



# LAWRENCEVILLE

## GEORGIA

CITY COUNCIL REGULAR MEETING

### MINUTES

Monday, February 26, 2024  
7:00 PM

Council Chambers  
70 S. Clayton St, GA 30046

#### Call to Order

PRESENT

Mayor David Still  
Council Member Bruce Johnson  
Council Member Victoria Jones  
Council Member Austin Thompson  
Mayor Pro-Tem Marlene Taylor-Crawford

#### Prayer

Pastor Fernando McCormick, founder of City of Zion Christian Ministry in 135 Stanley Court, Lawrenceville, GA.

#### Pledge of Allegiance

Mayor Still led the group in the Pledge of Allegiance.

#### Agenda Additions / Deletions

Chuck Warbington, City Manager asked that items below be tabled:

Ming Zhou: Item #13 be Tabled until March 14th Work Session Agenda

Ordinance Amend Zoning Ordinance, Article 1, Item #14 be Tabled until April 17th Work Session Agenda

Ordinance Amend Zoning Ordinance, Article 10, Item #15 be Tabled until April 17h Work Session

Ordinance Amend Zoning Ordinance, Article 6, Item #16 Tabled Indefinitely

Motion to approve agenda as amended by Chuck Warbington, City Manager made by Council Member Thompson, Seconded by Mayor Pro-Tem Taylor-Crawford.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

## Recognitions

### 1. Events Team

Jasmine Billings, Director, Community & Economic Development recognized staff of the city's Community and Economic Development Department who recently attended the Southern Festival and Events Association Conference which hosts the Kaleidoscope Awards. The team achieved recognition in three of the top five categories.

Lindsey Broome, Events & Programs Manager

Milo Sather, Event Coordinator

Elyssa Pate, Event Coordinator

Jasmine Billings also recognized additional city staff members for their participation and drive in moving forward the Arbor Day Event at Slow Pour, February 17, 2024.

Milo Sather, Event Coordinator

Helen Balch, Deputy Director, Planning & Development

Paul Lorenc, AICP, Planning

Madison Smith, Stormwater Coordinator

Carlie Perez, GIS Manager

## Approval of Prior Meeting Minutes

Motion to approve the minutes as presented made by Council Member Thompson, Seconded by Council Member Jones.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

2. January 22, 2024, Regular Meeting, Executive Session
3. February 07, 2024, Special Call Work Session, Executive Session

## Announcements

Mayor Still recognized each Council Member who individually made announcements about events and/or recognitions throughout the community. He then read from slides for upcoming City events.

## Public Comment

To participate in the Public Comment part of the Agenda, you must register with the City Clerk prior to the beginning of the meeting. Presentations will be limited to 2 minutes per person and Council will not respond to the comment.

Macy Moore requested to speak before Council on prison reform and decriminalizing drugs.

## Consent Agenda

These are items on which the Mayor and Council are in agreement to approve and are placed on the agenda to be approved in one vote.

City Attorney, Lee Thompson read the Consent Agenda items 4 thru 11 into record.

Motion to approve the consent agenda as presented made by Council Member Thompson, Seconded by Council Member Johnson.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

4. Purchase of Cohesity Backup System
5. On-Demand Streets and Stormwater Maintenance on an Annual Contract
6. Janitorial Maintenance Services on an Annual Contract
7. On-Demand Underground Electric Distribution Cable Installation on an Annual Contract
8. Solid Waste Disposal Services on an Annual Contract
9. On-Demand Installation of New Gas Mains on an Annual Contract Change Order 1
10. Resolution of the City of Lawrenceville to authorize electronic signatures and records
11. Signing Authority Policy

#### **Public Hearing Old Business**

Discussion will be limited to 7 minutes per side including rebuttal. Discussions on Zoning issues will be limited to 10 minutes per side including rebuttal. Questions and answers from Council Members will not infringe on the time limit.

