

CITY OF STONECREST, GEORGIA

CITY COUNCIL WORK SESSION – AGENDA

3120 Stonecrest Blvd., Stonecrest, GA 30038

Monday, February 13, 2023 at 6:00 PM

Mayor Jazzmin Cobble

Council Member Tara Graves - District 1 Council Member Rob Turner - 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
- **II. ROLL CALL:** Sonya Isom, City Clerk
- III. AGENDA DISCUSSION ITEMS
 - **a.** For Discussion ARPA Update Gia Scruggs
 - **b. For Discussion** Records Retention Policy for the Municipal Court *Chief Judge Curtis W. Miller and Court Administrator Mallory Minor*
 - c. For Discussion Arabia Mountain Overlay Definition Mayor Pro Tem George Turner
 - **d.** For Discussion Broadcast and Staff Requirements for City Meetings Alicia Thompson
 - e. For Discussion TMOD-23-001 Truck Parking Lot Ray White
 - **f. For Discussion** Public Storage Discussion *Ray White*

IV. EXECUTIVE SESSION

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

V. ADJOURNMENT

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.



CITY COUNCIL AGENDA ITEM

SUBJECT: ARPA Update
AGENDA SECTION: (check all that apply) ☑ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☐ OLD BUSINES ☐ NEW BUSINESS ☐ OTHER, PLEASE STATE: Click or tap here to enter text.
CATEGORY: (check all that apply) □ ORDINANCE □ RESOLUTION □ CONTRACT □ POLICY □ STATUS REPORT □ OTHER, PLEASE STATE: Click or tap here to enter text.
ACTION REQUESTED: ☐ DECISION ☐ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY
Previously Heard Date(s): Click or tap to enter a date. & Click or tap to enter a date. Current Work Session: Monday, February 13, 2023 Current Council Meeting: Click or tap to enter a date.

SUBMITTED BY: Gia Scruggs, Finance Director

PRESENTER: Gia Scruggs and Steven Whitney - Berry Dunn

PURPOSE: Staff would like to present Council with an update from Berry Dunn on ARPA

FACTS: City staff would like to present Council with a status update from Berry Dunn. Staff has continued to work with Berry Dunn to implement the programs that were approved by Council. The team would like to provide and update and seek response from Council regarding the remaining unallocated funds.

OPTIONS: Discussion only Click or tap here to enter text.

RECOMMENDED ACTION: Discussion only Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 -
- (2) Attachment 2 Click or tap here to enter text.
- (3) Attachment 3 Click or tap here to enter text.
- (4) Attachment 4 Click or tap here to enter text.
- (5) Attachment 5 Click or tap here to enter text.



CITY COUNCIL AGENDA ITEM

SUBJECT: Records Retention Policy for the Municipal Court

AGENDA SECTION: (□ PRESENTATION ⊠ NEW BUSINESS	11 07	☐ CONSENT AGENDA ATE: PUBLIC NOTICE	□ OLD BUSINESS	
		ACT POLICY STATE	US REPORT	
ACTION REQUESTEI	D: DECISION DISC	USSION, □ REVIEW, or □	UPDATE ONLY	
Previously Heard Date(s): Click or tap to enter a date. & Click or tap here to enter text. Current Work Session: Monday, February 13, 2023 Current Council Meeting:				

SUBMITTED BY: Mallory Minor, Court Administrator

PRESENTER: Hon. Chief Judge Curtis W. Miller and Court Administrator Mallory Minor

PURPOSE: Records Retention Policy for the Municipal Court

FACTS: The Municipal Court proposes a Resolution to Adopt a Records Retention Policy. The policy and schedules provide the minimum retention periods for records created by municipal court and local government and have been approved by the State Records Committee, as required under O.C.G.A. § 50-18-91 and O.C.G.A. § 50-18-92.

OPTIONS: Approve, Deny, Defer APPROVE

RECOMMENDED ACTION: Approve

ATTACHMENTS:

C:\Users\mminor\Documents\1.0 Municipal Court\City Council\Submitted Agenda Items\02.13.2023\A Resolution to Adopt a Records Retention Policy for the Municipal Court_Read_Agenda Cover Memo_.docx Revised 4/8/2022



CITY COUNCIL AGENDA ITEM

- (1) Attachment 1 Records Retention Policy for the Municipal Court
- (2) Attachment 2 Official Judicial Branch Record Retention Schedules
- (3) Attachment 3 O.C.G.A 50-18-91
- (4) Attachment 4 O.C.G.A. 50-18-92
- (5) Attachment 5 O.C.G.A. 50-18-99

Retention Schedule for the Municipal Court of Stonecrest

Table of Contents

Records Retention Policy for the Municipal Court	3
General Guidelines	4
How to Read the Schedules	5
Protecting Vital Records	6
Schedules for the Municipal Court of Stonecrest	
Administrative Support	7
Courts- Municipal	8-9
Legal	10
Public Safety	11-1
Records Management	18
Traffic Records	19

Records Retention Policy for the Municipal Court of Stonecrest

By statute, the following requirements for records schedules are established:

- O.C.G.A. 50-18-99(d): "...each office or officer shall recommend to the governing body a retention schedule. This schedule shall include an inventory of the type of records maintained and the length each type of record shall be maintained in the office or in a record-holding area. These retention periods shall be based on the legal, fiscal, administrative, and historical needs of the record. Schedules previously approved by the State Records Committee will remain in effect until changed by the governing body."
- O.C.G.A. 50-18-99(e): "Each governing body shall approve by resolution or ordinance a records management plan..."
- The records management program of the Municipal Court of Stonecrest shall be coordinated by the Clerk of Court or his/her designee.
- The retention schedule shall be approved by the Mayor and Council of the Municipal Court of Stonecrest and shall remain in effect until changed by the governing body.
- Documents shall be kept in a waterproof and fireproof container and locked where possible.
- Records that are older than the recommended retention period should be purged and destroyed by shredding within a year on an annual basis by the Clerk of Court or his/her designee.
- Records not covered by this schedule should be kept until no longer useful and then destroyed.
- Documents of historical importance, such as photographs, may be given to the City Historian after the recommended retention period.

General Guidelines

Certain guidelines apply to all records listed in this schedule:

- These retention periods apply to all record formats. The retention periods shown in this guideline apply to all records and information created by the Municipal Court of Stonecrest, regardless of physical format (paper, film, electronic, etc.)
- These retention periods are the minimum requirements. Each retention period in this schedule is the minimum length of time the record must be retained. The decision to retain specificinformation longer than the minimum retention period should be made by the city council, the city auditor, city attorney, or other appropriate persons. Such a decision should be documented in the recordsmanagement plan and/or local ordinance.
- These retention periods apply to records under normal business conditions. The retention periods in this schedule apply to records created and used under normal business conditions. If aparticular series of records is required for litigation, audit, or other special administrative needs, itmust be retained for as long as needed as determined by the city council, the city auditor, the city attorney, or other appropriate persons.

The Record Categories are: Administrative Support Courts- Municipal Legal

Public Safety Records Management Traffic Records

How to Read the Schedules

The four columns in the schedules are:

RECORD TITLE

The common name of the records and the information contained therein. Record title is also used to describe the function that created the records.

DESCRIPTION

A brief summary of the records.

RETENTION

The period of time the record or information must be kept. Retention periods are stated from the creation of the record (i.e., Retain for 5 years) or triggered by an event (i.e., Retain for 5 years after settlement of case). Vital records are notated with the code "VR."

RETENTION CLASSIFICATION

One of four general classifications used to group records by disposition.

The four classifications are

TRANSITORY

Information of a temporary nature that does not meet the requirements for longer retention prescribedby O.C.G.A. §50-18-94(1).

TEMPORARY-SHORT TERM

Information that needs to be retained less than fifteen years.

TEMPORARY-LONG TERM

Information that needs to be retained for fifteen years or longer, but which does not need to be retained permanently.

PERMANENT

Information that for legal, historical, fiscal, or administrative reasons needs to be retained forever.

Protecting Vital Records

These records should be duplicated and stored offsite.

Georgia Code O.C.G.A. 50-18-91 (10) defines "Vital records" as "any record vital to the resumption or continuation of operations, or both; to the re-creation of the legal and financial status of government in the state; or to the protection and fulfillment of obligations to citizens of the state." Records series identified as Vital in this schedule contain information that needs to be duplicated and stored offsite in the case of an emergency or disaster. The information in question would be the most recent version of the record andwould be necessary for the agency to continue its statutory function after a disaster. Examples of this are: the current list of unpaid taxes, current security passwords and protocols, current contracts and leases, recent deposit records, etc.

Administrative Support

Record Title	Description	Retention	Retention Classification
Calendars, Mailing Lists, Reference Files	Desk calendars and other scheduling media not including court calendars; also, ancillary lists and notes for reference	Retain for useful life	Transitory- Short Term
Certified Mail, Telephone, And Fax Machine Logs	Receipt books containing record of certified mail sent out, logs of telephone calls and messages, and fax transmissions	Retain for useful life	Transitory- Short Term
Indexes	Provide a ready reference or pointer into larger sets of records	Retain until destruction of indexed set of records	Temporary - Short Term
News clippings and Scrapbooks	Copies of news articles and photos maintained by the agency as a historical record of activities	Scrapbooks: Permanent Newspaper clippings: Retain for useful life	Permanent

Courts - Municipal

Record Title	Description	Retention	Retention Classification
Arrest Warrants, Executed	Summons for an individual who has not appeared in court for sentencing	3 years after court appearance	Temporary- Short Term
Arrest Warrants, Open	Summons for an individual who has not appeared in court forsentencing	15 years	Temporary- Long Term
Cash Bond List	List of offenses under the court's jurisdiction and bond amount setfor each offense	3 years after superseded	Temporary- Short Term
Citation Intake List	List of citations received frompublic safety officers by the court	Until no longer useful	Temporary- Short Term
Court Calendar	Documents relating to list of matters to be heard, dates and styles of cases	1 year	Temporary- Short Term
Court Docket	Books which generally contain essential information in summary form about each traffic case adjudicated	7 years	Temporary- Short Term
DDS Electronic Transfer	List of convictions and failures to appear transferred to DDS	7 years	Temporary- Short Term
Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Ga. Law and alleged violations of city ordinances which are brought against an individual	3 years after closure	Temporary- Short Term
DUI Case File	Documents that support, refer, or reflect the adjudication Of a DUI case	10 years after disposition	Temporary- Short Term

Record Title	Description	Retention	Retention ltem III. b.
	·		Classification
DUI Notices/Photos	Notice of conviction of 2nd and subsequent DUI sent to local newspaper	10 years	Temporary- Short Term
GCIC/NCIC Printouts	Driver and Criminal Historiesprinted for use by prosecutor and judge	Until file closure	Temporary- Short Term
Jail List	List received showing defendants incarcerated from public safety or jail	1 year	Temporary- Short Term
Misdemeanor Case Files, Traffic Court	Court adjudication ofmisdemeanor traffic citations issued by authorized public safety officers and documents specific tothe casedisposition	7 years after closure	Temporary- Short Term
Misdemeanor Court Records-Case Files	Documents supporting the adjudication of a case	10 years after closure	Temporary- Short Term
Misdemeanor Traffic Offenses Transferred to Another Jurisdiction	Citations, accusations, and summons transferred to higher court for jury trial or another court of jurisdiction	7 years after appearance in court	Temporary- Short Term
Ordinance Violations	Records concerning ordinance violations	2 years	Temporary- Short Term

Legal

Record Title	Description	Retention	Retention Classification
Attorney Case Files	Documents the work of the agency legal counsel in advising and representing a local government. Public Defender CaseFiles, see the Judicial Branch Schedules	6 years after settlement of case	Temporary - Short Term
Attorney's Opinions	Interpretations of the law and an agency's compliance with the law by the local government's legal counsel.	Permanent	Permanent

Public Safety

Record Title	Description	Retention	Retention Classification
911 Emergency Call Recordings	Digital or analog recordings of emergency calls handled by the 911 center	3 years	Temporary - Short Term
Accident Reports, Hazardous Material	Reports on accidents involving the spillage or combustion of hazardous materials	50 years	Temporary- Long Term
Accident Reports, Private Property	Reports of accidents on private property	1 year	Temporary- Short Term
Animal Intake Reports And Logs	Records documenting animal intake	2 years	Temporary- Short Term
Arrest and Booking Summary Statistics	Summary of daily, monthly, and yearly totals of arrests	5 years	Temporary - Short Term
Arrest Warrants, Open	Summons for an individual who has not appeared in court for sentencing	Executed: 3 years after court appearance; 50 years for capital offenses; 15 year for all other offen	rs
Arrest Warrants, Recalled	Those summons later recalled by the issuing court	2 years	Temporary - Short Term
Automatic Alarms Test and Maintenance Records	Test and maintenance work performed on automatic fire alarm systems	5 years	Temporary - Short Term

Record Title	Description	Retention	Retention ltem	III. b.
			Classification	
Breath Test Reports	Reports maintained on individuals given breath tests to determine alcohol level	Negative Results:4 years; Positive Results: 5 years	Temporary - Short Term	
Cash Bond Docket	Record of bonds made on individuals charged with criminaloffenses	5 years	Temporary - Short Term	
Cash Bond List	List of offenses under the court's jurisdiction and bond amount set for each offense	3 years after	Temporary- Short Term	
Cash Bond Receipts	Records documenting the receipt and disbursement of cash bondsposted for criminal offenses	10 years after year in which the record was created	Temporary - Short Term	
Cash Bonds, Forfeited	Records documenting the remittance of forfeited cash bondto the city treasurer	3 years	Temporary - Short Term	
Certification/On-Site Assessment Files, State Law Enforcement Certification Program	Certification standards, standards status reports, written directives, photographs, and other documents related to proof of compliance with the Georgia Law Enforcement Certification Program	2 years after confirmation of recertification	Temporary - Short Term	
Civil Arrest Order Log Books	Documents actions taken on orders for incarceration in civil cases	3 years	Temporary - Short Term	
Court Calendar	Documents relating to list of matters to be heard, dates, And styles of cases	1 year	Temporary- Short Term	

Record Title	Description	Retention	Retention Item III. b.
	·		Classification
Court Docket	Books which generally contain essential information in Summary form about each traffic case adjudicated	7 years	Temporary- Short Term
Crime Incident Statistical Reports	Records summarizing crime statistics in an area	Annual report: Permanent; Other periodic reports: 5 years	Permanent
Criminal Investigation Case Files (Capital Felonies)	Investigation of suspected criminal activity in order to arrest and convict the perpetrators; includes incident reports and supplements, documentary evidence, criminal history sheets, affidavits, or other written statements, copies of subpoenas, State Crime Laboratory reports, and any other documents relevant to the investigation	50 years after adjudicated	Temporary- Long Term
Criminal Investigation Case Files, Felony	Investigations of felony crimes other than capital offenses	7 years after adjudicated	Temporary- Short Term
Criminal Investigation Case Files, Misdemean	See Criminal Investigation Case Files (Capital Felonies) ors	5 years after adjudicated	Temporary- Short Term
DDS Electronic Transfer	List of convictions and failures to appear transferred to DDS	7 years	Temporary- Short Term
Emergency Dispatch Logs	Record of emergency calls received over radio and logged at time of dispatch	3 years	Temporary - Short Term

Record Title	Description	Retention	Retention Item III. b.
			Classification
Evidence and Property Logs	Documents evidence, property stored for safekeeping, and found property acquired and maintained by the police department	Evidence Log: 3 years after disposition of property; proper logs of not part of any court proceeding: 1 year afterdisposi ofproperty	
Extradition Files	Records documenting the transfer of a criminal to a different jurisdiction for trial	5 years	Temporary - Short Term
False Alarm Reports	Reports of public safety officer response to a false alarm (or prank call)	3 years	Temporary – Short Term
Field Training Files	Non-Post training files (Post training files are at Post)	5 years	Temporary- Short Term
Fingerprint Reports to FBI	Copies of reports submitted to Federal Bureau of Investigation	Retain for useful life	Transitory
Fire Incident Reports	Record of fires and related damage	20 years	Temporary- Long Term
Fire Safety Inspection Reports	Reports documenting compliance with and violations of fire regulations	5 years	Temporary - Short Term
Fugitive/Wanted Persons Files	Records created or accumulatedin the course of apprehending wanted individuals	5 years after suspect apprehended	Temporary - Short Term

Record Title	Description	Retention	Retention Classificat	Item III. b.
GCIC/NCIC Printouts	Driver and criminal histories printed for use by prosecutor and judge	Until file closure	Temporary Short Term	
Impounded Vehicle Reports	Records documenting the towing of vehicles	3 years	Temporary Short Term	
Impounded Vehicles - Wrecker Service Reports	Reports identifying the vehicles to be towed and the wrecker service performing the task	3 years	Temporary Short Term	
Incident Reports (Capital)	Reports of incidents of suspected criminal/capital activity investigated by public safety officers	50 years	Temporary- Long Term	-
Incident Reports (Criminal)	Reports of incidents of suspected criminal non-capital activity investigated by public safety officers	5 years	Temporary- Short Term	
Incident Reports (Non-Criminal)	Reports of incidents of suspected non- criminal activity investigated by public safety officers	1 year	Temporary Short Term	
Juvenile Complaint	State form recording any criminal accusations made against a juvenile	5 years or adjudication of case	Temporary-	-
LED Sheets	GCIC form the police department uses to enter stolen Properties and vehicles, etc., into GCIC	30 days	Transitory	
LEDS Warrant Worksheets	Worksheets used to post data to GCIC/NCIC information system	Retain for useful life	Transitory	
Misdemeanor Case Files, Traffic Court	Court adjudication of misdemeanor traffic citations issued by authorized public safety officers and documents specific to the case	6 years	Temporary Short Term	

Record Title	Description	Retention	Retention Classification
Misdemeanor Investigation Case Files	Investigation of misdemeanor crimes	2 years after close of investigation	Temporary- Short Term
Record of Animal Bites	Record documenting type of animal, owner, past history of attacks, individual bitten, date, physician treatment, and observation for rabies	3 years	Temporary - Short Term
Remittance Reports	Records documenting the remittance of a prescribed portion of court fines and costs to such funds as the Peace Officers Annuity and Benefit Fund and the Sheriffs Retirement Fund, Crime Victims Fund, and the Peace Officer/Prosecutor Training Fund	5 years	Temporary – Short Term
Security and (Static) Video	Security Video: building or departmental video that monitors activities or traffic of a department or building. Surveillance (Static) Video: digital or analog video recordings and images from agency security systems. This series also known includes Digital or audio voice recordings of radio or telephone communications	Known Incident /Accident: Retain until settlement of claims; No incident/accident 30 days	n ,
Subpoena Logs, Officer	Documents summons of a public safety officer to appear during a court trial	3 years after disposition of case	Temporary - Short Term
Traffic Citation Log	Listing of parking tickets and other traffic citations issued along with court dates and associated fines	5 years	Temporary – Short Term
Traffic Citations - Warnings	Warnings to drivers of the occurrence of equipment malfunctions such as a burned out light	2 years	Temporary - Short Term

Record Title	Description	Retention	Retention	Item III. b.
	-		Classification	ion
Uniform Traffic Citations, Summonses, Accusations, and Warnings	Documents relating to traffic violations	2 years	Temporary Short Term	
Video Footage from Body Cams/ Dash Cams/Drone Cams	Video recordings from law enforcement body-worn devices and devices located on or inside of law enforcement vehicles	180 days except if recording is part of acriminal inve- shows a vehicle shows the detain arrest of an indivishows a law enfo officer's use of for then it shall be refor 30 months	stigation, accident, nment or vidual, or orcement orce, and	

Records Management

Record Title	Description	Retention	Retention Classification
Destruction Records	Records documenting the destruction of agency records	7 years	Temporary - Short Term
Inventories, Agency	Current listings of records created and maintained by an agency	5 years	Temporary - Short Term
Open Records Act Requests and Correspondence	Inquiries from members of the public requesting access to information under the Georgia Open Records Act	3 years	Temporary- Short Term
Records Retention	Records retention schedules approved by resolution/ Ordinance; may be filed with other resolutions/ordinances	Permanent	Permanent

Traffic Records

Record Title	Description	Retention	Retention Classification
Case Files	Includes original papers which are called or serve as an: accusation, affidavit, appearance bond, arresting officer's affidavit, bail bond, cash bond, conviction, disposition, fin indictment, judgment, motion, notice of appeal, notice of arraignment, notification of hearing, order, plea, pleading sentence, subpoena, summons, uniform traffic citation, waiver, warrant, or certified copies of the same transcript This schedule does not apply to any record books which contain references to felony cases.	e, ·	Temporary- Short Term
Docket Books	Books which generally contain essential information in summary form about each particular traffic case adjudicated. Most dockets contain an alphabetical index in front of each book which references the defendant's name to the page number on which the case summary is docketed. This schedule applies to docket books which contain misdemeanor traffic records only.	10 years after disposition	Temporary- Short Term
Minute Books	Books which contain photo static copies of the accusation and disposition associated with each case or contain typewritten or handwritten entries regarding the defendar charge, and disposition of each case. This schedule applie to minute books which contain traffic violations only.	disposition nt,	Temporary- Short Term
Book of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular entry misdemeanor offense. This schedule applies to books which contain traffic violations only.	10 years after	Temporary- Short Term

Document: O.C.G.A. § 50-18-99

O.C.G.A. § 50-18-99

Copy Citation

Current through the 2022 Regular Session of the General Assembly.

Official Code of Georgia Annotated TITLE 50 State Government (Chs. 1 - 40) CHAPTER 18 State Printing and Documents (Arts. 1 - 7) Article 5 State Records Management (§§ 50-18-90 - 50-18-103)

50-18-99. Records management programs for local governments.

- (a) As used in this Code section, the term:
- (1) "Governing body" means the governing body of any county, municipality, or consolidated government. The term includes school boards of this state.
- (2) "Office or officer" means any county office or officer or any office or officer under the jurisdiction of a governing body which maintains or is responsible for records.
- (b) This article shall apply to local governments, except as modified in this Code section.
- **(c)** All records created or received in the performance of a public duty or paid for by public funds by a governing body are deemed to be public property and shall constitute a record of public acts.
- (d) Prior to July 1, 1983, each office or officer shall recommend to the governing body a retention schedule. This schedule shall include an inventory of the type of records maintained and the length of time each type of record shall be maintained in the office or in a record-holding area. These retention periods shall be based on the legal, fiscal, administrative, and historical needs for the record. Schedules previously approved by the State Records Committee will remain in effect until changed by the governing body.
- (e) Prior to January 1, 1984, each governing body shall approve by resolution or ordinance a records management plan which shall include but not be limited to:
- (1) The name of the person or title of the officer who will coordinate and perform the responsibilities of the governing body under this article;
- (2) Each retention schedule approved by the governing body; and
- (3) Provisions for maintenance and security of the records.

(f) The Board of Regents of the University System of Georgia, through the division, shall coordinate all records management matters for purposes of this Code section. The division shall provide local

Item III. b.

governments with a list of common types of records maintained together with recommended retention periods and shall provide training and assistance as required. The division shall advise local governments of records of historical value which may be deposited in the state archives. All other records shall be maintained by the local government.

(g) Except as otherwise provided by law, ordinance, or policy adopted by the office or officer responsible for maintaining the records, all records shall be open to the public or the state or any agency thereof.

History

Ga. L. 1972, p. 1267, § 11; Ga. L. 1973, p. 691, § 4; Ga. L. 1978, p. 1372, § 3; Ga. L. 1981, p. 1422, § 1; Ga. L. 2002, p. 532, § 30; Ga. L. 2013, p. 594, § 2-5/HB 287.

Annotations

Opinion Notes

OPINIONS OF THE ATTORNEY GENERAL

Scope of phrase "any county office or officer." -

Term "office or officer" is defined to mean "any county office or officer or any office or officer under jurisdiction of a governing body which maintains or is responsible for records." Excluding such court personnel as are listed in O.C.G.A. § **50-18-91**(2), the reference to "any county office or officer" would include all other county constitutional officers whether or not the officers are "under the jurisdiction" of the governing body of the officers' county. 1981 Op. Att'y Gen. No. 81-65.

Submission of schedules as prerequisite to their effectiveness. —

Local record retention schedules must be submitted to the State Records Committee and approved pursuant to O.C.G.A. \S 50-18-92 prior to having the force and effect of law. 1983 Op. Att'y Gen. No. U83-65.

County constitutional officers,

other than court personnel, must provide records retention schedules to governing bodies of the officers' respective counties. 1981 Op. Att'y Gen. No. 81-65.

RESEARCH REFERENCES

Item III. b.

Am. Jur. 2d.

66 Am. Jur. 2d, Records and Recording Laws, § 1.

C.J.S.

76 C.J.S., Records, § 1 et seq.

Hierarchy Notes:

O.C.G.A. Title 50

O.C.G.A. Title 50, Ch. 18

Official Code of Georgia Annotated

Copyright © 2023 No copyright claimed in original government works. Matthew Bender and Company, Inc. retains copyright in case annotations and research references independently created by publisher. All rights reserved.

Content Type: Statutes and Legislation

Terms: 50-18-91

Narrow By: custom: custom Sources: Official Code of Georgia Annotated

Date and Time: Jan 14, 2023 04:08:49 p.m. EST



Print

Cookie Policy

Terms & Conditions

Document: O.C.G.A. § 50-18-92

O.C.G.A. § 50-18-92

Copy Citation

Current through the 2022 Regular Session of the General Assembly.

