properties.
- Properties that are currently under contract, foreclosure or sale

Ineligible Repairs Include:

- Interior improvements
- Architectural design and planning services
- Operations and inventory
- HVAC, plumbing, and other system repair
- Roof Repair
- Construction Permit Fees
- Commercial improvements expenses that were incurred prior to grant approval notification

Grant Timeline

December 8, 2023	INFORMATIONAL MEETING WITH PROPERTY OWNERS
December 8, 2023	APPLICATIONS WILL OPEN
March 2, 2024	Applications due
--	Applications are reviewed by the Clayton County Beautification Committee
April 2, 2024	Award recipients will be notified
November 31, 2024	All projects must be completed

Funding Allocation

Eligible commercial property owners may apply for grants up to \$75,000 that can be used for exterior improvements to their commercial property. This grant is intended for retail shopping centers, but other commercial properties may also qualify for funding. **A match is required for eligibility.** The match must be equal to or greater than 25% of the funds requested. The match may be in the form of proof of exterior improvements within the last 3 years or additional repairs outside of the funds requested.

Grant Application Process

- **Applications will be received by the Clayton County Office of Economic Development until March 2, 2024.**
- The completed applications will be reviewed by the Clayton County Beautification Committee.
- The property owner will need to sign the articles of agreement for the county.
- The property owner/applicant will submit invoices and photos of the projects to the Clayton County Office of Economic Development Grant Administrator. Checks will be made payable directly to contractors.
- Projects will be need to be completed by November 31, 2024.



Application Scoring Criteria

The criteria to evaluate includes:

- If the overall proposal advances the goals of improving the building's appearance.
- The original condition of the building and the need for the proposed change.
- The impact of the project on the street and in the neighborhood
- Owner-occupied commercial buildings will be given preference in this application.
- The quality of the proposed work
- The project timeline
- Duration of ownership.
- Clayton County Residency
- Clayton County recommended vendors/contractors

Clayton County will not require property owners to select local contractors for the Commercial Beautification and Improvement Grant Program, but property owners are encouraged to select local Clayton County based contractors.

A list of Clayton County based contractors can be found at Clayton County Central Services and Clayton County Chamber of Commerce. Clayton County shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.

Clayton County Central Services SLBE/MWBE List

[SLBE-MWBE MASTER VENDOR LIST 3-08-23.xlsx \(claytoncountyga.gov\)](#)

Clayton County Water Authority Certified SLBE List

[8_20_23_CCWA-LOS-Certified-SLBE.pdf](#)

Clayton County Chamber of Commerce Business Directory:

<https://www.claytonchamber.org/list/>

Grant Application

The application form is available online at: <https://businessgrants.claytoncountyga.gov/>

The application must be completed and include all the following items:

1. A description of the proposed improvement
2. Current photographs of the current facade/property to be improved
3. Proof of ownership (such as deed or tax records)
4. Proposed project timeline
5. Project Budget
6. Quotes/estimates for the proposed improvements supplied to the applicant by the contractor (minimum of two quotes)
7. List of existing tenants with lease expiration dates
8. Match Requirements
 - a. Invoices and proof of payment for property improvements within the last 3 years



Office of Economic Development

Application

Please read the Grant guidelines prior to completing the application.

1. Property Owner Information:

Property Owner Name:		
Property Owner Company (If Applicable):		
Street Name:		
City:	State	Zip Code:
Telephone:	Email:	

2. Property Management Company: (If Applicable)

Property Management Name:		
Property Management Company:		
Street Name:		
City:	State	Zip Code:
Telephone:	Email:	

3. Project Address:

Property/Shopping Center Name (If applicable):		
Street Name:		
City:	State	Zip Code:
Total Square Footage:	Total Acreage:	Property Purchase Date:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:



4. Is this an owner-occupied commercial building? (Yes/No)

(A property owner that uses the property and occupies it for commercial and operating purposes i.e. "owner-tenant".)

5. Is this property a historical property or located in historical district? (Yes/No)**6. Project Scope: (Check All that Apply)**

- ☐ Painting, including an exterior mural
- ☐ Building surface repairs i.e. brick, siding, limestone, stucco etc.
- ☐ Landscaping i.e. ornamental, decorative planters, flowerbeds etc.
- ☐ Exterior Lighting/LED lighting
- ☐ Windows, doors, framing, etc.
- ☐ Signage, canopies, awnings, etc.
- ☐ Gates, fencing etc.
- ☐ Cosmetic repairs

7. Project Budget.

Applicant may receive full or partial amount requested. Please indicate priority which proposed improvement are the highest priority (1), (2), (3) etc.

Proposed Improvement	Amount Requested	Contractor/CompanyName	Priority #
Painting			
Building Surface Repairs			
Landscaping			
Lighting			
Windows/Doors/Framing etc.			
Signage/Canopies/Awnings etc.			
Gates/Fencing etc.			
Cosmetic Repairs			
Other			
Total Amount Requested			
Match			
Total Project Cost			

8. Contractor(s) Name: Please submit written quote(s) for each contractor

Contractor Name:		
Contractor Company Name:		
Street Name:		
City:	State	Zip Code:
Email address:		
Contractor Phone Number:		



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Office of Economic Development

Contractor Name:		
Contractor Company Name:		
Street Name:		
City:	State	Zip Code:
Email address:		
Contractor Phone Number:		

Contractor Name:		
Contractor Company Name:		
Street Name:		
City:	State	Zip Code:
Email address:		
Contractor Phone Number:		

Write on the back of this page to add more contractor information

- 9. Has any exterior repair been completed on this property in the last 3 years? If so, please provide an explanation below?**

--

- 10. Project Timeline (Projected Start Date and Completion date)**

--

- 11. Are you current on all of your local, state and federal taxes? (Yes/No)**

12. Have you received any citations for code violations in the past 5 years? (Yes/No) If yes, please explain:

--

13. Why should your property be selected by the Clayton County Beautification Committee to receive this grant? Please indicate the impact of the project on the street and in the neighborhood:

--

14. Do you currently own any other commercial property in Clayton County? (Yes/No) If yes, please provide the following:

Property/Shopping Center Name (If applicable):		
Street Name:		
City:	State	Zip Code:
Total Square Footage:	Total Acreage:	
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:

Uploads (Required)

Current photographs of the current facade/property to be improved

Proof of property ownership (such as deed or tax records)

Quotes/estimates for the proposed improvements supplied to the applicant by the contractor (minimum of two quotes for each improvement)

- Dropdowns
 - Painting, including an exterior mural
 - Building surface repairs i.e. brick, siding, limestone, stucco etc.
 - Landscaping i.e. ornamental, decorative planters, flowerbeds etc.
 - Exterior Lighting/LED lighting
 - Windows, doors, framing, etc.
 - Signage, canopies, awnings, etc.
 - Gates, fencing etc.
 - Cosmetic repairs

Match Documentation

The applicant shall comply with all applicable provisions of Clayton County, as well as any ordinance, law, and practice in connection with the project being completed using these funds.

_____ / ____ / ____

I have read the guidelines and affirm that to the best of my knowledge all the entries on this application are accurate and true. I accept the requirements.

_____ / ____ / ____

Printed Name of Applicant Signature of Applicant Date

_____ / ____ / ____

Nondiscrimination Statement:

Clayton County does not discriminate based on sexual orientation, race color, gender, age, religion, national origin, marital status, disability, or gender identity and will not tolerate any such discrimination by or against its employees or citizens utilizing its services, programs, and activities



Office of Economic Development

**CITY OF JONESBORO
REGULAR MEETING
1859 CITY CENTER WAY
January 8, 2024 – 6:30 PM**

MINUTES

The City of Jonesboro Mayor & Council held their Regular Meeting on Monday, January 8, 2024. The meeting was held at 6:30 PM at the Jonesboro Police Station, 1859 City Center Way, Jonesboro, Georgia.

I. CALL TO ORDER - MAYOR DONYA L. SARTOR

II. ROLL CALL - MELISSA BROOKS, CITY CLERK

Attendee Name	Title	Status	Arrived
Tracey Messick	Mayor Pro Tem	Present	
Alfred A. Dixon	Councilmember	Present	
Asjah Miller	Councilwoman	Present	
Don D. Dixon	Councilmember	Present	
Bobby Lester	Councilmember	Present	
Billy Powell	Councilmember	Present	
Donya Sartor	Mayor	Present	
Melissa Brooks	City Clerk	Present	
Pat Daniel	Assistant City Clerk	Present	
David Allen	Community Development Director	Present	
Christopher Cato	Interim Chief	Present	
Winston Denmark	City Attorney	Present	
Shelby Bentley	Executive Assistant	Present	

Minutes Acceptance: Minutes of Jan 8, 2024 6:30 PM (MINUTES)

III. INVOCATION

Mayor Sartor called for a moment of silence.

IV. PLEDGE OF ALLEGIANCE

V. ADOPTION OF AGENDA

1. Motion to adopt January 8, 2024, meeting agenda with revisions.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Alfred A. Dixon, Councilmember
SECONDER: Bobby Lester, Councilmember
AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

Revision - Removal of #6 - Discussion regarding Red Zone Speed Cameras Agreement.

VI. ANNUAL APPOINTMENTS

1. Council to consider appointment of Mayor Pro Tem for 2024.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Bobby Lester, Councilmember
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

Councilman Lester nominated Tracey Messick for Mayor Pro Tem for 2024, said motion was seconded by Councilman D. Dixon. Motion carried unanimously.

TRACEY MESSICK - 2024 MAYOR PRO TEM.

2. Council to consider temporary reappointment of Interim City Manager – David Allen.

RESULT: **NO ACTION TAKEN**

The item failed for lack of a motion.

3. Council to consider re-appointment of Public Works Director for 2024 – John Burdin.

RESULT: **APPROVED [4 TO 2]**
MOVER: Tracey Messick, Mayor Pro Tem
SECONDER: Bobby Lester, Councilmember
AYES: Messick, A. Dixon, Miller, Lester
NAYS: D. Dixon, Powell

Mayor Pro Tem Messick motioned to reappoint John Burdin for Public Works Director for 2024, said motion was seconded by Councilman Lester. Motion carried. Councilmen Powell and D. Dixon opposed.

JOHN BURDIN - 2024 PUBLIC WORKS DIRECTOR

4. Council to consider Re-appointment of Legal Counsel for 2024 – Denmark Ashby LLC.

RESULT: **APPROVED [5 TO 1]**
MOVER: Tracey Messick, Mayor Pro Tem
SECONDER: Alfred A. Dixon, Councilmember
AYES: Messick, A. Dixon, Miller, Lester, Powell
NAYS: D. Dixon

Mayor Pro Tem Messick motioned to reappoint Denmark Ashby as Legal Counsel for 2024, said motion was seconded by Councilman A. Dixon. Councilman D. Dixon opposed.

DENMARK ASHBY 2024 LEGAL COUNCIL.

5. Council to consider Re-appointment of Municipal Court Judge for 2024 – Judge Keith Wood.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bobby Lester, Councilmember
SECONDER:	Alfred A. Dixon, Councilmember
AYES:	Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

Councilman Lester motioned to reappoint Judge Keith Wood as Municipal Court Judge for 2024, said motion was seconded by Councilman A. Dixon. Motion carried unanimously.

KEITH WOOD FOR - 2024 MUNICIPAL JUDGE.

6. Council to consider Re-appointment of Municipal Court Solicitor for 2024 – Julie Kert.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tracey Messick, Mayor Pro Tem
SECONDER:	Don D. Dixon, Councilmember
AYES:	Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

Mayor Pro Tem Messick motioned to reappoint Julie Kert for Municipal Court Solicitor for 2024, said motion was seconded by Councilman D. Dixon. Motion carried unanimously.

JULIE KERT - 2024 MUNICIPAL COURT SOLICITOR

7. Council to consider Re-appointment of Accident Review Committee Members for 2024, for a term to expire January 1, 2025 – Councilman Bobby Lester, Mayor Donya L. Sartor, David Allen, John Burdin, Tommy L. Henderson, and Christopher Cato.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bobby Lester, Councilmember
SECONDER:	Tracey Messick, Mayor Pro Tem
AYES:	Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

Councilman Lester motioned to appoint D. Dixon to serve on the Accident Review committee along with the following members: Mayor Donya L. Sartor, David Allen, John Burdin and Christopher Cato.

VII. PRESENTATIONS

1. Presentation of Incoming Internship Class in Partnership Between Clayton State University and Councilman Alfred Dixon.

RESULT:	DID NOT VOTE
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Councilman A. Dixon called the following Interns from the Partnership between Clayton State University and the City of Jonesboro:

David Peters came forward and introduced himself. Mr. Peters is majoring in Healthcare Management.

Mia Jones came forward and introduced herself. Ms. Jones is majoring in legal studies.

Katajah Carter came forward and introduced herself. Ms. Carter is majoring in legal studies.

VIII. PUBLIC HEARING

- Public hearing regarding Conditional Use Permit Application, 24-CU-001, for a bail bonding office by Kimco Properties Inc, property owner, and Blaq Diamonz Bail Bondz, applicant, for property at 194 Jonesboro Road (Parcel No. 12048C A002), Jonesboro, Georgia 30236.

RESULT:

CLOSED

At this time Mayor Sartor opened the Public Hearing regarding a bail bonding office by Kimco Properties, Inc. As none was present to speak, the Public Hearing was duly closed.

- Public Hearing regarding the Georgia Zoning Procedures Act, O.C.G.A. §36-66-1, et. seq., to re-adopt the Official Zoning Map for the City of Jonesboro, 24-MA-001, Ord. 2024-001.

RESULT:

CLOSED

At this time Mayor Sartor opened the Public Hearing regarding the Georgia Zoning Procedures Act and readoption of the Official Zoning Map for the City of Jonesboro. As none was present to speak, the Public Hearing was duly closed.

IX. PUBLIC COMMENT (PLEASE LIMIT COMMENTS TO THREE (3) MINUTES)

NONE

X. FINANCIAL REPORT

- Council to consider and approve un-audited Financial Statements for the 11 month period ended November 30, 2023.

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Tracey Messick, Mayor Pro Tem

SECONDER: Don D. Dixon, Councilmember

AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

Finance Director Nina Robinson came forward and gave the unaudited Financial Statements for the 11-month period.

Minutes Acceptance: Minutes of Jan 8, 2024 6:30 PM (MINUTES)

XI. ECONOMIC DEVELOPMENT REPORT

Economic Development Director Andrew Simpson came forward and gave an economic development update. He gave updates regarding repairs needed for Nouveau Bar and Grill.

XII. MINUTES

1. Consideration of the Minutes of the December 11, 2023 Regular Meeting.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Tracey Messick, Mayor Pro Tem
SECONDER:	Bobby Lester, Councilmember
AYES:	Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

XIII. CONSENT AGENDA

NOTHING ON THE CONSENT AGENDA

XIV. OLD BUSINESS

1. Further discussion regarding proposal for future city cemetery mapping and database updating.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Tracey Messick, Mayor Pro Tem
SECONDER:	Don D. Dixon, Councilmember
AYES:	Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

Interim City Manager came forward to give an overview of the agenda item. He stated that there were discussions regarding an RFP for the cemetery mapping and database update. He spoke about the amount of funding that would be available after the purchase of other needed items.

Public Works Director Burdin stated that he is waiting for information from other sources regarding the cemetery. A discussion took place regarding the purchase of a ground penetrating radar.

2. Further discussion of policy change concerning interaction of Councilmembers and City staff.

RESULT:	NO ACTION TAKEN
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Mayor Sartor referred to the Rules and Procedures that were adopted by the Council in February 2019.

Mayor read the section: Limited Contact with City Staff.

After reading the section, Mayor Sartor asked if it was the will of the Council to remove the entire section.

Councilman D. Dixon responded - yes.

Minutes Acceptance: Minutes of Jan 8, 2024 6:30 PM (MINUTES)

Mayor stated that city staff are subject to my position as the Mayor and the Chief Executive Officer. We can strike the section, but if I feel that the day-to-day operations are being impeded by the Council contacting staff directly - I will intervene and request staff not to contact the City Council.

Mayor stated that this policy has been in place since 2019, I did not make policy, but I am implementing the policy that was already in place.

Councilman Don Dixon read from the proposed policy.

“Individual inquiries and requests for information from staff should be limited to questions that may be answered readily as part of a staff member’s day to-day responsibilities.”

Mayor Sartor said I am okay with that - copy the Mayor and City Manager on the inquiries to staff.

Mayor Sartor stated that the Mayor should be informed of all requests that are made to staff.

Councilman D. Dixon stated that this is the first read of the policy change resolution.

Mayor stated that she wasn’t aware that this was a resolution.

Mayor stated that she will consult with the City Attorney regarding the item.

XV. NEW BUSINESS

1. Council to consider City Attorney report on potential settlement of Administrative Investigation concerning Mayor Donya Sartor.

RESULT:	DID NOT VOTE
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City Attorney Denmark came forward to give an update on the Administrative Investigation concerning Mayor Donya Sartor. He stated that both sides of litigation are endeavoring to arrive at a resolution. Both sides have presented their arguments before Chief Judge Robert Mack. He stated that the council is being represented by Attorney Alex Joseph and the Mayor is being represented by Attorney Joshlyn Jackson. As The City Attorney, my goal is to try to broker a resolution and bring an end to the litigation.

My office has prepared a draft of a consent order that would end the litigation. Both attorneys reviewed the consent order and currently, the order is before Chief Judge Robert Mack.

My legal opinion is to stay the course. Hopefully, we will have a resolution within days.

Mayor Sartor stated that we have spent over \$200,000.00 in legal fees.

2. Council to consider Conditional Use Permit Application, 24-CU-001, for a bail bonding office by Kimco Properties Inc, property owner, and Blaq Diamonz Bail Bondz, applicant, for property at 194 Jonesboro Road (Parcel No. 12048C A002), Jonesboro,

Georgia 30236.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Don D. Dixon, Councilmember
SECONDER: Bobby Lester, Councilmember
AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

Interim City Manager Allen came forward. He stated that the Agency's recommendation - Approval of Conditional Use application; Recently, the applicant put in a zoning verification for bail bonding services within the multiple suite commercial building at the subject property. The business would be located in Suite A-5-A in the building. (Note: The wellness center that was approved for the same suite in early 2023 has moved out.) The C-2 zoned commercial property has been the site of many businesses through the years. While this use is not allowed within the Tara Blvd. Overlay, per the current Table of Uses, it is allowed with an approved conditional use permit in C-2 zoning outside of the Tara Blvd. Overlay, with the following minimum conditions: Sec. 86-145. - NAICS 812990 All other personal services, including tattoo parlors. The following conditions are assigned in the H-1, H-2, O&I, M-X, C-1 and C-2 districts: (1) Dating and escort services shall be prohibited.

Ms. Magdalena Theophile, applicant came forward to speak in favor of the request.

3. Council to consider re-adoption of the Official Zoning Map for the City of Jonesboro, 24-MA-001, Ord. 2024-001.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Tracey Messick, Mayor Pro Tem
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

4. Council to consider renaming of Whiteline Street.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Asjah Miller, Councilwoman
SECONDER: Alfred A. Dixon, Councilmember
AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

5. Discussion regarding Jonesboro Internship Policy, created by Councilman Alfred Dixon.

RESULT: **TABLED [UNANIMOUS]**
MOVER: Tracey Messick, Mayor Pro Tem
SECONDER: Bobby Lester, Councilmember
AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

Councilman A. Dixon stated that he was able to oversee the last semester of interns, but he would love to expand the program to include other staff.

Minutes Acceptance: Minutes of Jan 8, 2024 6:30 PM (MINUTES)

He would like to have a discussion regarding a stipend for the interns.

The interns are receiving college credits, and it might be against college rules to receive a stipend.

Councilman A. Dixon will receive the rules from Clayton State University regarding internships.

Item was tabled for additional information.

6. Discussion regarding Red Zone Speed Cameras Agreement.

RESULT:	WITHDRAWN
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7. Discussion regarding revised Jonesboro Rules of Procedure and Code of Conduct for Elected Officials.

A discussion took place regarding the re-drafted proposed Roles and Responsibilities of the Mayor.

A discussion took place regarding the Mayor's absence from the City for a period to exceed more than twenty-four (24 hours).

Mayor Sartor read section Sec. 5 on Page 6.

No staff member shall be suspended or dismissed without twenty-four (24) hour notice to the members of the city council. The notification shall include the act violated as set forth in the City of Jonesboro's Personnel Policies and Procedures Handbook for staff members or the Ordinance violated. The notice must remain in compliance with all confidentiality laws. Should any council member disagree with the recommendation, they may call a special meeting/executive session to discuss the suspension or dismissal, and vote by majority to proceed with the suspension or dismissal action before the council. If all members are in agreement, the city manager shall proceed as policy dictates. No single elected official shall have the authority or power to discipline or dismiss an employee.

Attorney Denmark stated that the proposed document was received last week, and he do not to respond to the re-drafted proposed Roles and Responsibilities document without having the time to go through the proposed document. He stated that Councilman D. Dixon was notified that the attorney's office did not have enough time to analyze the proposed policy with the charter with the time allotted.

Mayor Sartor explained that there's some aspects of the charter that can be changed in-house (home rule), but structural changes has to go before legislation.

Minutes Acceptance: Minutes of Jan 8, 2024 6:30 PM (MINUTES)

After a discussion regarding how to move forward with revising the Roles and Responsibilities Policy, Mayor requested for the City Attorney's Office to hold off on moving forward with analyzing the document.

Attorney Denmark stated that Councilman D. Dixon requested his office to review the document. Attorney Denmark requested that the council speak in one voice and give him directions on how they want to proceed.

Mayor Sartor suggested having a public meeting/retreat to go over the document as a collective Body instead of one council member submitting the revisions.

Councilmen Dixon and Powell and Mayor Pro Tem Messick expressed that they wanted to move forward with giving the document to the Attorney's office to begin the process of analyzing for the purpose of outlining what changes can be made via Home Rule vs. what needs to go before State Legislation.

Mayor Sartor stated for the record, this document is restrictive to the duties and powers of the current sitting mayor and totally changes as what I do as a Mayor.

Councilwoman Miller asked if there was a general list of Home Rule items.

Attorney Denmark responded that Georgia Code Provision 36-35-3 outlines a list of items that must go to the Georgia General Assembly.

A discussion took place regarding Code Section 2.25.

Councilman Powell inquired about designating January 8, 2024, as the first read for the adoption of the proposed document.

Attorney Denmark responded - it was my understanding that council would have a discussion and out of the discussion, an ordinance, a charter amendment and other legislation. We typically do a first read on legislation that we want to adopt. I did not understand that this was the legislation.

We could not adopt this because it would require Charter amendments. It is not my recommendation that this be called a first read. There are many requirements for a Charter amendment, such as advertising and other procedural steps.

Attorney Denmark stated that he could bring back to the council a list of items that can be changed via Home Rule and a list that requires legislation.

Councilman D. Dixon stated that this is a proposed resolution.

Mayor Pro Tem Messick motioned to table the item, seconded by Councilman A. Dixon.

Mayor Sartor opposed.

XVI. REPORT OF MAYOR / CITY MANAGER

A. Dixon

Thanked everyone for coming out tonight. Happy belated Birthday to Councilman Powell.

Mayor Sartor
will participate.

MLK Parade next week - all Clayton County Cities and the county

Thanks to staff for work on the inauguration and thanks to David Allen for serving as Interim City Manager.

XVII. REPORT OF CITY COUNCILMEMBERS

XVIII. OTHER BUSINESS

- Executive Session for the purpose of discussing litigation and employment matters at 8:10 PM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Alfred A. Dixon, Councilmember
SECONDER: Tracey Messick, Mayor Pro Tem
AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

- Motion to reconvene Regular Session at 9:40 PM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Bobby Lester, Councilmember
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

- Motion to appoint Lt.Christopher Cato as Interim Police Chief.

RESULT: APPROVED [UNANIMOUS]
MOVER: Bobby Lester, Councilmember
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

XIX. ADJOURNMENT

- Motion to adjourn at 9:40 PM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Billy Powell, Councilmember
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, Miller, D. Dixon, Lester, Powell

Minutes Acceptance: Minutes of Jan 8, 2024 6:30 PM (MINUTES)

DR. DONYA L. SARTOR – MAYOR

MELISSA BROOKS – CITY CLERK

**CITY OF JONESBORO
SPECIAL CALLED MEETING
1859 CITY CENTER WAY
January 24, 2024 – 6:00 PM**

MINUTES

The City of Jonesboro Mayor & Council held their Special Called Meeting on Wednesday, January 24, 2024. The meeting was held at 6:00 PM at the Jonesboro Police Station, 1859 City Center Way, Jonesboro, Georgia.

I. CALL TO ORDER - MAYOR DONYA L. SARTOR

II. ROLL CALL - MELISSA BROOKS, CITY CLERK

Attendee Name	Title	Status	Arrived
Tracey Messick	Mayor Pro Tem	Present	
Alfred A. Dixon	Councilmember	Present	
Don D. Dixon	Councilmember	Present	
Bobby Lester	Councilmember	Present	
Asjah Miller	Councilmember	Present	
Billy Powell	Councilmember	Present	
Donya Sartor	Mayor	Present	
Melissa Brooks	City Clerk	Present	
David Allen	Community Development Director	Present	
Christopher Cato	Interim Police Chief	Present	
Pat Daniel	Assistant City Clerk	Absent	
Shelby Bentley	Executive Assistant	Present	
Winston Denmark	City Attorney	Present	

Minutes Acceptance: Minutes of Jan 24, 2024 6:00 PM (MINUTES)

III. EXECUTIVE SESSION - DISCUSSION OF PERSONNEL MATTERS

For the record, Councilman Lester was not present for the roll call, but would be joining the Executive Session via teleconference.

