Effingham County Georgia
Board of Commissioners

Damon M. Rahn, Chairman at Large
Forrest F. Floyd, District 1
Roger Burdette, District 2
Jamie Deloach, District 3
Elizabeth Helmly, District 4
Phil Kieffer, District 5

REGULAR SESSION MEETING MINUTES
MARCH 03, 2026

The Board of Commissioners of Effingham County, Georgia, Mr. Damon Rahn, Mr. Forrest Floyd, Mr. Roger Burdette, Mr. Jamie Deloach, Ms. Elizabeth Helmly, and Mr. Phil Kieffer met in regular session at 5:00 pm on Tuesday, March 03, 2026 in the Commissioners Meeting Chambers at the Effingham County Administrative Complex located at 804 South Laurel Street Springfield, Georgia 31329.

STAFF PARTICIPATION

Mr. Tim Callanan – County Manager, Mr. Edward Newberry – County Attorney, Ms. Stephanie Johnson – County Clerk, Ms. Tasheena Shiggs – Deputy Clerk Mr. Clint Hodges – Fire Chief & EMA Director, Ms. Marie Todd – Executive Assistant, Mr. Michael King – Assistant County Manager, Ms. Maraya Durham – I.T. Support Specialist, Ms. Pamela Melser – Director of Development Services, Ms. Jennifer Rose – Planner I, Mr. Josh Moody – Building Official, Mr. Tre Wilkins – Capital Project Manager, Mr. Johnathan Hulme – County Engineer, Mr. Joseph Scroggins – Prison Warden, Mr. Melvin Lloyd – Deputy Warden, and Mr. Ted Goudeau – Facilities Maintenance Director.

CITIZEN PARTICIPATION

Susan Kraut, Kendall Berlin, Amy Ambrose, William Reeves, Matt McCormack, Jimmy Blakey, Chance Ward, Brennan Ward, Andy Thibodeau, Lee Parsley, TJ Ackerman, Jennifer Oetuen, Kylie Sands, Tommy Morgan, Kieth Hellmann, Miriam Bowman, Sam Garr Jr, Leah Booker, Seth Wofford, Josh Yeger, Kenneth Alday, Jeannie Alday

I- CALL TO ORDER

Chairman Rahn called the meeting to order at 5:06pm

II- ROLL CALL

Damon Rahn, Chairman
Forrest Floyd
Roger Burdette
Jamie Deloach
Beth Helmly
Phil Kieffer, Vice Chairman

III – INVOCATION

Brennan Ward, a senior at Effingham County High School offered the invocation.

IV– PLEDGE TO THE AMERICAN FLAG

The pledge was led by Brennan Ward.

V – AGENDA APPROVAL

County Clerk Johnson announced Unfinished Business item #3 will be postponed to the 04/07/2026 meeting.

Commissioner Deloach made a motion to approve the agenda with the noted change. Commissioner Burdette seconded the motion. The motion carried unanimously.

VI – MINUTES

CONSIDERATION TO APPROVE FEBRUARY 17, 2026 WORK SESSION AND REGULAR MEETING MINUTES (1):

Commissioner Deloach made a motion to approve the meeting minutes as presented. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

VII – PUBLIC COMMENTS

Chairman Rahn stated comments shall pertain to the agenda items only. Should you wish to make remarks, clearly state your full name into the microphone before commencing to speak.

VIII – CORRESPONDENCE

Chairman Rahn stated documents from this meeting are located in the Clerk's office and on the Board of Commissioner's website.

IX – PRESENTATION

1. **Honor Award presented to Effingham Talks *(by Commissioner Burdette)***

Commissioner Burdette presented a prestigious Honor Award to Effingham Talks LLC and its founders, Tommy Morgan and Frank Norris. The award serves as a testament to their boundless service and the profound positive impact they have made across Effingham County.

2. **Honor Award presented to Effingham Prison and team *(by Sarah Mausolf, HR Director and Assistant County Manager, Michael King)***

Assistant County Manager King highlighted the significance of the "Challenge Coin" as part of the county's formal Honor Award system. Rooted in military tradition dating back to Roman history, these coins have evolved into symbols of excellence across emergency services and local government. The county utilizes this award to recognize both community members and employees for outstanding achievements and exceptional service.

Special recognition was given to the local facility team, who were named the "Facility of the Quarter" by the Office of Reentry Services. This achievement underscores the team's successful efforts in preparing incarcerated individuals for productive reintegration into society.