Official Code of Georgia Annotated TITLE 50 State Government (Chs. 1 - 40) CHAPTER 18 State Printing and Documents (Arts. 1 - 7) Article 5 State Records Management (§§ 50-18-90 - 50-18-103)

- **50-18-92**. Creation of State Records Committee; membership; duties; retention schedules; appeal to committee by agency heads; court records.
- (a) There is created the State Records Committee, to be composed of the Governor, the Secretary of State, the chancellor of the University System of Georgia, an appointee of the Governor who is not the Attorney General, the state auditor, and an officer of a governing body, as such terms are defined in subsection (a) of Code Section 50-18-99, to be appointed by the chancellor, or their designated representatives. It shall be the duty of the committee to review, approve, disapprove, amend, or modify retention schedules submitted by agency heads, school boards, county governments, and municipal governments through the division for the disposition of records based on administrative, legal, fiscal, or historical values. Except as provided in Code Section 50-18-96, the retention schedules, once approved, shall be authoritative, shall be directive, and shall have the force and effect of law. A retention schedule may be determined by four members of the committee. Retention schedules may be amended by the committee on change of program mission or legislative changes affecting the records. The chancellor of the University System of Georgia shall serve as chairperson of the committee and shall schedule meetings of the committee as required. Four members shall constitute a quorum. Each agency head has the right of appeal to the committee for actions taken under this Code section.
- (b) Each court of this state may recommend to the State Records Committee and the Administrative Office of the Courts retention schedules for records of that court. The committee, with the concurrence of the Administrative Office of the Courts, shall adopt retention schedules for court records of each court. The destruction of court records by retention schedule shall not be construed as affecting the status of each court as a court of record.

History

Ga. L. 1972, p. 1267, § 3; Ga. L. 1975, p. 675, § 2; Ga. L. 1978, p. 1372, § 1; Ga. L. 1981, p. 1422, § 2; Ga. L. 1988, p. 426, § 1; Ga. L. 2000, p. 1410, § 1; Ga. L. 2002, p. 532, § 24; Ga. L. 2013, p. 594, § 2-4/HB 287; Ga. L. 2016, p. 791, § 1/HB 976.

Annotations

Opinion Notes

OPINIONS OF THE ATTORNEY GENERAL

Authority of agency head. -

Agency head has direct supervisory control over the agency records management officer and, subject to the approval of the State Records Committee, direct control over the agency's records management program. 1975 Op. Att'y Gen. No. 75-84.

Application to courts. -

While language of 1981 amendment to O.C.G.A. § **50-18-92** conveys surface appearance of being obligatory, the retention schedule for records of a court still becomes effectual only with concurrence of the Administrative Office of the Courts. 1982 Op. Att'y Gen. No. 82-29.

Submission of schedules as prerequisite to their effectiveness. —

Local record retention schedules must be submitted to the State Records Committee and approved pursuant to O.C.G.A. § **50-18-92** prior to having the force and effect of law. 1983 Op. Att'y Gen. No. U83-65.

County constitutional officers,

other than court personnel, must provide records retention schedules to governing bodies of the officers' respective counties. 1981 Op. Att'y Gen. No. 81-65.

Research References & Practice Aids

Cross references.

Preservation and disposition of primary and election records of Secretary of State, § 21-2-52.

Maintenance and disposition of primary and election records of election superintendents, § 21-2-73.

RESEARCH REFERENCES

Am. Jur. 2d.

66 Am. Jur. 2d, Records and Recording Laws, §§ 1, 2, 39, 40.

C.J.S.

76 C.J.S., Records, §§ 1, 2.

Hierarchy Notes:

O.C.G.A. Title 50

O.C.G.A. Title 50, Ch. 18

Official Code of Georgia Annotated

Copyright © 2023 No copyright claimed in original government works. Matthew Bender and Company, Inc. retains copyright in case annotations and research references independently created by publisher. All rights reserved.

Content Type: Statutes and Legislation

Terms: 50-18-92

Narrow By: custom: custom Sources: Official Code of Georgia Annotated

Date and Time: Jan 14, 2023 04:09:51 p.m. EST



Print

Cookie Policy

Terms & Conditions

O.C.G.A. § 50-18-91

Copy Citation

Current through the 2022 Regular Session of the General Assembly.

Official Code of Georgia Annotated TITLE 50 State Government (Chs. 1 - 40) CHAPTER 18 State Printing and Documents (Arts. 1 - 7) Article 5 State Records Management (§§ 50-18-90 - 50-18-103)

50-18-91. Definitions.

As used in this article, the term:

- (1) "Agency" means any state office, department, division, board, bureau, commission, authority, or other separate unit of state government created or established by law.
- (2) "Court record" means all documents, papers, letters, maps, books (except books formally organized in libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or, in the necessary performance of any judicial function, created or received by an official of the Supreme Court, Court of Appeals, and any superior, state, juvenile, probate, or magistrate court. "Court record" includes records of the offices of the judge, clerk, prosecuting attorney, public defender, court reporter, or any employee of the court.
- (3) "Division" means the Division of Archives and History of the University System of Georgia.
- (4) "Georgia State Archives" means an establishment maintained by the division for the preservation of those records and other papers that have been determined by the division to have sufficient historical and other value to warrant their continued preservation by the state and that have been accepted by the division for deposit in its custody.
- (5) "Records" means all documents, papers, letters, maps, books (except books in formally organized libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in performance of functions by any agency.
- (6) "Records center" means an establishment maintained by the division primarily for the storage, processing, servicing, and security of public records that must be retained for varying periods of time but need not be retained in an agency's office equipment or office space.

(7) "Record series" means documents or records having similar physical characteristics or relating to a

similar function or activity that are filed in a unified arrangement.

Item III. b.

- (8) "Records management" means the application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of records undertaken to reduce costs and improve efficiency of record keeping. "Records management" includes management of filing and microfilming equipment and supplies; filing and information retrieval systems; files, correspondence, reports, and forms management; historical documentation; micrographics; retention programming; and vital records protection.
- (9) "Retention schedule" means a set of disposition instructions prescribing how long, where, and in what form a record series shall be kept.
- (10) "Vital records" means any record vital to the resumption or continuation of operations, or both; to the re-creation of the legal and financial status of government in the state; or to the protection and fulfillment of obligations to citizens of the state.

History

Ga. L. 1972, p. 1267, § 2; Ga. L. 1973, p. 691, §§ 1, 2; Ga. L. 1975, p. 675, § 1; Ga. L. 1978, p. 1372, § 4; Ga. L. 1983, p. 884, § 4-1; Ga. L. 1984, p. 22, § 50; Ga. L. 2002, p. 532, § 23; Ga. L. 2013, p. 594, § 2-3/HB 287.

Annotations

Opinion Notes

OPINIONS OF THE ATTORNEY GENERAL

Authority of agency head. -

Agency head has direct supervisory control over the agency records management officer and, subject to the approval of the State Records Committee, direct control over the agency's records management program. 1975 Op. Att'y Gen. No. 75-84.

Research References & Practice Aids

RESEARCH REFERENCES

Am. Jur. 2d.

66 Am. Jur. 2d, Records and Recording Laws, § 1.

C.J.S.

76 C.J.S., Records, § 1 et seq.

Hierarchy Notes:

O.C.G.A. Title 50

O.C.G.A. Title 50, Ch. 18

Official Code of Georgia Annotated

Copyright © 2023 No copyright claimed in original government works. Matthew Bender and Company, Inc. retains copyright in case annotations and research references independently created by publisher. All rights reserved.

Content Type: Statutes and Legislation

Terms: 50-18-91

Narrow By: custom: custom Sources: Official Code of Georgia Annotated

Date and Time: Jan 14, 2023 04:07:56 p.m. EST



Print

Cookie Policy

Terms & Conditions

Official Judicial Branch Records Retention Schedules

Official Judicial Branch Court Records Retention Schedules

The Supreme Court and Judicial Council of Georgia resolve that, other than wills, original evidence, and federal tax liens, all original documents can be digitized and originals can be destroyed provided that (1) digitizing or microfilming is done according to Georgia Imaging Standards or Microfilm Standards; (2) a security copy of the digital format or microfilm is deposited in the Georgia Archives; (3) a reference copy of the digital format or microfilm format is kept in the office of the clerk of superior court and a reader-printer is available to facilitate reference. Records created digitally can be managed completely digitally according to these schedules. The Court and Council also affirm, pursuant to OCGA § 50-18-120, the resolution approved by the State Records Committee on January 18, 1996, stating: "All paper records of State agencies and local governments, and all records of the Courts of the State of Georgia which have been microfilmed and verified in accordance with said Micrographic Standards (Georgia Micrographic Standards) may be destroyed, unless specifically prohibited by law, code, resolution, order or an approved State Records Committee records retention schedule."

Throughout these schedules the word "document" is used frequently. The Georgia Records Act at OCGA § 50-18-90 et seq. presents a number of formal definitions used broadly in the judiciary record retention schedules.

OCGA § 50-18-91 (2) "Court record" means all documents, papers, letters, maps, books (except books formally organized in libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or, in the necessary performance of any judicial function, created or received by an official of the Supreme Court, Court of Appeals, and any superior, state, juvenile, probate, or magistrate court. "Court record" includes records of the offices of the judge, clerk, prosecuting attorney, public defender, court reporter, or any employee of the court.

OCGA § 50-18-91 (5) "Records" means all documents, papers, letters, maps, books (except books in formally organized libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in performance of functions by any agency.

"Digital" or "Digitize" has been changed on each occurrence of "microfilm" throughout the retention schedules. This change reflects the application of scanning documents into electronic format. All imaging in the Judicial Branch must be in compliance with the imaging standards issued by the Department of Archives and History in the Board of Regents of the University System of Georgia.

Record Type	Description	Retention	Schedule Number
Felony Case Files	Documents relating to trying felony cases in superior courts and documenting proceedings in those cases. Included are indictments; pleadings; motions; warrants; bond applications; sentences; correspondence; verbatim records or narrative recollections of judicial proceedings; certified records of court reporters' transcripts; certified records in narrative form of recollections of the motions, colloquies, objections, rulings, evidence (documentary or otherwise), charge of the court; well-bound books used to contain court reporters' transcripts of judicial proceedings; passport surrenders; and all other papers and proceedings in any judicial action based on a charge of felony offense punished by any term of imprisonment less than life, life imprisonment, or death.	Capital Offenses: Permanent. Non-capital Offenses: 70 years after disposition. Upon the determination of the superior court clerk or chief judge that a record is of historical significance, the record may be held past its retention period and, if directed, the originals may not be destroyed.	JB-001
Court Reporters' Note Files	Recordings, notes, other records which have not been reduced to typed or printed documents, or other records relating to generation of certified transcripts.	70 years after disposition.	JB-002
Article Two Habeas Corpus	Documents related to the filing of habeas corpus actions pursuant to OCGA §§ 9-14-40 – 9-14-53.	Capital Offenses: Permanent. Non-capital Offenses: 70 years after disposition.	JB-003

Record Type	Description	Retention	Schedule Number
Case Files	Includes original papers which are called or serve as an: accusation, affidavit, appearance bond, arresting officer's affidavit, bail bond, cash bond, conviction, disposition, fine, indictment, judgment, motion, notice of appeal, notice of arraignment, notification of hearing, order, plea, pleading, sentence, subpoena, summons, waiver, warrant, or certified copies of the same transcript. This schedule does not apply to any record books which contain references to felony cases.	10 years after disposition.	JB-004
Docket Books	Books which generally contain essential information in summary form about each particular misdemeanor case adjudicated. Most dockets contain an alphabetical index in front of each book which references the defendant's name to the page number on which the case summary is docketed.	10 years after disposition.	JB-005
Minute Books	Books which contain photostatic copies of the accusation and disposition associated with each case or contain typewritten or handwritten entries regarding the defendant, charge, and disposition of each case.	10 years after disposition.	JB-006
Book of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular misdemeanor offense.	10 years after last entry.	JB-007

Record Type	Description	Retention	Schedule Number
Case Files	Includes original papers which are called or serve as an: accusation, affidavit, appearance bond, arresting officer's affidavit, bail bond, cash bond, conviction, disposition, fine, indictment, judgment, motion, notice of appeal, notice of arraignment, notification of hearing, order, plea, pleading, sentence, subpoena, summons, uniform traffic citation, waiver, warrant, or certified copies of the same transcript. This schedule does not apply to any record books which contain references to felony cases.	10 years after disposition.	JB-008
Docket Books	Books which generally contain essential information in summary form about each particular traffic case adjudicated. Most dockets contain an alphabetical index in front of each book which references the defendant's name to the page number on which the case summary is docketed. This schedule applies to docket books which contain misdemeanor traffic records only.	10 years after disposition.	JB-009
Minute Books	Books which contain photostatic copies of the accusation and disposition associated with each case or contain typewritten or handwritten entries regarding the defendant, charge, and disposition of each case. This schedule applies to minute books which contain misdemeanor traffic violations only.	10 years after disposition.	JB-010
Book of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular misdemeanor offense. This schedule applies to books which contain misdemeanor traffic violations only.		JB-011

Record Type	Description	Retention	Schedule Number
Civil Cases Not Proceeding to Final Judgment	Civil case files in which the plaintiff never carried through to disposition. Cases dismissed without prejudice are included. Not included are cases dismissed with prejudice or cases in which the judge's order specifies terms of an out-of-court settlement.	2 years after disposition.	JB-012
Civil Case Files	Documents relating to trying civil cases and documenting the proceedings in those cases. Included are pleadings and judgments in civil cases, complaints, summons, defensive pleadings, court orders, notices of appeal, appellate pleadings, and determinations of appellate courts.	20 years after disposition.	JB-013
Civil Dockets	Documents relating to indexing all pleadings filed in the course of civil actions, including independent motions which are to be decided by the judge without the intervention of a jury. Included are bound volumes which serve as an index to pleadings for each case. Entries vary from one time period to another and from one court to another but generally show term of court, names of parties and their attorneys, case numbers, nature of actions, and subsequent service and pleadings. Entries are in case number order (assigned by filing date). Most dockets contain an index to defendants and plaintiffs, showing case numbers for each case.	75 years if maintained separately from civil case files.	JB-014
Minute Books	Documents relating to recording proceedings and orders. Included are court orders, oaths, bonds, motions, certifications, transcripts, full proceedings, other documents regarding cases, charges to and presentments of grand juries, local rules of procedure, orders or other documents regarding court administrative matters, and other documents. Minute books are often divided, with civil and criminal matters in separate volumes.	Permanent.	JB-015
Record of Writs	Documents recording the text of each case heard by the courts, especially recording writs issued. Included are volumes containing, for each case heard by the court, copies of the complete text of the case or copies of any actions taken by the court.	75 years after disposition.	JB-016

Record Type	Description	Retention	Schedule Number
Sealed Civil Depositions	Documents related to obtaining pre-trial testimony from parties and witnesses during discovery for civil cases filed under OCGA §§ 9-11-27 – 9-11-31. Files consist of sealed envelopes containing depositions taken of parties or witnesses. File may be in the form of stenographic transcripts, videotapes, or electronic or digital recordings. Envelopes are endorsed with the title of the action and the name of the deponent. Not included in this schedule are depositions which have been opened for use in the court thereby becoming part of the case file.	1 year after disposition.	JB-017
General Execution Docket and General Execution Docket Indexes	Documents relating to recording basic information concerning the execution of the court's decisions. Included are books with entries showing the date the case was adjudged, names of the parties and their attorneys, case number, date Fi. Fa. issued, and disposition of the execution. After 1971, photostatic copies of Fi. Fa. are used in place of these entries. Entries are in the order in which the Fi. Fa. are filed with the clerk's office.	20 years after disposition.	JB-018
Domestic Relations	All documents, excluding adoptions, relating to those cases resulting in the dissolution of a marriage, child custody, or award of alimony.	Permanent.	JB-019
Domestic Relations – Contempt Actions	All documents related to contempt actions arising out of domestic relations cases.	20 years after disposition.	JB-020
Name Changes	Case files relating to a name change.	Permanent.	JB-021
Personal Injury and Malpractice	Civil cases related to personal injury or alleging malpractice.	20 years after disposition.	JB-022
Collection Cases	An action containing pleadings on debt concerning a specific contract or account.	5 years or upon satisfaction or expiration of Fi. Fa.	JB-023
Appeals – Magistrate Court	Documents relating to cases appealed to the superior or state court based on a judicial decision of the magistrate court.	10 years after disposition.	JB-024
Adoption	All documents relating to an adoption case.	Permanent.	JB-025

Record Type	Description	Retention	Schedule Number
Jury Master List	Documents relating to persons qualified for jury service. Included are lists composed of all persons qualified to serve as jurors — whether lists be tickets, computer printouts, digital format or microfilm format, or in any other form except computer file data storage banks.	10 years.	JB-026
Jury Questionnaire	Documents relating to selection and qualification of jurors. Included are completed jury questionnaire forms and consolidated lists (including computer output) where applicable.	Capital Offenses: Permanent. Non-Capital Offenses: 10 years after disposition.	JB-027
Juror Information Form	Documents relating to: (1) providing information to attorneys about summoned jurors to facilitate jury selection, and/or (2) correcting errors on or updating information on a juror master list. Included are juror information forms turned in by summoned jurors to a jury clerk on first day of jury service. Forms contain information provided by jurors and may include occupation, age, marital status, age and occupation of spouse, number of children, previous jury service, and similar data.	1 year.	JB-028
Grand Juror or Trial Juror List	Documents relating to summoning and service of grand jurors and trial jurors. Included are (1) lists of grand or trial jurors summoned at a term or week of court, (2) lists of grand or trial jurors sworn to serve at a term or week of court, and (3) lists of grand jurors serving at a term of court and trial jurors serving in a case before the court. Not included are the jury master list – jury box, jury qualifications questionnaires, and jury script.	10 years.	JB-029

Record Type	Description	Retention	Schedule Number
Deed Books	Books containing instruments pertaining to the ownership and transfer of ownership of real and personal property.	Permanent.	JB-030
Indexes to Deeds	Included are bound volumes containing grantor and grantee indexes to deeds recorded by the clerk. For each deed recorded the index shows the name of the grantor, the name of the grantee, the character of the	Permanent. If the office uses an indexing system in connection with a computer, any weekly, monthly, quarterly, annual, or other interim printouts (which are superseded by consolidated volumes) may be destroyed when the larger consolidation is received.	JB-031

_	Description 37 refer to statements filed and indexed after January 1, 1964. Real prope	Retention rty records in which are noted	Schedule Number fixture filings
Financing Statements	Documents indicating the names and addresses of the debtor and the secured party, signed by the debtor, and containing a "statement indicating the types or describing the items of collateral."	(1) If notice of action involving statement given (including insolvency proceeding), hold statement or copy for duration of proceeding and 60 days thereafter or 6 years, whichever is later. (2) If continuation statement filed, hold financing statement for 6 years from date of continuance; destroy unless another continuation statement filed. (3) If real estate mortgage is effective as a fixture (DCC) filing, hold financing statement or copy for 1 year after mortgage released or satisfied of record or otherwise terminates. (4) If financing statement filed before July 1, 1978, hold 6 years and 2 months after filing; then destroy. (5) If a termination statement is filed, hold financing statement or digital format or microfilm format copy for 1 year; destroy after termination date.	JB-032
Continuation Statements	Documents identifying the original financing statement by number and stating that the original statement is still effective which is signed by the secured party.	6 years after date of filing.	JB-033

Record Type	Description	Retention	Schedule Number
Statements of Release	Documents containing a description of the collateral being released, the name and address of the debtor, the name and address of the secured party, and the file number of the financing statement.	6 years after date of filing.	JB-034
Statements of Assignments	Documents setting forth the name of the secured party of record, the debtor, the file number, the date of the filing of the financing statement, and the name and address of the assignee, and descriptions of the assigned collateral.	6 years after date of filing.	JB-035
Termination Statements	Documents stating that there is no outstanding secured obligation and no commitment to make advances, incur obligations, or otherwise give value, indicating the financing statement's file number and/or signed by the secured party.	1 year.	JB-036
Indexes of Financing Statements	Books containing the name and address of the debtors and the file number of the financing statement as well as entries regarding receipt of continuation statements, termination statements, and statements of assignments and release.	20 years and destroy after 1/1/2020 unless financing is still active.	JB-037
JB-038 through JB-041 refer to records recorded prior to January 1, 1964.			
Original Instruments	Includes documents designed as bills of sale, personal property mortgages (including all instruments styled as "note" or "Personalty Deed to Secure Debt"), contracts, conditional sales contracts, bills of sale to secure debt, liens, assignments, leases, liens of conveyances of crops, transfers, bonds for title, renewals (of debt), affidavits, agreements, or retention title contracts delivered to the clerk for recording but never picked up by or returned to the parties to the transaction to which the documents relate.	•	JB-038

Record Type	Description	Retention	Schedule Number
Record Books and Indexes Containing Entries Relating to Personalty Only	Consists of copies of original instruments written or typewritten on blank pages, or copies onto forms in a record book kept expressly for that purpose. Indexes may be contained in a separate volume from entries. Record Books include: books of bills of sale, deeds to personal property, books for bills of sale to secure debt, chattel mortgage record dockets, chattel mortgages and lien dockets, filing docket and general index to chattel mortgages, filing docket and general index to personalty mortgages, personal property dockets, personal lien dockets, personalty mortgages—grantor index, and public index to personalty mortgages. Some of these books are single volumes or parts of a records series containing both volumes for personalty and volumes for realty records.	20 years except that Books created prior to 1900 must be offered to Department of Archives and History.	JB-039
Records Books and Indexes Relating to Both Personalty and Realty	Consists of copies of original instruments written or typewritten on blank pages or copied onto forms in a record book kept expressly for that purpose. Indexes to these entries may be contained in the record books themselves or may be in separate volumes. Books include: Book for Mortgage Liens, Book for Title, Contract Records, Factor's Lien Records, File Docket for Liens, Lease Record, Lien Book, Lien Stock Record, Mortgages and Lien Record, Mortgage Record, Promiscuous Record, Security Bonds and Deals, Security Deed Record, Filing Docket and General Index to Mortgages or Other Items, Filing Docket and General Index to Property, Filing Docket and Index to Mortgages, General Index to Deeds and Personalty Mortgages, Grantee Index to Deeds and Personalty Mortgages, and Grantor Index to Mortgages.	Personalty: 20 years. Realty: Permanent. Extract realty records and rebind if necessary. Treat personalty records according to personalty	JB-040
Duplicate Index Books	Duplicates of any Index Book.	Verify entries; then destroy.	JB-041
Real Estate Transfer Declaration Forms	Documents relating to transfer tax on real estate. Included is the duplicate copy of the real estate tax declaration form which is filed in the superior court clerk's office.	2 years.	JB-042

Record Type	Description	Retention	Schedule Number
Federal Tax Lien Index	Documents relating to a discharged federal tax lien. Included is the federal tax lien index.	10 years from the date of discharge of the last lien recorded in the index.	JB-043
Federal Tax Lien Files	Documents relating to federal tax liens. Included are notice of a federal tax lien, discharge from a federal tax lien, and release and partial discharge from a federal tax lien.	7 years unless on General Execution Docket, then 50 years. If federal tax lien index is kept, and if discharges are entered on same lien, as required by law, both notice of lien and discharge can be destroyed 7 years from final discharge date. Renewed liens and liens which were discharged in error (and for which notice has been received) are not discharged liens for the purposes of this schedule. When federal tax lien index is not marked as above, or where any other system (including General Execution Docket) is used, retain notice of federal tax lien and discharge for 50 years.	

