



## CITY OF STONECREST, GEORGIA

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### CITY COUNCIL MEETING – AGENDA

3120 Stonecrest Blvd., Stonecrest, GA 30038  
Monday, March 23, 2026 at 6:00 PM

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*Mayor Jazzmin Cobble*

*Mayor Pro Tem Tara Graves - District 1    Council Member Terry Fye - District 2*

*Council Member Alecia Washington - District 3    Council Member George Turner - District 4*

*Council Member Karmesha W. Smith - District 5*

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

- I. CALL TO ORDER:** Tara Graves, Mayor Pro-Tem
- II. ROLL CALL:** Sonya Isom, City Clerk
- III. INVOCATION**
- IV. PLEDGE OF ALLEGIANCE:** Alecia Washington, District 3 Councilmember
- V. APPROVAL OF THE AGENDA**
- VI. REVIEW AND APPROVAL OF MINUTES**
  - a.** Approval of Meeting Minutes - Special Called Meeting, February 4, 2026
  - b.** Approval of Meeting Minutes - Work Session, February 9, 2026
  - c.** Approval of Meeting Minutes - City Council Meeting, February 23, 2026

**VII. PUBLIC COMMENTS**

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

*All members of the public wishing to address the City Council shall submit their name and the topic of their comments to the city clerk prior to the start of any meeting held by the City Council. There is a three (3) minute time limit for each speaker submitting or reading a public comment. Individuals will be held to those established time limits.*

## VIII. PUBLIC HEARINGS

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

*When it is your turn to speak, please state your name, address and relationship to the case.. There is a ten (10) minute time limit for each item per side during all public hearings. Only the applicant may reserve time for rebuttal.*

- a. Public Hearing** - RZ 25-004 2374 Cove Lake Road - *Shawanna Qawiy, Division Director Community Development*
- b. For Decision** - Ordinance for RZ 25-004 2374 Cove Lake Road - *Shawanna Qawiy, Division Director Community Development*

## IX. CONSENT AGENDA

## X. APPOINTMENTS & ANNOUNCEMENTS

## XI. REPORTS & PRESENTATIONS

- a. Proclamation** - Family of Dr. Thomas Coleman, *Mayor Jazzmin Cobble*

## XII. OLD BUSINESS

- a. For Decision** - Resolution for the Matrix Fee Schedule - *Shawanna Qawiy, Division Director Community Development*
- b. For Decision** - Ordinance for SLUP 25-007 1695 Spring Hill Cove - *Shawanna Qawiy, Divisions Director Community Development*
- c. For Decision** - Request to Approve Safety Policy - *Reginald Powell, Facilities Operations Manager & Leona Durden, Director of Human Resources*
- d. For Decision** - Fleet Policy Amendment - *Reginald Powell, Facilities Operations Manager*
- e. For Decision** - Ordinance to Amend Section 2-180 - Execution of Checks or Financial Instruments, 2nd Read - *Tara Graves, Mayor Pro Tem and Alicia Thompson, City Attorney*
- f. For Decision** - IGA for Execution, City of Lithonia Law Enforcement Services - *Tanisha Boynton, Procurement Manager*

## XIII. NEW BUSINESS

- a. For Decision** - Resolution Ratifying Security Services - *Tanisha Boynton, Procurement Manager*

- b.** **For Discussion** - City Manager Update - *Tara Graves, Mayor Pro Tem & Terry Fye, District 2 Councilmember*

**XIV. CITY ATTORNEY COMMENTS**

**XV. CITY MANAGER UPDATE**

**XVI. MAYOR AND COUNCIL COMMENTS**

**XVII. EXECUTIVE SESSION**

*(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security*

**XVIII. 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 OF STONECREST, GEORGIA

CITY COUNCIL SPECIAL CALLED MEETING – SUMMARY

3120 Stonecrest Blvd., Stonecrest, GA 30038

Wednesday, February 04, 2026 at 6:00 PM

Mayor Jazzmin Cobble

Mayor Pro Tem Tara Graves - District 1 Council Member Terry Fye - District 2

Council Member Alecia Washington - District 3 Council Member George Turner - District 4

Council Member Karmesha Smith - District 5

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

I. CALL TO ORDER: Tara Graves, Mayor Pro-Tem

The meeting began at 6:01pm.

II. ROLL CALL: Sonya Isom, City Clerk

All members are present with Mayor Jazzmin Cobble absent.

III. AGENDA ITEMS

There was a request to move Executive Session before the agenda items while maintaining the order of the agenda item as listed.

Motion – made by Councilmember Terry Fye to move Executive Session before agenda items while maintaining the order of the agenda item as listed. Second by Councilmember Karmesha Smith.

Motion passed unanimously.

- a. For Decision - Ordinance to Amend Section 2-180 - Execution of Checks or Financial Instruments - Tara Graves, Mayor Pro Tem and Alicia Thompson, City Attorney

Preamble was read by the City Attorney as 1st Read

- b. For Decision - Resolution for Bank Signatories - Tara Graves, Mayor Pro Tem and Alicia Thompson, City Attorney

Motion – made by Councilmember Terry Fye to approve the Resolution for Bank Signatories. Second by Councilmember George Turner.

**Motion passed unanimously.**

- c. **For Decision** - Appointment of Search Firm for City Manager Selection - *Tara Graves, Mayor Pro Tem and Alicia Thompson, City Attorney*

**Motion** – made by Councilmember Terry Fye to approve the initiation to Appoint a Search Firm for City Manager Selection. Second by Councilmember George Turner.

**Motion passed unanimously.**

#### IV. EXECUTIVE SESSION

*(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security*

- a. Real Estate, Cyber Security, Personnel, and/or Litigation

**Motion** – made by Councilmember George Turner to exit Executive Session and return to the Scheduled Special Called Meeting. Second by Councilmember Terry Fye.

**Motion passed unanimously.**

**Motion** – made by Councilmember Georger Turner to approve the Executive Session meeting minutes. Second by Councilmember Karmesha Smith.

**Motion passed unanimously.**

**Motion** – made by Councilmember Karmesha Smith to remove Lakeisha Gaines as Finance Director from the City of Stonecrest, effective immediately. Second by Councilmember Alecia Washington.

**Motion passed unanimously.**

**Motion** – made by Councilmember Alecia Washington to appoint Ms. Keisha Franklin as the new CFO, effective immediately. Second by Councilmember Karmesha Smith.

**Motion passed unanimously.**

#### V. ADJOURNMENT

**Motion** – made by Councilmember George Turner to adjourn the meeting. Second by Councilmember Karmesha Smith.

**Motion passed unanimously.**

The meeting was adjourned at 7:14pm.

#### Americans with Disabilities Act

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**CITY OF STONECREST, GEORGIA**

**CITY COUNCIL WORK SESSION – SUMMARY**

**3120 Stonecrest Blvd., Stonecrest, GA 30038**

**Monday, February 09, 2026 at 6:00 PM**

*Mayor Jazzmin Cobble*

*Mayor Pro Tem Tara Graves - District 1    Council Member Terry Fye - District 2*

*Council Member Alecia Washington - District 3    Council Member George Turner - District 4*

*Council Member Karmesha Smith- District 5*

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

**I. CALL TO ORDER:** Tara Graves, Mayor Pro-Tem

The meeting began at 6:12pm

**II. ROLL CALL:** Sonya Isom, City Clerk

All members were present with Councilmember Terry Fye arriving roll call and Mayor Cobble being absent.

**III. AGENDA DISCUSSION ITEMS**

*There was a request to remove item a and item e as listed. Add new item e: For Discussion – Hiring Firm for the City Manager Position.*

**Motion** – made by Councilmember Karmesha Smith to accept the agenda with the stated adjustments. Second by Councilmember George Turner.

**Motion passed 4-0 with Councilmember Terry Fye being absent**

**a. For Discussion** - FY2025 Year End Financial Report - *Lakeisha Gaines, Finance Director*

**b. For Discussion** - City of Stonecrest 2022 Annual Audit -*Tara Graves, Mayor Pro Tem and Tabb & Tabb, LLC*

**Motion** – made by Councilmember George Turner to defer this item to the next council meeting on February 23, 2026. Second by Councilmember Alecia Washington.

**Motion passed unanimously.**

- c. **For Discussion** - Finance Department Operational Assessment (PFM Group Consulting) - *Michael McCoy, Deputy City Manager and Sarah Schirmer, PFM Group Consulting*
- d. **For Discussion** - Georgia Power Construction Related Agreements for Electrical Chargers at 4929 Browns Mill Road - *Michael McCoy, Deputy City Manager & Hari Karikaran, City Engineer*
- e. **For Discussion** - Matrix Fee Schedule - *Shawanna Qawiy, Division Director Community Development*

#### IV. EXECUTIVE SESSION

*(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security*

**Motion** – made by Councilmember Terry Fye to enter Executive Session for personnel, litigation, real estate and cyber security. Second by Councilmember George Turner.

**Motion passed unanimously.**

**Motion** – made by Councilmember George Turner to exit Executive Session and return to the regular scheduled meeting. Second by Councilmember Terry Fye.

**Motion passed unanimously.**

**Motion** – made by Councilmember George Turner to approve the meeting minutes from Executive Session. Second by Councilmember Karmesha Smith.

**Motion passed unanimously.**

**Motion** – made by Councilmember Terry Fye to approve the contract with Sumter pending review by legal and subjected to revisions discussed in Executive Session for City Manager search. Second by Councilmember Karmesha Smith.

**Motion passed unanimously.**

**Motion** – made by Councilmember Terry Fye to approve the contract with Sumter pending review by legal and subjected to revisions discussed in Executive Session for City Manager search. Second by Councilmember Karmesha Smith.