Warden Scroggins further emphasized the fact that among the 21 county

correctional facilities in the state, this marks the first time a Southeast prison has received the reentry award. *(Warden Scroggins and his team of counselors were present for the recognition)*

X – CONSENT AGENDA

Commissioner Deloach made a motion approve the following Consent Agenda items: **(2026-079)** Consideration to approve the reappointment of Tina Browning to the Hospital Authority as representative for the Second District. **(2026-080)** Consideration to approve the appointment of Troy Smith to the Planning Board as representative for the First District. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

XI – UNFINISHED BUSINESS

CONSIDERATION TO APPROVE THE SECOND READING OF AN AMENDMENT TO PART II, CHAPTER 30, ARTICLE X - *TREE PROTECTION & PRESERVATION* OF THE EFFINGHAM COUNTY CODE OF ORDINANCES *(1st Reading approved, 02/17/2026)* (1):

Director of Development Services Melser stated that the first steering committee meeting for the tree preservation will be on March 11th.

Commissioner Deloach made a motion to approve the 2nd Reading. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE SECOND READING OF AN AMENDMENT TO PART II, CHAPTER 36, ARTICLE IV - OPEN BURNING OF THE EFFINGHAM COUNTY CODE OF ORDINANCES (*1st Reading approved, 02/17/2026*) (2):

Commissioner Deloach made a motion to approve the 2nd Reading. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AN APPLICATION BY 3 BYRDS DEVELOPMENT, LLC FOR A PRELIMINARY PLAT FOR "BULLS RUN" LOCATED ON NOEL C CONAWAY ROAD MAP# 352 PARCEL# 18 IN THE FIRST DISTRICT (*postponed, 2/17/2026*) (3):

This item was postponed to 04/07/2026 at agenda approval.

CONSIDERATION TO APPROVE THE SECOND READING OF AN AMENDMENT TO PART II, APPENDIX C, ARTICLE III, SECTION 3.6 - FAMILY CEMETERIES OF THE EFFINGHAM COUNTY CODE OF ORDINANCES (*1st Reading approved, 02/17/2026*) (4):

Vice Chair Kieffer made a motion to approve the 2nd Reading. Commissioner Helmly seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE PRECONSTRUCTION SERVICES PORTION OF THE CONSTRUCTION MANAGER AT RISK (CMAR) CONTRACT FOR PHASE II EFFINGHAM REGIONAL WATER SUPPLY FACILITIES PROJECT (*Postponed, 02/17/2026*) (5):

Capital Project Manager Wilkins explained Effingham County is soliciting pre-construction services for Phase 2 of its CMR project, encompassing the construction of an intake structure and a water treatment plant. The evaluation process comprised two components, a qualifications assessment and a pricing evaluation.

Representatives from Reeves Young, including Senior Vice President Matt McCormack and Executive Vice President William Reeves, presented a formal reevaluation of a contract award for a major county project. The project, valued between $140 million and $150 million, represents one of the largest infrastructure investments in Effingham County in recent history.

TJ Ackerman, Vice President of Ruby Collins, addressed the Board regarding the Phase 2 Effingham Regional Water Supply Facility project. Mr. Ackerman expressed his support for the staff's recommendation to award the contract to Ruby Collins, emphasizing the firm's specialized focus on wastewater treatment and their established partnership with Effingham County.

The Board engaged in a discussion regarding the integrity of the Request for Proposal (RFP) process and the transparency of project funding.

Commissioner Deloach made a motion to approve the award to Ruby-Collins, Inc. and authorize execution of the EJCDC CMAR Agreement. Commissioner Helmly seconded the motion. The motion carried unanimously.

JOSEPH ZETTLER – SECOND READING (6): Consideration to approve the Second Reading for an application by Joseph Zettler for a conditional use to allow for a Rural Business in AR-1 located at 894 Little McCall Road. Map # 345 Parcel # 38 in the Third District *(Postponed, 02/17/2026)*

Commissioner Deloach made a motion to approve the 2nd Reading. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

CHELSIE FERNALD as agent for **EFFINGHAM COUNTY BOARD OF COMMISSIONERS – SECOND READING (7):** Consideration to approve the Second Reading of an application as submitted by Chelsie Fernald as agent for Effingham County Board of Commissioners to rezone +/- 5.06 acres located on Burke Drive from AR-1 to R-4 to allow for permitted uses in R-4. Map # 366 Parcel 49 in the Third District (*Postponed, 02/17/2026*)

Commissioner Deloach made a motion to approve the 2nd Reading. Commissioner Burdette seconded the motion. The motion carried unanimously.