Attorney Records

Record Type	Description	Retention	Schedule Number
1	Documents relating to admission to State Bar of attorneys from other States. Included are motions for admission, answers of the State Bar, proceedings, rule nisi, and judge's orders.	70 years.	JB-045
Practicing Attorneys Registration Books	Documents relating to registration of practicing attorneys. Includes record of practicing attorneys, order of admission, and oath of commission. Information included is name, address, place, date of admission to practice, and retirement notice.	Permanent.	JB-046
Third-Year Law Students and Staff Instructors Files	Documents relating to authorization of third-year law student or staff instructor to assist District Attorney or practice legal aid. Included are law schedule dean's certificates, student, and staff instructor oaths.		JB-047
Certification of Bar Admission Eligibility File	Certificates of a passing bar exam score and orders of judge for clerk to issue license to practice law.	70 years.	JB-048

Record Type	Description	Retention	Schedule Number
Election Records Files	Documents relating to the general and primary elections. Included are used and unused and void ballots, ballot stubs, oath of poll officers, numbered lists of voters, tally papers, voting machine proof sheets, and return sheets.	2 years after adjournment of the grand jury where documents were presented to and approved by the grand jury. If there is a court case for any race documented by these records, retain until final settlement.	JB-049
Applications for Petitions to Recall the Probate Court Judge	Records related to granting authority to persons wishing to sponsor a recall drive for petitions for the recall of the judge of the probate court as provided for in OCGA § 21-4-3 (3) (B).	2 years.	JB-050
Calls of Recall Elections for Probate Judge	Calls for recall elections for a probate judge who also serves as election superintendent. See OCGA § 21-4-13 (c) (2).	2 years.	JB-051

Other Records

Record Type	Description	Retention	Schedule Number
Applications,	Documents including electronic records relating to certifying persons to be notaries public. Included are applications for becoming a notary public, certificates of persons so commissioned, and docket books listing persons commissioned.	9 years.	JB-052
Application for Trade Name and Trade Name Index	Documents relating to registration of trade name under which an individual or company is doing business. Included are applications for registration of trade name. Trade name registration index books include entries of owners, addresses, and names of businesses. In most counties, recent years of entries are photocopies of applications. Many of the books have a cumulative index which list business name and page number of application.	Applications: 1 year. Index Books: Permanent.	JB-053

Record Type	Description	Retention	Schedule Number
Newspapers Containing Legal Advertisements	Documents relating to giving public notice, through newspaper advertisements, of official actions or as required by various laws. Included are copies of newspapers containing legal advertisements as required by law.	50 years if declined by library. Note: OCGA §§ 15-6-74 and 15-9-43 authorize newspapers to be maintained in digital format or microfilm format or by other photographic means. These Code sections and OCGA § 15-16-12 authorize clerks of superior court, judges of probate court, and sheriffs to enter into an agreement whereby one of these officials will maintain the official record of these newspapers for the other two.	JB-054

Record Type	Description	Retention	Schedule Number
Superior, State, Probate, and Magistrate Court Administered Programs	Documents relating to the administration of court programs including, but not limited to, the following: settlement conferences; parenting classes; educational workshops; counseling, social, and legal services; and program files associated with accountability courts, alternative dispute resolution, and pre-trial services.	date of last entry.	JB-055
All Calendars	Documents relating to listing civil and criminal matters to be heard, dates for hearing, and styles of cases. Included are calendars for judges and magistrates. Calendars may be made for pre-trial proceedings, trials, motion hearings, small claims, appearances, appellate causes, and other reasons as the court sees fit.	this schedule specifies. Other copies generated for	JB-056
Order of Cremation	Court orders relating to the cremation of a human body.	10 years.	JB-057
Deeds and Condo Plats	Records documenting individual ownership or property that are filed with the local government.	Permanent.	JB-058
Deeds, Right of Way	Records authorizing use of land for road widening or public works.	Permanent.	JB-059
Deeds, Security	Deeds to properties on which an agency holds the second mortgage.	5 years after final payment.	JB-060

Record Type	Description	Retention	Schedule Number
Individual Juvenile Court Case Files; Excludes Termination of Parental Rights and Legitimation	The individual juvenile court case files shall serve as the minutes. Includes the following vital records: complaints, petitions, all court orders, rights forms, notices of appeal, publications, applications for publication, transcripts, any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. Includes the following non-vital records: subpoenas, correspondence, intake data sheets, witness lists, route sheets, clerk or judges bench notes, applications for court appointed attorney, social histories, victim impact statements, any duplicates of court generated documents or records, essays, community service reports, applications for bond, custody reports generated by juvenile court for investigatory purposes, and case histories transmitted by another juvenile court. Includes non-vital documents generated by other persons or agencies such as the following: records of ankle monitoring agencies, police reports; Department of Family and Children Services reports, Department of Juvenile Justice reports, psychologicals, custody reports not produced by juvenile court, medical records, and school discipline/ attendance records.	Vital Records: Delinquency: 25 years from the end of the calendar year of the date that the child was born. Dependency: 10 years after the last action in the case or 25 years from the end of the calendar year of the date that the child was born, whichever is later. Non-vital Records: 1 year.	JB-061
Parental Notification of Abortion Case Files	The individual juvenile court case files shall serve as the minutes. Documents relating to actions initiated by a minor, on such minors behalf or by next friend, for a waiver of the requirement that a parent be notified that an abortion is to be performed. Includes petitions, orders, medical statements, correspondence, etc.		JB-062

Record Type	Description	Retention	Schedule Number
Legitimation Case Files and Termination of Parental Rights Case Files in Which Rights Were Terminated	The individual juvenile court case files shall serve as the minutes. May include the following vital records: complaints, petitions, all court orders, rights forms, notices of appeal, publications, applications for publication, transcripts, any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. May include the following non–vital records: subpoenas, correspondence, intake data sheets, witness lists, route sheets, clerk or judge's bench notes, applications for court appointed attorney, social histories, any duplicates of court generated documents or records, and case histories transmitted by another juvenile court. May include non-vital documents generated by other persons or agencies such as the following: police reports, Department of Family and Children Services reports, Department of Juvenile Justice reports, psychologicals, school discipline/attendance records, and custody reports not produced by juvenile court.	Permanent.	JB-063
Case Files of Juveniles on Probation or Supervision with the Court	·	5 years after probation is terminated or when juvenile is 17, whichever is later.	JB-064
Court Reporters' Notes and Files	Documents relating to verbatim recording of oral proceedings before the court. Included are stenographic machine tapes and/or notes. May also include tape recordings, dictagraph belts, paper strips, steno pads, and other recording media including electronic formats.	2 years after disposition.	JB-065

Record Type	Description	Retention	Schedule Number
Docket Books	Documents relating to cases filed in juvenile courts. Included are docket books, bound and loose-leaf, and the pages thereof, in which is recorded information regarding children who are referred to juvenile courts and complaints which are filed against them or in their interest. Also included are computer records or other electronic records of the information required to be maintained in the juvenile docket book in juvenile courts which store the docket sheet information electronically in lieu of maintaining a separate juvenile docket book.	28 years from the end of the calendar year of the last entry.	JB-066
Court Calendars	Documents relating to listing of matters to be heard, dates for hearing, and styles of cases. Included are calendars for judges and associate judges.	1 year.	JB-067
Files and Records of Juvenile Court Administered Programs	Documents relating to the administration of court programs including but not limited to the following: accountability court programs, community service programs, diversion programs, restitution programs, community oriented risk-reduction programs, parenting classes, Tough Love programs, mentoring programs, tutoring programs, and counseling programs. Included are attendance records, referrals to other programs, testing results, certificates, etc.	5 years.	JB-068

Record Type	Description	Retention	Schedule Number
Traffic Case Files	The individual juvenile court case files shall serve as the minutes. May include the following vital records: uniform traffic citations, complaints, petitions, all court orders, rights forms, notices of appeal, publications, applications for publication, transcripts, any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. May include the following non-vital records: subpoenas, correspondence, intake data sheets, witness lists, route sheets, clerk or judge's bench notes, applications for court appointed attorney, social histories, victim impact statements, any duplicates of court generated documents or records, essays, community service reports, applications for bond, and case histories transmitted by another juvenile court. May include non-vital documents generated by other persons or agencies such as the following: records of ankle monitoring agencies, police reports, Department of Family and Children Services reports, Department of Juvenile Justice reports, psychologicals, and school discipline/attendance records.	Vital Records: 7 years after disposition. Non-vital Records: 1 year after disposition.	JB-069

Record Type	Description	Retention	Schedule Number
Applications, Bonds, and Permits for Fireworks Displays	Applications for public display or exhibition of fireworks. Included are applications, bonds, evidence of liability insurance, and permits.	6 years.	JB-070
Election Tally Summary File	Included are election tally sheets.	6 years.	JB-071
Estate Case Files (Excluding Wills)	The qualification of a legal representative and the management and distribution of the assets of an estate. Included are: original and recorded copies of all proceedings in relation to estates, excluding probate of wills. Examples are: applications for letters of appointment and dismission of executors and administrators under OCGA Title 53; applications for year's support; as well as guardianships and conservatorships under OCGA Title 29; inventories and appraisements; applications for leave to sell property; and annual and final returns.	Permanent.	JB-072
(Hospitalization) Files Created Pursuant to Proceedings Under Chapters 3, 4, and 7 of Title 37 of the Official Code of Georgia Annotated and Proceedings Under Prior Official Codes Related Thereto (Involuntary Commitment Records)	The hospitalization and treatment of mentally ill, mentally disabled, alcoholics, drug-dependent individuals, and drug abusers. Included are originals of petitions, proceedings and orders relating to emergency admission, evaluation, and involuntary hospitalization, writs of habeas corpus, and protective orders, appointments of legal counsel and guardians ad litem, notices to parties, clinical or medical records of individuals, affidavits and certificates of examining physicians, and patient service plans. Hospitalization petitions may also contain guardianship applications.	75 years after disposition.	JB-073

Record Type	Description	Retention	Schedule Number
Lists of Persons Who Have Been Adjudicated as Mentally Incompetent	Records relating to deleting from electors' lists the names of those persons who have been adjudicated as mentally incompetent. Included are lists prepared monthly by the judge of the probate court and filed with the registrar giving names, addresses, and ages of persons who appear to be disqualified from voting by reason of an adjudication of mental incompetency during the preceding month.	2 years.	JB-074
Marriage Records	Transcription, digitization, or photocopy of the marriage license recorded by the probate judge within 30 days of the marriage.	Permanent.	JB-075
Peddlers Licenses and Certificates of Eligibility Files	Application for peddler's license and certificate of eligibility for disabled, indigent, disabled veterans, and the blind for a free license. Included are books or files containing any of the following: (1) receipt stubs of certificate or license, (2) application or affidavit for certificate or license, (3) letters of character reference, (4) letters from physicians of U.S. Veterans Administration, (5) copies of applicant's military discharge, and (6) court copy of license.	2 years.	JB-076
Weapons Carrying License Application File	The licensing of county residents to carry a weapon. Included are approved and denied applications for licenses to carry a weapon and supporting documents. Applications contain information supplied by the applicants that is pertinent to their eligibility to apply for the license. Supporting documents include mental health waiver forms, law enforcement reports, rap sheets, and other documents relating to issuance of the license.	6 years.	JB-077
Public Officers' Oaths and Bonds	The oaths of office and bonds of public officials filed in the probate court. Included are copies of written oaths of office and accompanying certificates issued by the officer administering the oath which specify the day and year taken, official bonds of county officials, and books containing recorded copies of official bonds.	Records dated prior to	JB-078
Wills	Wills of decedents. Included are original, photostatic, imaged, and recorded copies of probated wills of decedents. Specifically excluded are wills of living persons filed in the probate court for safekeeping and wills filed but not probated.	Permanent.	JB-079

Record Type	Description	Retention	Schedule Number
Arrest and Search Warrants Files	Documents relating to arrest and search warrants. Included are audio and video applications for warrants, supporting affidavits, and evidence. Specifically excludes the original arrest warrants in which the defendant was bound over for trial by a magistrate to state or superior court. These original warrants should be transferred with the case file to the trial court.	10 years.	JB-080
Good Behavior Bonds	Documents relating to Good Behavior Warrants. Included are applications for warrants, supporting affidavits, and/or law enforcement reports or supplemental evidence, including audio and video of Good Behavior Warrant proceedings.	7 years. All original documents shall be kept in the magistrate court. See OCGA § 17-6-90.	JB-081
Civil Case Files	Documents relating to trying of civil cases in magistrate courts. Included are all pleadings, exhibits, transcripts, judgments, and related papers appropriate for inclusion in case files as required by statute or by the Uniform Rules for the Magistrate Courts. (Some courts maintain indexes to their case files and dockets. The retention of these indexes is covered in the schedule Magistrate Court Civil Dockets.) Includes affidavits for summons of dispossessory, applications for summons of foreclosure of personal property, and abandonment of automobiles or vessels.	enforcement is actively pursued in accordance with OCGA § 9-12-60 within the 10-year period, transfer case back to current files	JB-082
Transcripts, Recordings or Notes of Proceedings as Court Inquiry	Documents relating to certified verbatim records, digital recordings, and any other audio recordings or video recordings, including certified records of court reporters' transcriptions.	3 years from end of each calendar year or duration of sentence, whichever is longer.	JB-083

Prosecuting Attorney Records

Record Type	Description	Retention	Schedule Number
Misdemeanor, Traffic and Ordinance Violations	misdemeanor and misdemeanor traffic violations under Georgia law	5 years after all direct appeals are completed or right to a direct appeal has terminated.	JB-084
Prosecutor's Felony Case Files	Documents relating to prosecution of individuals for felony violations of Georgia law. This file series is within the District Attorney's office.	25 years after all direct appeals are completed or right to a direct appeal has terminated.	JB-085
District Attorney's Files on Child Support	Documents relating to civil actions brought by the District Attorney on behalf of a parent or guardian to obtain or enforce support of minor children. Included are petitions, pauper's affidavits, summonses and rule nisi, rules for contempt, orders, answers, depositions, interrogatories, other discovery papers, pleadings, transcripts, judgments, motions, District Attorney's personal notes, notices of appeal, briefs and other related documents.	3 years after case is closed by court or operation of law.	JB-086
District Attorney's Child Support Undocumented Case Files	Documents relating to cases referred to the District Attorney's office by the Department of Human Services pursuant to OCGA § 19-11-1 et seq. which were not docketed in any court due to insufficiency of the evidence or statements made by the custodial parent (recipient) which prevent initiation of a paternity action. Included are DHS referral documents, correspondence relating to case, notices to potential defendant and affidavit of custodial parent as to paternity.	3 years after administrative determination that evidence is insufficient to obtain a judgment.	JB-087
Prosecutor's Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Records of cases referred to Prosecutor investigation of misdemeanor, misdemeanor traffic, or ordinance violations dismissed before filing. OBTS form forwarded to GCIC; if local practice requires it – return original to clerk.	3 years.	JB-088
Attorney Case Files	Records of documentation of agency attorney in advising and representing the agency.	6 years after settlement of case.	JB-089

Municipal Records

Record Type	Description	Retention	Schedule Number
Executed Arrest Warrants	Summons for an individual who has not appeared in court for sentencing.	3 years after court appearance.	JB-090
Open Arrest Warrants	Summons for an individual who has not appeared in court for sentencing.	15 years.	JB-091
Traffic	Serious traffic (suspendable).	6 years after disposition.	JB-092
Cash Bond List	List of offenses under the court's jurisdiction and bond amount set for each offense.	3 years after superseded.	JB-093
Citation Intake List	List of citations received from public safety officers by the court.	1 year.	JB-094
Court Calendar	Documents relating to list of matters to be heard, dates, and styles of cases.	1 year.	JB-095
Court Docket	Books which generally contain essential information in summary form about each traffic case adjudicated.	7 years.	JB-096
DDS Electronic Transfer	List of convictions and failures to appear transferred to DDS.	7 years.	JB-097
Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Georgia law and alleged violations of city ordinances which are brought against an individual.	3 years after closure.	JB-098
DUI Case File	Documents that support, refer, or reflect the adjudication of a DUI case.	10 years after disposition.	JB-099
DUI Notices/Photos	Notice of conviction of second subsequent DUI sent to local newspaper.	10 years.	JB-100
GCIC/NCIC Printouts	Driver and criminal histories printed for use by prosecutor and judge.	Until file closure.	JB-101
Jail List	List received showing defendants incarcerated from public safety or jail.	1 year.	JB-102
Misdemeanor Case Files, Traffic Court	Court adjudication of misdemeanor traffic citations issued by authorized public safety officers and documents specific to the case.	7 years after disposition.	JB-103
Misdemeanor Court Records – Case Files	Documents supporting the adjudication of a case.	10 years after disposition.	JB-104

Record Type	Description	Retention	Schedule Number
Misdemeanor Traffic Offenses Transferred to Another Jurisdiction	Citations, accusations, and summonses transferred to higher court for jury trial or another court of jurisdiction.	7 years after appearance in court.	JB-105
Prisoner Mail Logs	Record of all mail received from an inmate.	1 year.	JB-106
Probation Records	Official records pursuant to an individual probationary status, including probation officer, probationary conditions, and length of term.	7 years.	JB-107
Telephone Taps	Court order for telephone taps.	10 years.	JB-108
Grand Jury Presentment	Grand jury reports.	10 years.	JB-109
Legal Organ Designation	Declaring the local paper as the Official Organ.	7 years.	JB-110
Terms of Court	Quarterly reporting of opening and closing the court terms.	7 years.	JB-111
Writs of Habeas Corpus	Writs of habeas corpus.	7 years.	JB-112
Ordinance Violations	Records concerning ordinance violations. See OCGA § 15-10-63.	2 years.	JB-113

Item III. b.

Official Judicial Branch Administrative Records Retention Schedules

ACCOUNTING (01)

	,		
Records	Description	Retention	Number
Accounting Records	Records include: accounts payable files; accounts receivable files; bank statements; cancelled checks, vouchers, and EFTS; cash balances and reconciliations; cost accounting records; deposit slips and reconciliations; invoices; journal entries (journal vouchers); outstanding obligations; payment schedules; purchase orders; receipts; returned checks; reconciliations; refund/disbursement requests; moving expenses; agency-paid individual memberships and activities in professional organizations; registration fees; and travel authorization and reimbursement records.	5 years.	GASC- 01-001
Annual Financial Statements	Records which provide an annual statement of net assets and activities; often called a comprehensive annual financial statement or report.	Permanent.	GASC- 01-002
Audit Reports (Agency Copies)	Reports prepared by the Department of Audits examining and verifying the agency's financial activities for a defined period of time; does not include the record copy maintained by the Department of Audits.	5 years or 2 successive audits, whichever is longer.	GASC- 01-003
Bids and Competitive Selection Records	This series documents the procurement of equipment and service valued in excess of bid limit. This series may include but is not limited to: requests for proposal (RFP); requests for invitations to bid (RFI); requests for quotes (RFQ); vendors' proposals and bids; records for all bids received; and competitive quotes.	Capital Improvement Projects: 11 years; All other records: 7 years.	GASC- 01-004
Budgeting Records	Records documenting budget requests, maintenance, and reports as well as the budget approved by the Legislature.	Approved Budget: Permanent; All other records: 6 years.	GASC- 01-005
		·	

Collection Records	This series includes records documenting an agency's efforts to collect unpaid accounts; includes PeopleSoft collection reports.	5 years after account paid in full or deemed uncollectible.	GASC- 01-006
Contracts and Agreements	This series documents the negotiation, execution, completion, and termination of legal agreements between an agency and other parties to acquire or provide services or products.	Capital Improvements: 10 years after expiration; Other contracts: 7 years after contract expiration.	GASC- 01-007
Cooperative Federal Programs Budget Preparation, Project, and Allocation Records	Records used to develop, estimate, propose, and plan the preliminary budget requests for cooperative state/federal programs and reflect the process by which annual budget allotments are distributed.	5 years after the end of the fiscal year.	GASC- 01-008
Cost Accounting Reports	Financial reports by cost center for all expenditures.	3 years.	GASC- 01-009
Credit Card Administration Records	Records documenting administration of credit cards issued to individual agency staff or offices.	7 years.	GASC- 01-010
Federal and State Grant Project Files	Records documenting federal and state-funded grant projects.	Final Narrative Summary: Permanent (GASC-02-008); Education Agencies: 5 years after submission of final report or denial of application; Non-Education Agencies: 3 years after submission of final financial report.	GASC- 01-011
Federal Revenue Sharing Records	Records documenting federal, state, county, and municipal revenue-sharing; includes summaries, expenditures, and investments.	5 years after submission of final report.	GASC- 01-012

General Ledger and Trial Balances	Records of final entry for all financial transactions.	7 years.	GASC- 01-013
Internal Auditing Records	Records documenting the conduct of an internal review of agency financial accounts and processes.	5 years or 2 successive audits, whichever is longer.	GASC- 01-014
Official Bonds and Oaths	Bonds required of state officials and custodians of funds.	5 years after expiration of term.	GASC- 01-015
Signature Authorizations	Records documenting the certification of employees who are authorized to sign fiscal and contractual documents.	7 years after authorization expires.	GASC- 01-016

ADMINISTRATION (02)

Records	Description	Retention	Number
Administrative Rules Records	Records documenting reviews and changes to administrative rules issued in compliance with OCGA § 50-13-1 – 50-13-44.	Final rule: 5 years after expiration; Other records: Retain for useful life.	GASC- 02-001
Annual Reports	Annual reports that summarize agency functions and activities.	Permanent.	GASC- 02-003
Broadcast Logs	Records documenting agency daily broadcast activities.	Logs relating to a disaster or investigated by the FCC: Retain until authorized by FCC to destroy; Other logs: 2 years.	GASC- 02-007
Correspondence – Administrative	This series includes communications received or sent that document significant events and/or the development of administrative structure, policy, procedures, and the historical development of the office.	Permanent.	GASC- 02-004
Correspondence – General	This series includes correspondence that documents formal decisions regarding routine matters.	5 years.	GASC- 02-005

Records documenting events and damages to an agency's property due to storms, riots, fires, drought, floods, and other acts affecting the agency facilities; may include photos, logs, reports, notes, and correspondence.	Records that document a lasting change to agency property or activities: Permanent; Other: See applicable retention schedule.	GASC- 02-006
This series includes the records of an agency's director, deputy director, and division directors. Records with historical value include memoranda, reports, and other documentation concerning the administration of policy, coordination of agency functions, and management of program activity. Records of a routine or non-substantive nature that do not document policy decisions or significant programmatic and functional activities.	Records that document policy, coordination of agency functions, and management of program activity: Permanent; Other records: 5 years.	GASC- 02-002
Final narrative summary submitted according to grant requirements of the funding agency.	Permanent.	GASC- 02-008
Records documenting the work of the agency legal counsel in advising and representing the agency.	6 years after settlement of case.	GASC- 02-009
Interpretations of the law and an agency's compliance with the law by the Attorney General or other legal counsel.	Until superseded.	GASC- 02-010
This series may be used to review and plan institutional positions on legislative activities. This series may include but is not limited to: final reports; bill review and tracking records; copies of legislation; and working papers.	Final reports: Permanent; All other records: Retain for useful life.	GASC- 02-011
This series documents the activities of agency employees who engage in lobbying the state. Records may include: lobbyist registration statement forms; lobbyist termination forms; lobbyist expenditure report forms; lobbyist listings; and salary information.	5 years.	GASC- 02-012
	storms, riots, fires, drought, floods, and other acts affecting the agency facilities; may include photos, logs, reports, notes, and correspondence. This series includes the records of an agency's director, deputy director, and division directors. Records with historical value include memoranda, reports, and other documentation concerning the administration of policy, coordination of agency functions, and management of program activity. Records of a routine or non-substantive nature that do not document policy decisions or significant programmatic and functional activities. Final narrative summary submitted according to grant requirements of the funding agency. Records documenting the work of the agency legal counsel in advising and representing the agency. Interpretations of the law and an agency's compliance with the law by the Attorney General or other legal counsel. This series may be used to review and plan institutional positions on legislative activities. This series may include but is not limited to: final reports; bill review and tracking records; copies of legislation; and working papers. This series documents the activities of agency employees who engage in lobbying the state. Records may include: lobbyist registration statement forms; lobbyist termination forms; lobbyist expenditure report forms; lobbyist listings;	Records documenting events and damages to an agency's property due to storms, riots, fires, drought, floods, and other acts affecting the agency facilities; may include photos, logs, reports, notes, and correspondence. This series includes the records of an agency's director, deputy director, and division directors. Records with historical value include memoranda, reports, and other documentation concerning the administration of policy, coordination of agency functions, and management of program activity. Records of a routine or non-substantive nature that do not document policy decisions or significant programmatic and functional activities. Final narrative summary submitted according to grant requirements of the funding agency. Final narrative summary submitted according to grant requirements of the funding agency. Records documenting the work of the agency legal counsel in advising and representing the agency. Interpretations of the law and an agency's compliance with the law by the Attorney General or other legal counsel. This series may be used to review and plan institutional positions on legislative activities. This series may include but is not limited to: final reports; bill review and tracking records; copies of legislation; and working papers. This series documents the activities of agency employees who engage in lobbying the state. Records may include: lobbyist registration statement forms; lobbyist listings;

Meeting Agendas, Minutes, and Packets	Records documenting proposed and executed proceedings of agency meetings.	Approved Minutes, Agenda, and Final Packet: Permanent; Notes and records used to create the approved minutes and supporting documentation: Retain until minutes are approved.	GASC- 02-013
News Release Records	This series documents newsworthy events of the agency. This series may include but is not limited to news releases issued by agency news and communications units arranged by topic and/or date of issue.	10 years.	GASC- 02-014
Periodic Reports	Reports that describe the agency's functions and activities and include quarterly, monthly, weekly, and daily reports. Note: does not include annual reports (GASC-02-003).	Reports that are summarized in an agency's annual report: Retain until annual report is completed; Other reports: 2 years.	GASC- 02-015
Photographs, Videos, and Films	Photographs, videos, films, and other visual representations of agency public service announcements, events, productions, promotions, tourism, training, and property.	Final Product: Permanent; Other: 5 years; Copies and poor images: Useful life.	GASC- 02-016
Policies and Procedures	Standard operating practice for business processes.	Policies that affect the public: Permanent; Policies that do not affect the public: 3 years after superseded.	GASC- 02-017
Printing Service Files	Records relating to printing requests, cost estimates, mock-ups, proofs, and printing plates.	Retain for useful life.	GASC- 02-018
Publications	Newsletters, handbooks, pamphlets, and brochures published by an agency.	Permanent.	GASC- 02-019

Speeches	Records relating to public speaking engagements of agency officials.	Speeches and recordings: Permanent; Drafts, source materials, and other materials: Retain for useful life.	GASC- 02-020
----------	--	--	-----------------

ADMINISTRATIVE SUPPORT (03)

Records	Description	Retention	Number
Calendars	Desk calendars and other scheduling media.	1 year after the end of the calendar year in which the record was created.	GASC- 03-001
Data Input Forms	Any type of form used to collect information for input into electronic form.	Destroy upon verification/quality control of data entry.	GASC- 03-002
Indexes	Records which provide a ready reference or pointer into larger sets of records.	Retain until superseded or destruction of indexed set of records.	GASC- 03-003
Mailing Lists	Various standard lists of names and addresses.	Retain for useful life.	GASC- 03-004
Newspaper Clippings and Scrapbooks	This series includes newspaper clippings and scrapbooks, which may contain newspaper clippings, photographs, event programs, and other memorabilia.	Newspaper clippings: Retain for useful life. Scrapbooks: Contact Archives staff before disposition to ensure that any original materials contained in the scrapbook are retained for the duration of their retention period and that no permanent records are destroyed.	GASC- 03-005

Reference Files	Publications, copies of records, and other materials that provide general reference for agency employees.	Retain for useful life.	GASC- 03-006
Telephone and Fax Records	"While You Were Out" message slips; telephone and fax contact information; and related data.	Retain for useful life.	GASC- 03-007
Transitory Records	Records with short-term interest that have no documentary or evidential value, such as routine requests for publications, transmittal letters, and agency event notices (holidays, charitable campaigns).	Retain for useful life.	GASC- 03-008

INFORMATION TECHNOLOGY (04)

Records	Description	Retention	Number
Computer System Documentation, Management, and Maintenance Records	Records documenting the addition, modification, maintenance, and removal of software and/or hardware from an agency's computer system. Records may include: computer equipment inventories; hardware performance reports; component maintenance records; system backup reports; backup tape inventories; system overviews; operations logs; job listings; system development logs; system specifications and changes; conversion notes; dataset logs; dataset inventories; dataset record layouts; hard copies of tables; data dictionaries; programming logs; program specifications and changes; record layouts; user views; control program table documentation; program listings; instruction manuals; software purchase records; software inventories; and licenses.	Computer Equipment Inventories: 4 years after surplused and all audit requirements have been met; Records related to backup: Retain for 2 backup cycles; All other records: Life of system, software, or component and all audit requirements have been met.	GASC- 04-001
Information System Planning and Development Records	This series documents the planning and development of agency information systems. Records may include: information technology plans; feasibility studies; cost-benefit analyses; studies and surveys; system specifications and revisions; component proposals; technical literature; and vendor literature and proposals.	Implemented systems: Life of system and all audit requirements have been met; Unimplemented systems: Useful life.	GASC- 04-002
Network, Computer, and Server Password and Security	Records documenting the issuance or selection of a network password and the administration of security and monitoring of the agency's network, computers, and servers.	1 year after superseded or the employee separates from the agency, and all audit requirements have been met.	GASC- 04-003

System
Architecture
Documents and
Wiring Schemas

Records documenting the location of wiring and the design of the overall agency network environment.