12. Ordinance to Adopt the 2045 Comprehensive Plan and Transportation Master Plan

Helen Balch, Deputy Director Planning and Development, presented this item and answered questions from Council.

Motion to approve the Ordinance to Adopt the 2045 Comprehensive Plan and Transportation Master Plan as presented, made by Council Member Jones, Seconded by Council Member Thompson.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

#### **Public Hearing New Business**

Discussion will be limited to 7 minutes per side including rebuttal. Discussions on Zoning issues will be limited to 10 minutes per side including rebuttal. Questions and answers from Council Members will not infringe on the time limit.

These items were tabled under Agenda Additions/Deletions

13. RZC2023-00052: Ming Zhou; 0 Curtis Road (PIN 5145 299)
14. An Ordinance to Amend the Zoning Ordinance, ARTICLE 1 Districts
15. An Ordinance to Amend the Zoning Ordinance, ARTICLE 10; Definitions

16. An Ordinance to Amend the Zoning Ordinance, ARTICLE 6; Architectural and Design Standards

### **Council Business Old Business**

There is no public comment during this section of the agenda unless formally requested by the Mayor and the Council.

17. Ordinance to amend chapter 4 of the Code of Ordinances to update provisions related to breweries and distilleries

Michael Fischer, Assistant City Manager, presented this item and answered questions from Council.

Motion to approve Ordinance to amend chapter 4 of the Code of Ordinances to update provisions related to breweries and distilleries as presented, made by Mayor Pro-Tem Taylor-Crawford, Seconded by Council Member Thompson.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

18. Flock Safety Raven Gun Shot Detection System

Captain Brad Grove, presented this item and answered questions from Council.

Motion to award purchase of Flock Safety Raven Gun Shot Detection System to Flock Group, Inc. in the amount of \$84,000.00 for a two (2) year period made by Council Member Jones, Seconded by Mayor Pro-Tem Taylor-Crawford.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

### **Council Business New Business**

There is no public comment during this section of the agenda unless formally requested by the Mayor and the Council.

19. Lawrenceville Dog Park Project

Barry Mock, Assistant City Manager, presented this item and answered questions from Council.

Motion to award Lawrenceville Dog Park Project to low bidder, Zaveri Enterprises, Inc. amount not to exceed \$677,899.60, made by Council Member Johnson, Seconded by Council Member Thompson.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

20. Acquisition of Jackson EMC Properties near Lyle Circle and Hurricane Shoals Road

Chuck Warbington, City Manager, presented this item and answered questions from Council.

Motion to approve Acquisition of Jackson EMC Properties near Lyle Circle and Hurricane Shoals Road (Tax Parcel #5176 036 and Tax Parcel #5176 046A totaling 0.75 +/- acres) for \$90,000.00, made by Council Member Jones, Seconded by Mayor Pro-Tem Taylor-Crawford.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

### **Executive Session – Personnel, Litigation, Real Estate**

Motion to move into Executive Session made by Council Member Thompson, Seconded by Council Member Jones.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford.

Motion to move out of Executive Session made by Council Member Thompson, Seconded by Mayor Pro-Tem Taylor-Crawford.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

Report of items discussed in Executive Session

3 Real Estate

1 Personnel

No Votes Taken

### **Back into City Council Regular Meeting**

Motion to approve an Intergovernmental Agreement between Downtown Development Authority of Lawrenceville and the City of Lawrenceville for Hotel Site as presented by staff and legal counsel made by Mayor Still, Seconded by Council Member Thompson.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

### **Final Adjournment**

Motion made by Council Member Thompson, Seconded by Council Member Johnson.