XII – NEW BUSINESS

CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE EFFINGHAM COUNTY BOARD OF COMMISSIONERS AND THE EFFINGHAM COUNTY CHAMBER OF COMMERCE FOR PROFESSIONAL SERVICES RELATED TO ECONOMIC DEVELOPMENT, TOURISM PROMOTION, BUSINESS SUPPORT, NONPROFIT CAPACITY-BUILDING, AND PARTNERSHIP INITIATIVES (1):

County Manager Callanan explained this submission outlines the annual service agreement between the County and the Chamber of Commerce. It also specifies our corresponding financial obligations and the funding structure designated to support these efforts.

Effingham County Chamber of Commerce CEO Susan Kraut expressed appreciation to the Board of Commissioners and their partnership.

Commissioner Deloach made a motion to approve the Memorandum of Understanding between Effingham County and the Effingham County Chamber of Commerce. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO AMEND PART II, APPENDIX C - ZONING ORDINANCES, ARTICLE V - USES PERMITTED IN DISTRICTS, SECTION 5.13, 5.14 AND 5.15 (INDUSTRIAL DISTRICTS) OF THE EFFINGHAM COUNTY CODE OF ORDINANCES (2):

Director of Development Services Melser explained during the Board of Commissioners workshop on February 21, 2026, several sections of Part II, Appendix C, Article Five were reviewed. These amendments ensure that all regulatory language accurately reflects the most current table of permitted uses.

Commissioner Deloach made a motion to approve to amend Part II, Appendix C - Zoning Ordinances, Article V - Uses Permitted in Districts, Section 5.13, 5.14 and 5.15 (Industrial Districts) of the Effingham County Code of Ordinances. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE FIRST READING TO AMEND PART II, APPENDIX C, ARTICLE III, SECTION 3.15 - HOME OCCUPATIONS OF THE EFFINGHAM COUNTY CODE OF ORDINANCES (3):

Planner I Rose explained a follow-up to the workshop held on February 17, 2026, recommended an amendment to the ordinance aimed at streamlining the approval process for home occupations on legally nonconforming properties.

The Board reviewed the historical intent of the ordinance requiring nonconforming properties to achieve full compliance before obtaining home occupation approvals. It resolved to separate the home occupation approval process from the requirement for total site-wide zoning conformity to facilitate the approval of minor, low-impact uses.

Commissioner Deloach made a motion to approve the First Reading to amend Part II, Appendix C, Article III, Section 3.15 - Home Occupations of the Effingham County Code of Ordinances. Commissioner Helmly seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE RESOLUTION# 026-006 TO AMEND THE FISCAL YEAR 2026 BUDGET (4):

Finance Director Barnes presented a budget amendment to address ongoing road works and other minor adjustments, with staff recommending approval of the

amendment.

Commissioner Deloach made a motion to approve the resolution to amend the budget for FY 2026. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AN ENGAGEMENT LETTER BETWEEN THE EFFINGHAM COUNTY BOARD OF COMMISSIONERS AND LANIER, DEAL & DEAL FOR AUDIT SERVICES FOR THE FISCAL YEAR ENDED JUNE 30, 2025 (5):

Finance Director Barnes explained the audit engagement letter is a standard annual requirement that outlines the scope, objectives, and regulatory framework of the county's upcoming financial audit.

Commissioner Deloach made a motion to approve the Letter of Engagement for FY 2025 audit services with Lanier, Deal, & Deal. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AND PUBLISH A NEW JOB TITLE AND JOB DESCRIPTION FOR CUSTOMER SUPPORT SERVICES (6):

HR and Risk Management Director Mausolf explained the rationale for creating a new customer support manager position aimed at enhancing direct contact and improving departmental success. This upgrade of an existing vacant position also seeks to support work-life balance and enable better tracking of data.

Commissioner Deloach made a motion to approve the job title, job description, and authorize publication and distribution. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO AMEND SECTION 5.02 - PAID TIME OFF OF THE HUMAN RESOURCES STANDARDS OF PRACTICE (7):

HR and Risk Management Director Mausolf explained the request is to modify the policy to include mother/father-in-law in the list of individuals eligible for coverage.