Until superseded or obsolete and all audit requirements have been met.

GASC-04-004

PAYROLL (05)

	<u> </u>		
Records	Description	Retention	Number
Annual Payroll Earnings Reports	Summary of employees' payroll earnings for fiscal year, including deductions.	50 years after tax year in which the records were created.	GASC- 05-001
Deduction Records	Records documenting individual employee's authorization to withhold taxes and other deductions from employees pay.	4 years after end of fiscal year.	GASC- 05-002
Family Medical Leave Act (FMLA) Compliance Records	All records pertaining to FMLA's leave requirements, including dates and hours of FMLA leave; copies of employer notices, documents describing premium payments, employee benefits, and records of disputes over FMLA benefits.	3 years.	GASC- 05-003
Garnishments	Records documenting the withholding of funds from an employee's wages at the request of the courts or a state agency.	5 years.	GASC- 05-004
HIPAA/HITECH Records	These records include the policies and procedures implemented by agencies to comply with HIPAA/HITECH regulations.	6 years.	GASC- 05-005
Periodic Tax Reports	Records documenting taxable and non-taxable income of an agency.	5 years.	GASC- 05-006
Salary and Wage Records	Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms.	5 years.	GASC- 05-007
Unclaimed Pay Checks	Checks that remain unclaimed by employees.	1 year.	GASC- 05-008

70

Unemployment Compensation Records	Documents relating to employee claims for unemployment compensation.	5 years after end of the fiscal year in which the transaction occurred.	GASC- 05-009
Wage and Rate Tables	Records utlized to calculate straight time and overtime work schedules.	5 years.	GASC- 05-010
Wage and Tax Statements	Information returns used to report wages paid to employees and the taxes withheld from them. Includes W-2s.	5 years.	GASC- 05-011
Withholding Allowance Certificates (G-4 and W-4 forms)	Federal forms completed by an individual to establish the amount of taxes withheld from wages.	4 years after superseded.	GASC- 05-012

PERSONNEL (06)

Records	Description	Retention	Number
Accident Reports	Reports of employee accidents and injuries; including workers' compensation claims.	Workers' Comp Claims: 5 years and settlement of all claims due; Accident Reports not resulting in Workers' Comp Claims: 3 years.	GASC- 06-001
Affirmative Action Records	Records documenting an agency's compliance with the requirements of the Equal Employment Opportunity Commission and response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits.	Plans: Permanent; Audits, annual reports, and other records: 3 years.	GASC- 06-002
Applications for Employment, Not Hired	Records documenting employment applications of persons not hired. Records may include but are not limited to: unsolicited, incomplete, and complete applications; supporting documentation, interview notes and materials; background surveys; and correspondence.	Unsolicited and incomplete applications: Useful life; All other records: 3 years.	GASC- 06-003
Background Checks	Criminal and financial background checks on employees.	5 years.	GASC- 06-004

Cafeteria Plan (Flexible Benefits) Records	Records documenting salary reduction-type plans authorized by the Internal Revenue Service.	6 years after temination of participant.	GASC- 06-005
Continuation of Insurance Benefits (COBRA) Records	Copies of notices required by COBRA; documentation that notices were received; documentation of any circumstance in which COBRA is not offered due to gross misconduct.	6 years	GASC- 06-006
Contracts – Employee	Service contracts between an individual and government agency.	7 years after expiration.	GASC- 06-007
Converted Personal Leave Requests	Records documenting converted personal leave requests.	1 year after leave is used.	GASC- 06-008
Drug Testing Records	Records documenting the random drug testing of employees to include pre-employment and reasonable suspicion.	Positives and refusals: 5 years. Negatives and cancelled drug tests and documents relating to the administration of the alcohol and controlled substance testing programs: 2 years.	GASC- 06-009
Employee Grievance Action Case Files	Resolution of employee complaints against supervisor or other employees.	2 years after the complaint is filed or the case is resolved.	GASC- 06-010
Employee Handbooks	Guidelines created to explain the internal operations and procedures of the agency to a new employee.	Permanent.	GASC- 06-011

Employee Hazardous Materials Exposure Monitoring Records	Records monitoring the exposure of employees to hazardous materials.	30 years.	GASC- 06-012
Employee Medical Files, Toxic/Hazardous Substance Exposure	Documentation of employee exposure to hazardous materials.	30 years after separation.	GASC- 06-013
Employee Parking Records	Records documenting employee parking permit applications, cards, and permits.	5 years after permit expires or is superseded or separation of employee from the agency.	GASC- 06-014
Employee Personnel Files	Records documenting an employee's work history with the agency, generally maintained as a case file; includes records of continuing education, performance evaluations, disciplinary actions, and background checks. Please note: no central agency maintains these records; it is the responsibility of individual agencies to maintain the personnel files of their employees.	Records documenting service, final leave status, and hire/no hire recommendation: 50 years; Other records: 7 years following separation of employee.	GASC- 06-015
Employment Eligibility Verification Records	I-9 forms.	3 years after date of hire or 1 year after separation, whichever is longer.	GASC- 06-016
Equal Employment Opportunity Commission (EEOC) Reports	Reports classifying employees by race and gender that document compliance with EEOC rules.	3 years.	GASC- 06-018

Equal Employment Opportunity Commission and GA Commission on Equal Opportunity Complaints	Records documenting charges of discrimination filed against an agency.	2 years or until final disposition of the charge or action.	GASC- 06-017
Family Medical Leave Case Files	Records documenting extended absence from work by an employee under provisions of the Family Medical Leave Act.	3 years.	GASC- 05-003
Intern Records	This series documents the activities of interns working at the agency.	5 years.	GASC- 06-020
Job Recruitment Materials	Records documenting efforts to advertise positions and attract qualified personnel. 2 years.		GASC- 06-021
Leave Donation Records	Records documenting the donation of leave by employees to assist an individual who must be absent from work for an extended period of time due to illness.	1 year after leave used.	GASC- 06-022
Leave Records	Records documenting hours worked, leave earned, and leave taken; does not include final leave status.	3 years.	GASC- 06-023
Position Classification Materials	Records documenting job requirements, description, and salary range. 4 years after position is re-classified.		GASC- 06-024
Pre-employment Assessments, Not Hired	ssessments, Exams taken by those applying for positions with a state agency.		GASC- 06-025
Retirement Incentive Program Records	Records documenting employees who elect early retirement under government-offered incentive programs.	6 years.	GASC- 06-026

SAVE Affidavits	SAVE (Systematic Alien Verification for Entitlements) Affidavits testifying to an individual's right to receive public benefits.	3 years.	GASC- 06-027
Student Workers Permits	Permits to allow persons under 18 years old to obtain summer employment.	Return to issuing officer (school board) after termination or failure to appear for 30 days.	GASC- 06-028
Training Records	Records documenting attendance and course content for continuing education training.	5 years.	GASC- 06-029
Training Records – Breath-Alcohol Testing	Records relating to the training of individuals for breath-alcohol testing.	2 years after individual ceases to perform the testing function.	GASC- 06-030
Volunteer Program Records	This series documents the activities and administration of an agency's volunteer program. Records may include: volunteer hour statistics; volunteer program publicity records; insurance requirement information; and inactive volunteer files containing applications and conditions of volunteer service forms.	Individual volunteer files: 3 years after separation; All other records: 3 years.	GASC- 06-031
Work/Time Schedules	Records documenting employee's daily and weekly work schedules.	4 years.	GASC- 06-032

PROPERTY AND SECURITY (07)

Records	Description	Retention	Number
Blueprints and Specifications	Plans and specifications maintained by an agency for its own facility; used by facilities management to facilitate repairs and upgrades to the building.	As Built plans and specifications: Permanent; Interim and Never Built plans and specifications: 7 years.	GASC- 07-001
Building/Grounds Maintenance, Remodeling, and Repair Records	Records documenting the condition, upkeep, and routine maintenance on agency facilities and grounds.	7 years.	GASC- 07-002

Business Continuity Plans	Business recovery plans for man-made and natural disasters.	Until superseded.	GASC- 07-003
Capital Construction Project Records	onstruction records plan reviews project schedules contract changes consultant		GASC- 07-004
Depreciation Schedules	Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes.	4 years.	GASC- 07-005
Employee Identification Records	Records documenting the issuance of employee identification cards, including restricted access.	4 years after superseded or employee separation.	GASC- 07-006
Equipment and Vehicle Maintenance Records	Records documenting service history, mileage, damage repair, routine preventative maintenance and disposition of agency vehicles and equipment. Records type includes warranties, operating manuals, service contracts, and service logs for maintenance of agency-owned equipment and vehicles etc.	5 years after disposition of vehicle or equipment.	GASC- 07-007
Facility Inspection Files and Reports	spection Files and codes affecting health and safety of the occupants; includes security and		GASC- 07-008
Federal Property Records	Records documenting the loan or lease of government equipment (federal) by state agencies.	7 years after expiration of contract or disposal of equipment.	GASC- 07-009
Fuel and Oil Usage and Tax Reports	Periodic reports of the consumption of taxable and non-taxable diesel, gas, and oil in government-owned vehicles.	3 years.	GASC- 07-010
Incident Reports	Reports of incidents of suspected criminal activity.	Internal documentation and incidents not reported to police: 5 years; Incidents reported to police: Retain until settlement of claims.	GASC- 07-011

Insurance Policies	Records documenting insurance purchase for agency facilities or of membership in risk management cooperatives.	7 years after expiration of policy or membership.	GASC- 07-013
Maintenance Work Orders	Records documenting routine maintenance on facilities and property.	5 years.	GASC- 07-015
Property and Equipment Inventories	Listings of agency-owned property and equipment.	5 years after superseded.	GASC- 07-014
Property Disposition Requests (Surplus Property Records)	Records documenting requests for change in status of state-owned property.	5 years.	GASC- 07-016
Property Insurance Fund Claims	Records documenting requests for payment of insurance claims from the Georgia Department of Administrative Services Risk Management Division.	5 years after claim is paid or denied.	GASC- 07-012
Real Property Ownership Records	Deeds, titles, purchasing records, and supporting documentation for land owned by an agency.	11 years after the year in which the property was sold or transferred.	GASC- 07-017
Receipts of Responsibility	Records documenting property temporarily in use or possession of an employee. 5 years.		GASC- 07-018
Security Access Records	Logs documenting when and who accessed restricted areas.	5 years.	GASC- 07-019
Security Videos	Digital or analog video recordings and images from agency security systems. This series also includes digital or analog voice recordings of radio and telephone communications.	Known incident/accident: Retain until settlement of claims; No known incident/accident: 30 days.	GASC- 07-021

Security/Fire System Install and Maintenance Records	Records documenting agency security and fire alarm systems.	3 years after replacement of system.	GASC- 07-020
Space Planning/Design Management Project Files	Evaluation and design of space for government agencies.	3 years after project completion.	GASC- 07-022
Vehicle Accident Reports	Records documenting damage to agency-owned vehicles.	5 years.	GASC- 07-023
Vehicle and Equipment Purchases	Records documenting the purchase of vehicles and equipment. 5 years after disposition of vehicles or equipment.		GASC- 07-025
Vehicle Permits/Security Identification Records	Records documenting the issuance of vehicle decals providing access to secure areas.	2 years after superseded.	GASC- 07-026
Vehicle Title Records	Records documenting agency ownership of vehicles. Applications: Retain until receipt of title; Title: Retain for duration of ownership.		GASC- 07-027
Vehicle Use Authorizations and Requests	Records documenting permission for employees to use their private automobiles for official business.	5 years after superseded or obsolete.	GASC- 07-028
Visitor Sign-in Logs	Visitor sign-in logs. 1 year.		GASC- 07-029

RECORDS MANAGEMENT (08)

Records	Description	Retention	Number
Destruction Records	Records documenting the destruction of agency records.	Retain in office.	GASC- 08-001

Records documenting the processing of microfilm to show compliance with standards; the preparation and filming of records; the inspection of film; and the transfer and acceptance of film to a security storage area.		Retain for life of film.	GASC- 08-002
Microfilm Vault Monitoring Reports Records documenting temperature and humidity conditions within a storage facility.		5 years.	GASC- 08-003
Open Records Act Requests Inquiries from members of the public requesting access to information under the Georgia Open Records Act. Correspondence 3 years.		3 years.	GASC- 08-004
Records Schedules	Conies of approved agency records retention schedules		GASC- 08-005
Records Records documenting the transfer of agency records into the custody of a records center facility in office; Temporary records: 5 years after		records: 5 years after disposition of transferred	GASC- 08-006
Reference Requests	Reference pull sheets documenting the retrieval of records from a records center facility.	4 years.	GASC- 08-007



CITY COUNCIL AGENDA ITEM

SUBJECT: Arabia M	Iountain Overlay Definition	
☑ PRESENTATION		
CATEGORY: (check all a □ ORDINANCE □ RES □ OTHER, PLEASE ST	SOLUTION □ CONTRACT □ POLICY □ STATUS REPORT	
ACTION REQUESTED:	\Box DECISION \boxtimes DISCUSSION, \Box REVIEW, or \boxtimes UPDATE ONLY	
Current Work Session:	Click or tap to enter a date. & Click or tap to enter a date. Monday, February 13, 2023 Click or tap to enter a date.	
SUBMITTED BY: Mayo	r Pro Tem George Turner	
PRESENTER: Mayor Pr	o Tem George Turner	
PURPOSE: The understan	nding and definition of the existing Arabia Mountain Overlay.	
FACTS: Click or tap here to	o enter text.	
OPTIONS: Choose an item	n. Click or tap here to enter text.	
RECOMMENDED ACT	TON: Click or tap here to enter text.	
ATTACHMENTS:		
 (1) Attachment 1 - Ordina (2) Attachment 2 - Click o (3) Attachment 3 - Click o (4) Attachment 4 - Click o 	r tap here to enter text. r tap here to enter text.	

(5) Attachment 5 - Click or tap here to enter text.

ORDINANCE 2019-<u>02-00</u>

1	AN ORDINA	NCE OF THE CITY OF STONECREST, GEORGIA, TO ADD DIVISION 4	
2	CONSERVA	HAPTER 27, ARTICLE III CREATING THE ARABIA MOUNTAIN ATION OVERLAY DISTRICT AND ADOPTING THE OFFICIAL ZONING	
4	MAP, CITY OF STONECREST, GA ARABIA MOUNTAIN CONSERVATION		
5		OVERLAY DISTRICT	
6 7 8	WHEREAS,	the City of Stonecrest, Georgia Mayor and City Council are authorized by the City Charter to provide comprehensive planning and zoning for land usage inside the city boundaries; and	
9 10 11 12 13	WHEREAS,	the City of Stonecrest is authorized to exercise the power of zoning Ga. Const. Art. IX, Section II, ¶ IV, Ga. Const. Art. IX, Section II, ¶¶ I and III, Official Code of Georgia Annotated (O.C.G.A.) § 36-66-1 et seq., the City's Charter, the City's general police powers, and by other powers and authority provided by federal, state and local laws applicable hereto; and	
14 15 16	WHEREAS,	the City of Stonecrest continues to exercise its zoning powers to provide comprehensive city planning and ensure a safe, healthy, and aesthetically pleasing community; and	
17 18 19	WHEREAS,	as the City of Stonecrest experiences growth and gains knowledge through the exercise of these powers, it is necessary to add certain requirements in the Zoning Ordinance; and	
20 21 22	WHEREAS,	the City of Stonecrest recognizes necessity of implementing regulations which protect the health, safety and welfare of its citizens as well as tourists in the city who choose alternative accommodations.	
23 24	THEREFOR follows:	E, the Mayor and City Council of the City of Stonecrest, Georgia, hereby ordain as	
25 26 27	Chapter 27,	he Code of the City of Stonecrest, Georgia, is hereby amended by adding Article III, Division 4- ARABIA MOUNTAIN CONSERVATION OVERLAY which reads as follows:	
28 29 30 31 32 33	Sec. 3.4.1 T The prov	ISION 4- ARABIA MOUNTAIN CONSERVATION OVERLAY DISTRICT Title. isions contained within this division are the regulations of the Arabia Mountain Overlay District.	
34 35 36 37 38	Sec. 3.4.2 P	Surpose and intent. ose and intent of the city council in establishing the Arabia Mountain Conservation ict (AMCOD) is as follows:	

ORDINANCE 2019- 02-001

- A. To provide for the protection of natural resources and of scenic views of areas within the boundaries of the AMCOD, so as to protect and enhance the public welfare associated with these natural resources and the aesthetic qualities within this area, consistent with the policies of the Stonecrest Comprehensive Plan;
- B. To provide reasonable and creative planning and development within the AMCOD while preserving the natural land form and features, trees and tree canopy, and the views to and from Arabia Mountain as indicated on the adopted map;
- C. To assure that all activities and authorized uses of land allowed within the AMCOD, whether allowed uses or permitted uses, are activities or uses which are designed so as not to detract from or damage the protected natural resources and scenic beauty of this district:
- D. To encourage and promote the dedication of conservation easements to appropriate public and not-for-profit entities established and authorized to hold easements in perpetuity pursuant to the Georgia Uniform Conservation Easement Act (O.C.G.A. 44-10 and 12-6A), for the purposes of protecting historical and arch logical areas, the habitat of endangered or threatened animal and plant species (as defined in the federal Endangered Species Act U.S.C. 1531 and the Endangered Wildlife Act of 1973), providing passive recreational and educational opportunities, preserving the cultural history of the area, protecting open space within the city, and protecting scenic views to and from Arabia Mountain; and
- E. To provide consistent development standards that will adhere to common design characteristics that include but are not limited to: deep setbacks from the main road; strategic buffer zones; home "clustering"; shorter streets within a development and shared open spaces connected by trails, walkways and paths.

Sec. 3.4.3. - District boundaries.

The boundaries of the AMCOD shall be depicted on the official zoning maps entitled "Official Zoning Map, City of Stonecrest, Georgia, Arabia Mountain Conservation Overlay District")(the "AMCOD overlay maps"). The Official Zoning Map, City of Stonecrest, Georgia, Arabia Mountain Conservation Overlay District, to be adopted contemporaneously with this chapter, together with all explanatory information contained or referenced thereon, is hereby adopted by reference and declared to be a part of this chapter.

The AMCOD overlay maps shall be adopted contemporaneously with this chapter in digital format and contained on a compact disk to be maintained in its original, unedited and unaltered form by the clerk to the city council. A printed copy of the compact disk's contents depicting the AMCOD overlay maps on the date of its initial adoption shall also be maintained in its original, unedited and unaltered form by the clerk to the city council.

Sec. 3.4.4. - Applicability of regulations.

[2792391/1]

ORDINANCE 2019- 02-00

This division establishes standards and procedures that apply to development of any lot or portion thereof which is in whole or in part contained within the boundaries of the AMCOD. The procedures, standards, and criteria shall apply only to that portion of the subject property within the boundaries of the district.

Sec. 3.4.5. - Principal uses and principal structures.

- A. The principal uses of land and structures which are allowed in the AMCOD are as is provided by the applicable underlying zoning district, except for those listed in B below, subject to the limitations and standards contained within this district. Additional permitted uses are as follows:
 - 1. Recreation, passive and Nature preserve
 - 2. Dog Parks
 - 3. Bed and Breakfast homes
 - 4. Outdoor Concert halls
 - 5. Urban Gardens

- B. Prohibited uses. The following principal uses of land and structures shall be prohibited within the AMCOD:
 - 1. Sexually-oriented businesses
 - 2. Drive-in Theater
 - 3. Fairground or Amusement Park
 - 4. Swimming pools as part of a commercial Recreation, Outdoor use or Recreation club; but not including swimming pools incidental to Open space, clubhouse or pool amenity
 - 5. Coliseum or stadium, except for outdoor Concert Halls
 - 6. Nightclub or late night establishment
 - 7. Outdoor storage, mini-warehouses, and storage buildings
 - 8. Pawn shops
 - 9. Mortuary or Crematorium
- 10. Alcohol Outlets
 - 11. Salvage yards and junk yards
 - 12. Motel or Extended Stay Motel
 - 13. Shelter for homeless persons
 - 14. Transitional housing facility
 - 15. Fuel Dealers, Fuel Pumps and Accessory Fuel Pumps
 - 16. Automobile and truck rental and leasing, Automobile brokerage, Automobile mall, Automobile recovery and storage, Automobile rental and leasing, Automobile repair and maintenance, major, Automobile repair and maintenance, minor, Automobile sales, Automobile service station, Automobile upholstery shop, Automobile wash/wax service, Recreational vehicle/boat sales and service, Freight service, Transportation equipment and storage or maintenance (vehicle), and Vehicle storage yard

ORDINANCE 2019-02-00 |

			<u> </u>
128	17. Commercial parking	garage/structure; Commercial park	king lots
129	18. Convenience store		
130	19. Drive-through faciliti	es	
131	20. Personal service estab	olishments	
132	21. Check cashing facility	y	
133	22. Heavy equipment stor	rage	
134	23. Truck stops		
135	24. Warehouses		
136	25. Solid waste disposal,	Private industry solid waste dispo-	sal facility
137	26. Bus station or termina		100 Million 201 - 202 -
138	27. Ambulance service fa	acility, Private ambulance service,	Dispatch office
139			
140	Sec. 3.4.6 Accessory uses and accessor		
141	The accessory uses of land and s	structures which are allowed in t	he AMCOD are as is
142	provided by the applicable underlying	zoning district, subject to the lin	nitations and standards
143	contained within this division.		
144	Sec. 3.4.7 Lot coverage.		
145	Except as provided in Sec. 3.4.9, lo	ot coverage within the AMCOD sl	nall not exceed twenty-
146	five (25) percent of net lot area.		and the second s
147	11.6 (26) persons or not set as an		
148	Sec. 3.4.8 Clearing and grading of lots	S.	
149	No lot shall be cleared and graded		(35) percent of the net
150	lot area. Said limitation is intended to p	ermit twenty-five (25) percent lot	coverage as allowed in
151	section 3.4.7 above, and to permit appro	priate slopes from the remaining r	natural land contours to
152	the finished site grades.		
153	could did the tight following the state and the state of the country of the count		
154	Sec. 3.4.9- Development Standards	Existing COUNTY BOAD	EXISTING COUNTY HOAD
455	There shall be no impossions		() 000 DE
155	There shall be no impervious surfaces with in the seventy-five		
156	(75) foot stream buffer. All dwelling		
157 158	units shall be provided convenient		0000
159	access to all green space throughout		
160	the development via pedestrian	44	
161	paths or trails.		
101	patits of trails.		Cluster Development
162	A. Conservation Communities	Traditional Development Grid layout with little regard for	(AKA Open Space Development or Conservation Design) Trees, wetlands, scenic views, and natural features are
163	(residential /subdivisions)	natural and special features.	retained. All homes have lake views. Singleloaded roads provide more privacy and better views. Trails make a
164	Maximum dansity: Fight (9) day	elling units to the acre of total land	pedestrian and recreation-friendly development.
164	undevelopable areas listed below		. area eactaining
165	undevelopable areas listed below	X.A.	
166	1. Streams and streams	am buffers	

1. Streams and stream buffers

2. Wetlands

3. Rock outcroppings

167

168

ORDINANCE 2019-02-001

169 170 171 172	4. Slopes steeper than 1:2 slope5. Sites of archaeological significance6. Floodplains7. Areas intended to be dedication for right of way
173 174	Minimum lot width: Seventy (70) feet as measured from the front building setback line; except for a lot on a cul-de-sac, which shall have a measurement of thirty-five (35) feet
175 176	Minimum lot area: Seven thousand five hundred (7,500) square feet, except that each lot on the periphery of the development is at least ten thousand (10,000) square feet.
177	Minimum side-yard setback: 10 ft.
178	Maximum single-family dwelling lot coverage: 50%
179 180	Greenspace: Thirty (30) percent of the total land area must be designated greenspace. Sixty (65) percent of the greenspace should be in a contiguous tract.
181	Green space may consist of:
182 183 184 185 186	 Natural undisturbed areas Passive recreational areas Trails and Green ways Bikeways and paths Mature wooded areas
187 188	Greenspaces shall be preserve and maintained by one of the following:
189 190 191	a. Establishment of a mandatory home owner's association (HOA) to own and maintain the common green space.b. Dedication of legally described and platted "greenspace" to a land trust.
192	Minimum building setback adjacent to public or private street(s):
193 194 195	 From thoroughfares, arterials and collectors: 30 ft. Local streets: 20 ft.
196 197 B. 198 199 200 201 202 203 204	Road Specifications all roads shall be built in accordance with Chapter 14. In the event of a conflict, the provisions of this section shall control. The design of the streets must be designed as noted below with the approval of the City Engineer: a. Minimal amount of cul-de-sac streets by providing more than one entrance to the to the development and interconnect streets as much as possible. b. Cul-de-sac streets must minimize the amount of impervious surface by limiting the internal radius to thirty (35) feet and the width of the paved lane to sixteen (16) feet. Use grass and vegetation for the inner circle of turn-arounds, rather than

