



CITY OF STONECREST, GEORGIA

CITY COUNCIL MEETING – MINUTES

3120 Stonecrest Blvd., Stonecrest, GA 30038

Monday, February 26, 2024 at 6:00 PM

Mayor Jazzmin Cobble

Council Member Tara Graves - District 1 Council Member Terry Fye - District 2

Council Member Alecia Washington - District 3 Mayor Pro Tem George Turner - District 4

Council Member Tammy Grimes - District 5

Citizen Access: [Stonecrest YouTube Live Channel](#)

I. CALL TO ORDER: George Turner, Mayor Pro-Tem

The meeting was called to order at 6:16pm.

II. ROLL CALL: Sonya Isom, City Clerk

All members were present with Councilmember Terry Fye arriving at 8:52pm and Councilmember Tammy Grimes being excused.

III. INVOCATION: Rob Turner, former Councilmember

IV. PLEDGE OF ALLEGIANCE: Alecia Washington, District 3 Councilmember

V. APPROVAL OF THE AGENDA

Motion – made by Mayor Pro Tem George Turner to move Reports & Presentations before Public Hearings. Seconded by Councilmember Tara Graves.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

VI. REVIEW AND APPROVAL OF MINUTES

a. Approval of Meeting Minutes - Special Called Meeting, January 2, 2024

Motion – made by Councilmember Tara Graves to approve the meeting minutes from the Special Called Meeting, held on January 2, 2024. Seconded by Councilmember Alecia Washington.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

b. Approval of Meeting Minutes - Special Called Meeting, January 8, 2024

Motion – made by Councilmember Tara Graves to approve the meeting minutes from the Special Called Meeting, held on January 8, 2024. Seconded by Councilmember Alecia Washington.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

c. Approval of Meeting Minutes - City Council Meeting, January 22, 2024

Motion – made by Councilmember Alecia Washington to approve the meeting minutes from the City Council Meeting, held on January 22, 2024. Seconded by Councilmember Tara Graves.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

VII. PUBLIC COMMENTS

Citizens wishing to make a public comment may do so in person. Citizens may also submit public comments via email to cityclerk@stonecrestga.gov by 2 pm on the day of the meeting to be read by the City Clerk.

All members of the public wishing to address the City Council shall submit their name and the topic of their comments to the city clerk prior to the start of any meeting held by the City Council. There is a two (2) minute time limit for each speaker submitting or reading a public comment. Individuals will be held to established time limits.

Faye Coffield - Attended Rhonda Day at the National Harbor in Prince Georgia County and would like the Mayor and Council to look at the Harbor and surrounding area. Ms. Coffield has concerns about SLUP 23-009 and asks that the council defer it until it can have another public hearing and that the public be allowed to comment on what is being proposed.

Malakia Wells – Thanked the council for including the extension of time allotted for public comments on the February work session agenda and asked that they consider the equity of voice and servant leadership. She asks that the council vote in favor of extending public comment time from two to three minutes per meeting and that public comments are included on all public meeting agendas where the council meets in its governing capacity.

Mirelle Wells – Asked that council put effort into the mindful development of Stonecrest, stating that Stonecrest needs effort from its people, its government, and its neighbors. Ms. Wells suggested that the city emulate the example of more established cities. She also stated we need transparency in communication and involvement from our leaders in addressing concerns and desires by utilizing social media and suggests council make a video or host a live stream so that citizens can ask questions or send out surveys.

Lewis Anderson - Mr. Anderson endorsed comments made by Faye Coffield regarding SLUP 23-009 and stated it is the opinion of the Hilson Head Homeowners' Association that the process prescribed in the ordinance has not been followed. Mr. Anderson stated concerns regarding the agenda packet and the need for proofreading.

Brenda Ausberry via Email – Mrs. Ausberry is a resident of District One. She attended the Pink Lemonade Day Party at the New Black Wall Street Market on February 14, 2024 and thoroughly enjoyed the performance by the band, stating the event was well attended. She thanked the council for sponsoring the event for the Stonecrest Community.