Voting Yea: Mayor Still, Council Member Johnson, Council Member Jones, Council Member Thompson, Mayor Pro-Tem Taylor-Crawford

### **Minute Signatures**

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David R. Still, Mayor

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Karen Pierce, City Clerk

**RESOLUTION RES-2024-1**

**RESOLUTION OF THE CITY OF LAWRENCEVILLE TO  
AUTHORIZE ELECTRONIC SIGNATURES AND RECORDS**

**WHEREAS**, the term “electronic signature” and the term “electronic record” is defined in the 2022 Georgia Code Title 10, Chapter 12, Known as the “Uniform Electronic Transactions Act.”; and

**WHEREAS**, an electronic signature means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record; and

**WHEREAS**, an electronic record means a record created, generated, sent, communicated, received, or stored by electronic means; and

**WHEREAS**, the Uniform Electronic Transaction Act provides for each governmental agency of this state to determine whether, and the extent to which it will send and accept electronic signatures and electronic records; and

**WHEREAS**, pursuant to the Uniform Electronic Transaction Act, the City of Lawrenceville may use electronic signatures and electronic records to the full extent provided for by the Uniform Electronic Transaction Act. The City Manager, giving due consideration to security, may specify:

1. The manner and format in which the electronic records shall be created, generated, sent, communicated, received, and stored and the systems established for those purposes;
2. If electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which the electronic signature shall be affixed to the electronic record, and the identify of, or criteria that shall be met by any third party used by a person filing a document to facilitate the process;
3. Control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and
4. Any other required attributes for electronic records which are specified for corresponding non-electronic records or reasonably necessary under the circumstances.

**WHEREAS**, electronic signatures and records provide a convenient, time-saving, and secure way of signing, sending, and receiving records, nothing in the Uniform Electronic Transactions Act, shall require the City of Lawrenceville to use or permit the use of electronic signatures and electronic records.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Lawrenceville authorizes:

**Section 1.** Pursuant to the provisions of the Uniform Electronic Transaction Act, City of Lawrenceville employees who are designated by the Signing Authority Policy may sign City documents electronically and send or receive electronic records consistent with this resolution.

**Section 2.** In addition, the City Manager, or his designee, may approve use of an electronic signature for official public business conducted by the City of Lawrenceville if the process employed for the electronic signature and electronic record provides for security, authentication, record integrity, and non-repudiation of the electronic communication.

**Section 3.** A City document that is required by law to be signed in non-electronic media may not be electronically signed.

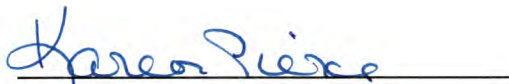
**Section 4.** An electronically signed document shall be deemed the equivalent of an original signed document if the individual or entity signing the document has complied with the provisions of this Resolution and the Uniform Electronic Transaction Act.

**IT IS SO RESOLVED** this 26<sup>th</sup> day of February, 2024



David R. Still, Mayor

ATTEST:



Karen Pierce, City Clerk





# LAWRENCEVILLE

## GEORGIA

**Policy:** SIGNING AUTHORITY POLICY  
**Policy Number:** FIN03  
**Date:** 02/26/2024  
**Update:**  
**Authority:** MAYOR AND CITY COUNCIL

### SUBJECT

Elected Officials, Appointed Department Heads, Signing Officers, Signing Authorities Execution of Documents, and Further Delegation

### PURPOSE

The purpose of this policy is to identify the Officials and Signing Officers of the Mayor and Council and the City and their respective responsibilities regarding the execution of documents, contracts, and instruments in writing.