1. Motion to enter Executive Session at 6:03 PM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tracey Messick, Mayor Pro Tem
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, D. Dixon, Miller, Powell
ABSENT: Lester

2. Motion to reconvene the Special Called Meeting at 7:18 PM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tracey Messick, Mayor Pro Tem
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

IV. DECISION(S) FROM EXECUTIVE SESSION

1. Motion to agree with selective process of confirming a nominee for the city manager's position.

RESULT: APPROVED [UNANIMOUS]
MOVER: Asjah Miller, Councilmember
SECONDER: Tracey Messick, Mayor Pro Tem
AYES: Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

Mayor Sartor stated that the Charter states that “The mayor shall nominate with the confirmation of the city council a city manager”. She stated that the city will reopen the City Manager’s position. There have been modifications to the job description and an adjusted salary structure.

The panel will consist of members of the community, business owners along with a member of the city council and the mayor. The mayor and the member of council will be foreign members of the panel.

Mayor Sartor stated that she has forfeited her ability to move forth a nomination for city manager.

The nomination for the council’s confirmation will be based strictly on the panel’s recommendation.

The city council has agreed that barring anything strange, that they will confirm the nomination brought forth by the mayor from the results of the panel.

Councilman Powell voiced concerns about the confirmation of the city manager.

He stated that the majority vote of the city council would confirm the nomination for the city manager.

Mayor Pro Tem Messick motioned to nominate Don Dixon to serve on the City Manager’s Interview Panel.

City Attorney Denmark stated that there seems to be a disagreement in the process that was discussed in executive session.

City Attorney Denmark reiterated the plan of action.

He stated that the mayor agreed to forfeit her ability to nominate a city manager and allow the Interview Selection Panel to present a nomination to the city council for confirmation.

It was agreed that if there was nothing unusual or glaring regarding the nominee - the city council agreed to confirm the panel's selection.

Attorney Denmark gave examples of unusual or glaring or a red flag i.e. (conviction or accused of stalking someone or embezzlement of money).

Attorney Denmark stated that the following would not I would like someone with more experience, or I don't get a good feel for the nominee is not considered to be a reason to not confirm a nominee.

Criteria was set during the executive session- -candidate must have managed a city over 5000 residents.

- bachelor's degree or higher and etc..

Attorney Denmark said this is the art of compromise. Everybody is giving up something. The mayor is giving up the power to select who she wants the council to confirm and allow the selection panel (along with a member of the city council to select a nominee for the entire city council to confirm).

This motion is agreeing to confirm a nominee that is selected by the objective process - barring something unusual or strange or red flag.

Mayor Pro Tem Messick stated as always, the mayor will still have the ability to dismiss the city manager if for some reason they turn out not to be a good fit. The majority vote of the city council will still maintain their right to dismiss the city manager if they turn out not to be a good fit. This motion is agreeing to a method of confirming a nominee.

Attorney Denmark responded yes. That's correct.

2. Motion to select a member of city council to serve on the City Manager's Selection Panel.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Alfred A. Dixon, Councilmember
SECONDER:	Billy Powell, Councilmember
AYES:	Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

Don Dixon will serve on the City Manager's Selection Panel.

3. Motion to relieve David Allen as the Interim City Manager duties.

RESULT: **APPROVED [5 TO 1]**
MOVER: Tracey Messick, Mayor Pro Tem
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, D. Dixon, Lester, Powell
NAYS: Miller

Councilwoman Miller and Mayor Sartor opposed the motion.

V. ADJOURNMENT.

1. Motion to adjourn at 7:18 PM.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Billy Powell, Councilmember
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

DR. DONYA L. SARTOR – MAYOR

MELISSA BROOKS – CITY CLERK

Minutes Acceptance: Minutes of Jan 24, 2024 6:00 PM (MINUTES)

**CITY OF JONESBORO
SPECIAL CALLED MEETING
1859 CITY CENTER WAY
February 5, 2024 – 5:00 PM**

MINUTES

The City of Jonesboro Mayor & Council held their Special Called Meeting on Monday, February 5, 2024. The meeting was held at 5:00 PM at the Jonesboro Police Station, 1859 City Center Way, Jonesboro, Georgia.

I. CALL TO ORDER - MAYOR DONYA L. SARTOR

II. ROLL CALL - MELISSA BROOKS, CITY CLERK

Attendee Name	Title	Status	Arrived
Tracey Messick	Mayor Pro Tem	Present	
Alfred A. Dixon	Councilmember	Present	
Don D. Dixon	Councilmember	Present	
Bobby Lester	Councilmember	Present	
Asjah Miller	Councilmember	Present	
Billy Powell	Councilmember	Present	
Donya Sartor	Mayor	Present	
Melissa Brooks	City Clerk	Present	
David Allen	Community Development Director	Present	
Christopher Cato	Interim Police Chief	Absent	
Pat Daniel	Assistant City Clerk	Present	
Shelby Bentley	Executive Assistant	Present	
MiMichael Huening	City Attorney	Present	

Minutes Acceptance: Minutes of Feb 5, 2024 5:00 PM (MINUTES)

III. EXECUTIVE SESSION - DISCUSSION OF PERSONNEL MATTERS.

For the record, the following members of Mayor and City Council were present for roll call: Councilmembers: A. Dixon, Miller, Powell, and D. Dixon.

Mayor Pro Tem Messick and Councilman Lester joined the Executive Session while in progress.

1. Motion to reconvene the Special Called meeting at 6:05 PM.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Alfred A. Dixon, Bobby Lester
AYES: Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

IV. **DECISION(S) MADE FROM EXECUTIVE SESSION**

1. Motion to increase the Judge's pay to \$575.00 per session effective immediately.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Tracey Messick, Mayor Pro Tem
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

V. **ADJOURNMENT**

1. Motion adjourn the Special Called Meeting at 6:06 PM.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Don D. Dixon, Councilmember
SECONDER: Alfred A. Dixon, Councilmember
AYES: Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

DR. DONYA L. SARTOR – MAYOR

MELISSA BROOKS – CITY CLERK

**CITY OF JONESBORO
WORK SESSION
1859 CITY CENTER WAY
February 5, 2024 – 6:00 PM**

MINUTES

The City of Jonesboro Mayor & Council held their Work Session on Monday, February 5, 2024. The meeting was held at 6:00 PM at the Jonesboro Police Station, 1859 City Center Way, Jonesboro, Georgia.

I. CALL TO ORDER - MAYOR DONYA L. SARTOR

II. ROLL CALL - MELISSA BROOKS, CITY CLERK

Attendee Name	Title	Status	Arrived
Tracey Messick	Mayor Pro Tem	Present	
Alfred A. Dixon	Councilmember	Present	
Don D. Dixon	Councilmember	Present	
Bobby Lester	Councilmember	Present	
Asjah Miller	Councilmember	Present	
Billy Powell	Councilmember	Present	
Donya Sartor	Mayor	Present	
Melissa Brooks	City Clerk	Present	
David Allen	Community Development Director	Present	
Christopher Cato	Interim Police Chief	Absent	
Pat Daniel	Assistant City Clerk	Present	
Shelby Bentley	Executive Assistant	Present	
Michael Huening	City Attorney	Present	

Minutes Acceptance: Minutes of Feb 5, 2024 6:00 PM (MINUTES)

III. INVOCATION - PASTOR ROBERT TAYLOR, SHILOH BAPTIST CHURCH

IV. ADOPTION OF AGENDA

1. Motion to adopt the February 5, 2024, Work Session agenda as presented.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tracey Messick, Mayor Pro Tem
SECONDER: Alfred A. Dixon, Councilmember
AYES: Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

V. OTHER BUSINESS

A. Executive Session pertaining to employment matters

1. Motion to enter Executive Session at 6:10 PM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Alfred A. Dixon, Councilmember
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

B. Consider any action(s) if necessary based on decision(s) made in Executive Session.

1. Confirmation of nominee for Jonesboro's City Manager.

RESULT: APPROVED [5 TO 1]
MOVER: Tracey Messick, Mayor Pro Tem
SECONDER: Don D. Dixon, Councilmember
AYES: Messick, A. Dixon, D. Dixon, Lester, Powell
NAYS: Miller

At this time, Mayor Sartor made a nomination for Mr. Seddrick T. Hill, Sr. to fill the position of Jonesboro's City Manager.

Mayor Sartor gave thanks to the hiring panel for their participation in the process.

Mayor Sartor stated that the City Council agreed to confirm the highest scoring candidate.

Mayor Sartor stated that the reason that the confirmation is not unanimous is because they did not move forward with the process that was agreed upon.

Mayor Sartor stated that we are fortunate to have Mr. Hill.

VI. PUBLIC COMMENT

Amanda Rivera - Increase in minimum wage for city staff members.

Logan Matthews - Increase in minimum wage for city staff members.

VII. PRESENTATIONS

Erica Rocker with Clayton County Economic Development Department came forward to give a presentation on Commercial Beautification and Improvement Grant. This grant is

funded by the America Rescue Plan Act (ARPA). Ms. Rocker introduced the grant. She stated that the Clayton County Office of Economic Development received funding through the recently passed ARPA of 2021.

The ARPA funds received will be able to make a significant impact in the Clayton County Community. Using the funds by providing grants will improve the quality of life for Clayton County residents and businesses, to cover immediate needs and to create a long-term investment for the county's future.

The purpose of the grant is to assist properties with exterior repairs, enhancements, and improvements.

Eligible applicants may apply for a grant of up to \$75,000 to: Promote a consistently high-quality environment that will be attractive to residents and visitors.

Promote retail to service activities and increase tenant occupancy within our shopping centers.

Create an attractive environment where residents, visitors and business owners gain a sense of civic pride.

Promoting additional improvement by the participants, and neighboring properties

Eligibility

Property must be zoned for commercial.

Applicants must be in good standing with Clayton County on all tax payments.

Buildings and shopping centers must have 50% or greater occupancy.

Must complete all scope of work.

Property 75,000 SF or less

Property must not be under contract, foreclosure, or for sale.

Properties that do not qualify: Package stores, adult entertainment, gambling activities, gas stations, financial institutions, gun/weapon shops, religious institution.

A discussion took place regarding how grant funding would be administered to eligible applicants.

Helpful information will be added to the City's website.

VIII. PUBLIC HEARING

IX. WORK SESSION

1. Discussion regarding possible minimum wage increase for hourly City workers.

Ms. Karen with Georgia Working Families Party came forward to speak regarding the wages of Jonesboro's employees. She stated that the organization seeks ways to eradicate the issues that affect communities. She stated that most of Jonesboro's Public Work employees make less than \$20 per hour. In order to grow and expand the city, it is important to pay good wages to the employees.

Mayor Sartor requested to move the minimum wage to \$19.00 per hour.

Before voting, The Council requested to see how the budget would be affected if the following minimum wage was considered for employees:

\$19.00 per hour

\$20.00 per hour

\$22.00 per hour

2. Discussion regarding a certain tract of land to be de-annexed from the City into unincorporated Clayton County pursuant to a signed petition. Tract of land lying and being in the City of Jonesboro, Georgia, as described in Deed Book 10846, Pages 350 to 352 (Parcel No. 12016D B001Z). Said aforementioned property which is currently zoned as City R-2 (Single-Family Residential) will be rezoned to a County zoning per County Ordinances. Applicant is Key Street, LLC.

RESULT: OLD BUSINESS

Community Development Director David Allen came forward to give an overview of the agenda item. He stated that

Purpose & Description of the Request - The City of Jonesboro received an application for de-annexation in January 2024 from Harold Cunliffe / Key Street, LLC. The applicant had first communicated his desire to have the City tract brought into the County in the summer of 2023. - The applicant seeks to de-annex a 9.3-acre parcel abutting land he already owns in Clayton County from the City into the County. - The intent is to unite the subject parcel with existing Clayton County residential subdivision parcels under one jurisdiction (Clayton County) and to finish the residential subdivision on the de-annexed parcel. None of the residential lots will be allowed to have driveways onto Key Street in the City. Background Information - The 9.3 acres is currently wooded and undeveloped. The tract, as well as the tract directly across the Key Street right-of-way (City) and the tract to the directly to the east of the subject tract, are all currently owned by Key Street LLC. Several years ago, another owner talked with city staff about annexing a portion of the County subdivision into the city and developing the subject parcel as part of a city subdivision. However, due to the unsuitability of Key Street for high frequency access and the quality of the homes being proposed, the proposal never advanced. There was also confusion with the proposal over which municipality would citizen services. - Application for annexation/rezoning has been officially accepted and assigned a case number, 24-MA-002, Ord. 2024-002. - As per O.C.G.A., Clayton County has already approved a resolution for de-annexation of the parcel. - The ad in the Clayton News Daily announcing the public hearing was run on Wednesday, January 24, 2024.

The applicant came forward to speak in favor of the request.

3. Discussion regarding Alcohol Beverage Pouring license, 24-ALC-001, to dispense beer, wine & distilled spirits at 188 North Avenue, Jonesboro, Georgia 30236. The legal business name is Rendezvous Event Center and Banquet Hall. Mageedah Wood has requested to be the License Representative.

Community Development Director David Allen came forward to give an overview of the agenda item. He stated that the applicant, Mageedah Wood, is

applying for a new consumption on premises of beer, wine, and distilled spirits for the Rendezvous Event Center and Banquet Hall located at 188 North Avenue. The event center has already received zoning approval. Background: 1. This location currently does not have an Alcohol Beverage License to pour distilled spirits, beer and wine. Applicant has been approved to operate an event center at this location. 2. The subject restaurant is not located within any special district. Surrounding zoning, general plan land use designations and existing uses are primarily C-2 (Highway Commercial). 3. Purpose. The purpose of the C-2 commercial district is to accommodate intense retail and service commercial uses along Jonesboro's arterial highways. A broad range of such uses anticipates traffic from surrounding areas traveling through the city and affords a broad segment of the business community access to the large customer volumes associated with such locations. The automobile is the principal means of transit for shoppers in this district, and convenient on-premises parking is a primary concern. Given the value of arterial locations intended to capture heavy retail traffic, such industrial uses as manufacturing, distribution and processing are prohibited in order to reserve high visibility and enhanced access locations for highway commercial uses. 4. Factual. This property has had several event centers over the years but has not been occupied for over a year.

4. Discussion regarding Conditional Use Permit application, 24-CU-002, for a new Clayton County government complex, by Clayton Co. Board of Commissioners, property owner, and Claudia Haines, of Nelson Worldwide, applicant, for properties along Old Poston Road and Tara Boulevard (Parcel Nos. 05239 240001 and 05239 033002), Jonesboro, Georgia 30236.

Community Development Director David Allen came forward and gave an overview of the agenda item. He stated that the agency's recommendation is Approval of Conditional Use application.

In late 2022 / early 2023, the decision was made by the Clayton County Board of Commissioners to move their government offices currently on Smith Street to undeveloped properties within the City of Jonesboro at the corner of Tara Boulevard and Old Poston Road, across the highway from Low Temp Industries. The two County owned parcels here are Parcel 05239 240001 and 05239 033002, both zoned City M-X (Mixed-Use) and will remain in the city. The combined parcels will consist of a new County administrative building, combining multiple facets of County government under one roof. There is also room for several future government buildings, including a new fire station. The buildings and parking areas will be interspersed throughout the site, along with lawn areas and a pavilion to make a more parklike setting.

Ms. Claudia Haines of Nelson Worldwide, applicant for properties along Old Poston Road and Tara Blvd. came forward and gave details regarding the proposed project.

5. Discussion regarding Variance application, 24-VAR-001, concerning certain development standards for a new Clayton County government complex, by Clayton Co. Board of Commissioners, property owner, and Claudia Haines, of Nelson Worldwide, applicant, for properties along Old Poston Road and Tara Boulevard (Parcel Nos. 05239 240001 and 05239 033002), Jonesboro, Georgia 30236.

Community Development Director David Allen came forward and gave an overview of the agenda item. He stated that the agency's recommendation is Approval of Variance applications.

In late 2022 / early 2023, the decision was made by the Clayton County Board of Commissioners to move their government offices currently on Smith Street to undeveloped properties within the City of Jonesboro at the corner of Tara Boulevard and Old Poston Road, across the highway from Low Temp Industries. The two County owned parcels here are Parcel 05239 240001 and 05239 033002, both zoned City M-X (Mixed-Use) and will remain in the City. The combined parcels will consist of a new County administrative building, combining multiple facets of County government under one roof. There is also room for several future government buildings, including a new fire station. The buildings and parking areas will be interspersed throughout the site, along with lawn areas and a pavilion to make a more parklike setting.

6. Discussion regarding proposal by Economic Development Director to establish a Market Committee to oversee the activities of the organization currently known as the City of Jonesboro Farmers Market.

RESULT:	CONSENT AGENDA ITEM	Next: 2/12/2024 6:00 PM
----------------	----------------------------	--------------------------------

Consensus to establish a Market Committee to oversee the activities of the Farmers Market.

7. Discussion regarding possible increase in annual vacant commercial building fee.

Economic Development Director Andrew Simpson came forward and gave an overview of the agenda item.

He stated that he is proposing an increase in the annual vacant commercial building fee. He stated that Vacant Commercial buildings are causing an issue in the revitalization of our downtown. Without the rehabilitation and renovation of these buildings in 2024, our downtown efforts will be stalled until these vacant buildings become occupied. I am asking Council for the vacancy fee to be raised from \$200 annually to \$2000 annually. The fee amount shall double for each year the property remains vacant. Commercial, office, and industrial buildings which have an active building permit or are already undergoing the plan review / permitting process shall be exempt from this fee, but said buildings which have obtained some type of zoning approval (rezoning, conditional use permit, zoning appeal, variance or zoning verification of permitted use) shall be assessed the penalty fee if more than 180 days occur

between zoning approval and commencement of the plan review and / or permitting process. Zoning approvals must remain current to avoid penalties. Re-application of expired zoning approvals, as well as denials of unpermitted uses, shall not be considered part of the permitting process. The Vacant Building Registry Ordinance for commercial buildings was approved by the Mayor and Council in July 2023. The original fee structure was as follows: (g) For commercial, office, and industrial buildings that have remained “vacant occupiable” for longer than 180 days in a tax year, whether consecutive or non-consecutive, shall be annually assessed a \$200 penalty fee, in addition to the registration fee established in Sec. 34-3 (c). The fee amount shall double for each year the property remains vacant. The Economic Development Director’s proposal would increase the fee tenfold, which may be too much for the present. 2024 is the first full year that the fee will be implemented anyway; therefore, the city has no data on the current fee amount’s effects on incentivizing or de-incentivizing investment.

The Council requested to see additional information at next meeting - square footage scale.

8. Discussion regarding Historic Preservation Commission Re-Appointments.

Community Development Director David Allen came forward. He stated that Staff needs to bring the Historic Preservation Board re-appointments up to date. Currently, the 5-person Board has four serving members: Betsy Wester, Jule Segner, Alison Murphy, and Laura Dupuis, who all do a great job. The City is searching for a quality fifth board member. Mayor and Council Staff has looked back at meeting minutes and found the following re-appointments from January 2020: Betsy Wester - 3 year term expires 1/1/23 Jule Segner - 2 year term expires 1/1/22 Alison Murphy - 3 year term expires 1/1/23 Since these have all expired, staff is recommending the same board members for more terms: Betsy Wester - 3 year term expires 2/1/27 Jule Segner - 2 year term expires 2/1/26 Alison Murphy - 3 year term expires 2/1/27 (Laura Dupuis’ term is still good through August 2025 (2 year).)

(Note: Section 42-28 of the Code restricts members from serving more than two consecutive terms. However, we currently have an experienced, quality Board that staff would like to keep. In addition, new volunteers for Board service are hard to come by in a small city.) Fiscal Impact (Include projected cost, approved budget amount

9. Discussion regarding Design Review Commission Re-Appointments.

Staff needs to address re-appointments to the Design Review Commission at the next Council meeting. The reappointments and expirations got lost in the shuffle through the years.

From code: (3) Members shall serve three-year terms. Members may not serve more than two consecutive terms unless otherwise approved by majority vote of the Mayor and City Council.

In order to achieve staggered terms, initial appointments shall be: one member for one year; two members for two years; and two members for three years.

Bonnie Shekarabi - appointed at start of Board in 2018; no record of re-appointment

Kimberly Lightford - appointed at start of Board in 2018; no record of re-appointment

Barbara Casey Lane - appointed in August 2018; no record of re-appointment

Tammary Dowdell - appointed in January 2020 to replace Sam Fleet; term supposedly expired August 2020; no record of re-appointment

Ricky McKenzie - started service February 2021; no term specified; assuming 3 year term, it would expire February 2024

Code says initial appointments were staggered - one member for one year; two members for two years; and two members for three years.

Going to assume Bonnie and Kim as three-year terms. Barbara and Tammary has two-year terms.

Ricky's from this point forward would be a one-year, to keep it consistent with code.

Proposals for re-appointments for February 2024

Bonnie Shekarabi - three-year term to expire 2/1/27

Kimberly Lightford - three-year term to expire 2/1/27

Barbara Casey Lane - two-year term to expire 2/1/26

10. Update on Public Works activities in January.

Public Works Director John Burdin came forward to give an update on his departments activities.

1. Break-down of Christmas decorations.

2. Cleaned/reorganized top shop (right side), staged all safety equipment, cones, signs, etc. to this area.

3. Removed 30 yards of trash (pallets, broken boards, buckets, trashcans etc.) from top shop (right side).

4. Hauled 3 trailers loads of scrap metal to recycling center from top right shop. Checks were turned in to City Hall.
5. Began the process of moving “Jonesboro” trash bins to top shop (right side), to create a more uniform storage area. Should be completed in February.
6. Crews have completed leaf removal from streets/curbs on west side of “city” - 114,840 linear ft (21.75 miles) of curb line.
7. Ran sanitation each week. However, on the week of January 15th we delayed route 1 hour and cycled out crews to warm up. Route was still completed each day despite the extreme temperatures.
8. Filled up three 30-yard dumpsters of limbs, leaves, etc.
9. Began thinning out of trees and debris on bank behind police department at JCC.
10. Assisted with set up break down for inauguration.
11. Changed oil in 3 vehicles in-house.
12. Replaced 1 truck tire.
13. Replaced 1 damaged backhoe tire (front).
14. Tree emergency on Carriage Lane early morning hours of 1/10/24. Was forced to close road due to low hanging lines.
15. Began thinning and rejuvenation pruning at 162 and 170 S. Main St.
16. Two hydraulic hoses replaced on sanitation truck were completed in-house.
17. Set-up, break-down, and worked MLK Parade.
18. Continued to work with Whitley engineering for final plans/specifications for 100 Gloria Dr. renovations. 19. We have placed order for 3 parklets from Archatrak for Main Street.
20. Purchased 48” Gravely Pro-Stance. This will assist Jonesboro Public Works employees in performing the maintenance of the JCC landscape.

X. ADJOURNMENT

1. Motion to adjourn at 8:28 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Billy Powell, Councilmember
SECONDER:	Don D. Dixon, Councilmember
AYES:	Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

DR. DONYA L. SARTOR – MAYOR

MELISSA BROOKS – CITY CLERK

Minutes Acceptance: Minutes of Feb 5, 2024 6:00 PM (MINUTES)

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary		Agenda Item # 12.1 - 1
			COUNCIL MEETING DATE February 12, 2024
Requesting Agency (Initiator) Office of the City Manager		Sponsor(s) Mr. Simpson	
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Council to approve establishment of a Market Committee to oversee the activities of the organization currently known as the City of Jonesboro Farmers Market. Committee shall consist of 3 vendors, 1 councilmember, and 1 person currently serving on other City committee or board.			
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Approval of Initial Proposal			
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Economic Development, Innovative Leadership			
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Attached is a proposal by the Economic Development Director Andrew Simpson to establish a Market Committee to oversee the activities of the organization currently known as the City of Jonesboro Farmers Market, in order to better benefit the vendors and the citizens from 2024 onward. Once the committee language is approved, the committee shall consist of 3 vendors, 1 councilmember, and 1 person currently serving on other City committee or board.			
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> n/a			
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> City of Jonesboro Market 2024			
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Approval			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date February, 12, 2024	
Signature	City Clerk's Office	

City of Jonesboro Market 2024 Committee Proposal

Name

Until there are majority of Farm vendors with produce at the market, it would be better to provide a true picture of the market and call it “The Market”. If this situation changes, and there are a majority of Farmers attending, then it should again be called the Farmers and Makers Market.

Committee Proposal

The committee is made up of five (5) individuals. Three (3) are Market vendors. One (1) is to be a member of city council. One (1) is from a city board, Main Street DDA, Historic Preservation, Beautification or Design Review. Each member of the committee will be appointed by City Council after an application process, reviewed by the Mayor and City Manager. All Market board members to be subject to the same background checks as other city boards.

Budget

The Board of Directors of the Market governs the financial status of the organization and where money is to be spent. Expenditures can only be based and spent on fees already received.

Fees

My recommendation is that all fees be received by April 1 so the board has an idea of what they can afford to spend on advertising. Fees will remain paid to the City of Jonesboro and the board will inform the city of how they would like the fees to be expended.