VIII. PUBLIC HEARINGS

Citizens wishing to participate and comment during the public hearing portion of the meeting may comment in person. You may also submit your request including your full name, address, position on the agenda item you are commenting on (for or against) via email to cityclerk@stonecrestga.gov by 2 pm the day of the Public Hearing to be read into the record at the meeting. A zoom link for the meeting will be sent to you.

When it is your turn to speak, please state your name, address and relationship to the case..

There is a ten (10) minute time limit for each item per side during all public hearings. Only the applicant may reserve time for rebuttal.

a. Public Hearing - RZ 23-013 3580 Evans Mill Road - Shawanna Qawiy, Director of Planning & Zoning

Presentation by Director Qawiy stating the applicant, Heather Loveless, is seeking to rezone the parcel to redevelop 60 single family detached homes. There was a review of the facts and background, future land use/character area, zoning map, overlay district map, aerial map, and proposed site plan submitted by the applicant. Staff along with the Planning Commission are recommending denial of the zoning request.

Motion – made by Councilmember Tara Graves to open public hearing for RZ 23-013 3580 Evans Mill Road. Seconded by Councilmember Alecia Washington.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

In Favor

Heather Loveless, applicant

Charles Loveless

Sandra Jackson

In Opposition

Faye Coffield

Virginia Pierce-Kelly

Lewis Anderson

Dave Marcus

Motion – made by Councilmember Tara Graves to close public hearing for RZ 23-013 3580 Evans Mill Road. Seconded by Councilmember Alecia Washington.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

b. For Decision - Ordinance for RZ 23-013 3580 Evans Mill Road - Shawanna Qawiy, Director of Planning & Zoning

The applicant is requesting to change the rezoning from R-100 to R-60. There will be 60 units if approved to be rezoned to R-60. The applicant would like to withdraw the application and remain, as well as develop at R-100. Director Qawiy stated the request must be received in writing. City Attorney Thompson suggested having the withdrawal voted on by council with or without prejudice.

Motion –made by Mayor Pro Tem George Turner to accept the withdrawal without prejudice for RZ 23-013 3580 Evans Mill Road. Seconded by Councilmember Tara Graves
Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

c. Public Hearing - SLUP 23-015 3153 Pequea Drive - *Shawanna Qawiy, Director of Planning and Zoning*

Presentation by Director Qawiy, stating the applicant Tajma Washington DBA The Gardens of Stonecrest, LLC, is seeking a SLUP to operate an assisted living facility. There was a review of the facts and background, future land use/character area, zoning map, site photos, and floor plan. Staff recommended approval with six conditions as listed in the packet, as well as an additional condition added from the Planning Commission, for a total of seven conditions.

Motion – made by Councilmember Tara Graves to open public hearing for SLUP 23-015 3153 Pequea Drive. Seconded by Councilmember Alecia Washington.
Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

In Favor

Tajma Washington, applicant

In Opposition

Priscilla Simon

Jennifer Capers

The applicant stated all residents will receive comprehensive care and support, assistance with grocery shopping, and the option for meals. The home is split level and the applicant and spouse, who is an LPN, will live in the home.

Motion – made by Councilmember Tara Graves to close public hearing for RZ 23-013 3580 Evans Mill Road. Seconded by Councilmember Alecia Washington.
Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

d. For Decision - Ordinance for SLUP 23-015 3153 Pequea Drive - *Shawanna Qawiy, Director of Planning & Zoning*

There was confirmation on the number of bedrooms, which is four. The max is four residents, and it was stated the master bedroom is upstairs and holds two beds. The hours of operation are 9am-5pm and residents will live in the home 24 hrs. There is a staff of three nurses, with rotating shifts and there will be a supervisor present around the clock. It was also noted that the state certifies PCH's, including the level of supervision needed, and the city is handling the zoning application. All PCH's in Stonecrest are required to go

through a SLUP and if the applicant vacates the property, the new owners cannot use the property in the same use without applying for a SLUP under the new owners' name. There was clarification on the difference between a Personal Care Home and Assisted Living Facility.

The preamble was read by the City Clerk.