Commissioner Deloach made a motion to approve of Update to HR SOP 5.02 Paid Time Off. Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A DEVELOPMENT AGREEMENT BETWEEN EFFINGHAM COUNTY AND BRALY INVESTMENT PROPERTIES, LLC FOR THE DESIGN, CONSTRUCTION, INSTALLATION, AND CONVEYANCE OF WATER AND SANITARY SEWER FACILITIES TO SERVE APPROXIMATELY 59 SINGLE-FAMILY RESIDENTIAL UNITS ON +/- 17.766 ACRES IDENTIFIED AS TRACT #1 ON BLUE JAY ROAD (Map# 17, Parcel# 2) (8):

Capital Project Manager Wilkins explained this development agreement pertains to a private project located at the intersection of Blue Jay and McCall. The developer is responsible for the full installation of water and sewer infrastructure.

Commissioner Helmly made a motion to approve the Development Agreement

between Effingham County and Braly Investment Properties, LLC for water and sanitary sewer facilities. Commissioner Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE CHANGE ORDER #6 FOR HVAC DUCT REVISIONS ASSOCIATED WITH THE CENTRAL HIGH SCHOOL RENOVATION PROJECT WITH PAUL S. AKINS COMPANY, INC. (9):

Capital Project Manager Wilkins explained that the ongoing renovation of this sixty-year-old facility has necessitated specialized engineering solutions to ensure proper climate control integration without compromising the building's structural integrity.

Commissioner Deloach made a motion to approve Change Order #6 for HVAC duct revisions. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AN AGREEMENT WITH C.L. EDWARDS CONSTRUCTION COMPANY, INC. FOR THE TEMPORARY SANDHILL FIRE STATION (10):

Capital Project Manager Wilkins explained that the reference to a fire station is misleading, as the plan involves constructing a pole barn and conditioning one bay for their use, while the other two bays will temporarily serve as ambulance storage.

Commissioner Helmly made a motion to approve the agreement with C.L. Edwards Construction Company, Inc. for the temporary Sandhill Fire Station. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A PROPERTY DONATION AGREEMENT BETWEEN BLANDFORD HOMES, LLC AND THE BOARD OF COMMISSIONERS AND REVISED PLAT FOR PATRIOTS POINT (11):

Capital Project Manager Wilkins explained Patriots Point is equipped with a lift station and waste disposal facilities for RV campers; however, recent management changes have restricted access to unauthorized individuals.

Commissioner Floyd made a motion to approve the Donation Agreement and Revised Plat for Patriots Point. Commissioner Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE AWARD RECOMMENDATION AND CONTRACT OF 25-ITB-095 FOR THE EFFINGHAM FACILITIES CONSTRUCTION PACKAGE 2025 TO MCWRIGHT LLC.
(12):

Procurement and Contracts Manager Carver requested approval to award a solicitation to McWright for the Effingham Facilities Construction Package. The project includes construction improvements at multiple county facilities including Highway

119 Rec Complex.

Vice Chair Kieffer made a motion to approve award of the contract to Inliner Solutions, LLC and authorize the Chairman to sign. Commissioner Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AND PUBLISH AMENDMENT NO. 1 TO THE EFFINGHAM COUNTY PURCHASING & PROCUREMENT POLICY AND STANDARDS (13):

Procurement and Contracts Manager Carver explained this amendment aligns the policy with current Georgia requirements, specifies internal improvement responsibilities, and establishes clearer guardrails for emergency purchasing.

Commissioner Deloach made a motion to approve the award of contract to McWright LLC. Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE RESOLUTION# 026-007 DECLARING CERTAIN COUNTY-OWNED EQUIPMENT AS SURPLUS PROPERTY (14):

Procurement and Contracts Manager Carver explained the county manages surplus equipment, including broken, obsolete, damaged, or excess items no longer required for operations. Once declared surplus, these items are disposed of through appropriate methods such as auction, trade-in, recycling, or other suitable means.

Commissioner Deloach made a motion to approve of the Resolution of Surplus. Change Order 3 as presented. Commissioner Helmly seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A WARRANTY DEED AS SUBMITTED BY SFG CH MASTER DEVCO, LLC TO ACCEPT THE RIGHT-OF-WAY, ROADS, WATER & SEWER OF TRADE CENTER BLVD (15):

County Engineer Hulme explained the final half-mile segment of Trade Center Boulevard is prepared for transfer to the county. Staff recommends incorporating both the road and its associated utilities into the county system.

