



CITY OF JONESBORO
Work Session
1859 CITY CENTER WAY
August 5, 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. MAYOR'S PRESENTATION - DEI&B COMMUNITY LEARNING PROJECT**
- IV. INVOCATION**
- V. ADOPTION OF AGENDA**
- VI. PUBLIC COMMENT**
- VII. WORK SESSION**
 1. Discussion regarding Fee Schedule changes, relative to new State requirements regarding building permit fees.
 2. Discussion regarding Conditional Use Permit Application, 24-CU-012, for an adult day care by John H. Jones / JHJ Old Morrow LLC, property owner, and Rufina Noragbon, applicant, for property at 7851 Old Morrow Road (Parcel No. 12048B B002), Jonesboro, Georgia 30236.
 3. Discussion regarding Conditional Use Permit Application, 24-CU-013, for a smoke shop by CRS Center LLC, property owner, and Dawood Ghaleb, applicant, for property at 8025 Tara Boulevard (Parcel No. 13210D A005), Jonesboro, Georgia 30236.
 4. Discussion regarding Variance Application, 24-VAR-003, for development standards for an accessory building by David and Stephanie Garrison, property owners and applicants, for property at 125 North Lake Drive (Parcel No. 12048C B031), Jonesboro, Georgia 30236.
 5. Discussion regarding Variance Application, 24-VAR-004, for development standards for an accessory building by JA Siding SVC LLC / Jose A. Osorio, property owner, and Donna Edwards / Jose Osorio, applicants, for property at 0 Rogers Avenue / Lot 13 (Parcel No. 13209C B002), Jonesboro, Georgia 30236.

6. Discussion regarding Alcohol Beverage Pouring license, 24-ALC-003, to dispense beer, wine & distilled spirits at 7955 Tara Boulevard, Jonesboro, Georgia 30236. The legal business name is Lav's Lavish Lounge (formerly Sugar Bush Sports Bar). Valencia Lavender has requested to be the License Representative.
7. Discussion regarding Clayton County Board of Elections to conducting the November 2025, Municipal Election.
8. Discussion regarding proposed amendments to the Ethics Committee, Article VI, Code of Ethics.
9. Discussion regarding proposed amendments to the Rules of Procedure for Elected Officials.
10. Discussion regarding proposed Economic Development Policy.
11. Discussion regarding proposed Complete Streets Policy.
12. Discussion regarding proposed Guaranteed Ride Home Program.

VIII. OTHER BUSINESS

- A. Executive Session for the purpose of discussing potential litigation, real estate, or personnel matters
- B. Consider any action(s) if necessary based on decision(s) made in the Executive Session.

IX. ADJOURNMENT



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

7.1

- 1

COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding Fee Schedule changes, relative to new State requirements regarding building permit fees.

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

Fee Schedule Changes

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.)

On July 1, 2024, per House Bill 461, the State of Georgia requires building permit fees to be determined by either square footage criteria or hourly criteria, and not the process normally used by the City of Jonesboro – basing fees on construction costs. After consulting with the City’s building official, Safebuilt, it was determined that permit fee amounts based on hourly rates was not feasible, so Safebuilt developed the attached chart based on square footage thresholds.

Attached are the fee schedule documents there are three tables the first table matches what your current fees are as close as possible the second table is the average of Morrow, Fayetteville, and Hapeville and the third table shows the difference between the current fee table and the average table. I am also attaching a document that provides a multiplier for “long duration projects” and “complex projects”.

This would only change for projects where a new building is involved. Normal flat fees for roofs, electrical, plumbing, and HVAC permits will not change.

There is also a “multiplier” added for large, long-term projects that may involve multiple phases and several years. Jonesboro does not anticipate having any of these projects in the near future.

Fiscal Impact

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

See charts.

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

- Georgia-2023-HB461-Enrolled
- Copy of Jonesboro Fee Comparison
- Complex and long duration projects fee schedule

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

Approval

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title
Melissa Brooks, City Clerk

Date
August, 5, 2024

Signature

City Clerk’s Office

House Bill 461 (AS PASSED HOUSE AND SENATE)

By: Representatives Thomas of the 21st, Momtahan of the 17th, Washburn of the 144th, Smith of the 138th, and Crowe of the 118th

A BILL TO BE ENTITLED
AN ACT

1 To amend Article 1 of Chapter 13 of Title 48 of the Official Code of Georgia Annotated,
2 relating to general provisions regarding specific, business, and occupation taxes, so as to
3 require that the proceeds of local government regulatory fees be used to pay for regulatory
4 activity and not general operations; to revise the lists of professions which may and may not
5 be subject to such regulatory fees; to remove and revise certain provisions authorizing
6 calculation of regulatory fees for renovation and other construction projects; to provide for
7 a definition; to provide for related matters; to provide for an effective date; to repeal
8 conflicting laws; and for other purposes.

9 BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

10 **SECTION 1.**

11 Article 1 of Chapter 13 of Title 48 of the Official Code of Georgia Annotated, relating to
12 general provisions regarding specific, business, and occupation taxes, is amended in Code
13 Section 48-13-9, relating to limitation on authority of local government to impose regulatory
14 fee, examples of those which may be subject to fees, individuals and entities not subject to
15 fees, and general laws not repealed, by revising subsections (a), (b), (c), and (e) as follows:

H. B. 461

- 1 -

16 "(a) A local government is authorized to require a business or practitioner of a profession
17 or occupation to pay a regulatory fee only if the local government customarily performs
18 investigation or inspection of such businesses or practitioners of such profession or
19 occupation as protection of the public health, safety, or welfare or in the course of
20 enforcing a state or local building, health, or safety code, but no local government is
21 authorized to use regulatory fees as a means of raising revenue for general purposes,
22 provided that the amount of a regulatory fee shall approximate the reasonable cost of the
23 actual regulatory activity performed by the local government and the proceeds of such
24 regulatory fee shall be used to fund such regulatory activity and not the general operations
25 of the local government, and further provided that the local government shall not be
26 required to establish separate accounts for such proceeds.

27 (b) Examples of businesses or practitioners of professions or occupations which may be
28 subject to regulatory fees of local governments include, but are expressly not limited to, the
29 following:

- 30 (1) Building and construction contractors, subcontractors, and workers;
- 31 (2) Carnivals;
- 32 (3) Taxicab and limousine operators;
- 33 (4) Tattoo artists;
- 34 (5) Stables;
- 35 (6) ~~Shooting galleries and firearm ranges~~ Reserved;
- 36 (7) Scrap metal processors;
- 37 (8) Pawnbrokers;
- 38 (9) Food service establishments;
- 39 (10) Dealers in precious metals;
- 40 (11) ~~Firearms dealers~~ Reserved;
- 41 (12) Peddlers;
- 42 (13) Parking lots;

- 43 (14) Nursing homes, assisted living communities, and personal care homes;
44 (15) Newspaper vending boxes;
45 (16) Modeling agencies;
46 (17) Massage parlors;
47 (18) Landfills;
48 (19) Auto and motorcycle racing;
49 (20) Boarding houses;
50 (21) Businesses which provide appearance bonds;
51 (22) Boxing and wrestling promoters;
52 (23) Hotels and motels;
53 (24) Hypnotists;
54 (25) Handwriting analysts;
55 (26) Health clubs, gyms, and spas;
56 (27) Fortunetellers;
57 (28) Garbage collectors;
58 (29) Escort services;
59 (30) Burglar and fire alarm installers; and
60 (31) Locksmiths.
- 61 (c) Examples of businesses and practitioners of professions and occupations which local
62 governments are not authorized to subject to regulatory fees include, but are expressly not
63 limited to, the following:
- 64 (1) Lawyers;
65 (2) Physicians licensed under Chapter 34 of Title 43;
66 (3) Osteopaths licensed under Chapter 34 of Title 43;
67 (4) Chiropractors;
68 (5) Podiatrists;
69 (6) Dentists;

- 70 (7) Optometrists;
- 71 (8) Psychologists;
- 72 (9) Veterinarians;
- 73 (10) Landscape architects;
- 74 (11) Land surveyors;
- 75 (12) Practitioners of physiotherapy;
- 76 (13) Public accountants;
- 77 (13.1) Registered investment advisors;
- 78 (14) Embalmers;
- 79 (15) Funeral directors;
- 80 (16) Civil, mechanical, hydraulic, or electrical engineers;
- 81 (17) Architects;
- 82 (18) Marriage and family therapists, social workers, and professional counselors;
- 83 (19) Dealers of motor vehicles, as defined in paragraph (1) of Code Section 10-1-622;
- 84 (20) Owners or operators of bona fide coin operated amusement machines, as defined
- 85 in Code Section 50-27-70, and owners or operators of businesses where bona fide coin
- 86 operated amusement machines are available for commercial use and play by the public,
- 87 provided that such amusement machines have affixed current stickers showing payment
- 88 of annual permit fees, in accordance with Code Section 50-27-78;
- 89 (21) Merchants or dealers as defined in Code Section 48-5-354 as to their deliveries to
- 90 businesses and practitioners of professions and occupations in areas zoned for
- 91 commercial use; ~~and~~
- 92 (22) Shooting galleries and firearm ranges;
- 93 (23) Firearms dealers; and
- 94 (24) Any other business, profession, or occupation for which state licensure or
- 95 registration is required by state law, unless the state law regulating such business,
- 96 profession, or occupation specifically allows for regulation by local governments."

97 "(e) For each business, profession, or occupation, local governments are authorized to
 98 determine the amount of a regulatory fee imposed in accordance with this article only by
 99 one of the following methods:

100 (1) A flat fee for each business or practitioner of a profession or occupation doing
 101 business in the jurisdiction as authorized by Code Section 48-13-8;

102 (2) A flat fee for each type of permit or inspection requested;

103 (3) An hourly rate determined by the hourly wage or salary, including employee benefits,
 104 of the person or persons assigned to investigate or inspect multiplied by the number of
 105 hours estimated for the investigation or inspection to be performed;

106 (4) An hourly rate as determined by paragraph (3) of this subsection with the addition
 107 of other expenses reasonably related to such regulatory activity, such as administrative
 108 and travel expenses, multiplied by the number of hours estimated for the investigation or
 109 inspection to be performed; or

110 (5) For construction projects that are classified as new construction or for extensive
 111 renovation projects, the number of square feet of construction or the number of square
 112 feet of construction to be served by the system to be installed, in conjunction with ~~and~~
 113 ~~limited by the building valuation data, as established from time to time by the~~
 114 International Code Council or by similar data, and in conjunction with and limited by the
 115 hourly rate described in paragraph (3) or (4) of this subsection. As used in this paragraph,
 116 the term 'extensive renovation project' means a project valued at \$75,000.00 or more to
 117 renovate an existing structure.; ~~or~~

118 ~~(6) For construction projects that are classified as renovation and all other construction~~
 119 ~~projects other than those classified as new construction, the cost of the project in~~
 120 ~~conjunction with and limited by the building valuation data that conforms with the~~
 121 ~~principles and methods established from time to time by the International Code Council~~
 122 ~~or by similar data, and in conjunction with and limited by the hourly rate described in~~
 123 ~~paragraph (3) or (4) of this subsection."~~

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124 **SECTION 2.**

125 This Act shall become effective on July 1, 2024.

126 **SECTION 3.**

127 All laws and parts of laws in conflict with this Act are repealed.

Jonesboro Rate Tables												
A1												
Rate	B	KA	KB	KA	KB	KA	KB	KA	KB	KA	KB	KA
2500	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
5000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
10000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
20000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
50000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
100000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32

Fairfieldville, Hopedale, Morrow Average												
A2												
Rate	B	KA	KB	KA	KB	KA	KB	KA	KB	KA	KB	KA
2500	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
5000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
10000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
20000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
50000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
100000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32

Jonesboro Rate Higher/Lower												
A3												
Rate	B	KA	KB	KA	KB	KA	KB	KA	KB	KA	KB	KA
2500	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
5000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
10000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
20000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
50000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
100000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32

A4												
Rate	B	KA	KB	KA	KB	KA	KB	KA	KB	KA	KB	KA
2500	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
5000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
10000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
20000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
50000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
100000	1.42	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32

Attachment: Copy of Jonesboro Fee Comparison (3829 : Fee Schedule Changes)

Complex and long duration projects fee schedule

Complex projects shall be calculated at .25% of the total permit fee for each discipline (IE: Building, Mechanical, Electrical, Plumbing) that is deemed a complex portion of the project.

Complex project means a construction project that includes one or more of the following significant components:

- Unique equipment
- Specialized building system
- Multifaceted program
- Accelerated schedule
- Historic designation
- Intricate phasing

Some examples of complex projects are listed below **but not limited to the list below** and shall be determined by the building official at the time of the plan review for the project.

- Complex mixed occupancy buildings
- Institutional occupancies
 - Correctional facilities
 - Hospitals
 - Nursing homes
- Factories
- Hazardous occupancy buildings
- Aircraft hangers
- Large assembly occupancies
 - Stadiums
 - Amphitheaters
 - Arenas
 - Churches

Long duration projects (projects that have a duration of 12 months or more) shall be calculated at .1% for every month or fraction thereof of the total permit fee including the complex project fees, for the duration of the project. The duration shall be estimated at the time of submittal, any projects that exceed the estimate duration shall be charged an additional fee of .1% of the original permit fee including the complex project fees, for every month or fraction thereof that the project exceeds the estimated duration.



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

7.2

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COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding Conditional Use Permit Application, 24-CU-012, for an adult day care by John H. Jones / JHJ Old Morrow LLC, property owner, and Rufina Noragbon, applicant, for property at 7851 Old Morrow Road (Parcel No. 12048B B002), Jonesboro, Georgia 30236.

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

City Code Section 86-107 – C-2 Zoning Purpose and Standards; Conditional Use Section 86-125

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, with conditions**; Recently, the applicant submitted a zoning verification for an adult day care (daytime hours only) on the subject property. The property is zoned C-2 commercial, with the the southern tip of the building and the adjacent parcel being zoned O&I. Most of the subject property is taken up by an existing commercial “strip mall building” with associated parking in the front and a mix of business types in the other suites. To the north and west are single-family residential neighborhoods. Though the property and building are listed, per the County Tax Assessor, as 7857 Old Morrow Road, most of the connected suites / storefronts within the building have street numbers separate from the listed address – 7815, 7827, 7845 7851, etc. The applicant’s request is for 7851 Old Morrow Road, in the middle of the building. The applicant said that there was an adult day care on this property for several years in the past. Nevertheless, a new application requires a conditional use permit, meeting the following minimum conditions:

Sec. 86-125. - NAICS 624120 Adult day care center.

A facility in which for compensation seven or more persons 18 years of age or older, who have difficulty in functioning independently, receive care for fewer than 24 hours per day without transfer of legal custody.

Adult day-care centers may be permitted as a conditional use in an CCM, H-2, O&I, M-X, C-1, or C-2 district, subject to the following conditions:

- (1) Must be located on a street having a classification of collector or greater.*
- (2) Must be established on a lot having a minimum area of one acre.*
- (3) On-site parking and/or drop-off space adequate to meet the needs of the proposed facility shall be provided.*
- (4) An outdoor amenity area containing a minimum area of 2,000 square feet and comprised of such furnishings as benches, picnic tables and shelters as well as pedestrian walks to create an amenity suitable for adults must be provided.*
- (5) Mayor and Council may attach conditions to approval of a facility which have as their purpose protection of the public health, safety, morals, and general welfare, or Mayor and Council may deny approval of an adult day care facility upon a finding that conditions on or near such proposed facility render it unsuitable for establishment of an adult day care facility.*

Per the applicant:

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

August, 5, 2024

Signature

City Clerk’s Office

I think we have enough space at the back for No. 4 question. And it is not an overnight day care. It is 6 hours a day and they have to go out in the community routinely.

The facility will have 14-18 participants on average per day. They will be dropped off and picked up.

Sec. 86-125. - NAICS 624120 Adult day care center.

A facility in which for compensation seven or more persons 18 years of age or older, who have difficulty in functioning independently, receive care for fewer than 24 hours per day without transfer of legal custody.

Adult day-care centers may be permitted as a conditional use in an CCM, H-2, O&I, M-X, C-1, or C-2 district, subject to the following conditions:

*(1) Must be located on a street having a classification of collector or greater. **Old Morrow Road was designated as a collector road a few years ago.***

*(2) Must be established on a lot having a minimum area of one acre. **Parcel that building is on has 1.32 acres.***

*(3) On-site parking and/or drop-off space adequate to meet the needs of the proposed facility shall be provided. **The participants will be dropped off and picked up, so they will not need parking spaces for personal vehicles. The existing parking outside will be adequate for the few employees.***

*(4) An outdoor amenity area containing a minimum area of 2,000 square feet and comprised of such furnishings as benches, picnic tables and shelters as well as pedestrian walks to create an amenity suitable for adults must be provided. **2000 square feet of outdoor amenity area is possible in the grass / gravel area behind the building. Currently, this area is open and has no active use. The applicant has provided a drawing for what can be placed in the rear space (see attached). The western and northern property lines, separating the subject property from adjacent residences, are fenced in and already have screening vegetation. A minimum 4-foot high fence would need to be placed around the finished amenity area to protect day care participants from falling onto the adjacent loading dock and to prevent them from going from the rear of the property to the front.***

(5) Mayor and Council may attach conditions to approval of a facility which have as their purpose protection of the public health, safety, morals, and general welfare, or Mayor and Council may deny approval of an adult day care facility upon a finding that conditions on or near such proposed facility render it unsuitable for establishment of an adult day care facility.

Should the Mayor and Council choose to approve the request, the following minimum conditions should apply:

- 1. Not approved for overnight stays or care.**
- 2. A minimum 4-foot high fence shall be installed around the finished amenity area.**
- 3. No outdoor activities shall occur in the front of the property.**
- 4. All Fire Marshal requirements shall apply.**
- 5. Amenity area shall be complete prior to the issue of a business license.**

Fiscal Impact

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

Private Owner

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

- Zoning Info

- Site
- Property Pictures
- Proposed Amenity Area
- Thoroughfare Plan
- Conditional Use - 7851 Old Morrow Road - Adult Day Care - Legal Notice August 2024
- Meeting Notice Letter
- Zoning Sign

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

Approval, with Conditions

Rox



CITY OF JONESBORO
1859 City Center Way
Jonesboro, Georgia 30236
City Hall: (770) 478-3800
Fax: (470) 726-1646
www.jonesboroga.com

ZONING VERIFICATION REQUEST

Important Notice:

BEFORE leasing, purchasing, or otherwise committing to a property you are STRONGLY ADVISED to confirm that the zoning and physical layout of the building and site are appropriate for the business use intended and will comply with the City's Zoning Ordinance. This includes having a clear understanding of any code restrictions, limitations or architectural guidelines that may impact your operation and any building and site modifications that may be necessary to open your business. This document does not authorize a business to conduct business without an Occupational Tax Certificate. This could result in closure and/or ticketing.

Applicant's Information

Name of Applicant: Rufina Noragbon
Name of Business: Health Source Agency, INC.
Property's Address: 7851 Old Morrow Road, Jonesboro Ga 30236
Email Address: healthsourcemtzion@att.net
Phone: (Day): 770-310-8794 (Evening): 470-399-6249

Property Information

Current Use of Property: vacant
Proposed Use of Property (Please provide in great detail the intended use of the property):
Adult Day Care

Rufina Noragbon

07/01/2024

Applicant's Signature

Date

FOR OFFICE USE ONLY:

Current Zoning: C2

NAICS Code: 624120

Required Zoning: H20+1, MX, C1, C2

Conditional Use Needed? Yes or No

APPROVED

DENIED

Comments:

CONDITIONAL USE PERMIT REQUIRED AND MUST COMPLY WITH SEC. 86-125

JJ

7/2/24

Zoning Official Signature

Date

Attachment: Zoning Info (3818 : Adult Day Care - 7851 Old Morrow Road)

Applicant – Rufina Noragbon
Name of Business – Health Source Agency Inc.
Address - 7851 Old Morrow Road
Zoning District – C2
NAICS Code: 624120
Proposed Use: Adult Day Care

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
624120	Adult Day Care Center (Out of Home)	N	N	N	C	N	N	C	C	C	C	C	N	Sec. 86-125

Use is permitted "by right" in the district indicated = P; Use is permitted as a conditional use (section indicated) = C; Use is not permitted = N



Zoning Classifications

- Jonesboro Boundaries
- A Assembly Rights
- H Historic Residential
- HA Historic Residential and Assembly Rights
- Tara Boulevard
- County Parcels
- C-1 Neighborhood Commercial
- C-2 Highway Commercial
- H-1 Historic District
- H-2 Historic District
- M-1 Light Industrial District
- O-1 Office and Institutional
- R-2 Single Family Residential
- R-4 Single Family Residential
- R-C Cluster Residential
- RM Multifamily Residential

Sec. 86-125. - NAICS 624120 Adult day care center.

A facility in which for compensation seven or more persons 18 years of age or older, who have difficulty in functioning independently, receive care for fewer than 24 hours per day without transfer of legal custody.

Adult day-care centers may be permitted as a conditional use in an CCM, H-2, O&I, M-X, C-1, or C-2 district, subject to the following conditions:

Attachment: Zoning Info (3818 : Adult Day Care - 7851 Old Morrow Road)

- (1) Must be located on a street having a classification of collector or greater.
- (2) Must be established on a lot having a minimum area of one acre.
- (3) On-site parking and/or drop-off space adequate to meet the needs of the proposed facility shall be provided.
- (4) An outdoor amenity area containing a minimum area of 2,000 square feet and comprised of such furnishings as benches, picnic tables and shelters as well as pedestrian walks to create an amenity suitable for adults must be provided.
- (5) Mayor and Council may attach conditions to approval of a facility which have as their purpose protection of the public health, safety, morals, and general welfare, or Mayor and Council may deny approval of an adult day care facility upon a finding that conditions on or near such proposed facility render it unsuitable for establishment of an adult day care facility.

David D. Allen, Zoning Administrator / Community Development Director

July 2, 2024

David Allen

From: healthsourcemtzion@att.net
Sent: Tuesday, July 2, 2024 11:53 AM
To: David Allen
Subject: Re: Zoning Verification - 7851 Old Morrow Road, Health Source Agency

Tue, Jul 2 at 11:20 AM

Thanks I appreciate your answers. I think we have enough space at the back for No. 4 question. And it is not an overnight day care. It is 6 hours a day and they have to go out in the community routinely. Thanks Rufina Noragbon.

On Tuesday, July 2, 2024 at 11:20:17 AM EDT, healthsourcemtzion@att.net <healthsourcemtzion@att.net> wrote:

Thanks I appreciate your answers. I think we have enough space at the back for No. \$ question. And it is not an overnight day care. It is 6 hours a day and they have to go out in the community routinely. Thanks Rufina Noragbon.

On Tuesday, July 2, 2024 at 11:08:30 AM EDT, David Allen <dallen@jonesboroga.com> wrote:

Attached is a copy of the application. As discussed, there is a \$600 non-refundable fee.

I would need the completed application and the fee by the end of next week to be on the August 5th and August 12th Council agendas.

The conditions to be met are as follows:

Sec. 86-125. - NAICS 624120 Adult day care center.

A facility in which for compensation seven or more persons 18 years of age or older, who have difficulty in functioning independently, receive care for fewer than 24 hours per day without transfer of legal custody.