Market Members

Market members will sign up online and will complete an application. Once the application has been reviewed, then the applicant will be informed whether their application has been successful. All applications are to be reviewed by staff at the City of Jonesboro.

Length of The Market

The board will confirm the dates for the season of the market and the times that the market will operate.

Inclement Weather

The board will decide whether the market will be cancelled either due to inclement weather or excessive heat. If the market is to be cancelled, then The Market Manager will contact each vendor by phone to inform them of the cancellation.

The Market Manager

A Market Manager appointed by the board usually oversees day-to-day operations and short-term planning. The Market manager could be a volunteer in the rotation of others or a permanent appointment for the duration of the season.

Some of their duties would include:

- Recruit farmers
- Go to necessary public meetings and hearings.
- Promote the market.
- Attract feature stories in the local press.
- Carry out the directives of the Board of Directors.
- Make sure restrooms are accessible.
- Market Manager settles disputes and conflicts.
- Contacting organizations for advertising opportunities.
- Placing advertising at downtown locations for the market or liaising with public works to do so.
- City Liaison

The Market Manager and board of directors must work together to provide cohesive leadership of the market as a whole.

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # - 2
		COUNCIL MEETING DATE February 12, 2024
Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen	
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Council to approve Historic Preservation Commission re-appointments: Betsy Wester for a 3-year term expiring 2/1/27; Jule Segner for a 2-year term expiring 2/1/26; and Alison Murphy for a 3-year term expiring 2/1/27.		
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Historic Preservation Commission Re-Appointments		
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Historic Preservation, Innovative Leadership		
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Staff needs to bring the Historic Preservation Board re-appointments up to date. Currently, the 5-person Board has four serving members: Betsy Wester, Jule Segner, Alison Murphy, and Laura Dupuis, who all do a great job. The City is searching for a quality fifth board member. Mayor and Council Staff has looked back at meeting minutes and found the following re-appointments from January 2020: Betsy Wester – 3 year term expires 1/1/23 Jule Segner – 2 year term expires 1/1/22 Alison Murphy – 3 year term expires 1/1/23 Since these have all expired, staff is recommending the same board members for more terms: Betsy Wester – 3 year term expires 2/1/27 Jule Segner – 2 year term expires 2/1/26 Alison Murphy – 3 year term expires 2/1/27 (Laura Dupuis' term is still good through August 2025 (2 year).) (Note: Section 42-28 of the Code restricts members from serving more than two consecutive terms. However, we currently have an experienced, quality Board that staff would like to keep. In addition, new volunteers for Board service are hard to come by in a small city.)		
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> n/a		
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date February, 12, 2024	
Signature	City Clerk's Office	

Approval



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

12.3

- 3

COUNCIL MEETING DATE

February 12, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Council to approve Design Review Commission re-appointments: Bonnie Shekarabi for a 3-year term expiring 2/1/27; Kimberly Lightford for a 3-year term expiring 2/1/27; Barbara Casey Lane for a 2-year term expiring 2/1/26; Tammary Dowdell for a 2-year term expiring 2/1/26; and Ricky McKenzie for a 1-year term expiring 2/1/25.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Design Review Commission Re-Appointments

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes
Community Planning, Neighborhood and Business Revitalization, Innovative Leadership

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Staff needs to address re-appointments to the Design Review Commission at the next Council meeting. The re-appointments and expirations got lost in the shuffle through the years.

From code:

(3) Members shall serve three-year terms. Members may not serve more than two consecutive terms unless otherwise approved by majority vote of the Mayor and City Council. In order to achieve staggered terms, initial appointments shall be: one member for one year; two members for two years; and two members for three years.

Bonnie Shekarabi – appointed at start of Board in 2018; no record of re-appointment

Kimberly Lightford - appointed at start of Board in 2018; no record of re-appointment

Barbara Casey Lane - appointed in August 2018; no record of re-appointment

Tammary Dowdell – appointed in January 2020 to replace Sam Fleet; term supposedly expired August 2020; no record of re-appointment

Ricky McKenzie – started service February 2021; no term specified; assuming 3 year term, it would expire February 2024

Code says initial appointments were staggered - one member for one year; two members for two years; and two members for three years.

Going to assume Bonnie and Kim as three-year terms. Barbara and Tammary as two-year terms. Ricky's from this point forward would be a one-year, to keep it consistent with code.

Therefore,

Proposals for re-appointments for February 2024 Council:

Bonnie Shekarabi – three-year term to expire 2/1/27

Kimberly Lightford – three-year term to expire 2/1/27

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

February, 12, 2024

Signature

City Clerk's Office

Barbara Casey Lane – two-year term to expire 2/1/26

Tammary Dowdell - two-year term to expire 2/1/26

Ricky McKenzie - one-year term to expire 2/1/25

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

n/a

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

•

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # 13.1 - 1
		COUNCIL MEETING DATE February 12, 2024
Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Mayor Sartor	
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Council to consider minimum wage increase for certain hourly City employees.		
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Review Proposed Wage Rates		
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Safety, Health and Wellbeing		
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> The Mayor is proposing a minimum wage increase for hourly City workers. The current lowest hourly rate is \$15.59. The original proposal was to raise the minimum rate to \$17.95 an hour to come closer to achieving a living wage for full-time employees in the City. Current number of hourly employees in the City below \$17.40 / hour: 10 <u>Update for 2.12.24 Meeting:</u> It was proposed to generate rates for these employees at \$19 an hour, \$20 an hour, and \$22 an hour to see what the budget impact would be.		
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> To Be Determined		
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •		
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Tbd		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date February, 12, 2024	
Signature	City Clerk's Office	



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

13.2

- 2

COUNCIL MEETING DATE

February 12, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Council to consider Alcohol Beverage Pouring license, 24-ALC-001, to dispense beer, wine & distilled spirits at 188 North Avenue, Jonesboro, Georgia 30236. The legal business name is Rendezvous Event Center and Banquet Hall. Mageedah Wood has requested to be the License Representative.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Chapter 6 Alcoholic Beverages

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes

Economic Development, Community Planning, Neighborhood and Business Revitalization

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

The applicant, Mageedah Wood, is applying for a new consumption on premises of beer, wine, and distilled spirits for the Rendezvous Event Center and Banquet Hall located at 188 North Avenue. The event center has already received zoning approval.

Background:

1. This location currently does not have an Alcohol Beverage License to pour distilled spirits, beer and wine. Applicant has been approved to operate an event center at this location.
2. The subject restaurant is not located within any special district. Surrounding zoning, general plan land use designations and existing uses are primarily C-2 (Highway Commercial).
3. Purpose. The purpose of the C-2 commercial district is to accommodate intense retail and service commercial uses along Jonesboro's arterial highways. A broad range of such uses anticipates traffic from surrounding areas traveling through the city and affords a broad segment of the business community access to the large customer volumes associated with such locations. The automobile is the principal means of transit for shoppers in this district, and convenient on-premises parking is a primary concern. Given the value of arterial locations intended to capture heavy retail traffic, such industrial uses as manufacturing, distribution and processing are prohibited in order to reserve high visibility and enhanced access locations for highway commercial uses.
4. Factual. This property has had several event centers over the years but has not been occupied for over a year.

Facts & Issues:

1. David Allen, Community Development Director, has reviewed the application packet. All requirements, per Chapter 6-Alcoholic Beverages, were met.
2. The Jonesboro Chief of Police has conducted a computerized criminal history records check for the applicant and recommends approval. The most recent records check (January 2024) was approved.
3. As required by Section 6-39, the applicant has submitted the required land survey. Per Section 6-47, for dealers of distilled spirits, regardless of whether malt beverages and/or wine is also sold, the licensee's premises cannot be located within 100 yards of any church building or within 200 yards of any school or education building, school ground, or college campus as defined in O.C.G.A. § 3-3-21.

For dealers of distilled spirits, wine or malt beverages, the licensee's premises cannot be located within 100 yards of any

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

February, 12, 2024

Signature

City Clerk's Office

alcoholic treatment center as defined in O.C.G.A. § 3-3-21. The survey presented shows that the nearest church (Jonesboro Church of God in Christ) is 1056 yards away, nearest school (Future Leaders Christian Academy) is 362 yards away, and the nearest Alcohol Treatment Center is 1.1 miles away. Nearest alcohol sales location is the QuikTrip across North Avenue from the subject property – 255 yards away.



Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

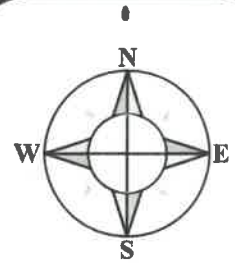
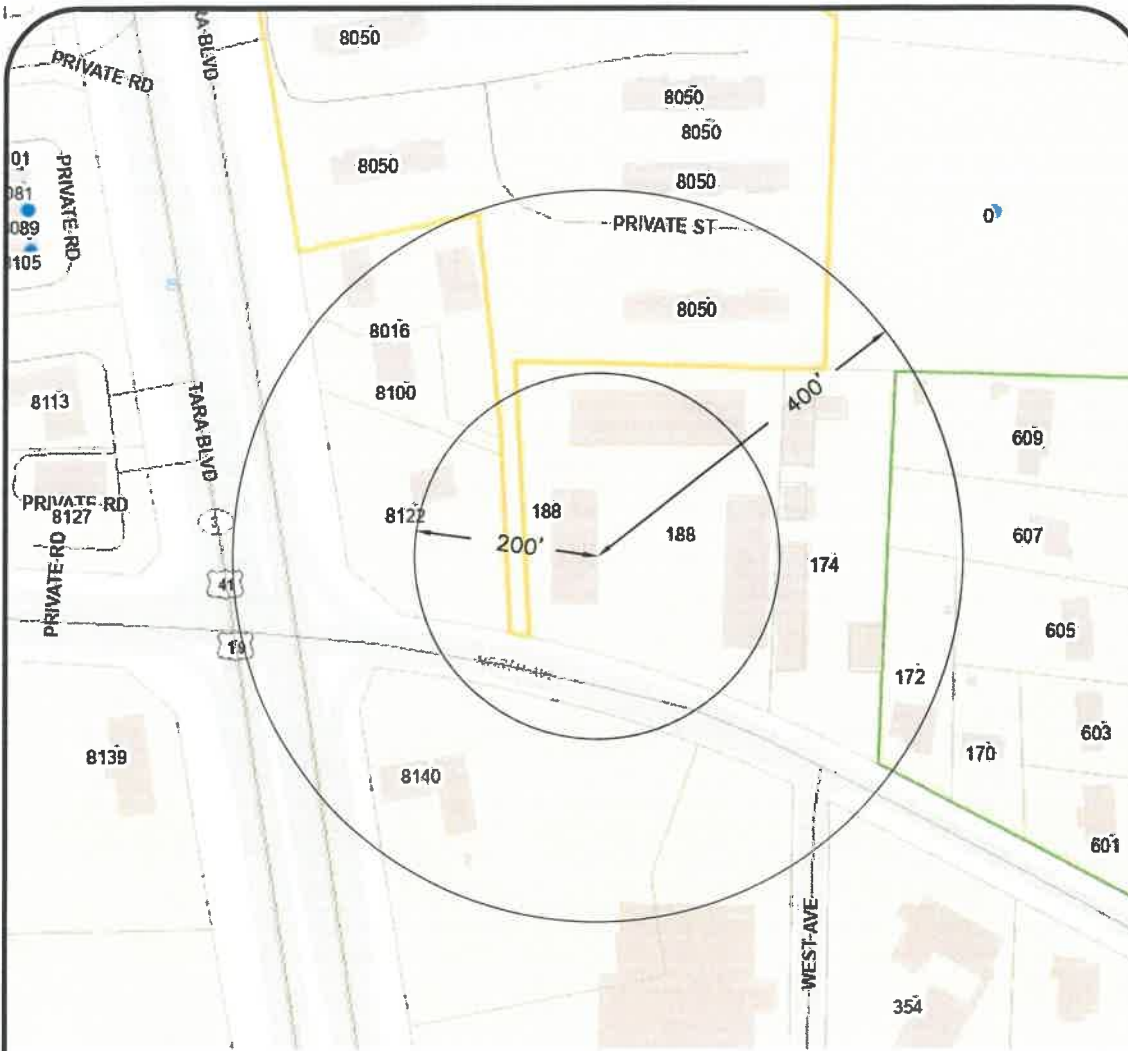
Liquor License Cost - \$4500
Application Fee - \$500

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Survey
- Legal Notice Event Center - 188 North Avenue February 2024
- Sign
- Meeting Notice Letter

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

MAGNETIC
NORTH

SCALE: 1"=200'

ALCOHOL SURVEY
 PREPARED FOR: MARCUS WOOD
 188 NORTH AVE.
 JONESBORO, GA. 30236
 LAND LOT 210, 13TH DISTRICT
 CITY OF JONESBORO
 CLAYTON COUNTY
 GEORGIA - 12/13/2023

NEAREST SCHOOL: ±1.088'
 FUTURE LEADERS CHRISTIAN ACADEMY
 354 WEST AVENUE
 JONESBORO, GA 30236

NEAREST CHURCH: ±3.168'
 JONESBORO CHURCH OF GOD IN CHRIST
 256 NORTH MAIN STREET
 JONESBORO, GA 30236

NEAREST ALCOHOL SALES: ±766'
 QUIKTRIP
 8140 TARA BLVD
 JONESBORO, GA 30236

NEAREST ALCOHOL TREATMENT CENTER: ±5.808'
 ANGELS RECOVERY
 124 SOUTH MAIN STREET
 JONESBORO, GA 30236

THE DISTANCE MEASURED FROM THE FRONT DOOR, WHERE THE ALCOHOLIC BEVERAGES ARE SOLD, IN A STRAIGHT LINE TO THE NEAREST PUBLIC SIDEWALK, WALKWAY, STREET, ROAD OR HIGHWAY; ALONG SUCH PUBLIC SIDEWALK, WALKWAY, STREET, ROAD OR HIGHWAY BY THE NEAREST ROUTE TO THE MAIN PUBLIC ENTRANCE OF THE BUILDING, OR THE NEAREST PORTION OF THE GROUNDS, OF ANY CHURCH BUILDING OR SCHOOL BUILDING ACCORDING TO THE FOLLOWING STANDARDS: (CITY OF JONESBORO SECT 6-39)

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON FOR ALCOHOL PERMIT OR LICENSE APPLICATION PURPOSES ONLY AND DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT A RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON.



FOR THE FIRM
 BOUNDARY ZONE, INC.
 LSF #839
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PROVIDING SERVICES FOR METRO
 ATLANTA, RALEIGH-DURHAM &
 CENTRAL FLORIDA.

GRAPHIC SCALE - IN FEET



PROJECT
 2627101

SHEET
 1 OF 1

Attachment: Survey (3704 : 188 North Avenue Alcohol License)

Legal Notice

An application has been submitted to the City of Jonesboro Mayor and City Council for an Alcohol Beverage Pouring license to dispense beer, wine & distilled spirits at 188 North Avenue, Jonesboro, Georgia 30236. The legal business name is Rendezvous Event Center and Banquet Hall. Mageedah Wood has requested to be the License Representative. The application will be granted or denied by Mayor and City Council at 6:00 p.m. on February 12, 2024. The required Public Hearing will also be held at that time. Mayor & Council will first discuss the item at their Work Session to be held on February 5, 2024. Both meetings will be held in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, Ga. 30236.

David Allen
Interim City Manager / Community Development Director

Publish 1/24/2024



CITY OF JONESBORO

PUBLIC NOTICE

An application has been filed for a

ALCOHOL POURING LICENSE

at this location

188 NORTH AVENUE

A PUBLIC HEARING on this application will be held on

FEBRUARY 12 20 24 at **6 p.m.**

1859 CITY CENTER WAY

Any questions, call City Hall at 770-478-3800
Date of Posting -

JANUARY 25 20 24

ATTENTION
DO NOT REMOVE UNTIL ABOVE MEETING DATE
Anyone caught defacing or removing this sign shall be guilty of a misdemeanor



MEMORANDUM

To: Mageedah Wood
1423 Swiftwater Circle
McDonough, Ga. 30252

From: David D. Allen
City of Jonesboro
1859 City Center Way
Jonesboro, GA 30236

Date: January 30, 2024

Re: Notification of Request for Alcohol Pouring License, 188 North Avenue; Tax Map Parcel No. 13239B B005

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro has received your request for the following requested alcohol pouring license for the above referenced property.

A Public Hearing has been scheduled for Monday, February 12, 2024 at 6:00 p.m. before the Jonesboro Mayor and City Council to consider the request as described above. The meeting will be conducted in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, Ga. A Work Session for this item will be held on Monday, February 5, 2024 at 6:00 p.m., also in the court chambers of the Jonesboro City Center. If you have any questions, please do not hesitate to contact me at 770-570-2977 or at dallen@jonesboroga.com.

Sincerely,

A handwritten signature in black ink, appearing to be "D. Allen", with a long horizontal stroke extending to the right.

David D. Allen
Community Development Director / Zoning Administrator



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

13.3

- 3

COUNCIL MEETING DATE

February 12, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Council to consider Conditional Use Permit application, 24-CU-002, for a new Clayton County government complex, by Clayton Co. Board of Commissioners, property owner, and Claudia Haines, of Nelson Worldwide, applicant, for properties along Old Poston Road and Tara Boulevard (Parcel Nos. 05239 240001 and 05239 033002), Jonesboro, Georgia 30236.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Section 86-105 O&I District Purpose and Standards; Additional Conditional Uses, Sec. 86-528

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes

Community Planning, Neighborhood and Business Revitalization

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Agency recommendation – **Approval of Conditional Use application**; In late 2022 / early 2023, the decision was made by the Clayton County Board of Commissioners to move their government offices currently on Smith Street to undeveloped properties within the City of Jonesboro at the corner of Tara Boulevard and Old Poston Road, across the highway from Low Temp Industries. The two County owned parcels here are Parcel 05239 240001 and 05239 033002, both zoned City M-X (Mixed-Use) and will remain in the City. The combined parcels will consist of a new County administrative building, combining multiple facets of County government under one roof. There is also room for several future government buildings, including a new fire station. The buildings and parking areas will be interspersed throughout the site, along with lawn areas and a pavilion to make a more parklike setting.

“Executive, Legislative, and other General Government Support” requires a conditional use permit in M-X zoning. They must comply with the following standards:

Sec. 86-528. NAICS 9211 – Executive, Legislative, and Other General Government Support

The following conditions are assigned in the M-X district:

- (1) Must be located on a street having a classification of collector or greater. **Tara Blvd is an arterial street, and Old Poston Road is a County collector road for many of the residential subdivisions to the west of Tara Blvd.**
- (2) Off-street parking and/or drop-off space adequate to meet the needs of the proposed facility shall be provided. **Complies. See site plan.**
- (3) Must be located in a stand-alone building (no planned centers, connected storefronts sharing a common wall, or lots with zero lot line development or shared parking). **Complies.**
- (4) Height regulations. The maximum height for buildings abutting a residential district or use shall be three stories or 35 feet as measured at any point 30 feet from any common property line. Building height may be increased one foot for every additional foot beyond a distance of 30 feet from any common property line.; however, no building shall ever exceed a total height of 75 feet. **Top of parapet is 50 feet. The Gateway South Overlay, with which the subject parcels are also located in, is the governing factor for building design in the area and allows for a maximum of 4 stories and 60 feet in height.**

The use meets all of these standards. While being a County government building (which essentially can be approved in its own right), officials agree that it is most proper to go through the same process as a private

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

February, 12, 2024

Signature

City Clerk's Office

development would, for record's sake, much like the Clayton County IT building did several years ago, just north of the subject property.

13.3

The facility will help with many of the County government's space challenges. It will benefit the City in terms of the quality architecture being the "second pillar" of the southern gateway into the City limits, alongside Low Temp Industries on the east side of Tara Boulevard.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

County SPLOST funds

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Zoning Info
- Site Context
- Property Pictures
- Letter
- Site Plan
- Building Design
- Conditional Use - Old Poston Road - Clayton County Government Complex - Legal Notice
- Zoning Sign
- Meeting Notice Letter

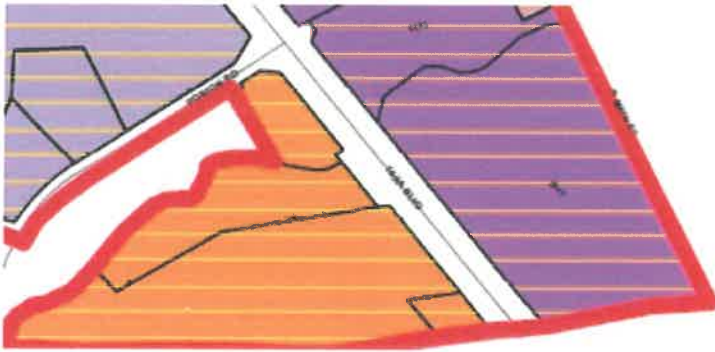
Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

David Allen

From: David Allen
Sent: Tuesday, March 28, 2023 4:54 PM
To: Claudia Haines; Ricky , L. Clark, Jr.; Donya Sartor
Cc: Zach Handac; Todd Smiley
Subject: RE: Clayton County Administrative Building project - New Site

So, the Clayton Co. property is zoned M-X, Mixed Use (orange parcels below).



2017 NAICS Code	USES	R- 2	R- 4	R- C	CCM	RM	H- 1	H- 2	O&I	MX	C- 1	C- 2	M- 1	Code Section
9211	Executive, Legislative, and Other General Government Support	N	N	N	P	N	P	P	P	C	N	N	N	Sec. 86-528

This use requires a conditional use permit in M-X zoning. (Can be heard the same night as any necessary design variances.

Tara Blvd. Overlay, Sec. 86-109:

(k) Architectural standards. The following architectural standards shall apply:

(1) Minimum facade height. A minimum facade height of 18 feet shall be maintained on arterial and collector roadways.
(2) Street orientation. Principal building entrances shall be oriented to public streets wherever possible. When approved by the zoning administrator, a principal building entrance may be oriented to a side yard provided said entrance is not more than 100 feet from the right-of-way of an adjacent street and directly connected to the adjacent street frontage by a continuous sidewalk not less than five feet in width.

(l) Parking standards. Off-street parking shall be required as in article XIII, Parking, loading and interior circulation of the zoning ordinance, except as provided below.

(1) Location. No more than 50 percent of the required number of parking spaces for a non-residential zoning district and/or use shall be located in the front yard

Parking location not mentioned in Gateway South Overlay, which is mostly architectural standards.

From: Claudia Haines <chains@nelsonww.com>
Sent: Thursday, March 23, 2023 11:54 AM
To: David Allen <dallen@jonesboroga.com>; Ricky , L. Clark, Jr. <rclark@jonesboroga.com>
Cc: Zach Handac <zhandac@accura.com>; Todd Smiley <Todd.Smiley@claytoncountyga.gov>
Subject: RE: Clayton County Administrative Building project - New Site

Thank you Mr. Allen, I will review prior to our meeting next week.

Claudia Haines
 Senior Project Manager
 Director

Office 770 209 9393
 Direct 678 262 0009
chains@nelsonww.com
WWW.NELSONWORLDWIDE.COM

NELSON

5200 Avalon Blvd.
 Alpharetta, GA 30009

From: David Allen <dallen@jonesboroga.com>
Sent: Thursday, March 23, 2023 10:43 AM
To: Claudia Haines <chains@nelsonww.com>; Ricky , L. Clark, Jr. <rclark@jonesboroga.com>
Cc: Zach Handac <zhandac@accura.com>
Subject: RE: Clayton County Administrative Building project - New Site

TAKE CARE: This email message is coming from outside of NELSON.

The new Clayton County Administrative Center site will be in the City's Gateway South Overlay District, with its own architectural guidelines.

From: Claudia Haines <chains@nelsonww.com>
Sent: Tuesday, March 14, 2023 10:15 AM
To: David Allen <dallen@jonesboroga.com>; Ricky , L. Clark, Jr. <rclark@jonesboroga.com>
Cc: Zach Handac <zhandac@accura.com>
Subject: RE: Clayton County Administrative Building project - New Site
Importance: High

Good Morning Mr. Clark,
 Is there a way we can get on your schedule in the next couple of weeks to review the attached master plan in person for the new Clayton County Administrative Center?

Any early afternoon will work for us if you have availability.

Please let us know and thank you for your help,
 Claudia

Attachment: Zoning Info (3702 : Clayton County Government Complex)

Claudia Haines
Senior Project Manager
Director

Office 770 209 9393
Direct 678 262 0009
chaines@nelsonww.com
WWW.NELSONWORLDWIDE.COM

NELSON

5200 Avalon Blvd.
Alpharetta, GA 30009

From: David Allen <dallen@jonesboroga.com>
Sent: Monday, February 27, 2023 11:59 AM
To: Claudia Haines <chaines@nelsonww.com>; Ricky , L. Clark, Jr. <rclark@jonesboroga.com>
Cc: Zach Handac <zhandac@accura.com>; Todd Smiley <Todd.Smiley@claytoncountyga.gov>; Henry Cantwell <hcantwell@nelsonww.com>
Subject: RE: Clayton County Administrative Building project - New Site

TAKE CARE: This email message is coming from outside of NELSON.

I will defer to Mr. Clark's schedule.