Motion – made by Councilmember Alecia Washington to approve SLUP 23-015 3153 Pequea Drive with stated conditions. Seconded by Councilmember Tara Graves.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

- e. **Public Hearing** - RZ 23-006 7467 Covington Highway - *Shawanna Qawiy, Director of Planning & Zoning*

Presentation by Director Qawiy stating the applicant, Floyd Sullivan, is seeking to rezone the subject property from R-75 to C-1. There was a review of the facts and background, zoning map, future land use/character area, site photos, submitted site plan, and floor plan. Staff recommended approval with conditions as stated in the packet.

Motion – made by Councilmember Tara Graves to open public hearing for RZ 23-006 7467 Covington Highway. Seconded by Councilmember Alecia Washington.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

In Favor

Floyd Sullivan, applicant

In Opposition

None

Motion – made by Councilmember Tara Graves to close public hearing for RZ 23-006 7467 Covington Highway. Seconded by Councilmember Alecia Washington.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

- f. **For Decision** - Ordinance for RZ 23-006 7467 Covington Highway - *Shawanna Qawiy, Director of Planning & Zoning*

The applicant is currently operating the business at the application address and is seeking to rezone to regulate the business and get a City of Stonecrest business license. He also has concerns about some of the conditions, such as trees and a sidewalk. It was noted the conditions placed on the property during the review were made by the City Engineer. The applicant is currently operating a business without a business license. This approval will allow the applicant to come into compliance in several categories.

The preamble was read by the City Clerk.

Motion – made by Councilmember Tara Graves to approve RZ 23-006 7467 Covington Highway with stated conditions. Seconded by Councilmember Tara Graves.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

IX. CONSENT AGENDA

X. APPOINTMENTS & ANNOUNCEMENTS

Mayor Pro Tem George Turner recognized the Mayor and three Councilmembers for completing training with GMA and Carl Vinson Institute, reaching a milestone and accomplishing the anticipated hours of training. Mayor Cobble, Councilmember Grimes, Councilmember Graves, and Councilmember Washington received recognition.

a. Appointment of Charter Review Commission Members

Presentation by Mayor Pro Tem George Turner stating that all appointments for the Charter Review Commission have been completed with the exception of two members from the General Assembly, one appointment from the House and one from the Senate. This item will appear on the next council meeting agenda.

XI. REPORTS & PRESENTATIONS

a. Proclamation, Mayor's Reading Club - *Mayor Jazzmin Cobble*

This proclamation was to acknowledge the Mayor's Reading Club Day in the City of Stonecrest, partnering with Georgia's City Solutions and Georgia Municipal Association.

b. Proclamation, Barry Collier - *Mayor Pro Tem George Turner*

Council acknowledged Barry Collier, a 30 plus year resident who was a revered member of Stonecrest and the cycling community.

c. Proclamation, Rob Turner - *Mayor Pro Tem George Turner*

The Mayor and City Council recognized former Councilmember Rob Turner, the first to serve as City Council Representative of District 2, and for more than six years of service as councilmember with the City of Stonecrest.

XII. OLD BUSINESS

a. For Decision - Ordinance for Committee Assignment Responsibilities - *George Turner, Mayor Pro Tem*

Presentation by Mayor Pro Tem George Turner stating that this item was discussed in the February Work Session and the Charter explains which body will make appointments.

The preamble was read by the City Clerk.

Motion – made by Mayor Pro Tem George Turner to approve the Ordinance for Committee Assignment Responsibilities. Seconded by Councilmember Tara Graves.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

b. For Decision - Ordinance for SLUP 23-009 3309 and 3313 Panola Road - *Shawanna Qawiy, Director of Planning & Zoning*

Presentation by Director Qawiy, stating the applicant, Darryl Johnson of JDM Consultants, LLC on behalf of CCC Christ Gospel Parish is seeking a SLUP to construct a place of worship. There was review of the facts and background, zoning map, future land use/character area, aerial map, submitted site plan, submitted renderings and elevations, revised submitted site plan, and revised overall site plan.