Adult day-care centers may be permitted as a conditional use in an CCM, H-2, O&I, M-X, C-1, or C-2 district, subject to the following conditions:

- (1) Must be located on a street having a classification of collector or greater. **Old Morrow is collector.**
- (2) Must be established on a lot having a minimum area of one acre. **Over one acre.**
- (3) On-site parking and/or drop-off space adequate to meet the needs of the proposed facility shall be provided. **I assume most of them would be dropped off.**

Attachment: Zoning Info (3818 : Adult Day Care - 7851 Old Morrow Road)

Clayton County GIS Map



7/22/2024, 11:52:05 AM



Attachment: Site (3818 : Adult Day Care - 7851 Old Morrow Road)

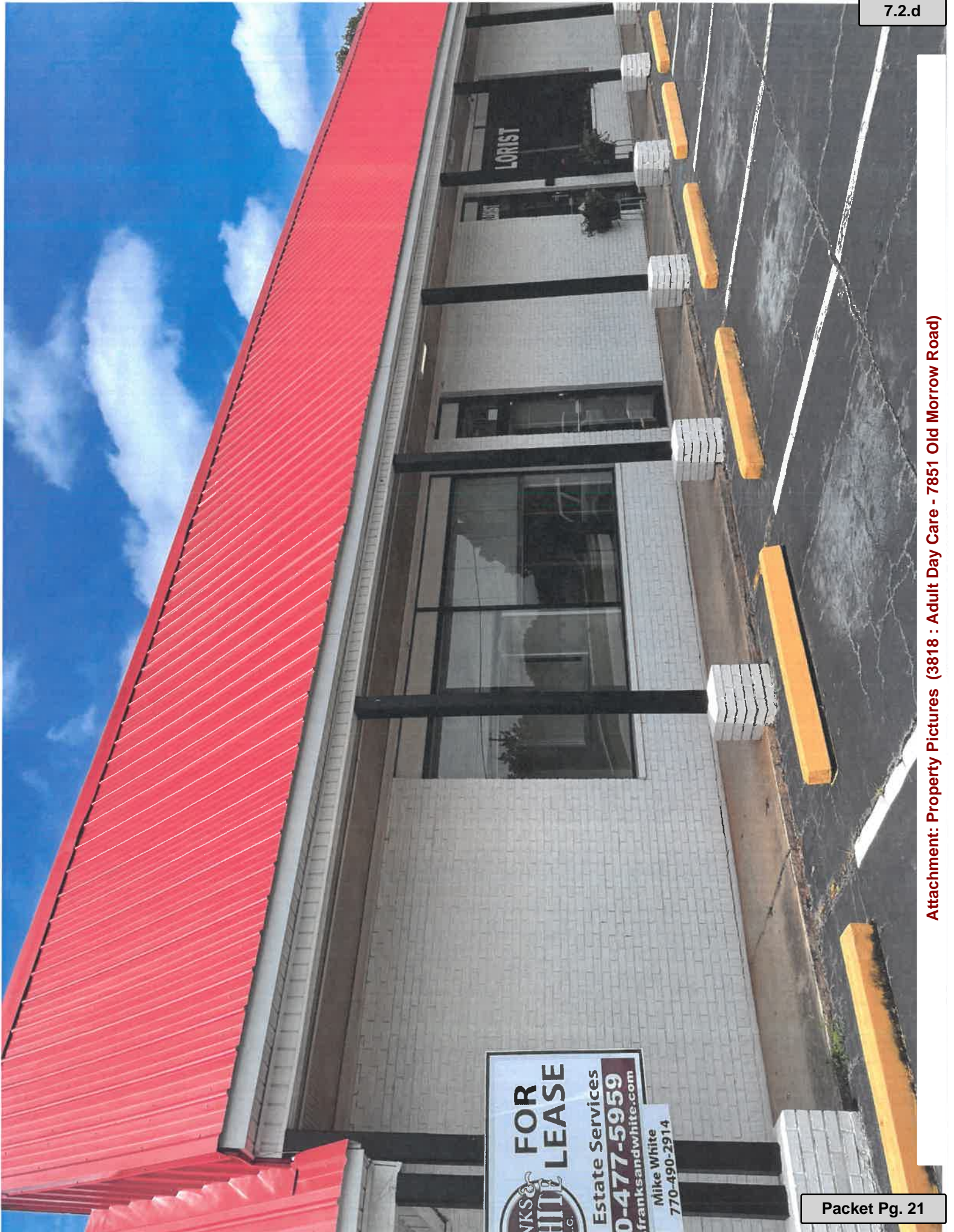
Clayton County GIS Map



Attachment: Site (3818 : Adult Day Care - 7851 Old Morrow Road)

7/22/2024, 11:50:36 AM





FOR LEASE
FRANKS & WHITE, L.C.
Estate Services
770-477-5959
franksandwhite.com
Mike White
770-490-2914

Attachment: Property Pictures (3818 : Adult Day Care - 7851 Old Morrow Road)



Attachment: Property Pictures (3818 : Adult Day Care - 7851 Old Morrow Road)



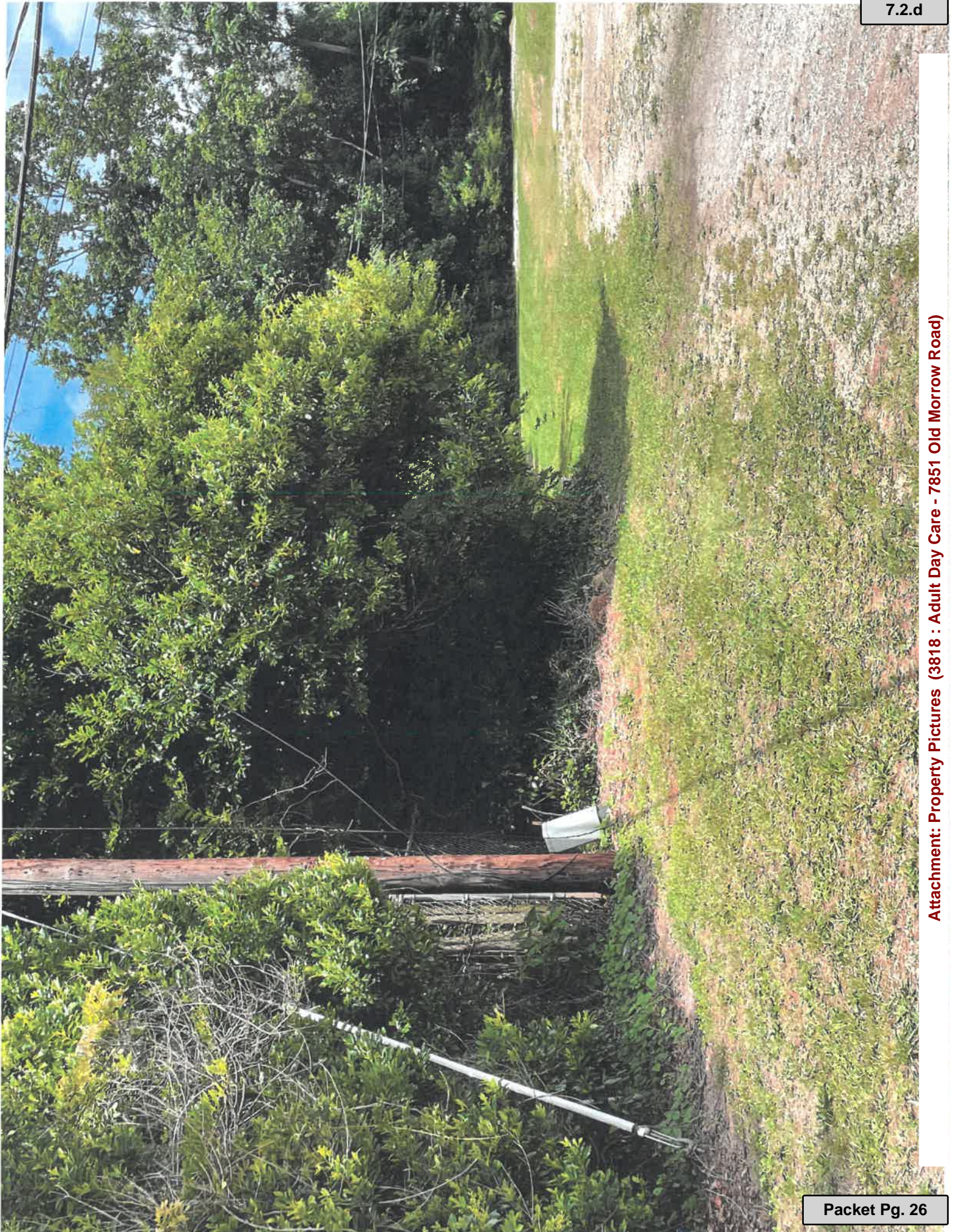
Attachment: Property Pictures (3818 : Adult Day Care - 7851 Old Morrow Road)



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Attachment: Property Pictures (3818 : Adult Day Care - 7851 Old Morrow Road)



Attachment: Property Pictures (3818 : Adult Day Care - 7851 Old Morrow Road)



This property was previously used for the same purpose we are requesting a Conditional Permit for.

The owner confirmed that an Adult Day Care was in this same location for years.

Attachment: Proposed Amenity Area (3818 : Adult Day Care - 7851 Old Morrow Road)

Jonesboro Thoroughfare Plan

Standards and design criteria adopted by other jurisdictions can provide an appropriate frame of reference in considering local plans. However, this information must be tailored to the Jonesboro context. The following standards and design criteria are proposed:

The Jonesboro Thoroughfare Plan establishes a street hierarchy comprised of Primary Arterial, Major Collector and Local Street. These are organized in order of size, with the Interstate conveying the highest traffic volumes and the highest speeds; local streets carry the lowest volumes and are characterized by the lowest speeds. Each street classification in the hierarchy is described below:

- Primary Arterial
- Major Collector
- Local Street

Primary Arterials

Arterials are designed to provide a high degree of mobility and serve longer vehicle trips to, from, and within urban areas. Arterials form the skeleton of the roadway network, linking urban centers such as the Central Business District, industrial parks, commercial centers, major residential developments and other key activity centers. Primary arterials are designed to carry between 45,000 and 75,000 trips per day. The City of Jonesboro has two primary arterials, Tara Boulevard (Highway 19/41) and Georgia Highway 138 Spur.

** Major Collector Streets*

Collector streets link neighborhoods to commercial districts and commuter traffic to secondary arterials. These streets are well traveled and are built to an urban standard. Collector streets are typically two- to four-lane facilities with an average daily traffic count between 7,500 and 15,000 vehicles. The following streets comprise Jonesboro's Major Collector Streets:

Fayetteville Road
 North Avenue
 North Main Street
 South Main Street
 McDonough Street
 Smith Street
 Stockbridge Road/Highway 138
 Jodeco Road
 * Old Morrow Road, entire city portion

Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on August 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 an adult day care by John H. Jones / JHJ Old Morrow LLC, property owner, and Rufina Noragbon, applicant, for property at 7851 Old Morrow Road (Parcel No. 12048B B002), Jonesboro, Georgia 30236. Item will first be discussed at the Work Session on August 5, 2024 at 6:00 P.M., also in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA 30236.

David Allen
Community Development Director

Publish 7/24/24



MEMORANDUM

To: Rufina Noragbon
110 Eagle Spring Drive
Stockbridge, Ga. 30281

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

Date: July 22, 2024

Re: Notification of Request for Conditional Use Permit – Adult Day Care; 7851 Old Morrow Road, Parcel No. 12048B B002

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:

- Adult Day Care

A Public Hearing has been scheduled for Monday, August 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, August 5, 2024 at 6:00 pm. The meetings will both 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 ANTONIO
PUBLIC NOTICE
 An application for a
CONDITIONAL USE PERMIT
 has been filed for the
 7851 Old Morrow Road, Bldg. #100
 A public hearing will be held on
 Monday, August 19, 2014, at 10:00 a.m.
 at the City Center City Hall, 1001 City Center Way, Suite 1000
 by permission of the Planning Commission.
 Date of Hearing: August 19, 2014 at 10:00 a.m.
 The City Engineer, City of Antonio, Texas, hereby certifies that this is a true and correct copy of the original as filed with the City Clerk.

7851

Attachment: Zoning Sign (3818 : Adult Day Care - 7851 Old Morrow Road)

CITY OF JONESBORO

PUBLIC NOTICE

An application has been filed for a

CONDITIONAL USE PERMIT

at this location

7851 Old Morrow Road

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

1859 City Center Way
Any questions, call City Hall at 770-478-3800

Date of Posting - July 23 20 24

ATTENTION

DO NOT REMOVE UNTIL ABOVE MEETING DATE

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



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

7.3

- 3

COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding Conditional Use Permit Application, 24-CU-013, for a smoke shop by CRS Center LLC, property owner, and Dawood Ghaleb, applicant, for property at 8025 Tara Boulevard (Parcel No. 13210D A005), Jonesboro, Georgia 30236.

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

City Code Section 86-105 – C-2 Zoning Purpose and Standards; Article XVII Additional Conditional Uses

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.)

Agency recommendation – **Denial of Conditional Use application**; Recently, the applicant put in a zoning verification for a retail smoke shop within the multi-suite Kroger shopping complex. The business would be located in the suite where the former Nut Café was located. The C-2 zoned commercial property has been the site of many businesses through the years. Per the current Table of Uses, the proposed use requires a conditional use permit, with the following minimum conditions:

Sec. 86-605. NAICS 453991 – Tobacco Stores, Cigar Shops, Vape Shops, CBD Stores, but not Cigar Lounge

The following conditions are assigned in the M-X, C-1, and C-2 districts:

- (1) Establishments shall be limited to a maximum floor area of 2,000 square feet.*
- (2) No outdoor display or storage of merchandise or materials shall be permitted.*
- (3) All ATF requirements shall be met.*

The reason the use now requires a conditional use permit is there has been a significant number of smoke shops and other stores with tobacco products approved in the past several years, throughout the City. How dense is too dense on certain uses? Does a more diverse blend of other commercial uses better benefit the City?

Though the suite the business would be located in does not exceed the 2000 square-foot size restriction, the following businesses already sell tobacco products in the immediate area:

Kroger, Buddy’s Mart, CVS, Dollar General, Exotic Pleasures, and QT. Until it recently closed, there was a “Souf Side Smoke Shop” less than a mile from the Kroger shopping center.

Should the Mayor and Council choose to approve this application, the following minimum conditions shall be met:

- 1. Any new signage must conform to the City Sign Ordinance.**
- 2. All applicable requirements for tobacco and/or alcohol sales shall be met.**

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title
Melissa Brooks, City Clerk

Date
August, 5, 2024

Signature

City Clerk’s Office

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

Private Owner

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

- Zoning Info
- Site
- Conditional Use - 8025 Tara Blvd - Smoke Shop - Legal Notice August 2024
- Meeting Notice Letter
- Zoning Sign

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

Pat Daniel

From: Dawood Ghaleb <noreply@jotform.com>
Sent: Wednesday, July 10, 2024 6:41 PM
To: David Allen; Maria Wetherington; Pat Daniel
Subject: Re: Jonesboro, GA: Zoning Verification Request - Dawood Ghaleb

 Jonesboro, GA: Zoning Verification Request

Name of Applicant: Dawood Ghaleb
Name of Business: Chillax USA LLC
Property's Address: Street Address: 8025 Tara blvd
City: Jonesboro
State / Province: georgia
Postal / Zip Code: 30236
Email Address: chillaxusallc@gmail.com
Phone: (Day) (980) 310-4653
Phone: (Evening) (980) 310-4653
Current Use of Property Empty
Proposed Use of Property (Please provide in great detail the intended use of the property): VAPE
FINE CIGARS
CIGARETTES
TOBACCO
Applicant's Signature Dawood Ghaleb
Date 07-10-2024

You can [edit this submission](#) and [view all your submissions](#) easily.

EX. ZONING: C2 NAICS CODE: 453991
REQ. ZONING: MX, C1, C2 COND. USE REQ?: YES
CONDITIONAL USE PERMIT REQUIRED AND MUST COMPLY WITH SEC. 86-605.

 1 7/11/24

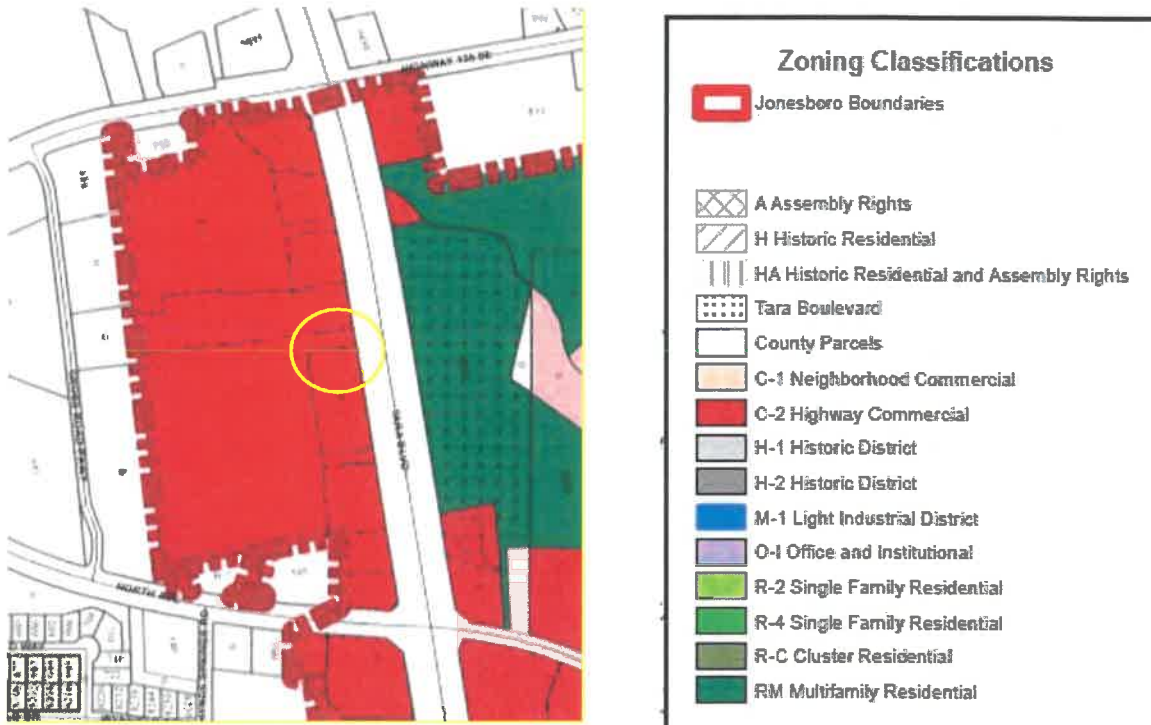
Attachment: Zoning Info (3819 : Smoke Shop - 8025 Tara Blvd)

**Applicant – Dawood Ghaleb
 Name of Business – Chillax USA LLC
 Address - 8025 Tara Boulevard
 Zoning District – C2 (June 2018 City Annexation)
 NAICS - 453991**

Proposed Use: Vape, Cigars, Cigarettes, Tobacco

Use is permitted "by right" in the district indicated = P
 Use is permitted as a conditional use (section indicated) = C
 Use is not permitted = N

NAICS Code	USES	R-2	R-4	R-C	CC M	RM	H-1	H-2	O&I	MX	C-1	C-2	M-1	Code Section
453991	Tobacco Stores, Cigar Shops, and Vape Shops CBD Stores, but not Cigar Lounge	N	N	N	N	N	N	N	N	C	C	C	N	Sec. 86-605; Sec. 86-118



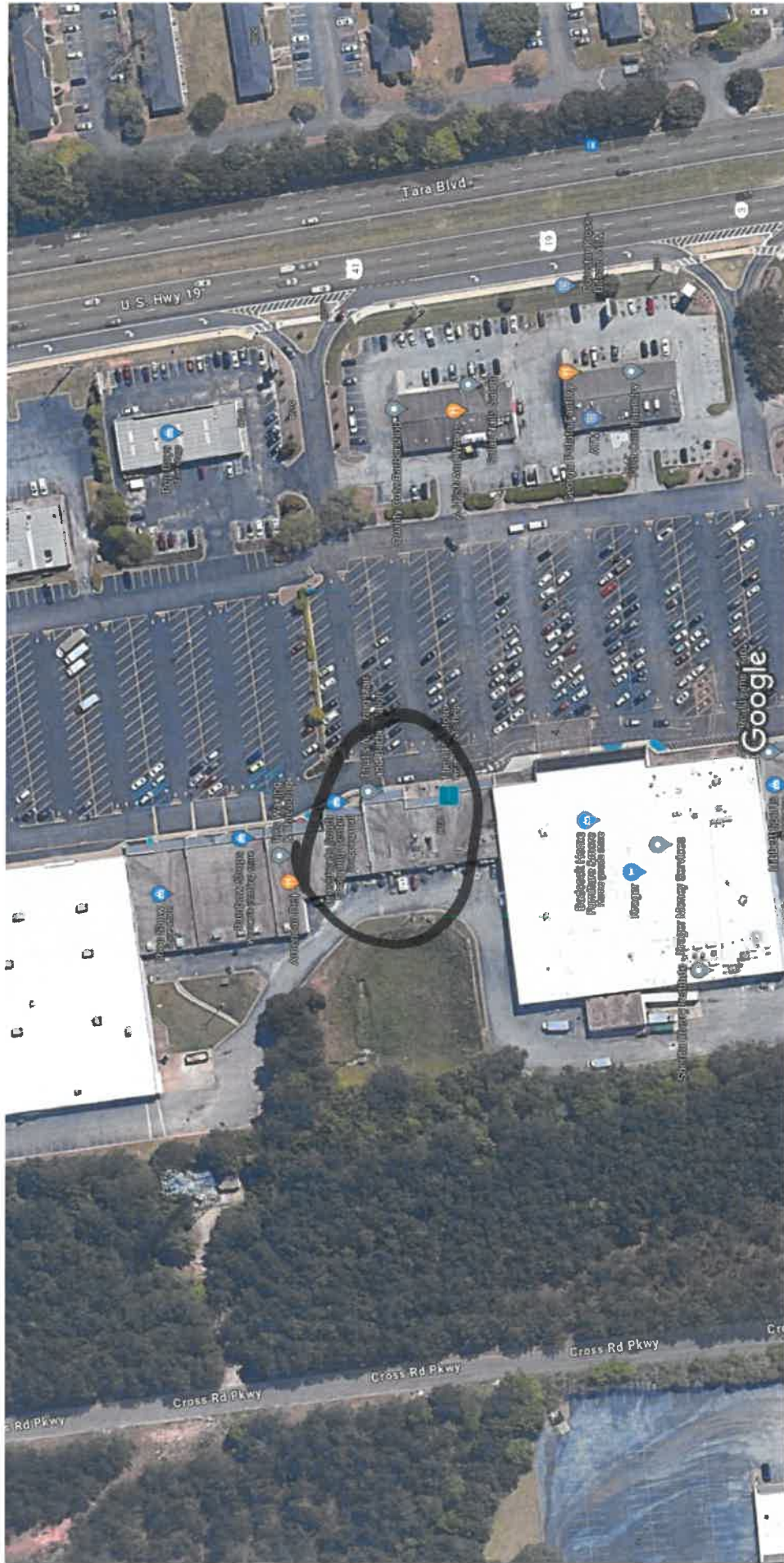
Sec. 86-605. NAICS 453991 – Tobacco Stores, Cigar Shops, Vape Shops, CBD Stores, but not Cigar Lounge

The following conditions are assigned in the M-X, C-1, and C-2 districts:

- (1) Establishments shall be limited to a maximum floor area of 2,000 square feet.
- (2) No outdoor display or storage of merchandise or materials shall be permitted.
- (3) All ATF requirements shall be met.

David D. Allen, Zoning Administrator / Community Development Director
 July 11, 2024

Attachment: Zoning Info (3819 : Smoke Shop - 8025 Tara Blvd)



Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 50 ft

Google Maps Jonesboro, Georgia



Google Street View

Dec 2021 [See more dates](#)

Google

Image capture: Dec 2021 © 2024 Google



Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on August 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 smoke shop by CRS Center LLC, property owner, and Dawood Ghaleb, applicant, for property at 8025 Tara Boulevard (Parcel No. 13210D A005), Jonesboro, Georgia 30236. Item will first be discussed at the Work Session on August 5, 2024 at 6:00 P.M., also in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA 30236.

David Allen
Community Development Director

Publish 7/24/24



MEMORANDUM

To: Dawood Ghaleb
Jonesboro, Ga. 30236

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

Date: July 23, 2024

Re: Notification of Request for Conditional Use Permit – Smoke Shop; 8025 Tara Boulevard, Parcel No. 13210D A005

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:

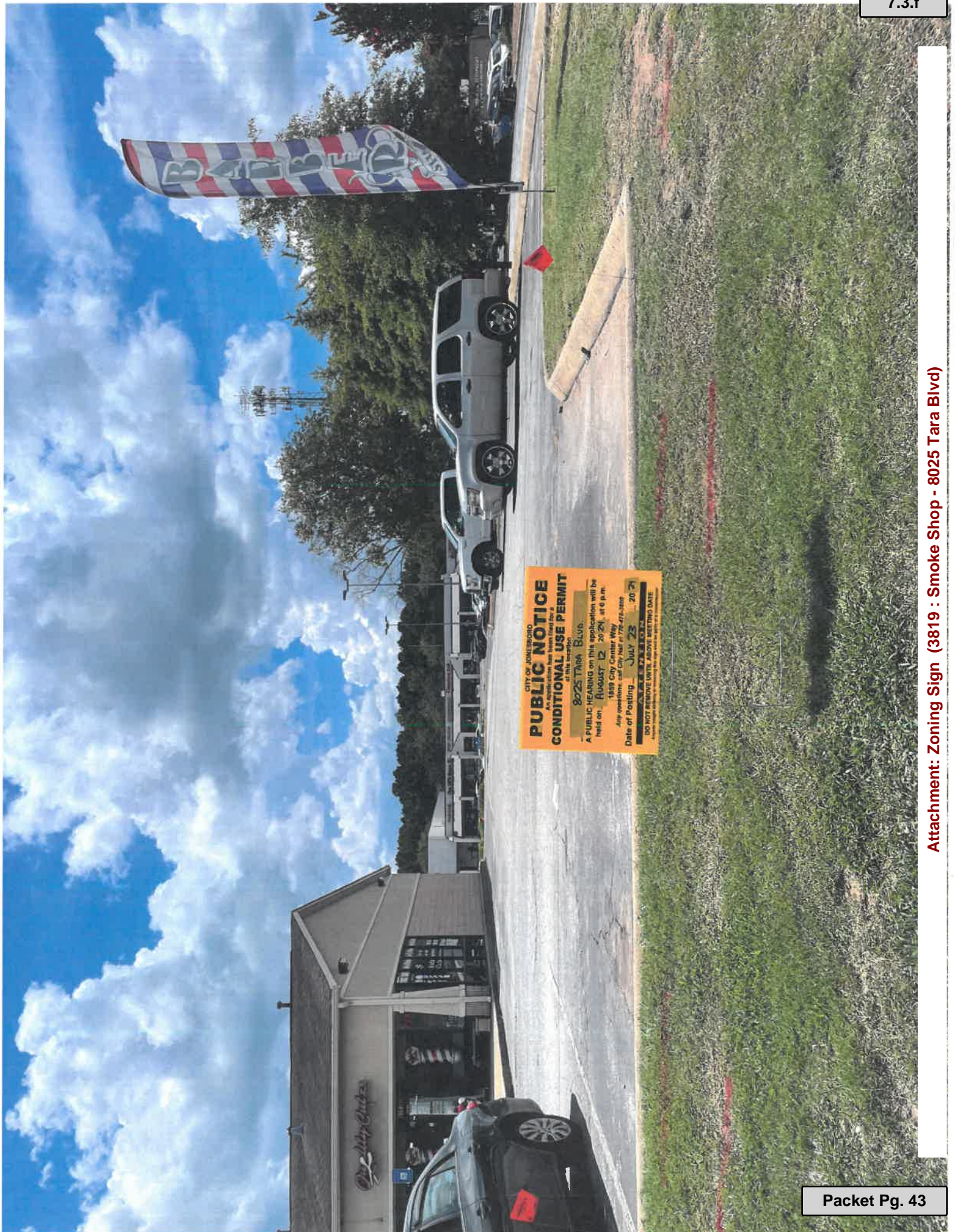
- Smoke Shop

A Public Hearing has been scheduled for Monday, August 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, August 5, 2024 at 6:00 pm. The meetings will both 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
 An application has been filed for a
PUBLIC NOTICE
 Conditional Use Permit
 at this location:
 8025 TARA BLVD.
 A PUBLIC HEARING on this application will be
 held on: **August 12, 2024** at 6 p.m.
 1859 City Center Way
 Any questions call City Hall at 772-475-3899
 Date of Posting: **July 23, 2024**
 DO NOT REMOVE UNTIL ABOVE MEETING DATE.
Application subject to change. The sign shall be the property of the City of Jonesboro.

Attachment: Zoning Sign (3819 : Smoke Shop - 8025 Tara Blvd)

CITY OF JONESBORO

PUBLIC NOTICE

CONDITIONAL USE PERMIT

An application has been filed for a

at this location

8025 TARA BLVD.

A PUBLIC HEARING on this application will be held on **August 12, 2024**, at 6 p.m.

1859 City Center Way

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

Date of Posting **July 23, 2024**

ATTENTION

DO NOT REMOVE UNTIL ABOVE MEETING DATE

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



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

7.4

- 4

COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding Variance Application, 24-VAR-003, for development standards for an accessory building by David and Stephanie Garrison, property owners and applicants, for property at 125 North Lake Drive (Parcel No. 12048C B031), Jonesboro, Georgia 30236.

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

Section 86-98 R-4 Development Standards

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, with conditions; Last month, the code enforcement director noticed an accessory building (garage) being built. It did not have a permit. I informed Mr. Garrison of the code requirements and he would need a setback variance for the garage, due to its location, for him to finish the structure.

Hello, Mr. Garrison,

After looking at the information you gave me, I have the following about the setbacks:

Property is zoned R-4.

(3) Minimum front yard: 25 feet

(4) Minimum side yard: 12 feet

(5) Minimum rear yard: 25 feet

Sec. 86-270. - Accessory buildings.