Commissioner Deloach made a motion to approve of the acceptance of the dedication. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

XIII – REPORTS FROM COMMISSIONERS & ADMINISTRATIVE STAFF

County Manager Callanan

- New budget software
- Upcoming Board Retreat, possibly beginning of May
- March 19th, dinner with municipalities

Commissioner Burdette

- Discussion of Planning Board approval process

Commissioner Deloach

- Suggestion of an advisory committee for water and sewer

Commissioner Helmly

- Jacan Brown Run turnout
- Expressed appreciation to Staff

Chairman Rahn

- Expressed appreciation to Board and Staff

XIV – EXECUTIVE SESSION

At 7:53pm, Vice Chair Kieffer made a motion to go into an executive session for discussion of personnel, property, and pending litigation. Commissioner Deloach seconded the motion. The motion carried unanimously.

At 8:38pm, Commissioner Deloach made a motion to reconvene. Commissioner Floyd seconded the motion. The motion carried unanimously.

XV – EXECUTIVE SESSION MINUTES

The February 17, 2026 executive session minutes will be considered for approval at the March 17, 2026 meeting.

XVI – PLANNING BOARD – 6:00 pm

ASHLEY KESSLER as agent for **SALVADOR FIGUEROA – PUBLIC HEARING (01):** The Planning Board recommends approving an application as submitted by Ashley Kessler as agent for Salvador Figueroa to rezone +/- 8.37 acres located on Mill Pond Road from R-1 to B-3 to allow for permitted uses in B-3. Map # 446 Parcel 7 in the Fifth District

Vice Chair Kieffer recused himself from this item.

Planner I Rose explained that the applicant is requesting rezoning of 8.37 acres of vacant land from R-1 to B-3 to enable the construction of a pole barn for storing commercial equipment, including an excavator and skid steer, as well as personal recreational vehicles. The Planning Board unanimously recommended approval on February 10, 2026, contingent upon the establishment and operation of a legal easement from Ebenezer Road within one year to prevent commercial or heavy truck traffic from accessing Mill Pond Road.

Speaking for: Salvador Figueroa clarified that the equipment to be stored at the property is limited to smaller-scale machinery, and that a transition away from residential zoning is necessary to maintain regulatory compliance.

The Board engaged in a discussion regarding zoning classification, highway access and wetlands.

Commissioner Deloach made a motion to postpone this item to March 17, 2026 meeting.
Commissioner Burdette seconded the motion. The motion carried unanimously.

ASHLEY KESSLER as agent for **SALVADOR FIGUEROA – SECOND READING (02):** Consideration to approve the Second Reading of an application by Ashley Kessler as agent for Salvador Figueroa to rezone +/- 8.37 acres located on Mill Pond Road from R-1 to B-3 to allow for permitted uses in B-3. Map # 446 Parcel 7 in the Fifth District.

This item was postponed to 03/17/2026 due to previous action.

Vice Chair Kieffer returned.

BARBARA ALDAY – PUBLIC HEARING (03): Consideration to approve an application by Barbara Alday for a conditional use to allow for a Rural Business in AR-1 located at 3142 Little McCall Road. Map # 392 Parcel # 7A in the Fourth District.

Planner I Rose explained the applicant is seeking a conditional use permit to operate a small-scale farm stand on the property. The business will provide surplus produce cultivated on the six-acre site, honey harvested from on-site beehives, and potentially fresh eggs. Staff have proposed several conditions for approval of this proposal, including requiring a valid occupational tax certificate and limiting business operations to four days per week.

Speaking for: Barbara Alday, she wants to open a small-scale farm store and a produce stand where neighbors and passersby can formally purchase fresh, locally grown goods.

Commissioner Helmly made a motion to approve the application, and the application is complete with the following conditions:

1. The applicant shall obtain, and keep in good standing, an Effingham County Occupational Tax Certificate (business license).
2. Any new encroachments onto Little McCall Road must be approved by the county engineer.
3. Hours of operation are limited to four days a week, 10 a.m.- 7 pm. No operations on Sundays.
4. One non-illuminated temporary sign may be allowed during the specified business hours.

Commissioner Deloach seconded the motion. The motion carried unanimously.

BARBARA ALDAY – SECOND READING (04): Consideration to approve the Second Reading of an application by Barbara Alday for a conditional use to allow for a Rural Business in AR-1 located at 3142 Little McCall Road. Map # 392 Parcel # 7A in the Fourth District

Commissioner Helmly made a motion to approve the 2nd Reading. Commissioner Deloach seconded the motion. The motion carried unanimously.