ORDINANCE 2019-02-001

205 206	paving the whole area. Declare the HOA responsible for the maintenance of the grassy area in the neighborhood bylaws.
207	c. Omit curbs where possible.
208	d. As an alternative to curbs and gutters, allow run off from roofs and pavements to
209	pass immediately through grass swales or infiltration basins. Use plant materials
210	that will absorb rainwater and act as a natural filter to oil and pollution.
211	e. Provide marked, paved paths for non-vehicular traffic with in the development
212	and connecting neighboring residential and commercial areas.
213	
214	C. Buffer Requirements. An exterior boundary buffer is required (per
215	community/subdivision). The land area designated to the exterior buffer may be used as
216	part of the required greenspace. The buffer area shall not be included as part of any
217	platted residential lot within the community/subdivision.
218 219	Lots less than 10,000 sq. ft. 25 ft.
220	Lots between 10,000-15,000 sq. ft. 30 ft.
221	Lots greater than 15,000 sq. ft. 50 ft.
222	2010 8.0000 11.000 04.10
223	D. Trails. Trails maybe constructed with in the buffer. The maximum width is eight (8) feet
224	and must be located within the first twenty-five (25) percent of the buffer furthest from
225	the exterior boundary line.
226	Sec. 3.4.9.1 – Non- residential zoning district dimensional requirements.
227	All non-residential districts shall be developed in accordance with the regulations for the
228	Neighborhood Shopping (NS) District.
229	Sec. 3.4.9.1.a Design Standards
230 231	Buildings. New commercial buildings and renovations shall conform to the guidelines noted below.
222	1. Deduction Association All buildings shall be configured to allow soft convenient
232 233	1. <u>Pedestrian Amenities</u> – All buildings shall be configured to allow safe, convenient, direct and continuous access for pedestrians to all primary building entrances. Principle
234	building entry shall open directly on to the public right-of-way.
LJ	bunding entry shall open ansetty on to the paone right of may.
235	2. "Build-to" line (i.e. "Building façade line") – The building shall be setback five (5)
236	feet from the buildable areas as indicated with in their approved site plan. Awnings and
237	canopies are not counted in building façade line determination. Permanent structures
238	other than buildings, such as ATMs and similar elements, shall not be located closer to
239	the street than the building façade lines.
240	3. Building height. All new buildings shall be no more than two (2) stories, maximum
241	height thirty (35) feet.
242	4. Façade articulation – Street-facing building facades shall be horizontally divided by
242	floors using architectural means such as string courses, recesses, reveals or the like. They
	mone using around state at sum ground of the same of the same state and

ORDINANCE 2019- 02-001

244 245	shall also be vertically divided utilizing Major and Minor Articulations to create visual interest and avoid monotony.
246 247 248 249 250	a. Major Articulations shall occur at least every sixty (60) feet of horizontal façade length and may be accomplished through: a change of façade materials extending from grade through the cornice; change in storefront systems; physical off-sets; and/or similar means intended to convey the impression of separate buildings.
251 252 253 254	b. Minor Articulations shall occur approximately every thirty (30) feet of horizontal façade length and may be accomplished by: the use of pilasters; the use of off-sets; or similar means intended to create the appearance of structural bays.
255 256 257 258 259	5. Entrances. All first story uses adjacent to a sidewalk shall have a primary pedestrian entrance, which faces, is visible from, and is directly accessible from said sidewalk. All first story businesses with more than sixty (60) feet of frontage along sidewalks shall provide one (1) pedestrian entrance for every sixty (60) linear feet of frontage or fraction thereof.
260 261 262	6. <u>Parking</u> : Parking areas should be located to the side or rear of the building. When parking areas are located in front of the building, a buffer of 10 feet of shrubbery or landscape trees is required. All vegetation should be native to the region.
263 264 265	<u>Cross Access</u> : In order reduce traffic conflicts, cross access drives with adjacent properties must be considered. This may include the interconnection of parking areas or a shared drive between properties.
266 267 268 269 270 271 272 273	7. Storefront canopies at least five (5) feet in depth extending over the sidewalk are recommended at all retail frontage for relief from inclement weather and for shade. These should be roofed with glass, metal, or fabric wholly supported by brackets or cables attached to the building façade. Columns to support canopies are not permitted in the public right of way (hereafter called "R.O.W."). Awnings and canopies shall not include signage on them, except when such signage is located within an apron that is less than twelve inches in height and is subject to all other applicable sign requirements of this document.
274 275 276 277 278 279	8. <u>Building Finish Materials</u> . Each street-facing building facade shall have an exterior finish skin primarily of Lithonia tidal grey granite. Material that may be combined with the granite is limited to: wood, exterior brick, cementitious stucco, rustic or cut stone, architectural cast concrete, and glass panels. No more than two additional materials may be used. Concrete masonry units or artificial materials having the appearance of wood, and/or stone are not permitted as a finish material.
280 281 282 283	Decorative embellishments shall be permanent in nature and shall be of the following materials: copper, brass, bronze, cast concrete, formed exterior plaster, porcelain tile, terracotta, formed metals, glass, wood. No artificial materials having the appearance of wood, and/or stone should be used.

 ORDINANCE 2019- \(\)2.00\

Primary building façade materials shall be combined only horizontally, with the heavier appearing one(s) below the lighter appearing (ones). This shall not apply to embellishments, storefronts systems, or windows frames.

Awnings. Awnings shall be of canvas and similar fabrics, fixed metal, or similar materials. Internally lit awnings and canopies that emit light through the awning or canopy material are prohibited.

- 8. <u>Lighting.</u> Building facades facing a public R.O.W. shall be illuminated for safety and aesthetics. Lighting shall be designed to avoid producing glare in the public R.O.W.. Lighting should be downcast with a zero-degree tilt. Fixtures should not exceed 15 feet in height. Light spillage onto adjacent residential properties shall be minimized by cutoff luminaires.
- 9. <u>Utility service lines</u> Must be provided via underground conduit or pipes. Overhead utility service is not permissible in the Overlay. New construction on existing sites within Overlay must include replacement of all above-ground utility service lines with underground service or otherwise fully concealed utility service to buildings and sites.
- 10. <u>Building Numbering.</u> Building numbering shall be located above or beside primary entrances of building. Numbering shall be clearly visible from sidewalks. All numbering shall be 6 inches in height.
- 11. <u>Dumpsters, Loading Areas and Mechanical Electrical and Plumbing Features</u> shall be screened so as not to be visible from any public plaza, outdoor dining area, public R.O.W., or residential area. All dumpsters shall be located behind buildings and shall be enclosed by opaque fences or walls made of stone, brick, wood, or stucco; and these enclosures shall have opaque gates made of wood or metal. Chain-link gates are not permitted.

<u>Rooftop Mechanical</u> features shall be set at least ten (10) feet from the edges of roofs and screened vertically from view through use of parapet walls or similar features. Additionally, all such features greater than five (5) feet in height shall be set a least twenty (20) feet behind front building façades.

- Sec. 3.4.9.2 Height limitation.
- A. Except as provided in section 5.2.5, and in subsection B., no building or structure within the Arabia Mountain Natural Resource Protection Overlay District shall exceed a height of thirty-five (35) feet, all other requirements of this chapter notwithstanding.
- B. If the placement of a telecommunications tower or antenna within this overlay district in excess of thirty-five (35) feet in height is mandated by federal law, said tower or antenna, in

[2792391/1]

ORDINANCE 2019- ()2-00\

addition to meeting all other standards and criteria applicable thereto, shall meet the following design requirements:

- 1. No portion of any such tower or antenna shall extend a distance of more than ten (10) feet above the top of the tree canopy existing on the lot upon which the tower or antenna is placed. If no tree canopy exists on said lot, then no portion of such tower or antenna shall extend a distance of more than ten (10) feet above the top of the tree canopy closest to such tower or antenna.
- 2. All portions of a tower or antenna that extend above the top of the existing mature tree canopy pursuant to subsection B.1., shall consist of an alternative tower structure that is designed and colored in a way that blends said tower or antenna with the closest tree canopy to a degree that renders said tower or antenna indistinguishable from said tree canopy at a distance of two hundred (200) feet measured horizontally from said tower or antenna.
- 339 Sec. 3.4.10. Tree removal and replacement.

No trees other than dead, dangerous or diseased trees shall be removed from any lot except within areas of permissible grading as provided in section 3.4.8 above. Removal of trees should be certified by an arborist and/or by city permit.

Sec. 3.4.11. - Protection of steep slopes.

No lot or portion of a lot having a grade in excess of fifteen (15) percent shall be altered.

346 Sec. 3.4.12. - Driveways.

The director of planning is authorized to approve shared driveways for two (2) or more dwellings within the Arabia Mountain Natural Resource Protection Overlay District in order to minimize lot coverage and tree removal within the district.

Sec. 3.4.13. - Recording of conservation easements.

The director of planning shall record, after approval by the city attorney and the city council, conservation easements within the Arabia Mountain Natural Resource Protection Overlay District which are made in favor of City of Stonecrest, Georgia.

Sec. 3.4.14. - Notation of all conservation easements on official zoning maps.

The director of planning shall cause to be noted on the official zoning maps any conservation easements granted within the district to any public or private entity authorized to hold such easements.

Sec. 3.4.15. - Lighting.

No light standard shall be installed that extends above the height of the tree canopy. No lighting element of any kind shall be placed upon any structure so as to extend above the height of the tree canopy. No light spillage of any kind is permitted above said tree canopy except as may be otherwise required by any applicable requirement of federal, state or local law.

Sec. 3.4.16. - Density bonus.

ORDINANCE 2019- 02-00\

The director of planning is authorized to approve an increase of up to twenty-five (25) percent in housing density within the district for any parcel of land having a single-family residential zoning classification. In making application to the director of planning the applicant shall present a site plan in which required lot coverage limitations are met. The site plan shall further demonstrate that the tree canopy will be preserved and protected. In approving any such plan, the director of planning is authorized to approve gravel or other permeable surface for driveways and parking areas where it is demonstrated that such permeable surface will aid in minimizing damage to the root system of trees and will prevent the impaction of soil under the canopies of trees. It is the intent of these regulations that houses be clustered rather than spread out to protect and preserve the tree canopy which is essential to the maintenance of the character of the district.

Sec. 3.4.17. - Approval of plats where density bonus permitted.

The director of planning is authorized to record plats in which a density bonus has been approved pursuant to section 3.4.16 above. The approval of any such plat shall be noted on the official zoning map by the director of planning.

Sec. 3.4.18. – AMCOD Advisory Committee

The Mayor and City Council may create an AMCOD advisory committee pursuant to Chapter 2. The AMCOD advisory committee may meet with applicants for variances, rezoning and special land use permit applications prior to the submission of the application to the Planning Commission or Board of Zoning Appeals. The AMCOD advisory committee shall act in an advisory capacity only and may present its recommendations on each application in writing to the Planning Commission or Board of Zoning Appeals, applying the standards or criteria contained in Article 7. The failure of the AMCOD to make a recommendation on an application shall not invalidate any zoning decision or decision on a variance and shall not be a condition precedent to final action on the application.

Sec. 3.4.19. – Residential properties which are not subject to Sections 3.4.7 and 3.4.8.

Section 3.4.7 (lot coverage) and Section 3.4.8 (clearing and grading of lots) shall not apply to any lot in the R-100, R-85, R-75, or R-60 zoning district if a certificate of occupancy for the house thereon was issued prior to August 7, 2017, and if the lot is less than one-half (1/2) acre.

401 Section 2:

1. It is hereby declared to be the intention of the Mayor and City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the Mayor and City Council to be fully valid, enforceable and constitutional.

[2792391/1]

ORDINANCE 2019-02-00\

- 2. It is hereby declared to be the intention of the Mayor and City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.
- 3. In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and City Council that such invalidity, unconstitutionality, or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.
- 4. All ordinances or resolutions and parts of ordinances or resolutions in conflict herewith are hereby expressly repealed.
- 5. The within ordinance shall become effective upon its adoption.

SO ORDAINED AND EFFECTIVE this the ______day of rebrusry, 2019.

Xasoul 1-

Approved:

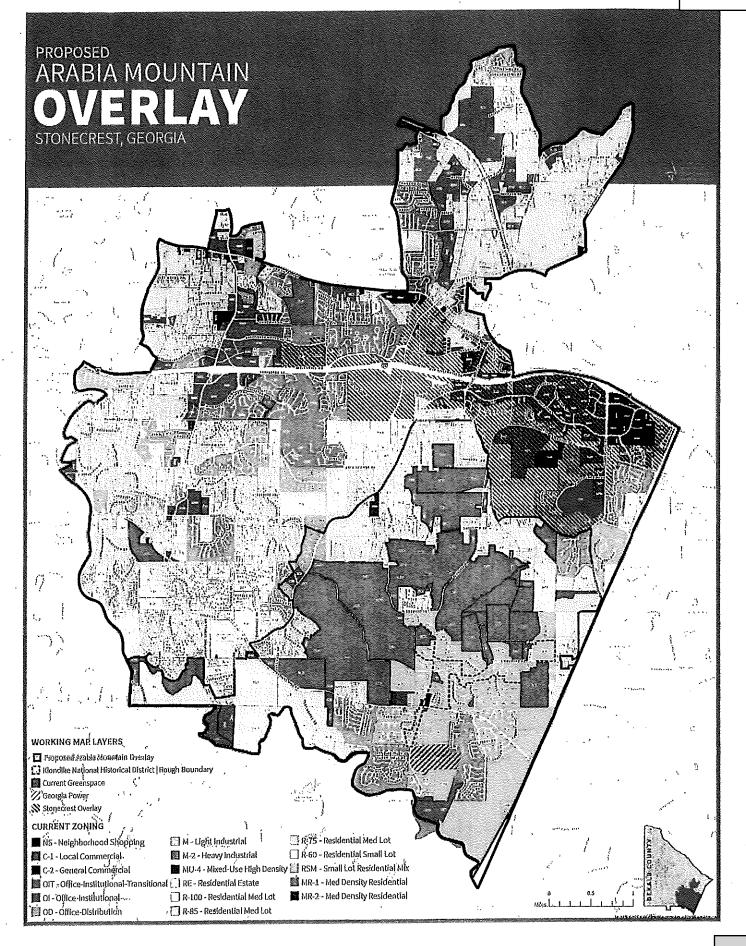
Jason Lary, Sr., Mayor

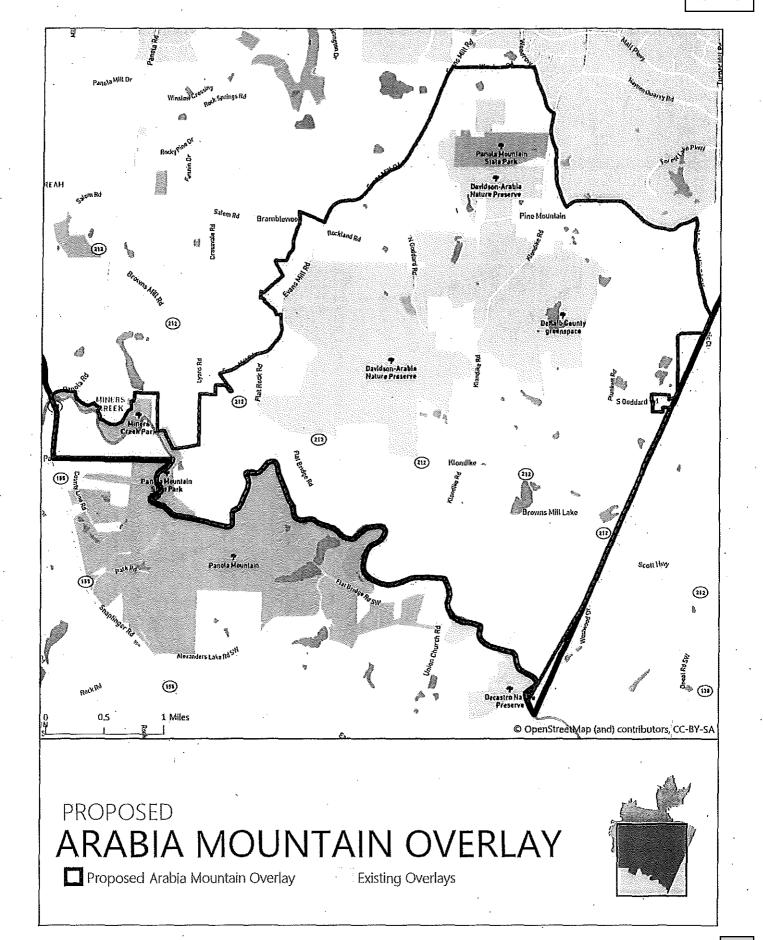
Attest:

446 Interim City Clerk



Lead whiyes





27-3.4 - DIVISION 4- ARABIA MOUNTAIN CONSERVATION OVERLAY DISTRICT

Sec. 3.4.1. - Title.

The provisions contained within this division are the regulations of the Arabia Mountain Conservation Overlay District.

Sec. 3.4.2. - Purpose and intent.

The purpose and intent of the city council in establishing the Arabia Mountain Conservation Overlay District (AMCOD) is as follows:

- A. To provide for the protection of natural resources and of scenic views of areas within the boundaries of the AMCOD, so as to protect and enhance the public welfare associated with these natural resources and the aesthetic qualities within this area, consistent with the policies of the Stonecrest Comprehensive Plan;
- B. To provide reasonable and creative planning and development within the AMCOD while preserving the natural land form and features, trees and tree canopy, and the views to and from Arabia Mountain as indicated on the adopted map;
- C. To assure that all activities and authorized uses of land allowed within the AMCOD, whether allowed uses or permitted uses, are activities or uses which are designed so as not to detract from or damage the protected natural resources and scenic beauty of this district;
- D. To encourage and promete the dedication of conservation easements to appropriate public and not-for-profit entities established and authorized to hold easements in perpetuity pursuant to the Georgia Uniform Conservation Easement Act (O.C.G.A. 44-10 and 12-6A)—for the purposes of protecting historical and arch logical areas, the habitat of endangered of threatened animal and plant species (as defined in the federal Endangered Species Act U.S.C. 1531 and the Endangered Wildlife Act of 1973), providing passive recreational and educational opportunities, preserving the cultural history of the area, protecting open space within the city, and protecting scenic views to and from Arabia Mountain; and
- E. To provide consisten development standards that will adhere to common design characteristics that include but are not limited to: deep setbacks from the main road; strategic buffer zones, home "clustering"; shorter streets within a development and shared open spaces connected by trails, walkways and paths.

Sec. 3.4.3. - District boundaries.

The boundaries of the AMCOD shall be depicted on the official zoning maps entitled "Official Zoning Map. City of Stonecrest, Georgia, Arabia Mountain Conservation Overlay District")(the "AMCOD overlay maps"). The Official Zoning Map. City of Stonecrest, Georgia, Arabia Mountain Conservation Overlay District, to be adopted contemporaneously with this chapter, together with all explanatory information contained or referenced thereon, is hereby adopted by reference and declared to be a part of this chapter.

[2372311/1] __1

AMCOD REVISED BY COMMITTEE The AMCOD overlay maps shall be adopted contemporaneously with this chapter in digital format and contained on a compact disk to be maintained in its original, unedited and unaltered form by the clerk to the city council. A printed copy of the compact disk's contents depicting the AMCOD overlay maps on the date of its initial adoption shall also be maintained in its original, unedited and unaltered form by the clerk to the city council, e-as shown in Exhibit 27 A. The boundaries may be expanded by a zoning map amendment adopted pursuant to this chapter which amendment shall be incorporated herein and made a part of this chapter 27.

Sec. 3.4.4. - Applicability of regulations.

This division establishes standards and procedures that apply to development of any lot or portion thereof which is in whole or in part contained within the boundaries of the AMCOD. The procedures, standards, and criteria shall apply only to that portion of the subject property within the boundaries of the district.

Sec. 3.4.4.1 Scaled Site Plan

Must be submitted in accordance with Sec.2.705 with the exception with B (all shall be single-family detached dwellings.) I'm not sure if something got changed in the editing but this doesn't seem to make sense

Sec. 3.4.5. - Principal uses and principal structures.

- A. The principal uses of land and structures which are allowed in the AMCOD are as is provided by the applicable underlying zoning district, except for those listed in B below, subject to the limitations and standards contained within this district. Additional permitted uses are as follows:
 - 1. Recreation, pPassive and Nature preserve
 - Dog Parks
 - -3. Bed and Breakfast homes
 - 4. Outdoor Concert halls Amphitheater
 - 5. Urban Cammunity Gardens
- B. Prohibited uses. The following principal uses of land and structures shall be prohibited within the AMCOD:
 - 1. Sexually-oriented businesses
 - 2. Drive-in-Theatrer
 - 3. Fairground or Amusement Park
 - Swimming pools as part of a commercial Recreation, Outdoor use or Recreation club; but not including swimming pools incidental to Open space, clubhouse or pool amenity, commercial
 - Coliseum or stadium, except for outdoor Concert Halls
 - 6. Nightclub or late night establishment
 - Outdoor storage, mini-warehouses, and storage buildingsand indoor storage facilities
 - 8. Pawn shops
 - Mortuary or Crematorium

[2372311/1] 2

AMCOD

REVISED BY COMMITTEE

Formatted: Indent: First line: 0"

- 10. Alcohol Outlets
- 11. Salvage yards and junk yards
- 12. Motel or Extended Stay Motel
- 13. Shelter for homeless persons
- 14. Transitional housing facility
- 15. Fuel Dealers, Fuel Pumps and Accessory Fuel Pumps
- 16. Automobile and truck rental and leasing. Automobile brokerage. Automobile mall. Automobile recovery and storage. Automobile rental and leasing. Automobile repair and maintenance. major. Automobile repair and maintenance. minor. Automobile sales Automobile service station. Automobile upholstery shop. Automobile wash/wax service. Recreational vehicle/boat sales and service. Freight service. Transportation equipment and storage or maintenance (vehicle).
- 16. All automobile, boat and trailer sales and service, new or used including leasing, brokerage, storage; maintenance, repair, wash/wax and service stations.
- 17. Parking: Commercial parking garage/structure: Commercial parking lotslots or commercial garages
- 18. Convenience store
- 19. Drive-through facilities
- 20. Personal service establishments
- 21. Check cashing facilities statistiments
- 22. Heavy equipment storage
- 23. Truck-stops
- 24. Warehouses
- 25. Solid waste disposal, Private industry solid waste disposal facility
- 26. Bus station or terminal
- 26.27. Amanance service facility Private ambulance service. Dispatch office
- 27 Thei ambatance or impulsing services, disputch or storage

Sec. 3.4.6 - Accessory uses and accessory structures.

The accessory uses of land and structures which are allowed in the AMCOD are as is provided by the applicable underlying zoning district, subject to the limitations and standards contained within this division.

Sec. 3.4.7. - Lot coverage.

Except as provided in Sec. 74.9. It of coverage within the AMCOD shall not exceed twenty-five (25) percent of net lot area, except within tiny home communities.

Sec. 3.4.8. - Clearing and grading of lots.

No lot shall be cleared and graded to an extent exceeding thirty-five (35) percent of the net lot area. Said limitation is intended to permit twenty-five (25) percent lot coverage as allowed in section 3.4.7 above, and to permit appropriate slopes from the remaining natural land contours to the finished site grades.

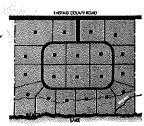
[2372311/1]__3

AMCOD REVISED BY COMMITTEE

Sec. 3.4.9- Development Standards

There shall be no impervious surfaces with in the seventy-five (75) foot stream buffer. All dwelling units shall be provided convenient access to all green space throughout the development via pedestrian paths or trails.

A. Conservation Communities (residential /subdivisions)



Traditional Development Grid byson with lettle regard for natural and special features.



Cluster Development
(MAGen Spare Development of Consortion Design)
Trees, wellands, azanic views, and natural features are etained. All themes have take views. Simple basided reads proceds more privacy and better views. Trads make a pedestion and recreation fraintly development.

Maximum density: Eight (8) dwelling units to the agre of total land area excluding undevelopable areas listed below:

- 1. Streams and stream buffers
- 2. Wetlands
- 3. Rock outcroppings
- 4. Slopes steeper than 1:2 slope
- 5. Sites of archaeological significance
- 6. Floodplains
- 7. Areas intended to be dedication for right of way

Minimum lot width Seventy (70) feel as measured from the front building setback line; except for a lot on a cul-de sac, which shall have a measurement of thirty-five (35) feet

Minimum lot area. Seven thousand five hundred (7,500) square feet, except that each lot on the periphery of the development is at least ten thousand (10,000) square feet.

Minimum-side-yard sefback: 10 ft.

Maximum single-family dwelling lot coverage: 50%

Greenspace: Thirty (30) percent of the total land area must be designated greenspace. Sixty (63) percent of the greenspace should be in a contiguous tract.

Green space may consist of

- 1. Natural and isturbed areas
- 2. Passive recreational areas
- 3. Trails and Green ways
- 4. Bikeways and paths
- 5. Mature wooded areas

Greenspaces shall be preserve and maintained by one of the following:

 Establishment of a mandatory home owner's association (HOA) to own and maintain the common green space.

[2372311/1] 4

. AMCOD REVISED BY COMMITTEE

b. Dedication of legally described and platted "greenspace" to a land trust.

Minimum building setback adjacent to public or private street(s):

- From thoroughfares, arterials and collectors: 30 ft.
- Local streets: 20 ft.

B. Triny Home Communities—At this time, the committee does not wish to include tiny homes in the overlay. However, it does not wish to restrict them either, should the city decide to set on them.