No accessory building shall exceed the height of the principal dwelling in any residential district, nor shall the combined total area of all accessory buildings on a lot exceed the larger of 800 square feet in area or 25 percent of the floor area of the principal dwelling. Calculation of floor area shall not include basement areas. All accessory buildings shall be set back a minimum of 100 percent of the front yard setback for the district; however, no accessory building other than a detached garage may be located between the principal dwelling and the public right-of-way. A minimum side yard and rear yard setback of five feet shall apply to accessory building located a distance greater than 20 feet from the principal dwelling; otherwise, the building setbacks for the principal dwelling shall apply to the accessory building.

All accessory structures established on the street side of a corner lot and located a distance equal to or less than the dimension of the required side yard for principal dwellings in the zoning district in which the lot is situated shall be screened through the installation of landscaping or stockade-type fence. Such screening shall comply with provisions of

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

August, 5, 2024

Signature

City Clerk's Office

article XV of this chapter.

So, since you are only about 4 feet from the house with the garage, you would have to be 12 feet from the side property line. You are 9 feet 8 inches. This a 20% distance discrepancy. You could et an administrative variance without having to go to council if you had a 10% distance discrepancy or below. You will have to go in front of the council for the full variance, and the next available dates are August 5th and August 12th. Cost is \$600 and is non-refundable if not approved.

Staff does not have a problem with approving the variance for the side setback being approved, as the distance is only about 1.5 feet above what could be approved with an administrative variance. The garage is about 600 square feet in size (complies with code) and should nicely complement the house. Otherwise, if the variance was not approved, it would have to be torn down. However, staff believes that the applicant should pay a penalty (double the permit fee) for not getting the building permitted prior to starting construction. The building also needs to be adequately inspected.

The other issue involves the new driveway that was poured to the garage, which is in addition to the existing driveway on the far left of the property.

Sec. 86-400. - Proximity of driveways.

Vehicular ingress and egress to any property shall be limited to a maximum of one driveway for any property having a frontage of less than 200 feet on any one street. Additional driveways for properties having a frontage in excess of 200 feet may be permitted upon a finding by the city manager that public safety and convenience will not be substantially impaired.

Property frontage is 105 feet. However, in the absence of a city manager, staff does not believe the extra driveway poses a threat to public safety.

Sec. 86-399. - Maximum driveway width.

Driveway separations. The minimum distance between a private driveway serving one single-family dwelling and a street intersection shall be 20 feet; this minimum distance shall be 50 feet for all other uses. Minimum distance between private driveways serving single-family dwellings along a street right-of-way shall be ten feet; this minimum distance shall be 40 feet for all other uses.

The distance between the new driveway and the neighbor's existing driveway is approximately 13 feet.

The Mayor and Council need to decide on the suitability of the new driveway.

Staff recommends approval of the side setback variance for the garage with the following minimum conditions.

1. Building must be fully inspected before use.
2. Double the normal permit fee will be assessed.
3. Building is to be used for storage only, and not as a living quarters.

Fiscal Impact

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

Private Owner

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

- Property Pictures
- Variance - 125 North Lake Drive - Legal Notice August 2024
- Zoning Sign
- Meeting Notice Letter

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

7.4

Approval, with Conditions



DAVID GARRISON Good Carpentry
IMPROVEMENTS

125 N. LAKE DR
SOWESBORO GA, 30236

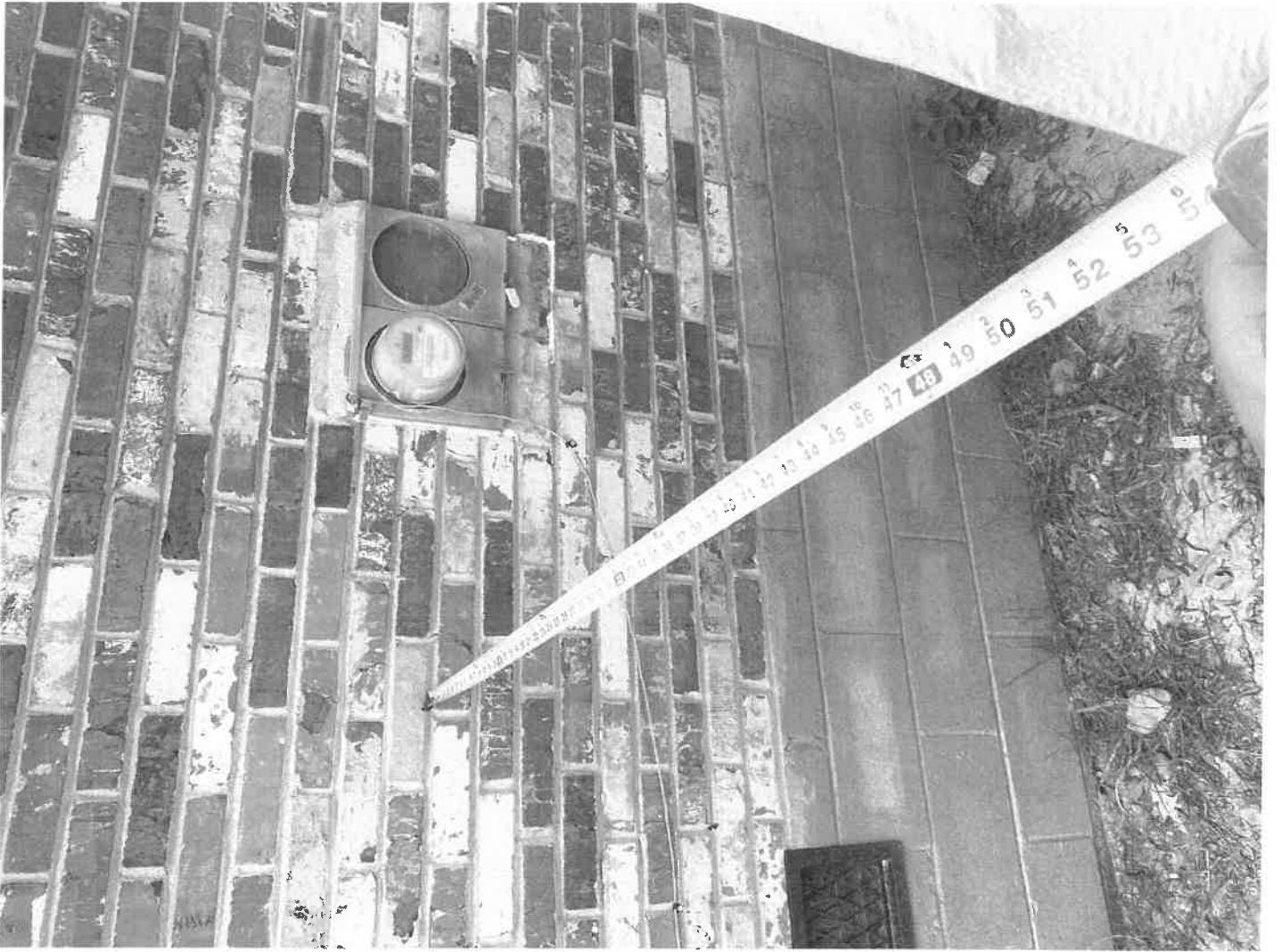
R-4

404-707-8228

SIZE: 12'

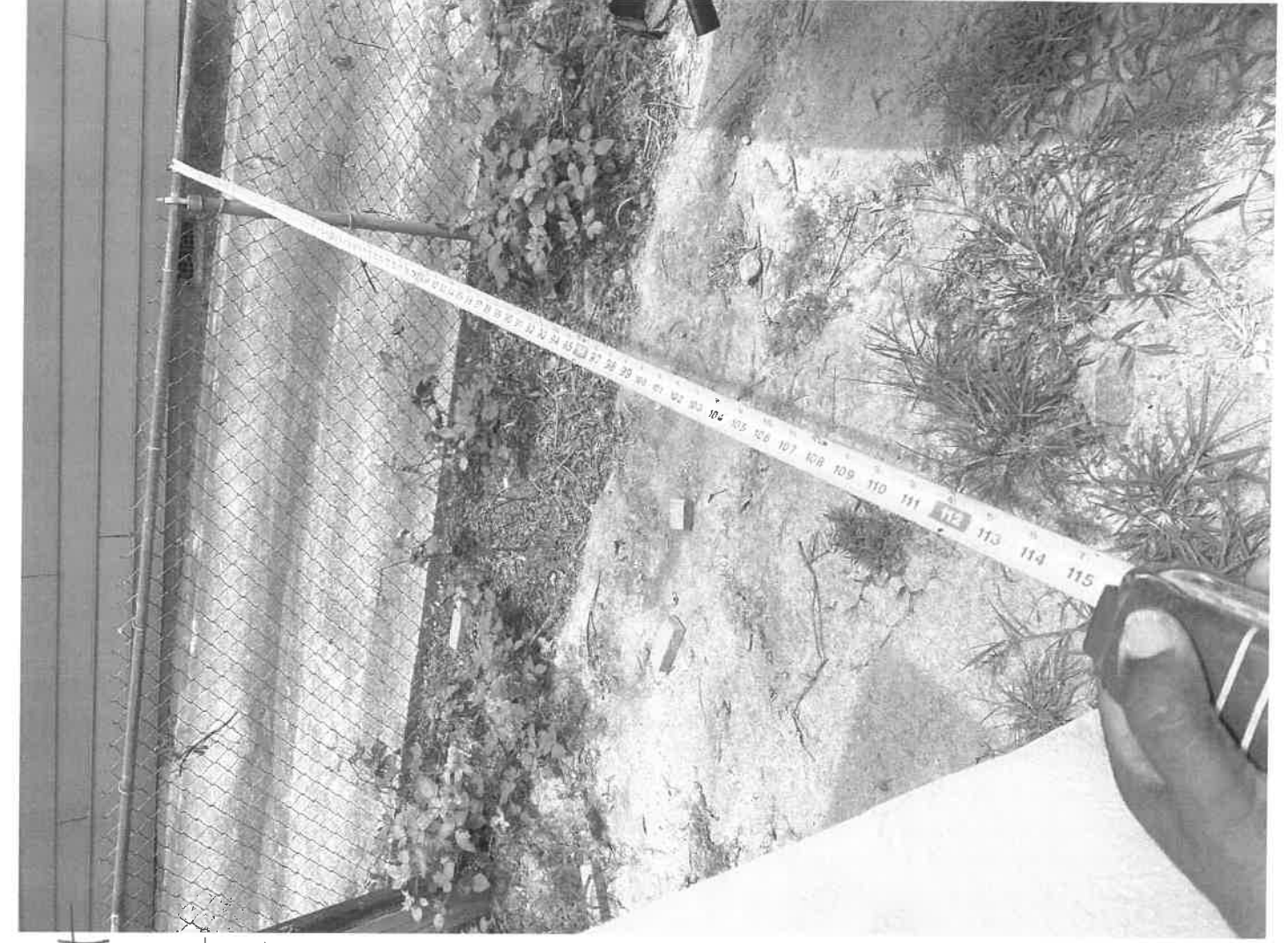
urway CARPENTRY @ GMAIL . COM

Mail body:



125 N. Lake Dr
 Measurement FROM
 House to Garage
 4' 10"

Attachment: Property Pictures (3820 : 125 North Lake Drive - Variance)



DAVID GARLSON
 Good Carpenter Improvement
 MEASUREMENT FROM GARAGE
 TO PROPERTY LINE RIGHT
 Side of GARAGE
 9' 8"

Attachment: Property Pictures (3820 : 125 North Lake Drive - Variance)

Google Maps 125 N Lake Dr

Jonesboro, Georgia
 Google Street View
 Jan 2022 [See more dates](#)



Image capture: Jan 2022 © 2024 Google



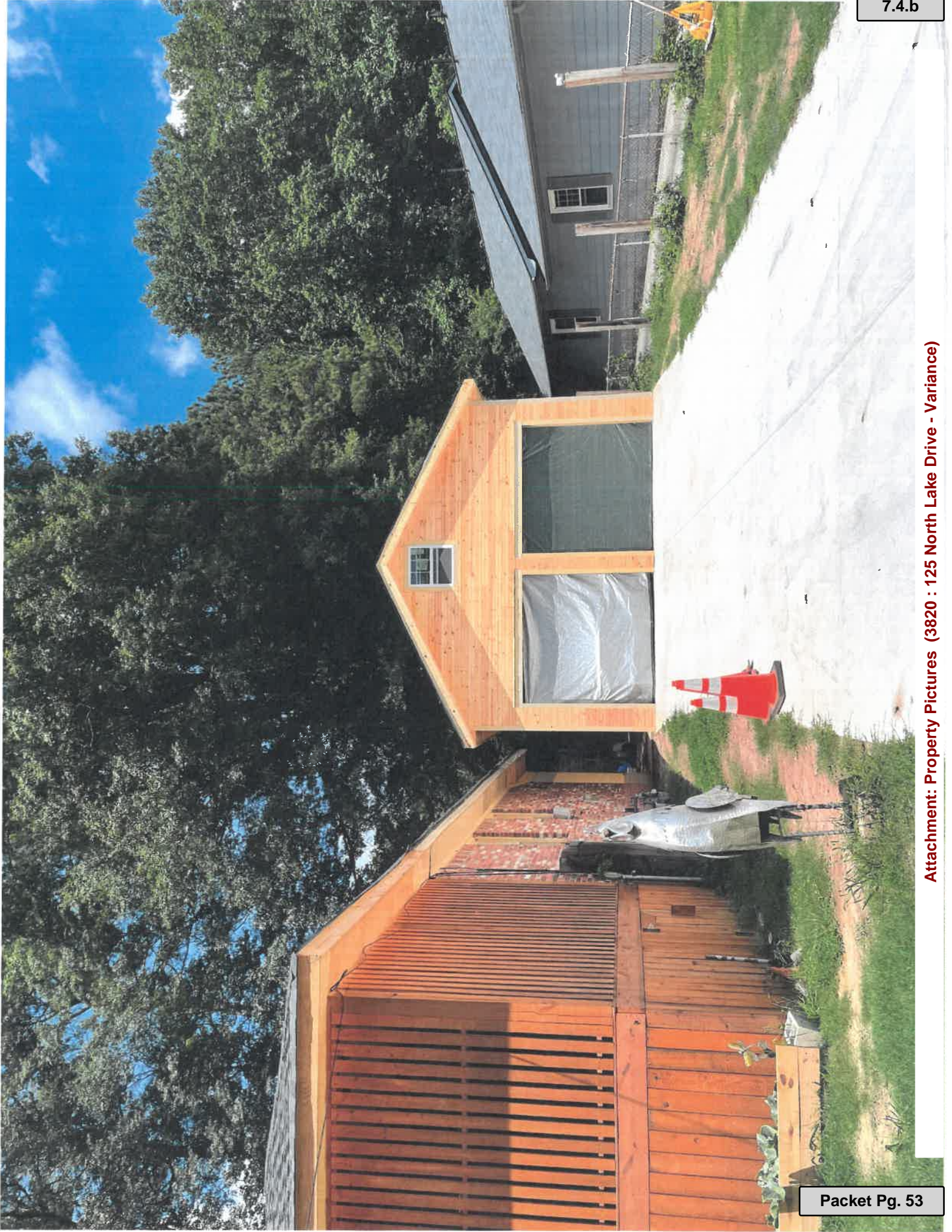
Google Maps 228 N Lake Dr

Jonesboro, Georgia
 Google Street View
 Jan 2022 [See more dates](#)

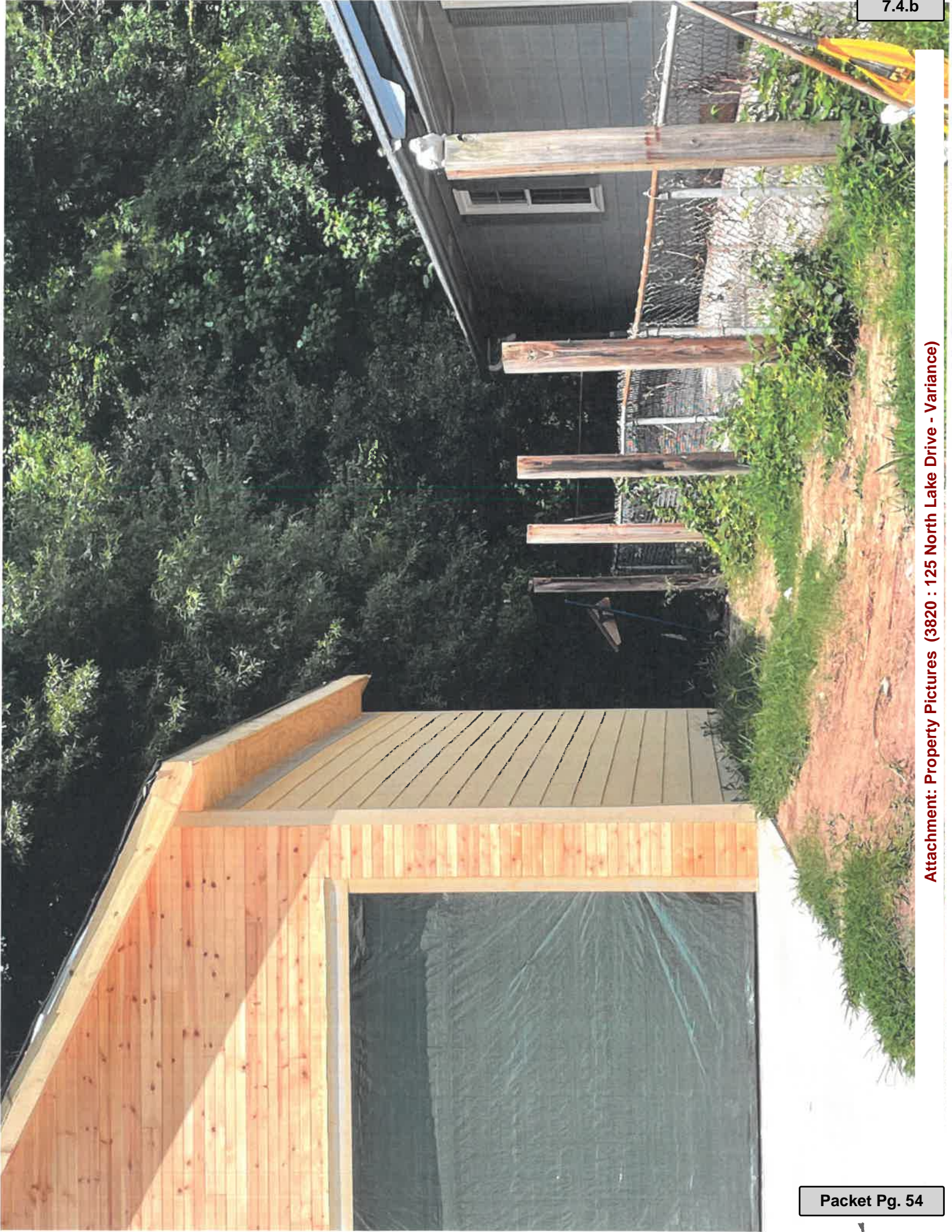


Image capture: Jan 2022 © 2024 Google





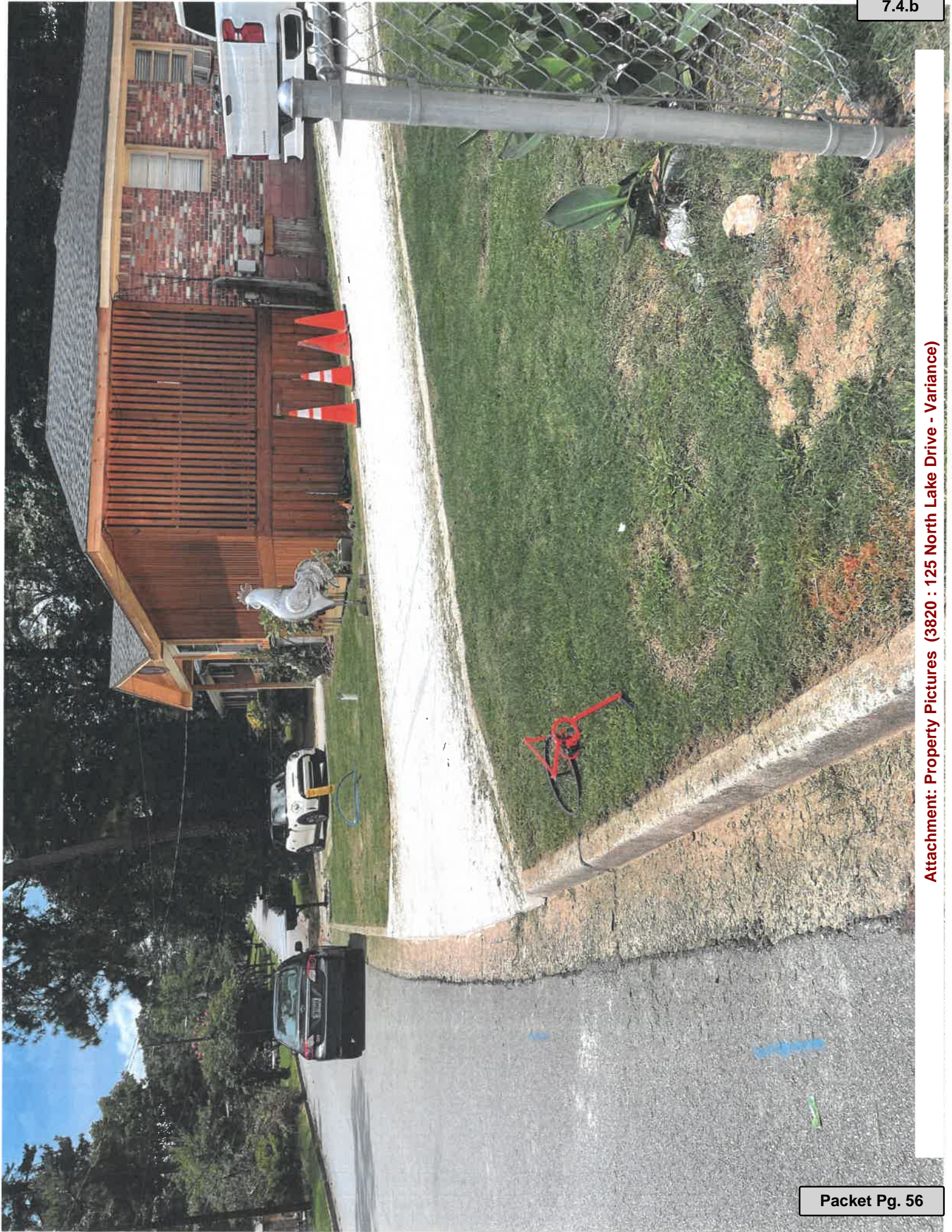
Attachment: Property Pictures (3820 : 125 North Lake Drive - Variance)



Attachment: Property Pictures (3820 : 125 North Lake Drive - Variance)



Attachment: Property Pictures (3820 : 125 North Lake Drive - Variance)



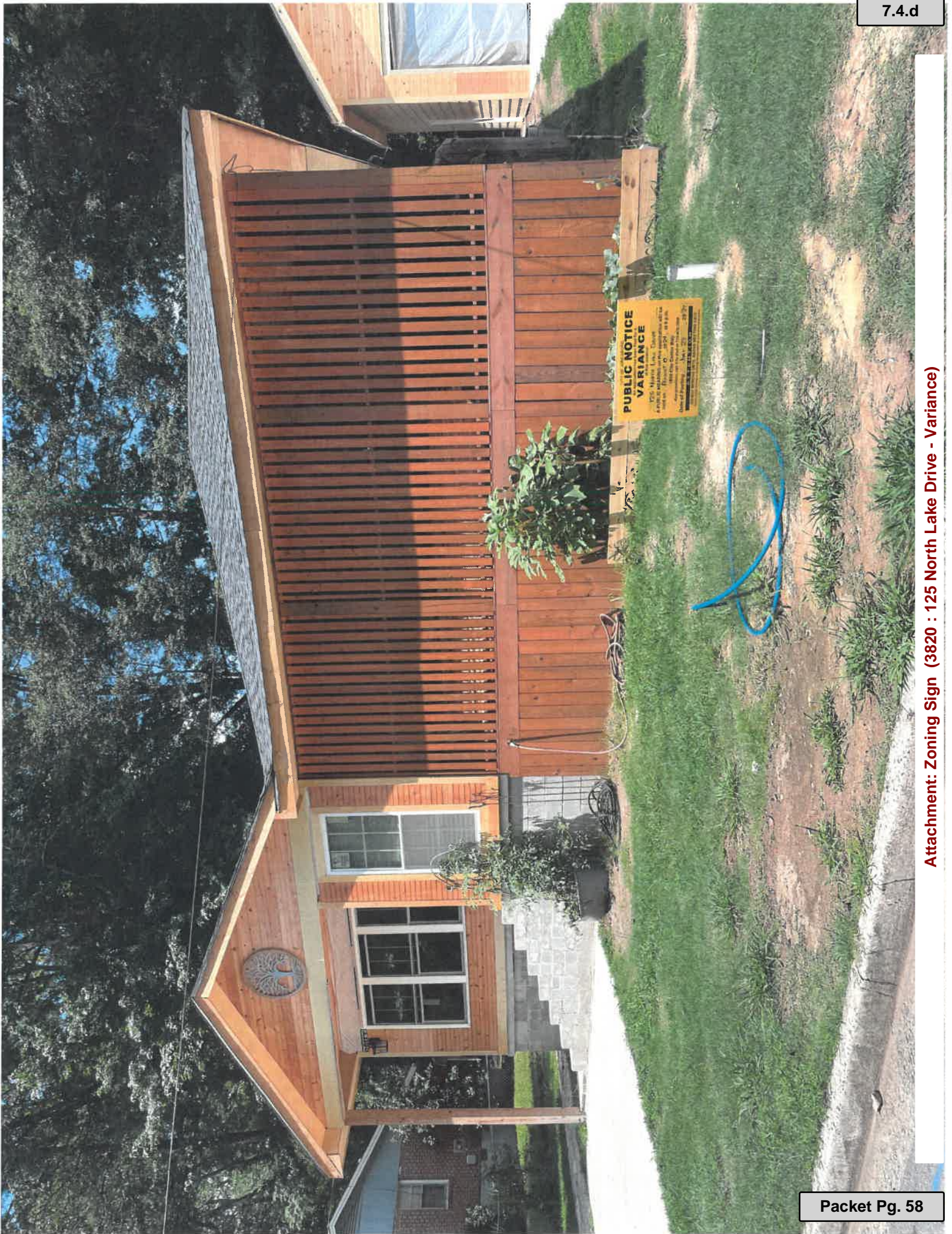
Attachment: Property Pictures (3820 : 125 North Lake Drive - Variance)

Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on August 12, 2024, in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA, to consider a Variance Application for development standards for an accessory building by David and Stephanie Garrison, property owners and applicants, for property at 125 North Lake Drive (Parcel No. 12048C B031), Jonesboro, Georgia 30236. Item will first be discussed at the Work Session on August 5, 2024 at 6:00 P.M., also in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA 30236.