From: Claudia Haines <chaines@nelsonww.com>
Sent: Monday, February 27, 2023 11:57 AM
To: David Allen <dallen@jonesboroga.com>; Ricky , L. Clark, Jr. <rclark@jonesboroga.com>
Cc: Zach Handac <zhandac@accura.com>; Todd Smiley <Todd.Smiley@claytoncountyga.gov>; Henry Cantwell <hcantwell@nelsonww.com>
Subject: Clayton County Administrative Building project - New Site

Good Morning Mr. Allen and Mr. Clark,
We have been working with Clayton County on locating their new Administrative Building on a new site off of Old Poston Road & Tara Boulevard. The property has already been purchased by the County and we're working on updating our Site Plan and Civil construction documents. The exterior & interior design of the building has not changed, only the location. We would not be proposing a parking deck structure and would instead have plenty of space for surface parking on the property.

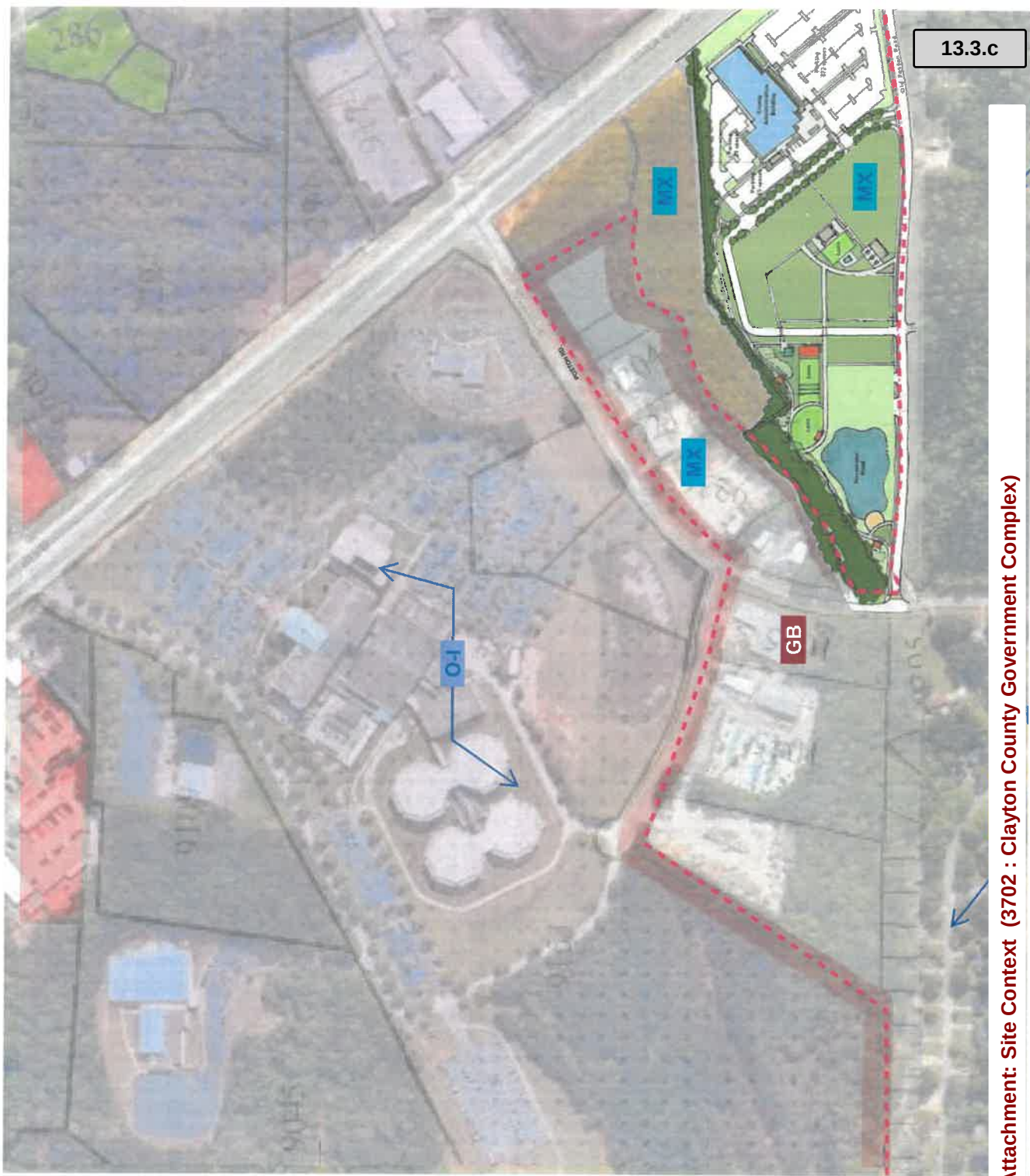
Attached you will find the final Master Plan concept with building location and what could be expected on the rest of the site in the future.

We would like to request a meeting with you to go through the plan and zoning requirements for the site to make sure we can move forward with the rest of the updates. Do you have time this week or next so we can go down and take a look at this together?

Thank you for your time and hopefully we can meet with you soon.

Regards,
Claudia

Attachment: Zoning Info (3702 : Clayton County Government Complex)





200 ft



Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2024 50 ft

Google Maps 9989 US-19

Jonesboro, Georgia

Google Street View

Feb 2023 See more dates



Image capture: Feb 2023 © 2024 Google



Google Maps 9987 Tara Blvd

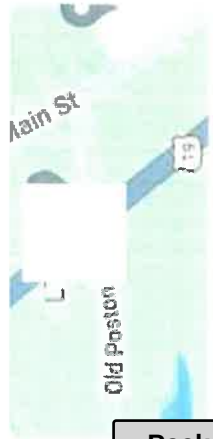
Jonesboro, Georgia

Google Street View

Feb 2023 See more dates



Image capture: Feb 2023 © 2024 Google



Google Maps 9987 Tara Blvd

Jonesboro, Georgia

Google Street View

Feb 2023 See more dates

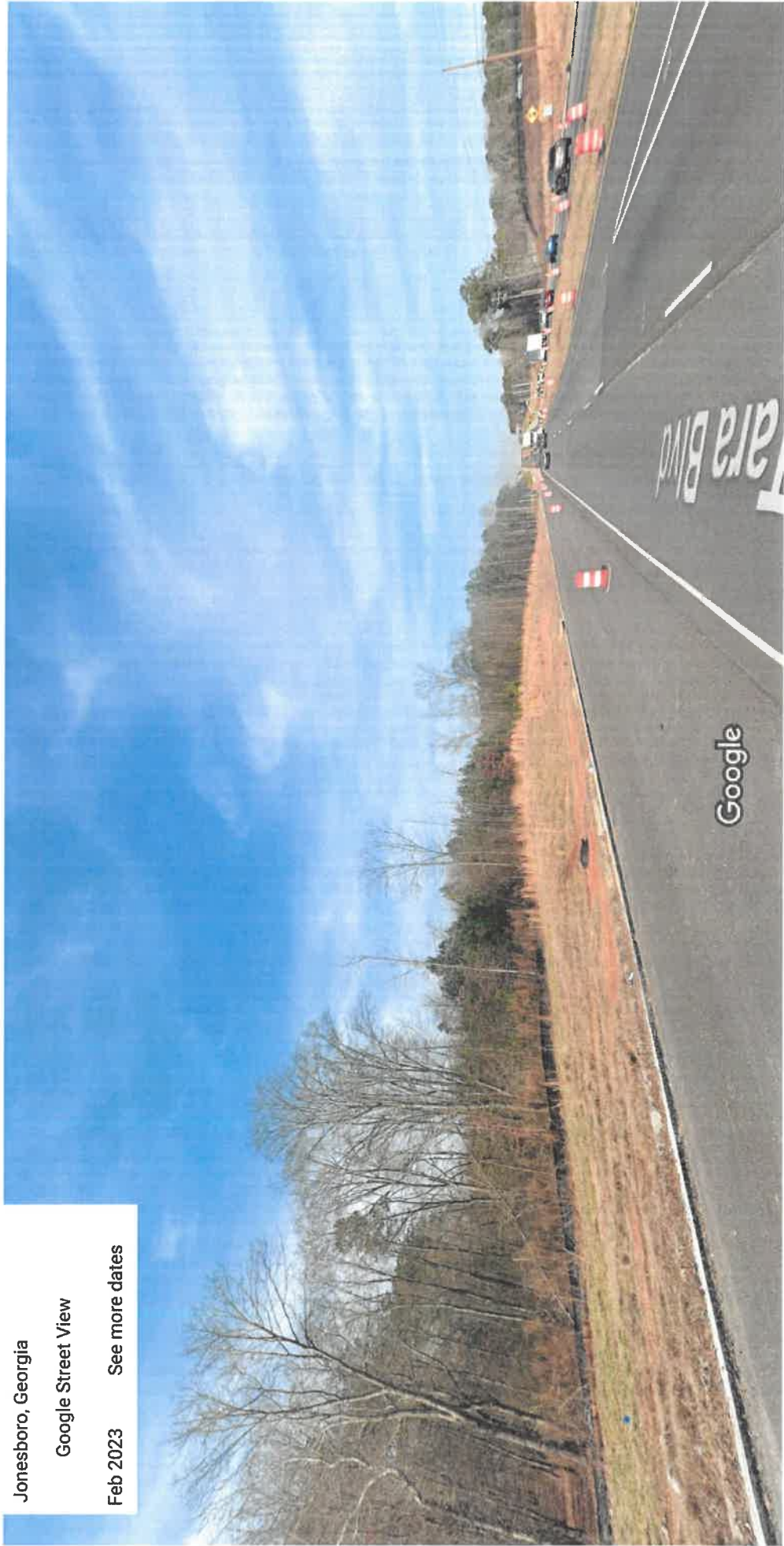


Image capture: Feb 2023 © 2024 Google



Google Maps 9163 Old Poston Rd

Jonesboro, Georgia

Google Street View

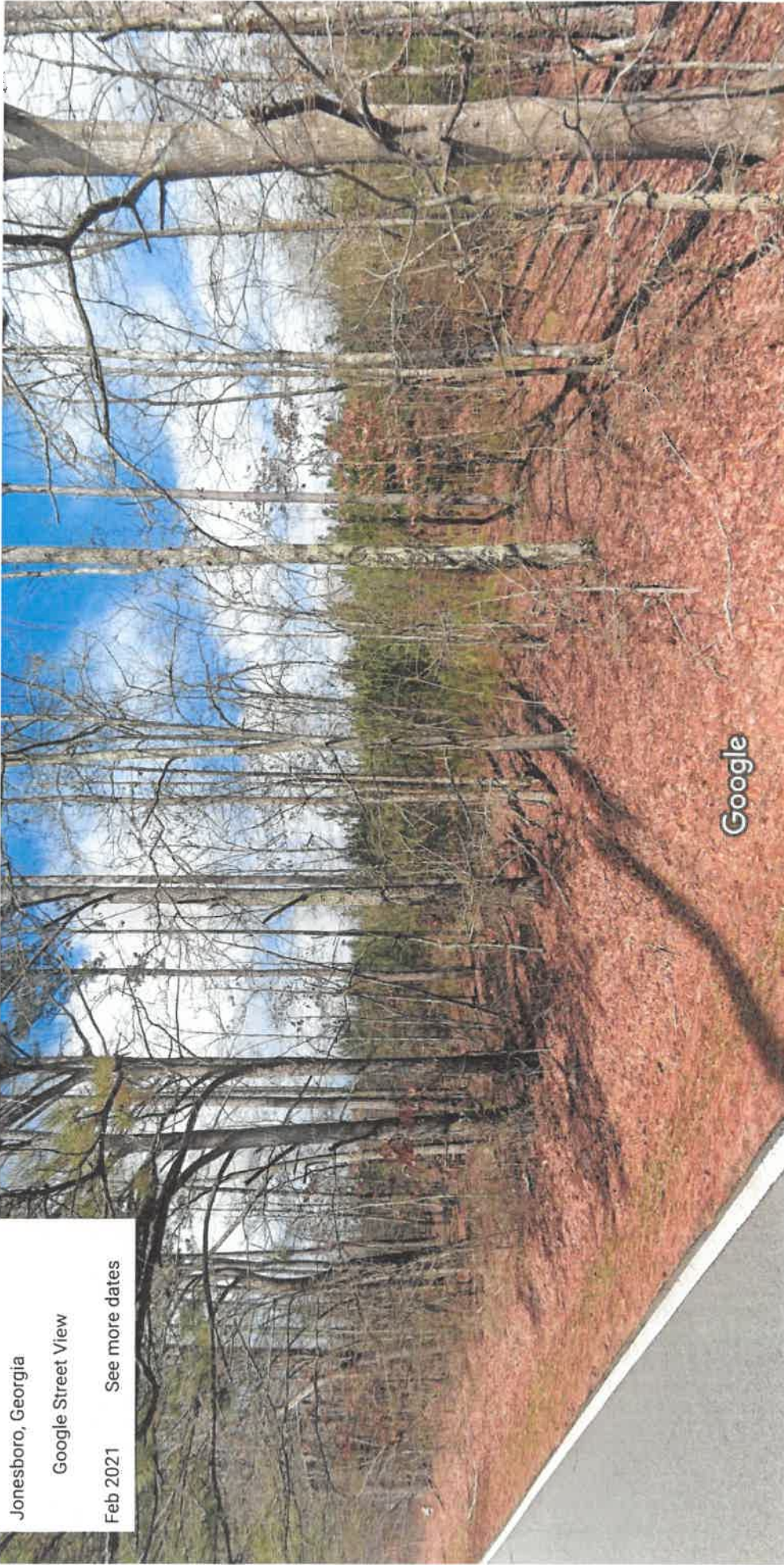
Feb 2021 See more dates



Image capture: Feb 2021 © 2024 Google



Google Maps 9170 Old Poston Rd

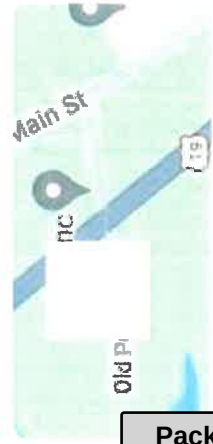


Jonesboro, Georgia

Google Street View

Feb 2021 See more dates

Image capture: Feb 2021 © 2024 Google



JONESBORO CITY COUNCIL

DR. DONYA SARTOR, MAYOR
 TRACEY MESSICK, MAYOR PRO TEM
 BOBBY LESTER, COUNCIL MEMBER
 BILLY POWELL, COUNCIL MEMBER
 ED WISE, COUNCIL MEMBER
 ALFRED DIXON, COUNCIL MEMBER
 DON DIXON, COUNCIL MEMBER



July 24, 2023

**Ben Hopkins
 Clayton Co. Building and Maintenance
 1376 Government Circle
 Jonesboro, Ga. 30236**

Re: Proposed Clayton County Administration Building; Tara Blvd. / Old Poston Road

Dear Mr. Hopkins:

Per the meeting today with you, Chief Merkison, Mr. Fox, and Mayor Sartor today, the City is confirming that the present location and orientation of proposed County administrative buildings off of as shown on the conceptual plan today is fine with myself and the Mayor. Per a future MOU between the City and the County, the County will handle all structural review and inspections for the development, and the City will review and approve all design and zoning related aspects for the development.

As a reminder, per an email to Claudia Haines on March 28, 2023, the property is zoned M-X, Mixed Use, and all government buildings require a conditional use hearing for that zoning. This can be heard, at the earliest, on the September 11th Council meeting. There may be design variances required as well, depending on conformity with the architectural standards of the Gateway South Overlay District and the City's parking standards. These could be heard at the same meeting as the conditional use.

Sincerely,

David D. Allen,
 Interim City Manager
 Community Development Director

Attachment: Letter (3702 : Clayton County Government Complex)

DEVELOPMENT SUMMARY

County Admin Building	105,000 sf	417 sp
Future Buildings	100,000 sf	300 sp
Fire Station, 3 bay	7,800 sf	22 sp

Exercise station
throughout site

Future county
30,000 sf, 2

8' and 12' foot trails and nature paths

Restroom and maintenance

Gathering and picnic pavilion

Covered seating areas

Terrace levels across lawn
following topography

Lawn areas for a variety of
community event programming

Stormwater park with plaza overlooking
pond, connected to trails and located for
connection to residential community and
trail network on the south side of Old
Poston Road

Proposed new fire station (3 bay) with

OLD POSTON ROAD
(60' R/W)

13.3.f

Attachment: Site Plan (3702 : Clayton County Government Complex)

DEVELOPMENT SUMMARY

County Admin Building	105,000 sf	417 sp
Future Buildings	100,000 sf	300 sp
Fire Station, 3 bay	7,800 sf	22 sp

8' and 12' foot trails and nature paths

Restroom and maintenance

Gathering and picnic pavillion

Covered seating areas

Terrace levels across lawn following topography

Lawn areas for a variety of community event programming

Stormwater park with plaza overlooking pond, connected to trails and located for connection to residential community and trail network on the south side of Old Poston Road



Proposed new fire station (3 bay) with

13.3.f

Primary materials consists of cast stone masonry units in earth tone colors, full height glass, and metal panels

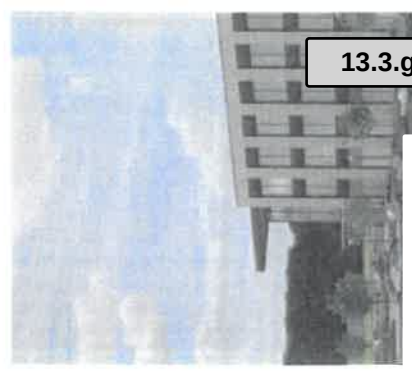


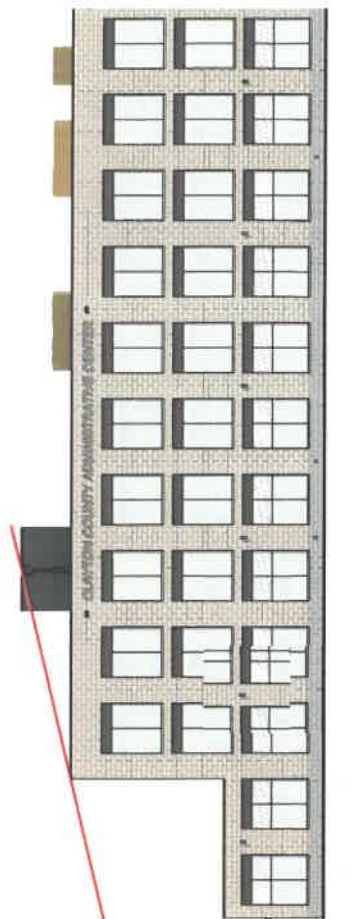
NORTHWEST CORNER

Entrance features a combination of canopies, overhangs, and display windows



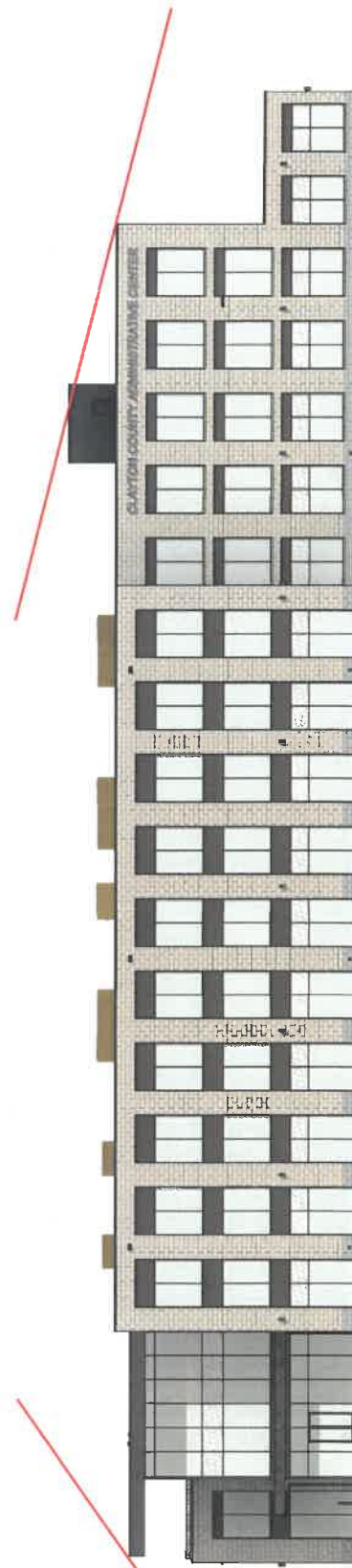
Attachment: Building Design (3702 : Clayton County Government Complex)





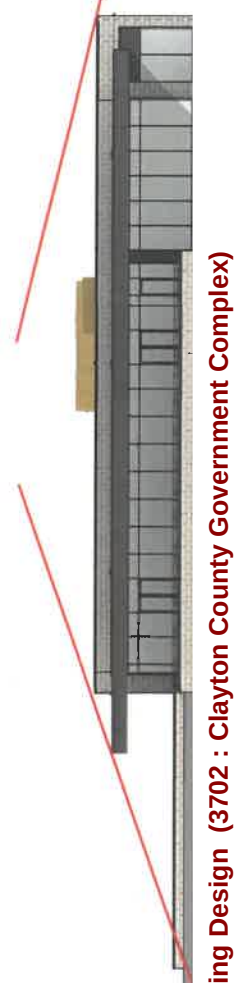
NORTH ELEVATION

Tara Blvd.



SOUTH ELEVATION

Main entry drive



13.3.g

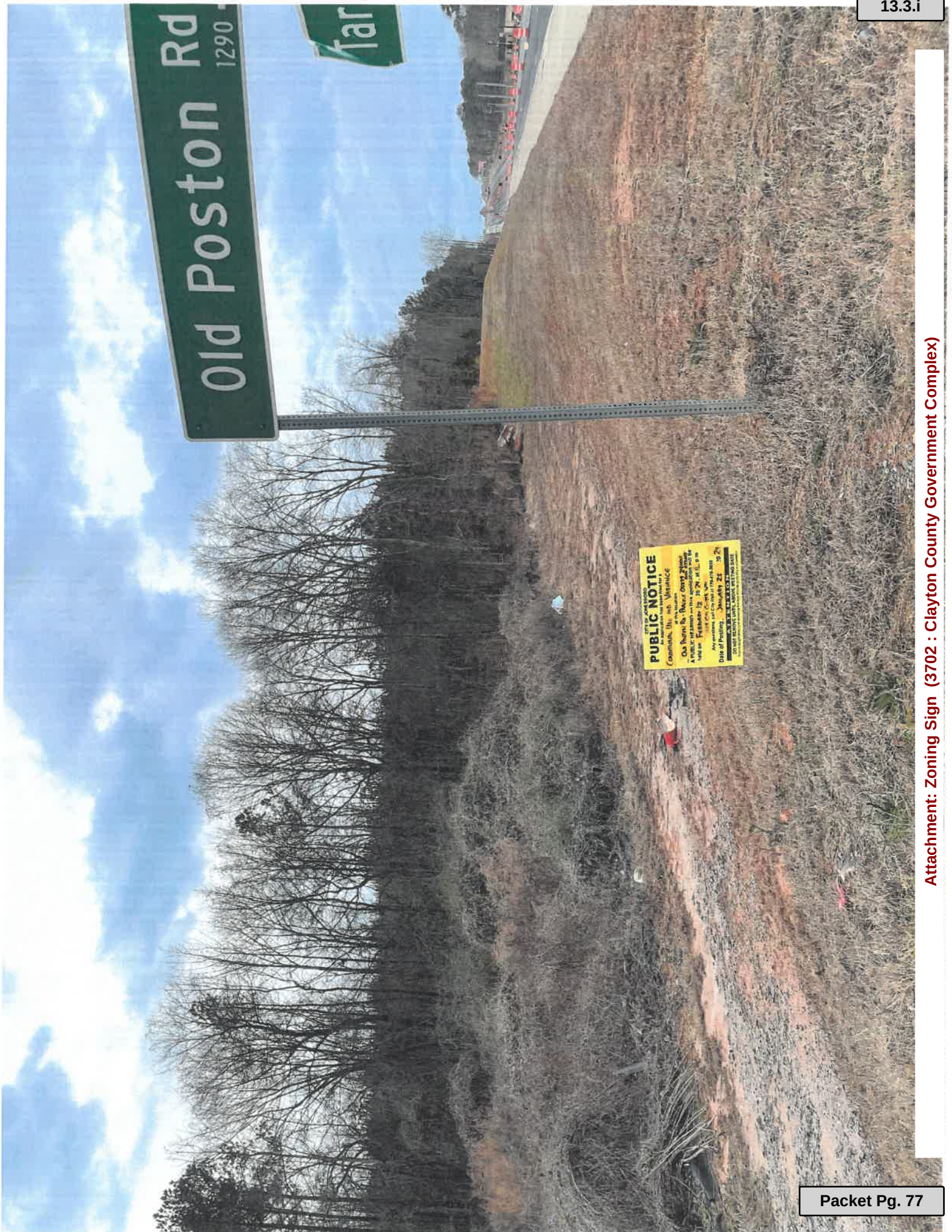
Attachment: Building Design (3702 : Clayton County Government Complex)

Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on February 12, 2024, in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA, to consider a Conditional Use Permit application for a new Clayton County government complex, by Clayton Co. Board of Commissioners, property owner, and Claudia Haines, of Nelson Worldwide, applicant, for properties along Old Poston Road and Tara Boulevard (Parcel Nos. 05239 240001 and 05239 033002), Jonesboro, Georgia 30236. Mayor & Council will first discuss the item at their Work Session, to be held on February 5, 2024 at 6 pm, also in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA

David Allen
Community Development Director

Publish 1/24/24



Attachment: Zoning Sign (3702 : Clayton County Government Complex)

CITY OF JONESBORO PUBLIC NOTICE

An application has been filed for a

CONDITIONAL Use AND VARIANCE

at this location

Old Poston Rd - PARCELS 05239 240001
AND 033002

A PUBLIC HEARING on this application will be
held on **FEBRUARY 12** 20**24**, at **6** p.m.