KRISTOPHER DALTON BREWSTER – PUBLIC HEARING (05): The Planning Board recommends approving an application as submitted by Kristopher Dalton Brewster to rezone +/- 1 acre located on Blue Jay Road from AR-1 to AR-2 to allow for permitted uses in AR-2. Map # 373 Parcel 5F in the First District.

Planner I Rose explained the applicant is seeking to rezone one acre of a vacant 10.54-acre tract along Midland Road from AR-1 to AR-2 to establish a single-family residential lot that complies with the minimum size requirements of the AR-2 district. The proposed parcel will include a 60-foot ingress and egress easement, a private well, and a private septic system.

Commissioner Floyd made a motion to approve the application, and the application is complete. Commissioner Burdette seconded the motion. The motion carried unanimously.

KRISTOPHER DALTON BREWSTER – SECOND READING (06): Consideration to approve the Second Reading of an application by Kristopher Dalton Brewster to rezone +/- 1 acre located on Blue Jay Road from AR-1 to AR-2 to allow for permitted uses in AR-2. Map # 373 Parcel 5F in the First District.

Commissioner Floyd made a motion to approve the 2nd Reading. Commissioner Burdette seconded the motion. The motion carried unanimously.

NICOLE LEITHAUSER – PUBLIC HEARING (07): Consideration to approve an application by Nicole Leithauser for a conditional use to allow for a Residential Business in R-1 located at 4036 Blue Jay Road Map # 351B Parcel # 10A in the First District

Planner I Rose explained the applicant seeks a conditional use permit to operate a cottage baking business producing sourdough bread and shelf-stable goods from a residential property at 4036 Blue Jay Road. Staff recommend approval with conditions, including holding a valid occupational tax certificate, limiting operations to Saturdays and Sundays from 9:00 a.m. to 6:00 p.m., and allowing one non-illuminated temporary sign.

Speaking for: Nicole Leithauser is seeking approval to operate a small-scale home bakery out of a compact shed. They have secured the necessary insurance and have addressed environmental and health requirements.

Commissioner Floyd made a motion to approve the application, and the application is complete with the following conditions:

1. The applicant shall obtain, and keep in good standing, an Effingham County Occupational Tax Certificate (business license).
2. Any new encroachments onto Blue Jay Road must be reviewed and approved by the county engineer.
3. Hours of operation are limited to two days a week, Saturdays and Sundays, from 9:00 am to 6:00 pm.
4. One non-illuminated temporary sign may be allowed during the specified business hours.

Commissioner Deloach seconded the motion. The motion carried unanimously.

NICOLE LEITHAUSER – SECOND READING (08): Consideration to approve the Second Reading of an application by Nicole Leithauser for a conditional use to allow for a Residential Business in R-1 located at 4036 Blue Jay Road. Map # 351B Parcel # 10A in the First District.

Commissioner Floyd made a motion to approve the 2nd Reading. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

GAY GIBSON – PUBLIC HEARING (09): Consideration to approve an application by Gay Gibson for a variance from Section 5.1, to allow for a decrease in required building setbacks in AR-1, located at 122 Claytons Bluff Map # 471A Parcel # 37 in the Fourth District.

Planner I Rose explained the subject property is located at 122 Clayton's Bluff, where a residential addition is proposed that would encroach 17 feet into the required side street setbacks. Staff recommend ensuring the addition complies with all applicable building codes through the permitting process.

Speaking for: Gay Gibson and Matthew Kessler explained this request is to increase the square footage of the existing kitchen.

Commissioner Helmly made a motion to approve the application, and the application is complete with the following conditions:

1. Must meet all applicable building codes through the permitting process.

Commissioner Deloach seconded the motion. The motion carried unanimously.

GAY GIBSON – SECOND READING (10): Consideration to approve a Second Reading of an application by Gay Gibson for a variance from Section 5.1, to allow for a decrease in required building setbacks in AR-1, located at 122 Claytons Bluff Map # 471A Parcel # 37 in the Fourth District.

Commissioner Helmly made a motion to approve the 2nd Reading. Commissioner Deloach seconded the motion. The motion carried unanimously.

XVII – ADJOURNMENT

At 8:39 pm, there being no further business, Commissioner Deloach made a motion to adjourn the meeting. Commissioner Floyd seconded the motion. The motion carried unanimously.

Damon Rahn, Chairman

Stephanie D. Johnson, County Clerk

APPROVED BY THE BOARD OF COMMISSIONERS
MARCH 17, 2026