David Allen
Community Development Director

Publish 7/24/24



CITY OF JONESBORO PUBLIC NOTICE

An application has been filed for a
VARIANCE

at this location

125 NORTH LAKE DRIVE

A PUBLIC HEARING on this application will be held on **August 12, 2024**, at 6 p.m.

1859 City Center Way

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

Date of Posting **July 23, 2024**

ATTENTION

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



MEMORANDUM

To: David and Stephanie Garrison
125 North Lake Drive
Jonesboro, Ga. 30236

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

Date: July 24, 2024

Re: Notification of Request for Variance – Building Setback; 125 North Lake Drive,
Parcel No. 12048C B031

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:

- Building Setback

A Public Hearing has been scheduled for Monday, August 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, August 5, 2024 at 6:00 pm. The meetings will both 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 #

7.5

- 5

COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding Variance Application, 24-VAR-004, for development standards for an accessory building by JA Siding SVC LLC / Jose A. Osorio, property owner, and Donna Edwards / Jose Osorio, applicants, for property at 0 Rogers Avenue / Lot 13 (Parcel No. 13209C B002), Jonesboro, Georgia 30236.

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

Article IX Supplemental Regulations, Sec. 86-265, 86-270

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 – Denial; Back in 2022, I was asked about putting a large storage building behind the commercial building at 286 North Main Street. The owner of this property also owns the small vacant parcel behind 286 North Main, which fronts Rogers Avenue, a residential street. My response was as follows:

I have reviewed the accessory building information provided.

Sec. 86-270 is the only Code section which addresses accessory buildings.

Sec. 86-270. - Accessory buildings.

No accessory building shall exceed the height of the principal dwelling in any residential district, nor shall the combined total area of all accessory buildings on a lot exceed the larger of 800 square feet in area or 25 percent of the floor area of the principal dwelling. Calculation of floor area shall not include basement areas. All accessory buildings shall be set back a minimum of 100 percent of the front yard setback for the district; however, no accessory building other than a detached garage may be located between the principal dwelling and the public right-of-way. A minimum side yard and rear yard setback of five feet shall apply to accessory building located a distance greater than 20 feet from the principal dwelling; otherwise, the building setbacks for the principal dwelling shall apply to the accessory building.

All accessory structures established on the street side of a corner lot and located a distance equal to or less than the dimension of the required side yard for principal dwellings in the zoning district in which the lot is situated shall be screened through the installation of landscaping or stockade-type fence. Such screening shall comply with provisions of article XV of this chapter.

The exterior finishes and color of all accessory structures shall be identical to the exterior finish and color of the principal dwelling on which the accessory structures are located. For brick construction, only the characteristics of the trim work shall apply to the accessory buildings.

No accessory structure shall be located upon a lot until construction of the principal building has been completed and a certificate of occupancy has been issued.

No plumbing beyond a wash sink shall be permitted in an accessory structure

The size of your main building is 2382 square feet x 25% = 596 square feet; So, the largest the pole barn could be is 800

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

August, 5, 2024

Signature

City Clerk's Office

square feet. It is currently listed at 6500 square feet. Too large.

Also, if the accessory building is located less than 20 feet from the main building (which this one would be), you would need to be at least 35 feet from the rear property line. There is not enough room in the back to accomplish this.

For the building proposed, you would need a variance approved by the City Council for size and setbacks.

A few months ago, I received another request for the same size accessory building, with some construction plans. The plans show the accessory building mostly on the Rogers Avenue parcel, taking up most of the parcel. It would be used for storage of siding material and supplies. This was my response:

So, there are several issues going on that need to be untangled.

Reviewing my past correspondence on this from 2022, I was clear then that a variance for building size and setbacks needed to be approved first, before the building was ordered. That still applies.

Second, per the zoning verification in 2019, I stated that it was approved for an administrative office only, with no large construction vehicles or equipment to be parked at property and no construction supplies to be stored at the property. What else would the large pole barn be used for except for storage of equipment and supplies? Also, a photo of your Rogers Avenue parcel already shows construction supplies being stored there.

The survey is really the third issue, not the first. It was good that you did the survey, because it points out that the existing overhang is encroaching over the property line, and that there is clearly not enough room for the pole barn (if approved) and the required setbacks for the pole barn. This could be solved with getting rid of the line between the two lots, but that creates another issue – a double frontage lot. How long has the driveway off of Rogers Avenue been there?

(k) Double frontage lots. Double frontage or "through" lots should be avoided except where essential to provide separation of residential development from arterials or overcome specific disadvantages of topography or orientation. Double frontage lots with frontage on a major arterial street shall have additional depth in order to allow space for a minimum 25 feet screen planting along the lot line abutting the major arterial street. Only one frontage may provide access; secondary access is prohibited.

Staff believes that approval of this variance would be detrimental to the public welfare, particularly those citizens living on Rogers Avenue. The proposed accessory building is too large and would be used for the wrong reasons. Outdoor storage yards are only allowed in C-2 and M-1 zoning, not the C-1 zoning of 286 North Main Street or the R-4 zoning of Rogers Avenue. The city is looking to clean up several properties along Pharr Avenue and Rogers Avenue. This large storage building would not help the cause.

Fiscal Impact

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

Private Owner

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

- Parcels
- Site Pictures
- Correspondence
- Variance - 0 Rogers Avenue - Legal Notice August 2024
- Zoning Sign
- Meeting Notice Letter

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

7.5

Denial



Attachment: Parcels (3821 : 0 Rogers Avenue - Variance)

BAR

479 Buckhead Drive NW (770) 534-2661
1000 Peachtree Street NE, Suite 200
Atlanta, Georgia 30309

ARCHITECTURAL SITE PLAN

POLE BARN STRUCTURE
0 Rogers Avenue - Lot 13, Jonesboro, GA 30238

JA SIDING SVC LLC



No. Description Date

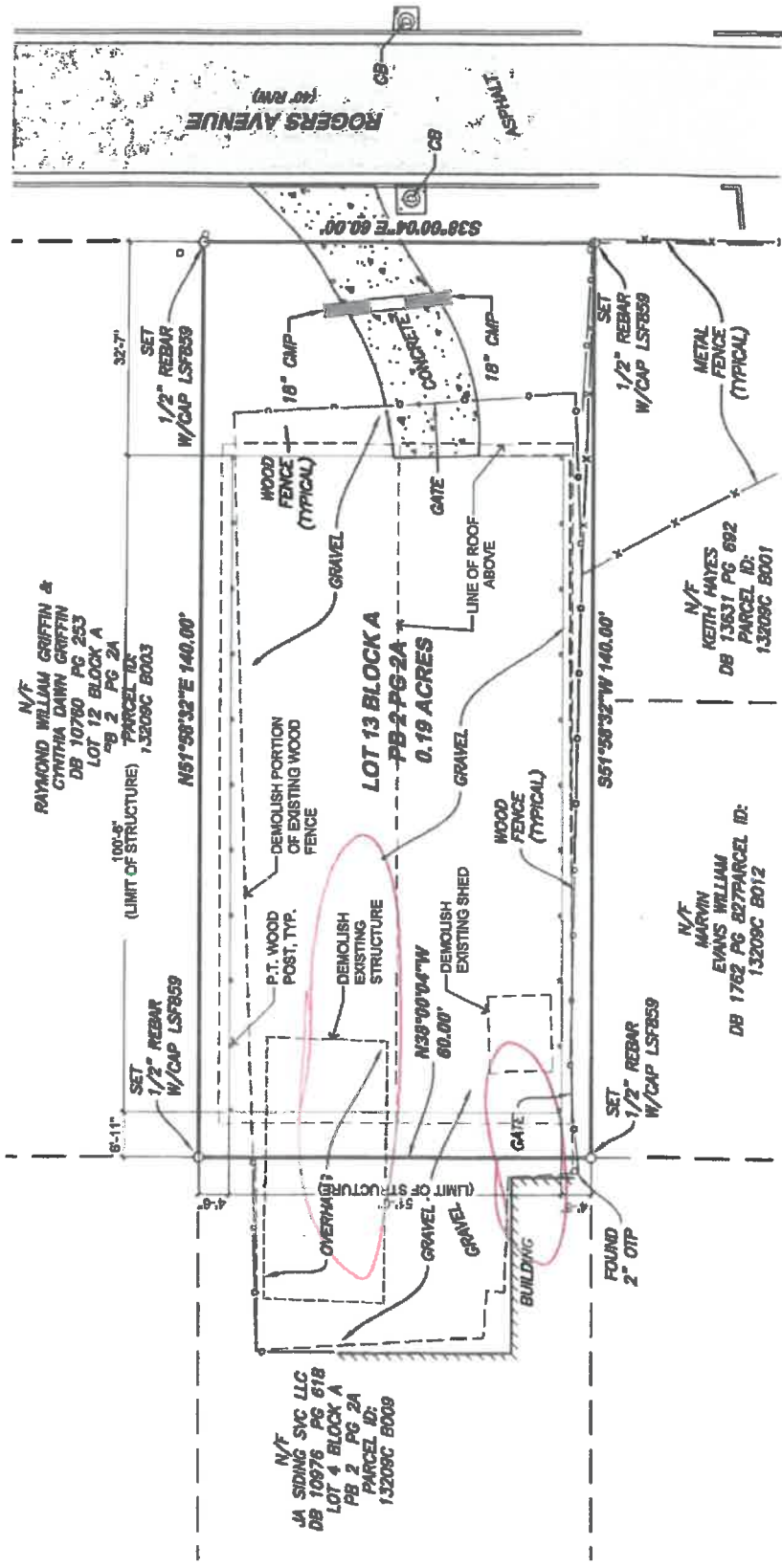
No.	Description	Date

ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF BAR AND WILL BE LOANED TO YOU FOR YOUR PROJECT ONLY. YOU MAY NOT REPRODUCE OR TRANSMIT THESE PLANS OR SPECIFICATIONS IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF BAR. THE USER OF THESE PLANS AND SPECIFICATIONS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
BAR SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO OR LOSS OF ANYTHING ON THE SITE OR FOR ANY INJURY TO PERSONS OR PROPERTY CAUSED BY THE USE OF THESE PLANS AND SPECIFICATIONS.

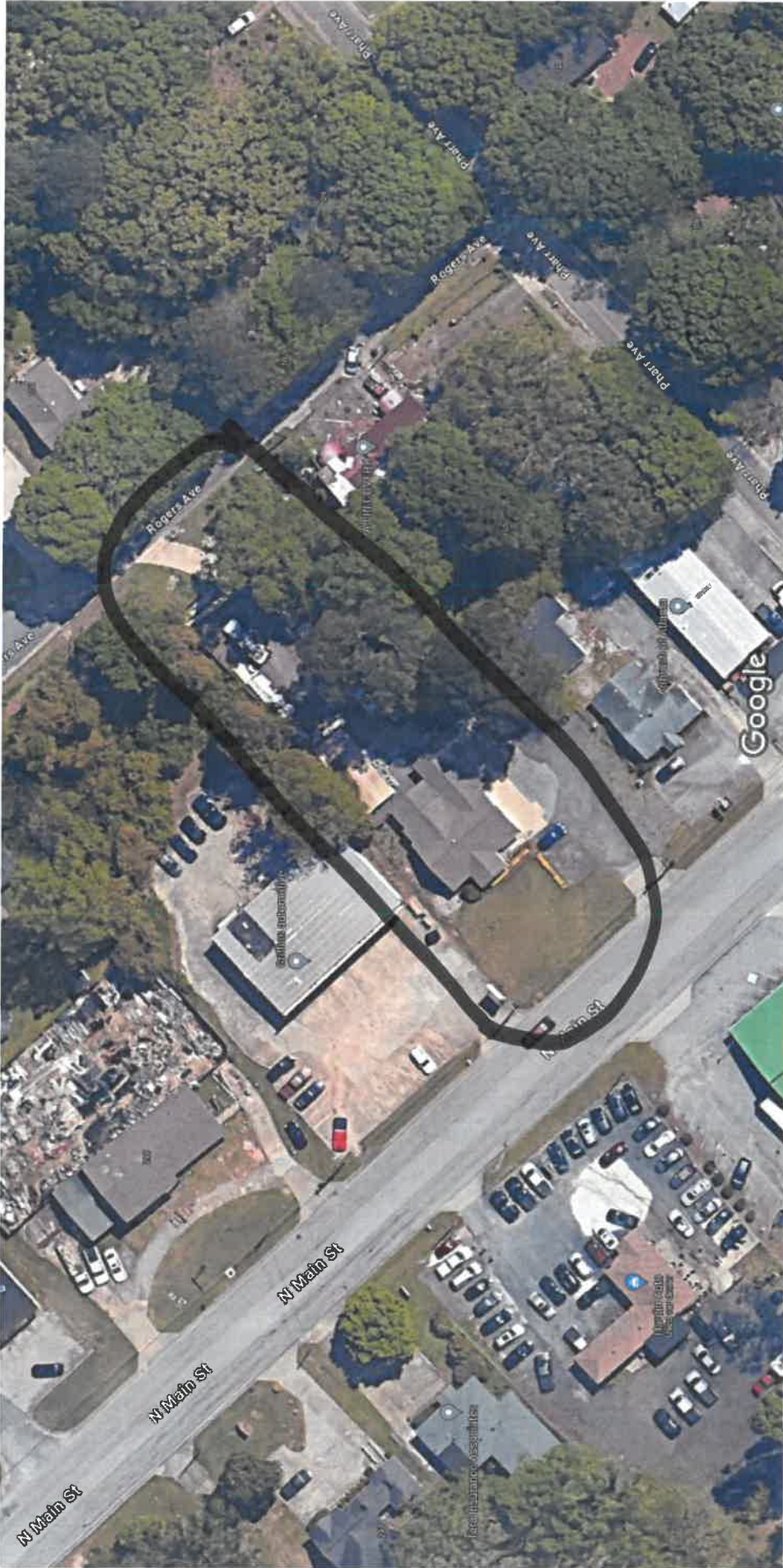
Project Number: 05222024
Drawn By: B.A.R.
Checked By: C.E.B.

A0.1

Issued For Permit



ARCHITECTURAL SITE PLAN
SCALE 1/8" = 1'-0"
1



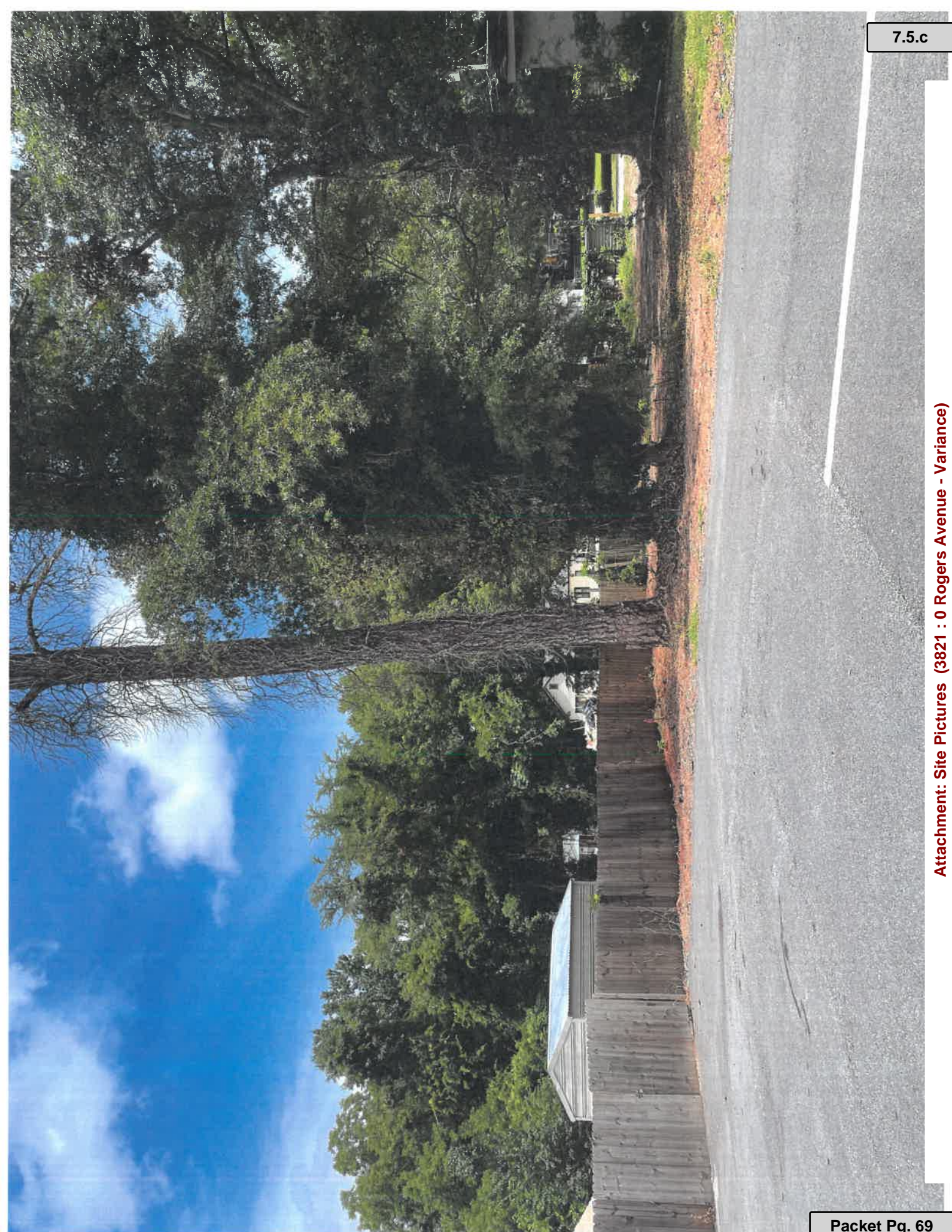
Imagery ©2024 Airbus, Map data ©2024 20 ft



Attachment: Site Pictures (3821 : 0 Rogers Avenue - Variance)



Attachment: Site Pictures (3821 : 0 Rogers Avenue - Variance)



Google Maps 108 Rogers Ave



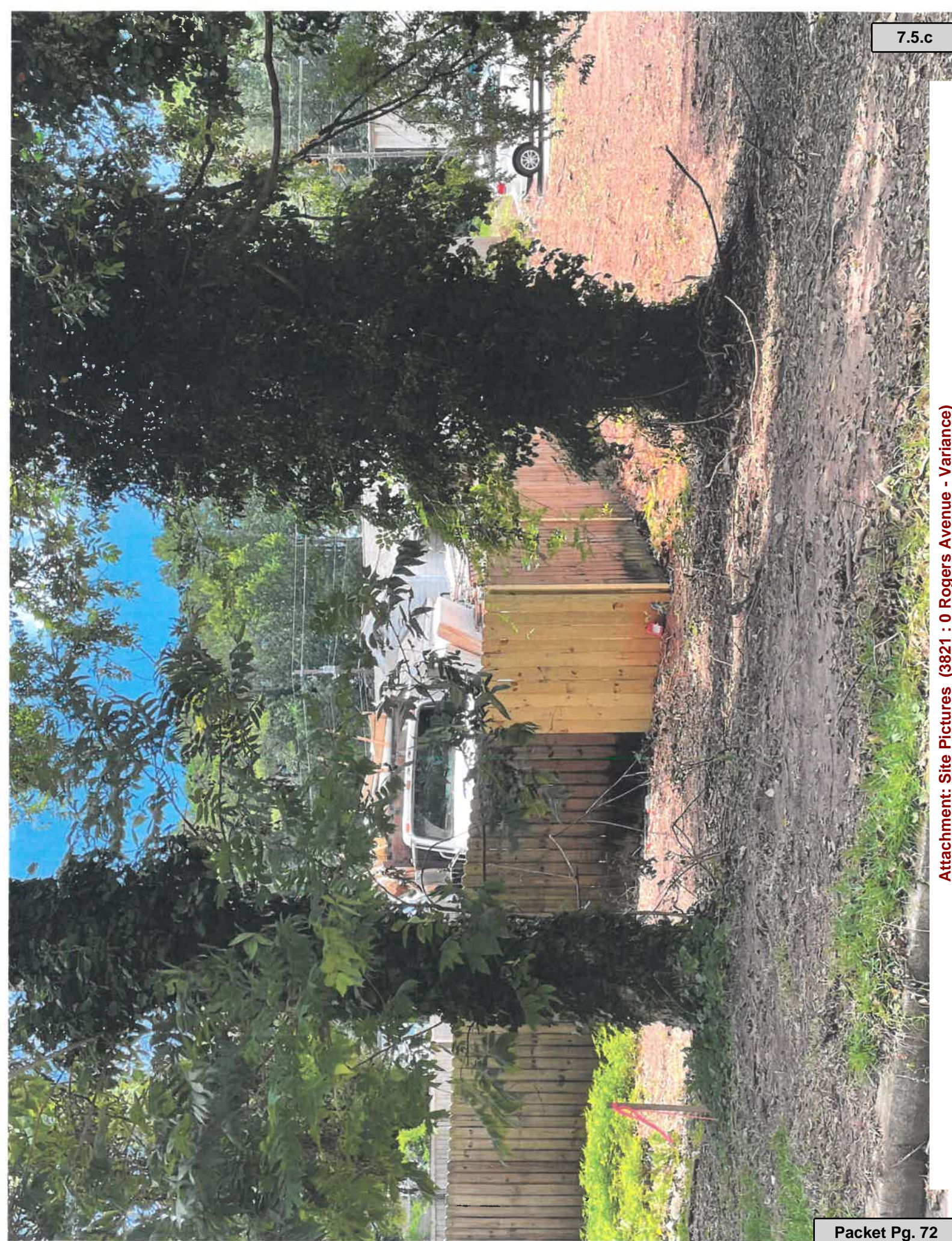
Jonesboro, Georgia
 Google Street View
 Jan 2022 See more dates

Image capture: Jan 2022 © 2024 Google





Attachment: Site Pictures (3821 : 0 Rogers Avenue - Variance)



Attachment: Site Pictures (3821 : 0 Rogers Avenue - Variance)

6/7/24, 4:25 PM

ARTICLE IX. - SUPPLEMENTAL REGULATIONS | Code of Ordinances | Jonesboro, GA | Municode Library

Sec. 86-270. - Accessory buildings.

No accessory building shall exceed the height of the principal dwelling in any residential district, nor shall the combined total area of all accessory buildings on a lot exceed the larger of 800 square feet in area or 25 percent of the floor area of the principal dwelling. Calculation of floor area shall not include basement areas. All accessory buildings shall be set back a minimum of 100 percent of the front yard setback for the district, however no accessory building other than a detached garage may be located between the principal dwelling and the public right-of-way. A minimum side yard and rear yard setback of five feet shall apply to accessory building located a distance greater than 20 feet from the principal dwelling; otherwise the building setbacks for the principal dwelling shall apply to the accessory building.

All accessory structures established on the street side of a corner lot and located a distance equal to or less than the dimension of the required side yard for principal dwellings in the zoning district in which the lot is situated shall be screened through the installation of landscaping or stockade-type fence. Such screening shall comply with provisions of article XV of this chapter.

The exterior finishes and color of all accessory structures shall be identical to the exterior finish and color of the principal dwelling on which the accessory structures are located. For brick construction, only the characteristics of the trimwork shall apply to the accessory buildings

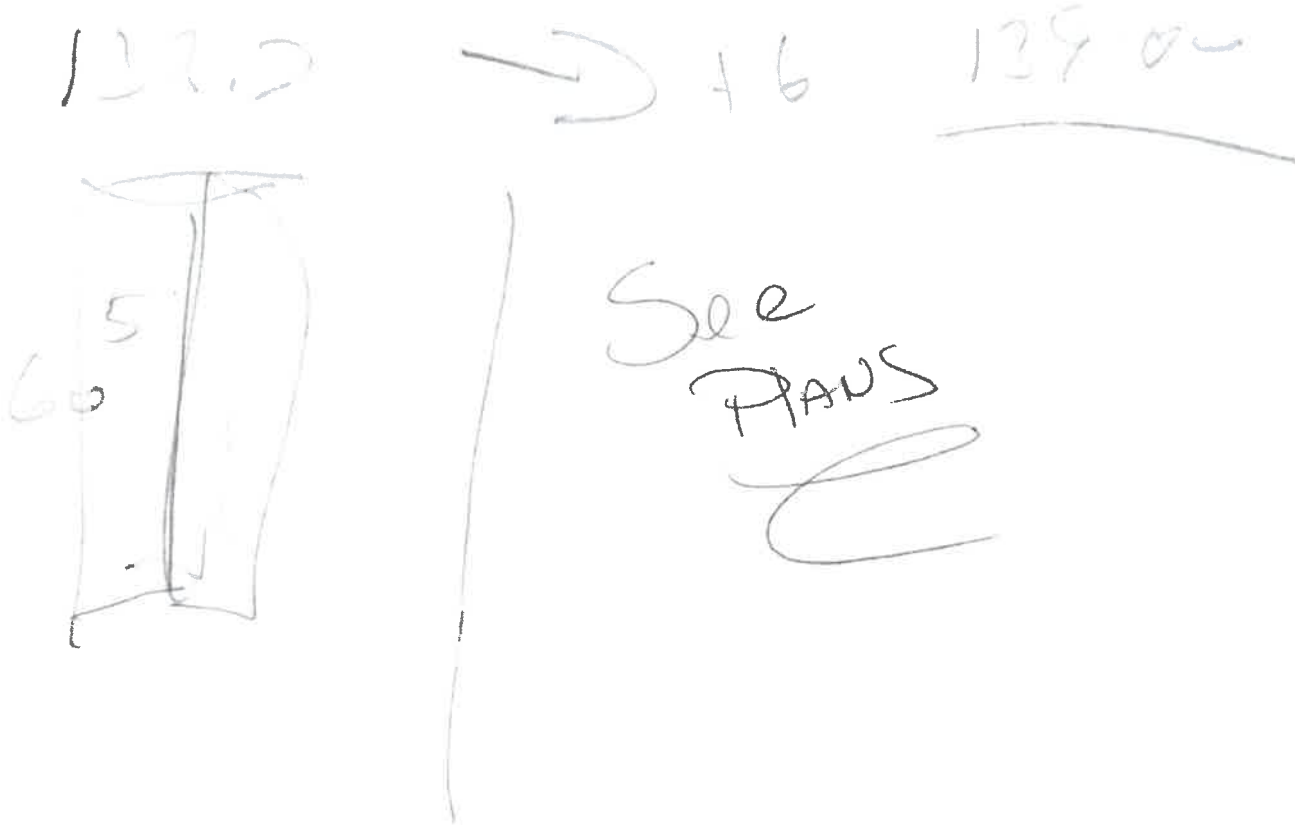
No accessory structure shall be located upon a lot until construction of the principal building has been completed and a certificate of occupancy has been issued

No plumbing beyond a wash sink shall be permitted in an accessory structure

The number of individual structures accessory to a residential use shall be controlled by the following schedule:

Lot Size	Number of Structures
Up to 1 acre	1
Above 1 acre	2

NOTE: This schedule provides for the indicated number of structures and one detached garage.



Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

David Allen

From: David Allen
Sent: Tuesday, May 28, 2024 10:11 AM
To: 'Robles properties'
Subject: 286 North Main St. - Lot 13 Rogers Avenue
Attachments: Pole Barn.pdf

So, there are several issues going on that need to be untangled.

Reviewing my past correspondence on this from 2022, I was clear then that a variance for building size and setbacks needed **to be approved first, before the building was ordered. That still applies.**

Second, per the zoning verification in 2019, I stated that it was approved for an administrative office only, with no large construction vehicles or equipment to be parked at property and no construction supplies to be stored at the property. **What else would the large pole barn be used for except for storage of equipment and supplies? Also, a photo of your Rogers Avenue parcel already shows construction supplies being stored there.**

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*(k) Double frontage lots. Double frontage or "through" lots should be avoided except where essential to provide separation of residential development from arterials or overcome specific disadvantages of topography or orientation. Double frontage lots with frontage on a major arterial street shall have additional depth in order to allow space for a minimum 25 feet screen planting along the lot line abutting the major arterial street. **Only one frontage may provide access; secondary access is prohibited.***

From: Robles properties <roblesproperties76@gmail.com>
Sent: Friday, May 24, 2024 2:15 PM
To: David Allen <dallen@jonesboroga.com>
Subject: Re: Fwd:

will you take it in from=nt of the city or what do i do?

On Fri, May 24, 2024 at 1:49 PM David Allen <dallen@jonesboroga.com> wrote:

See my comments at the bottom of the email. I will take another look at the lot situation, but there was an issue with size as well.

The size of your main building is 2382 square feet x 25% = 596 square feet; So, the largest the pole barn could be is 800 square feet. It is currently listed at 6500 square feet. Too large.

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For the building proposed, you would need a variance approved by the City Council for size and setbacks

From: Robles properties <roblesproperties76@gmail.com>
Sent: Friday, May 24, 2024 1:46 PM
To: David Allen <dallen@jonesboroga.com>
Subject: Re: Fwd:

poll barn

On Wed, Sep 7, 2022 at 4:25 PM David Allen <dallen@jonesboroga.com> wrote:

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Sec. 86-270 is the only Code section which addresses accessory buildings.

Sec. 86-270. - Accessory buildings.

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No plumbing beyond a wash sink shall be permitted in an accessory structure.

The number of individual structures accessory to a residential use shall be controlled by the following schedule:

EXPAND

Lot Size	Number of Structures
Up to 1 acre	1
Above 1 acre	2

NOTE: This schedule provides for the indicated number of structures and one detached garage.

The size of your main building is 2382 square feet x 25% = 596 square feet; So, the largest the pole barn could be is 800 square feet. It is currently listed at 6500 square feet. Too large.

Also, if the accessory building is located less than 20 feet from the main building (which this one would be), you would need to be at least 35 feet from the rear property line. There is not enough room in the back to accomplish this.

For the building proposed, you would need a variance approved by the City Council for size and setbacks.

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

From: Robles properties <roblesproperties76@gmail.com>
Sent: Wednesday, September 7, 2022 2:29 PM
To: David Allen <dallen@jonesboroga.com>
Subject: Fwd:

THIS IS THE MEASUREMENTS FOR THE POLL BARN.

PLEASE LET ME KNOW WHAT YOU THINK

DONNA EDWARDS

----- Forwarded message -----

From: Donna Edwards <hardinautosalesdonna@gmail.com>
Date: Wed, Sep 7, 2022 at 2:27 PM
Subject:
To: <roblesproperties76@gmail.com>

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

2:25

5G

Done

2 of 2

Install Balance Due To Third Party
\$0.00

Structure Details

Style: Roof Only

Base Size: 50'x130'

Roof: Rustic Red

Trim: White

Truss: Black

Frame Spacing: 10' Max Spacing

Roof Style: Low Rib (29 Gauge)

Roof Pitch: 4 / 12

Roof Overhang: 1'-6" Overhang (all sides)

Trusses: Diagonal Truss

Leg Style: 8"x8"

Leg Height: 12'

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

--

Robles Properties

286 North Main Street

Jonesboro, GA 30236

678-519-0163

--

Robles Properties

286 North Main Street

Jonesboro, GA 30236

678-519-0163

--

Robles Properties

286 North Main Street

Jonesboro, GA 30236

678-519-0163

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

Google Maps 108 Rogers Ave

Jonesboro, Georgia

Google Street View

Jan 2022

See more dates

Slating Supplies



Image capture: Jan 2022 © 2024 Google

SR 245

Swint's Feed &



2851

CITY OF JONESBORO
124 North Avenue
Jonesboro, Georgia 30236
City Hall: (770) 478-3800
Fax: (770) 478-3775
www.jonesboroga.com

MAR 1

ZONING VERIFICATION REQUEST

Important Notice:

BEFORE leasing, purchasing, or otherwise committing to a property you are STRONGLY ADVISED to confirm that the zoning and physical layout of the building and site are appropriate for the business use intended and will comply with the City's Zoning Ordinance. This includes having a clear understanding of any code restrictions, limitations or architectural guidelines that may impact your operation and any building and site modifications that may be necessary to open your business. This document does not authorize a business to conduct business without an Occupational Tax Certificate. This could result in closure and/or ticketing.

Applicant's Information

Name of Applicant: Jose Osorio
Name of Business: JA Siding SVC LLC
Property's Address: 2851 N Main Street Jonesboro GA 30236
Email Address: ja.siding12@gmail.com
Phone: (Day): 678-545-3075 (Evening): 404-304-9352

Property Information

Current Use of Property: VACANT
Proposed Use of Property (Please provide in great detail the intended use of the property):
book keeping, Payroll 1 To 2 People
No CLIENTS TO PROPERTY

Applicant's Signature

Date

7-26-19

FOR OFFICE USE ONLY:

Current Zoning: C-1

NAICS Code: 5412

Required Zoning: C-1

Conditional Use Needed? Yes or No

APPROVED

DENIED

Comments:

* No LARGE CONSTRUCTION VEHICLES OR EQUIPMENT TO BE PARKED AT PROPERTY; NO CONSTRUCTION SUPPLIES TO BE STOKED AT PROPERTY

Zoning Official Signature

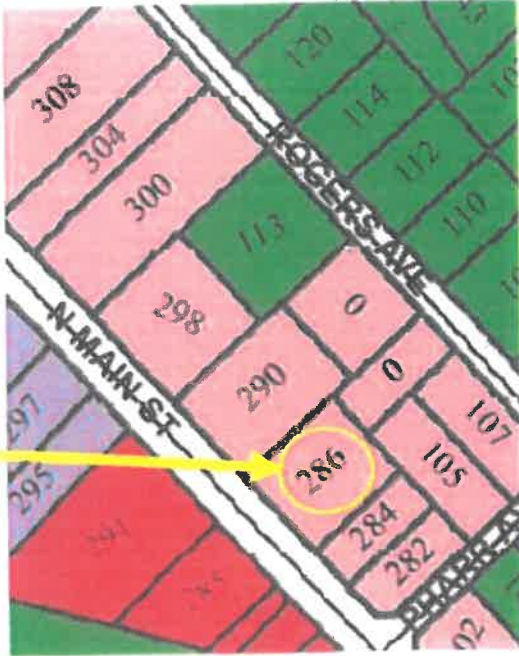
Date

7/29/19

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

Applicant – Jose Osorio
 Name of Business – JA Siding SVC, LLC
 Address - 286 North Main Street
 Zoning District – C1
 NAICS: 5412

Proposed Use: Bookkeeping Office for Siding Company



Zoning Classifications

- Jonesboro Boundaries
- A Assembly Rights
- H Historic Residential
- HA Historic Residential and Assembly Rights
- Tara Boulevard
- County Parcels
- C-1 Neighborhood Commercial
- C-2 Highway Commercial
- H-1 Historic District
- H-2 Historic District
- M-1 Light Industrial District
- O-1 Office and Institutional
- R-2 Single Family Residential
- R-4 Single Family Residential
- R-C Cluster Residential
- RM Multifamily Residential

NAICS Code	USES	R-2	R-4	R-C	R-A	RM	H-1	H-2	O&I	MX	C-1	C-2	M-1	Code Section
5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	N	N	N	N	N	P	P	P	P	P	P	N	

Use is permitted "by right" in the district indicated = P; Use is permitted as a conditional use (section indicated) = C
 Use is not permitted = N

~~No large construction vehicles or equipment to be parked at property; no construction supplies to be stored at property.~~

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

David D. Allen, Community Development Director
 July 29, 2019



BAR
 4918 Buckner Drive NW (878)564-2799
 Atlanta, Georgia 30328

POLE BARN STRUCTURE
 0 Rogers Avenue - Lot 13, Jonesboro, GA 30238
 ARCHITECTURAL SITE PLAN

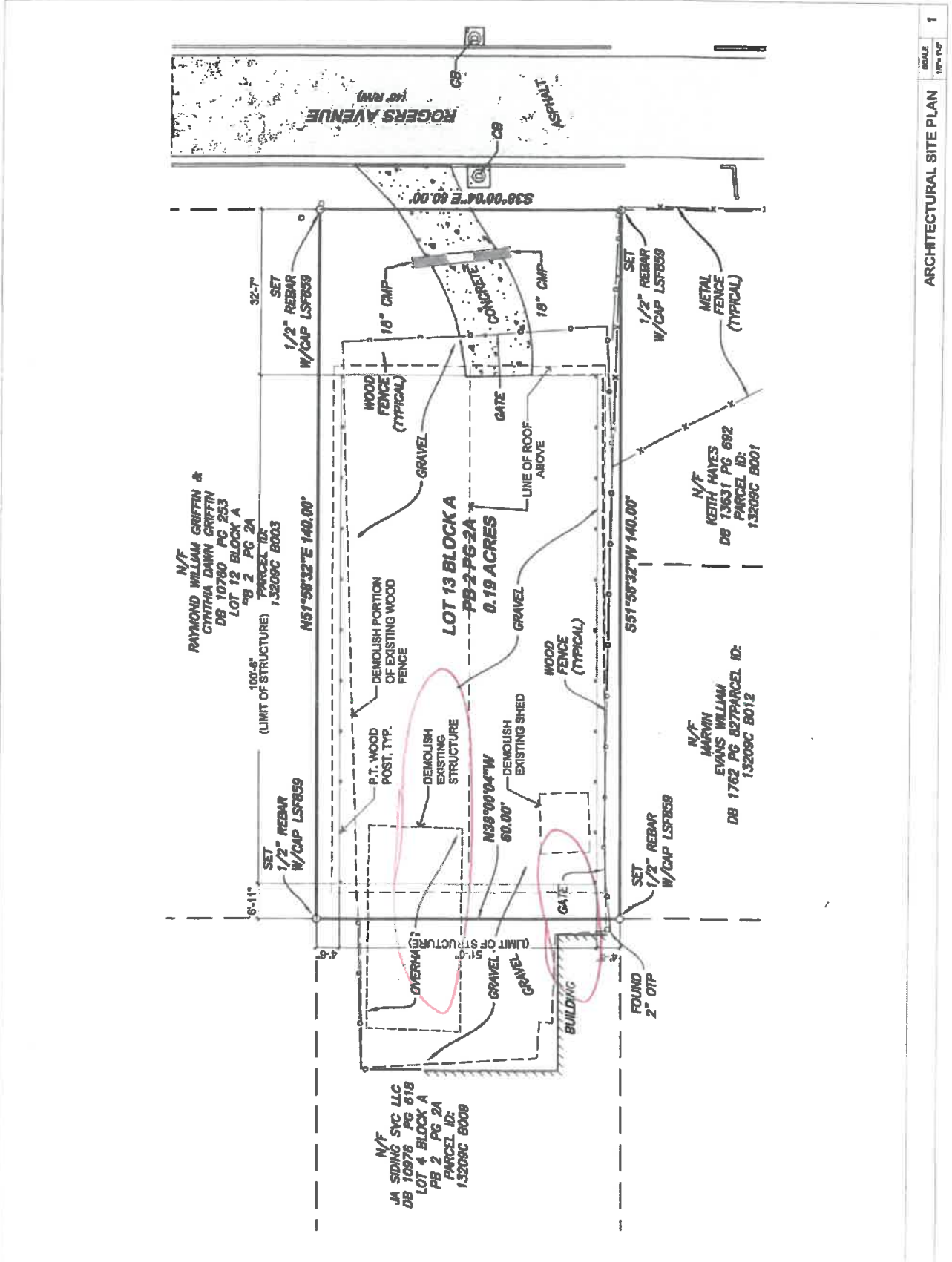
JA SIDING SVC LLC



No.	Description	Date

THIS DRAWING HAS BEEN PREPARED AND CHECKED BY THE ARCHITECT AND SHALL BE USED TO CONSTRUCT THE PROJECT. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DRAWING OR FOR ANY CONSEQUENCES ARISING FROM THE USE OF THIS DRAWING. THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT AND SHALL NOT BE EXTENDED TO ANY OTHER MATTER. THE ARCHITECT'S LIABILITY SHALL BE LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT AND SHALL NOT BE EXTENDED TO ANY OTHER MATTER.

Project Number: 05/22/2024
 Drawn By: B.A.R.
 Checked By: C.E.B.
A0.1
 Issued For Permit



ARCHITECTURAL SITE PLAN
 SCALE: 1/8" = 1'-0"
 1

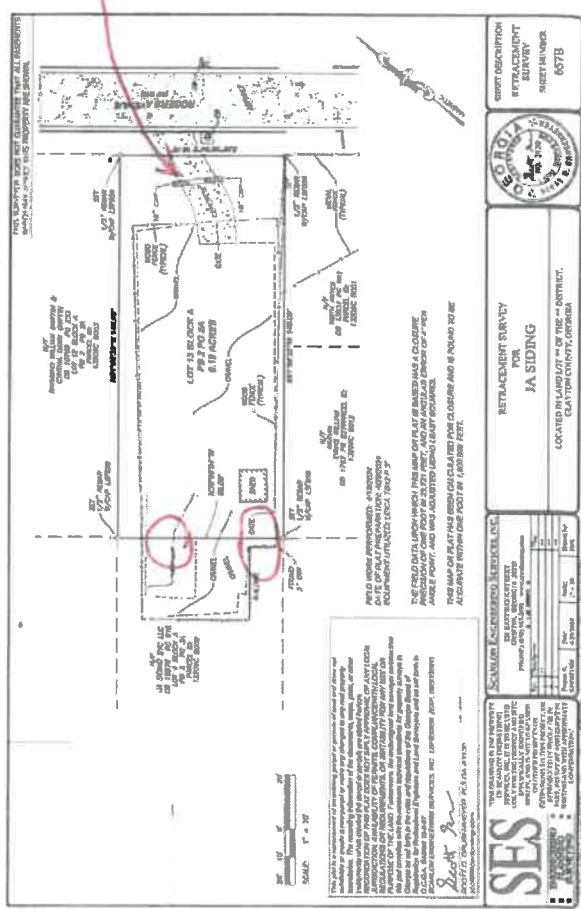
BAR
 Address Management Solutions
 4075 Brashear Drive NW
 Atlanta, Georgia 30340

EXISTING SITE SURVEY
POLE BARN STRUCTURE
 0 Rogers Avenue - Lot 13, Jonesboro, GA 30236

JA SIDING SVC LLC

No.	Description	Date

Project Number: 05/22/2024
 Date: 05/22/2024
 Drawn by: B.A.R.
 Checked by: C.E.R.
S1.0
 Issued For: Permit




RETRACEMENT SURVEY
 FOR
JA SIDING
 LOCATED ON LOT 13 OF THE 1ST DISTRICT,
 COUNTY OF HENRY, GEORGIA

PROJECT DESCRIPTION
 RETRACEMENT SURVEY
 SHEET NUMBER
 0578

SES
 SURVEYING ENGINEERING & CONSULTING, INC.
 1000 S. GAINES BLVD. SUITE 100
 ATLANTA, GA 30329
 PHONE: (404) 525-1111
 FAX: (404) 525-1112
 www.sesga.com

Surveyor's seal and signature area. Includes text: 'I, the undersigned, being a duly Licensed Professional Surveyor in the State of Georgia, do hereby certify that I am the author of this plat and that its contents are true and correct to the best of my knowledge and belief.'
 Signature: Scott J. ...
 License No. ...

Sec. 44-120.
- Design
requirements
for lots.

- (a) *Natural features and assets.* In the subdividing of land, due regard shall be shown for all natural features, such as tree growth, watercourses, historic sites or similar conditions which, if preserved, will add attractiveness to the proposed development and ensure safety from hazards.
- (b) *Access and minimum lot frontage.* Each lot shall have access to a public street and a minimum of 50 feet of lot frontage on a public street; provided, however, that the local governing body may permit one or more lots to be accessed by private streets, as more fully specified in article IV of these regulations; provided further, that in the case of a lot accessed by a circular cul-de-sac, the minimum lot frontage may be reduced to 30 feet.
- (c) *Adequate buildable area required.* Land subject to flooding, improper drainage or erosion, or that is unsuitable for residential or other use for topographical or other reasons, shall not be platted for residential use nor for any other use that will continue or increase the danger to health, safety, or of property destruction, unless the hazards can be and are corrected. Each lot shall contain an adequate building site not subject to flooding and outside the limits of any existing easements or building setback lines required by the local governing body.
- (d) *Lot remnants not permitted.* All remnants of lots below any required minimum lot size that may be remaining upon subdividing of a larger tract must be added to adjacent lots, rather than allowed to remain as unusable parcels. The city manager may permit a lot remnant for a specific purpose such as open space or a detention pond, provided that access and design are in accordance with city standards and the lot remnant is restricted to specific non-building use.
- (e) *Service areas.* Commercial and industrial lots shall be adequate to provide service areas and off-street parking suitable to the use intended.
- (f) *Lot area.* The minimum lot area shall not be less than that established by the zoning district in which the lot is located.
- (g) *Lot width.* No portion of a lot shall be narrower than 45 feet, with the exception of cul-de-sac lots) nor shall any lot have a lot width less than that established by the zoning district in which the lot is located.
- (h) *Flag lots.* No lot shall be approved which constitutes a flag lot.
- (i) *Side lot lines.* Insofar as practical, side lot lines shall be at right angles to straight street lines or radial to curved street lines.
- (j) *Corner lots.* Corner lots shall have adequate width to meet the front building setback requirements from all rights-of-way. One of the street frontages shall be designated as the front yard, the yard opposite the designated front yard shall become the rear yard, and the yard opposite the remaining street frontage shall become the side yard. The resulting setbacks (two front, one rear, one side) shall meet the applicable setback requirements.
-  (k) *Double frontage lots.* Double frontage or "through" lots should be avoided except where essential to provide separation of residential development from arterials or overcome specific disadvantages of topography or orientation. Double frontage lots with frontage on a major arterial street shall have additional depth in order to allow space for a minimum 25 feet screen planting along the lot line abutting the major arterial street. Only one frontage may provide access; secondary access is prohibited.

**Sec. 86-77. -
Determination
of zoning
district
boundaries.**


The boundaries of the zoning districts as shown on the official zoning map shall be determined on the basis of legal descriptions or boundary surveys associated with approved zoning applications or, lacking such legal descriptions or surveys, on the basis of the location of the boundaries depicted on the official zoning map.

All property located in the city limits is assigned a zoning district as indicated on the official zoning map, and no property shall be used except in accordance with the zoning district designations on the zoning map and the provisions of this chapter. Where uncertainty exists with respect to the boundaries of any zoning district shown on the official zoning map, the following rules shall apply:

Where a zoning district boundary is shown as approximately following the centerline of a street, alley, or public right-of-way; land lot line; corporate limit line; railroad right-of-way; militia district line; or a property boundary; or such lines extended, then such lines shall be construed to be the zoning district boundary.

Where a zoning district boundary is shown as being set back from a public street or a railroad right-of-way, and approximately parallel thereto, then such zoning district boundary shall be construed as being the noted distance, or in the absence of such a note, the scaled distance from the centerline of the public street or railroad right-of-way and as being parallel thereto.

Where a zoning district boundary divides a lot, the location of the line shall be the noted distance, or in the absence of such a note, the scaled distance from the lot lines. In such instances, and where the lot was held in single ownership at the time of passage of this chapter, the city manager may approve application of the standards and provisions of the zoning district in which the greater portion of the lot is located to the remaining portion of the lot; however, such application shall not encompass any part of such a lot that lies more than 35 feet beyond the zoning district boundary.

 Where a double-frontage or through lot fronting on two different streets is divided by a zoning district boundary approximately paralleling the two streets, the standards and provisions of the zoning districts controlling development along each respective street on which the frontage of the lot is located shall apply to that portion of the lot so divided.

Where a zoning district boundary remains in doubt in particular instances following application of the above rules, the mayor and council shall determine the location of the district boundary.

David Allen

From: David Allen
Sent: Friday, May 24, 2024 1:50 PM
To: 'Robles properties'
Subject: RE: Fwd:

See my comments at the bottom of the email. I will take another look at the lot situation, but there was an issue with size as well.

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Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

BAR
 475 Buckle Up Lane
 Lithia Springs, GA 30138
 770.312.5656
 www.bar-surveying.com

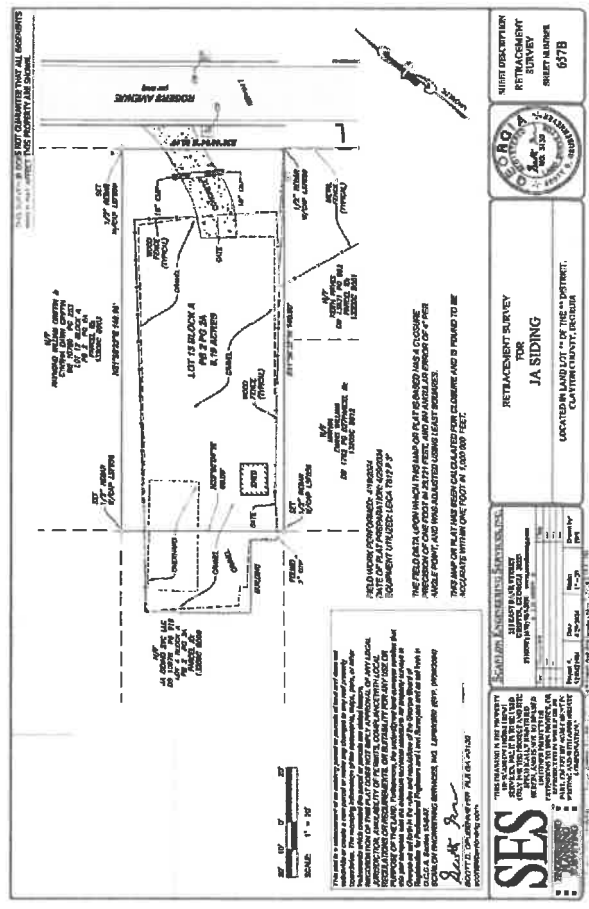
EXISTING SITE SURVEY
POLE BARN STRUCTURE
 0 Rogers Avenue - Lot 13, Jonesboro, GA 30238

JA SIDING SVC LLC

No.	Description	Date

PROJECT INFORMATION
 Project Number: 05/22/2024
 Drawn By: B.A.R.
 Checked By: C.E.B.

\$1.0
 Issued For Permit



DISCLAIMER: THIS SURVEY IS NOT A GUARANTEE THAT ALL DISCREPANCIES BETWEEN THIS SURVEY AND THE PROPERTY ARE SHOWN. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS FOUND NO OBVIOUS DISCREPANCIES. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS FOUND NO OBVIOUS DISCREPANCIES.

BAR
 ARCHITECTURAL SITE PLAN

POLE BARN STRUCTURE
 0 Rogers Avenue - Lot 13, Jonesboro, GA 30236
 ARCHITECTURAL SITE PLAN

JA SIDING SVC LLC

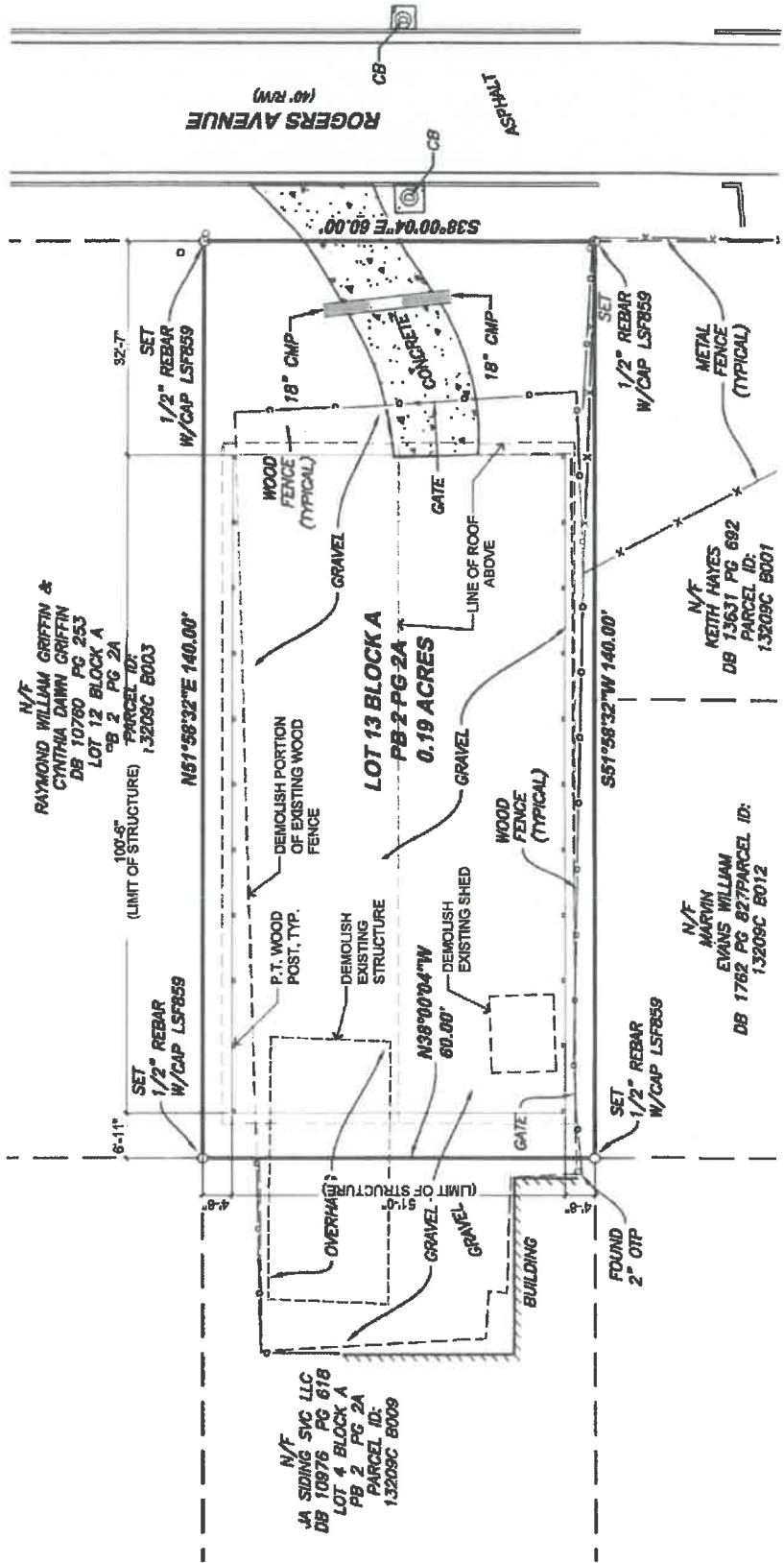


No.	Description	Date

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Project Number: 05/22/2024
 Date: 05/22/2024
 Drawn By: B.A.R.
 Checked By: C.E.B.