The applicant submitted a traffic study and reduced the square footage to 10,500 square feet, reducing the seats from 300 to 150. The applicant submitted all requested additional information. The sanctuary size reduced, the green space did not impact the parking but satisfies the buffer requirement, there is a stormwater facility in the rear of the property, and it does meet height and zoning requirements with the steeple being the highest point. Lewis Anderson stated that residents to the north of said property are in opposition to the construction of this development.

Motion – made by Councilmember Alecia Washington to deny the ordinance for SLUP 23-009 3309 and 3313 Panola Road. Seconded by Councilmember Tara Graves.

Motion failed 2-1 with Mayor Pro Tem George Turner voting Nay, Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

c. For Decision - Ordinance for TMOD 23-004 Food Trucks/Vending, 2nd Read - *Shawanna Qawiy, Director of Planning & Zoning*

Presentation by Director Qawiy, giving a review of the facts and background, amendments to Chapter 15, amendments to Article 2, proposed amendment, amendment to Appendix A, schedule of fees breakdown and fees justification. Staff recommended approval with the Planning Commission recommending approval with the following amendment: 1. To add reference to mobile BBQ pits, mobile stove, etc.

The preamble was read by the City Clerk.

Motion – made by Councilmember Tara Graves to approve TMOD 23-004 Food Trucks/Vending, 2nd Read, with stated updates. Seconded by Councilmember Alecia Washington.

Motion passed 3-0 with Councilmember Terry Fye being absent and Councilmember Tammy Grimes being excused.

d. For Decision - Ordinance for TMOD 23-007 Micro Home Community (MHC) - *Shawanna Qawiy, Director of Planning & Zoning*

Presentation by Director Qawiy, stating this is a city-wide request for an amendment. There was a review of the facts and background, overlay district map and proposed amendment. Staff and Planning Commission recommends approval with conditions as stated in the packet. There was clarity on where the homes would be allowed, as shown on the overlay district maps. This provision will allow the construction of micro homes in particular zoning districts in the city along with the applicants going through the SLUP process for approval.

The preamble was read by the City Clerk.

Motion – made by Councilmember Terry Fye to approve TMOD 23-007 Micro Home Community (MHC). Seconded by Councilmember Alecia Washington.

Motion passed 3-2 with Councilmembers Tara Graves and Alecia Washington voting Nay, Mayor Jazzmin Cobble as the tiebreaker, voting Yay and Councilmember Tammy Grimes being excused.

XIII. NEW BUSINESS

- a. **For Discussion** - Stonecrest Economic Development Strategic Plan Advisory Committee Report - *Christian Green, Economic Development Director & Dave Marcus, Representative of the Stonecrest Economic Development Plan Advisory Committee*

Director Green introduced the presenter, Mr. Thad Mayfield, Chair of the Economic Development Plan Advisory Committee. Mr. Mayfield gave a review of the Economic Development Plan Advisory Committee process and its focus. He stated the committee was formed to ensure the views of the residents, businesses, subject matters experts, stakeholders, as well as to be a sounding board to city staff. Mr. Mayfield recognized the committee members in their absence and stated the focus is to leverage the capabilities of the committee. He also spoke of five suggested areas that need improvement; 1. External and Internal Collaboration Opportunities 2. Additional development focuses 3. Leveraging natural assets 4. Removal of Barriers to Development 5. CID.

- b. **For Decision** - Stonecrest Economic Development Strategic Plan - *Christian Green, Economic Development Director*

Presentation by Director Green, stating the consultant has submitted the plan, and the committee has submitted their report for review. Mr. Green shared the committee's recommendations and the appendix to the strategic plan. There are multiple opportunities for small businesses in this plan such as: Small Business Retention Expansion, Small Business Training in May 2024, Tourism Think Tank on March 7th at City Hall and working with higher education and K-12 grades to focus on entrepreneurial segments before and after school.

Motion – made by Councilmember Terry Fye to approve the Stonecrest Economic Development Strategic Plan. Seconded by Councilmember Tara Graves.

Motion passed 4-0 with Councilmember Tammy Grimes being excused.