**Motion passed unanimously.**

City Attorney Thompson read the preamble.

**Motion** – made by Councilmember Karmesha Smith to approve the resolution for the IGA between the City of Stonecrest and Dekalb County. Second by Councilmember Alecia Washington.

**Motion passed unanimously.**

**Motion** – made by Councilmember Terry Fye to approve the amendment as discussed in Executive Session regarding real estate at 3000 Fairington Parkway. Second by Councilmember George Turner.

**Motion passed unanimously.**

**V. ADJOURNMENT**

**Motion** – made by Councilmember Terry Fye to adjourn this meeting. Second by Councilmember George Turner.

**Motion passed unanimously.**

The meeting ended at 8:31pm.

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**CITY OF STONECREST, GEORGIA**

**CITY COUNCIL MEETING – MINUTES**

**3120 Stonecrest Blvd., Stonecrest, GA 30038**

**Monday, February 23, 2026 at 6:00 PM**

*Mayor Jazzmin Cobble*

*Mayor Pro Tem Tara Graves - District 1    Council Member Terry Fye - District 2*

*Council Member Alecia Washington - District 3    Council Member George Turner - District 4*

*Council Member Karmesha Smith- District 5*

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

**I. CALL TO ORDER:** Tara Graves, Mayor Pro-Tem

The meeting began at 6:10pm.

**II. ROLL CALL:** Sonya Isom, City Clerk

All members present with Mayor Jazzmin Cobble present via zoom.

**III. INVOCATION:** Pastor Quincy Barnwell, Impact Community Church

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

**V. APPROVAL OF THE AGENDA**

There was a request:

1. To add 2 presentations to the Reports & Presentations section of agenda for Michael Armstrong and Pearl Hollis.
2. To move Reports & Presentations after the Public Comments section of the agenda.

**Motion** – made by Councilmember George Turner to approve the agenda with the stated adjustments. Second by Councilmember Karmesha Smith.

**Motion passed unanimously.**

**VI. REVIEW AND APPROVAL OF MINUTES**

- a. Approval of Meeting Minutes - Special Called Meeting, January 2, 2026

**Motion** – made by Councilmember George Turner to approve the meeting minutes for Special Called Meeting, January 2, 2026. Second by Councilmember Karmesha Smith.

**Motion passed unanimously.**

- b. Approval of Meeting Minutes - Work Session, January 12, 2026

**Motion** – made by Councilmember Karmesha Smith to approve the meeting minutes for Work Session, January 12, 2026. Second by Councilmember Alecia Washington.

**Motion passed unanimously.**

- c. Approval of Meeting Minutes - Special Called Meeting, January 21, 2026

**Motion** – made by Councilmember Alecia Washington to approve the meeting minutes for Special Called Meeting, January 21, 2026. Second by Councilmember George Turner.

**Motion passed unanimously.**

- d. Approval of Meeting Minutes - City Council Meeting, January 28, 2026

**Motion** – made by Councilmember George Turner to approve the meeting minutes for City Council Meeting, January 28, 2026. Second by Councilmember Alecia Washington.

**Motion passed unanimously.****VII. PUBLIC COMMENTS**

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

*All members of the public wishing to address the City Council shall submit their name and the topic of their comments to the city clerk prior to the start of any meeting held by the City Council. There is a three (3) minute time limit for each speaker submitting or reading a public comment. Individuals will be held to those established time limits.*

Faye Coffield – comments on lighting problem on Bishop Long Parkway, additional roads with no lighting, questions on IGA with Lithonia Police Department.

Beatrice Williams – concerned about garbage in neighborhood and Lithonia Police

Sean Pittman – thanks for investing in homes. Opposes the intent of 3802 Button Gate and requests denial of approval of SLUP 25-005.

Hil Smith – in opposition of SLUP 25-005.

Charles Nation – asked that council table the motion for SLUP 25-005 and questioned a moratorium on businesses. Questions about the hiring of Lithonia Police Department.

Marie Colson – comments in opposition of RZ 25-007, appreciates Mr. nation for fighting for citizens.

Leander Charles – stated he is with the residents of the Burlington Subdivision and opposed to item.

Jacqueline Bryant – resident of DeKalb County and have concerns about Metro Green permits. Would like status on where we stand.

Renee Cail – concerns about Metro Green and would like them out of City of Stonecrest.

Brenda Whitaker – do not let Metro Green stay.

Tawanna Morgan – representing Mrs. Francine Williams and has comments in favor of SLUP 25-005, sharing defined risks of crime, details on commercial usage and housing stability.

Additional Comments read by City Clerk/received via email:  
Nicole Fyffe  
Mercedes Fyffe  
Jo Hicks  
Kelsey Driver  
Concerned Homeowner  
Lennox & Hyacinth Douglas

Received but overall time limit reached:  
Nakia Fowler  
Concerned Citizen  
Tomeka Ford

**VIII. PUBLIC HEARINGS**

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

*When it is your turn to speak, please state your name, address and relationship to the case.. There is a ten (10) minute time limit for each item per side during all public hearings. Only the applicant may reserve time for rebuttal.*

- a. Public Hearing** - RZ 25-004 2374 Cove Lake Road - *Shawanna Qawiy, Division Director Community Development*

Presentation given by Director Qawiy stating this is a rezoning application and the applicant is requesting a deferral to the March 23<sup>rd</sup> City Council Meeting.

No public hearing was held.

- b. For Decision** - Ordinance for RZ 25-004 2374 Cove Lake Road - *Shawanna Qawiy, Division Director Community Development*

**Motion** – made by Councilmember Terry Fye to defer this item to the next city council meeting on March 23, 2026, for public hearing. Second by Councilmember George Turner. **Motion passed unanimously.**

**IX. CONSENT AGENDA**

**X. APPOINTMENTS & ANNOUNCEMENTS**

**XI. REPORTS & PRESENTATIONS**

- a. Proclamation** - Roman Reid - *Tara Graves, Mayor Pro Tem*

Proclamation given to seven-year-old Roman Reid, a 2025 NASKA National Champion who has earned national titles for his accomplishments in the US and internationally.

- b. Recognition - Chad Brooks - *Tara Graves, Mayor Pro Tem*

Letter of recognition given to Chad Brooks for exceptional customer service.

- c. Recognition – Michael Armstrong – *George Turner, District 4 Councilmember*

Recognition of Mr. Michael Armstrong for being an advocate voice on the City of Stonecrest Zoning Board of Appeals. This was an update to a previously presented proclamation.

- d. Recognition – Pearl Hollis – *George Turner, District 4 Councilmember*

Recognizing the outstanding service from Mrs. Pearl Hollis, who served on the Stonecrest Planning Commission.

## XII. OLD BUSINESS

- a. **For Decision** - Ordinance for SLUP 25-005 3802 Button Gate Court - *Shawanna Qawiy, Division Director Community Development*

Presentation given by Director Qawiy stating this is request for a SLUP to operate a childcare facility. There was a review of the background, future land use map, zoning map, aerial map, submitted site location, and interior photos. Staff recommended full cycle deferment. Final decision by council was to present at this meeting for decision.

**Motion** – made by Councilmember George Turner to deny the Ordinance for SLUP 25-005 3802 Button Gate Court. Second by Councilmember Terry Fye.

**Motion passed unanimously.**

- b. **For Decision** - Ordinance for RZ 25-006 7511 Covington Highway - *Shawanna Qawiy, Division Director Community Development*

Presentation was given by Director Qawiy stating this is a request for rezoning and map amendment for the parcel from R-100 (Residential Medium Lot) to C-1 (Local Commercial). There was a review of the background, future land use map, zoning map, aerial map, submitted rezoning plan, and site photos. Staff recommendations approval with conditions.

There was confirmation that the buildings will not be physically connected and all three will be accessible from Covington Highway.

The preamble was read by the City Clerk.

**Motion** – made by Mayor Pro Tem Tara Graves to approve the Ordinance for RZ 25-006 7511 Covington Highway with stated conditions. Second by Councilmember Terry Fye.

**Motion passed unanimously.**

- c. **For Decision** - Ordinance for RZ 25-007 6760 Chupp Road - *Shawanna Qawiy, Division Director Community Development*

Presentation given by Director Qawiy stating this is a request for rezoning and map amendment for the parcel from R-75 (Residential Medium Lot) to C-1 (Local Commercial). There was a review of the background, future land use, zoning map, aerial map, submitted rezoning plan, site photos, and staff recommendations, including conditions.

**Motion** – made by Mayor Pro Tem Tara Graves to deny Ordinance for RZ 25-007 6760 Chupp Road. Second by Councilmember Karmesha Smith.

**Motion passed 4-1 with Councilmember George Turner voting Nay.**

### XIII. NEW BUSINESS

- a. **For Decision** - IGA for Execution City of Lithonia Law Enforcement Services - *Tanisha Boynton, Procurement Manager*

Presentation by Mrs. Boynton stating this request is to enter into a new contract with the City of Lithonia for police officers at City Hall, Browns Mill Recreation Center and city facilities. This agreement will be for 1 year with the option to renew it four times. Automatic renewals set up as an effort to not have a break in service. The existing contract expired on December 31, 2025. The city is requesting that the City of Lithonia continue to render services. Terms will remain the same as listed in the previous contract, with an additional vehicle. This IGA does not replace services given by DeKalb County. The Deputy Police Chief with the City of Lithonia stated the officers are insured and have never been in jeopardy of losing their certifications.