### POLICY

1. Officer of the Governing Body: "Officer of the Governing Body" shall mean any duly elected or appointed Officer, namely; the Mayor, the Mayor Pro Tempore, and such other members of the governing body as the Mayor and Council may specifically designate from time to time.
2. Officer of the City: "Officer of the City" shall mean the City Manager, Assistant City Manager(s), City Attorney, Chief Financial Officer, and such other Officers as may be specifically designated from time to time by the Mayor and Council.
3. Signing Officer: "Signing Officer" shall mean any "Officer of the Governing Body" and any "Officer of the City" specifically designated by the Mayor and Council.
4. Signing Authority: "Signing Authority" shall mean any "Signing Officer" of the City and any other person or persons so designated by the Governing Body.
5. Execution of Documents:
  - 5.1. All legally reviewed and approved written contracts, documents or other written instruments on behalf of the Mayor and Council, shall be signed by either the Mayor or the Mayor Pro Tempore as provided in Charter Sec. 2.09 and Sec. 2.12 and all such written contracts, documents or other written instruments so signed shall be binding on the Governing Body without further authorization or formality. The Corporate seal of the City may, when required, be affixed to said signed written contracts, documents or written instruments.
  - 5.2. All legally reviewed written contracts, documents or written instruments not requiring Mayor and Council approval on behalf of the City shall be signed by any





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“Officer of the City” so authorized by Mayor and Council, by the Mayor or the Mayor Pro Tempore as provided by Charter Sec. 2.09 and Sec. 2.12, or by an “Officer of the Governing Body” so approved by Mayor and Council, and all such written contracts, documents or written instruments so signed shall be binding on the Governing Body and the City without any further authorization or formality. The Corporate seal of the City may, when required, be affixed thereto.

5.3. For ease of administration within the many departments of the City, the Governing Body from time to time may authorize certain City officers, person or persons, to execute legally reviewed contracts, documents or written instruments generally or to execute a particular legally reviewed written contract, document or written instrument provided it is within legal authority provided by Mayor and Council. The Corporate seal of the City may, when required, be affixed thereto.

6. Checks, Drafts, Notes, Investment Security Purchases: All checks, drafts or orders for payment of money, and all notes and acceptances and bills of exchange received or issued and investment securities purchases by the City, shall be signed by such “Signing Officer” or Officers or by such “Signing Authority” of the City in such manner as may be designated from time to time by the Mayor and Council.

### 7. City Signing Officers

7.1. The following Officers are appointed as “Signing Officers” by the Governing Body.

#### Officers of the Governing Body

- Mayor
- Mayor Pro Tempore

#### Officers of the City

- City Manager
- Assistant City Manger(s)
- City Clerk (For attesting and City Seal)
- City Attorney (For Legal proceedings and documents)
- Chief Financial Officer (For banking and investment purposes as provided herein)
- Purchasing Manager (For contracts within the limits specified in the Purchasing Ordinance)

7.2. The Mayor or if necessary the Mayor Pro Tempore as provided by Charter Sec. 2.09 and Sec. 2.12 with the City Manager or if necessary the Assistant City Manager(s) are authorized for and on behalf of the City to make, sign, draw or transfer all or any checks, promissory notes, drafts, acceptances, and for letters of credit whether or not an overdraft is thereby created in any account of the City. The City Manager, Assistant City Manager(s), or Chief Financial Officer are authorized to accept, endorse, negotiate, lodge, deposit, execute as approved by Mayor and Council any authority to



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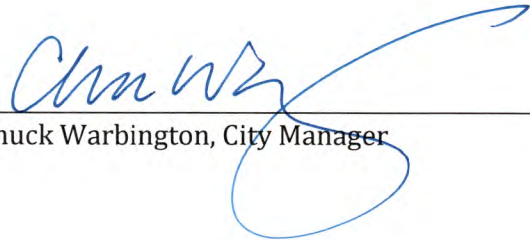
## GEORGIA

any Officer of a Bank and/or Safekeeping Agent to accept and/or pay all or any drafts; also to execute receipts for and orders relating to any investments of the City held by or on behalf of a Bank and/or Safekeeping Agent; also to do all acts and things and execute all documents as approved by Mayor and Council requisite to give any security to a Bank and/or Safekeeping Agent and also to execute any approved agreement with or authority to the Bank and/or Safekeeping Agent to the banking business of the City either generally or with regard to any particular transaction.