- c. **For Discussion** - City Hall Renovations Vendor Recommendation - *Gia Scruggs, City Manager*

Presentation by City Manager Scruggs, mentioning the previously renovated suites 125 & 250 to accommodate city staff and council. Suite 190 was not included in those renovations and since then, the area adjacent to the Council Chambers has become vacant and we would like to utilize that area for Municipal Courts. This area will also function as an overflow for council meetings. There will be an enhancement in video production for the council chambers and the state contractors have provided estimates for renovations and construction for the council chambers, wellness area and hallway outside of council chambers. Once the design work is completed, we will come back before council to

receive funding for the construction of the design work and supplemental requests. The total cost for expenditures is \$368,956.19. The funding would come from Professional Services – Facilities and would come from previous years' balances. City Manager Scruggs mentioned she has asked the Parks Department to plant the mammoth sunflower in front of the building.

Motion – made by Mayor Pro Tem George Turner to approve the City Hall Renovations Vendor Recommendation. Seconded by Councilmember Tara Graves.

Motion passed 4-0 with Councilmember Tammy Grimes being excused.

d. For Decision - Statewide Mutual Aid Agreement (SWMAA) - *Gia Scruggs, City Manager*

Presentation by City Manager Scruggs, stating this is an agreement with GEMA, the Georgia Emergency Management Act. This agreement allows the city to receive resources in case of emergencies or get reimbursed if there is a declared emergency. Types of emergencies include natural disasters, technology disasters, human caused disasters and civil emergencies. In the event of a disaster, Browns Mill Recreation has been declared an emergency facility. DEMA, the DeKalb Emergency Management Agency, is under the state and we have an agreement with them to help with immediate emergencies. This is for statewide aid, and we will contract with GEMA.

Motion – made by Councilmember Terry Fye to approve the Statewide Mutual Aid Agreement (SWMAA). Seconded by Councilmember Tara Graves.

Motion passed 4-0 with Councilmember Tammy Grimes being excused.

e. For Decision - FY 2024 Meeting Calendar Update - *George Turner, Mayor Pro Tem*

Presentation by Mayor Pro Tem George Turner, giving a review of updates needed to the FY2024 City Council meeting calendar. The following adjustments are needed: May 27, 2024 meeting to be held on May 28, 2024, June 24, 2024 meeting to be held on June 26, 2024, November 11, 2024 meeting to be held on November 12, 2024 and the December 9th and 23rd 2024 meetings to be held on December 16, 2024.

Motion – made by Councilmember Tara Graves to approve the FY 2024 Meeting Calendar Update. Seconded by Councilmember Alecia Washington.

Motion passed 4-0 with Councilmember Tammy Grimes being excused.

XIV. CITY ATTORNEY COMMENTS

No comments

XV. CITY MANAGER UPDATE

The 2nd Citizens Academy is approaching with 9 spots currently open. Tomorrow is the last day to register and the dates for the academy are March 12, 2024 through April 22, 2024. Encouraging all citizens to attend the scheduled Comprehensive Plan meetings.

XVI. MAYOR AND COUNCIL COMMENTS

District 1 – **Councilmember Tara Graves** – No Comment

District 2 – **Councilmember Terry Fye** – Great meeting today with DKPD regarding safety. Thank you to DKPD and everyone who provided suggestions and comments. He will be going on a ride along with Code Enforcement next Saturday.

District 3 – **Councilmember Alecia Washington** – March 23rd will be the first town hall at City Hall from 3pm-5pm. Thanks to everyone who participated in the Senior event on February 14th. I love my constituents in District 3.

District 5 – **Councilmember Tammy Grimes** - Excused

Mayor Cobble – We had a wonderful City of Stonecrest Valentines breakfast. Take a moment to hangout with the Parks & Rec team, at the Browns Mill Rec Center. The Mayors Reading Club will begin March 1st at Stoneview Elementary School. We will be reading a series of books that help students learn more about local government. A Parks & Rec program will be held March 4th and March 6th with guitar lessons. Guitars will be available for use. Solo lessons will begin on March 11th for a cost. The first Mayors Briefing will be held on March 8th, and will be held monthly, with calendar dates posted on the city's website. Stay connected with your city council members and when they have town hall meetings, please join them. Stonecrest proud!