**Motion** – made by Councilmember George Turner to defer this item to the March 9, 2026, Work Session for Decision Only. Second by Councilmember Karmesha Smith.

**Motion passed 4-1 with Terry Fye voting Nay.**

- b. **For Decision** - Resolution for Personnel Budget Amendment - *Tara Graves, Mayor Pro Tem*

**Motion** – made by Councilmember Terry Fye to go into Executive Session for Personnel Matters. Second by Councilmember George Turner.

**Motion withdrawn.**

The preamble was read by the City Attorney.

**Motion** – made by Mayor Pro Tem Tara Graves to approve the Resolution for Personnel Budget Amendment for the Finance Director position. Second by Councilmember George Turner.

**Motion passed unanimously.**

### XIV. CITY ATTORNEY COMMENTS

Thanked council for approving the Jacobs settlement and for work over the years in getting to a favorable outcome.

Also commented that council members can participate in meeting virtually if there is a physical quorum in the chambers.

## XV. CITY MANAGER UPDATE

No comments on behalf of the Deputy City Manager.

## XVI. MAYOR AND COUNCIL COMMENTS

**Mayor Jazzmin Cobble** – No comments.

**District 1 – Tara Graves** – Look ahead for the next work session as we will hear from the auditor and new Finance Director. The goal for this council is to show transparency and listen. We are the gatekeepers to ensure citizens voices are heard.

**District 2 – Terry Fye** – Thanked Code Enforcement department and Officer Terrance Stewart for amazing work. Apologies to the Hillvale Community for not being able to attend the walk through. This was due to the weather. We will reschedule for another day.

**District 3 – Alecia Washington** – Thanked DeKalb CEO, elected officials, and citizens for supporting the councilwomen at the Inaugural event. Asked everyone to remember Rev. Jesse Jackson and his family during this time.

**District 4 -George Turner** – Recognized Mrs. Pearl Hollis of the City of Stonecrest Planning Commission and stated services will be held in the middle of March for those who are interested in attending. An update will be given once details are shared.

**District 5 – Karmesha Smith** – Thanks to everyone for your support and for attending the Inaugural event. Thanks to council and staff for assistance and making it easy to come on board. There will be a District 5 Live Townhall held on Thursday, March 5<sup>th</sup> @ 6:00pm – 7:30pm in the City Hall Annex. Please join us and ask any questions you may have. We are here to move Stonecrest forward.

## XVII. EXECUTIVE SESSION

*(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security*

### a. Real Estate, Cyber Security, Personnel, and/or Litigation

**Motion** – made by Councilmember Terry Fye to enter into Executive Session for Real Estate, Cyber Security, Personnel and/or Litigation. Second by Councilmember George Turner.

**Motion passed unanimously.**

**Motion** – made by Councilmember Terry Fye to exit Executive Session and return to the regular scheduled meeting. Second by Councilmember George Turner.

**Motion passed unanimously.**

**Motion** – made by Councilmember Terry Fye to approve the meeting minutes from Executive Session. Second by Councilmember George Turner.

**Motion passed unanimously.**

**Motion** – made by Councilmember Terry Fye to accept the Jacobs settlement as discussed in Executive Session. Second by Councilmember Alecia Washington.

**Motion passed unanimously.**

## **XVIII. ADJOURNMENT**

**Motion** – made by Councilmember Terry Fye to adjourn the city council meeting. Second by Councilmember Karmesha Smith.

**Motion passed unanimously.**

The meeting was adjourned at 10:10pm.

### *Americans with Disabilities Act*

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## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Ordinance for RZ 25-004 2374 Cove Lake Road**

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**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

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 23, 2026

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**SUBMITTED BY:** Shawanna Qawiy, Division Director Community Development

**PRESENTER:** Shawanna Qawiy, Division Director Community Development

**PURPOSE:** A rezoning and map amendment request from MR-1 Medium Density Residential to MR-2

**FACTS:** The request is for a rezoning and map amendment of 2374 Cove Lake Road, from MR-1 (Medium Density Residential -1) to MR-2 (Medium Density Residential -2) for a proposed townhome development.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Approve Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Ordinance
- (2) Attachment 2 - Staff Analysis
- (3) Attachment 3 - Application
- (4) Attachment 4 - Meeting Minutes
- (5) Attachment 5 - Click or tap here to enter text.

**STATE OF GEORGIA**

**CITY OF STONECREST**

**ORDINANCE NO. \_\_\_\_ - \_\_\_\_\_**

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA TO REZONE PROPERTY LOCATED AT 2374 COVE LAKE ROAD (PARCEL ID 16 072 03 009) FROM MR-1 (MEDIUM DENSITY RESIDENTIAL-1) TO MR- 2 (MEDIUM DENSITY RESIDENTIAL) FOR A PROPOSED 63 TOWNHOME DEVELOPMENT; TO PROVIDE SEVERABILITY; TO PROVIDE FOR REPEAL OF CONFLICTING ORDINANCES; TO PROVIDE FOR AN ADOPTION AND EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL PURPOSES.**

**WHEREAS**, the governing body of the City of Stonecrest (“City”) is the Mayor and City Council thereof; and

**WHEREAS**, Article IX, Section II, Paragraph IV of the 1983 Constitution of the State of Georgia authorizes the City to adopt plans and exercise the power of zoning; and

**WHEREAS**, the governing authority of the City is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs, and local government; and

**WHEREAS**, the Mayor and City Council desire to rezone 2374 Cove Lake Road (Parcel ID 16 072 03 009) from MR-1 (MEDIUM DENSITY RESIDENTIAL- 1) TO MR- 2 (MEDIUM DENSITY RESIDENTIAL); and

**WHEREAS**, pursuant to Sec. Sec. 7.3.5. of the City’s Zoning Code proposed amendments to the official zoning map shall require an application and public hearings before the planning commission and the Mayor and City Council; and

**WHEREAS**, from time-to-time amendments may be proposed for public necessity, general welfare, or sound zoning practice that justify such action; and

**WHEREAS**, the Planning and Zoning Department recommends approval of a rezoning for property located at 2374 Cove Lake Road; and

**WHEREAS**, the matter was heard in the City’s Community Planning Information Meeting pursuant to the provisions of the City’s Zoning Procedures Law; and

**WHEREAS**, a public hearing and recommendation pursuant to the provisions of the City’s Zoning Procedures Law has been provided by the Planning Commission; and

**WHEREAS**, a public hearing pursuant to the provisions of Georgia’s Zoning Procedures Law has been properly held by the City Council prior to the adoption of this Ordinance; and

**WHEREAS**, the health, safety, and welfare of the citizens of the city will be positively impacted by the adoption of this Ordinance.

**BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA**, and by the authority thereof:

**Section 1.** That the Zoning Ordinance of the City of Stonecrest be amended, and the official zoning map established in connection therewith be changed so that the following property located at 2374 Cove Lake Road (Parcel ID 16 072 03 009) or as described on the zoning maps and associated site plan attached as Exhibit A from MR-1 (MEDIUM DENSITY RESIDENTIAL-1) TO MR- 2 (MEDIUM DENSITY RESIDENTIAL) District and for other purposes.

**Section 2.** That the rezoning will be approved with the following conditions.

**A. Stormwater & Drainage Mitigation**

1. Developer must submit a detailed stormwater management plan reviewed and approved by the City Engineer prior to site development permit approval.

2. Plan must include remediation for existing drainage issues and ensure no increase in post development runoff.
3. Developers must regrade affected areas as necessary to eliminate standing water and mitigate erosion on adjacent properties.

#### **B. Development Standards & Townhome Quality**

4. All townhomes must be a minimum of 25 feet wide, in compliance with current MR-1 standards.
5. Building elevations, façade materials, and design must be reviewed and approved by planning staff to ensure architectural quality and compatibility with surrounding homes.
6. A Homeowners Association (HOA) must be established to maintain common areas and enforce architectural standards.

#### **C. Traffic & Emergency Access Improvements**

7. A traffic impact study shall be completed and mitigation measures implemented prior to final plat approval.
8. Developer must coordinate with public safety departments to ensure adequate emergency vehicle access.

#### **D. Public Safety Enhancements**

9. Developer must contribute to public safety improvements along Covington Highway, such as funding for street lighting, surveillance infrastructure, or traffic calming measures subject to coordination with the City of Stonecrest City Engineer and DeKalb County Police Department.
  10. Developer must coordinate with City of Stonecrest to evaluate the feasibility of installing traffic calming measures near the development entrance
- #### **E. Community Amenities**
11. Developer must include a playground within the common area with a list of amenities instead of a dog park to better serve families.

12. Any proposed amenity area shall include seating, shade, and landscaping.

#### Construction Management

13. A construction mitigation plan must be submitted, including limits on construction hours, dust control measures, and truck routing to minimize neighborhood disruption.

#### F. Plat and Permit Requirements

14. No final plat shall be approved until all conditions are satisfied and verified by city staff.

15. All development must comply with applicable MR-2 zoning regulations and building codes in effect at the time of permitting.

Existing Conditions: These are the current conditions that are on the subject property. The only change to these conditions is Condition #14. The applicant requested to change this condition from a dog park to a picnic with play area and staff agree with this request. All other conditions do not/will not change due to the rezoning request.