Formatted: Indent: Left: 0.5", No bullets or numbering

- B. Road Specifications all roads shall be built in accordance with Chapter 14, See, ... In the event of a conflict, the provisions of this section shall control. The design of the streets as must be designed as noted below with the approval of the City Engineer:
 - a. Minimal amount of cul-de-sac streets by providing more than one entrance to the to the development and interconnect streets as much as possible.
 - b. Cul-de-sac streets must minimize the amount of impervious surface by limiting the internal radius to thirty (35) feet and the width of the paved lane to sixteen (16) feet. Use grass and vegetation for the inner circle of turn-arounds, rather than paving the whole area. Declare the HOA responsible for the maintenance of the grassy area in the neighborhood bylaws.
 - c. Omit curbs where possible.
 - d. As an alternative to curbs and gutters, allow run off-from roofs and payements to pass immediately through grass swales or infiltration basins. Use plant materials that will absorb rainwater and act-ac-a natural filter to oil and pollution.
 - e. Provide marked, paved paths formen-vehicular traffic with in the development and connecting neighboring residential and commercial areas.
- C. Buffer Requirements. An exterior boundary buffer is required (per community/subdivision). The land area designated to the exterior buffer may be used as part of the required greenspace. The buffer area shall not be included as part of any platted residential lot within the community/subdivision.

Lots less than 10,000 sq. fit. 25 ft.

Lots between 10,000-15,000 sq. ft. 30 ft.

Lots greater than 15,000 sq. ft. 50 ft.

D. Trails. Trails maybe constructed with in the buffer. The maximum width is eight (8) feet and must be located within the first twenty-five (25) percent of the buffer furthest from the exterior boundary line.

Sec. 3.4.9.1 - Non- residential zoning district dimensional requirements.

**The committee does recommend requiring all commercial development obtain a SLUP so that the community could be involved in the process. At this time, only a handful of properties within the proposed boundary are zoned commercial so the committee felt it was not an undue burden.

[2372311/1] 5 AMCOD
REVISED BY COMMITTEE

All non-residential districts shall be developed in accordance with the regulations for the Sec. 27.2.25 Neighborhood Shopping (NS) District.

Formatted: Highlight

Sec. 3.4.9.1.a Design Standards ((Newly considered and inserted design standards, approved at the 12/11/2018 meeting)) The committee did request a sign provision similar to the Stonecrest Overlay offering some standardization and protection. Please let me know if you want me to pull text.

Buildings. New commercial buildings and renovations shall conform to the guidelines noted below.

- 1. <u>Pedestrian Amenities</u> All buildings shall be configured to allow safe, convenient, direct and continuous access for pedestrians to allowing building entrances. Principle building entry shall open directly on to the public right of way.
- 2. "Build-to" line (i.e. "Building façade line")— The building shall be setback five (5) feet from the buildable areas as indicated with in their approved site plan. Awnings and canopies are not counted in building façade line determination. Permanent structures other than buildings, such as ATMs and similar elements, shall not be located closer to the street than the building façade lines.
- 3. <u>Building height.</u> All new buildings shall be no more than two (2) stories, maximum height thirty (35) feet.
- 4. Façade articulation:—Street-facing building facades shall be horizontally divided by floors using architectural means such as string courses, recesses, reveals or the like. They shall also be vertically divided utilizing Major and Minor Articulations to create visual interest and avoid monotony.
 - a Major Articulations shall occur at least every sixty (60) feet of horizontal façade length and may be accomplished through: a change of façade materials extending from grade through the cornice; change in storefront systems; physical off-sets; and/or similar means intended to convey the impression of separate buildings.
 - b. Minor Articulations shall occur approximately every thirty (30) feet of horizontal façade length and may be accomplished by: the use of pilasters; the use of off-sets, or similar means intended to create the appearance of structural bays.
- 5. Entrances. All first story uses adjacent to a sidewalk shall have a primary pedestrian entrance, which faces, is visible from, and is directly accessible from said sidewalk. All first story businesses with more than sixty (60) feet of frontage along sidewalks shall provide one (1) pedestrian entrance for every sixty (60) linear feet of frontage or fraction thereof.
- 6. <u>Parking</u>: Parking areas should be located to the side or rear of the building. When parking areas are located in front of the building, a buffer of 10 feet of shrubbery or landscape trees is required. All vegetation should be native to the region.

[2372311/1] 6

AMCOD

REVISED BY COMMITTEE

<u>Cross Access</u>: In order reduce traffic conflicts, cross access drives with adjacent properties must be considered. This may include the interconnection of parking areas or a shared drive between properties.

- 7. Storefront canopies at least five (5) feet in depth extending over the sidewalk are recommended at all retail frontage for relief from inclement weather and for shade. These should be roofed with glass, metal, or fabric wholly supported by brackets or cables attached to the building façade. Columns to support canopies are not permitted in the public right of way (hereafter called "R.O.W."). Awnings and canopies shall not include signage on them, except when such signage is located within an apron that is less than twelve inches in height and is subject to all other applicable sign requirements of this document.
- 8. <u>Building Finish Materials</u>. Each street-facing building facade shall have an exterior finish skin primarily of Lithonia tidal grey granite. Material that may be combined with the granite is limited to: wood, exterior brick; cementitious stucco, rustic or cut stone, architectural cast concrete, and glass panels. No more than two additional materials may be used. Concrete masonry units or artificial materials having the appearance of wood, and/or stone are not permitted as a finish material.

Decorative embellishments shall be permanent in mature and shall be of the following materials: copper, brass, bronze, east concrete, formed exterior plaster, porcelain tile, terracotta, formed metals, glass, wood. No artificial materials having the appearance of wood, and/or stone-should be used.

Primary building façade materials shall be combined only horizontally, with the heavier appearing one(s) below the lighter appearing (ones). This shall not apply to embellishments, storefronts systems, or windows frames.

Awnings: Awnings shall be of canvas and similar fabrics, fixed metal, or similar materials. Internally lit awnings and canopies that emit light through the awning or canopy material are prohibited.

- 8. <u>Inphting.</u> Building lacades facing a public R.O.W. shall be illuminated for safety and aesthetics. Lighting shall be designed to avoid producing glare in the public R.O.W. Lighting should be downcast with a zero-degree tilt. Fixtures should not exceed 15 feet in height. Light spillage onto adjacent residential properties shall be minimized by cutoff luminaires.
- Utility service lines Must be provided via underground conduit or pipes. Overhead
 utility service is not permissible in the Overlay. New construction on existing sites
 within Overlay must include replacement of all above-ground utility service lines
 with underground service or otherwise fully concealed utility service to buildings
 and sites.
- Building Numbering. Building numbering shall be located above or beside primary entrances of building. Numbering shall be clearly visible from sidewalks. All numbering shall be 6 inches in height.

[2372311/1] 7

AMCOD

REVISED BY COMMITTEE

11. <u>Dumpsters, Loading Areas and Mechanical Electrical and Plumbing Features</u> shall be screened so as not to be visible from any public plaza, outdoor dining area, public R.O.W., or residential area. All dumpsters shall be located behind buildings and shall be enclosed by opaque fences or walls made of stone, brick, wood, or stucco; and these enclosures shall have opaque gates made of wood or metal. Chain-link gates are not permitted.

Rooftop Mechanical features shall be set at least ten (10) feet from the edges of roofs and screened vertically from view through use of parapet walls of similar features. Additionally, all such features greater than five (5) feet in height shall be set at least twenty (20) feet behind front building façades.

Sec. 3.4.9.2 - Height limitation.

- A. Except as provided in section 5.2.5, and in subsection B., no building or structure within the Arabia Mountain Natural Resource Protection Overlay District shall exceed a height of thirty-five (35) feet, all other requirements of this chapter not with standing.
- B. If the placement of a telecommunications tower or antenna within this overlay district in excess of thirty-five (35) feet in height is mandated by federal law, said tower or antenna, in addition to meeting all other standards and criteria applicable thereto, shall meet the following design requirements:
 - No portion of any such tower or antenna shall extend a distance of more than ten (10) feet above the top of the tree canopy exists on said lot, then no portion of such tower or antenna shall extend a distance of more than ten (10) feet above the top of the tree canopy closest to such tower or antenna.
 - 2. All portions of a lower or antenna that extend above the top of the existing mature tree canopy pursuant to subsection B.1., shall consist of an alternative tower structure that is designed and colored in a way that blends said tower or antenna with the closest tree canopy to a degree that renders said tower or antenna indistinguishable from said tree canopy at a distance of two hundred (200) feet measured horizontally from said tower or antenna.

Sec. 3.4.10. - Tree removal and replacement.

No trees other than dead, dangerous or diseased trees shall be removed from any lot except within areas of permissible grading as provided in section 3.4.8 above. Removal of trees should be certified by an arborist and/or by city permit.

Sec. 3.4.11. - Protection of steep slopes.

No lot or portion of a lot having a grade in excess of fifteen (15) percent shall be altered.

Sec. 3.4.12. - Driveways.

[2372311/1] 8

AMCOD REVISED BY COMMITTEE

The director of planning is authorized to approve shared driveways for two (2) or more dwellings within the Arabia Mountain Natural Resource Protection Overlay District in order to minimize lot coverage and tree removal within the district.

Sec. 3.4.13. - Recording of conservation easements.

The director of planning shall record, after approval by the city attorney and the city council, conservation easements within the Arabia Mountain Natural Resource Protection Overlay District which are made in favor of City of Stonecrest, Georgia:

Sec. 3.4.14. - Notation of all conservation easements on officializoning maps.

The director of planning shall cause to be noted on the official zoning maps any conservation easements granted within the district to any public or private entity authorized to hold such easements.

Sec. 3.4.15. - Lighting.

No light standard shall be installed that extends above the height of the tree canopy. No lighting element of any kind shall be placed upon any structure so as to extend above the height of the tree canopy. No light spillage of any kind is permitted above said tree canopy except as may be otherwise required by any applicable requirement of federal, state or local law

Sec. 3.4.16. Density bonus.

The director of planning is authorized to approve m increase of up to twenty-five (25) percent in housing density within the draftiet for any parcel of land, not used or proposed to be a tiny home community, having a single family residential zoning classification. In making application to the director of planning the applicant shall present a site plan in which required lot coverage limitations are met. The site plan shall further demonstrate that the tree canopy will be preserved and protected. In approving any such plan, the director of planning is authorized to approve gravel or other permeable surface for driveways and parking areas where it is demonstrated that such permeable surface will and in minimizing damage to the root system of trees and will prevent the impaction of soil under the canopies of trees. It is the intent of these regulations that houses be elustered rather than spread out to protect and preserve the tree canopy which is essential to the maintenance of the character of the district.

Sec. 3.4.17. - Approvat of plats where density bonus permitted.

The director of planning is authorized to record plats in which a density bonus has been approved pursuant to section 3.4.16 above. The approval of any such plat shall be noted on the official zoning map by the director of planning.

Sec. 3.4.18. — AMCOD Advisory Committee Reserved

Definitions approved by the committee 12/11/2018:

Passive Park or Recreation, Passive - The following uses may be allowed within the primary conservation space: passive recreational amenities, paths, green-ways, minimal parking spaces (pervious surfaces encouraged), and pienic and restroom facilities. The following

[2372311/1]

REVISED BY COMMITTEE

activities may be allowed in primary conservation space: removing invasive or non-native exotics; re-moving hazardous trees that threaten public safety; constructing paths for passive recreation activities such as, but not limited to, community hiking, running, dog walking, bird watching, biking and similar outdoor activities. (This definition was taken from Gwinnett County codes)

Dog Park—a dedicated fenced-in-area where dogs run off leash in the presence and control of their owners or handlers. The city of Stoncerest may design an ordinance that further defines and apply standards to the development of dog parks.

Bed & Breakfast - Accessory use of a single-family detached by the homeowner who resides in the dwelling, to provide sleeping accommodations to customers. Breakfast may also be provided to the customers at no extra cost. For the purpose of the definition, the term "customer" means a person who pays for the sleeping accommodations for lawer than thirty (30) consecutive days.

Amphitheater—no model text was found. Committee recommends any definition that limits artificial sound amplification and the number of seas, i.e. a "satural" amphitheater.

The Mayor and City Council and create an AMCOD advisory committee pursuant to Chapter 2. The AMCOD advisory committee may meet with applicants for variances, rezoning and special land use permit applications prior to the submission of the application to the Planning Commission or Board of Zoning Appeals. The AMCOD advisory committee shall act in an advisory capacity only and may present its recommendations on each application in writing to the Planning Commission or Board of Zoning Appeals, applying the standards or criteria contained in Article 7. The failure of the AMCOD to make a recommendation on an application shall not invalidate any zoning decision or decision on a variance and shall not be a condition precedent to final action on the application. Additional provision requested by the committee (UPDATE):

Demolition: The committee amended their recommendation (12/11) to request that, prior to the issuance of any demolition permit, a sign is posted at the property and a notice is posted in the legal organ [2] days prior.

Grandfather Clause. The committee agrees the provisions in Article 8 / Nonconformities is adequate to protect difficult properties.

Review Process: The committee recommends a review process similar to DeKalb's. And advisory / recommending body made of 5 members (one from each district), appointed by the mayor and confirmed by council. This would include SLUPS, Rezoning application, and redevelopment plats.

From DeKalb:

Community council review of proposed applications. Special land use permit applications shall be reviewed by the community council, according to the procedures in section 7.3.6. Prior to presentation to the community council, each application for a

[2372311/1] 10

AMCOD REVISED BY COMMITTEE

Formatted: Font: (Asian) Japanese

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Justified

Formatted: Not Highlight

special-land use permit shall be made available to the appropriate community council in accordance with the provisions of section 7.3. 6 for consideration.

Signs: Can you confirm the note-that billboards are prohibited entirely in the city? If not, we do want a provision that would restrict billboards from the overlay.



[2372311/1] 11

AMCOD REVISED BY COMMITTEE



CITY COUNCIL AGENDA ITEM

SUBMITTED BY: Alicia Thompson

PRESENTER: Mayor Pro Tem George Turner, Attorney Alicia Thompson

PURPOSE: Broadcast and Staff Requirements for City Meetings

FACTS: Currently meetings held by committees established by the City Council are led by City staff and broadcast via City sponsored platforms. The City Council will discuss the requirements under establishing resolutions, the City Code of Ordinances and state law for broadcasting and staff participation.

OPTIONS: Discussion only Click or tap here to enter text.

RECOMMENDED ACTION: Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 ARTICLE V. ADVISORY COMMITTEES
- (2) Attachment 2 Committee Resolutions
- (3) Attachment 3 Ga. Code Ann. § 50-14-1
- (4) Attachment 4 Click or tap here to enter text.
- (5) Attachment 5 Click or tap here to enter text.

- CHARTER Chapter 2 - ADMINISTRATION ARTICLE V. ADVISORY COMMITTEES

ARTICLE V. ADVISORY COMMITTEES

Sec. 2-137. Authorization.

The mayor may establish advisory committees. Each committee may have one or more councilmembers. The mayor is an ex-officio member of every committee. The city manager or a designee shall oversee the meetings of each committee and is an ex-officio, non-voting member of each.

(Ord. No. 09-05, § 2-137, 9-18-2017)

Sec. 2-138. Duties.

- (a) Each committee may, from time to time, propose policies and ordinances to the council in the subjects germane to the committee.
- (b) This section shall not be interpreted to require committee approval for a measure to be heard before the council.
- (c) Members must attend two-thirds of meetings in a calendar year. Failure to do so warrants removal from the committee.

(Ord. No. 09-05, § 2-138, 9-18-2017)

Sec. 2-139. Membership.

- (a) Except as provided in subsection (b) of this section, the mayor shall establish qualifications for members of each committee. Each committeeperson shall be nominated by the mayor and approved by the council.
- (b) Each committee member must be either a resident of the city or an owner or officer of a business domiciled in the city. Should the committee member move out of the city or no longer be an owner or an officer of a business domiciled in the city, he may remain active until the mayor and council appoint his replacement.

(Ord. No. 09-05, § 2-139, 9-18-2017)

Sec. 2-140. Terms.

- (a) Each committee member shall serve until the succeeding end of the city's fiscal year. Consecutive terms are permissible.
- (b) The mayor and councilmembers on each committee shall serve on that committee so long as they remain elected to office. A former councilmember or former mayor may serve on a committee, but such person shall not take the place of the elected member.
- (c) Members filling vacancies shall serve the remainder of the term to which they were appointed. A consecutive appointment is permissible. Members whose terms expire shall continue to serve until a replacement is appointed or a consecutive appointment is made.
- (d) Any member may be removed with or without cause by the mayor.

(Ord. No. 09-05, § 2-140, 9-18-2017)

Sec. 2-141. Compensation.

Committee members may serve without compensation. Reasonable expenses for travel may be reimbursed and committee members may be compensated pursuant to a policy to be established by the city manager and approved by the council.

(Ord. No. 09-05, § 2-141, 9-18-2017)

Sec. 2-142. Quorum.

A majority of the actual number of committee members establishes a quorum. Any action taken requires a majority of affirmative votes of the quorum present.

(Ord. No. 09-05, § 2-142, 9-18-2017)

Sec. 2-143. Procedure.

- (a) Each of the committees shall adopt its rules of procedure, which shall be substantially similar to the rules of procedure of the city council, and determine its time of meetings. The date and time of each meeting as well as agenda items to be considered shall be publicized in the same manner as meetings of the mayor and council.
- (b) All meetings at which official action is taken shall be open to the public and all records maintained by the committee shall be public records unless expressly exempted by a provision of the state's Open Records Act. The committees shall keep minutes of their formal proceedings, showing the vote of each member upon each question, and records of their examinations and other official actions, all of which shall be filed in the office of the city clerk. Copies of the minutes shall be sent to the mayor and each member of the city council. The minutes of the meetings shall be a public record. This section shall not be construed as prohibiting closed sessions when permitted by the state open meetings and open records acts.
- (c) Expenditures of the committees, if any, shall be within the amounts appropriated for the purpose intended by the mayor and council during the annual budgeting process.

(Ord. No. 09-05, § 2-143, 9-18-2017)

Sec. 2-144. Training.

The mayor may establish a mandatory training program for committee members.

(Ord. No. 09-05, § 2-144, 9-18-2017)

Secs. 2-145—2-171. Reserved.

Created: 2022-12-12 13:12:31 [EST]

- Ga. Code Ann., § 50-14-1
- § 50-14-1. Meetings of departments, agencies, boards, etc., to be open to public; notice of meetings and agenda
- (a) As used in this chapter, the term:
- (1) "Agency" means:
- (A) Every state department, agency, board, bureau, office, commission, public corporation, and authority;
- (B) Every county, municipal corporation, school district, or other political subdivision of this state;
- (C) Every department, agency, board, bureau, office, commission, authority, or similar body of each such county, municipal corporation, or other political subdivision of the state;
- (D) Every city, county, regional, or other authority established pursuant to the laws of this state; and
- (E) Any nonprofit organization to which there is a direct allocation of tax funds made by the governing body of any agency as defined in this paragraph which constitutes more than 33 1/3 percent of the funds from all sources of such organization; provided, however, that this subparagraph shall not include hospitals, nursing homes, dispensers of pharmaceutical products, or any other type organization, person, or firm furnishing medical or health services to a citizen for which they receive reimbursement from the state whether directly or indirectly; nor shall this term include a subagency or affiliate of such a nonprofit organization from or through which the allocation of tax funds is made.
- (2) "Executive session" means a portion of a meeting lawfully closed to the public.
- (3)(A) "Meeting" means:
- (i) The gathering of a quorum of the members of the governing body of an agency at which any official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon; or
- (ii) The gathering of a quorum of any committee of the members of the governing body of an agency or a quorum of any committee created by the governing body at which any official business, policy, or public matter of the committee is formulated, presented, discussed, or voted upon.
- (B) "Meeting" shall not include:
- (i) The gathering of a quorum of the members of a governing body or committee for the purpose of making inspections of physical facilities or property under the jurisdiction of such agency at which no other official business of the agency is to be discussed or official action is to be taken;
- (ii) The gathering of a quorum of the members of a governing body or committee for the purpose of attending state-wide, multijurisdictional, or regional meetings to participate in seminars or courses of training on matters related to the purpose of the agency or to receive or discuss information on matters related to the purpose of the agency at which no official action is to be taken by the members;

- (iii) The gathering of a quorum of the members of a governing body or committee for the purpose of meeting with officials of the legislative or executive branches of the state or federal government at state or federal offices and at which no official action is to be taken by the members;
- (iv) The gathering of a quorum of the members of a governing body of an agency for the purpose of traveling to a meeting or gathering as otherwise authorized by this subsection so long as no official business, policy, or public matter is formulated, presented, discussed, or voted upon by the quorum; or
- (v) The gathering of a quorum of the members of a governing body of an agency at social, ceremonial, civic, or religious events so long as no official business, policy, or public matter is formulated, presented, discussed, or voted upon by the quorum.

This subparagraph's exclusions from the definition of the term "meeting" shall not apply if it is shown that the primary purpose of the gathering or gatherings is to evade or avoid the requirements for conducting a meeting while discussing or conducting official business.

- (b)(1) Except as otherwise provided by law, all meetings shall be open to the public. All votes at any meeting shall be taken in public after due notice of the meeting and compliance with the posting and agenda requirements of this chapter.
- (2) Any resolution, rule, regulation, ordinance, or other official action of an agency adopted, taken, or made at a meeting which is not open to the public as required by this chapter shall not be binding. Any action contesting a resolution, rule, regulation, ordinance, or other formal action of an agency based on an alleged violation of this provision shall be commenced within 90 days of the date such contested action was taken or, if the meeting was held in a manner not permitted by law, within 90 days from the date the party alleging the violation knew or should have known about the alleged violation so long as such date is not more than six months after the date the contested action was taken.
- (3) Notwithstanding the provisions of paragraph (2) of this subsection, any action under this chapter contesting a zoning decision of a local governing authority shall be commenced within the time allowed by law for appeal of such zoning decision.
- (c) The public at all times shall be afforded access to meetings declared open to the public pursuant to subsection (b) of this Code section. Visual and sound recording during open meetings shall be permitted.
- (d)(1) Every agency subject to this chapter shall prescribe the time, place, and dates of regular meetings of the agency. Such information shall be available to the general public and a notice containing such information shall be posted at least one week in advance and maintained in a conspicuous place available to the public at the regular place of an agency or committee meeting subject to this chapter as well as on the agency's website, if any. Meetings shall be held in accordance with a regular schedule, but nothing in this subsection shall preclude an agency from canceling or postponing any regularly scheduled meeting.
- (2) For any meeting, other than a regularly scheduled meeting of the agency for which notice has already been provided pursuant to this chapter, written or oral notice shall be given at least 24 hours in advance of the meeting to the legal organ in which notices of sheriff's sales are published in the county where regular meetings are held or at the option of the agency to a newspaper having a general circulation in such county at least equal to that of the legal organ; provided, however, that, in counties

where the legal organ is published less often than four times weekly, sufficient notice shall be the posting of a written notice for at least 24 hours at the place of regular meetings and, upon written request from any local broadcast or print media outlet whose place of business and physical facilities are located in the county, notice by telephone, facsimile, or e-mail to that requesting media outlet at least 24 hours in advance of the called meeting. Whenever notice is given to a legal organ or other newspaper, that publication shall immediately or as soon as practicable make the information available upon inquiry to any member of the public. Upon written request from any local broadcast or print media outlet, a copy of the meeting's agenda shall be provided by facsimile, e-mail, or mail through a self-addressed, stamped envelope provided by the requestor.

- (3) When special circumstances occur and are so declared by an agency, that agency may hold a meeting with less than 24 hours' notice upon giving such notice of the meeting and subjects expected to be considered at the meeting as is reasonable under the circumstances, including notice to the county legal organ or a newspaper having a general circulation in the county at least equal to that of the legal organ, in which event the reason for holding the meeting within 24 hours and the nature of the notice shall be recorded in the minutes. Such reasonable notice shall also include, upon written request within the previous calendar year from any local broadcast or print media outlet whose place of business and physical facilities are located in the county, notice by telephone, facsimile, or e-mail to that requesting media outlet.
- (e)(1) Prior to any meeting, the agency or committee holding such meeting shall make available an agenda of all matters expected to come before the agency or committee at such meeting. The agenda shall be available upon request and shall be posted at the meeting site as far in advance of the meeting as reasonably possible, but shall not be required to be available more than two weeks prior to the meeting and shall be posted, at a minimum, at some time during the two-week period immediately prior to the meeting. Failure to include on the agenda an item which becomes necessary to address during the course of a meeting shall not preclude considering and acting upon such item.
- (2)(A) A summary of the subjects acted on and those members present at a meeting of any agency shall be written and made available to the public for inspection within two business days of the adjournment of a meeting.
- (B) The regular minutes of a meeting subject to this chapter shall be promptly recorded and such records shall be open to public inspection once approved as official by the agency or its committee, but in no case later than immediately following its next regular meeting; provided, however, that nothing contained in this chapter shall prohibit the earlier release of minutes, whether approved by the agency or not. Such minutes shall, at a minimum, include the names of the members present at the meeting, a description of each motion or other proposal made, the identity of the persons making and seconding the motion or other proposal, and a record of all votes. The name of each person voting for or against a proposal shall be recorded. It shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.
- (C) Minutes of executive sessions shall also be recorded but shall not be open to the public. Such minutes shall specify each issue discussed in executive session by the agency or committee. In the case of executive sessions where matters subject to the attorney-client privilege are discussed, the fact that an attorney-client discussion occurred and its subject shall be identified, but the substance of the

discussion need not be recorded and shall not be identified in the minutes. Such minutes shall be kept and preserved for in camera inspection by an appropriate court should a dispute arise as to the propriety of any executive session.