A0.1
 Issued For Permit



ARCHITECTURAL SITE PLAN
 SCALE: 1/8" = 1'-0"
 1

BAR
Professional Engineering
479 Madison Drive NW
Liberty, Georgia 30064
678-948-2949

POLE BARN STRUCTURE
0 Rogers Avenue - Lot 13, Jonesboro, GA 30236
NEW ADDITION FOUNDATION PLAN & DETAILS

JIA SIDING SVC LLC



No.	Description	Date

THIS DRAWING AND ASSOCIATED DOCUMENTS ARE THE EXCLUSIVE PROPERTY OF THE ENGINEER AND ARE NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER.

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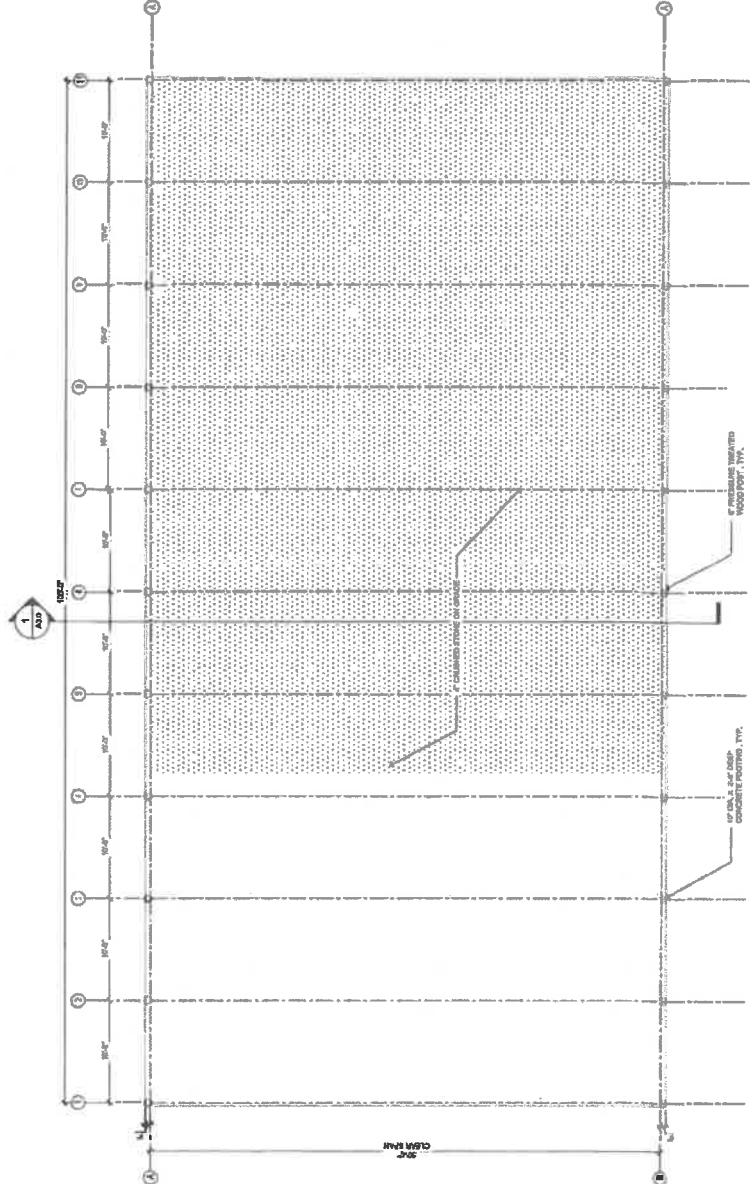
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THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF ANY INFORMATION PROVIDED BY ANY OTHER PARTY.

A1.0
Issued For Permit

GENERAL SHEET NOTES

1. EXISTING AND NEW FOUNDATION SHALL BE CONSTRUCTED ACCORDING TO ALL APPLICABLE CODES AND STANDARDS.
2. ALL FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH ALL APPLICABLE CODES AND STANDARDS.
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10. ALL FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH ALL APPLICABLE CODES AND STANDARDS.



FLOOR / FOOTING PLAN SCALE: 1/8" = 1'-0" **1**

BAR
477 Jackson Town NW (818) 565-1146
Union, Georgia 30258

POLE BARN STRUCTURE
0 Rogers Avenue - Lot 13, Jonesboro, GA 30238

JIA SIDING SVC LLC

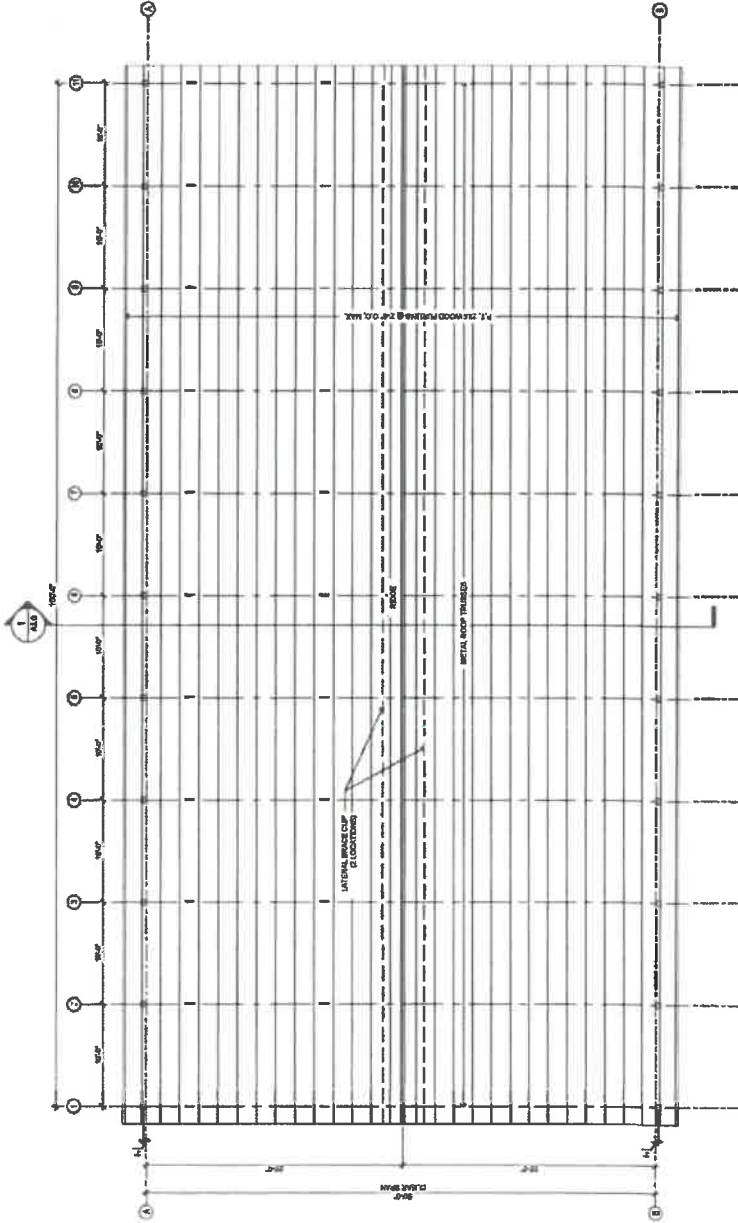


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Project Number: _____
Date: 05/22/2024
Drawn By: B.A.R.
Checked By: C.E.B.

A1.1
Issued For Permit



SCALE: 3/8" = 1'-0"
1
ROOF FRAMING PLAN

BAR
 ARCHITECTURAL & ENGINEERING
 420 Jackson Street NW, 67805-3100
 Albany, Georgia 31707

POLE BARN STRUCTURE
 0 Rogers Avenue - Lot 13, Jonesboro, GA 30238
 ROOF PLAN

JA SIDING SVC LLC



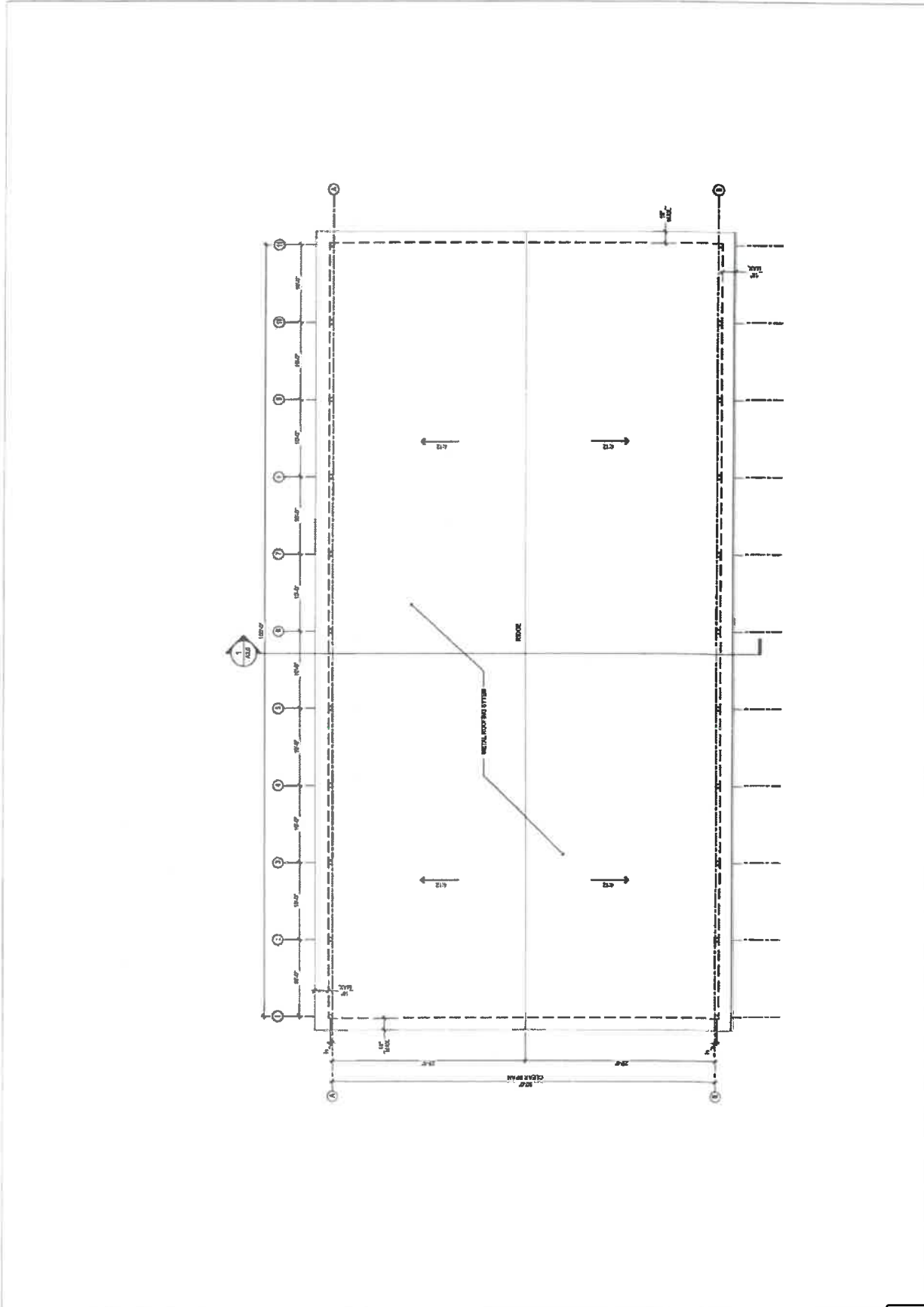
No. | Description | Date

No.	Description	Date

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Project Number
 Date: 05/22/2024
 Drawn By: B.A.R.
 Checked By: C.E.R.

A1.2
 Issued For Permit



ROOF PLAN 1

B A R
 ARCHITECTURE
 4190 Buckhead Drive NW, Suite 100
 Atlanta, Georgia 30341

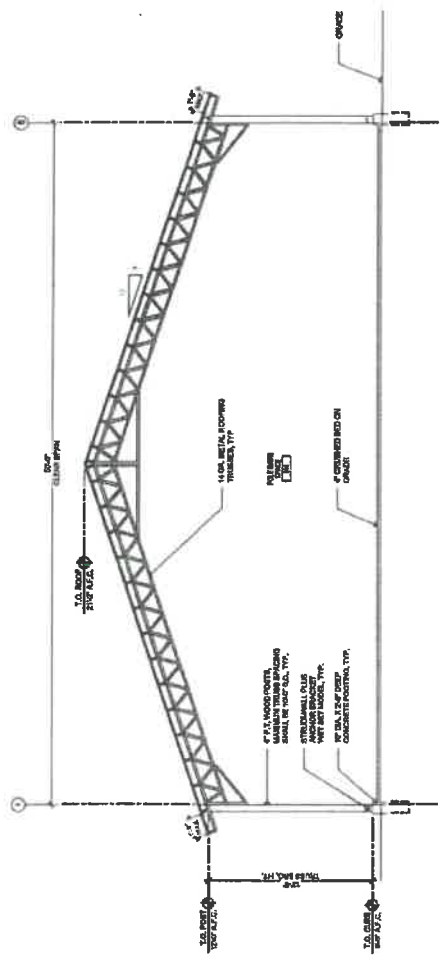
POLE BARN STRUCTURE
 0 Rogers Avenue - Lot 13, Jonesboro, GA 30238
 BUILDING ELEVATIONS

JA SIDING SVC LLC

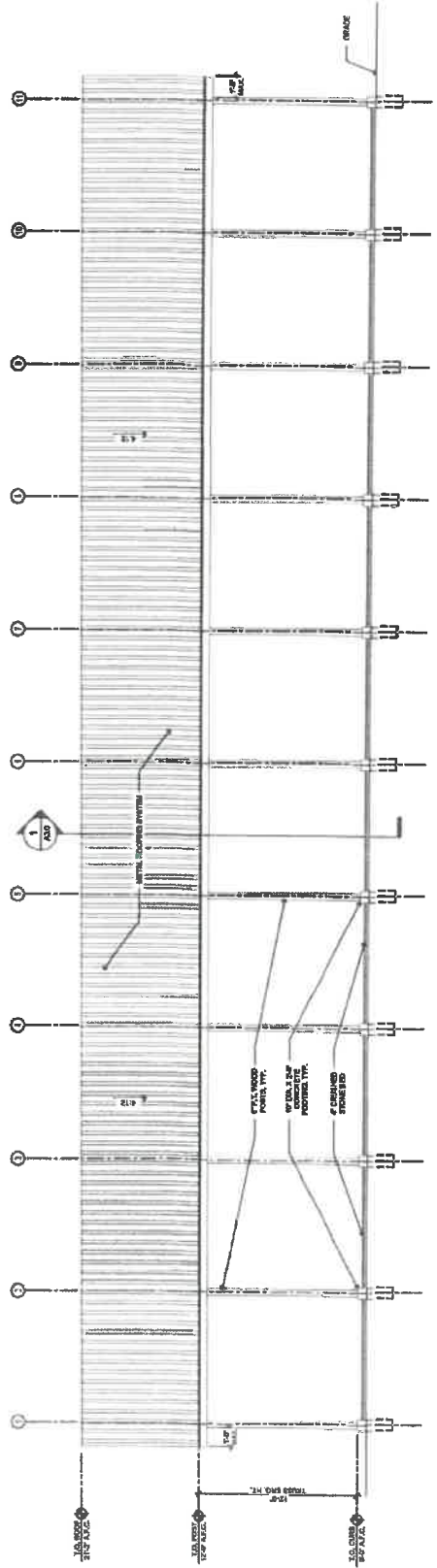


No.	Description	Date

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 Drawn By: B.A.R.
 Checked By: C.E.B.
A2.0
 Issued For Permit



FRONT & REAR ELEVATIONS, SIMILAR
 SCALE: 1/8" = 1'-0"
 1



RIGHT & LEFT SIDE ELEVATIONS, SIMILAR
 SCALE: 1/8" = 1'-0"
 2

BAR
 478 Buckle Lane NW (478) 526-2300
 Atlanta, Georgia 30329

POLE BARN STRUCTURE
 0 Rogers Avenue - Lot 13, Jonesboro, GA 30236

BUILDING SECTION DETAILS

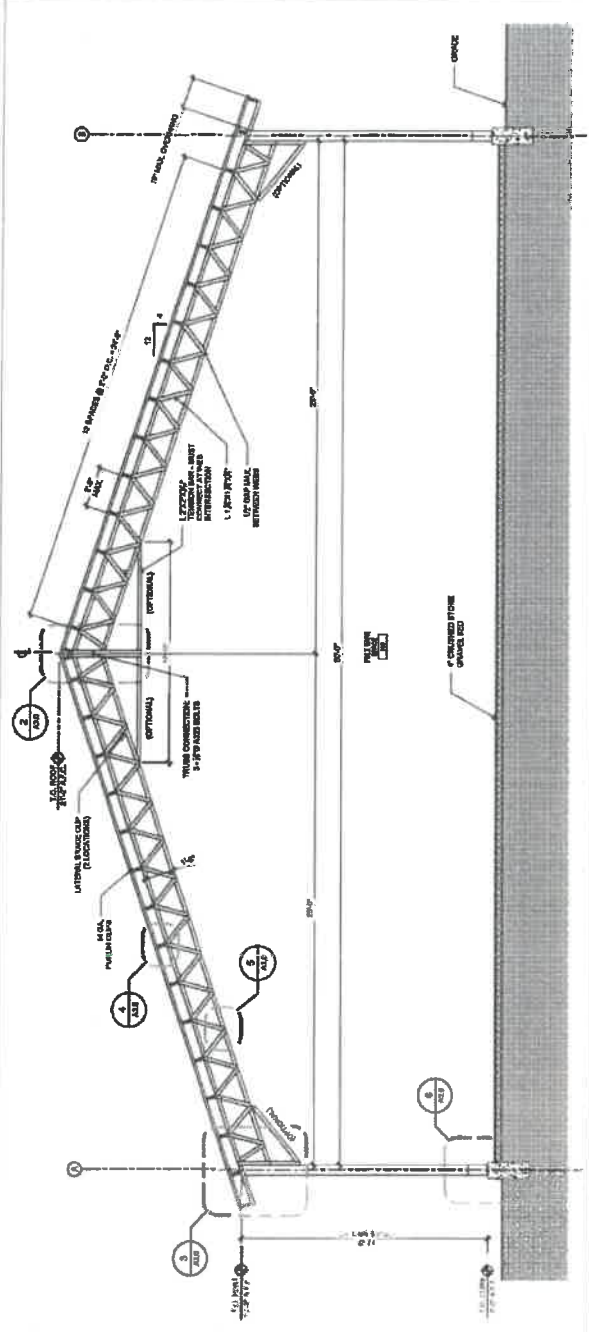
JA SIDING SVC LLC

No.	Description	Date

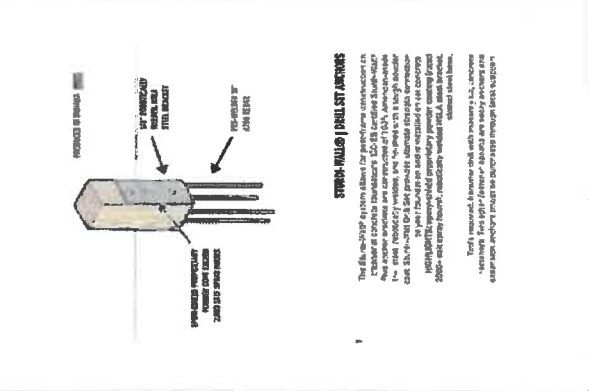
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Project Number: 05222024
 Date: 05/22/2024
 Drawn By: B.A.R.
 Checked By: C.E.B.

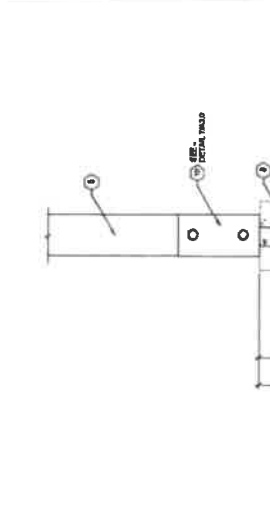
A3.0
 Issued For Permit



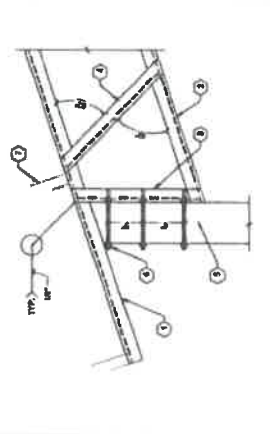
BUILDING SECTION SCALE: 3/8" = 1'-0"



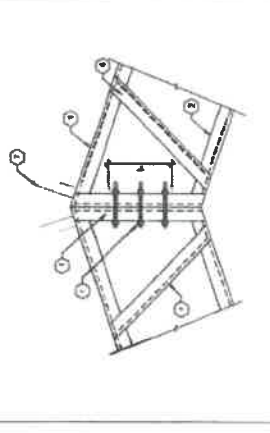
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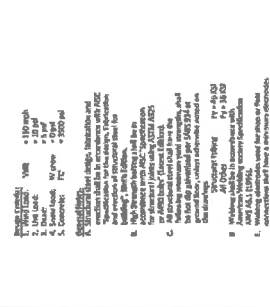
DETAIL SCALE: N.T.S.



DETAIL SCALE: N.T.S.



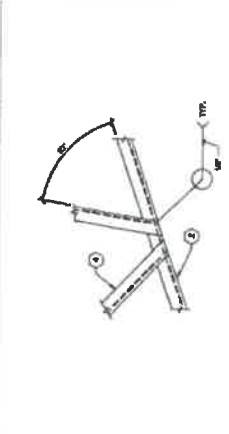
DETAIL SCALE: N.T.S.



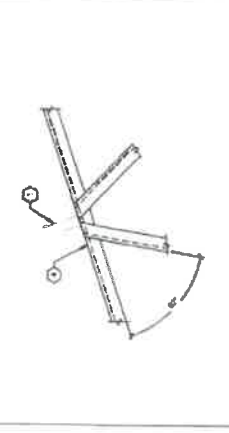
DETAIL SCALE: N.T.S.



DETAIL SCALE: N.T.S.



DETAIL SCALE: N.T.S.



DETAIL SCALE: N.T.S.

FRAMING	
1	L 2"x12"x9'6"
2	L 2"x12"x9'6"
3	L 2"x12"x9'6"
4	L 1 1/2"x11'x9'6"
5	6x8 P.T. WOOD POST
6	3 - 3/8" A325
7	BRACKET
8	16" Ø X 40" FND.
9	66 BAR 12" LONG
10	POST ANCHOR BRACKET - SEE DETAIL 7/A3.0

DETAIL SCALE: N.T.S.

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

2:25

5G

Done

2 of 2

Install Balance Due To Third Party

\$0.00

Structure Details

Style: Roof Only

Base Size: 50'x130'

Roof: Rustic Red

Trim: White

Truss: Black

Frame Spacing: 10' Max Spacing

Roof Style: Low Rib (29 Gauge)

Roof Pitch: 4 / 12

Roof Overhang: 1'-6" Overhang (all sides)

Trusses: Diagonal Truss

Leg Style: 8"x8"

Leg Height: 12'

David Allen

From: David Allen
Sent: Wednesday, September 7, 2022 4:26 PM
To: Robles properties
Subject: RE: Fwd:

I have reviewed the accessory building information provided.

Sec. 86-270 is the only Code section which addresses accessory buildings.

Sec. 86-270. - Accessory buildings.

No accessory building shall exceed the height of the principal dwelling in any residential district, nor shall the combined total area of all accessory buildings on a lot exceed the larger of 800 square feet in area or 25 percent of the floor area of the principal dwelling. Calculation of floor area shall not include basement areas. All accessory buildings shall be set back a minimum of 100 percent of the front yard setback for the district; however, no accessory building other than a detached garage may be located between the principal dwelling and the public right-of-way. A minimum side yard and rear yard setback of five feet shall apply to accessory building located a distance greater than 20 feet from the principal dwelling; otherwise, the building setbacks for the principal dwelling shall apply to the accessory building.

All accessory structures established on the street side of a corner lot and located a distance equal to or less than the dimension of the required side yard for principal dwellings in the zoning district in which the lot is situated shall be screened through the installation of landscaping or stockade-type fence. Such screening shall comply with provisions of article XV of this chapter.

The exterior finishes and color of all accessory structures shall be identical to the exterior finish and color of the principal dwelling on which the accessory structures are located. For brick construction, only the characteristics of the trim work shall apply to the accessory buildings.

No accessory structure shall be located upon a lot until construction of the principal building has been completed and a certificate of occupancy has been issued.

No plumbing beyond a wash sink shall be permitted in an accessory structure.

The number of individual structures accessory to a residential use shall be controlled by the following schedule:

EXPAND

Lot Size	Number of Structures
Up to 1 acre	1
Above 1 acre	2

NOTE: This schedule provides for the indicated number of structures and one detached garage.

The size of your main building is 2382 square feet x 25% = 596 square feet; So, the largest the pole barn could be is 800 square feet. It is currently listed at 6500 square feet. Too large.

Also, if the accessory building is located less than 20 feet from the main building (which this one would be), you would need to be at least 35 feet from the rear property line. There is not enough room in the back to accomplish this.

For the building proposed, you would need a variance approved by the City Council for size and setbacks.