COMM. \_\_\_\_\_  
ITEM NO. H-13 7.16.07  
CLERK'S OFFICE Comm Mag

**CONDITIONS OF ZONING**  
For Applications LP-07-13310 and Z-07- 13309

1. The Property shall be rezoned to RM-100 for a maximum of 63 fee simple townhomes, all of which are to be rear entry via an alley with a paved area to be no more than twelve (12) feet wide and with no curb or gutter.
2. On Cove Lake Road there will be one curb cut for the Subject Property in alignment with Cove Lane, subject to the approval of DeKalb County DOT, and one curb cut for the northern 1.62 acres zoned commercial.
3. The size of the homes shall be a minimum of 1,400 square feet with each home having a single car garage and a driveway in front of the garage being a minimal of 20' foot in length accommodating additional parking.
4. The architectural style of the homes shall be traditional. Materials to be used on exterior facades of all buildings shall include brick, stone, stucco (not EFS type), or fiber-cement siding, or combinations of those materials. No vinyl, aluminum or metallic siding may be used. *All sides of buildings shall include brick or stone.* (LW) 7/10/07
5. Structures which are front face to front face, back face to back face, or front face to back face shall be not more than ~~forty~~ *fifty four (54)* feet apart.
6. ~~The Townhomes shall be "for sale" only.~~ *Only ten (10) percent of the townhomes may be rented at any given time*
7. A 50' buffer and building setback shall be provided to the rear property line as shown on the Rezoning Plan. Owner of the Subject Property shall not remove trees from this buffer area unless diseased or necessary to install utility crossings or detention facilities. The utilities shall not cross the buffer area unless another path is not reasonably available. The trees saved in the buffer area shall apply towards the tree preservation requirements under the Tree Protection Ordinance, DeKalb County. (LW) 7/10/07
8. Prior to commencing development for the Subject Property, the Owner shall clearly mark all tree save areas as designated on the Rezoning Plan with appropriate temporary fencing and/or other indicators so as to attempt to prevent loss or damage to trees within these areas.
9. Owner shall provide the following planted buffers in accordance with the Rezoning Plan:
  - a. A 10' foot landscape strip between Covington Highway and the brick entry column adjacent to Cove Lake Road.
  - b. Should the right-of-way be altered and/or reduced, all landscape strips shall be moved adjacent to the revised right-of-way.
  - c. The entire frontage adjacent to Cove lake Road (where the proposed Townhomes are to be built) will be landscaped, irrigated, and maintained by the mandatory HOA for the new development. *to help screen cars from view along Cove Lake Rd.* (LW) 7/10/07

- c. The entire frontage adjacent to Cove lake Road (where the proposed Townhomes are to be built) will be landscaped, irrigated, and maintained by the mandatory HOA for the new development.
  - d. Within the landscaping strips, the size of the shrubs planted shall be a size that is expected by local landscaping standards to allow for shrubs to reach maturity within three to four years from the date of installation. Trees will be in accordance with a landscaping plan approved by the Dekalb County Arborist.
10. The Applicant agrees to rebuild the brick entry column for Cove Lake if it is damaged or currently built on the Subject Property and needs to be relocated.
  11. A mandatory homeowners association shall be created that will be responsible for the upkeep and maintenance of all front yards and common areas including all fencing, landscaping, amenities and buffers and shall include architectural control oversights for the development.
  12. A Declaration of Covenants shall be recorded and shall contain rules and regulations applicable to the proposed residential community.
  13. The development on the Subject Property shall comply with the recommendations from Dekalb County Public Works Department with respect to location, configuration and methodology of on-site detention and water quality ponds.

14. *Play area will have gazebo and picnic benches and children's play equipment.* LM  
7/11/17

**Section 3.** The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

**Section 4.** (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses, and phrases of this Ordinance 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 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 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.

(c) 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 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 section 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.

**Section 5.** The City Clerk, with the concurrence of the City Attorney, is authorized to correct any scrivener’s errors found in this Ordinance, including its exhibits, as enacted.

**Section 6.** All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

**Section 7.** The Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City of Stonecrest.

**Section 8.** It is the intention of the governing body, and it is hereby ordained that the provisions of this Ordinance shall become and be made part of the Code of Ordinances, City of Stonecrest, Georgia.

**ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.**

**[SIGNATURES ON FOLLOWING PAGE]**

**CITY OF STONECREST, GEORGIA**

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**Jazzmin Cobble, Mayor**

**ATTEST:**

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**City Clerk**

**APPROVED AS TO FORM:**

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**City Attorney**

**EXHIBIT A**



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**REZONING APPLICATION ANALYSIS**

**Prepared By:** Ramona Eversley, Senior Planner

**Petition Number:** **RZ25-000004**

**Applicant:** David M. Miles Construction, Inc.  
C/O Battle Law, P.C.  
Habersham at Northlake, Building J,  
Suite 100 Tucker, Georgia 300384

**Owner:** David Miles Construction, Inc.

**Project Location:** 2374 Cove Lake Road

**District:** 2- Councilman Terry Fye

**Acreage:** +/-6.50 acres

**Existing Zoning:** O.I- Office Institutional District

**Future Land Use:** Urban Neighborhood (UN)

**Overlay District:** N/A

**Proposed Development/Request:** The applicant is seeking a rezoning and map amendment of +/- 6.5 acres from MR-1 (Medium Density Residential- 1) to MR- 2 (Medium Density Residential) for a proposed 63 townhome development.

**CPIM:** 8/14/2025

**Planning Commission (PC):** 9/2/2025

**Mayor & City Council:** 9/22/2025

**Sign Posted/ Legal Ad(s) submitted:** 7/28/2025

**Staff Recommendations:** **APPROVAL w/ Conditions**

**PC Recommendation:** **TBD**

## PROJECT OVERVIEW

### Location

The subject property is situated in Stonecrest’s Cove Lake/Belmont suburban neighborhood with a parcel identification of 16 072 03 009. The subject property is currently vacant in a heavily wooded area. The property abuts C-1 Districts to the north, RSM to the south and west, and MR-1 (Med Density Residential – 1) to the East.



### Background

The City of Stonecrest Zoning Map has the property zoned MR-1 (Med Density Residential – 1). The property is heavily wooded and vacant. The applicant’s survey indicates that there is no wetland area on the property. The applicant is requesting to rezone Tax Parcels 16 072 03 009 (2374 Cove Lake Road) from MR-1 (Medium Density Residential – 1) to MR- 2 (Med Density Residential- 2).



Adjacent and Surrounding Properties	Zoning (Petition Number)	Land Use
<b>Applicant</b>	<b>MR-1 (Med Density Residential)</b>	<b>Vacant Land</b>
Adjacent: North	C-1 (Local Commercial)	Vacant Land
Adjacent: West	RSM (Small Lot Residential Mix)	Single Family Residential
Adjacent: East	MR-1 (Med Density Residential)	Southwest Athletic Complex
Adjacent: South	RSM (Small Lot Residential Mix)	Single Family Residential

**DIVISION 14. - MR-2 (MEDIUM DENSITY RESIDENTIAL-2) DISTRICT**

**Sec. 2.14.1. - Statement of purpose and intent.**

**The purpose and intent of the City Council in establishing the MR-2 (Medium Density Residential-2) District is as follows:**

- A. To encourage primarily For Sale or For Rent residential, planned developments that allow accessory retail, office, institutional, and civic uses;
- B. To provide for residential neighborhoods with a mix of single-family and multifamily housing types that maintain harmony of scale, intensity, and design with surrounding development;
- C. To provide for connectivity of streets and communities and reduce the dependence on automobile use by increasing the ease of and opportunity for alternative modes of travel;
- D. To implement the future development map of the city's comprehensive plan.
- E. To provide districts that allow appropriate development transitions.

**Public Participation**

Property owners within 1,000 feet of the subject property were mailed notices of the proposed rezoning in July 2025. There was a Community Planning Information Meeting (CPIM) held on August 14th, at 6:00 p.m. at city hall. There were six attendees who voiced several concerns regarding the development. Residents expressed concerns about:

**Stormwater & Drainage:** The underground detention pond has created significant issues, including water retention, flooding, and standing water after rain. Previous grading created sloping yards and erosion, leaving