1859 CITY CENTER WAY

Any questions, call City Hall at 770-478-3800

Date of Posting - **JANUARY 25** 20**24**

ATTENTION

DO NOT REMOVE UNTIL ABOVE MEETING DATE

Anyone caught defacing or removing this sign shall be guilty of a misdemeanor



MEMORANDUM

To: Claudia Haines
Nelson Worldwide
5200 Avalon Boulevard
Alpharetta, Ga. 30009

From: David D. Allen
City of Jonesboro
1859 City Center Way
Jonesboro, GA 30236

Date: January 29, 2024

Re: Notification of Request for Conditional Use Permit – Old Poston Road / Tara Boulevard, Parcel Nos. 05239 240001 and 05239 033002

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro has received your request for a conditional use permit for the above referenced property concerning the following:

- County government complex

A Public Hearing has been scheduled for Monday, February 12, 2024 at 6:00 pm before the Jonesboro Mayor and City Council to consider the request as described above. A Work Session has been scheduled on the same item for Monday, February 5, 2024 at 6:00 pm. The meetings will be conducted in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, Ga.

Should you have any questions regarding the decision, please do not hesitate to contact me at 770-478-3800 or at dallen@jonesboroga.com.

Sincerely,

David D. Allen
Community Development Director / Zoning Administrator



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

13.4

- 4

COUNCIL MEETING DATE

February 12, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Council to consider Variance application, 24-VAR-001, concerning certain development standards for a new Clayton County government complex, by Clayton Co. Board of Commissioners, property owner, and Claudia Haines, of Nelson Worldwide, applicant, for properties along Old Poston Road and Tara Boulevard (Parcel Nos. 05239 240001 and 05239 033002), Jonesboro, Georgia 30236.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Sec. 86-118, Gateway South Overlay Standards; Sec. 86-109, Tara Blvd. Overlay Standards

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes

Beautification, Community Planning, Neighborhood and Business
Revitalization

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Agency recommendation – **Approval of Variance applications**; In late 2022 / early 2023, the decision was made by the Clayton County Board of Commissioners to move their government offices currently on Smith Street to undeveloped properties within the City of Jonesboro at the corner of Tara Boulevard and Old Poston Road, across the highway from Low Temp Industries. The two County owned parcels here are Parcel 05239 240001 and 05239 033002, both zoned City M-X (Mixed-Use) and will remain in the City. The combined parcels will consist of a new County administrative building, combining multiple facets of County government under one roof. There is also room for several future government buildings, including a new fire station. The buildings and parking areas will be interspersed throughout the site, along with lawn areas and a pavilion to make a more parklike setting.

“Executive, Legislative, and other General Government Support” requires a conditional use permit in M-X zoning. The site plan and building design presented also require a few development variances.

While being a County government building (which essentially can be approved in its own right), officials agree that it is most proper to go through the same process as a private development would, for record's sake, much like the Clayton County IT building did several years ago, just north of the subject property. Thus, the conditional use and variance applications for a county government use are routine, perfunctory measures, they are proper measures.

The facility will help with many of the County government's space challenges. It will benefit the City in terms of the quality architecture being seen as the “second pillar” of the southern gateway into the City limits, alongside Low Temp Industries on the east side of Tara Boulevard.

The development lies within both the Gateway South Overlay and the Tara Blvd. Overlay. However, the architectural standards of the Gateway South Overlay trumps the Tara Blvd. Overlay. **Potential variance items are in red below.**

(j) *Maximum building height. 4 stories and 60 feet. No building shall be erected that would exceed the elevation of the Clayton County Courthouse. Buildings having a height greater than that of the courthouse may be approved, provided that the site elevation will permit such construction to remain below the highest point of the courthouse. **Building will be 50 feet tall maximum. The old Clayton County courthouse is not within view of this property.***

(2) *Permitted primary materials. Primary building materials for the exterior wall facade most directly facing Tara*

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

February, 12, 2024

Signature

City Clerk's Office

Boulevard or South Main Street shall be constructed, at a minimum, of 70% full-depth brick (not veneers) plus the following options for the remainder of the wall facade: cast stone, cementitious siding (Hardiboard), high-quality stucco or glass. Primary building materials for exterior wall facades not directly facing, but still viewable from Tara Boulevard or South Main Street shall be constructed, at a minimum, of 50% full-depth brick (not veneers) plus the following options for the remainder of the wall facades: cast stone, cementitious siding (Hardiboard), high-quality stucco or glass. (Note: With the priority being majority brick façades, the 40% window coverage requirement for the Tara Boulevard Overlay District will not be considered.) **Building will be primarily cast stone masonry units, with an abundance of glass and some metal panel accents. While not exactly brick, the cast stone masonry units are a high-quality material. An abundance of glass will be very attractive, but with the glass percentage being well above 40%, it will cause the "70% full-depth brick" requirement to not be met.**

(3) *Permitted accent materials.* Accent building materials for all exterior wall facades may include brick, textured concrete masonry units, wood panels (including wood shake), metal panels, and metal canopies. **The metal panel accents will mostly be near the roofline.**

(5) *Color.* All materials shall be earth-tone in color, as approved by the Design Review Commission and the Mayor and City Council. **Complies.**

(8) *Minimum facade height.* A minimum facade height of 18 feet shall be maintained on arterial and collector roadways. **Complies.**

There are two variance items in regards to Tara Blvd. Overlay standards (non-architectural), Sec. 86-109:

(2) *Street orientation.* Principal building entrances shall be oriented to public streets wherever possible. When approved by the zoning administrator, a principal building entrance may be oriented to a side yard provided said entrance is not more than 100 feet from the right-of-way of an adjacent street and directly connected to the adjacent street frontage by a continuous sidewalk not less than five feet in width.

The main building is proposed to face the intersection corner of Tara Blvd and Old Poston Road, identical to the Clayton County IT building a little further north. This gives a better sense of entrance into the City, rather than the main entrance facing directly onto Tara Blvd and a less attractive building side facing the the intersection corner of Tara Blvd and Old Poston Road. Per the attached letter, the Mayor and Interim City Manager already gave unofficial approval of this building orientation in July 2023, in order for the conceptual drawings to progress.

(l) *Parking standards.* Off-street parking shall be required as in article XIII, Parking, loading and interior circulation of the zoning ordinance, except as provided below.

(1) *Location.* No more than 50 percent of the required number of parking spaces for a non-residential zoning district and/or use shall be located in the front yard.

Due to the desired orientation of the building already mentioned, and due to security reasons to provide protected, separated parking for government officials at the back of the building, 80% of the required parking for the main building will be located in the front yard. However, a robust landscape plan with street trees and landscape islands will be required.

The intent of the Overlay districts can still be achieved by approving these variances. This will be a quality development by the County and will prove to be a catalyst for more quality growth in the southern portion of the City.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

County SPLOST funds

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- Zoning Info
- Property Pictures
- Site Plan
- Letter
- Building Design
- Gateway South Overlay
- Tara Blvd Overlay
- Variance - Old Poston Road - Clayton County Government Complex - Legal Notice
- Zoning Sign
- Meeting Notice Letter

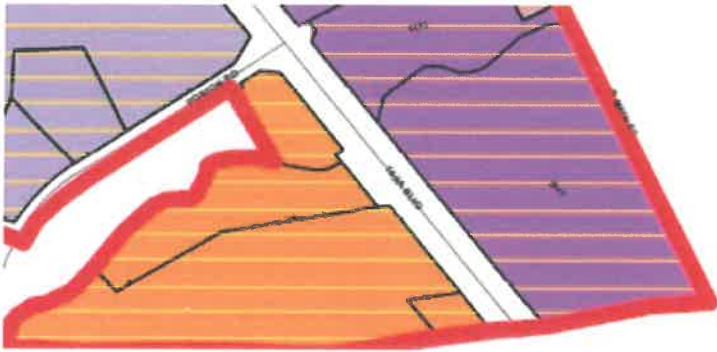
Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

David Allen

From: David Allen
Sent: Tuesday, March 28, 2023 4:54 PM
To: Claudia Haines; Ricky , L. Clark, Jr.; Donya Sartor
Cc: Zach Handac; Todd Smiley
Subject: RE: Clayton County Administrative Building project - New Site

So, the Clayton Co. property is zoned M-X, Mixed Use (orange parcels below).



2017 NAICS Code	USES	R- 2	R- 4	R- C	CCM	RM	H- 1	H- 2	O&I	MX	C- 1	C- 2	M- 1	Code Section
9211	Executive, Legislative, and Other General Government Support	N	N	N	P	N	P	P	P	C	N	N	N	Sec. 86-528

This use requires a conditional use permit in M-X zoning. (Can be heard the same night as any necessary design variances.

Tara Blvd. Overlay, Sec. 86-109:

(k) Architectural standards. The following architectural standards shall apply:

(1) Minimum facade height. A minimum facade height of 18 feet shall be maintained on arterial and collector roadways.
(2) Street orientation. Principal building entrances shall be oriented to public streets wherever possible. When approved by the zoning administrator, a principal building entrance may be oriented to a side yard provided said entrance is not more than 100 feet from the right-of-way of an adjacent street and directly connected to the adjacent street frontage by a continuous sidewalk not less than five feet in width.

(l) Parking standards. Off-street parking shall be required as in article XIII, Parking, loading and interior circulation of the zoning ordinance, except as provided below.

(1) Location. No more than 50 percent of the required number of parking spaces for a non-residential zoning district and/or use shall be located in the front yard

Parking location not mentioned in Gateway South Overlay, which is mostly architectural standards.

From: Claudia Haines <chains@nelsonww.com>
Sent: Thursday, March 23, 2023 11:54 AM
To: David Allen <dallen@jonesboroga.com>; Ricky , L. Clark, Jr. <rclark@jonesboroga.com>
Cc: Zach Handac <zhandac@accura.com>; Todd Smiley <Todd.Smiley@claytoncountyga.gov>
Subject: RE: Clayton County Administrative Building project - New Site

Thank you Mr. Allen, I will review prior to our meeting next week.

Claudia Haines
 Senior Project Manager
 Director

Office 770 209 9393
 Direct 678 262 0009
chains@nelsonww.com
WWW.NELSONWORLDWIDE.COM

NELSON

5200 Avalon Blvd.
 Alpharetta, GA 30009

From: David Allen <dallen@jonesboroga.com>
Sent: Thursday, March 23, 2023 10:43 AM
To: Claudia Haines <chains@nelsonww.com>; Ricky , L. Clark, Jr. <rclark@jonesboroga.com>
Cc: Zach Handac <zhandac@accura.com>
Subject: RE: Clayton County Administrative Building project - New Site

TAKE CARE: This email message is coming from outside of NELSON.

The new Clayton County Administrative Center site will be in the City's Gateway South Overlay District, with its own architectural guidelines.

From: Claudia Haines <chains@nelsonww.com>
Sent: Tuesday, March 14, 2023 10:15 AM
To: David Allen <dallen@jonesboroga.com>; Ricky , L. Clark, Jr. <rclark@jonesboroga.com>
Cc: Zach Handac <zhandac@accura.com>
Subject: RE: Clayton County Administrative Building project - New Site
Importance: High

Good Morning Mr. Clark,
 Is there a way we can get on your schedule in the next couple of weeks to review the attached master plan in person for the new Clayton County Administrative Center?

Any early afternoon will work for us if you have availability.

Please let us know and thank you for your help,
 Claudia

Attachment: Zoning Info (3703 : Clayton County Government Complex Variances)

Claudia Haines
Senior Project Manager
Director

Office 770 209 9393
Direct 678 262 0009
chaines@nelsonww.com
WWW.NELSONWORLDWIDE.COM

NELSON

5200 Avalon Blvd.
Alpharetta, GA 30009

From: David Allen <dallen@jonesboroga.com>
Sent: Monday, February 27, 2023 11:59 AM
To: Claudia Haines <chaines@nelsonww.com>; Ricky , L. Clark, Jr. <rclark@jonesboroga.com>
Cc: Zach Handac <zhandac@accura.com>; Todd Smiley <Todd.Smiley@claytoncountyga.gov>; Henry Cantwell <hcantwell@nelsonww.com>
Subject: RE: Clayton County Administrative Building project - New Site

TAKE CARE: This email message is coming from outside of NELSON.

I will defer to Mr. Clark's schedule.

From: Claudia Haines <chaines@nelsonww.com>
Sent: Monday, February 27, 2023 11:57 AM
To: David Allen <dallen@jonesboroga.com>; Ricky , L. Clark, Jr. <rclark@jonesboroga.com>
Cc: Zach Handac <zhandac@accura.com>; Todd Smiley <Todd.Smiley@claytoncountyga.gov>; Henry Cantwell <hcantwell@nelsonww.com>
Subject: Clayton County Administrative Building project - New Site

Good Morning Mr. Allen and Mr. Clark,
We have been working with Clayton County on locating their new Administrative Building on a new site off of Old Poston Road & Tara Boulevard. The property has already been purchased by the County and we're working on updating our Site Plan and Civil construction documents. The exterior & interior design of the building has not changed, only the location. We would not be proposing a parking deck structure and would instead have plenty of space for surface parking on the property.

Attached you will find the final Master Plan concept with building location and what could be expected on the rest of the site in the future.

We would like to request a meeting with you to go through the plan and zoning requirements for the site to make sure we can move forward with the rest of the updates. Do you have time this week or next so we can go down and take a look at this together?

Thank you for your time and hopefully we can meet with you soon.

Regards,
Claudia

Attachment: Zoning Info (3703 : Clayton County Government Complex Variances)

Google Maps 9989 US-19

Jonesboro, Georgia

Google Street View

Feb 2023 See more dates



Image capture: Feb 2023 © 2024 Google



Google Maps 9987 Tara Blvd

Jonesboro, Georgia

Google Street View

Feb 2023

See more dates

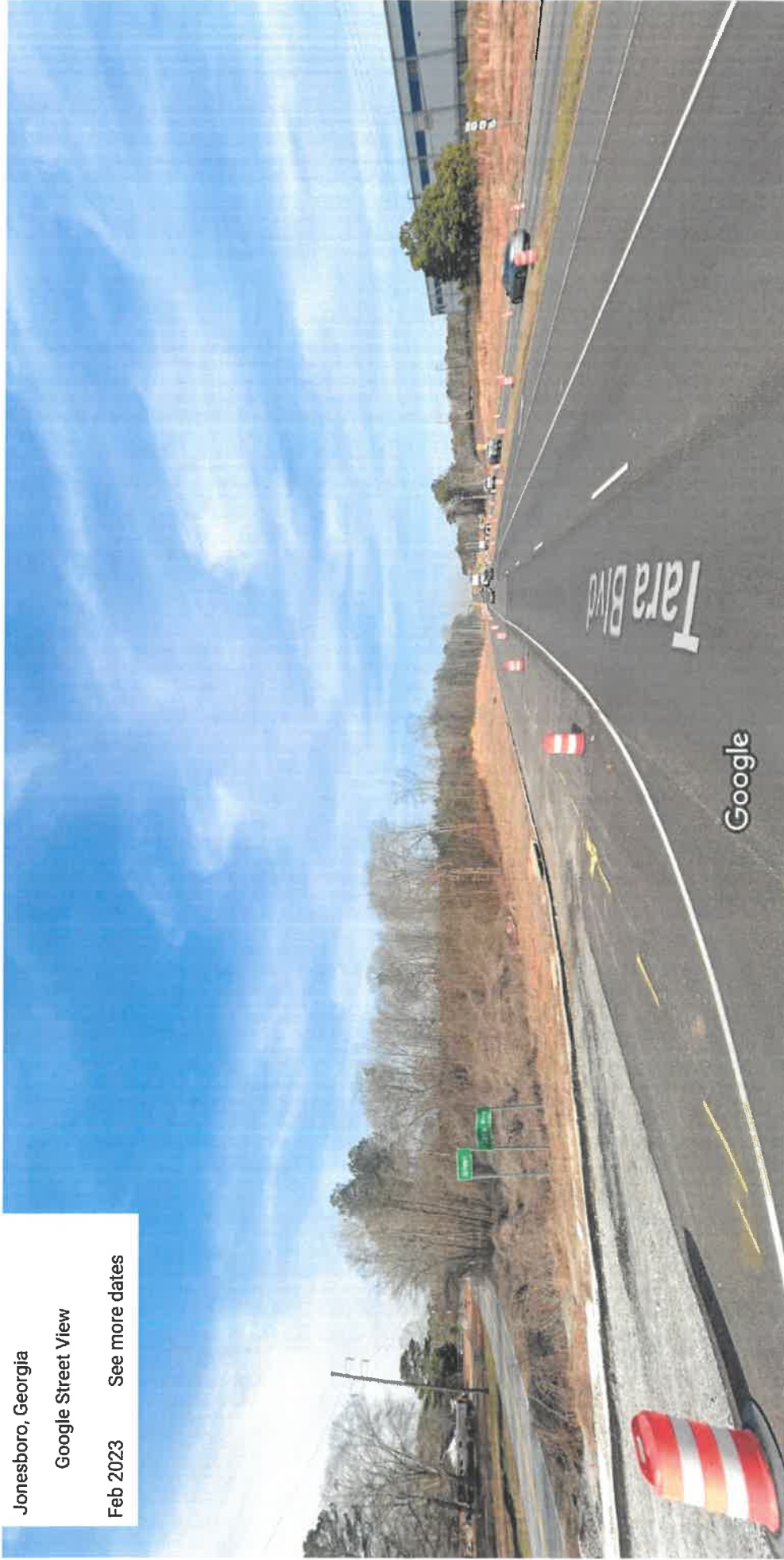


Image capture: Feb 2023 © 2024 Google



Google Maps 9987 Tara Blvd

Jonesboro, Georgia

Google Street View

Feb 2023 See more dates

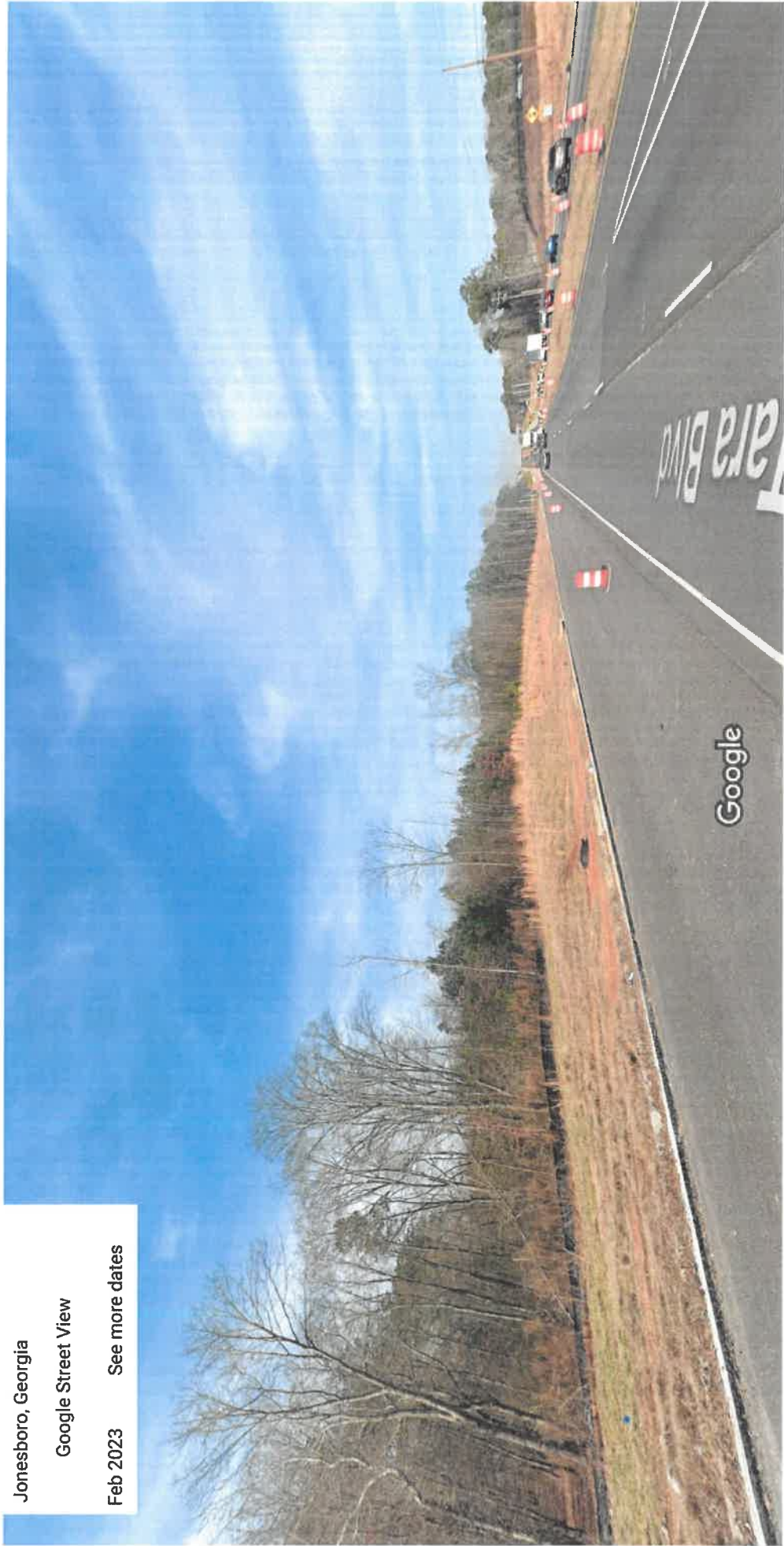


Image capture: Feb 2023 © 2024 Google



Google Maps 9163 Old Poston Rd



Jonesboro, Georgia

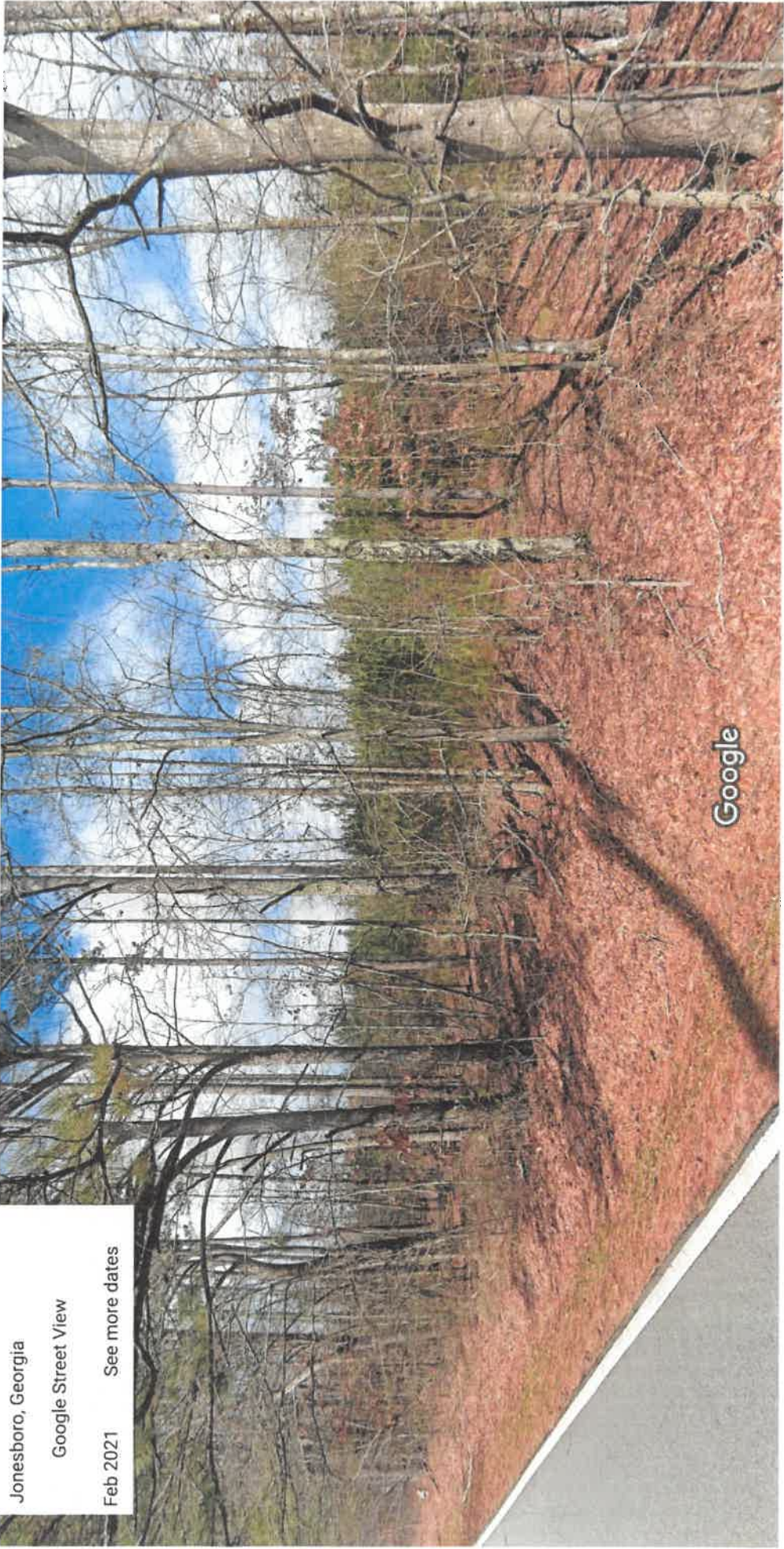
Google Street View

Feb 2021 See more dates

Image capture: Feb 2021 © 2024 Google

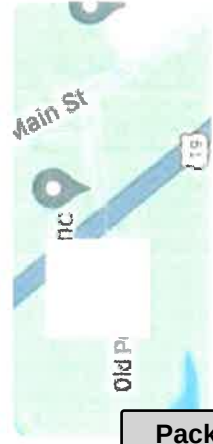


Google Maps 9170 Old Poston Rd



Jonesboro, Georgia
Google Street View
Feb 2021 See more dates

Image capture: Feb 2021 © 2024 Google



DEVELOPMENT SUMMARY

County Admin Building	105,000 sf	417 sp
Future Buildings	100,000 sf	300 sp
Fire Station, 3 bay	7,800 sf	22 sp

Exercise station throughout site

Future county building 30,000 sf, 200 sp

8' and 12' foot trails and nature paths

Restroom and maintenance

Gathering and picnic pavilion

Covered seating areas

Terrace levels across lawn following topography

Lawn areas for a variety of community event programming

Stormwater park with plaza overlooking pond, connected to trails and located for connection to residential community and trail network on the south side of Old Poston Road

Proposed new fire station (3 bay) with

OLD POSTON ROAD (60' R/W)

Attachment: Site Plan (3703 : Clayton County Government Complex Variances)

DEVELOPMENT SUMMARY

County Admin Building	105,000 sf	417 sp
Future Buildings	100,000 sf	300 sp
Fire Station, 3 bay	7,800 sf	22 sp

8' and 12' foot trails and nature paths

Restroom and maintenance

Gathering and picnic pavillion

Covered seating areas

Terrace levels across lawn following topography

Lawn areas for a variety of community event programming

Stormwater park with plaza overlooking pond, connected to trails and located for connection to residential community and trail network on the south side of Old Poston Road



13.4.d

Attachment: Site Plan (3703 : Clayton County Government Complex Variances)

JONESBORO CITY COUNCIL

DR. DONYA SARTOR, MAYOR
 TRACEY MESSICK, MAYOR PRO TEM
 BOBBY LESTER, COUNCIL MEMBER
 BILLY POWELL, COUNCIL MEMBER
 ED WISE, COUNCIL MEMBER
 ALFRED DIXON, COUNCIL MEMBER
 DON DIXON, COUNCIL MEMBER



July 24, 2023

**Ben Hopkins
 Clayton Co. Building and Maintenance
 1376 Government Circle
 Jonesboro, Ga. 30236**

Re: Proposed Clayton County Administration Building; Tara Blvd. / Old Poston Road

Dear Mr. Hopkins:

Per the meeting today with you, Chief Merkison, Mr. Fox, and Mayor Sartor today, the City is confirming that the present location and orientation of proposed County administrative buildings off of as shown on the conceptual plan today is fine with myself and the Mayor. Per a future MOU between the City and the County, the County will handle all structural review and inspections for the development, and the City will review and approve all design and zoning related aspects for the development.