7.3. Any one (1) of the Officers above listed (para.7.1) except the City Attorney is hereby authorized for and on behalf of the City to negotiate or deposit with or transfer to the Bank and/or Safekeeping Agent (but for the credit of the City's account only) all or any checks, promissory notes, drafts, acceptances, bills of exchange and orders for payment of money, and for such purpose to draw, sign or endorse the same, or any of them, or to deliver the same, or any of them, to the Bank and/or Safekeeping Agent endorsed with the name of the City impressed thereon by a rubber stamp and other devices; also to receive all paid checks and other debit vouchers charged to any account of the City and to execute from time to time, the Bank's and/or Safekeeping Agent's form of receipt therefore.

7.4. Further delegation for the commitment of City operating funds allocated to City departments is limited to Requisitions, Request for Checks and Purchasing Card transactions as outlined in the Financial Procedures which includes the P-Card procedures. All credit applications must be handled by the Finance Department with approval by two "Officers of the City", one of whom shall be the City Manager. Departments shall not be authorized to establish credit limits with any vendor.


This policy becomes effective this 26<sup>th</sup> day of February, 2024 and shall remain in effect until amended by the City Council.



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Chuck Warbington, City Manager

ATTEST:



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Karen Pierce, City Clerk



**ORDINANCE ADM-ORD-2024-1**

**AN ORDINANCE TO ADOPT THE CITY OF LAWRENCEVILLE 2045 COMPREHENSIVE PLAN AND TRANSPORTATION MASTER PLAN, INCLUDING THE FUTURE LAND USE PLAN MAP, PLAN TEXT, AND ALL PLAN RECOMMENDATIONS**

**WHEREAS**, the Council of the City of Lawrenceville recognizes the importance of planning for the future growth and development of the City of Lawrenceville; and

**WHEREAS**, the City of Lawrenceville solicited input from the public, and from that input developed a vision for the City's future; and

**WHEREAS**, the City of Lawrenceville City Council, working in concert with City staff and other stakeholders, developed the City of Lawrenceville 2045 Comprehensive Plan and Transportation Master Plan, as a guide for the City's future growth and development, based on examining existing and future conditions, and input from stakeholders; and

**WHEREAS**, the City of Lawrenceville 2045 Comprehensive Plan and Transportation Master Plan contains recommendations in the form of goals, objectives and action steps as well as the Future Development Map; and

**WHEREAS**, achieving the City's vision for the future will be accomplished through the implementation of the City of Lawrenceville 2045 Comprehensive Plan and Transportation Master Plan; and

**WHEREAS**, the City of Lawrenceville 2045 Comprehensive Plan and Transportation Master Plan will be practically applied by utilizing the Future Development Map to guide growth decisions, and through effectuating change to the zoning ordinance only after deliberative Planning Commission work sessions and City Council public hearing processes; and


**WHEREAS**, Planning staff has recommended adoption of the City of Lawrenceville 2045 Comprehensive Plan and Transportation Master Plan to the City Council; and

**WHEREAS**, notice to the public regarding said Adoption of the City of Lawrenceville 2045 Comprehensive Plan and Transportation Master Plan has been duly published in THE GWINNETT DAILY POST, the Official News Organ of the City of Lawrenceville; and

**WHEREAS**, a final public hearing was held by the City Council of the City of Lawrenceville on February 26, 2024.

**NOW THEREFORE, BE IT ORDAINED** by the City Council of the City of Lawrenceville this 26th day of February, 2024, that the City of Lawrenceville 2045 Comprehensive Plan and Transportation Master Plan, the comprehensive plan for the City of Lawrenceville, including the Future Development Map, plan text, and all plan recommendations, is hereby approved and adopted.