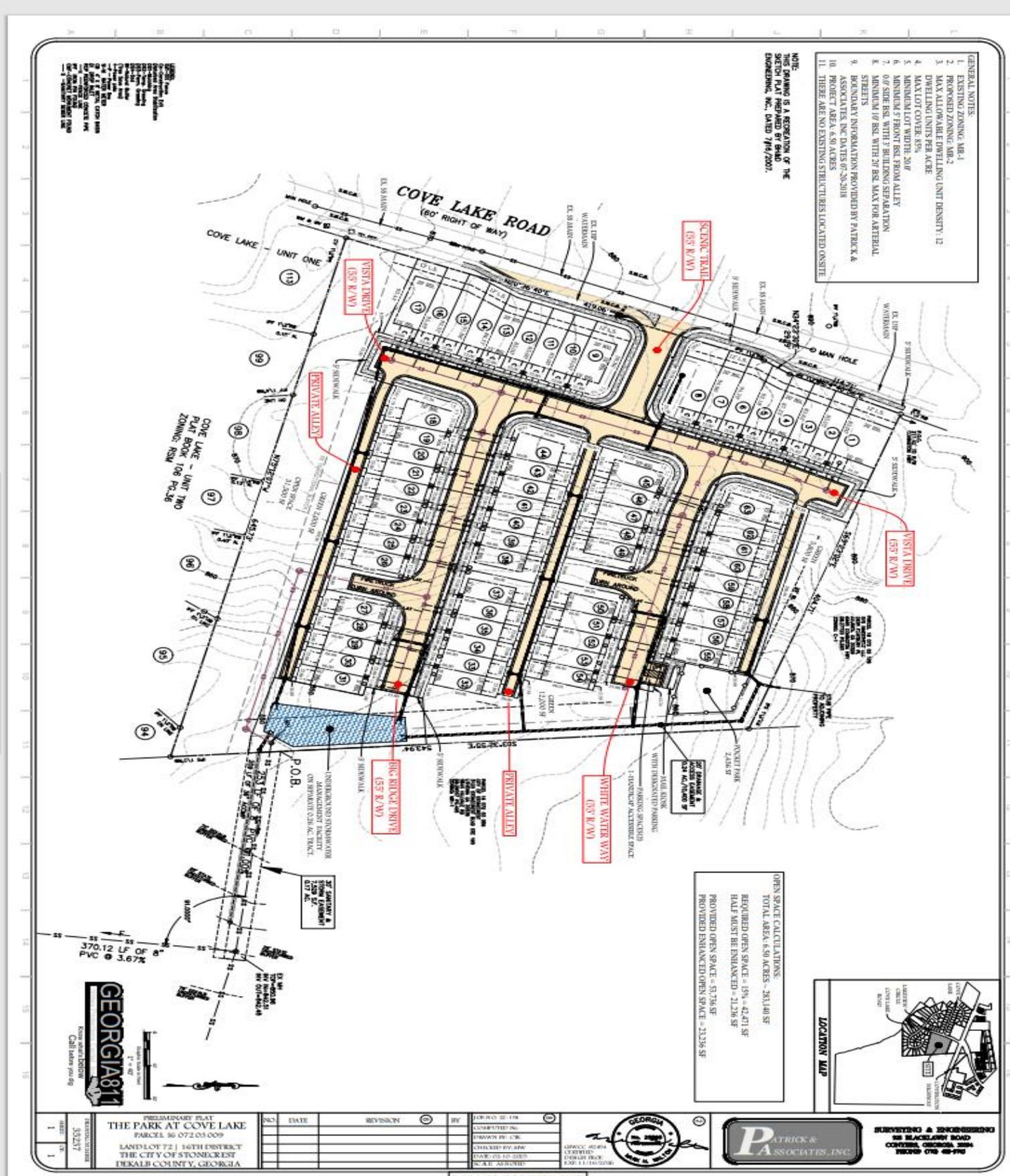
homeowners with long- term drainage problems. Residents were initially told the detention pond was a lake; once drained, it left behind persistent flooding and erosion issues.

**Development Standards:** In 2007, the previous developer proposed 20-foot-wide townhomes, though MR-1 zoning requires a minimum of 25 feet. The community strongly desires quality townhomes that comply with or exceed zoning requirements.

**Traffic & Safety:** Residents are concerned about dangerous intersections, frequent accidents, and limited access with only one way in and one way out. An additional access point, particularly at Cove Lake Road, is needed for traffic relief and emergency response. Increase police presence on Covington Highway is requested due to safety concerns and recent break-ins.

**Community Amenities:** The community would prefer a playground over a dog park to better serve families. They also request revisiting the previously approved 2007 plan for a storage facility.

Rezoning Plan



**Building Elevations**



**Site Photos**



**RZ25-00004**

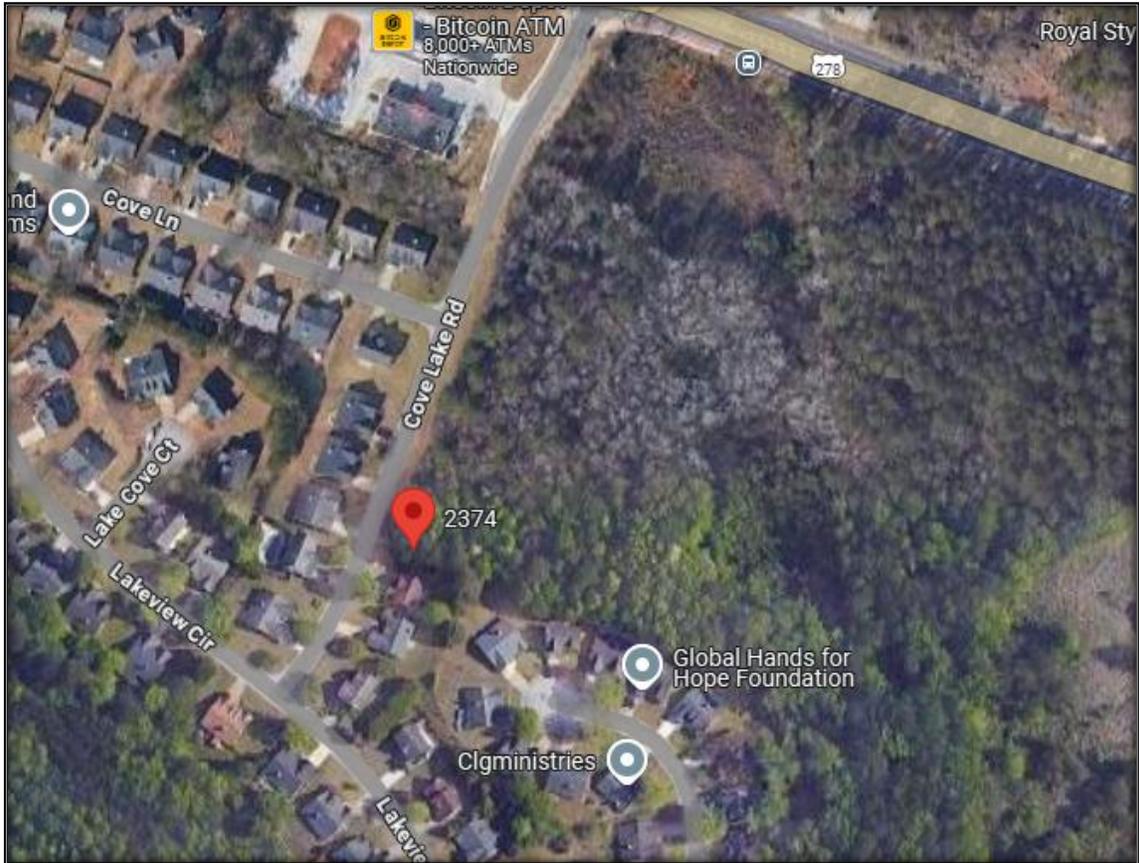
**ADDRESS: 2374 COVE LAKE ROAD**

**CURRENT ZONING: MR-1 (Med Density Residential) District**

**OVERLAY DISTRICT: N/A**

**FUTURE LAND USE: Urban Neighborhood**

Aerial Map



Zoning Map



# Legend

-  MR-1 - Med Density Residential
-  RSM - Small Lot Residential Mix
-  C-1 - Local Commercial

**Future Land Use Map**



# Legend

-  Urban Neighborhood
-  Suburban
-  Conservation/OpenSpace



Item VIII. b.

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**STANDARDS OF ZONING MODIFICATION REVIEW**

*Section 7.3.5 of the Stonecrest Zoning Ordinance list eight factors to be considered in a technical review of a zoning case completed by the Community Development Department and Planning Commission. Each element is listed with staff analysis.*

**1. Whether the zoning proposal is in conformity with the policy and intent of the comprehensive plan.**

Yes, the Subject Property has a future land use designation of “Urban Neighborhood”. The MR-2 designation for this property is fully consistent with the City’s vision for Urban Neighborhoods, offering medium-density, mixed-residential development that supports walkability and a range of housing choices. Urban Neighborhood allows for up to twelve (12) dwelling units per acre without density bonuses. The zoning proposal calls for sixty-three (63) dwelling units on six and a half (6.5) acres which results in a density of 9.69 dwelling units per acre. It reflects the policy intent and land-use framework established in the 2038 Comprehensive Plan.

**2. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property or properties.**

The proposed rezoning from MR-1 to MR-2 is suitable and compatible with the existing and surrounding property uses. MR-2 serves as a transitional buffer from existing single-family RSM areas, helping to integrate land-use changes smoothly across the neighborhood. On July 10, 2007, the DeKalb County Board of Commissioners approved CZ-07-13309 regarding the subject property for the development of up to 63 fee simple townhomes.

**3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.**

The property already has an approved townhome development under the current MR-1 zoning, indicating it has a reasonable economic use as it stands. However, the applicant is seeking rezoning to MR-2 primarily to reduce building size requirements, rather than to establish economic viability. While MR-2 would allow a higher unit yield (~63 units versus 40 units), the requested change is more about increasing design flexibility and optimizing site layout, rather than addressing a lack of economic use. This request remains consistent with the property’s Urban Neighborhood future land use designation.

**4. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property or properties.**

While the proposed MR-2 zoning is generally compatible with adjacent and nearby residential uses, increased density may contribute to traffic impacts in the area particularly given existing challenges accessing Covington Highway, as reported by residents. To minimize potential adverse effects on the use and usability of surrounding properties, it is critical that the site design incorporates appropriate buffers, traffic mitigation measures, safety of pedestrian and vehicular



connections that respect the character and capacity of the existing neighborhood.

**5. Whether there are other existing or changing conditions affecting the use and development of the property, which gives supporting grounds for either approval or disapproval of the zoning proposal.**

Current and evolving conditions in The City of Stonecrest favor approval of the MR-2 rezoning:

- Infrastructure improvements create readiness for increased residential density.
- Transit planning supports more compact, pedestrian-oriented development.
- Demographic and development trends confirm housing demand consistent with MR-2.
- Community opposition to industrial rezoning underscores a preference for residential alignment.
- The DeKalb County Board of Commissioners approved CZ-07-13309 regarding the Subject Property for the development of up to 63 fee simple townhomes.