As a reminder, per an email to Claudia Haines on March 28, 2023, the property is zoned M-X, Mixed Use, and all government buildings require a conditional use hearing for that zoning. This can be heard, at the earliest, on the September 11th Council meeting. There may be design variances required as well, depending on conformity with the architectural standards of the Gateway South Overlay District and the City's parking standards. These could be heard at the same meeting as the conditional use.

Sincerely,

David D. Allen,
 Interim City Manager
 Community Development Director

Attachment: Letter (3703 : Clayton County Government Complex Variances)

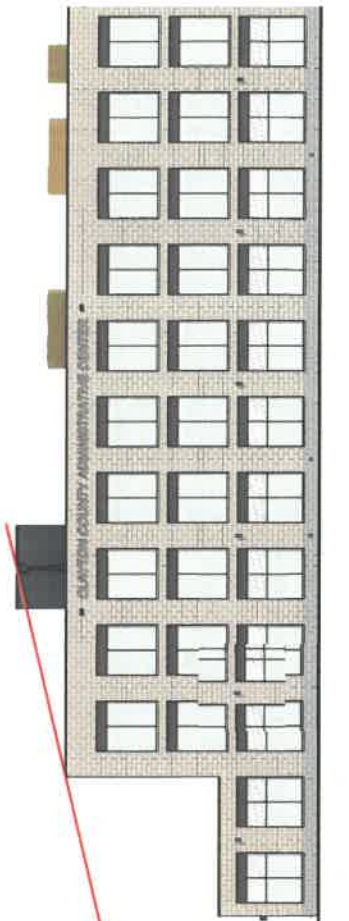
Primary materials consists of cast stone masonry units in earth tone colors, full height glass, and metal panels



NORTHWEST CORNER

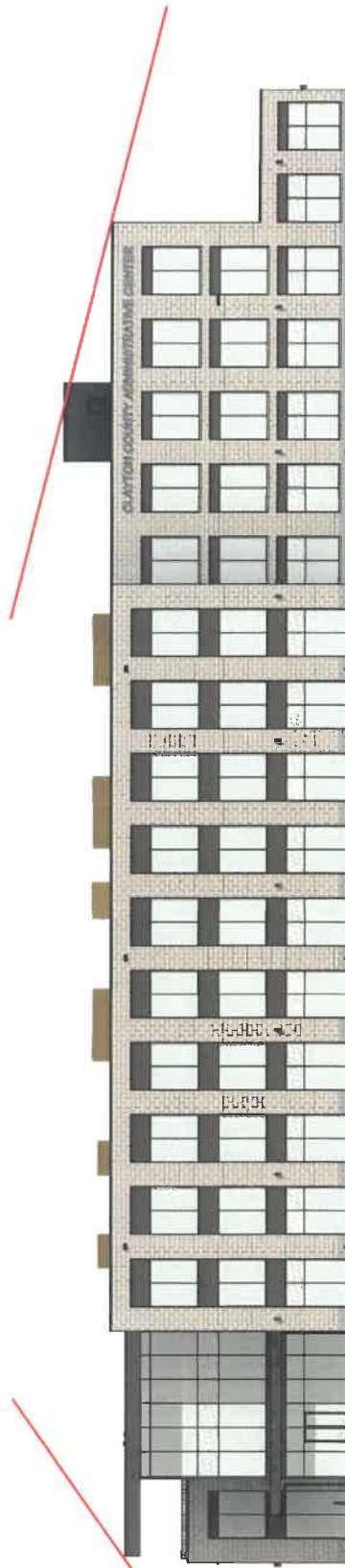
Entrance features a combination of canopies, overhangs, and display windows





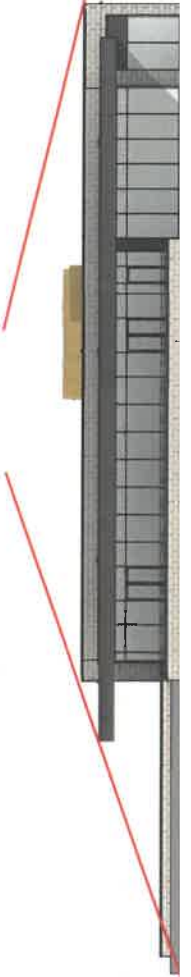
NORTH ELEVATION

Tara Blvd.



SOUTH ELEVATION

Main entry drive



13.4.f

Attachment: Building Design (3703 : Clayton County Government Complex Variances)

GATEWAY SOUTH OVERLAY

- 319 c. Three-bedroom units: 1325 square feet per unit.
- 320 5. *Mixed-use dwelling, including lofts (no street level units allowed).* 1000 heated
- 321 square feet per unit.
- 322 (i) *Density and maximum number of residential units.*
- 323 1. *Single-family attached dwellings (townhouses and condominiums).*
- 324 a. Maximum number of units per building: 8
- 325 b. Maximum number of units per development: 96
- 326 c. Maximum density: 12 units per acre
- 327 2. *Multi-family (apartments).*
- 328 a. Maximum number of units per building: None
- 329 b. Maximum density: 40 units per acre
- 330 (j) *Maximum building height. 4 stories and 60 feet.* No building shall be erected that would
- 331 exceed the elevation of the Clayton County Courthouse. Buildings having a height greater than
- 332 that of the courthouse may be approved, provided that the site elevation will permit such
- 333 construction to remain below the highest point of the courthouse.
- 334 (k) *Exterior architectural design and material standards.* The following minimum
- 335 architectural standards shall apply to exterior façade materials. The Design Review
- 336 Commission and the Mayor and City Council may impose additional standards in the required
- 337 developer's agreement.
- 338 1) *Multifamily and townhomes / condominiums.*
- 339 (a) *Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete
- 340 masonry units, as primary building materials, are prohibited.
- 341 (b) *Permitted primary materials.* Primary building materials for all exterior wall
- 342 facades shall be constructed, at a minimum, of full-depth brick (not veneers) for the
- 343 bottom two-thirds of each building, on all sides, plus a combination of at least two
- 344 of the following options for the remaining one-third of the building: cast stone,
- 345 cementitious siding (Hardiboard), or glass. (Note: Exterior façade delineations to
- 346 not include windows or trim.)
- 347 (c) *Permitted accent materials.* Accent building materials for all exterior wall
- 348 facades may include brick, textured concrete masonry units, wood panels
- 349 (including wood shake), metal panels, and metal canopies.
- 350 (d) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia.
- 351 Any window trim shall be cementitious siding (Hardiboard) only.
- 352 (e) *Color.* All materials shall be earth-tone in color, as approved by the Design
- 353 Review Commission and the Mayor and City Council.

4. The roof pitch of sloped roofs shall be a minimum of 4:12 (vertical to horizontal).

(p) *Rooftop equipment.* All rooftop equipment shall be screened from public view by parapets, dormers or other screens.

5) *Other commercial and office buildings.*

(a) *For lots directly fronting Tara Boulevard or South Main Street.*

(1) *Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete masonry units, as primary building materials, are prohibited.

(2) *Permitted primary materials.* Primary building materials for the exterior wall facade most directly facing Tara Boulevard or South Main Street shall be constructed, at a minimum, of 70% full-depth brick (not veneers) plus the following options for the remainder of the wall facade: cast stone, cementitious siding (Hardiboard), high-quality stucco or glass. Primary building materials for exterior wall facades not directly facing, but still viewable from Tara Boulevard or South Main Street shall be constructed, at a minimum, of 50% full-depth brick (not veneers) plus the following options for the remainder of the wall facades: cast stone, cementitious siding (Hardiboard), high-quality stucco or glass. (Note: With the priority being majority brick façades, the 40% window coverage requirement for the Tara Boulevard Overlay District will not be considered.)

(3) *Permitted accent materials.* Accent building materials for all exterior wall facades may include brick, textured concrete masonry units, wood panels (including wood shake), metal panels, and metal canopies.

(4) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia.

(5) *Color.* All materials shall be earth-tone in color, as approved by the Design Review Commission and the Mayor and City Council.

(6) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.

(7) *Entrance features.* All customer entrances located along the front façade, shall feature a combination of three or more of the following features: canopies and porticos, overhangs, recesses or projections, arcades, raised / corniced parapets, peaked roof forms, arches, display windows, and architectural details, such as tile work and moldings which are incorporated into the building structure and design.

(8) *Minimum facade height.* A minimum facade height of 18 feet shall be maintained on arterial and collector roadways.

(9) *Roof features.* Rooflines shall incorporate roof features (extensions, and/or projections such as a gable, parapet, dormers or others) that achieve visual interest through variation of the roofline. These features shall conform to the following specifications:

1. Roof features shall not exceed the average height of the supporting walls.

2. The average height of parapets shall not exceed 15 percent of the height of the supporting wall. Parapets shall feature three-dimensional cornice treatments.

3. Cornices shall have perceptible projection or overhanging eaves that extend past the supporting walls.

4. The roof pitch of sloped roofs shall be a minimum of 4:12 (vertical to horizontal).

(10) *Rooftop equipment.* All rooftop equipment shall be screened from public view by parapets, dormers or other screens.

(11) *Massing and modulation.* The massing of building facades oriented to public streets shall incorporate either modulation, defined here as a wave in the exterior wall, with horizontal breaks at least every 100 feet. Front facade design shall provide varying wall offsets and other architectural features to create horizontal (wall) and vertical building articulation.

6) *Franchise restaurants and other national and regional chain businesses.* The City recognizes that certain branding (logos and color schemes) must be preserved for these types of businesses and seeks a balance between brand recognition and quality exterior building materials. The City requires initial discussion and coordination with franchise businesses in order to avoid an exterior building that is an automatic, "cookie-cutter" template exhibited in other locations outside of the City of Jonesboro.

(a) *For lots directly fronting Tara Boulevard or South Main Street.*

(1) *Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete masonry units, as primary building materials, are prohibited.

(2) *Permitted primary materials.* Primary building materials for the exterior wall facade most directly facing Tara Boulevard or South Main Street shall be constructed, at a minimum, of 50% full-depth brick (not veneers) plus the following options for the remainder of the wall facade: 25% ornamental stone and 25% glass. Primary building materials for exterior wall facades not directly facing, but still viewable from Tara Boulevard or South Main Street shall be constructed, at a minimum, of one-third full-depth brick (not veneers) plus the following options for the remainder of the wall facades: one-third ornamental stone and one-third glass. (Note: With the priority

- 648 a) Provide clear, unobstructed sightlines from entries to the street or parking
649 lot.
- 650 b) Provide clear sightlines to outdoor open areas from doorways and
651 windows.
- 652 c) Light exterior spaces and internal common spaces with energy-efficient,
653 vandal proof lamps and fixtures.
- 654 d) Create privacy for the ground-level units by using landscaping or fencing
655 to buffer them from the street or parking.
- 656 e) Pedestrian pathways to the entry, the parking, and the trash deposit area
657 should be well-defined, well-lighted, and free from dense shrubs.
- 658 f) Design common spaces to encourage a sense of belonging and that relate
659 to a discrete number of units so that these spaces encourage a sense of
660 ownership.
- 661 g) Property shall have an ornamental access gate with residents provided
662 fobs or cards for entry. If the gate operates by way of a telephone system, a
663 ring-through feature shall be provided so that cars waiting at the gate
664 entrance will not cause waiting or queuing problems should a telephone line
665 be in use, or a pull-out area outside of traffic lanes shall be provided to allow
666 telephoning without blocking access.
- 667 *(m) Signage.* Signs shall conform to the standards of the City Sign Ordinance, Article XVI.
668 Sign design features shall be subject to review and approval by the Design Review
669 Commission.
- 670 *(n) Lighting.* All outdoor lighting shall be night-sky friendly.
- 671 *(o) Sidewalks.* Sidewalks shall be required within residential, commercial and/or office
672 developments/subdivisions within the Gateway South Overlay District, on both sides of all
673 interior streets. Sidewalks shall also be required along the entire perimeter of a development
674 where such perimeters/parcel boundaries run or front along a public street, or along the entire
675 extent of the parcel boundaries where access to adjacent lots may or are possible as a part of
676 existing or future developments. Required sidewalks shall be located within the dedicated non-
677 pavement right-of-way of roads and shall parallel the street pavement as much as possible;
678 provided, however, the City Manager may permit sidewalks to be designed and constructed so
679 that they meander around permanent obstructions or deviate from a linear pattern for design
680 purposes. Required sidewalks shall be a minimum of five feet wide. A median strip of grassed
681 or landscaped areas at least two feet wide shall separate all sidewalks from adjacent curbs.
682 Sidewalks shall be constructed in accordance with current Americans with Disabilities Act
683 (ADA) specifications.
- 684 *(p) Buffering.* Perimeter buffers for residential developments shall conform to the minimum
685 requirements of Article XV, unless additional requirements are imposed by Mayor and City

Council. Buffers shall preserve existing vegetation to the maximum extent possible. Supplemental buffer plantings in certain areas may be necessary per the City Zoning Administrator. Stream and wetland buffering shall conform to Article XIII.

(q) *Greenspace*. Minimum 25 percent of gross site acreage for each lot. May include pervious amenity areas, stream buffers / setbacks, natural areas, but shall not include required perimeter buffers.

(r) *Landscaping*. Landscaping of building foundations, parking lots, amenities, etc. shall conform to the minimum requirements of Article XV, unless additional requirements are imposed by Mayor and City Council.

(s) *Street trees*. For new developments within the Gateway South Overlay District, street trees shall be provided in medians and required landscaped strips adjacent to the rights-of-way of Tara Boulevard, South Main Street, and all new interior streets.

1. Landscape strips shall be a minimum of ten feet wide.
2. Street trees shall have a minimum two and one-half-inch caliper and 12 feet in height at the time of planting and be warranted by the developer for a period of two years from the date of acceptance by the City of Jonesboro.
3. Street trees shall be spaced a minimum of 30 feet on center.
4. Spacing of street trees and streetlight standards may be adjusted to account for driveways, utility poles, fire hydrants and other obstructions and to provide adequate visual clearance for intersections, driveways and traffic control devices.
5. No street tree or streetlight standard shall be placed within ten feet of another tree, streetlight standard, utility pole or within five feet of a fire hydrant.
6. Appropriate street tree species include:
 - (a) Red maple.
 - (b) Sugar maple.
 - (c) Willow oak.
 - (d) Savannah holly.
 - (e) Golden raintree.
 - (f) Southern magnolia.
 - (g) Sawtooth oak.
 - (h) Littleleaf linden.
 - (i) American elm (Dutch elm resistant cultivars).
 - (j) Chinese elm.
 - (k) Japanese zelkova.
 - (l) Other trees having similar characteristics to the above species and suitable for urban pedestrian environments, upon approval of the city arborist or his/her designee.

7. No more than 25 percent of the total number of the trees installed may be of any one genus.

(t) All stormwater detention facilities in view of public streets or the fronts of primary buildings within the Gateway South Overlay District shall be completely enclosed by

black, wrought iron fencing with a perimeter evergreen shrub hedge. Stormwater fencing shall be 4 feet tall, and the shrub hedge shall be a minimum 3 feet tall. Stormwater detention facilities not in view of public streets may use black, vinyl-coated chain link fence as fencing material, with a minimum 3-foot tall, evergreen shrub hedge.

Section 2.

(a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

(k) *Architectural standards.* The following architectural standards shall apply:

- (1) *Minimum facade height.* A minimum facade height of 18 feet shall be maintained on arterial and collector roadways.
- (2) *Street orientation.* Principal building entrances shall be oriented to public streets wherever possible. When approved by the zoning administrator, a principal building entrance may be oriented to a side yard provided said entrance is not more than 100 feet from the right-of-way of an adjacent street and directly connected to the adjacent street frontage by a continuous sidewalk not less than five feet in width.
- (3) *Building materials.* Buildings materials for all exterior wall facades shall be constructed of brick, stone, textured concrete masonry units, stucco, or glass. Single-family dwelling facades shall be constructed with brick, stone, stucco, cement fiber board, wood siding or similar material approved by the zoning administrator.
- (4) *Color.* All materials shall be earth-tone in color, as approved by the zoning administrator.
- (5) *Prohibited materials.* Metal siding, vinyl siding, metal canopies and smooth faced concrete masonry units are prohibited.
- (6) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia of residential structures.
- (7) *Customer entrances for non-residential uses.* All customer entrances located along the front façade, shall feature a combination of three or more of the following features:
 - a. Canopies and porticos.
 - b. Overhangs.
 - c. Recesses or projections.
 - d. Arcades.
 - e. Raised, corniced parapets.
 - f. Peaked roof forms.
 - g. Arches.
 - h. Display windows.
 - i. Architectural details, such as tile work and moldings which are incorporated into the building structure and design.

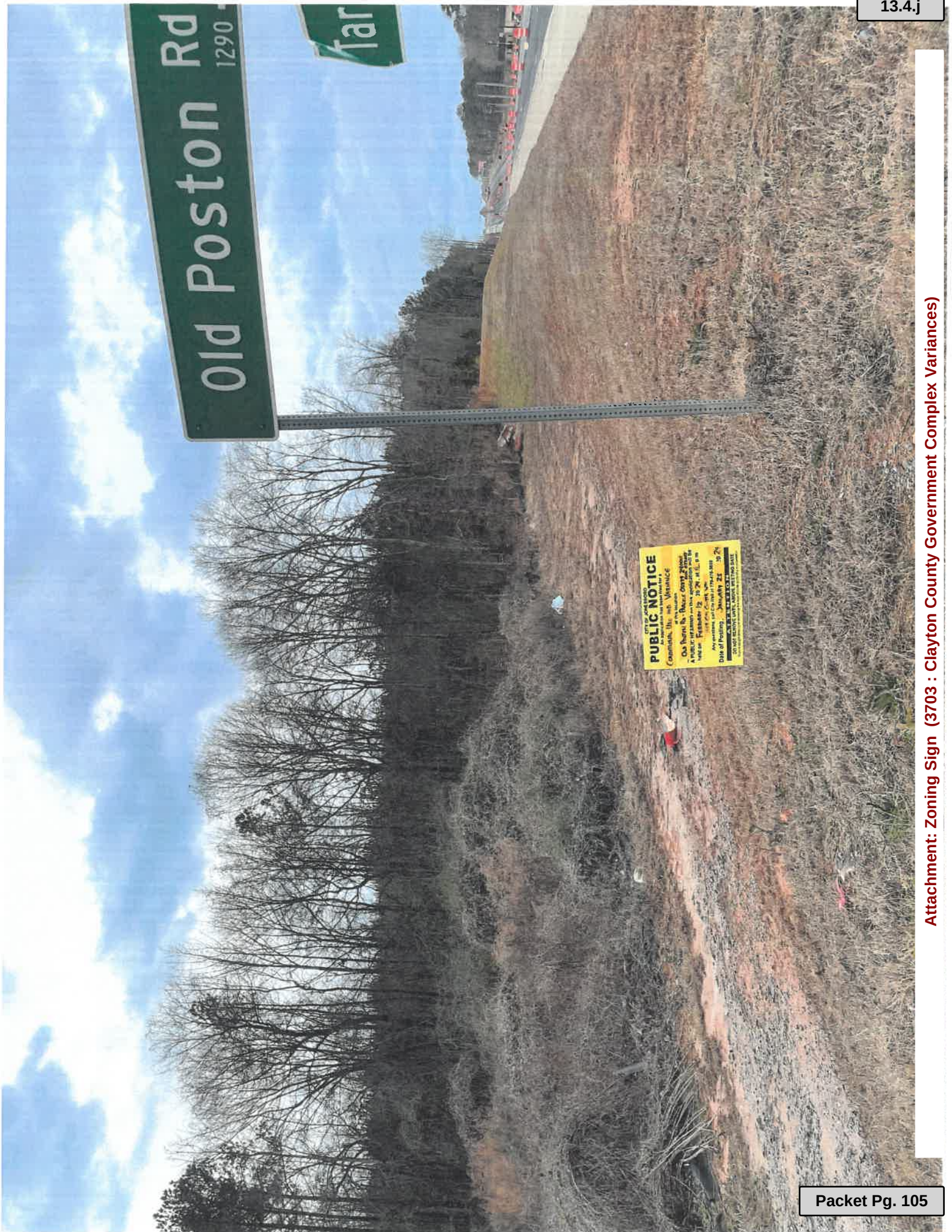
- (9) *Accessory structures.* Building materials, architectural features and colors of exterior finishes of accessory structures shall be consistent with the principal structure.
- (10) *Massing and modulation.* The massing of building facades oriented to public streets shall incorporate either modulation, defined here as a wave in the exterior wall, with horizontal breaks at least every 100 feet. Front facade design shall provide varying wall offsets and other architectural features to create horizontal (wall) and vertical building articulation.
- (11) *Fenestration.* At least 40 percent of non-residential facades facing arterial and collector roadways must be clear glass.
- (12) *Roof features.* Rooflines shall incorporate roof features (extensions, and/or projections such as a gable, parapet, dormers or others) that achieve visual interest through variation of the roofline. These features shall conform to the following specifications:
 - a. Roof features shall not exceed the average height of the supporting walls.
 - b. The average height of parapets shall not exceed 15 percent of the height of the supporting wall. Parapets shall feature three dimensional cornice treatments.
 - c. Cornices shall have perceptible projection or overhanging eaves that extend past the supporting walls.
 - d. The roof pitch of sloped roofs shall be a minimum of 4:12 (vertical to horizontal).
- (13) *Rooftop equipment.* All rooftop equipment shall be screened from public view by parapets, dormers or other screens.
- (14) *Fencing.* Chain link fencing shall not be visible from any public street.
- (l) *Parking standards.* Off-street parking shall be required as in article XIII, Parking, loading and interior circulation of the zoning ordinance, except as provided below.
 - (1) *Location.* No more than 50 percent of the required number of parking spaces for a non-residential zoning district and/or use shall be located in the front yard.

Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on February 12, 2024, in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA, to consider a Variance application concerning certain development standards for a new Clayton County government complex, by Clayton Co. Board of Commissioners, property owner, and Claudia Haines, of Nelson Worldwide, applicant, for properties along Old Poston Road and Tara Boulevard (Parcel Nos. 05239 240001 and 05239 033002), Jonesboro, Georgia 30236. Mayor & Council will first discuss the item at their Work Session, to be held on February 5, 2024 at 6 pm, also in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA

David Allen
Community Development Director

Publish 1/24/24



Attachment: Zoning Sign (3703 : Clayton County Government Complex Variances)

CITY OF JONESBORO PUBLIC NOTICE

An application has been filed for a

CONDITIONAL Use AND VARIANCE

at this location

Old Poston Rd - Parcels 05239 240001
AND 033002

A PUBLIC HEARING on this application will be
held on **FEBRUARY 12** 20.24, at **6** p.m.

1859 CITY CENTER WAY

Any questions, call City Hall at 770-478-3800

Date of Posting - **JANUARY 25** 20.24

ATTENTION

DO NOT REMOVE UNTIL ABOVE MEETING DATE

Anyone caught defacing or removing this sign shall be guilty of a misdemeanor



MEMORANDUM

To: Claudia Haines
Nelson Worldwide
5200 Avalon Boulevard
Alpharetta, Ga. 30009

From: David D. Allen
City of Jonesboro
1859 City Center Way
Jonesboro, GA 30236

Date: January 29, 2024

Re: Notification of Request for Variances – Old Poston Road / Tara Boulevard, Parcel Nos. 05239 240001 and 05239 033002

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro has received your request for a variance for the above referenced property concerning the following:

- Certain development standards for a new county government complex

A Public Hearing has been scheduled for Monday, February 12, 2024 at 6:00 pm before the Jonesboro Mayor and City Council to consider the request as described above. A Work Session has been scheduled on the same item for Monday, February 5, 2024 at 6:00 pm. The meetings will be conducted in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, Ga.

Should you have any questions regarding the decision, please do not hesitate to contact me at 770-478-3800 or at dallen@jonesboroga.com.

Sincerely,

David D. Allen
Community Development Director / Zoning Administrator

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary		Agenda Item # - 5	13.5
			COUNCIL MEETING DATE February 12, 2024	
Requesting Agency (Initiator) Office of the City Manager		Sponsor(s) Mr. Simpson		
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Council to consider increase in annual vacancy fee for certain commercial buildings.				
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Possible Increase in Fees				
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Economic Development, Community Planning, Neighborhood and Business Revitalization				
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Vacant Commercial buildings are causing an issue in the revitalization of our downtown. Without the rehabilitation and renovation of these buildings in 2024, our downtown efforts will be stalled until these vacant buildings become occupied. I am asking Council for the vacancy fee to be raised from \$200 annually to \$2000 annually. The fee amount shall double for each year the property remains vacant. Commercial, office, and industrial buildings which have an active building permit or are already undergoing the plan review / permitting process shall be exempt from this fee, but said buildings which have obtained some type of zoning approval (rezoning, conditional use permit, zoning appeal, variance or zoning verification of permitted use) shall be assessed the penalty fee if more than 180 days occur between zoning approval and commencement of the plan review and / or permitting process. Zoning approvals must remain current to avoid penalties. Re-application of expired zoning approvals, as well as denials of unpermitted uses, shall not be considered part of the permitting process. At the February 5th Work Session, it was suggested that the increased vacancy fee be rated based on different sizes of existing buildings. Minimum annual fee of \$1000, maximum annual fee of \$2000. Per the Economic Development Director, this is mainly geared toward the downtown block of buildings between West Mill Street and Church Street. Since those building footprints are largely the same size, staff has suggested that the \$1000 fee apply to the one-story commercial buildings and the \$2000 fee apply to the two-story commercial buildings.				
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> Increase in fee revenue				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •				
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Approval				

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date February, 12, 2024	
Signature	City Clerk's Office	



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

13.6

- 6

COUNCIL MEETING DATE

February 12, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Councilmember A. Dixon

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Further consideration and discussion of proposed Jonesboro Internship Policy, created by Councilman Alfred Dixon.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Review of Jonesboro Internship Policy

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes

Innovative Leadership

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Council Alfred Dixon is presenting a Jonesboro Internship Policy for review and discussion.

December 2023 marked the completion of Jonesboro's inaugural 4 month internship program in a partnership between Clayton State and Councilman A. Dixon. To ensure our practices and policies are in alignment, I'd like to present this policy to address the practical needs of interns and also to strategically position us for future succession. (See attachment).

Any fiscal impacts of the policy do not need to exceed the parameters of the recently approved 2024 budget.

From the minutes of the January 8th Council meeting:

Councilman A. Dixon stated that he was able to oversee the last semester of interns, but he would love to expand the program to include other staff.

He would like to have a discussion regarding a stipend for the interns.

The interns are receiving college credits, and it might be against college rules to receive a stipend.

Councilman A. Dixon will receive the rules from Clayton State University regarding internships.

Item was tabled for additional information.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

To be determined

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- Jonesboro Internship policy

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

February, 12, 2024

Signature

City Clerk's Office

Staff Recommendation *(Type Name, Title, Agency and Phone)*

13.6

None

Internship Policy for the City of Jonesboro

The City Council of the City of Jonesboro hereby establish guidelines for the internship program at the City of Jonesboro, ensuring a valuable learning experience for interns and providing fair compensation through a stipend.

A. Eligibility Criteria:

1. Interns must be actively enrolled in a recognized academic institution or must be residents of the City of Jonesboro
2. Interns should commit to the full duration of the internship program.
3. Availability for a minimum of 20 hours per week and completion of 175 hours is required to qualify for the stipend.

B. Application Process:

1. Interested candidates must submit an internship learning agreement, including a resume and letter of interest.
2. A formal interview may be conducted to assess the candidate's suitability for the internship program.
3. Successful applicants will be notified of their acceptance and details of the internship.

C. Intern Responsibilities:

1. Interns are expected to contribute effectively to assigned projects and tasks.
2. Regular attendance and punctuality are essential throughout the internship period.
3. Interns should maintain a high level of professionalism and adhere to the City of Jonesboro's code of conduct.

D. Supervision and Mentorship:

1. Each intern will be assigned a mentor who will provide guidance and support.
2. Regular check-ins and performance evaluations will be conducted to ensure a positive learning experience.

E. Stipend Details: The stipend is designed to recognize the valuable contributions of interns.

1. Interns will receive a stipend to help offset expenses during their internship.
2. The stipend amount will be determined based on the duration and nature of the internship.
3. Stipend payments will be made upon completion of internship.



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

13.7

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COUNCIL MEETING DATE

February 12, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Further discussion and consideration of revised Jonesboro Rules of Procedure and Code of Conduct for Elected Officials.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Review of Jonesboro Rules of Procedure Revised

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Innovative Leadership

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

At the January 8th Council meeting, Councilman Don Dixon proposed revisions to the Jonesboro Rules of Procedure and Code of Conduct for Elected Official, regarding duties of the Mayor, Mayor Pro-Tem, Councilmembers, ethics and conduct of councilmembers and council conduct with city staff.

Minutes from January 8th meeting:

A discussion took place regarding the re-drafted proposed Roles and Responsibilities of the Mayor.

A discussion took place regarding the Mayor's absence from the City for a period to exceed more than twenty-four (24 hours).

Mayor Sartor read section Sec. 5 on Page 6.

No staff member shall be suspended or dismissed without twenty-four (24) hour notice to the members of the city council. The notification shall include the act violated as set forth in the City of Jonesboro's Personnel Policies and Procedures Handbook for staff members or the Ordinance violated. The notice must remain in compliance with all confidentiality laws. Should any council member disagree with the recommendation, they may call a special meeting/executive session to discuss the suspension or dismissal, and vote by majority to proceed with the suspension or dismissal action before the council. If all members are in agreement, the city manager shall proceed as policy dictates. No single elected official shall have the authority or power to discipline or dismiss an employee.

Attorney Denmark stated that the proposed document was received last week, and he do not to respond to the re-drafted proposed Roles and Responsibilities document without having the time to go through the proposed document. He stated that Councilman D. Dixon was notified that the attorney's office did not have enough time to analyze the proposed policy with the charter with the time allotted.

Mayor Sartor explained that there's some aspects of the charter that can be changed in-house (home rule), but structural changes has to go before legislation.

After a discussion regarding how to move forward with revising the Roles and Responsibilities Policy, Mayor requested for the City Attorney's Office to hold off on moving forward with analyzing the document.

Attorney Denmark stated that Councilman D. Dixon requested his office to review the document. Attorney Denmark requested that the council speak in one voice and give him directions on how they want to proceed.

Mayor Sartor suggested having a public meeting/retreat to go over the document as a collective Body instead of one council member submitting the revisions.

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

February, 12, 2024

Signature

City Clerk's Office

Councilmen Dixon and Powell and Mayor Pro Tem Messick expressed that they wanted to move forward with giving this document to the Attorney's office to begin the process of analyzing for the purpose of outlining what changes can be made via Home Rule vs. what needs to go before State Legislation.

Mayor Sartor stated for the record, this document is restrictive to the duties and powers of the current sitting mayor and totally changes as what I do as a Mayor.

Councilwoman Miller asked if there was a general list of Home Rule items.

Attorney Denmark responded that Georgia Code Provision 36-35-3 outlines a list of items that must go to the Georgia General Assembly.

A discussion took place regarding Code Section 2.25.

Councilman Powell inquired about designating January 8, 2024, as the first read for the adoption of the proposed document.

Attorney Denmark responded - it was my understanding that council would have a discussion and out of the discussion, an ordinance, a charter amendment and other legislation. We typically do a first read on legislation that we want to adopt. I did not understand that this was the legislation.

We could not adopt this because it would require Charter amendments. It is not my recommendation that this be called a first read. There are many requirements for a Charter amendment, such as advertising and other procedural steps.

Attorney Denmark stated that he could bring back to the council a list of items that can be changed via Home Rule and a list that requires legislation.

Councilman D. Dixon stated that this is a proposed resolution.

Mayor Pro Tem Messick motioned to table the item, seconded by Councilman A. Dixon.

Mayor Sartor opposed.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

n/a

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Rules of Procedure (Revised) City of Jonesboro

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Tbd

City of Jonesboro Rules of Procedure and Code of Conduct for Elected Officials

The City Charter provides detailed information on the roles and responsibilities of Council members, the Mayor Pro-Tem, and the mayor. The City's Code of Ethics provides guidance on ethical issues and questions of right and wrong. Until now, what has not been clearly written down is a Code of Conduct for Jonesboro's elected officials.

This Code of Conduct is designed to describe the way Council members should treat one another, city staff, constituents, and others they meet in representing the City of Jonesboro. It reflects the work of the City Council while defining more clearly the behavior, manners, and courtesies that are suitable for various occasions.

The constant and consistent theme through all the conduct guidelines is "respect." Council members experience stress in making decisions that impact the lives of the citizens. At times, the impact of the entire community must be weighed against the impact of only a few. Despite these pressures, elected officials are called upon to always exhibit appropriate behavior. Demonstrating respect for everyone through words and actions is the touchstone that can help guide Council members to do the right thing in even the most demanding situations.

Resources used in defining the roles, responsibilities and conduct of elected officials can be found in the Jonesboro City Charter, Jonesboro Municipal Code and in the Handbook for Municipal Elected Officials, published by the Colorado Municipal League and The Handbook for Georgia Mayors and Councilmembers published by the Georgia Municipal Association.

Overview of Roles & Responsibilities

The legislative authority of the government of the City of Jonesboro, except as otherwise specifically provided in its charter, shall be vested in a city council to be composed of a mayor and six (6) councilmembers. The mayor and council members shall be elected in the manner provided by the charter. (Jonesboro City Charter, Section 2.10)

Powers and Duties of Mayor

The mayor shall be elected in the manner provided by the City of Jonesboro Charter. (Jonesboro City Charter, Sections 2.11 and 2.25)

The responsibilities of the mayor include presiding over all meetings of the council, serves as the official spokesperson for the city government, empowered with the authority to vote in the event of a tie but shall not the power to veto legislation approved by council and is responsible for signing contracts, ordinances and other instruments executed by the city's governing which by law are required to be in writing (see GMA's [Georgia Model Municipal Charter \(/Resources/GMA-Handbooks-Publications/GMA-Publications/Georgia-Model-Municipal-Charter.aspx\)](#) for details).

The mayor shall be the chief executive of the city. He/She shall possess all the executive and administrative power granted to the city under the constitution and laws of the State of Georgia, and all the executive and administration powers contained therein. (Jonesboro City Charter, Section 2.26)

As the chief executive of the City of Jonesboro, the mayor, pursuant to Section 2.27 of the Jonesboro City Charter, and any amendments thereto, shall:

- (a) See that all laws and ordinances of the city are faithfully executed.
- (b) Recommend appointment and removal of officers, department heads, and employees of the city, except as otherwise provided in city charter.

- (c) Exercise supervision over all executive and administrative work of the city and provide for the coordination of administrative activities.
- (d) Prepare and submit to the city council a recommended operating budget and recommended capital budget.
- (e) Submit to the city council at least once a year a statement covering the financial conditions of the city, and from time to time, such other information the city council may request.
- (f) Recommend to the city council such measures relative to the affairs of the city, improvement of the government, and promotion of the welfare of its inhabitants as he/she may deem expedient.
- (g) Call special meetings of the city council as provided for in Section 2.18(b).
- (h) Provide an annual audit of all accounts of the city.
- (i) Require any department or agency of the city to submit written reports whenever he/she deems it expedient.
- (j) Perform such other duties as may be required by law, this charter, or by ordinance.

Mayor Pro-Tem

By a majority vote, the city council shall elect a councilmember to serve as mayor pro tem at the January council meeting each year. During the sickness, absence or disqualification of the mayor, the mayor pro tem shall act as mayor, or

in case of sickness, absence or disqualification of the mayor pro tem, any one of the council chosen by the city council shall be clothed with the rights and privileges of the mayor, and shall preform the mayor's duties. The mayor, or mayor pro tem while acting as mayor, shall have the right to vote upon any question before the council, and in the case of a tie shall cast the deciding vote, unless his/her vote created the tie. The sickness, absence or disqualification of the mayor or mayor pro tem shall be declared by a majority of the council members.

It shall be the duty of the mayor to notify the city manager, chief of police and the Mayor Pro-Tem of any absence from the city by the mayor for a period to exceed more than twenty-four (24) hour period.

- (i) Sickness being defined as having an ailment, disease, disorder, ill health, illness, infirmity, malady, nausea, syndrome, affection, affliction, bug, complaint, condition, ill, indisposition, queasiness, unhealthfulness or unwellness.
- (ii) Absence being defined as being away or not present within the city limits of the City of Jonesboro for a regular, special, or emergency called meeting, failure to attend or appear when expected unavailability and/or the inability to perform the duties of the mayor in person.
- (iii) Disqualification being defined as being deprived of qualification or fitness, rendered unfit, incapacitated, deprived of legal, official, or other rights or privileges, or declared ineligible or unqualified.

Councilmembers

The powers of the governing body for the City of Jonesboro include, but are not limited to, setting millage rates for property taxes, approving the city's budget, approving city expenditures, passing ordinances and resolutions, establishing policies and procedures, hearing rezoning and annexation requests, and making

appointments to boards, authorities, and commissions. (see GMA's Georgia Model Municipal Charter (/Resources/GMA-Handbooks-Publications/GMA-Publications/GeorgiaModel-Municipal-Charter.aspx) for details).

Home Rule: Powers under the Constitution

Georgia's municipal home rule powers are outlined in the state constitution and Georgia Code and empower locale governments with a significant level of control over how local issues are handled. The constitution allows the locale governing authority legislative power to:

adopt clearly reasonable ordinances, resolutions, or regulations relating to its property, affairs, and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto (O.C.G.A. § 36-5-3).

Adoption of Rules and Regulations by the City Council

Section 3.16, of the City of Jonesboro Charter, and any amendments thereto, gives the city council the authority to adopt rules and regulations concerning hiring, dismissal, and personnel affairs of staff members.

The city council may adopt rules and regulations consistent with its charter concerning:

- (1) the method of employee selection and probationary periods of employment;
- (2) the administration of the position classification and pay plan, methods of promotion and application of service ratings thereto, and transfer of employees within the classification plan;
- (3) hours of work, vacation, sick leave, and other leaves of absence, overtime pay, and the order and manner in which layoffs shall be

effected;

- (4) such dismissal hearings as due process may require; and
- (5) such other personnel notices as may be necessary to provide for adequate and systematic handling of personnel affairs.

No staff member shall be suspended or dismissed without twenty-four (24) hour notice to the members of the city council. The notification shall include the act violated as set forth in the City of Jonesboro's Personnel Policies and Procedures Handbook for staff members or the Ordinance violated. The notice must remain in compliance with all confidentiality laws. Should any council member disagree with the recommendation, they may call a special meeting/executive session to discuss the suspension or dismissal, and vote by majority to proceed with the suspension or dismissal action before the council. If all members are in agreement, the city manager shall proceed as policy dictates. No single elected official shall have the authority or power to discipline or dismiss and employee.

The exception for the above suspension or dismissal shall be for criminal acts of violence or the threat or perceived threat of violence, which shall be addressed and contained immediately including notification and involvement of law enforcement as deemed necessary.

In the absence of a human resources person or board, staff complaints should be directed to the city manager. If the complaint involves the city manager or any elected official, the staff member shall have the right to speak with any council member concerning the complaint with no threat or fear of reprimand. The council member spoken to concerning the complaint will then be responsible for calling a special meeting/executive session with the other elected city officials to review the complaint and discuss how to resolve the issue as federal, state, and local laws and ordinances allow.

The city attorney shall always be consulted before taking any action against any employee or elected official to ensure compliance with all applicable employment laws in the State of Georgia.

Administrative Powers:

O.C.G.A. § 36-34-2 enumerates the administration powers of a municipal authority:

1. the power to establish municipal offices, agencies, and employments
2. the power to define, regulate, and alter the powers, duties, and qualifications, compensation, and tenure of all municipal officers, agents, and employees (unless this power is specifically given to another official in the charter)
3. the power to authorize officers, agents, and employees of the city to serve process, summons, notice, or order, as prescribed by state law, if the offense was committed within the city limits
4. the power to establish merit systems, retirement systems, and insurance plans for municipal employees and employees of independent school systems, and to provide a way to pay for such systems and plans
5. the power to contract with state departments or agencies or any other political subdivision for joint services or the exchange of services and/ or for the joint use of facilities or equipment
6. the power to legislate, regulate, and administer all matters pertaining to absentee voting in municipal elections
7. the power to grant franchises for public utilities.

No councilmember, director, officials, officers, agencies, or employee of the City shall, pursuant to Section 2-223, of the City of Jonesboro Charter, and any amendments thereto:

- (1) By conduct, give reasonable basis for the impression that any person can improperly influence him/her or unduly enjoy his/her favor in the performance of official acts.

- (2) Directly or indirectly request, exact, receive, or agree to receive a gift, loan, favor, promise, or thing of value for him/herself or another person if it could reasonably be considered to influence the member in the discharge of official duties. This limitation is not intended to prohibit the acceptance of an occasional non-monetary gift of insignificant value, an award publicly presented in recognition of public service, a commercially reasonable loan or other financial transaction made in the ordinary course of business by a regular lending institution, or campaign contributions made and reported in accordance with Georgia law.
- (3) Disclose or otherwise use confidential information acquired by virtue of his/her official position for his/her or another person's private gain.
- (4) Use his/her official position to attempt to secure privileges that are not available to the general public.
- (5) Engage in, accept employment with, or render services for any confidential business or professional activity when such employment or rendering of services is averse to and incompatible with the proper discharge of official duties.
- (6) Engage in any activity or transaction that is prohibited by law now existing or hereafter enacted which is applicable to him/her by virtue of being an official or employee of the city.
- (7) Use his/her position to request or require an employee to:
 - (a) Do clerical work on behalf of the member's family, business, social, church, or fraternal interest when such work is not furthering a city interest.
 - (b) Perform any work outside the employee's normal course of municipal employment.
 - (c) Purchase goods or services to be used for personal, business, or political purposes; and

- (d) Work for the member personally without paying the employee just compensation.
- (8) Use government property of any kind for other than officially approved activities, nor shall he/she direct employees to use such property for any purpose other than those officially approved.
- (9) Use his/her position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to himself/herself or persons having an interest.
- (10) Vote or otherwise participate in the negotiation of the making of any contract with any business or entity in which he/she has an interest.
- (11) Draw a per diem or expense money from the City of Jonesboro to attend a convention, seminar or similar meeting and then fail to attend the seminar, conference, or meeting.
- (12) Make false or materially misleading statements or in any manner commit fraud or conceal wrongdoing in relation to city business.

Pursuant to Section 2.15 of the City of Jonesboro Charter, and any amendments there to:

The city council may make inquiries and investigations into the affairs of the city and the conduct of any department, office, or agency thereof, and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. Any person who fails or refuses to obey a lawful order issued in the exercise of these powers by the city council shall be punished as provided ordinance.

All members of the City Council, including the Mayor and Mayor Pro Tem, have equal votes.

All Council members should fully participate in City Council meetings and other public forms and activities, unless they have a prior commitment, or are unable to attend due to sickness or a family emergency.

All Council members shall provide contact information to the City Manager in case of an emergency, or an urgent situation arises requiring a Councilmembers participation and vote and are out of town.

Ethics and Conduct of Councilmembers

Prohibitions

Pursuant to Section 2-223 of the City of Jonesboro City Charter, and any amendments thereto:

No official of the city shall:

- (1) By conduct give reasonable basis for the impression that any person can improperly influence him/her or unduly enjoy his/her favor in the performance of official acts.
- 2) Directly or indirectly request, exact, receive, or agree to receive a gift, loan, favor, promise, or thing of value for him/herself or another person if it could reasonably be considered to influence the member in the discharge of official duties. This limitation is not intended to prohibit the acceptance of an occasional non-monetary gift of insignificant value, an award publicly presented in recognition of public service, a commercially reasonable loan or other financial transaction made in the ordinary course of business by a regular lending institution, or campaign contributions made and reported in accordance with Georgia law.
- (3) Disclose or otherwise use confidential information acquired by virtue of his/her official position for his/her or another person's private gain.
- (4) Use his/her official position to attempt to secure privileges that are not available to the general public.
- (5) Engage in, accept employment with, or render services for any private business or professional activity when such employment or rendering

of services is averse to and incompatible with the proper discharge of official duties.

- (6) Engage in any activity or transaction that is prohibited by law now existing or hereafter enacted which is applicable to him/her by virtue of being an official or employee of the city.
- (7) Use his/her position to request or require an employee to:
 - a. Do clerical work on behalf of the member's family, business, social, church, or fraternal interest when such work is not furthering a city interest;
 - b. Perform any work outside the employee's normal course of municipal employment;
 - c. Purchase goods or services to be used for personal, business, or political purposes; and
 - d. Work for the member personally without paying the employee just compensation.
- (8) Use government property of any kind for other than officially approved activities, nor shall he/she direct employees to use such property for any purposes other than those officially approved.
- (9) Use his/her position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to himself/herself or persons having an interest.
- (10) Vote or otherwise participate in the negotiation of the making of any contract with any business or entity in which he or she has an interest.
- (11) Draw a per diem or expense money from the City of Jonesboro to attend a convention, seminar or similar meeting and then fail to attend the seminar, conference, or meeting.

- (12) Make false or materially misleading statements or in any manner commit fraud or conceal wrongdoing in relation to city business.

Section 2-221, of the City of Jonesboro City Charter, and any amendments thereto, defines an Official as, any official, officer, appointee, volunteer, or member of the government of the city who is not an employee, whether elected or appointed, whether paid or unpaid, whether permanent, temporary, or alternate.

Use of City Property

City property is to be used by officials for work-related reasons only. Officials, as defined herein pursuant to Section 2-221 of the City of Jonesboro City Charter, and any amendments thereto, are not to use, misuse or permit the use of City property for other than work-related reasons. City property as used in this provision shall mean the utilization of motor vehicles by officials. Council members and department heads are advised that State Law prohibits the use of City property for personal reasons.

It is City policy that each vehicle shall be assigned one unique identification number. The City Clerk and each department shall maintain a file in manual and/or automated form which will identify each vehicle the City owns, contain title, registration, and other legal documentation, match each vehicle assigned to officials or employees, identify all business miles driven, identify all incidents of commuting use, identify relevant costs, and otherwise comply with provisions of this policy.

Policies & Protocol Related to Conduct

Legislative Process

The City designates Robert's Rules of Order Newly Revised as its parliamentary authority.

Ceremonial Events

Request for a City representative at ceremonial events will be managed by city staff members. The mayor will serve as the designated representative for the city. If the mayor is unavailable due to prior commitments or sickness, the city staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor Pro-Tem will be recommended to serve as the substitute. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal considerations; however, they should be properly routed to City Hall.

Public Meeting Hearing Protocol

The mayor will open the public hearing. Staff will make the initial presentation. The applicant or appellant shall have the right to speak first. The mayor will determine the length of time allowed for this presentation. Speakers representing pro points of view will be allowed to follow. Speakers representing opposing points of view will then follow. Three minutes are allowed for public comment during the Public Hearing period. The mayor will then ask the Council if any issues need clarification before the public hearing is closed. The mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process to make the meeting run smoothly.

Council members should not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff.

Main motions may be followed by amendments, followed by substitute motions. Only Councilmembers who voted on the prevailing side may make a motion to reconsider.