- (f) An agency with state-wide jurisdiction or committee of such an agency shall be authorized to conduct meetings by teleconference, provided that any such meeting is conducted in compliance with this chapter.
- (g)(1) As used in this paragraph, emergency conditions shall include declarations of federal, state, or local states of emergency; provided, however, that no such declaration shall be necessary for an agency as defined by subparagraph (A) of paragraph (1) of subsection (a) of this Code section to find that emergency conditions exist thereby necessitating meeting by teleconference.
- (2) Under circumstances necessitated by emergency conditions involving public safety or the preservation of property or public services, agencies or committees thereof not otherwise permitted by subsection (f) of this Code section to conduct meetings by teleconference may meet by means of teleconference so long as the notice required by this chapter is provided and means are afforded for the public to have simultaneous access to the teleconference meeting. The participation by teleconference of members of agencies or committees means full participation in the same manner as if such members were physically present. In the event such teleconference meeting is a public hearing, members of the public must be afforded the means to participate fully in the same manner as if such members of the public were physically present.
- (3) On any other occasion of the meeting of an agency or committee thereof, and so long as a quorum is present in person, a member may participate by teleconference if necessary due to reasons of health or absence from the jurisdiction so long as the other requirements of this chapter are met. Absent emergency conditions or the written opinion of a physician or other health professional that reasons of health prevent a member's physical presence, no member shall participate by teleconference pursuant to this subsection more than twice in one calendar year.

Ga. Code Ann. § 50-14-1 (West)

STATE OF GEORGIA COUNTY OF DEKALB CITY OF STONECREST

RESOLUTION NO.	-	
----------------	---	--

A RESOLUTION AUTHORIZING THE RECONSTITUTION OF THE STONECREST CID ADVISORY COMMITTEE OF THE CITY OF STONECREST, GEORGIA AND APPOINTING MEMBERS.

WHEREAS, the City of Stonecrest ("City") was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum; and

WHEREAS, Senate Bill 208 provided a charter for the City of Stonecrest (the "City Charter"); and

WHEREAS, Senate Bill 21, passed in the Georgia General Assembly during the 2021 Session and subsequently signed into law on April 2, 2021; and

WHEREAS, Section 1.03(b)(42) of the City Charter grants the City the power to exercise and enjoy all other powers, functions and rights necessary or desirable to promote the general welfare of the City and its inhabitants; and

WHEREAS, Section 7 of Senate Bill 21 amended Section 2.11 to read as follows: *(c)(1) The city council shall have the power by ordinance or resolution to establish oversight, policy, and standing committees of the council; and

WHEREAS, the City Council of the City of Stonecrest determined that it was in the best interest of the City and its citizens to establish the CID Advisory Committee of the City of Stonecrest, Georgia, for the purpose of providing a forum for discussing best practices and to advise the Mayor and City Council regarding best practices with respect to strategies for interaction with the existing East Metro CID jurisdiction and the proposed formation of the

Stonecrest Lithonia Industrial Park Community Improvement District or other such Districts within the City; and

WHEREAS, the City desires to reconstitute the Stonecrest CID Advisory Committee for 2023.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA, as follows:

SECTION I: ESTABLISHMENT

ESTABLISHMENT OF THE CID ADVISORY COMMITTEE AND AUTHORIZATION: In response to the City of Stonecrest's community values and changing needs of the City's population, Mayor and Council hereby create a CID Advisory Committee to advise and engage with the business and industrial community for such duration as Mayor and Council may desire (hereinafter referred to as the "CID Committee"). Creating this Committee is an opportunity for the City to affect substantive improvements to the City's commercial areas and to transform our City into one defined by the collective pursuit of a high quality of life for all residents. To further help accomplish this vision, there is hereby established the Stonecrest CID Advisory Committee of the City of Stonecrest, Georgia (hereinafter referred toas the "CID Advisory Committee").

SECTION II: MISSION AND DUTIES

- (a) The mission of the CID Advisory Committee is to include the citizens of the City of Stonecrest to address the need of improving and sustaining the City's commercial areas.
- (b) The CID Advisory Committee is a recommending body whose purpose is to meet on a regular basis to investigate, listen, and contribute ideas from City residents, business owners, conservation groups, and others with an interest in the industrial and commercial facilities within the City.

- (c) It is intended that the meetings of the CID Advisory Committee shall provide a forum for the discussion of the subjects that are pertinent for the time and result in ideas to maintain a well-rounded and established commercial property ecosystem within the City. The CID Advisory Committee members, individually and collectively, are expected to:
 - Express the ideas, concerns, and interests of the residents and other entities with an
 interest in the City's industrial parks and commercial areas regularly to the City
 Council.
 - 2. Enhance discussion by researching innovative ideas applicable to revitalization, community longevity and sustainable principals.
 - 3. Promote an atmosphere of respect and fairness.
 - 4. Strive to reach consensus within the Committee.
 - 5. To provide as necessary and appropriate advice, reviews, reports and recommendations to the City Council.
- (d) Further, this committee will assist City Council in identifying an appropriate member to serve on the East Metro CID board, or to engage with the member so named, in order to:
- Finalize an intergovernmental agreement with the East Metro CID for City Council Consideration.
- 2. Maintain and improve quality of life for the community through shared benefits with the East Metro CID.

SECTION III: MEMBERSHIP

The CID Advisory Committee shall be composed of SEVEN (7) members, two (2) of which shall be Councilmembers appointed by the City Council. The City Council shall establish qualifications

for members of the CID Advisory Committee except that each CID Advisory Committee member must be either a resident of the City or an owner or officer of a business domiciled in the City. Each committee person shall be nominated and approved by the City Council. Should the committee member move out of the City or no longer be an owner or an officer of a business domiciled in the City, he/she may remain active until the City Council appoints his/her replacement. Members must attend two-thirds (2/3) of the CID Advisory Committee meetings in a calendar year. Failure to do so warrants removal from the Committee.

SECTION IV: TERMS

Each member shall serve for a term of one (1) year. Members filling vacancies shall serve the remainder of the term to which they were appointed. A consecutive appointment is permissible. Members whose terms expire shall continue to serve until a replacement is appointed or a consecutive appointment is made. Any member may be removed with or without for cause by the City Council.

SECTION V: COMPENSATION

CID Advisory Committee members will serve without compensation. Reasonable expenses for travel may be reimbursed pursuant to a policy to be established by the City Manager and approved by the City Council.

SECTION VI: QUORUM

A majority of the actual number of CID Advisory Committee members establishes a quorum. Any action taken requires a majority of affirmative votes of the quorum present.

SECTION VII: GOVERNANCE

The CID Advisory Committee shall adopt its rules of procedure, which shall be substantially similar to the rules of procedure of the City Council. The CID Advisory Committee shall meet at

least four times annually, having one meeting in each quarter of the calendar year and establish the meeting agendas. The date and time of each meeting as well as agenda items to be considered shall be publicized in the same manner as meetings of the City Council. All meetings shall be open to the public and all records maintained by the CID Advisory Committee shall be public records unless expressly exempted by a provision of the Georgia Open Records Act. The CID Advisory Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, and shall maintain records of its examinations and other official actions all of which shall be filed in the office of the City Clerk. Copies of the minutes shall be sent to the Mayor and each member of the City Council. At each meeting, the public shall be granted time for public comment. The CID Advisory Committee shall elect a chairman to conduct meetings and a vice chairman to conduct meetings in the absence of the chairman. Elections shall be held at the first regular meeting of the calendar year. The chairman shall serve for one (1) year or until re-elected or a successor is elected. The vice chairman shall serve for one (1) year or until re-elected or a successor is elected. The Committee shall select one of its members to serve as the secretary.

SECTION VIII: MEMBERS

The current members of the Stonecrest CID Advisory Committee are as follows:

1.	Renee' Gail	Vice Chair	District
2.	Cornell McBride	Secretary	District
3.	Lance Watson	Member	District
4.	Malaika Wells	Member	District
5.	Greg Wright	Chair Person	District
6.	Eric Hubbard	Member	District
7.	Councilmember Rob Turner	Council	

8. Councilmember Tara Graves Council

The 2023 members of the Stonecrest CID Advisory Committee are as follows:

- 1. Sarah Simpson Member
- 2. Cornell McBride Member
- 3. Malaika Wells Member
- 4. Renee' Cali Member
- 5. Greg Wright Member
- 6. Councilmember Tara Graves
- 7. Councilmember Rob Turner

SECTION IX: ENFORCEMENT AND SEVERABILITY

- (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.
- (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution

shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION X REPEAL OF CONFLICTING RESOLUTIONS

All resolutions and parts of resolutions in conflict herewith are hereby expressly repealed.

SECTION XI EFFECTIVE DATE OF RESOLUTION

This Resolution shall become effective upon the date of approval and execution by the Mayor and Council of the City of Stonecrest, Georgia.

[SIGNATURES CONTAINED ON NEXT PAGE]

CITY OF STONECREST, GEORGIA	
azzmin Cobble, Mayor	
ATTEST:	
City Clerk	_
APPROVED AS TO FORM:	
City Attorney	

STATE OF GEORGIA COUNTY OF DEKALB CITY OF STONECREST

R	ESOI	UTION	NO	-
77		/U I I U / I	111/	-

A RESOLUTION AUTHORIZING THE RECONSTITUTION OF THE ECONOMIC DEVELOPMENT PLAN STEERING COMMITTEE OF THE CITY OF STONECREST, GEORGIA AND APPOINTING MEMBERS.

WHEREAS, the City of Stonecrest ("City") was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum; and

WHEREAS, Senate Bill 208 provided a charter for the City of Stonecrest (the "City Charter"); and

WHEREAS, Senate Bill 21, passed in the Georgia General Assembly during the 2021 Session and subsequently signed into law on April 2, 2021; and

WHEREAS, Section 1.03(b)(42) of the City Charter grants the City the power to exercise and enjoy all other powers, functions and rights necessary or desirable to promote the general welfare of the City and its inhabitants; and

WHEREAS, Section 7 of Senate Bill 21 amended Section 2.11 to read as follows: *(c)(1) The city council shall have the power by ordinance or resolution to establish oversight, policy, and standing committees of the council; and

WHEREAS, the City Council of the City of Stonecrest determined that it was in the best interest of the City and its citizens to establish the Economic Development Plan Steering Committee of the City of Stonecrest, Georgia, for the purpose of providing input and insights to City staff to ensure the views of the business community are represented; and

WHEREAS, the City desires to reconstitute the Economic Development Plan Steering Committee for 2023.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA, as follows:

SECTION I: ESTABLISHMENT

ESTABLISHMENT OF THE ECONOMIC DEVELOPMENT PLAN STEERING COMMITTEE AND AUTHORIZATION: The City Council of the City of Stonecrest affirms that creating this committee is an opportunity for the City to affect substantive improvements to the City's business community through workforce development, employment opportunities for City residents, increased diversity of businesses, professional offices and services, and a higher quality of life for all residents. To further help accomplish this vision, there is hereby established the Economic Development Plan Steering Committee of the City of Stonecrest, Georgia (hereinafter referred toas the "Economic Development Plan Steering Committee").

SECTION II: MISSION AND DUTIES

The mission of the Economic Development Plan Steering Committee is to support efforts towards diverse and sustainable economic vitality within the community. The purpose of the EDPSC is:

- 1. To provide a forum for exchanging ideas and information to address the needs of the business community to better serve the City of Stonecrest residents and visitors;
- 2. To promote business development and provide input and ideas for increasing diversity of businesses and services, and a higher quality of life for all residents;
- 3. To ensure that each district of the City is represented and has the opportunity to advocate for the views of the business community.

SECTION III: MEMBERSHIP

The Economic Development Plan Steering Committee shall be composed of twelve (12) members, two (2) of which shall be Councilmembers appointed by the City Council to serve as ex officio, non-voting members of the Committee. The City Council shall establish qualifications for members of the Economic Development Plan Steering Committee except that each Economic Development Plan Steering Committee member must be either a resident of the City or a non-resident who are regional partners of the City of Stonecrest. Each committee person shall be nominated and approved by the City Council. Members must attend two-thirds (2/3) of the Economic Development Plan Steering Committee meetings in a calendar year. Failure to do so warrants removal from the Committee. This committee is a ad hoc committee and will schedule meetings on an ad hoc basis based on the availability of the Committee members.

SECTION IV: TERMS

Each member shall serve from January to December of each year or until the purpose of the committee is complete which date comes first. Members filling vacancies shall serve the remainder of the term to which they were appointed. A consecutive appointment is permissible. Members whose terms expire shall continue to serve until a replacement is appointed or a consecutive appointment is made. Any member may be removed with or without cause by the City Council.

SECTION V: COMPENSATION

Economic Development Plan Steering Committee members will serve without compensation.

Reasonable expenses for travel may be reimbursed

SECTION VI: QUORUM

A majority of the actual number of Economic Development Plan Steering Committee members establishes a quorum. Any action taken requires a majority of affirmative votes of the quorum present.

SECTION VII: GOVERNANCE

The Economic Development Plan Steering Committee shall adopt its rules of procedure, which shall be substantially similar to the rules of procedure of the City Council. The Economic Development Plan Steering Committee shall set its own meeting schedule and establish the meeting agendas. The date and time of each meeting as well as agenda items to be considered shall be publicized in the same manner as meetings of the City Council. All meetings shall be open to the public and all records maintained by the Economic Development Plan Steering Committee shall be public records unless expressly exempted by a provision of the Georgia Open Records Act. The Economic Development Plan Steering Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, and shall maintain records of its examinations and other official actions all of which shall be filed in the office of the City Clerk. Copies of the minutes shall be sent to the Mayor and each member of the City Council. At each meeting, the public shall be granted time for public comment. The Economic Development Plan Steering Committee shall elect a chairman to conduct meetings and a vice chairman to conduct meetings in the absence of the chairman. Elections shall be held at the first regular meeting of the calendar year. The chairman shall serve for one (1) year or until re-elected or a successor is elected. The vice chairman shall serve for one (1) year or until re-elected or a successor is elected. The Committee shall select one of its members to serve as the secretary. The Economic Development Plan Steering Committee will report either in person or in writing to the Mayor and City Council

at a time to be established by the City Council and the Economic Development Plan Steering Committee.

SECTION VIII: MEMBERS

The current members of the Economic Development Plan Steering Committee are as follows:

- 1. Joe Coleman
- 2. Revonda Cosby
- 3. Andrew Wells
- 4. Thad Mayfield
- 5. Dave Marcus
- 6. Dorian DeBarr
- 7. Christopher Seabrook
- 8. Jetha Wagner
- 9. Mindal Patel
- 10. Sid Barron
- 11. Shelbia Jackson

The 2023 members of the Economic Development Plan Steering Committee are as follows:

- 1. Bernard Knight
- 2. Revonda Cosby
- 3. Andrew Wells
- 4. Thad Mayfield
- 5. Dave Marcus
- 6. Dorian Debarr
- 7. Chris Seabrook

- 8. Jetha Wagner
- 9. Minal Patel
- 10. Sid Barron
- 11. Shelbia Jackson
- 12.

SECTION IX: ENFORCEMENT AND SEVERABILITY

- (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.
- (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or

sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION X REPEAL OF CONFLICTING RESOLUTIONS

All resolutions and parts of resolutions in conflict herewith are hereby expressly repealed.

SECTION XI EFFECTIVE DATE OF RESOLUTION

City Attorney

This Resolution shall become effective upon the date of approval and execution by the Mayor and Council of the City of Stonecrest, Georgia.

SO RESOLVED, this	_ day of,
CITY OF STONECREST, GEORGIA	
Jazzmin Cobble, Mayor	
ATTEST:	
City Clerk	_
APPROVED AS TO FORM:	

STATE OF GEORGIA COUNTY OF DEKALB CITY OF STONECREST

RESOL	UTION NO.	_
	/(/	-

A RESOLUTION AUTHORIZING THE RECONSTITUTION OF THE FINANCE OVERSIGHT COMMITTEE OF THE CITY OF STONECREST, GEORGIA AND APPOINTING MEMBERS.

WHEREAS, the City of Stonecrest ("City") was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum; and

WHEREAS, Senate Bill 208 provided a charter for the City of Stonecrest (the "City Charter"); and

WHEREAS, Senate Bill 21, passed in the Georgia General Assembly during the 2021 Session and subsequently signed into law on April 2, 2021; and

WHEREAS, Section 1.03(b)(42) of the City Charter grants the City the power to exercise and enjoy all other powers, functions and rights necessary or desirable to promote the general welfare of the City and its inhabitants; and

WHEREAS, Section 7 of Senate Bill 21 amended Section 2.11 to read as follows: *(c)(1) The city council shall have the power by ordinance or resolution to establish oversight, policy, and standing committees of the council; and

WHEREAS, the City Council of the City finds that the pubic health, safety, and welfare of the citizens of Stonecrest, as well as the City's financial interests and its stakeholders will best be served by appointing a of Stonecrest Finance Oversight Committee, which will be comprised of public and private stakeholders in the City of Stonecrest, who will evaluate and submit to the City Council recommendations on financial and budgeting matters; and

WHEREAS, the City desires to reconstitute the Finance Oversight Committee for 2023.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA, as follows:

SECTION I: ESTABLISHMENT

ESTABLISHMENT OF THE FINANCE OVERSIGHT COMMITTEE AND AUTHORIZATION: There is hereby established the Stonecrest Finance Oversight Committee of the City of Stonecrest, Georgia (the "Stonecrest finance Oversight Committee"). Two or more councilmembers may be a member of the Stonecrest Finance Oversight Committee. The City Manager or designee, the City Finance Director, and the internal Auditor shall be ex-officio members of the Stonecrest Finance Oversight Committee.

SECTION II: MISSION AND DUTIES

The Stonecrest Finance Oversight Committee shall study and research City matters related to finances and budget, and shall make recommendations to the City Council regarding financial reports and budget performance on all funds, services, strategies, departments, and organizational units of the City on a regular basis. Additional tasks shall include review of the budget structure, review of the purchasing policy, creating a detailed budget calendar, and outlining rules for passing the budget.

Members must attend two-thirds of the Stonecrest Finance Oversight Committee meetings in a calendar year. Failure to do so warrants removal from the Stonecrest Finance Oversight Committee.

SECTION III: MEMBERSHIP

The Finance Oversight Committee shall be composed of eight (8) members. The City Council shall establish qualifications for members of the Finance Oversight Committee except that each Finance

Oversight Committee member must be either a resident of the City or a member of the City Council. Each committee person shall be nominated and approved by the City Council. Should the committee member move out of the City he/she may remain active until the City Council appoints his/her replacement. Members must attend two-thirds (2/3) of the Finance Oversight Committee meetings in a calendar year. Failure to do so warrants removal from the Committee.

SECTION IV: TERMS

Each member shall serve until the succeeding end of the City's fiscal year. for a term of one (1) year. Members filling vacancies shall serve the remainder of the term to which they were appointed. A consecutive appointment is permissible. Members whose terms expire shall continue to serve until a replacement is appointed or a consecutive appointment is made. Any member may be removed with or without **for** cause by the City Council.

SECTION V: COMPENSATION

Finance Oversight Committee members will serve without compensation.

SECTION VI: QUORUM

A majority of the actual number of Finance Oversight Committee members establishes a quorum.

Any action taken requires a majority of affirmative votes of the quorum present.

SECTION VII: GOVERNANCE

The Finance Oversight Committee shall adopt its rules of procedure, which shall be substantially similar to the rules of procedure of the City Council. The Finance Oversight Committee shall set its own meeting schedule and establish the meeting agendas. The date and time of each meeting as well as agenda items to be considered shall be publicized in the same manner as meetings of the City Council. All meetings shall be open to the public and all records maintained by the Finance Oversight Committee shall be public records unless expressly exempted by a provision of the

Georgia Open Records Act. The Finance Oversight Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, and shall maintain records of its examinations and other official actions all of which shall be filed in the office of the City Clerk. Copies of the minutes shall be sent to the Mayor and each member of the City Council..

SECTION VIII: MEMBERS

The current members of the Finance Oversight Committee are as follows:

1. Mayor Jazzmin Cobble Chair Person

2. Angela Ash Member

3. Nidia Farnum Member

4. Dave Marcus Member

5. Michael Strong Member

6. Lakeisha Swanson Member

7. Councilmember George Turner Council

8. Councilmember Tammy Grimes Council

The 2023 members of the Finance Oversight Committee are as follows:

1. Jennifer Moore Member

2. Angela Ash Member

3. Lakeisha Swanson Member

4. Dave Marcus Member

5. Mayor Jazzmin Cobble

6. Councilmember George Turner

7. Councilmember Tammy Grimes

8.

of this Resolution.

SECTION IX: ENFORCEMENT AND SEVERABILITY

(a) It is hereby declared to be the intention of the Mayor and Council that all sections,
paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment,
believed by the Mayor and Council to be fully valid, enforceable and constitutional.
(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest
extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this
Resolution is severable from every other section, paragraph, sentence, clause or phrase of this
Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to
the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this

Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase

(c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION X REPEAL OF CONFLICTING RESOLUTIONS

All resolutions and parts of resolutions in conflict herewith are hereby expressly repealed.

SECTION XI EFFECTIVE DATE OF RESOLUTION

This Resolution shall become effective	e upon the date of appro	oval and execution by the
Mayor and Council of the City of Ston	necrest, Georgia.	
SO RESOLVED, this	day of	,

CITY OF STONECREST, GEORGIA	
Jazzmin Cobble, Mayor	
ATTEST:	
City Clerk	
APPROVED AS TO FORM:	

City Attorney

STATE OF GEORGIA COUNTY OF DEKALB CITY OF STONECREST

RESOLUTION NO.	-	
----------------	---	--

A RESOLUTION TO AUTHORIZE THE RECONSTITUTION OF THE PARKS AND RECREATION CITIZEN ADVISORY COMMITTEE OF THE CITY OF STONECREST, GEORGIA AND APPOINT MEMBERS.

WHEREAS, the City of Stonecrest ("City") was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum; and

WHEREAS, Senate Bill 208 provided a charter for the City of Stonecrest (the "City Charter"); and

WHEREAS, Senate Bill 21, passed in the Georgia General Assembly during the 2021 Session and subsequently signed into law on April 2, 2021; and

WHEREAS, Section 1.03(b)(42) of the City Charter grants the City the power to exercise and enjoy all other powers, functions and rights necessary or desirable to promote the general welfare of the City and its inhabitants; and

WHEREAS, Section 7 of Senate Bill 21 amended Section 2.11 to read as follows: *(c)(1) The city council shall have the power by ordinance or resolution to establish oversight, policy, and standing committees of the council; and

WHEREAS, the City Council of the City of Stonecrest determined that it was in the best interest of the City and its citizens to establish the Parks Advisory Committee of the City of Stonecrest, Georgia, for the purpose of identifying and improving the City's parks and recreational facilities, to provide a forum for discussing best practices and to advise the Parks and Recreation Director regarding best practices with respect to strategies for sustainable

development, environmental conservation, planning and community longevity as it relates to the City's parks and recreational facilities; and

WHEREAS, the City desires to reconstitute the Parks Advisory Committee for 2023.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE MAYOR AND

COUNCIL OF THE CITY OF STONECREST, GEORGIA, as follows:

SECTION I: ESTABLISHMENT

ESTABLISHMENT OF THE PARKS ADVISORY COMMITTEE AND AUTHORIZATION: The City Council of the City of Stonecrest affirms that beautification and improvements to the parks and recreation facilities across the City have become an immediate concern. The continuation of this committee is an opportunity for the City to affect substantive improvements to the City's recreation facilities and to transform our City into one defined by the collective pursuit of a high quality of life for all residents. To further help accomplish this vision, there is hereby established the Parks Advisory Committee of the City of Stonecrest, Georgia (hereinafter referred toas the "Parks Advisory Committee").

SECTION II: MISSION AND DUTIES

The mission of the Parks Advisory Committee is to address the immediate need of improving City Parks by including the citizens in the City of Stonecrest in an advisory capacity. The purpose of the Parks Advisory Committee is to:

- 1. Provide as necessary and appropriate advice, reviews, reports and recommendations to the public, City Manager, Mayor, Mayor Pro Tempore and City Council on park and recreation facility conditions and areas of immediate concern;
- 2. Ensure that lists of projects are equitable, appropriately prioritized, and well distributed throughout the City;

- 3. Ensure that each district of the City is represented and has the opportunity to advocate for cleaner and improved facilities.
- 4. Evaluate and make recommendations for the need of additional funding and construction of trails in the city of Stonecrest.
- 5. Evaluate and make recommendations for the need of additional studies and creation of paths in the city of Stonecrest.

SECTION III: MEMBERSHIP

The Parks Advisory Committee shall be composed of nine (9) members, two (2) of which shall be Councilmembers appointed by the City Council to serve as members of the Committee. The City Council shall establish qualifications for members of the Parks Advisory Committee except that each Parks Advisory Committee member must be either a resident of the City or an owner or officer of a business domiciled in the City. Each committee person shall be nominated and approved by the City Council. Should the committee member move out of the City or no longer be an owner or an officer of a business domiciled in the City, he/she may remain active until the City Council appoints his/her replacement. Members must attend two-thirds (2/3) of the Parks and Recreation Advisory Committee meetings in a calendar year. Failure to do so warrants removal from the Committee.

SECTION IV: TERMS

Each member shall serve for a term of one (1) year. Members filling vacancies shall serve the remainder of the term to which they were appointed. A consecutive appointment is permissible. Members whose terms expire shall continue to serve until a replacement is appointed or a consecutive appointment is made. Any member may be removed with or without **for** cause by the City Council.

SECTION V: COMPENSATION

Parks Advisory Committee members will serve without compensation. Reasonable expenses for travel and Committee related expenses may be reimbursed pursuant to a policy to be established by the City Manager and approved by the City Council.

SECTION VI: QUORUM

A majority of the actual number of Parks Advisory Committee members establishes a quorum.

Any action taken requires a majority of affirmative votes of the quorum present.