**6. Whether the zoning proposal will adversely affect historic buildings, sites, districts, or archaeological resources.**

There is no evidence of historic properties, districts, or archaeological resources in or adjacent to the 2374 Cove Lake Rd site. As such, the proposed rezoning to MR-2 would not adversely affect historic or archaeological resources. No preservation mitigation measures are required based on available information.

**7. Whether the zoning proposal will result in a use that will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.**

Although the rezoning to MR-2 will result in increased demand across transportation, utilities, and schools, there is **no indication of an excessive or burdensome impact**:

- **Transportation:** Local roads are being improved, and the scale of additional traffic is moderate.
- **Utilities:** Providers are upgrading service capacity proactively.
- **Schools:** Incremental enrollment is small in scale and within existing public school capacity ranges.

A **traffic impact study** and coordination with DeKalb County Schools would provide a more definitive assessment but are not triggering concerns based on current city and district planning.

**8. Whether the zoning proposal adversely impacts the environment or surrounding natural resources.**

There is **no evidence** that the rezoning proposal would negatively impact environmental or natural resources.



**STAFF RECOMMENDATION**

Staff is recommending APPROVAL with the following conditions:

**A. Stormwater & Drainage Mitigation**

1. Developer must submit a detailed **stormwater management plan** reviewed and approved by the City Engineer prior to site development permit approval.
2. Plan must include remediation for existing drainage issues and ensure no **increase in post-development runoff**.
3. Developers must **regrade affected areas** as necessary to eliminate standing water and mitigate erosion on adjacent properties.

**B. Development Standards & Townhome Quality**

4. All townhomes must be a **minimum of 25 feet wide**, in compliance with current MR-1 standards.
5. Building elevations, façade materials, and design must be **reviewed and approved by planning staff** to ensure architectural quality and compatibility with surrounding homes.
6. A **Homeowners Association (HOA)** must be established to maintain common areas and enforce architectural standards.

**C. Traffic & Emergency Access Improvements**

7. A **traffic impact study** shall be completed and mitigation measures implemented prior to final plat approval.
8. Developer must coordinate with public safety departments to ensure adequate **emergency vehicle access**.

**D. Public Safety Enhancements**

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COMM. \_\_\_\_\_  
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*(LWS) 7/10/07*

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- c. The entire frontage adjacent to Cove lake Road (where the proposed Townhomes are to be built) will be landscaped, irrigated, and maintained by the mandatory HOA for the new development.
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- 
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  - 12. A Declaration of Covenants shall be recorded and shall contain rules and regulations applicable to the proposed residential community.
  - 13. The development on the Subject Property shall comply with the recommendations from Dekalb County Public Works Department with respect to location, configuration and methodology of on-site detention and water quality ponds.
  - 14. *Play area will have gazelso and picnic benches and children's play equipment.*

*(LW)  
7/16/17*



Item VIII. b.

**PLANNING COMMISSION (PC) RECOMMENDATION – September 2, 2025.**



# CITY OF STONECREST, GEORGIA

## Community Planning Information Meeting (CPIM)

November 13, 2025, at 6:00 P.M.

[Planning-zoning@stonecrestga.gov](mailto:Planning-zoning@stonecrestga.gov)

**\*IN-PERSON MEETING**

[Stonecrest's YouTube Broadcast Link](#)

Citizens wishing to actively participate and comment during the public hearing portion of the meeting may comment in person. You may also submit your request, including your full name, address, and position on the agenda item you are commenting on (for or against) via email to [Planning-zoning@stonecrestga.gov](mailto:Planning-zoning@stonecrestga.gov) by 2 p.m. the day before the meeting to be read into the record at the meeting.

- I. **CALL TO ORDER AND INTRODUCTIONS:** Planning and Zoning Staff – Ramona Eversley
- II. **REVIEW OF THE PURPOSE AND INTENT OF THE COMMUNITY PLANNING INFORMATION MEETING AND RULES OF CONDUCT**– Ramona Eversley
- III. **Item(s) of Discussion:**

**PETITION:** RZ25-004  
**PETITIONER:** David M. Miles Construction, Inc.  
**LOCATION:** 2374 Cove Lake Road  
**PETITIONER’S REQUEST:** The request is for a rezoning and map amendment of the parcel from MR-1 (Medium Density Residential -1) to MR-2 (Medium Density Residential -2) for a proposed townhome development.

*Michele Battle of Battle Law P.C.* spoke. She stated that in 2007, the property was zoned to RM-100 under DeKalb County, which is known as MR-1 under the City of Stonecrest jurisdiction. The MR-1 zoning district minimum allowed width is 5 feet less than what was permitted under RM-100, which impacts their proposed density. They have met with the Cove Lake community as well as the DeKalb County Fire Marshal’s office to adjust their plans. They are proposing to develop 63 units.

*Citizens were given the chance to comment.*

*Faye Cofield, a resident,* came up to ask if the units would be on individual water meters.

*Michele Battle* answered that the units will be on individual meters.

**PETITION:** SDP24-004  
**PETITIONER:** Breogan Fondevila of VHB  
**LOCATION:** 6750 Stonecrest Industrial Way  
**PETITIONER’S REQUEST:** The petitioner is seeking approval for a preliminary plat for a proposed Logistics Center.

*Nick Favor with VHB* spoke. He stated that the request is to divide the parcel into three separate parcels.

*Citizens were given the chance to comment.*

*Kim James, a resident of unincorporated DeKalb County,* questioned how far the development is from her home. She stated her concerns are for children in the area.

*Nick Favor with VHB* stated that the parcel was rezoned two years ago for the logistics center.

*Ellis Woodhall, a resident of unincorporated DeKalb County,* stated his curiosity about the project.

*Faye Cofield, a resident,* stated her concerns for the residents who live in the area.

*Renee Kale, a resident,* asked about the number of diesel trucks that will service the facility and the types of items that will be housed.



## CITY OF STONECREST, GEORGIA

*Nick Favor with VHB* stated that the use is unique to the users who are there.

He also stated that the property is bordered by creeks, power lines, railroads, and two industrial buildings.

*Montoya Turner, a resident*, stated that this was his first time hearing about the project. He wanted to know more about the use, the number of trucks that will be on the property, etc.

*Nia Harper, a resident*, stated her concern about not knowing the specific businesses that will be operating in the facility and wanted to know if another environmental impact study, as well as additional studies, could be conducted.

*Nick Favor with VHB* stated that the studies required have been conducted. The City of Buford was used as an example of how their proposed project can be integrated into a current setting.

*Kathy Randy, a resident*, asked about the buffer and how the project will affect her property values.

*Nick Favor* stated that their project exceeds the buffer requirements.

*Fellisha Blair, Stonecrest Planner*, read the buffer requirements established by the conditions placed by DeKalb County.

<b>PETITION:</b>	<b>SLUP25-006</b>
<b>PETITIONER:</b>	Maiysha Rashad
<b>LOCATION:</b>	5940 Fairington Road
<b>PETITIONER'S REQUEST:</b>	The request is for a Special Land Use Permit (SLUP) to operate their (alcohol) package store.

*Hakim Hilliard, representative of the applicant*, spoke. He stated that there are other commercial businesses in the plaza, and that it was a previous package store. The owners will not have devices that may encourage loitering, they will have security measures in place, and will have strict operating standards. He also stated that the interior layout will differ from the previously operated business.

*Citizens were given the chance to comment.*

*Faye Cofield, a resident*, spoke. He stated that she is very familiar with the location and the previous owner through her security company. She mentioned how strict the previous owner was about loitering and asked if they would be the same. She also asked about the nearby restaurant.

*Hakim Hillard* stated that the proposed owner will also be strict about loitering and that the nearby restaurant is under a different tenant.

*Glinda Jordan, a resident*, stated her disapproval of the opening of another package store in the city.

*Hakim Hillard* stated his understanding of their concerns and that there was a previous package store in that location.

*Faye Cofield*, a resident, asked if the applicant had other businesses in the city.

*Hakim Hillard* stated that they do not.

<b>PETITION:</b>	<b>V25-014</b>
<b>PETITIONER:</b>	Joy Grier
<b>LOCATION:</b>	6900 Rockland Road
<b>PETITIONER'S REQUEST:</b>	The request is for a variance from <i>Sec. 5.4.7 - Walls, fences, and retaining walls</i> to install an eight-foot fence on the property.

*Joy Grier, the applicant*, spoke. She stated that there is an old county road in front of her property, which has led to a security issue due to many people traveling along it. There has also been an incident where a car drove into the ditch in front of her property. She currently has a four-foot fence.

*Citizens were given the chance to comment.*

*Glinda Jordan, a resident*, asked about the acreage of the parcel and if there were any neighbors nearby.

*Joy Grier, the applicant*, responded that the property is six acres, which created a distance from other surrounding parcels.



## CITY OF STONECREST, GEORGIA

**PETITION:** V25-015  
**PETITIONER:** The City of Stonecrest  
**LOCATION:** 5106 Klondike Road  
**PETITIONER’S REQUEST:** The request is for a stream buffer variance for the Everett Park Kayak Launch project.

*Ali Iftikhar with CERM* spoke. He stated that the purpose is to provide recreational access to the South River by constructing a Kayak launch and adequate parking space. Field investigations, such as a wetland delineation, a field survey, and geotechnical exploration, have been conducted for the request to encroach into the 75-foot buffer.

*No comments were given by the citizens.*

**PETITION:** RZ25-006  
**PETITIONER:** Ramata Sissoko Cisse  
**LOCATION:** 7511 Covington Highway  
**PETITIONER’S REQUEST:** The request is for a rezoning and map amendment of the parcel from R-75 (Residential Medium Lot - 75) to C-1 (Local Commercial) for a proposed hair salon and boutique.