Any Councilmember may call for a point of order.

Travel Expenses

This regulation is to establish the policies and procedures for Council members who travel on official City business either in-state or out-of-state. Such travel shall include attendance at conferences, seminars, and training sessions on behalf of the City. The City shall pay reasonable expenses for registration fees, lodging, meals, transportation, and all allowable miscellaneous expenses for the Councilmember only. All travel expenses will be managed in the same manner and consistent with the provisions within the City's Employee Handbook and as available budgets allow.

Council Conduct with One Another

In Public Meetings

Civility, professionalism and decorum in discussions and debates on issues under consideration by the Council will always be adhered to during the meeting. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy. However, Councilmembers will not make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments during any issue being debated against one another. No shouting or physical actions that could be construed as threatening will be tolerated. All council members shall always conduct themselves in a professional manner and dress.

It shall be the responsibility of the mayor to keep comments of the Council on track during public meetings. If there is disagreement about the agenda or Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

If a councilmember is personally offended by the remarks of another Councilmember, the offended Councilmember should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Councilmember to justify or apologize for the language used.

Council members have made a commitment to attend meetings and partake in discussions. It is important that Council members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

In Private Encounters

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

Technology allows words written and said without much forethought to be distributed to all corners of the globe. As such, written notes, voicemail messages and emails should be treated as potentially “public” communication.

Council Conduct with City Staff

All members of the Council shall respect the separation between the Council’s role and that of the City Manager. Members of the Council should not interfere with the day-to-day administration of City business, which is the responsibility of the City Manager.

Individual inquiries and requests for information from staff should be limited to questions that may be answered readily as part of a staff member’s day-to-day responsibilities. Questions from individual members of the Council requiring a considerable time and/or resources (two (2) hours or more) of a staff member’s time should be addressed to the City Manager.

Materials supplied to a Councilmember in response to a request will be made available to all members of the Council so that all have equal access to information. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor questions regarding conflict of interest or similar issues particular to a member of the Council.

Council members should not disrupt City staff while they are in meetings, on the phone, or performing their job functions to have inquiries and requests answered or met.

Council members should not attend meetings with City staff unless requested to do so by staff. A councilmember's presence may imply support, show partiality, intimidate staff, and/or may hamper staff's ability to do their job objectively.

Council members should not express concerns about the performance of a city employee in public, to the employee directly, or to the employee's manager. Concerns or comments about staff members' performance should be made to the City Manager through private correspondence or conversations only.

Council members receiving correspondence concerning issues or complaints from citizens working in or residence living in the City should check with staff to see if an official City response has already been sent or is in the process of being addressed.

Council members shall not be involved in administrative functions. Council members shall not attempt to influence City staff on the making of appointments, awarding contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

Council members shall not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from staff.

Council Conduct with the Public

In Public Meetings

The mayor will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three-minutes with applicants and appellants, or their designated representative allowed more time. If many speakers are anticipated, the mayor may shorten the

time limit and/or ask speakers to limit themselves to added information and points of view not already covered by previous speakers.

At all times Council members should give the appearance of actively listening to members of the public addressing the Council. Council members may ask for clarification concerning statements made by the speaker, but Council members should avoid debate and arguments with members of the public. No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the mayor reopens the public hearing for a limited and specific purpose.

Only the mayor, not individual Council members, can interrupt a speaker during a presentation. A Councilmember may ask the mayor for a point of order if the speaker is off topic or exhibiting behavior or language the Councilmember finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council members' private opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

The mayor serves as the parliamentarian for the city and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the mayor, subject to appeal of the full council.

In Unofficial Settings

It is inappropriate of Councilmembers to overtly or implicitly promise or assure constituents in the community Council action, or to promise City staff will do something specific (i.e., fix potholes, remove a ticket received, rezoning of property without proper procedure, etc.)

It is unacceptable for Councilmembers to make derogatory comments about other Council members, their opinions, and actions.

Council Conduct with Other Public Agencies

Councilmembers appearing before other governmental agencies or organizations to give a statement on an issue must clearly state:

- 1) if their statement reflects personal opinion or is the official stance of the city.
- 2) whether this is the majority or minority opinion of the Council.

If the Councilmember is representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint.

If the Councilmember is representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Council members should be clear about which organizations they represent and inform the mayor and Council of their involvement.

Any correspondence by a Council member should be equally clear when the Councilmember is representing the city and the City's official position. A copy of the correspondence should be given to the City Manager to be placed on the City's letterhead.

It is best that City letterhead is not used for correspondence of Council members representing a personal point of view, or a dissenting point of view from an official Council position.

COUNCIL CONDUCT WITH CITY BOARDS AND COMMISSIONS

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. When attending a Board or Commission meeting, Councilmembers should only express private opinions.

Council members may attend any Board or Commission meeting, which are always open to any member of the public. If the Board or Commission is conducting a public hearing, the Council members shall remove themselves from the proceedings. Council members should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Council member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council. Also, a Council member's presence may affect the conduct of the Board or Commission and limit their role and function. • Limit contact with Board and Commission members.

It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. Council members should contact staff to clarify a position taken by the Board or Commission.

Boards and Commissions serve the community, not individual Council members. The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Council members, nor should Council members feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to collaborate with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council members must be fair and respectful of all citizens serving on Boards and Commissions.

Keep political support away from public forums. Board and Commission members may offer political support to a Council member, but not in a public forum while conducting official duties. Conversely, Council members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

Inappropriate behavior by a Board or Commission member should be noted to the mayor, and the mayor should counsel the offending member. If inappropriate behavior continues, the mayor should bring the situation to the attention of the Council and the individual is subject to removal from the Board or Commission.

COUNCIL CONDUCT WITH THE MEDIA

Council members may be contacted by the media for background and quotes. When speaking with the media a Councilmember is to never go "off the record". Words that are not said cannot be quoted.

The Mayor and City Manager are the designated representatives and official spokespersons for the representation of the Council to present and speak from the official City position. If an individual Council member is contacted by the media, the Council member should be clear about whether their comments represent the official City position or a personal viewpoint.

SANCTIONS

Disruption by a member of the public who does not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

Inappropriate staff behavior by any staff member should be referred to the City Manager who fail to follow proper conduct in their dealings with Council members, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions.

City Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious

infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

Council members should point out to the offending Council member infractions of the Code of Ethics or Code of Conduct. If the offenses continue, then the matter should be referred to the mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem.

It is the responsibility of the mayor to initiate action if a Council member's behavior may warrant sanction. If no action is taken by the mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the mayor. The mayor should ask the City Manager and/or the City Attorney to investigate the allegations and report the findings to the mayor. It is the mayor's responsibility to take the next appropriate action. These actions can include but are not limited to discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration.

CHECKLIST FOR MONITORING CONDUCT

- Will my decision/statement/action violate the trust, rights, or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I must justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?

- Is my conduct fair? Just? Morally, right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

HOW GOVERNING BODY MEMBERS CAN GOVERN BETTER

The following is taken from the Georgia Municipal Association Handbook for Municipal Elected Officials. Governing is clearly more of an art than a science. There are no ultimate answers on how to govern; different approaches are to be expected, and desired. However, there do seem to be some fundamentals. The suggestions that follow range from practical, common-sense fundamentals to those more philosophic and theoretical. These tips for successful and effective public service are intended to assist mayors, council members, and board trustees. While most suggestions relate to individual officers' others apply to the governing body as a whole. These two applications, however, are interdependent - the capacity of a governing body to govern effectively depends on the collective

capacities of at least a majority of its membership. These suggestions are not in any particular order, and not all are universally accepted. All of them, however, are worth consideration by anyone who would serve the public through an elective local office.

1. Learn all you can about your city, its history, its operation, its financing. Do your homework. Know your city ordinances. Dust off your comprehensive plan.
2. Devote sufficient time to your office and to studying the present and future problems of your community.
3. Do not burn yourself out on trivial things but recognize that they are often important to the public. Save some energy - and time - for the important matters.
4. Do not function as a committee of one; governing a city requires team effort - practically and legally.
5. Do not let honest differences of opinion within the governing body degenerate into personality conflicts.
6. Remember that you represent all the people of your community, not just neighbors and friends. Be wary of subjective experiences coloring your public decisions.
7. Take budget preparation seriously, for it determines what your city does or does not do for the coming year and will also influence what happens in future years.
8. Establish policy statements. Written policy statements let the public, and the city staff, know where they stand. They help the governing body govern and writing them provides a process to develop consensus.
9. Make decisions based on public policy and be consistent. Treat similar situations, similarly, and avoid favoritism.

10. Focus your attention on ways to prevent problems, rather than just trying to solve them as they occur. Filling potholes is one approach to governing; developing plans to prevent them is more important.
11. Do not be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the community as a whole, and you may be hearing from the wrong people.
12. Do not rush to judgment. Few final actions must be taken at the first meeting at which they are considered. Avoid "crisis management."
13. Do not be afraid of change. Do not be content to just follow the routine of your predecessors. Charge your appointed officers and employees with being responsible for innovative ideas and better ways. Listen to what they have to say.
14. Do not give quick answers when you are not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing and damaging to tell a person something which is wrong.
15. As an individual, even if you are the mayor, do not make promises you cannot deliver! Most decisions and actions require approval of the governing body, and this takes a majority vote.
16. Remember that you have legal authority as a governing body member only when the governing body is in legal session.
17. Do not spring surprises on your fellow governing body members or city staff, especially at formal meetings. If a matter is worth bringing up for discussion, it is worth being on the agenda. Surprises may get you some publicity, to the embarrassment of others, but they tend to erode the "team" approach to governance.
18. Participate in official meetings with the dignity and decorum fitting those who hold a position of public trust. Personal dress and courteous

behavior at meetings help create an environment for making sound public decisions.

19. Conduct your official public meetings with some formality and follow the rules of procedure. Have an agenda and follow it. Most governing body members agree that formal meetings expedite the process and promote better decision making.

20. Don't be afraid to ask questions, it is one of the ways we learn. But do your homework by studying agenda material before meetings.

21. Vote yes or no on motions. Do not cop out by abstaining except when you have a conflict of interest. A pass does not relieve you of responsibility when some decision must be made.

22. Once a majority decision of the governing body has been made, respect that official position and defend it if needed, even if you personally disagree.

23. Respect the letter and intent of the open meetings law, but also keep private and confidential matters to yourself. Do not gossip.

24. Retain competent, key employees, pay them well, trust their professional judgment, and recognize their authority and responsibilities.

25. Don't bypass the system! Stick to policy making and avoid personal involvement in the day-to-day operations of the municipality.

26. Don't let others bypass the system. Insist that people such as equipment or service suppliers work with your city staff. If direct contact with governing body members is necessary, it should be with the governing body as a whole, or a committee, and not on a one-on-one basis.

27. Don't shift blame to the staff or employees when they are following your policies or decisions.

28. Don't always take no for an answer. The right question may be "How can we do this?" instead of "May we do this?" Be positive!

29. Learn to evaluate recommendations and alternative courses of action. Request that your staff provide options. Encourage imaginative solutions.

30. Avoid taking short-term gains at the expense of long-term losses. Be concerned with the long-term future of the city.

31. In determining the public interest, balance personal rights and property interests, the possible harm to a few versus the good of the many. Recognize that in some situations, everyone cannot be a winner.

32. Remember that cities are for people! Be concerned with the total development - physical, economic, and social - of your community.

33. Do not function as if the city operates in a vacuum. Cities must work within the intergovernmental system to be effective. Stay connected and cooperate with your federal, state, county, and school officials.

34. Know your neighbors. Get to know the officials of neighboring and comparable size cities. Visit other cities, particularly those with a reputation for being well run.

35. Learn to listen- really listen- to your fellow governing body members and the public. Hear what they are trying to say, not just the words spoken.

36. Keep your constituents informed and encourage citizen participation.

37. Be friendly and deal effectively with the news media. Make sure what you say is what you mean. Lack of effective communication, with the media and the public, can be a major problem for municipal officials.

38. Remember that what you say, privately and publicly, will often be news. You live in a glass house. Avoid over-publicizing minor problems.

39. Expect, and respect, citizen complaints. Make sure that your governing body members and your city have a way to deal effectively with them. Have a follow- up system.

40. Be careful about rumors. Check them out. Help squelch them when you know they are false.
41. Appoint citizen advisory committees and task forces when you need them but be prepared to follow their advice if you use them.
42. Take care in your appointments to boards and commissions. Make sure they are willing and capable as well as representative of the whole community.
43. Seek help. Use manuals, guides, and other technical assistance and information available from the Georgia Municipal Association and other agencies. Attending workshops and conferences put on for the benefit of you and your city.
44. Pace yourself. Limit the number of meetings you attend. Set some priorities, including the need to spend time with your family. Recognize that life- and the city -is dependent on a lot of things you have little control over.
45. Establish some personal goals and objectives. What do you want to help accomplish this year? Next year?
46. Help develop some short-term and long-term goals and objectives for your city and check your progress at least every six months.
47. Similarly, help your city develop a vision for the future. Plan from the future to the present – no vision, no plan. One of the important purposes of a governing body is to establish a vision for the future.
48. Focus on the future and try to leave your city better than that which you inherited as a city officer.
49. Be a leader, as well as part of the team of elected and appointed officials who were selected to make your city an even better place to live.

50. At least once a year, schedule a governing body discussion about how you are governing. Review the processes and procedures. Sit back and ask, "How are we doing, and can we do things better?"

51. Be enthusiastic about your public service and the privilege you have, and let the public know it. But maintain your sense of humor. Do not take yourself or the business of government so seriously that you do not enjoy it. Governing should be fun as well as a rewarding experience.

52. Celebrate! Always focusing on problems and issues may lead you, the governing body, and the public, to believe that nothing positive ever happens. Good things do happen. Let the public share your successes.

RESOLUTION NO. 2024-01**A RESOLUTION TO ADOPT THE REVISED AND AMENDED RULES OF
PROCEDURE FOR THE CITY OF JONESBORO, GEORGIA.**

WHEREAS, the City of Jonesboro, Georgia, desires to adopt Rules of Procedure and Code of Conduct for its Meetings and Elected Officials; and

WHEREAS, the City Council of Jonesboro, Georgia has reviewed and considered the attached Rules of Procedure and Conduct for its Meetings and Elected Officials;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF JONESBORO, GEORGIA, that the attached Rules of Procedure and Code of Conduct for its Meetings and Elected Officials are hereby adopted as the Rules of Procedure and Conduct for its Meetings and Elected Officials for the City of Jonesboro, Georgia

ADOPTED AND APPROVED this _____ day of _____, 2024.

Donya Sartor, Mayor

Tracey Messick, Mayor Pro-Tem

Alfred Dixon, Councilmember

Don Dixon, Councilmember

Bobby Lester, Councilmember

Asjah Miller, Councilmember

Billy Powell, Councilmember

ATTEST:

Melissa Brooks, City Clerk

Attachment: Rules of Procedure (Revised) City of Jonesboro (3709 : Jonesboro Rules of Procedure Revised)

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary		Agenda Item # - 1	14.1
			COUNCIL MEETING DATE February 12, 2024	
Requesting Agency (Initiator) Office of the City Manager		Sponsor(s) Mr. Simpson		
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Council to consider waiver of permit fees for applicants qualifying for the Commercial Beautification and Improvement Grant.				
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Potential Waiving of Certain Permit Fees				
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Economic Development, Community Planning, Neighborhood and Business Revitalization				
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> First discussed at the February 5 th Work Session, after the presentation by Clayton County's Ericka Rocker, the possible waiver of permit fees for applicants qualifying for the Commercial Beautification and Improvement Grant is now formally proposed. While quite a few methods of improvement proposed for existing buildings are cosmetic, some are structural, which would require permits and inspections. In an effort to further encourage renovations of existing buildings, it is proposed that the fees normally proposed for these building permits be waived, for those that have demonstrated to the City that they have truly qualified for the grant.				
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> Improved economic viability compensates for lack of permit fees.				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Clayton-County-Commercial-Beautification-and-Improvement-Grant-FULL-Guidelines				
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Approval				

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date February, 12, 2024	
Signature	City Clerk's Office	



Clayton County Commercial Beautification and Improvement Grant Program/Guidelines

Grant Purpose

The Clayton County Office of Economic Development has allocated America Rescue Plan Act (ARPA) grant funds to the Commercial Beautification and Improvement Grant Program to assist owners of commercial property with repair, enhancement and improvement for commercial properties within Clayton County. The Clayton County Strategic Economic Development Plan specifies a need for beautification to attract new business and investment to Clayton County. The goal of this grant is to improve the overall attractiveness of high traffic corridors in Clayton County.

Grant Goals:

- Promote a consistently high-quality commercial environment that will be attractive to residents and visitors
- Promote retail to service activities and increase tenant occupancy within our shopping centers
- Create an attractive environment where residents, visitors and business owners gain a sense of civic pride
- Promoting additional improvements by the participants, and neighboring properties

Eligibility

- The applicant must be up to date on all permits, taxes, and other fees.
- Only one application and property per owner
- The grant will only fund projects that improve the visual appearance of the property from the street or other public space.
- Eligible improvements include:
 - Painting, including an exterior mural
 - Building surface repairs i.e. brick, siding, limestone, stucco etc.
 - Landscaping i.e. ornamental, decorative planters, flowerbeds etc.
 - Exterior Lighting/LED lighting
 - Windows, doors, framing, etc.
 - Signage, canopies, awnings, etc.
 - Gates, fencing, landscaping, etc.
 - Cosmetic repairs
- Properties must be less than 75,000 SF
- Outparcels are allowed

Eligible Applicants:

Applicants must meet the following eligibility requirements:

- Property must be zoned for general business, mixed use, or commercial
- Applicants must be in good standing with Clayton County on all tax property taxes
- Shopping centers and commercial properties must have 50% or greater occupancy
- Property owner must have been owned property prior to January 1, 2021



Ineligible Applicants include:

- Properties that **DO NOT QUALIFY**: package stores, adult entertainment shops, gambling activities, gas stations, financial institutions, gun/weapon shops, religious institutions or public agencies.
- Residential, Office or Industrial Properties.
- Properties that are currently under contract, foreclosure or sale

Ineligible Repairs Include:

- Interior improvements
- Architectural design and planning services
- Operations and inventory
- HVAC, plumbing, and other system repair
- Roof Repair
- Construction Permit Fees
- Commercial improvements expenses that were incurred prior to grant approval notification

Grant Timeline

December 8, 2023	INFORMATIONAL MEETING WITH PROPERTY OWNERS
December 8, 2023	APPLICATIONS WILL OPEN
March 2, 2024	Applications due
--	Applications are reviewed by the Clayton County Beautification Committee
April 2, 2024	Award recipients will be notified
November 31, 2024	All projects must be completed

Funding Allocation

Eligible commercial property owners may apply for grants up to \$75,000 that can be used for exterior improvements to their commercial property. This grant is intended for retail shopping centers, but other commercial properties may also qualify for funding. **A match is required for eligibility.** The match must be equal to or greater than 25% of the funds requested. The match may be in the form of proof of exterior improvements within the last 3 years or additional repairs outside of the funds requested.

Grant Application Process

- **Applications will be received by the Clayton County Office of Economic Development until March 2, 2024.**
- The completed applications will be reviewed by the Clayton County Beautification Committee.
- The property owner will need to sign the articles of agreement for the county.
- The property owner/applicant will submit invoices and photos of the projects to the Clayton County Office of Economic Development Grant Administrator. Checks will be made payable directly to contractors.
- Projects will be need to be completed by November 31, 2024.



Application Scoring Criteria

The criteria to evaluate includes:

- If the overall proposal advances the goals of improving the building's appearance.
- The original condition of the building and the need for the proposed change.
- The impact of the project on the street and in the neighborhood
- Owner-occupied commercial buildings will be given preference in this application.
- The quality of the proposed work
- The project timeline
- Duration of ownership.
- Clayton County Residency
- Clayton County recommended vendors/contractors

Clayton County will not require property owners to select local contractors for the Commercial Beautification and Improvement Grant Program, but property owners are encouraged to select local Clayton County based contractors.

A list of Clayton County based contractors can be found at Clayton County Central Services and Clayton County Chamber of Commerce. Clayton County shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.

Clayton County Central Services SLBE/MWBE List

[SLBE-MWBE MASTER VENDOR LIST 3-08-23.xlsx \(claytoncountyga.gov\)](#)

Clayton County Water Authority Certified SLBE List

[8_20_23_CCWA-LOS-Certified-SLBE.pdf](#)

Clayton County Chamber of Commerce Business Directory:

<https://www.claytonchamber.org/list/>

Grant Application

The application form is available online at: <https://businessgrants.claytoncountyga.gov/>

The application must be completed and include all the following items:

1. A description of the proposed improvement
2. Current photographs of the current facade/property to be improved
3. Proof of ownership (such as deed or tax records)
4. Proposed project timeline
5. Project Budget
6. Quotes/estimates for the proposed improvements supplied to the applicant by the contractor (minimum of two quotes)
7. List of existing tenants with lease expiration dates
8. Match Requirements
 - a. Invoices and proof of payment for property improvements within the last 3 years



Office of Economic Development

Application

Please read the Grant guidelines prior to completing the application.

1. Property Owner Information:

Property Owner Name:		
Property Owner Company (If Applicable):		
Street Name:		
City:	State	Zip Code:
Telephone:	Email:	

2. Property Management Company: (If Applicable)

Property Management Name:		
Property Management Company:		
Street Name:		
City:	State	Zip Code:
Telephone:	Email:	

3. Project Address:

Property/Shopping Center Name (If applicable):		
Street Name:		
City:	State	Zip Code:
Total Square Footage:	Total Acreage:	Property Purchase Date:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:



Office of Economic Development

4. Is this an owner-occupied commercial building? (Yes/No)

(A property owner that uses the property and occupies it for commercial and operating purposes i.e. "owner-tenant".)

5. Is this property a historical property or located in historical district? (Yes/No)**6. Project Scope: (Check All that Apply)**

- ☐ Painting, including an exterior mural
- ☐ Building surface repairs i.e. brick, siding, limestone, stucco etc.
- ☐ Landscaping i.e. ornamental, decorative planters, flowerbeds etc.
- ☐ Exterior Lighting/LED lighting
- ☐ Windows, doors, framing, etc.
- ☐ Signage, canopies, awnings, etc.
- ☐ Gates, fencing etc.
- ☐ Cosmetic repairs

7. Project Budget.

Applicant may receive full or partial amount requested. Please indicate priority which proposed improvement are the highest priority (1), (2), (3) etc.

Proposed Improvement	Amount Requested	Contractor/CompanyName	Priority #
Painting			
Building Surface Repairs			
Landscaping			
Lighting			
Windows/Doors/Framing etc.			
Signage/Canopies/Awnings etc.			
Gates/Fencing etc.			
Cosmetic Repairs			
Other			
Total Amount Requested			
Match			
Total Project Cost			

8. Contractor(s) Name: Please submit written quote(s) for each contractor

Contractor Name:		
Contractor Company Name:		
Street Name:		
City:	State	Zip Code:
Email address:		
Contractor Phone Number:		



Contractor Name:		
Contractor Company Name:		
Street Name:		
City:	State	Zip Code:
Email address:		
Contractor Phone Number:		

Contractor Name:		
Contractor Company Name:		
Street Name:		
City:	State	Zip Code:
Email address:		
Contractor Phone Number:		

Write on the back of this page to add more contractor information

- 9. Has any exterior repair been completed on this property in the last 3 years? If so, please provide an explanation below?**

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- 10. Project Timeline (Projected Start Date and Completion date)**

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- 11. Are you current on all of your local, state and federal taxes? (Yes/No)**

12. Have you received any citations for code violations in the past 5 years? (Yes/No) If yes, please explain:

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13. Why should your property be selected by the Clayton County Beautification Committee to receive this grant? Please indicate the impact of the project on the street and in the neighborhood:

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14. Do you currently own any other commercial property in Clayton County? (Yes/No) If yes, please provide the following:

Property/Shopping Center Name (If applicable):		
Street Name:		
City:	State	Zip Code:
Total Square Footage:	Total Acreage:	
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:
Tenant Name:	Tenant SF:	Lease Expiration:

Uploads (Required)

Current photographs of the current facade/property to be improved

Proof of property ownership (such as deed or tax records)

Quotes/estimates for the proposed improvements supplied to the applicant by the contractor (minimum of two quotes for each improvement)

- Dropdowns
 - Painting, including an exterior mural
 - Building surface repairs i.e. brick, siding, limestone, stucco etc.
 - Landscaping i.e. ornamental, decorative planters, flowerbeds etc.
 - Exterior Lighting/LED lighting
 - Windows, doors, framing, etc.
 - Signage, canopies, awnings, etc.
 - Gates, fencing etc.
 - Cosmetic repairs

Match Documentation

The applicant shall comply with all applicable provisions of Clayton County, as well as any ordinance, law, and practice in connection with the project being completed using these funds.

_____/____/____

I have read the guidelines and affirm that to the best of my knowledge all the entries on this application are accurate and true. I accept the requirements.

_____/____/____

Printed Name of Applicant Signature of Applicant Date

_____/____/____

Nondiscrimination Statement:

Clayton County does not discriminate based on sexual orientation, race color, gender, age, religion, national origin, marital status, disability, or gender identity and will not tolerate any such discrimination by or against its employees or citizens utilizing its services, programs, and activities



Office of Economic Development