SECTION VII: GOVERNANCE

The Parks Advisory Committee shall adopt its rules of procedure, which shall be substantially similar to the rules of procedure of the City Council. The Parks Advisory Committee shall set its own meeting schedule and establish the meeting agendas. The date and time of each meeting as well as agenda items to be considered shall be publicized in the same manner as meetings of the City Council. All meetings shall be open to the public and all records maintained by the Parks Advisory Committee shall be public records unless expressly exempted by a provision of the Georgia Open Records Act. The Parks Advisory Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, and shall maintain records of its examinations and other official actions all of which shall be filed in the office of the City Clerk. Copies of the minutes shall be sent to the Mayor and each member of the City Council. At each meeting, the public shall be granted time for public comment. The Parks Advisory Committee shall elect a chairman to conduct meetings and a vice chairman to conduct meetings in the absence of the chairman. Elections shall be held at the first regular meeting of the calendar year. The chairman shall serve for one (1) year or until re-elected or a successor is elected. The vice chairman

shall serve for one (1) year or until re-elected or a successor is elected. The Committee shall select one of its members to serve as the secretary.

SECTION VIII: MEMBERS

The current members of the Parks Advisory Committee are as follows:

- 1. Karyl Clayton
- 2. Beverly Cooper
- 3. Charnessa Grace
- 4. Jamil Salem
- 5. Ieisha Fuller
- 6. Kennard Turner
- 7. Councilmember Tara Graves
- 8. Councilmember George Turner

The 2023 members of the Parks and Recreation Advisory Committee are as follows:

- 1. Councilmember Tara Graves
- 2. Councilmember Alecia Washington
- 3. Beverly Cooper
- 4. Jamil Salem
- 5. Karyl Clayton
- 6. Ieisha Fuller
- 7. Charnessa Grace
- 8. Kennard Turner

SECTION IX: ENFORCEMENT AND SEVERABILITY

- (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.
- (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION X REPEAL OF CONFLICTING RESOLUTIONS

All resolutions and parts of resolutions in conflict herewith are hereby expressly repealed.

SECTION XI EFFECTIVE DATE OF RESOLUTION

Mayor and (Council of the City of Ston	ecrest, Georgia.	
\$	SO RESOLVED, this	day of	
CITY OF	STONECREST, GEORG	IA	
	obble, Mayor		
ATTEST:			
City Clerk			
APPROVE	ED AS TO FORM:		
		_	
City Attorn	ney		

This Resolution shall become effective upon the date of approval and execution by the

STATE OF GEORGIA COUNTY OF DEKALB CITY OF STONECREST

RESOLUTION NO	RES	OLU	ITION	NO.	_
---------------	-----	-----	--------------	-----	---

A RESOLUTION TO AUTHORIZE THE RECONSTITUTION OF THE SPLOST OVERSIGHT COMMITTEE OF THE CITY OF STONECREST, GEORGIA AND APPOINT THE INITIAL MEMBERS.

WHEREAS, the City of Stonecrest ("City") was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum; and

WHEREAS, Senate Bill 208 provided a charter for the City of Stonecrest (the "City Charter"); and

WHEREAS, Senate Bill 21, passed in the Georgia General Assembly during the 2021 Session and subsequently signed into law on April 2, 2021; and

WHEREAS, Section 1.03(b)(42) of the City Charter grants the City the power to exercise and enjoy all other powers, functions and rights necessary or desirable to promote the general welfare of the City and its inhabitants; and

WHEREAS, Section 7 of Senate Bill 21 amended Section 2.11 to read as follows: *(c)(1) The city council shall have the power by ordinance or resolution to establish oversight, policy, and standing committees of the council; and

WHEREAS, the citizens of DeKalb County voted on November 7, 2017, to impose a Special Purpose Local Option Sales Tax (SPLOST) to be spent on capital improvements for the use and benefit of DeKalb County and qualified municipalities within DeKalb County; and

WHEREAS, the City Council of the City of Stonecrest have determined that it was in the best interest of the City and its citizens to establish an oversight committee known as the SPLOST Oversight Committee of the City of Stonecrest, Georgia, for the purpose of providing

transparency and accountability to the citizens of the City of Stonecrest concerning the use of SPLOST funds; and

WHEREAS, the City desires to reconstitute the SPLOST Oversight Committee for 2023.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE MAYOR AND

COUNCIL OF THE CITY OF STONECREST, GEORGIA, as follows:

SECTION I: ESTABLISHMENT

ESTABLISHM ENT OF THE SPLOST ADVIOSRY COMM ITTEE AND AUTHORIZATION

The Mayor and City Council of the City of Stonecrest affirm that the Special Purpose Local

Option Sales Tax is the City's opportunity to affect substantive improvements that connect our

citizens and starts to form our City into one defined by the collective pursuit of a high quality of

life for all residents. To further help accomplish this vision, there is hereby established the

SPLOST Oversight Committee of the City of Stonecrest, Georgia (hereinafter referred to as the

"SPLOST Committee").

SECTION II: MISSION AND DUTIES

The mission of the SPLOST Committee is to provide transparency and accountability to the citizens of the City of Stonecrest from the 2017 SPLOST. The purpose of the SPLOST Committee is to: provide as necessary and appropriate advice, reviews, reports, and recommendations to City Council on SPLOST projects. Members must attend two-thirds of the SPLOST Committee meetings in a calendar year. Failure to do so warrants removal from the SPLOST Committee.

SECTION III: MEMBERSHIP

The SPLOST Committee shall be composed of ten (10) members, two (2) of which shall be Councilmembers appointed by the City Council to serve as members of the Committee. The City

Council shall establish qualifications for members of the SPLOST Committee except that each SPLOST Committee member must be either a resident of the City or a member of the City Council. Each committee person shall be nominated and approved by the City Council. Should the committee member move out of the City, he/she may remain active until the City Council appoints his/her replacement. Members must attend two-thirds (2/3) of the SPLOST Committee meetings in a calendar year. Failure to do so warrants removal from the Committee.

SECTION IV: TERMS

Each member shall serve for a term of one (1) year. Members filling vacancies shall serve the remainder of the term to which they were appointed. A consecutive appointment is permissible. Members whose terms expire shall continue to serve until a replacement is appointed or a consecutive appointment is made. Any member may be removed with or without cause by the City Council.

SECTION V: COMPENSATION

SPLOST Committee members will serve without compensation.

SECTION VI: QUORUM

A majority of the actual number of SPLOST Committee members establishes a quorum. Any action taken requires a majority of affirmative votes of the quorum present.

SECTION VII: GOVERNANCE

The SPLOST Committee shall adopt its rules of procedure, which shall be substantially similar to the rules of procedure of the City Council. The SPLOST Committee shall set its own meeting schedule and establish the meeting agendas. The date and time of each meeting as well as agenda items to be considered shall be publicized in the same manner as meetings of the City Council. All meetings shall be open to the public and all records maintained by the SPLOST Committee shall

be public records unless expressly exempted by a provision of the Georgia Open Records Act. The SPLOST Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, and shall maintain records of its examinations and other official actions all of which shall be filed in the office of the City Clerk. Copies of the minutes shall be sent to the Mayor and each member of the City Council. At each meeting, the public shall be granted time for public comment. The SPLOST Committee shall elect a chairman to conduct meetings and a vice chairman to conduct meetings in the absence of the chairman. Elections shall be held at the first regular meeting of the calendar year. The chairman shall serve for one (1) year or until re-elected or a successor is elected. The vice chairman shall serve for one (1) year or until re-elected or a successor is elected. The Committee shall select one of its members to serve as the secretary.

SECTION VIII: MEMBERS

Vian Chain

Council

The current members of the SPLOST Committee are as follows:

Title L Atomi

1.	Elijali Ajayi	vice Chair	District
2.	Donna Priest Brown	Member	District
3.	Jessica Fields	Member	District
4.	Lemuel Hawkins	Member	District
5.	Jeff Martin	Member	District
6.	Verna Richelieu		
7.	Stephanie Shine		
8.	Darrell Taylor		
9.	Councilmember Tammy Grimes	Chair Person	

The 2023 members of the SPLOST Committee are as follows:

10. Councilmember Rob Turner

- 1. Councilmember Rob Turner
- 2. Councilmember Tammy Grimes
- 3. Darrell Taylor Member
- 4. Ehjah Ajayi Member
- 5. Stephanie Shine Member
- 6. Avema Louie Member
- 7. Donna Priest Brown Member
- 8. Jeff Martin Member
- 9. JW Eady Member

10.

SECTION IX: ENFORCEMENT AND SEVERABILITY

- (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.
- (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution

shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION X REPEAL OF CONFLICTING RESOLUTIONS

All resolutions and parts of resolutions in conflict herewith are hereby expressly repealed.

SECTION XI EFFECTIVE DATE OF RESOLUTION

This Resolution shall become effective upon the date of approval and execution by the Mayor and Council of the City of Stonecrest, Georgia.

SO RESOLVED, this ______ day of _______, _____.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF STONECREST, GEORGIA	
Jazzmin Cobble, Mayor	
ATTEST:	
City Clerk	
APPROVED AS TO FORM:	
City Attorney	

STATE OF GEORGIA COUNTY OF DEKALB CITY OF STONECREST

RESOL	UTION NO.	_
KEBUL	/\/	_

A RESOLUTION TO AUTHORIZE THE RECONSTITUTION OF THE STONECREST TRANSPORTATION ADVISORY STEERING COMMITTEE OF THE CITY OF STONECREST, GEORGIA AND APPOINT MEMBERS.

WHEREAS, the City of Stonecrest ("City") was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum; and

WHEREAS, Senate Bill 208 provided a charter for the City of Stonecrest (the "City Charter"); and

WHEREAS, Senate Bill 21, passed in the Georgia General Assembly during the 2021 Session and subsequently signed into law on April 2, 2021; and

WHEREAS, Section 1.03(b)(42) of the City Charter grants the City the power to exercise and enjoy all other powers, functions and rights necessary or desirable to promote the general welfare of the City and its inhabitants; and

WHEREAS, Section 7 of Senate Bill 21 amended Section 2.11 to read as follows: *(c)(1) The city council shall have the power by ordinance or resolution to establish oversight, policy, and standing committees of the council; and

WHEREAS, the City Council of the City of Stonecrest determined that it was in the best interest of the City and its citizens to establish the Stonecrest Transportation Advisory Steering Committee of the City of Stonecrest, Georgia, for the purpose of reviewing various modes of transportation and make recommendations to the City Council on the most desired mode of public transit for the Stonecrest area and for other purposes; and

WHEREAS, the City desires to reconstitute the Transportation Advisory Committee for 2023.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA, as follows:

SECTION I: ESTABLISHMENT

- 1. There is hereby established the Stonecrest Transportation Advisory Committee of the City of Stonecrest, Georgia (the "Stonecrest Transportation Advisory Committee").
- 2. That two or more councilmembers will be a member of the Stonecrest Transportation Advisory Committee.
- 3. That the city manager or her designee shall oversee the meetings of the Stonecrest Transportation Advisory Committee and shall be an ex-officio, non-voting member of the Stonecrest Transportation Advisory Committee.

SECTION II: MISSION AND DUTIES

- 1. The Stonecrest Transportation Advisory Committee shall study and research City matters of interest and importance related to the City's transportation. The committee shall report recommendations to the City Council regarding resolutions to the most desired modes of Transportation in the areas of; heavy rail, light rail, bus rapid transit, the ATL and mobility distribution strategies.
- 2. The Committee with further monitor and assist with evaluations of the Freight Cluster Study, The Path Study and The Trails Study initiatives. The Stonecrest Transportation Advisory Committee may thereafter, from time to time, offer additional written recommendations to the City Council regarding the Stonecrest Master Transportation Plan.

SECTION III: MEMBERSHIP

The Stonecrest Transportation Advisory Committee shall be composed of ten (10) members, two (2) of which shall be Councilmembers appointed by the City Council to serve as members of the Committee. The City Council shall establish qualifications for members of the Transportation

Advisory Committee except that each Transportation Advisory Committee member must be either a resident of the City, members of City Council, recommendations from the A.T.L. Board, an owner or officer of a business domiciled in the City, persons or corporations doing a substantial part of their business in Stonecrest and civic associations or non-profits domiciled in the city of Stonecrest. Each committee person shall be nominated and approved by the City Council. Should the committee member move out of the City or no longer be an owner or an officer of a business domiciled in the City, he/she may remain active until the City Council appoints his/her replacement. Members must attend two-thirds (2/3) of the Transportation Advisory Committee meetings in a calendar year. Failure to do so warrants removal from the Committee.

SECTION IV: TERMS

Each member shall serve until the succeeding end of the City's fiscal year. Members filling vacancies shall serve the remainder of the term to which they were appointed. A consecutive appointment is permissible. Members whose terms expire shall continue to serve until a replacement is appointed or a consecutive appointment is made. Any member may be removed with or without cause by the City Council.

SECTION V: COMPENSATION

Transportation Advisory Committee members will serve without compensation.

SECTION VI: QUORUM

A majority of the actual number of Transportation Advisory Committee members establishes a quorum. Any action taken requires a majority of affirmative votes of the quorum present.

SECTION VII: GOVERNANCE

The Transportation Advisory Committee shall adopt its rules of procedure, which shall be substantially similar to the rules of procedure of the City Council. The Transportation Advisory Committee shall set its own meeting schedule and establish the meeting agendas. The date and time of each meeting as well as agenda items to be considered shall be publicized in the same manner as meetings of the City Council. All meetings shall be open to the public and all records maintained by the Transportation Advisory Committee shall be public records unless expressly exempted by a provision of the Georgia Open Records Act. The Transportation Advisory Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, and shall maintain records of its examinations and other official actions all of which shall be filed in the office of the City Clerk. Copies of the minutes shall be sent to the Mayor and each member of the City Council. At each meeting, the public shall be granted time for public comment. The Transportation Advisory Committee shall elect a chairman to conduct meetings and a vice chairman to conduct meetings in the absence of the chairman. Elections shall be held at the first regular meeting of the calendar year. The chairman shall serve for one (1) year or until re-elected or a successor is elected. The vice chairman shall serve for one (1) year or until re-elected or a successor is elected. The Committee shall select one of its members to serve as the secretary.

SECTION VIII: MEMBERS

1.	Erica Williams	Vice Chair	District
2.	Alan Burnette	Member	District

The current members of the Transportation Advisory Committee are as follows:

3.	JW Eady	Member	District
4.	Bernard Knight	Member	District
5.	Calvin Lawrence	Member	District
6.	Ahli Moore		
7.	Kendra Price		
8.	Darien Senior	Member	District
9.	Councilmember Tammy Grimes	Chair Person	
10	Councilmember George Turner	Council	

The 2023 members of the Transportation Advisory Committee are as follows:

- 1. Erica Williams Member
- 2. Alan Burnette Member
- 3. Joe Coleman Member
- 4. Calvin Lawrence Member
- 5. Ahli Moore Member
- 6. Kendra Price Member
- 7. Darien Senior Member

SECTION IX: ENFORCEMENT AND SEVERABILITY

- (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.
- (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest

extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION X REPEAL OF CONFLICTING RESOLUTIONS

All resolutions and parts of resolutions in conflict herewith are hereby expressly repealed.

SECTION XI EFFECTIVE DATE OF RESOLUTION

This Resolution shall become effective upon the date of approval and execution by the Mayor and Council of the City of Stonecrest, Georgia.

SO RESOLVED, this _____, ____, CITY OF STONECREST, GEORGIA

Jazzmin Cobble, Mayor	
ATTEST:	
City Clerk	
APPROVED AS TO FORM:	
City Attorney	



CITY COUNCIL AGENDA ITEM

SUBJECT: TMOD-23-001 Truck Parking Lot Permits
AGENDA SECTION: (check all that apply) ☑ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☐ OLD BUSINESS ☐ NEW BUSINESS ☐ OTHER, PLEASE STATE: Click or tap here to enter text.
CATEGORY: (check all that apply) ☑ ORDINANCE ☐ RESOLUTION ☐ CONTRACT ☐ POLICY ☐ STATUS REPORT ☐ OTHER, PLEASE STATE: Click or tap here to enter text.
ACTION REQUESTED: □ DECISION ☒ DISCUSSION, □ REVIEW, or ☒ UPDATE ONLY
Previously Heard Date(s): Click or tap here to enter text. & Click or tap here to enter text. Current Work Session: Monday, February 13, 2023 Current Council Meeting: Click or tap to enter a date.

SUBMITTED BY: Ray White

PRESENTER: Ray White, Planning and Zoning Director

PURPOSE: On November 11, 2021, City of Stonecrest approved TMOD-21-012. This text amendment provided an edit to the truck parking ordinance adopted from DeKalb County to allow gravel parking within the City of Stonecrest city limits.

FACTS: The intent of the Gravel Parking Text Amendment, TMOD-21-012, was to revise Subsection B.10. to improve the appearance of parking lots. Fences along street frontage would be upgraded to the standard of fences which are currently in place along the road frontages. Frontage fences of new parking lots could not be made of chain link or wood, and must be ten feet high. Vegetation between streets and fences would have to be 100% evergreen trees at least six feet high and/or two-inch caliper, and would have to be mulched, watered and maintained, and replaced where necessary. The 2018 revision of Section 6.1.3. to allow parking on gravel has succeeded in encouraging creation of new standalone truck parking lots, but the appearance of the lots from the public right of way needs improvement. Staff has learned some of the truck parking lots are too close together, the appearance is not aesthically pleasing,



CITY COUNCIL AGENDA ITEM

some of the parking lots have converted to junk yards or have broken trucks and cars on the site. Furthermore, the gravel parking is not entirely sufficient for stormwater runoff. Staff will like to revisit this text amendment based on the observations and would like to make changes accordingly.

OPTIONS: Choose an item. Click or tap here to enter text.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

- (1) Attachment 1 Cover Letter
- (2) Attachment 2 Staff Report
- (3) Attachment 3 Click or tap here to enter text.
- (4) Attachment 4 Click or tap here to enter text.
- (5) Attachment 5 Click or tap here to enter text.

TMOD-21-012 STONECREST ZONING CODE UPDATE

REVISIONS and NEW ORDINANCES

Track changes version of proposed changes.

Sec. 6.1.3. - Parking regulations, off-street parking spaces.

Off-street parking spaces shall be provided in accordance with the following requirements:

- A. Each application for a development permit or building permit, other than for a detached single-family residence, shall be accompanied by a parking plan showing all required off-street parking spaces, driveways, and the internal circulation system for each such parking lot.
- B. All parking lots and spaces shall conform to the following requirements:
 - All vehicles shall be parked on a paved surface that is connected to and has continuous paved access to a public or private street, except as otherwise allowed in this section.
 - 2. Each parking space, except those located on a single-family residential lot, shall comply with the minimum dimensions established in Table 6.1. Each parking lot shall have adequate space for each car to park and exit every parking space and space for internal circulation within said parking lot.
 - 3. Each parking lot, except those parking spaces located on property used for single-family residential purposes, shall comply with section 5.4.4, site and parking area landscaping.
 - 4. All parking lots and parking spaces, except those located on property used for single-family residential purposes, shall conform to the geometric design standards of the Institute of Traffic Engineers.
 - 5. Parking and loading shall not be permitted within the front yard in any MR, HR, O-I, or O-I-T zoning district, except for required handicapped parking. Notwithstanding the previous sentence, parking and loading shall be permitted within the front yard where provision of adequate parking spaces within the rear is impractical and upon issuance of a variance pursuant to article 7 of this chapter.
 - 6. Parking shall not be permitted within the front yard of any property used for single-family residential purposes, except within a driveway, or in a roofed carport or enclosed garage. Within any single-family residential district, not more than 35 percent of the total area between the street right-of-way line and the front of the principal building shall be paved.

- 7. No parking space, driveway or parking lot shall be used for the sale, repair, dismantling, servicing, or long-term storage of any vehicle or equipment, unless located within a zoning district which otherwise permits such use.
- 8. The parking of business vehicles on private property located within residential zoning districts is prohibited. This section shall not prohibit:
 - (1) Typical passenger vehicles, with or without logos, including automobiles, pickup trucks, passenger vans, and dually trucks;
 - (2) Vehicles engaged in active farming, construction activities or contractor services on the private property, or the temporary parking (12 hours or less) of vehicles for the purpose of loading/unloading within residential zoning districts; nor
 - (3) The parking of vehicles on property located in residential zoning districts, where such property is used for an authorized nonresidential use such as a church.

Vehicles used in law enforcement are exempt from the restrictions of this subsection.

9. All parking lots shall conform to the requirements of section 6.1.7.

Table 6.1. Minimum Parking Space Dimensions

Minimum Parking Space Dimensions			
Parking Angle	Minimum Stall Width	Minimum Stall Depth	Minimum Parking Aisle Width
Regular-sized	vehicles	I	I
90 degrees	9'	18'	24'
75 degrees	9'	19'	21'
60 degrees	9'	17'	14'
45 degrees	9'	15'	11'
Compact vehicles			
90 degrees	8.5'	15'	22'
75 degrees	8.5'	16	20'

60 degrees	8.5'	15'	14'
45 degrees	8.5'	14'	10'

- 10. Truck parking lots shall be paved and comply with Chapter 14 Stormwater Regulations.
- 11. There shall be no truck parking and transportation equipment storage in Stonecrest Tier 3.
- 11. Notwithstanding any other provisions of chapter 27 or chapter 14, parking areas and/or parking on unpaved surfaces for transportation equipment ({except trucks or trailers} and farm equipment) and storage or maintenance (vehicle) storage, without services provided, shall be permitted as a principal use on parcels zoned M or M-2, provided that:
 - a. The parking area shall be screened from view of the public street with an opaque <u>corrugated metal</u> fence or wall minimum of <u>six ten</u> feet in height. <u>Chain link and wooden fences along street frontage are prohibited</u>.
 - b. The parking area shall be at least 25 feet from the street right-of-way.
 - c. A ten-foot-wide evergreen landscape buffer shall be planted around the perimeter of the fence along the public street with at <u>least two rows of trees</u>. All trees shall be a least six feet in height and/or two inches caliber, and shall be regularly maintained and watered as necessary. Dead or dying trees shall be promptly replaced. All surfaces between trees shall be mulched. 75 percent evergreens and at least two rows of plants.
 - d. The soil erosion, sedimentation and pollution requirements of chapter 14, article V of the Code of the City of Stonecrest, Georgia are met;
 - e. Minimum standards of the Georgia Stormwater Management Manual are met in terms of stormwater runoff and water quality; and
 - f. The parking lot has a minimum of one two acres.
 - g. All parking areas and/or parking on unpaved surfaces for transportation equipment and storage or maintenance (vehicle) storage without services provided which are permitted as a principal use on parcels zoned M or M-2 shall be upgraded to the standards of this Sec. 6.1.3.B.10. no later than at the time of business license renewal in 2022.
- 12. Unpaved parking areas within the M and M-2 zones permitted under subsection B.10. of this section shall comply with the following specifications:
 - a. The parking area shall be at least 150 feet from the boundaries of a residentially zoned parcel;

- b. The parking area subgrade must meet a minimum compaction of 95 percent as certified by a registered professional engineer;
- c. The parking area surface shall be composed of at least eight inches of compacted Graded Aggregate Base;
- d. The Graded Aggregate Base shall be stabilized and treated to control dust through approved means, which may include but is not limited to, the effective design and operation of the facility, the periodic application of dust suppressant materials such as calcium chloride, magnesium chloride, or lignin sulfonate, reduced operating speeds on unpaved surfaces, or the periodic replenishment of gravel surfaces;
- e. Parking areas shall be inspected by the City of Stonecrest or a third-party inspector approved by the City of Stonecrest every year two years to ensure continued compliance with the above specifications. Proof of inspection and compliance with the Stonecrest Code of Ordinances is required at time of annual business license renewal, and this inspection report must be approved by the Building Department prior to issuance or renewal of a business license.

 Additional maintenance such as grading, Graded Aggregate Base, or surface treatment may be required;
- f. Parking areas on unpaved surfaces for transportation equipment and storage or maintenance (vehicle) storage with existing unpaved areas shall be considered a nonconforming use under section 8.1.5 exempt from the requirements of subsections B.10. and 11 of this section. if the underlying use of the parcel was issued a business license or Motor Carrier Number valid on all before December 31, 2022;
- g. All other parcels with existing unpaved areas shall have two years to comply with these specifications with a one time extension up to 12 months.



CITY COUNCIL AGENDA ITEM

SUBJECT: Public Storage Discussion			
AGENDA SECTION: (a ☑ PRESENTATION ☐ NEW BUSINESS	heck all that apply) □ PUBLIC HEARING □ CONSENT AGENDA □ OLD BUSINESS □ OTHER, PLEASE STATE: Click or tap here to enter text.		
CATEGORY: (check all □ ORDINANCE □ RE □ OTHER, PLEASE ST	SOLUTION □ CONTRACT □ POLICY □ STATUS REPORT		
ACTION REQUESTED	: □ DECISION ⊠ DISCUSSION, □ REVIEW, or □ UPDATE ONLY		
Current Work Session:): Click or tap to enter a date. & Click or tap to enter a date. Monday, February 13, 2023 g: Click or tap to enter a date.		
SUBMITTED BY: Mayo	or Pro Tem George Turner		
PRESENTER: Ray Whi	te, Planning and Zoning Director		
PURPOSE: To discuss p	ablic storage in the City of Stonecrest.		
FACTS: Click or tap here t	o enter text.		
OPTIONS: Discussion or	nly Click or tap here to enter text.		
RECOMMENDED ACT	TION: Choose an item. Click or tap here to enter text.		
ATTACHMENTS:			
 (1) Attachment 1 - Click of (2) Attachment 2 - Click of (3) Attachment 3 - Click of (4) Attachment 4 - Click of 	or tap here to enter text.		

(5) Attachment 5 - Click or tap here to enter text.