**PETITION:** RZ25-007  
**PETITIONER:** Ramata Sissoko Cisse  
**LOCATION:** 6760 Chupp Road  
**PETITIONER’S REQUEST:** The request is for a rezoning and map amendment of the parcel from R-75 (Residential Medium Lot - 75) to C-1 (Local Commercial) for a proposed hair salon and boutique.

*Cases RZ25-006 and RZ25-007 have been deferred to the next scheduled CPIM. She was given a chance to briefly speak on her petition.*

*Ramata Sissoko Cisse stated that she opened the first African Hair Braiding salon in DeKalb County. Many of her customers are interested in the African culture, which inspired her to open an African Center on the property if approved.*

### IV. ADJOURNMENT

*The meeting adjourned at 7:27 pm.*

#### 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.*

APPROVED: Ellis Still 11/24/2025  
 DIRECTOR, PLANNING & ZONING DATE

ATTEST:  
 SECRETARY DATE



## **CITY OF STONECREST, GEORGIA**



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## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Resolution for the Matrix Fee Schedule**

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**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):** 01/12/26 & 01/26/26

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 23, 2026

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**SUBMITTED BY:** Shawanna Qawiy, Division Director Community Development

**PRESENTER:** Shawanna Qawiy, Division Director Community Development

**PURPOSE:** To review and evaluate to determine the full cost ( direct and indirect) of fees for city services.

**FACTS:** The Matrix Consulting Group analyzed the cost-of-service relationships that exist between fees for service activities in the following areas: Building, Finance, Parks & Recreation, and Planning & Zoning. The results of this study provide a tool for understanding current service levels and the cost for those services. The request is to review and determine the final fees based on the study.

**OPTIONS:** Approve, Deny, Defer Approve

**RECOMMENDED ACTION:** Approve Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Resolution
- (2) Attachment 2 - Matrix Consulting Fee Study
- (3) Attachment 3 - Master Fee Schedule
- (4) Attachment 4 - Click or tap here to enter text.



## CITY COUNCIL AGENDA ITEM

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

**CITY OF STONECREST**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST APPROVING THE CITY OF STONECREST COMPREHENSIVE USER FEE STUDY AND ADOPTING CHANGES TO THE CITY OF STONECREST FEE SCHEDULE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Stonecrest ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the Mayor and City Council are the governing authority of the City of Stonecrest, Georgia; and

**WHEREAS**, the City engaged Matrix Consulting Group to conduct a formal fee study to evaluate and determine the full cost (direct and indirect) of providing a variety of City services; and

**WHEREAS**, the City of Stonecrest intends to establish a Fee Schedule for the purpose of providing reasonable fees that reflect the current service levels and the cost for those services within the City; and

**WHEREAS**, City's Fee Schedule must be approved by the City Council in accordance with Sec. 2-177 -2-179, Division 1. Article VI. Chapter 2 of the Code of Ordinances.

**NOW, THEREFORE BE IT RESOLVED BY MAYOR AND CITY COUNCIL THE CITY OF STONECREST, GEORGIA**, that the City of Stonecrest Comprehensive User Fee Study is hereby adopted as attached in Exhibit "A".

**BE IT RESOLVED**, that the City's Schedule of Fees located in Appendix A of the Code of Ordinances is amended in accordance with changes to certain fees as established in Exhibit A.

**BE IT FINALLY RESOLVED** that this Resolution shall be effective immediately upon its adoption.

SO RESOLVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2026.

CITY OF STONECREST, GEORGIA

\_\_\_\_\_  
JAZZMIN COBBLE, MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM

\_\_\_\_\_  
CITY ATTORNEY

**EXHIBIT A**



# COMPREHENSIVE USER FEE STUDY REPORT

OCTOBER 2025

STONECREST, GA

**MATRIX**  
CONSULTING GROUP

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# INTRODUCTION AND EXECUTIVE SUMMARY

The report, which follows, presents the results of the Comprehensive User Fee study conducted by Matrix Consulting Group for the City of Stonecrest, Georgia.

## PROJECT BACKGROUND AND OVERVIEW

The City of Stonecrest has never conducted a formal fee study. The purpose of this study is to evaluate and determine the full cost (direct and indirect) of providing a variety of City services. The Matrix Consulting Group analyzed the cost-of-service relationships that exist between fees for service activities in the following areas: Building, Finance, Parks & Recreation, and Planning & Zoning. The results of this study provide a tool for understanding current service levels and the cost for those services.

## GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by Matrix Consulting Group is a widely accepted “bottom up” approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Program. Once time spent for a fee activity is determined, all applicable City costs are then considered in the calculation of the “full” cost of providing each service. The following table provides an overview of types of costs applied in establishing the “full” cost of services provided by the City:

TABLE 1: OVERVIEW OF COST COMPONENTS

<b>Cost Component</b>	<b>Description</b>
<b>Direct</b>	Fiscal Year 2025 Budgeted salaries, benefits, and allowable expenditures.
<b>Indirect</b>	Division, departmental, clerical, and Citywide support.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing a service, regardless of whether a fee for that service is charged.

The work accomplished by Matrix Consulting Group in the analysis of the fees for service involved the following steps:

- **Department / Program Staff Interviews:** The project team interviewed department / program staff regarding their needs for clarification to the structure of existing fee items or for addition of new fee items.
- **Data Collection:** Data was collected for each permit / service, including time estimates. In addition, all budgeted costs and staffing levels for Fiscal Year 2025 were entered into Matrix Consulting Group’s analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established.

- **Review and Approval of Results with City Staff:** Department management has reviewed and approved these documented results.

A more detailed description of user fee methodology and legal and policy considerations are provided in subsequent chapters of this report.

## SUMMARY OF RESULTS

The detailed documentation of this study will show an over-collection for some fees (on a per unit basis) and an undercharge for most others. The results of this analysis will provide the Departments and the City with guidance on how to right-size their fees to ensure that each service unit is set at an amount that does not exceed the full cost of providing that service. The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among City Councilmembers and City staff and do not represent a recommendation for where or how the City Council should act. The setting of the “rate” or “price” for services, whether at full cost recovery or lower, is a policy decision to be made only by the City Council with input from City staff and the community.

## CONSIDERATIONS FOR COST RECOVERY POLICY AND UPDATES

The Matrix Consulting Group recommends that the City use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, including a standard mechanism for the annual update of fees for service.

### ADOPT A FORMAL COST RECOVERY POLICY

The Government Finance Officers Association’s (GFOA) best practices for *Establishing Government Charges and Fees* states that governmental entities should adopt formal policies regarding charges and fees which include the jurisdiction’s intention to recover the full cost or partial costs of providing services, sets forth circumstances under which the jurisdiction might set a charge for fee at less than or more than 100% of full cost, and outlines the considerations that might influence the jurisdiction’s pricing decision.

The Matrix Consulting Group strongly recommends that the Council adopt a formalized, individual cost recovery policy for each service area included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

### ADOPT AN ANNUAL FEE UPDATE / INCREASE MECHANISM

GFOA best practices for *Establishing Government Charges and Fees* states that governmental entities should review, and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates to avoid large, infrequent fee increases.

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions, and to account for any major shifts in cost components or organizational structures that have occurred since the City's previous analysis. The City should conduct comprehensive analyses every five to seven years as this practice captures any changes to organizational structure, processes, as well as any new service areas.

In between comprehensive updates, the City should utilize published industry economic factors, such as Consumer Price Index (CPI) or other regional factors, to update the cost calculations established in the Study on an annual basis.

## LEGAL FRAMEWORK

This section of the report is intended to provide an overview of the legal rules and regulations that govern what is considered a fee for service, how those fees can be calculated, general principles, philosophies, and general policy considerations for setting fees for service.

### LEGAL FRAMEWORK

A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. Georgia municipalities are authorized to collect fees by the Georgia constitution.<sup>1</sup> Georgia has several additional legal provisions that regulate fees for service, with the purpose of ensuring that fees are reasonable and justified. The most prominent and relevant of these relate to the following fee types:

- **Administrative Fees:** Municipalities are permitted to charge administrative fees related to the collection of occupation taxes; these fees must be directly related to the reasonable cost of processing the tax transactions.<sup>2</sup>
- **Regulatory Fees:** These fees can be charged when the municipality routinely inspects or otherwise investigates a business or other entity to ensure compliance with laws and regulations related to the health and safety of the community.<sup>3</sup> The revenue from these fees can only be used in carrying out the associated activities and cannot be used for general purposes; it must also be directly related to the cost of the service provided.<sup>4</sup> Building-related fees are classified as regulatory fees, but the current law explicitly excludes development impact fees and other zoning and land development costs from this category.<sup>5</sup>
- **Other Fees:** Although the Code of Georgia does not have definitive regulations for fees other than those previously discussed, Georgia case law generally holds that all user fees should be directly related to the cost of providing a service and that the service provided should provide some level of benefit to the applicant.<sup>6</sup>

When determining fees for service it is important to ensure there is a **direct benefit** – the service is provided directly to the payer – and that it is **cost-based** and does not exceed the reasonable cost of providing the service.