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

From: Robles properties <roblesproperties76@gmail.com>
Sent: Wednesday, September 7, 2022 2:29 PM
To: David Allen <dallen@jonesboroga.com>
Subject: Fwd:

THIS IS THE MEASUREMENTS FOR THE POLL BARN.
PLEASE LET ME KNOW WHAT YOU THINK
DONNA EDWARDS

----- Forwarded message -----

From: Donna Edwards <hardinautosalesdonna@gmail.com>
Date: Wed, Sep 7, 2022 at 2:27 PM
Subject:
To: <roblesproperties76@gmail.com>

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

David Allen

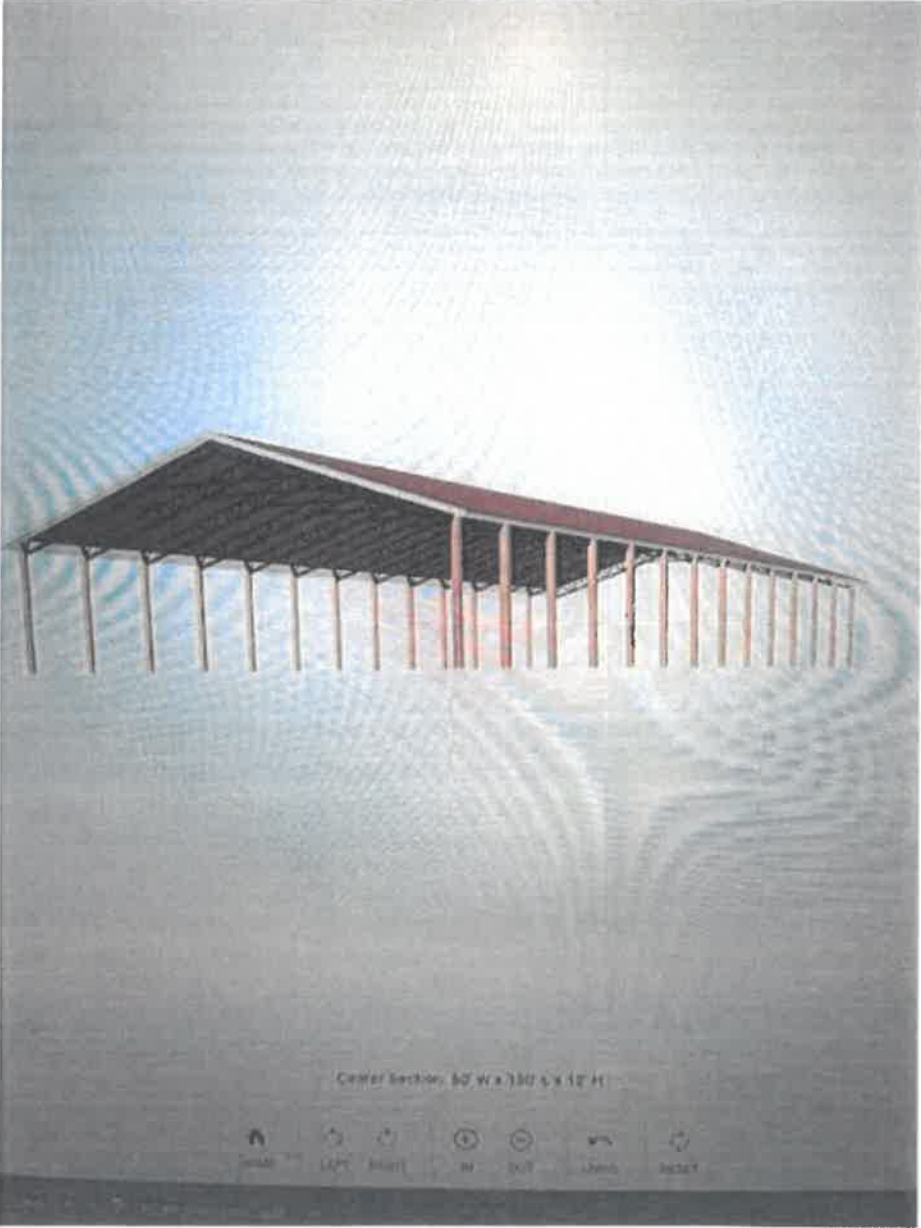
From: Robles properties <roblesproperties76@gmail.com>
Sent: Wednesday, September 7, 2022 1:59 PM
To: David Allen
Subject: the poll barn
Attachments: 68418208610_6844A7C3-E3CA-4702-A0A7-1F156F6D1D4D.jpeg

this is what it will look like just not as big i am still waiting on the size
DONNA EDWARDS

--

Robles Properties
286 North Main Street
Jonesboro, GA 30236
678-519-0163

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)



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Sent: Wednesday, September 7, 2022 2:29 PM
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PLEASE LET ME KNOW WHAT YOU THINK
DONNA EDWARDS

----- Forwarded message -----

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Date: Wed, Sep 7, 2022 at 2:27 PM
Subject:
To: <roblesproperties76@gmail.com>

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

2:25

5G

Done

2 of 2

Install Balance Due To Third Party I
\$0.00

Structure Details

Style: Roof Only

Base Size: 50'x130'

Roof: Rustic Red

Trim: White

Truss: Black

Frame Spacing: 10' Max Spacing

Roof Style: Low Rib (29 Gauge)

Roof Pitch: 4 / 12

Roof Overhang: 1'-6" Overhang (all sides)

Trusses: Diagonal Truss

Leg Style: 8"x8"

Leg Height: 12'

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David Allen

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Subject: the poll barn
Attachments: 68418208610_6844A7C3-E3CA-4702-A0A7-1F156F6D1D4D.jpeg

this is what it will look like just not as big i am still waiting on the size
DONNA EDWARDS

--

**Robles Properties
286 North Main Street
Jonesboro, GA 30236
678-519-0163**

Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)



Attachment: Correspondence (3821 : 0 Rogers Avenue - Variance)

Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on August 12, 2024, in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA, to consider a Variance Application for development standards for an accessory building by JA Siding SVC LLC / Jose A. Osorio, property owner, and Donna Edwards / Jose Osorio, applicants, for property at 0 Rogers Avenue / Lot 13 (Parcel No. 13209C B002), Jonesboro, Georgia 30236. Item will first be discussed at the Work Session on August 5, 2024 at 6:00 P.M., also in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA 30236.

David Allen
Community Development Director

Publish 7/24/24

CITY OF JONESBORO

PUBLIC NOTICE

An application has been filed for a

VARIANCE

at this location

O ROGERS AVENUE

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

1859 City Center Way

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

Date of Posting **July 23 - 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: Donna Edwards / Jose Osorio
286 North Main Street
Jonesboro, Ga. 30236

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

Date: July 24, 2024

Re: Notification of Request for Variance – Development Standards; 286 North Main Street, Parcel No. 13209C B002

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:

- Development Standards

A Public Hearing has been scheduled for Monday, August 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, August 5, 2024 at 6:00 pm. The meetings will both 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 #

7.6

- 6

COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding Alcohol Beverage Pouring license, 24-ALC-003, to dispense beer, wine & distilled spirits at 7955 Tara Boulevard, Jonesboro, Georgia 30236. The legal business name is Lav's Lavish Lounge (formerly Sugar Bush Sports Bar). Valencia Lavender 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 is applying for a new license for consumption on premises of distilled spirits, beer, and wine for the 7955 Tara Blvd restaurant. They are the new owner of the former Sugar Bush Sports Bar at the same location. The restaurant's new name will be "Lav's Lavish Lounge." Valencia Lavender will be the licensed representative.

Background:

1. This location currently has an Alcohol Beverage License to pour distilled spirits, beer and wine (Sugar Bush Sports Bar). New applicant has been approved to operate a restaurant at this location, which should not require any further renovation.
2. The subject restaurant is already in a heavy commercial area along Tara Blvd. Surrounding zoning, general plan land use designations and existing uses are denoted as primarily C-2 (Highway Commercial).
3. Purpose. The C-2 highway commercial district is established 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 address has had alcohol service the past several years. The new applicant hopes to continue to take advantage of heavy traffic flow and visibility on Tara Boulevard.

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 (annually) for the applicant (and two others) and recommended approval based upon the background information received.
3. As required by Section 6-47, the applicant is required to submit a land survey, demonstrating compliance with the setbacks of that Code Section. The applicant is working on a survey to provide at the meeting. Per Section 6-47, for

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title Melissa Brooks, City Clerk	Date August, 5, 2024	
Signature	City Clerk's Office	

those establishments selling beer, wine and distilled spirits, 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. **The site is not close to any of these type of land uses; nor was the Sugar Bush Sports Bar.**

Fiscal Impact

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

\$4500 + \$500

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

- Lounge 7955 Tara Blvd - Legal Notice August 2024
- Sign
- Meeting Notice Letter

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

Approval

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 7955 Tara Boulevard, Jonesboro, Georgia 30236. The legal business name is Lav's Lavish Lounge (formerly Sugar Bush Sports Bar). Valencia Lavender 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 August 12, 2024. The required Public Hearing will also be held at that time. A Work Session for this item will be held at 6:00 p.m. on August 5, 2024. The meetings will all be held at the Jonesboro City Center located at 1859 City Center Way, Jonesboro, GA 30236.

David Allen
Community Development Director

Publish 7/24/2024



Attachment: Sign (3822 : Lav's Lavish Lounge Alcohol License - 7955 Tara Boulevard)

CITY OF JONESBORO

PUBLIC NOTICE

An application has been filed for a
ALCOHOL BEVERAGE LICENSE

at this location

7955 TARA BLVD.

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

1859 City Center Way
Any questions, call City Hall at 770-478-3800

Date of Posting July 23 - 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: Valencia Lavender
7955 Tara Boulevard
Jonesboro, Georgia 30236

From: David D. Allen, Community Development Director
1859 City Center Way
Jonesboro, GA 30236

Date: July 25, 2024

Re: Notification of Request for an Alcohol Beverage License – Pouring of Beer, Wine, and Distilled Spirits, 7955 Tara Blvd.

To Whom It May Concern:

This letter is to serve as notification that the City of Jonesboro will consider your request for the pouring of beer, wine, and distilled spirits at the property located at 7955 Tara Boulevard, Jonesboro, Georgia.

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

Sincerely,

David D. Allen
Community Development Director / Zoning Administrator



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

7.7

- 7

COUNCIL MEETING DATE

August 5, 2024

Requesting Agency (Initiator)

City Council

Sponsor(s)

Mayor Sartor

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

Discussion regarding Clayton County Board of Elections to conducting the November 2025, Municipal Election.

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

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.)

The purpose of this item is to budget for the November 2025, Municipal Election.

Communication has been made with Clayton County Elections Director Shauna Dozier regarding conducting Jonesboro's Municipal Election in November 2025. She stated that the county is open to conduct the City's election.

Please see attached Estimates.

Fiscal Impact TBD

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

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

- 2025 Elections

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

City Council's Discretion

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

August, 5, 2024

Signature

City Clerk's Office

Excerpt from Special Called Meeting held on January 18, 2023 @6:00 p.m.

A brief conversation took place regarding the cost for elections options. If the county conducts Jonesboro's election and has a site here at JCC the cost would be \$11K.

If the county conducts Jonesboro's election with NO site at JCC the cost would be \$1400- voters can go to Lee Street Elementary to vote for both city and county. (This would be ideal cost saving since we have another election in November 2023).

Clayton County Board of Elections

CITY OF JONESBORO	EXHIBIT "B"	PROJECTED COST
SALARIES - PERMANENT STAFF - OVERTIME		
HOURLY FEE PERSONNEL		
TOTAL HOURLY FEE PERSONNEL		
POSTAGE		
Mailing of Absentee Ballots	\$200.00	
Mailing of Precinct Cards	\$200.00	
TOTAL POSTAGE		\$400.00
Administrative Fee 10%		\$1,000.00
TOTAL PROJECTED COST CITY OF JONESBORO		\$400.00
GRAND PROJECTED TOTAL COST CITY OF JONESBORO ELECTION		\$1,400.00

Elections Conducted by Clayton County with voting at all Clayton County early voting sites. No Precinct at JCC.

Clayton County Board of Elections

CITY OF JONESBORO EXHIBIT "B"		PROJECTED COST
SALARIES - PERMANENT STAFF - OVERTIME		
HOURLY FEE PERSONNEL		
1	Additional Advance Voting Site (Jonesboro)	
1	Mgr @ \$680 Per Week for 4 Weeks (New \$17.00 an Hour at 40 hours a week does not include overtime)	\$2,720.00
2	Asst Mgr(s) @ \$640 Per Week for 4 Weeks (New \$16.00 an Hour at 40 hours a week does not include overtime)	\$5,120.00
1	Clks @ \$600 Per Week for 3 Weeks (New \$15.00 an Hour at 40 hours a week does not include overtime)	\$2,400.00
TOTAL HOURLY FEE PERSONNEL		\$10,240.00
POSTAGE		
	Mailing of Absentee Ballots	\$200.00
	Mailing of Precinct Cards	\$200.00
TOTAL POSTAGE		\$400.00
Administrative Fee 10%		\$1,064.00
TOTAL PROJECTED COST CITY OF JONESBORO		\$10,640.00
GRAND PROJECTED TOTAL COST CITY OF JONESBORO ELECTION		\$11,704.00

**Election Conducted by Clayton County Board of Elections
With a Precinct in the JCC Community Room**

Attachment: 2025 Elections (3823 : Budget for November 2025, Municipal Election)

ESTIMATE BUDGET COST
NOVEMBER 2023 MUNICIPAL ELECTION

This estimate is based on the City of Jonesboro conducting the November 7, 2023, Municipal Election with one voting precincts @ JCC, and the below recommended days and hours with five (5) poll workers per day.

1 15 Early Voting Days (Monday - Friday)			
starting October 16 - November 3			
7:30 AM - 7:30 PM	12 hours per day	EV WEEKLY RATE	
	(60 hours/per week)	CHIEF MANAGER	CLERK
		\$17x60 hrs. = \$1020	\$15x 60 hrs. = \$900
2 Two Saturdays (Required)			
21-Oct	9:00 AM - 4:00 PM	SATURDAY RATE	
28-Oct	9:00 AM - 4:00 PM	\$17x14 hrs. = \$238	\$15x 14 hrs. = \$210
3 ELECTION DAY VOTING		ELECTION DAY RATE	
7-Nov	7:00 AM - 9:00 PM	(14 hours for 1 day)	\$17x14 hrs. = \$238
			\$15x 14 hrs. = \$210
Weekly cost for 3 Managers- \$3060 x 3 weeks = \$9,180			
Weekly cost for 2 Clerks - \$1800 x 3 weeks = \$5,400			
			\$14,580.00
Sat. voting & Election Day (Chief Mgrs.)-28 hours			
28 hours x \$17 = \$476 x 2 managers = \$952			
Sat. voting & Election Day (clerks) - 28 hours			
28 hours x \$15 = \$420 x 3 clerks = \$1,260			
			\$2,212
Dominion Tec Service			
\$8,267.00			
Dominion Supplies			
\$519.00			
Tatnall Ballot Printing			
\$800.00			
\$9,586.00			
TOTAL COST			
		\$26,378	
		\$27,587	

2023 Est. Cost
2023 Act. Cost for General Election

7-25-2024 12:59 PM HISTORY G / L DETAIL vs BUDGET PAGE: 1
YEAR : Jan-2023 / Dec-2023
FUND : 100-GENERAL FUND PERIOD TO USE: January THRU December
DEPT : 1500 GENERAL ADMINISTRATION ACCOUNTS: 1500-52-3851 THRU 1500-52-3851

Attachment: 2025 Elections (3823 : Budget for November 2025, Municipal Election)

DATE	TRAN #	REFERENCE	DESCRIPTION	VENDOR	INV/JE #/PO #	BUDGET	ACTIVITY	BALANCE
1500-52-3851 POLL WORKERS								
3/15	A51103	CHK: 035607	BJ BURRELL SPEC ELEC	0875	BETTY JEAN BURR	03152023		3,450.00
3/15	A51104	CHK: 035608	P DANIEL SPEC ELEC	0 0957	PAT DANIEL	03152023		750.00
3/15	A51106	CHK: 035610	J SEGNER SPEC ELEC	0 1099	JULE SEGNER	03152023		375.00
3/15	A51107	CHK: 035612	M E WETHERINGTON ELE	2032	MARIA E WETHERI	20230315		450.00
3/15	A51108	CHK: 035613	M BRUCE SPEC ELEC	03 2105	MARY BRUCE	03152023		1,200.00
3/15	A51109	CHK: 035615	S WRIGHT SPEC ELEC	0 2622	SHENIKA WRIGHT	20230315		300.00
3/15	A51112	EFT: 000369	M BROOKS SPEC ELEC	0 2738	MELISSA BROOKS	03152023		910.00
3/15	A51113	CHK: 035609	J A MOORE SPEC ELEC	2767	JENNIFER ANNA M	03152023		1,500.00
3/15	A51114	CHK: 035606	A TERRELL SPEC ELEC	2768	A'LEXUS TERRELL	03152023		300.00
3/27	A51527	DFT: 000103	KRISPY KREME	0216	TRUIST BANK	202303278875		16.73
3/27	A51527	DFT: 000103	SONNY'S BBQ	0216	TRUIST BANK	202303278875		84.36
						===MAR TOTAL===	2,006.67	9,336.09
9/28	A54284	EFT: 000944	OFFICE DEPOT KNIFE -	0139	OFFICE DEPOT	330332906001		14.53
9/28	A54285	EFT: 000944	OFC DPT BINDER, RULER	0139	OFFICE DEPOT	330357203001		38.29
						===SEP TOTAL===	2,006.67	1,953.85
10/12	A54286	EFT: 000944	OD TABS, ENVL, MARK	0139	OFFICE DEPOT	335865733001		27.54
10/12	A54504	EFT: 000971	OD CVRBINDERS. FASTN	0139	OFFICE DEPOT	335858531001		23.08
10/18	A54348	EFT: 000967	N HEIGLER POLL WRK	T 2908	NAOMI HEIGLER	20231018		15.00
10/18	A54349	EFT: 000968	S SMITH POLL WRK TRN	2909	SHATIRIA SMITH	20231018		15.00
10/18	A54350	EFT: 000969	A TERRELL POLL WRK	T 2910	ALIZE CAPRICE T	20231018		15.00
10/21	A54339	EFT: 000961	J A MOORE POLL WRK	1 2767	JENNIFER ANNA M	20231021		1,080.00
10/21	A54343	EFT: 000962	C BELTON POLL WRK	10 2903	CASSANDRA BELTO	20231021		945.00
10/21	A54344	EFT: 000963	W HENRY POLL WRK	10/ 2904	WILEY HENRY	20231021		120.00
10/21	A54345	EFT: 000964	L SAGERS POLL WRK	10 2905	LUCINA T SAGERS	20231021		1,080.00
10/21	A54346	EFT: 000965	STEVENSON POLL WRK	2906	SHYRETTA STEVEN	20231021		848.00
10/21	A54347	EFT: 000966	Z SANDERS POLL WRK	1 2907	ZINA SANDERS	20231021		908.00
10/27	A54602	DFT: 000151	KROGER DRINK POLL	WR 0216	TRUIST BANK	202310277471		42.07
10/27	A54602	DFT: 000151	CRANE CABLE LOCKS	CO 0216	TRUIST BANK	202310277471		88.65
10/27	A54602	DFT: 000151	CRANE GLUE & STEEL	0216	TRUIST BANK	202310277471		23.65
10/28	A54478	EFT: 000988	J A MOORE POLL WRK	1 2767	JENNIFER ANNA M	20231028		1,054.00
10/28	A54479	EFT: 000991	C BELTON POLL WRK	10 2903	CASSANDRA BELTO	20231028		765.00
10/28	A54480	EFT: 000992	W HENRY POLL WRK	10/ 2904	WILEY HENRY	20231028		449.00
10/28	A54481	EFT: 000993	LT SAGERS POLL WRK	1 2905	LUCINA T SAGERS	20231028		705.50
10/28	A54482	EFT: 000994	S STEVENSON POLL	WRK 2906	SHYRETTA STEVEN	20231028		495.00
10/28	A54482	EFT: 000994	S STEVENSON POLL	WRK 2906	SHYRETTA STEVEN	20231028		374.00
10/28	A54483	EFT: 000995	Z SANDERS POLL WRK	1 2907	ZINA SANDERS	20231028		578.00
10/28	A54599	CHK: 036245	J STEWART POLL WRK	1 2919	JANICE STEWART	20231028		495.00
						===OCT TOTAL===	2,006.67	10,146.49
11/07	A54701	EFT: 001030	J A MOORE POLL WRK	2767	JENNIFER ANNA M	20231107		935.00
11/07	A54701	EFT: 001030	J A MOORE POLL WRK	2767	JENNIFER ANNA M	20231107		255.00
11/07	A54702	EFT: 001031	C BELTON POLL WRK	33 2903	CASSANDRA BELTO	20231107		495.00
11/07	A54702	EFT: 001031	C BELTON POLL WRK	15 2903	CASSANDRA BELTO	20231107		255.00
11/07	A54703	EFT: 001032	W HENRY POLL WRK	22X 2904	WILEY HENRY	20231107		330.00
11/07	A54704	EFT: 001033	S STEVENSON POLL	WRK 2906	SHYRETTA STEVEN	20231107		748.00
11/07	A54704	EFT: 001033	S STEVENSON POLL	WRK 2906	SHYRETTA STEVEN	20231107		255.00
11/07	A54705	EFT: 001034	Z SANDERS POLL WRK	5 2907	ZINA SANDERS	20231107		884.00
11/07	A54795	EFT: 001143	J STEWART POLL WRK	1 2919	JANICE STEWART	20231107		165.00
11/16	A54794	DFT: 000161	CHICK FIL A POLL	WOR 0216	TRUIST BANK	202311277471		74.79
11/16	A54794	DFT: 000161	SONNYS BBQ POLL	WORK 0216	TRUIST BANK	202311277471		79.73
						===NOV TOTAL===	2,006.67	4,476.52
==ACCT TOTALS==		CURRENT BUDGET:	24,080.00	YTD ACTIVITY:	24,011.92	ENCUMBERED:	0.00	BALANCE: 68.08

Special Elect

New Election

\$14,623.01

7-25-2024 12:57 PM HISTORY G / L DETAIL vs BUDGET PAGE: 1
 YEAR : Jan-2023 / Dec-2023
 FUND : 100-GENERAL FUND PERIOD TO USE: January THRU December
 DEPT : 1500 GENERAL ADMINISTRATION ACCOUNTS: 1500-52-3410 THRU 1500-52-3410

DATE	TRAN #	REFERENCE	DESCRIPTION	VENDOR	INV/JE #/PO #	BUDGET	ACTIVITY	BALANCE

1500-52-3410 ELECTION								
2/13	A50925	CHK: 035576	DOMINION VOTING SYST 2590	DOMINION VOTING	DVS148504		152.32	
2/20	B42896	PKT 05517	RECLASS INV 4087		JE# 016472		857.22	
2/22	A50926	CHK: 035576	DOMINION VOTING SYST 2590	DOMINION VOTING	DVS148610		277.35	
2/23	A51057	CHK: 035596	AUTOGRAPH VOTE HERE 1909	AUTOGRAPH	28838		1,256.00	
2/27	A51358	DFT: 000095	WALMART		0216 TRUIST BANK 202302276504		32.39	
2/27	A51358	DFT: 000095	FAMILY DOLLAR		0216 TRUIST BANK 202302276504		25.52	
====FEB TOTAL====						2,110.00	2,600.80	490.80CR
4/11	A51686	CHK: 035741	DOMINION VOTING SYST 2590	DOMINION VOTING	DVS148932		10,467.50	
====APR TOTAL====						2,110.00	10,467.50	8,357.50CR
8/18	A53499	CHK: 036107	DOMINION VOTING SYST 2590	DOMINION VOTING	DVS150148		539.47	
====AUG TOTAL====						2,110.00	539.47	1,570.53
9/27	A54140	DFT: 000137	TB CC VISTA PRINT 0216	TRUIST BANK	202309276504		223.54	
9/30	A54695	EFT: 001019	GRAY PUBLISHING 2392 1188	GRAY PUBLISHING	0923239226		126.00	
====SEP TOTAL====						2,110.00	349.54	1,760.46
10/16	A54738	EFT: 001043	TATTNALL BALLOTS, SE 2771	TATTNALL BALLOT	4185		833.15	
10/24	A54807	EFT: 001068	CRANE VOTING STAND E 0067	CRANE HARDWARE	144530		11.97	
10/27	A54601	DFT: 000151	VISTA ELECTION VOTIN 0216	TRUIST BANK	202310276504		48.79	
====OCT TOTAL====						2,110.00	893.91	1,216.09
11/20	A54911	CHK: 036273	DOMINION VOTING 1107 2590	DOMINION VOTING	DVS151470		8,267.50	
11/20	A54912	CHK: 036273	DOMINION VOTING 1016 2590	DOMINION VOTING	DVS151471		2,200.00	
====NOV TOTAL====						2,110.00	10,467.50	8,357.50CR
==ACCT TOTALS== CURRENT BUDGET:			25,320.00	YTD ACTIVITY:	25,318.72	ENCUMBERED:	0.00	BALANCE: 1.28

Special Election Cost

*W. P. Election
 \$12,984.00
 14,623.01

 27,587*

REPORT TOTALS

CURRENT BUDGET	PERIOD ACTIVITY	YTD ACTIVITY	ENCUMBERED	BALANCE
25,320.00	25,318.72	25,318.72	0.00	1.28



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

7.8

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COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding proposed amendments to the Ethics Committee, Article VI, Code of Ethics.

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

Sections 2-224 through 2-227

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

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.)

Councilman Don Dixon desires changes to the language of the Jonesboro Ethics Committee, Sections 2-224 through 227. Acting city attorney David Dreyer has reviewed and will make further comment.

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.)*

- Sec. 2-224 Establishment of Ethics Committee (Revision 2)

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

Tbd

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

August, 5, 2024

Signature

City Clerk's Office

Sec. 2-224. Establishment of committee.

~~The mayor and council shall establish a standing ethics committee. The ethics committee shall consist of three persons, one Jonesboro resident appointed by the mayor, one Jonesboro resident appointed by the mayor and council, and one member appointed by the two above named subject to approval by the majority of the mayor and council. The third member shall be either a resident of the city or hold a business license in the City of Jonesboro and shall be an attorney in good standing with the State Bar of Georgia. Members shall serve a three year term and shall be appointed initially in such manner as to permit one term to terminate each year. Members may be removed for inability to perform upon recommendation of the appointing person and pursuant to a two third's vote of the mayor and council. Members of the ethics committee shall serve without compensation.~~

Sec. 2-224. Establishment of committee.

