



## CITY OF STONECREST, GEORGIA

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### CONSTRUCTION BOARD OF APPEALS MEETING MINUTES

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Wednesday, October 27, 2021, at 6:00 P.M.

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

1. Call to Order – Chairman Kerry Williams @ 6:01 p.m.

**Motion** – made by Vice Chair Clara Delay to move agenda item 5 to the beginning of the meeting. Seconded by Secretary Mike Burdett.

**Motion passed unanimously.**

**Did not move agenda item due to technical difficulties.**

2. Roll Call – All members present with the exception of Gregory Maxwell being absent.
3. Approval of Agenda

**Motion** – made by Vice Chair Clara Delay to approve agenda as stated with understanding that the Board may need to amend later due to technical difficulties. Seconded by Chair Kerry Williams.

**Motion passed unanimously.**

4. Review & Approval of Minutes

**Motion** – made by Vice Chair Clara Delay to approve minutes from October 21, 2021 CBA meeting. Seconded by Secretary Mike Burdett.

**Motion passed unanimously.**

5. Oath of Office

Judge Michael Sheridan - Swearing in of Member Leroy Lark. Mr. Lark will attend court at City Hall tomorrow, October 28<sup>th</sup> @ 4:00 p.m. for Board oath with Judge Sheridan.

**Motion** – made by Vice Chair Clara Delay to remove agenda item 5, Oath of Office. Seconded by Secretary Mike Burdett.

**Motion passed unanimously.**

## 6. Adoption of Rules and Procedures for Conducting Meetings

Mayor Pro Tem George Turner stated most Boards follow the same procedures as City Council. Municode has updated meeting procedures/codes. These procedures as well as code of ethics followed by City Council can be adopted by Construction Board of Appeals. Ms. Katz suggests Board review provisions, order of meetings and hearings and determine how Board would like to adopt and let her know. It was also suggested the Board adheres to procedures similar to other Boards in the City. The following ordinances were discussed:

- Sec. 7-87M/Application Forms. Suggested Board review and come up with application form. Jim Summerbell will assist with this task. Ms. Katz will assist. Proposed application should be presented at next meeting.
- Sec. 7-87O/Construction Board of Appeals/Order of Business. (2.343/City Council Order of Business). Recommended by Vice Chair Clara Delay to delete items 3. Invocation and 4. Pledge of Allegiance, move 7. Public Comments to end of agenda (before Executive Session) and delete 9. Consent Agenda. Per Mayor Pro Tem Board will delete 14. Comments by Mayor and Council.
- Sec. 2-357/Public hearings

**Motion** - made by Secretary Mike Burdett to adopt the Public Hearings Order of Argument as listed in the Ordinance. Seconded by Vice Chair Clara Delay.

**Motion passed unanimously.**

**Motion** – made by Secretary Mike Burdett to adopt the City’s Ordinance, Section 2-343/Order of business with the following changes: remove Item 3-Invocation, remove Item 4-Pledge of Allegiance, remove Item 9-Consent Agenda, change Item 14-to Comments by Board Members and move 7-Public Comments after Item-14/Comments by Board Members. Seconded by Chair Kerry Williams.

**Motion passed unanimously.**

**Motion** – made by Secretary Mike Burdette to adopt Section 2-358/General Evidentiary Rules as an order and standard for Construction Board of Appeals with note that is may be revised at a future date. Seconded by Vice Chair Clara Delay.

**Motion passed unanimously.**

Board can meet at least once per year and as needed to hear a case, but not to exceed once every thirty days. Attorney Katz will follow up on amending number of days Board can meet within a thirty-day period.

**Motion** – made by Secretary Mike Burdette to adopt Section 2-356 addressing the public hearing time limit on arguments with the deletion of Mayor and insertion of ChairPerson, and deletion of City Council and insertion of Board in its place for procedure and hearing purposes. Seconded by Vice Chair Clara Delay.

**Motion passed unanimously.**

7. Adoption of Code of Ethics

**Motion** – made by Secretary Mike Burdette to remove the Adoption of Code of Ethics from the agenda. Seconded by Chair Kerry Williams.

**Motion passed unanimously.**

8. General Procedural Briefing for Hearings

a. Relevant Ordinances (Legal Advisor and Planning Director)

\*Discussed during Adoption of Rules and Procedures for Conducting Meetings.

9. New Business

**Motion** – made by Secretary Mike Burdette to set the hearing date for Metro Green on November 15, 2021 at 6pm. Seconded by Vice Chair Clara Delay.

**Motion passed unanimously.**

**Motion** – made by Secretary Mike Burdette to cancel the meeting previously scheduled for November 3, 2021 with acceptance of new hearing date of November 15, 2021 at 6pm. Seconded by Vice Chair Clara Delay.

**Motion passed unanimously.**

10. Announcements

Introduction of Jim Summerbell, Planning and Zoning Director

11. Adjournment

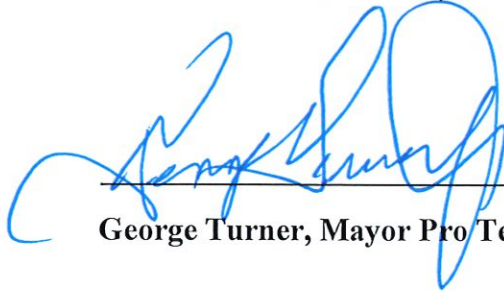
Meeting adjourned at 7:50pm.

**[SIGNATURES ON FOLLOWING PAGE]**



As approved on the 8<sup>th</sup> day of December, 2021.

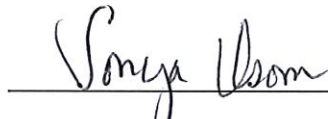
CITY OF STONECREST, GEORGIA



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George Turner, Mayor Pro Tem

ATTEST:



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Sonya Isom, City Clerk Deputy

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.*