**IT IS SO ORDAINED** this 26<sup>th</sup> day of February, 2024.

  
David R Still, Mayor

ATTEST:

  
Karen Pierce, City Clerk

**ORDINANCE ORD-2024-2**

**ORDINANCE TO AMEND CHAPTER 4 OF THE CODE OF ORDINANCES OF THE CITY OF LAWRENCEVILLE, GEORGIA RELATED TO ALCOHOLIC BEVERAGES TO UPDATE PROVISIONS RELATED TO BREWER/BREWERY AND DISTILLER/DISTILLERY AND FOR OTHER PURPOSES**

The City Council of the City of Lawrenceville, Georgia hereby ordains that the Code of Ordinances of the City of Lawrenceville, Georgia shall be amended as follows:

**Section 1:**

That section 4-88 is hereby amended by deleting Section 4-88 in its entirety and replacing the language with the text set forth below:

Sec. 4-88 Package sales not permitted.

Nothing in this chapter shall be construed to permit the package sale of distilled spirits or spirituous liquor except for distiller/distillery pursuant to O.C.G.A. 3-4-24.2.

**Section 2:**

That subsection (c) of Section 4-141 is hereby amended by adding a subsection to be numbered (4) that shall appear as set forth below:

Sec. 4-141. Distilled spirits consumption on the premises hours and days of sale and additional restrictions.

(c) The sale of distilled spirits for consumption on the premises is permitted on Sundays from 11:00 a.m. until 12:00 midnight in:

(4) A licensed distiller/distillery pursuant to Section 4-153 of this chapter.

**Section 3:**

That subsection (c) of Section 4-152 is hereby amended by deleting subsection (c) in its entirety and replacing the language with the text set forth below:

Sec. 4-152. Brewer/brewery.

(c) A licensed brewer shall be permitted to operate in accordance with and shall be subject to the limited exception to the three-tier distribution system as set forth in O.C.G.A. Section 3-5-24.1, as currently exists or as may hereafter be amended.

**Section 4:**

That subsection (b) of Section 4-153 is hereby amended by deleting subsection (b) in its entirety and replacing the language with the text set forth below:

Sec. 4-153. Distiller/distillery.

(b) A licensed distiller shall be permitted to operate in accordance with and shall be subject to the limited exception to the three-tier distribution system as set forth in O.C.G.A. Section 3-4-24.2, as currently exists or as may hereafter be amended.

Section 5:

That subsection (c) of Section 4-153 is hereby amended by deleting subsection (c) in its entirety and replacing the language with the text set forth below:

Sec. 4-153. Distiller/distillery.

(c) A licensed distiller shall be subject to the provisions related to hours and days of sale as set forth in section 4-141 of this chapter.

Section 6:

That Section 4-153 is hereby amended by adding a subsection to be numbered (f) that shall appear as set forth below:

Sec. 4-153. Distiller/distillery.

(f) A licensed distiller may operate as a distiller during the hours as retail consumption dealers are allowed pursuant to O.C.G.A 3-4-24.2.

Section 7:

Except as specifically amended as set forth above, all other subsections of Sections 4-88, 4-141, 4-152 and 4-153 shall remain in full force and affect. Further, all other sections of Chapter 4 shall remain unchanged and in full force and affect.

Section 8:

All ordinances, regulations, or parts of the same in conflict with this Ordinance are hereby rescinded to the extent of said conflict and only to the extent of said conflict.

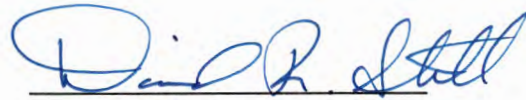
Section 9:

If any section, article, paragraph, sentence, clause, phrase, or word in this ordinance, or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance; and the City Council hereby declares it would have passed such remaining portions of the ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 10:

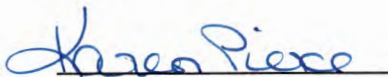
This ordinance shall become effective upon its adoption by the City Council.

**IT IS SO ORDAINED** this 26<sup>th</sup> day of February, 2024.



David R. Still, Mayor

Attest:



Karen Pierce, City Clerk