(a) The board of ethics of the city shall consist of three members, one appointed by the mayor, two appointed by the city council. All members shall serve a two-year term; provided, however, that among the three members appointed immediately following adoption of the ordinance from which this article derives, one shall serve for one year, one shall serve for two years, and one shall serve for three years, so as to provide staggered two-year terms for all future board members. All members shall meet the following prerequisites and conditions for service on the board:

(1) All members of the board of ethics shall be residents of the city and shall remain a resident while serving on the board;

(2) No person shall serve as a member of the board of ethics if the person has, or has had within the preceding one-year period, any interest in any contract or contracting opportunity with the city or has been employed by the city;

(3) Members of the board of ethics with any permit or rezoning application pending before the city, or any pending or potential litigation against the city or any city official charged in the complaint, shall be disqualified from serving on the board of ethics for that complaint; an alternate member of the board of ethics shall be selected in the same manner as the disqualified individual;

(4) The members of the board of ethics shall serve without compensation. The city council shall provide adequate meeting space for the board of ethics and, subject to budgetary procedures and requirements of the city, such supplies and equipment as may be necessary for the board to perform its duties and responsibilities;

(5) No person shall serve on the board of ethics who has been convicted of a felony involving moral turpitude in this state or any other state, unless such person's civil rights have been restored and at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude;

(6) No person shall serve on the board of ethics who is less than 21 years of age, who holds a public elective office, who is physically or mentally unable to discharge the duties of a member of the board of ethics, or who is not qualified to be a registered voter in the City of Jonesboro;

(7) Upon appointment, members of the board of ethics shall sign an affidavit attesting to their qualification to serve as a member of the board of ethics;

(8) Members of the board of ethics may be removed by majority vote of the city governing authority for cause including, but not limited to, failure to maintain any requirement or condition for qualification to serve on the board of ethics.

(City of Blackshear, GA, Ord. No. 2013-02, § 1, 2-12-13)

Sec. 2-225. Complaints

(a) Any person having a complaint against any official or employee of the City of Jonesboro for alleged ethics violations shall file in writing a verified complaint setting forth the particular facts and circumstances which constitute the alleged violation. The complaint shall be filed with the city manager (add) or city clerk if the city manager is absent when said complaint is filed, or in the event the complaint regards the city manager, shall be filed with the city clerk.

(b) Upon receipt of a complaint concerning an official of the city, the city manager shall call for a meeting of the ethics committee within 45 days. The city manager shall provide the complaint to the ethics committee and answer the member's questions regarding the complaint.

(c) Upon receipt of a complaint concerning an employee of the city, the city manager shall investigate the matter and take proper steps as identified in the Jonesboro Personnel Policies and Procedures.

(d) Upon receipt of a complaint in proper form, the ethics committee shall:

- (1) Review the complaint to determine whether it is founded or unfounded, states sufficient facts to invoke disciplinary action or is to be considered for further investigation.
- (2) Be empowered to dismiss those complaints which are unfounded or fail to state sufficient facts to invoke disciplinary actions.
- (3) Be empowered to collect evidence and information concerning any complaint and to add to the findings and results of its investigations to the file containing such complaint.
- (4) Be empowered to conduct probable cause investigations, take evidence, and hold hearings.
- (5) Be empowered to subpoena witnesses and information regarding matters before the committee.
- (6) Report its findings and recommendations for disciplinary actions to the mayor and council. The findings shall include a summary of the committee's actions and investigation into the matter and shall be delivered to all parties of interest within ten business days of reaching the decision/recommendation. The mayor and council shall act upon the recommendation of the ethics committee at the next regular meeting of the mayor and council following receipt of the recommendation.

(e) The mayor and council shall provide meeting space for the ethics committee. Subject to budgetary requirements of the city, the city shall provide the ethics committee with supplies and equipment as may be necessary for it to perform its duties and responsibilities.

(Ord. No. 2005-13, Art. V, 12-15-2005)

Sec. 2-226. Appeals

~~Decisions of the mayor and council pursuant to this code of ethics may be reviewed by an independent special master who is in good standing with the State Bar of Georgia and who is found acceptable by the Georgia Municipal Association. An appeal shall be instituted by notifying the city manager of the desire to appeal within five calendar days of the decision. The special master shall have access to all materials considered by the ethics committee and shall hold a hearing within 30 days receipt of the notice of appeal. The special master shall possess de novo authority and shall render a decision ten days after the hearing. All parties to the hearing may be represented by legal representation.~~

Sec. 2-226. Appeals

(1) A complainant or respondent adversely affected by a final decision or resulting penalty action under this section may seek judicial review of such final decision or resulting city council penalty action as provided herein.

(2) A petition seeking judicial review of a final decision may be commenced by filing an application for a writ of certiorari in the Superior Court of Clayton County within 30 days after a final decision is rendered. The 30 days right to appeal shall be a subject matter jurisdiction limitation time to appeal, and failure of any affected party to file an application for writ of certiorari within that time shall deprive the superior court of jurisdiction to hear any appeal.

(3) The filing of an appeal and application for judicial review shall act as a supersedeas writ and stay any penalty or action imposed by the city council until further order of the Superior Court of Clayton County.

(GA HB 1175 (2019-2020), Regular Session, City of Port Wentworth Revised Charter)

Sec. 2-227. Penalties

Any official found to have violated any provisions of this ordinance may be subject to public reprimand or censure by the mayor and council. These disciplinary actions may include, but shall not be limited to, public reprimand, public censure, request for resignation, the withholding of any pay/stipend of an official for service to the City of Jonesboro, or removal from office.

(Ord. No. 2005-13, Art. VII, 12-15-2005)



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

7.9

- 9

COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding proposed amendments to the Rules of Procedure for Elected Officials.

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

Rules of Procedure Amendments

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

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.)

Councilman Don Dixon desires changes to the language of the City of Jonesboro Rules of Procedure / Code of Conduct. Acting city attorney David Dreyer has reviewed and will make further comment.

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 (Red Lined)

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

Tbd

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

August, 5, 2024

Signature

City Clerk's Office

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)

MAYOR

~~Elected “at large” for a four-year term (Jonesboro City Charter, Section 2.5)
 Recognized as the Chief Executive of the City (Jonesboro City Charter, Section 2.27)
 Preside over meetings of the City Council (Jonesboro City Charter, Section 2.54)
 Has the right to vote upon any question before the council, and in the case of a tie shall cast the deciding vote, unless his vote created the tie (Jonesboro City Charter, Section 2.28)
 Shall in no case have the power to veto
 Executes and authenticates legal instruments requiring signature
 Leads the Council into an effective, cohesive working team.~~

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, is empowered with the authority to vote in the event of a tie but shall not have 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 of 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 in the City of Jonesboro charter. (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~~

~~Elected by the City Council at the January council meeting each year (Jonesboro City Charter, Section 2.28)~~

~~— Performs the duties of the Mayor if the Mayor is Absent or disabled (Jonesboro City Charter, Section 2.28)~~

Mayor Pro-Tem: Selection; Duties

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 perform 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. **(Jonesboro City Charter, Section 2.28)**

Should the mayor resign or be removed from office pursuant to Section 5.16 of the Jonesboro City Charter, or any amendment thereto, for a period of time exceeding thirty (30) continuous day, the then acting mayor pro tem shall receive the salary currently being paid to and received by the current mayor.

To ensure the office and duties of the mayor are at all times able to be fulfilled for the day to day operation of the city, the mayor should notify the city manager, chief of police and the Mayor Pro-Tem, **or in the case of sickness, absence, or disqualification of the mayor pro tem, any one of the council members chosen by the city council**, 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.

All Councilmembers

~~All members of the City Council, including the Mayor and Mayor Pro Tem, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect.~~

~~All Council members should:~~

- ~~*Fully participate in City Council meeting and other public forums while demonstrating respect, kindness, consideration, and courtesy to others~~
- ~~*Prepare in advance of meetings and be familiar with issues on the agenda~~
- ~~*Represent the City at Ceremonial functions at the request of the Mayor~~
- ~~*Be respectful of other people's time. Stay focused and act efficiently during public meetings.~~
- ~~*Serve as a model of leadership and civility to the community~~
- ~~*Inspire public confidence in Jonesboro government~~
- ~~*Provide contact information with the City Manager/Clerk in case of an emergency or an urgent situation arises while the Councilmember is out of town~~
- ~~*Demonstrate honesty and integrity in every action and statement~~
- ~~*Participate in scheduled activities~~

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).

(See GMA's Georgia Model Municipal Charter (</Resources/GMA-Handbooks-Publications/GMA-Publications/GeorgiaModel-Municipal-Charter.aspx>) for details).

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 an 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.

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 forums 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.

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.

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

~~Ceremonial Events~~

~~Request for a City representative at ceremonial events will be managed by city staff members. The mayor will serve as the designated City representative. If the mayor is unavailable, then 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 Council members at their homes are presumed to be for unofficial, personal considerations; however, they should be properly routed to City Hall.~~

~~Correspondence Signatures~~

~~Council members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. City staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the City Manager or the appropriate City staff. If correspondence is addressed only to one Councilmember, that correspondence will be shared with the rest of the Council.~~

~~Endorsement of Candidates~~

~~Council members should refrain from endorsing candidates, including placement of signage in yards and Social Media, for any Council seats or other elected offices within Clayton County. It is inappropriate to mention endorsements during Council meetings or other official City meetings or functions.~~

~~Intergovernmental Relations~~

~~The Council values intergovernmental relations with neighboring communities and other entities. As a result, Councilmembers should make a concerted effort to attend scheduled meetings with other entities to further promote intergovernmental relations.~~

Legislative Process

~~————The City generally follows Roberts Rule of Order for meeting management.~~

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. As a general rule of thumb, 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 in order to make the meeting run smoothly.~~

~~————Council members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. “I think” and “I feel” comments by Council members are not appropriate until after the close of the public hearing. Council members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.~~

~~————Main motions may be followed by amendments, followed by substitute motions. Any Councilmember can call for a point of order. Only Council members who voted on the prevailing side may make motions to reconsider.~~

Travel Expenses

~~————The purpose of 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 Council member 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.~~

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.

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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.

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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

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

~~In Public Meetings~~

~~Practice civility, professionalism and decorum in discussions and debate~~

~~Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council members should conduct themselves in a professional manner at all times, including dress.~~

~~Honor the role of the Mayor in maintaining order~~

~~It is the responsibility of the Mayor to keep the comments of Council members on track during public meetings. Council members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda, or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.~~

~~Avoid personal comments that could offend other Council members~~

~~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. The Mayor will maintain control of this discussion.

~~Demonstrate effective problem-solving approaches~~

~~Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.~~

~~Be punctual and keep comments relative to topics discussed~~

~~Council members have made a commitment to attend meetings and partake in discussions. Therefore, 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~~

~~Continue respectful behavior in private~~

~~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.~~

~~Be aware of the insecurity of written notes, voicemail messages, and e-mails~~

~~Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this e-mail message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially “public” communication.~~

~~Even private conversations can have a public presence~~

~~Elected officials are always on display — their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched,~~

~~and casual comments between individuals before and after public meetings noted.~~

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

~~Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who implement and administer the Council’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.~~

~~Treat all staff as professionals~~

~~Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.~~

~~Limit contact to specific City staff~~

~~Questions of City staff and/or requests for additional background information should be directed to the City Manager. The Mayor should be copied on or informed of any request.~~

~~Request for follow up or directions to staff should be made only through the City when appropriate. When in doubt about what staff contact is appropriate, Council members should ask the City Manager and/or Mayor for direction. Material 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.~~

~~Do not disrupt City staff from their jobs~~

~~Council members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.~~

~~Never publicly criticize an individual employee~~

~~Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee’s manager. Comments~~

~~about staff performance should only be made to the City Manager through private correspondence or conversation.~~

~~Do not get involved in administrative functions~~

~~Council members must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.~~

~~Check with City staff on correspondence before taking action~~

~~Before sending correspondence, Council members should check with City staff to see if an official City response has already been sent or is in progress.~~

~~Do not attend meetings with City staff unless requested by staff~~

~~Even if the Councilmember does not say anything, the Councilmember's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.~~

~~Limit request for staff support~~

~~All mail for Council members is distributed by the City Manager or Assistant Clerk.~~

~~Request for additional staff support — even in high priority or emergency situations — should be made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government,~~

~~Do not solicit political support from staff~~

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

~~Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.~~

~~Be welcoming to speakers and treat them with care and gentleness~~

~~Speaking in front of Council can be a difficult experience for some people. Some issues the Council undertakes may affect people's daily lives and homes. Some decisions are emotional. The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.~~

~~Be fair and equitable in allocating public hearing time to individual speakers~~

~~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 representatives allow more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.~~

~~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 request 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.~~

~~Give the appearance of active listening~~

~~It is disconcerting to speakers to have Council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.~~

~~Ask for clarification, but avoid debate and argument with the public~~

~~Only the Mayor — not individual Council members — can interrupt a speaker during a presentation. However, a Councilmember can ask the Mayor for a point of order if the speaker is off the 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 be belligerently challenge or belittle the speaker. Council members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.~~

~~No personal attacks of any kind, under any circumstance~~

~~Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.~~

~~Follow parliamentary procedure in conducting public meetings~~

~~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~~

~~Make no promises on behalf of the Council~~

~~Council members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of the City policy and to refer to the City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a ticket, plant new flowers in the median, etc.).~~

~~Make no personal comments about other Council members.~~

~~It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council members, their opinions and actions.~~

~~Remember that despite its impressive daytime population figures, Jonesboro is a small community at heart~~

~~Council members are constantly being observed by the community every day they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Jonesboro. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Council members, 24 hours a day, seven days a week. It is serious and continuous responsibility.~~

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

Be clear about representing the City or personal interest

If a Councilmember appearing before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state:

- 1) if his or her statement reflects personal opinion or is the official stance of the city;
- 2) whether this is the majority or minority opinion of the Council. Even if the Councilmember is representing his or her own personal opinions, remember that this still may reflect upon the City as an organization.

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.

Correspondence also should be equally clear about representation

City letterhead may be used 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. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

If attending a Board or Commission meeting, be careful to only express personal opinions

Council members may attend any Board or Commission meeting, which are always open to any member of the public. However, 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 Councilmember'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.

Remember that 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."

Be respectful of diverse opinions

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 can lead to removal

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.

The best advice for dealing with the media is to never go “off the record”

Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

The Mayor and City Manager are the official spokespersons for the representation of the City’s position.

The Mayor is the designed representative of the Council to present and speak on 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.

Choose words carefully and cautiously

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

SANCTIONS

Public Disruption

Members of the public who do 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

Council members should refer to the City Manager any staff who do not 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.

Council members Behavior and Conduct

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.

Principles of Proper Conduct

Proper conduct IS ...

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience

Showing empathy
 Holding onto ethical principles under stress
 Listening attentively
 Studying thoroughly
 Keeping integrity intact
 Overcoming discouragement
 Going above and beyond, time and time again
 Modeling a professional manner

Proper conduct IS NOT ...

Showing antagonism or hostility
 Deliberately lying or misleading
 Speaking recklessly
 Spreading rumors
 Stirring up bad feelings, divisiveness
 Acting in a self-righteous manner

It all comes down to respect

Respect for one another as individuals.
 Respect for the validity of different opinions.
 Respect for the democratic process.
 Respect for the community that we serve.

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.

ORDINANCE NO. 2024-_____

ORDINANCE 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 (Red Lined) (3825 : Rules of Procedure Amendments)



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

7.10

- 10

COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding proposed Economic Development Policy.

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

Economic Development Policy

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.)

Council Alfred Dixon desires to discuss a possible new economic development policy, requiring all private businesses within the city to provide certain levels of pay, insurance, leave time, and training for their employees, or face penalties from the City.

Issues to discuss

- Legalities of the proposals.
- Economic impact on businesses.
- Whether this policy is actually anti-development and its possible negative impacts on the City.
- Impacts on economic development staff.

Fiscal Impact

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

TBD

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

- Econ development policy

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

Tbd

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

August, 5, 2024

Signature

City Clerk's Office

Economic Development Policies for the City of Jonesboro

These policies aim to foster a healthier, more skilled, and economically stable community, ensuring that businesses contribute positively to the local economy and quality of life.

•Employee Benefits Requirements

All new and existing businesses in Jonesboro must:

1. Affordable Health Care:
 - Provide affordable health care plans to all full-time and part-time employees.
 - Ensure that health care plans cover essential health benefits as defined by state and federal guidelines.
 - Offer options for dental and vision insurance.
2. Paid Sick Leave:
 - Grant a minimum of 10 days of paid sick leave annually to all employees, regardless of their employment status.
 - Ensure that employees can accrue additional sick leave based on tenure and hours worked.
3. Ongoing Training:
 - Implement regular training programs to enhance employee skills and career development.
 - Provide opportunities for professional certification and continuing education.
 - Allocate a budget for employee development initiatives.
4. Family-Supporting Wages:
 - Pay all employees a living wage, which is defined as the minimum income necessary for a worker to meet their basic needs, including food, housing, and other essentials.
 - Regularly review and adjust wages to keep pace with inflation and cost of living increases.

• Local Hiring Program

To promote employment within Jonesboro and Clayton County, businesses must:

1. Resident Hiring Initiatives:
 - Prioritize the hiring of residents from Jonesboro and Clayton County for new positions.
 - Establish partnerships with local job centers and workforce development organizations.
2. Job Fairs:
 - Organize or participate in at least one job fair annually focused on hiring local residents.
 - Collaborate with local schools, colleges, and community organizations to promote job opportunities.
3. Training Programs:
 - Offer training programs in resume writing, interview skills, and job search techniques.

- Partner with local educational institutions to provide job-specific training and apprenticeships.

4. Reporting and Transparency:

- Maintain and report on the percentage of local residents hired.
- Set annual targets for local hiring and publicly report on progress.

- Community Outreach Program

Businesses are required to engage in community outreach to support local organizations and initiatives:

1. Community Partnerships:

- Establish partnerships with local non-profits, schools, and community groups.
- Provide financial or in-kind support for community projects and events.

2. Volunteer Programs:

- Encourage employees to volunteer in the community, offering paid time off for volunteer activities.
- Organize company-wide volunteer days to support local causes.

3. Support for Local Initiatives:

- Offer mentorship and support for small businesses and startups within the community.
- Provide resources and expertise to community organizations working on social, environmental, and economic initiatives.

4. Corporate Social Responsibility (CSR) Reporting:

- Publish an annual CSR report detailing community outreach efforts, including the number of volunteer hours, financial contributions, and partnerships.
- Ensure transparency and accountability in all community outreach activities.

- Implementation and Compliance

- Monitoring and Enforcement:

- The Economic Development Office will be responsible for monitoring compliance with these policies.
- Businesses must submit annual reports detailing their adherence to the policies.
- Non-compliance may result in penalties, including fines or loss of business licenses.

- Incentives:

- Businesses that exceed the requirements may be eligible for tax incentives, grants, and public recognition.
- The city will offer resources and support to help businesses implement these policies effectively.



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

7.11

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COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding proposed Complete Streets Policy.

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

Complete Streets Policy

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

Yes **Transportation Infrastructure**

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 desires to discuss a possible new complete streets policy.

The Complete Streets policy is a commitment by the City of Jonesboro to create a more inclusive, safe, and sustainable transportation network. By requiring bicycle, pedestrian, and transit accommodations in all new and reconstructed roadways, and ensuring that developers adhere to these standards, we will foster a community that is accessible and connected for all residents and visitors. This policy will also ensure that new developments in Jonesboro are designed with multiple modes of transportation in mind, contributing to a more vibrant and accessible city. Adjustments to the zoning code and comp plan will support the long-term success of this initiative.

The purpose of the Complete Streets policy is to ensure that all roadways in Jonesboro are safe, accessible, and convenient for all users, regardless of their mode of transportation. This includes pedestrians, bicyclists, transit riders, and motorists. By integrating these elements into new and reconstructed roadways, we aim to promote a healthier, more sustainable, and more connected community.

Issues to discuss

- Physical impacts of additions of bike lanes and other elements to existing City roads.
- Financial impacts of additions of bike lanes and other elements to existing City roads.
- Jurisdiction of certain roads that go through the City (GDOT roads, County roads).
- Impacts on public works staff.

Fiscal Impact

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

TBD

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

- Complete streets policy

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

Tbd

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

August, 5, 2024

Signature

City Clerk's Office

Complete Streets Policy for the City of Jonesboro

The Complete Streets policy is a commitment by the City of Jonesboro to create a more inclusive, safe, and sustainable transportation network. By requiring bicycle, pedestrian, and transit accommodations in all new and reconstructed roadways, and ensuring that developers adhere to these standards, we will foster a community that is accessible and connected for all residents and visitors. This policy will also ensure that new developments in Jonesboro are designed with multiple modes of transportation in mind, contributing to a more vibrant and accessible city. Adjustments to the zoning code and comp plan will support the long-term success of this initiative.

- Purpose

The purpose of the Complete Streets policy is to ensure that all roadways in Jonesboro are safe, accessible, and convenient for all users, regardless of their mode of transportation. This includes pedestrians, bicyclists, transit riders, and motorists. By integrating these elements into new and reconstructed roadways, we aim to promote a healthier, more sustainable, and more connected community.

- Policy Statement

The City of Jonesboro commits to the following principles in the planning, design, construction, and reconstruction of its roadways:

1. **Inclusivity** : All transportation projects shall consider and accommodate the needs of all users, including but not limited to pedestrians, bicyclists, transit riders, and motorists.
2. **Safety** : Roadway designs shall prioritize the safety of all users, with particular attention to vulnerable populations such as children, the elderly, and individuals with disabilities.
3. **Connectivity** : Transportation networks shall enhance connectivity within Jonesboro, ensuring that all areas of the city are accessible by multiple modes of transportation.
4. **Sustainability** : Projects shall promote environmental sustainability through the integration of green infrastructure and reduction of carbon emissions.

Requirements

1. **New and Reconstructed Roadways** :
 - Any new or reconstructed roadway within the City of Jonesboro must include accommodations for bicycles, pedestrians, and transit users.
 - Sidewalks, bike lanes, safe crossings, and bus stops shall be integrated into the design of these roadways.
 - Traffic calming measures, such as pedestrian islands, pedestrian hybrid beacons, curb extensions, and roundabouts, shall be considered to enhance safety.
2. **Developers** :
 - All development projects must comply with the Jonesboro Complete Streets policy.

- Developers are required to incorporate bicycle, pedestrian, and transit accommodations into their site plans and contribute to the connectivity of the city's transportation network.

- The city will provide guidelines and technical assistance to developers to ensure compliance with the policy.

- Implementation

1. Zoning Code and Comprehensive Plan :

- The City's zoning code and comprehensive plan will be updated to reflect the requirements of the Complete Streets policy.

- Land use regulations will be amended to require developments to include infrastructure that supports travel by foot, bike, and transit.

- Specific areas within the city that require enhanced connectivity, such as downtown, schools, parks, and commercial centers, will be prioritized for Complete Streets improvements.

2. Monitoring and Evaluation :

- The City of Jonesboro will establish a monitoring and evaluation framework to assess the effectiveness of the Complete Streets policy.

- Metrics such as pedestrian and cyclist counts, transit ridership, and safety statistics will be tracked and reported annually.

- The policy will be reviewed and updated periodically based on feedback and data collected.

- Priority Areas for Complete Streets Implementation

1. Downtown Jonesboro : Enhance pedestrian and bicycle infrastructure to support businesses and improve accessibility.

2. School Zones : Ensure safe routes to schools with well-marked crosswalks, bike lanes, and traffic calming measures.

3. Parks and Recreational Areas : Connect parks with multi-use trails and safe pedestrian pathways.

4. Commercial Centers : Provide transit stops, bike racks, and pedestrian-friendly pathways to encourage sustainable transportation options.

5. Residential Neighborhoods : Integrate sidewalks and bike lanes to promote active transportation within communities.



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

7.12

- 12

COUNCIL MEETING DATE

August 5, 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.)*

Discussion regarding proposed Guaranteed Ride Home Program.

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

Guaranteed Ride Home Program

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

Yes **Safety, Health and Wellbeing**

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 desires to discuss a possible new program for guaranteed rides home for intoxicated drivers.

Implementing the Jonesboro Guaranteed Ride Home Program is essential due to the increasing number of events and social gatherings within the city. As local establishments like Sports Cafe, Sugar Bush, The Cigar Parlour, and B Mari attract more patrons, the potential for alcohol consumption and impaired driving rises.

This program aims to enhance public safety by reducing drunk driving incidents, protecting residents, and fostering a responsible drinking culture. By offering a free, safe ride home, we not only ensure the well-being of our community members but also promote a positive image for local businesses, making Jonesboro a safer and more attractive destination for both residents and visitors.

Purpose:

The Jonesboro Guaranteed Ride Home Program (GRHP) aims to ensure the safety of residents by providing free rides home for those who have consumed a certain amount of alcohol at participating local establishments. This initiative is designed to reduce instances of drunk driving, promote responsible drinking, and enhance the overall safety and well-being of the community.

Potential Participating Establishments:

- Sports Cafe
- Sugar Bush
- The Cigar Parlour
- B Mari

Issues to discuss

- Possible liability issues for the City and the businesses.
- Who pays for the ride vouchers?
- Are the businesses willing to do it?
- Impacts on public safety staff.

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

August, 5, 2024

Signature

City Clerk's Office

Fiscal Impact

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

7.12

TBD

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

- GRH Policy

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

Tbd

City Jonesboro Guaranteed Ride Home Program (GRHP)

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Potential Participating Establishments:

- Sports Cafe
- Sugar Bush
- The Cigar Parlour
- B Mari

Program Details:

1. Eligibility:

- Residents of Jonesboro who have consumed alcohol at one of the participating establishments.
- Individuals who have consumed enough alcohol to potentially impair their driving abilities (as assessed by the establishment staff).

2. How it Works:

- Upon request, establishment staff will assess the patron's eligibility for the program based on the amount of alcohol consumed.
- If eligible, the patron will be provided with a voucher or code for a free ride home.

3. Transportation Partners:

- Partner with Jonesboro police department and ride-sharing companies (Uber, Lyft) to provide transportation.
- Establish a point of contact, hotline or app for easy access to the service.

4. Funding:

- The program will be funded through a combination of sponsorships from local businesses and grants aimed at promoting public safety. Minimal city funds will be required

5. Promotion and Awareness:

- Launch a comp marketing campaign to raise awareness about the program.
- Distribute promotional materials (flyers, posters, coasters) at participating establishments.
- Utilize social media and local media outlets to promote the initiative.

6. Monitoring and Evaluation:

- Collect data on the usage of the program, including the number of rides provided and the reduction in DUI incidents.
- Conduct surveys to gather feedback from both patrons and establishments.
- Regularly review and adjust the program based on feedback and performance metrics.

Benefits:

- Reduces the risk of drunk driving and related accidents.
- Encourages responsible alcohol consumption.
- Enhances community safety and well-being.
- Supports local businesses by promoting a safer environment for patrons.

Steps for Implementation:

1. Stakeholder Engagement:

- Engage with local establishments to secure their participation and support.
- Partner with transportation providers and negotiate service agreements.

2. Funding and Resources:

- Identify and secure funding sources.
- Allocate resources for program management and promotion.

3. Program Launch:

- Develop and distribute promotional materials.
- Train establishment staff on program procedures and eligibility assessment.

4. Ongoing Management:

- Monitor program usage and gather data for evaluation.
- Adjust the program as needed based on feedback and performance.

5. Community Involvement:

- Encourage community members to spread the word and support the initiative.
- Host events or workshops to further promote responsible drinking and the GRHP.

By implementing the Jonesboro Guaranteed Ride Home Program, the city can take a proactive step in ensuring the safety of its residents and creating a more responsible and supportive community environment.