District 4 – **Mayor Pro Tem George Turner** – District 4 will have a town hall in March. Council is aware of the problem with trash and is talking with the property owners. Please contact me if you have items for the town hall meetings.

XVII. EXECUTIVE SESSION

(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate)

Motion – made by Councilmember Terry Fye to go into Executive Session for Litigation and Real Estate. Seconded by Councilmember Tara Graves.

Motion passed 4-0 with Councilmember Tammy Grimes being excused.

Motion – made by Councilmember Terry Fye to exit Executive Session and return to the regular scheduled council meeting. Seconded by Councilmember Tara Graves.

Motion passed 4-0 with Councilmember Tammy Grimes being excused.

Motion – made by Councilmember Terry Fye to approve the minutes from the Executive Session. Seconded by Councilmember Tara Graves.

Motion passed 4-0 with Councilmember Tammy Grimes being excused.

Motion – made by Mayor Pro Tem George Turner to approve adding items to the agenda. Seconded by Councilmember Terry Fye.

Motion passed 4-0 with Councilmember Tammy Grimes being excused.

Motion – made by Councilmember Tara Graves to add two Real Estate items to the agenda, 3000 Fairington Parkway and real estate matter number two. Seconded by Councilmember Terry Fye.

Motion passed 4-0 with Councilmember Tammy Grimes being excused.

Motion – made by Councilmember Tara Graves moving that the City Attorney prepare and the Mayor execute a Purchase and Sales agreement for all documents related thereto for the acquisition of 3000 Fairington Parkway, in the amount of \$275,000. Seconded by Councilmember Alecia Washington.

Motion passed 4-0 with Councilmember Tammy Grimes being excused.

Motion – made by Councilmember Terry Fye to defer the easement off Fairington Parkway. Seconded by Councilmember Tara Graves.

Motion failed 2-2 with Councilmember Alecia Washington and Mayor Pro Tem George Turner voting Nay, Mayor Jazzmin Cobble as the tiebreaker voting Nay and Councilmember Tammy Grimes being excused.

Motion – made by Councilmember Tara Graves to approve the easement off Fairington Parkway. Seconded by Councilmember Alecia Washington.

Motion failed 3-2 with Councilmember Terry Fye and Mayor Pro Tem George Turner voting Nay, Mayor Jazzmin Cobble as the tiebreaker, voting Nay and Councilmember Tammy Grimes being excused.

Motion – made by Mayor Pro Tem George Turner to deny the easement access off Fairington Parkway. Seconded by Councilmember Terry Fye.

Motion passed 3-2 with Councilmember Terry Fye and Mayor Pro Tem George Turner voting Nay, Mayor Jazzmin Cobble as the tiebreaker, voting Yay and Councilmember Tammy Grimes being excused.

XVIII. ADJOURNMENT

Motion – made by Councilmember Terry Fye to adjourn the City Council Meeting. Seconded by Councilmember Tara Graves.

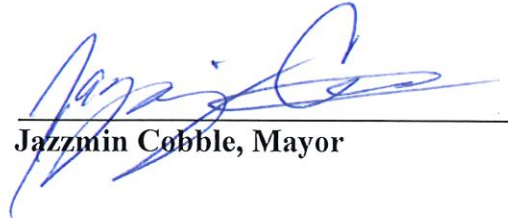
Motion passed 4-0 with Councilmember Tammy Grimes being excused.

The meeting was adjourned at 10:58pm.

[SIGNATURES ON THE FOLLOWING PAGE]

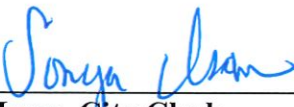
As approved on the 25th day of March, 2024

CITY OF STONECREST, GEORGIA



Jazzmin Cobble, Mayor

ATTEST:



Sonya Isom, City Clerk

Americans with Disabilities Act

The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices.

If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.