### GENERAL PRINCIPLES AND PHILOSOPHIES REGARDING USER FEES

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as

<sup>1</sup>Ga. Const. Article IX, § IV, para. I(b)(2)

<sup>2</sup> GA Code § 48-13-5; GA Code § 48-13-10

<sup>3</sup> GA Code § 48-13-9

<sup>4</sup> GA Code § 48-13-5; GA Code § 48-13-9

<sup>5</sup> GA Code § 48-13-5; GA Code § 8-2-26

<sup>6</sup> *McLeod v. Columbia County*, 278 Ga. 242 (2004)

globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

**TABLE 2: SERVICES IN RELATION TO BENEFIT RECEIVED**

"Global" Community Benefit	"Global" Benefit and an Individual or Group Benefit	Individual or Group Benefit
<ul style="list-style-type: none"> <li>•Police</li> <li>•Park Maintenance</li> <li>•Fire Suppression</li> </ul>	<ul style="list-style-type: none"> <li>•Recreation / Community Services</li> <li>•Fire Prevention</li> </ul>	<ul style="list-style-type: none"> <li>•Building Permits</li> <li>•Planning and Zoning Approval</li> <li>•Engineering Development Review</li> </ul>

Funding for local government is obtained from myriad revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 3, services in the “global community benefit” section tend to be funded primarily through voter-approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fees, and other funding sources. Finally, in the “individual / group benefit” section of the table are the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- ❖ **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- ❖ **A profit-making objective should not be included in the assessment of user fees.** Georgia state case law generally requires that user fees be closely tied to the costs associated with providing the associated services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term “user fee” no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

## GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax-based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why City staff or City Council may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit on the jurisdiction's ability to charge a fee. Examples include pass-through fees, such as fees charged by DeKalb County.
- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for changing a water heater in a residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.
- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community. Examples include Planning Design Review, historical dedications, and certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services and ensure that the City complies with State law.

## SUMMARY OF LEGAL RESTRICTIONS AND POLICY CONSIDERATIONS

Once the full cost of providing services is known, the next step is to determine the "rate" or "price" for services at a level which is up to, and not more than, the full cost amount. The City Council is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a "grey area." However, with the resulting cost-of-services information from a User Fee Study, the City Council can be assured that the adopted fee for service is reasonable, fair, and legal.

## USER FEE STUDY METHODOLOGY

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The following subsections discuss the two components of the basis of the full cost.

### TIME ESTIMATION

Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the City developed these estimates. The project team worked closely with City staff in developing time estimates with the following criteria:

- Estimates are representative of **average times** for providing services. Extremely difficult or abnormally simple projects are not factored in the analysis.
- Estimates reflect the time associated with the **position or positions** that typically perform a service.
- Estimates are reviewed by the project team for “**reasonableness**” against their experience with other agencies.
- Estimates were not based on time-in-motion studies, as they are not practical for the scope of services and time frame for this project.
- Estimates match the current or proposed staffing levels to ensure there is no over-allocation of staff resources to fee and non-fee related activities.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service on which to base a jurisdiction’s fees for service and meets legal requirements.

The alternative to time estimating is actual time tracking, often referred to billing on a “time and materials” basis. Except in the case of anomalous or very large and complex projects, Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.

- Additional costs are associated with administrative staff's billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a "time and materials" basis. The Matrix Consulting Group has recommended taking a deposit and charging actual costs for such fees as appropriate and itemized within the current fee schedule.

## FULLY BURDENED HOURLY RATES

The fully burdened hourly rates calculated through this study include the following components:

- **Salaries:** FY2025 Budgeted salaries were utilized and consolidated at the positional level.
- **Benefits:** FY2025 Budgeted benefits were utilized and consolidated at the positional level.
- **Productive Hours:** Based on Stonecrest's current personnel system rules, working or productive hours were calculated. This means taking the starting total working hours and reducing the hours by vacation, sick, holidays, trainings, and administrative leave.
- **Departmental / Divisional Overhead:** This captures any internal service charges or operating costs such as vehicles, supplies, etc. Additionally, this component includes the cost associated with support from Director, administrative, and analytical staff that do not directly work on fees.
- **Citywide Overhead:** This captures support provided by the City Council, City Manager, City Clerk, City Attorney, Finance, and Human Resources. The costs are based on a standard *de minimis* rate (15%).

Together these components result in the generation of fully burdened hourly rates by position / classification and / or department / division. These rates were multiplied against the time assumptions to calculate the full cost of services noted in this report.

## RESULTS OVERVIEW

The motivation behind a cost of services (User Fee) analysis is for City Council and Departmental staff to maintain services at a level that is both accepted and effective for the community and to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost-of-service analysis takes a “snapshot in time,” where a fiscal year of financial and operational information is utilized. Changes to the structure of fee names, along with the use of time estimates, allow only for a reasonable projection of subsidies and revenue. Consequently, City Council and Department staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

Discussion of results in the following chapters is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each fee including the following:

- **Modifications:** discussions regarding any proposed revisions to the current fee schedule, including elimination or addition of fees.
- **“Per Unit” Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).

The full analytical results were provided to City staff under separate cover from this summary report.

## BUILDING

The Building and Permitting Division ensures that any construction within the City complies with state and local building codes and regulations. The Building fees examined in this study relate to new construction; remodels and tenant improvements; mechanical, electrical, and plumbing (MEP) permits; swimming pools; certificates of occupancy; and demolition projects. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Building Department.

### FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** In discussions with City staff, the following eliminations were proposed to the current fee schedule as they represent services no longer offered by the City or are duplicative:
  - 'Electrical Permits – Low Voltage – Residential'
  - 'Plumbing Permits – Miscellaneous fee'
  - 'Sprinkler system processing'
- **New Fee:** Staff proposed the addition of a 'Temporary Certificate of Occupancy' fee to represent a service already offered by not codified on the fee schedule.
- **Condensed Fees:** Staff proposed condensing the following fees to simplify the fee schedule:
  - 'Commercial Grease Trap Processing' from a base fee with an additional fee per \$1,000 valuation to a single flat fee.
  - 'HVAC Permits' from a list of individual appliances to more general fee categories such as 'Fee per heating appliance' and 'Fee per cooling appliance'.
  - 'Plumbing Permits' from a list of individual fixtures to a single 'Fee per plumbing fixture'.
- **Modified Fees:** The following fee modifications were proposed to better clarify the services being provided:
  - 'Swimming Pool' fee was created to combine all related MEP permits and was divided into 'Single-Family' and 'Commercial / Multi-Family' categories.
  - All 'Minimum Permit Fees' were renamed 'Base Permit Fees'.
  - 'Grease Trap', 'Irrigation System', 'Sewer Service', and 'Water Service' had the phrase 'Application Processing' added to clarify that the fee is only for the City to process these applications and submit them to the County for their review.
  - The 'Technology Fee' was converted from a flat fee to a percentage-based fee; this allows the City to better recover costs for large projects that have a greater impact on technology systems.

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Building and Permitting staff.

## DETAILED RESULTS

The Building Division collects fees for new construction; remodels and tenant improvements; mechanical, electrical, and plumbing (MEP) permits; certificates of occupancy; swimming pools; demolition; and processing certain applications that the County reviews. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 3: TOTAL COST PER UNIT RESULTS – BUILDING

Fee Name	Current Fee	Total Cost	Difference
<b>Building Permit Fee Schedule</b>			
Base Permit Fee	\$175	\$178	(\$3)
Technology Fee	Modified	6%	N/A
Plan Review Fee	20%	40%	(20%)
<b>Building Permit (New Construction)</b>			
Building Permit Fee Schedule	\$0.0065	\$0.0085	(\$0.0020)
<b>Interior Tenant Finish/Residential Remodel</b>			
Minimum permit fee	\$175	\$174	\$1
Technology Fee	Modified	6%	N/A
Commercial Interior finish	\$6.00	\$9.33	(\$3.33)
Residential renovation/addition/repair	\$6.00	\$6.97	(\$0.97)
<b>Other Fees</b>			
Certificate of Occupancy Fee/Letter of Completion Fee	\$50	\$122	(\$72)
Temporary Certificate of Occupancy	New	\$182	N/A
<b>Plans Revision Fee</b>			
Residential Site Plan	\$25	\$62	(\$37)
Other	\$50	\$70	(\$20)
Resubmittal Fee - each resubmittal after the 2nd, Temporary Certificate of Occupancy, nonresidential only	\$25	\$62	(\$37)
Permit Extension - same owner	\$300	\$317	(\$17)
Change of Contractor after permit issued	\$175	\$188	(\$13)
House moving permit	\$150	\$169	(\$19)
<b>Swimming Pool</b>			
Single-Family	\$100	\$394	(\$294)
Commercial / Multi-Family			
Up to \$16,000 value	\$100	\$394	(\$294)
Per \$1,000.00 value added	\$7	\$7	(\$1)
<b>Demolition</b>			
Single-Family	\$100	\$164	(\$64)
Commercial / Multi-Family			
Up to \$16,000 value	\$100	\$164	(\$64)
Per \$1,000.00 value added	\$7	\$7	(\$1)
Temporary Construction Trailer	\$100	\$282	(\$182)
Temporary Structure	\$150	\$282	(\$132)

Fee Name	Current Fee	Total Cost	Difference
Minimum Miscellaneous Fee	\$100	\$99	\$1
Commercial Grease Trap Processing	\$200	\$49	\$51
Irrigation system Processing	\$100	\$49	\$51
After hours inspection (min. 4 hours)	\$50	\$142	(\$92)
<b>Reinspection Fees - Building and Trades</b>			
Reinspection - first occurrence	\$25	\$40	(\$15)
Reinspection - second occurrence	\$50	\$80	(\$30)
Reinspection - third and others	\$100	\$120	(\$20)
<b>Plumbing Permits</b>			
Base Permit Fee	\$100	\$109	(\$9)
Technology Fee	Modified	6%	N/A
Fee per plumbing fixture	\$5	\$20	(\$15)
Fee per gas service added	\$25	\$20	\$5
<b>Other</b>			
Re-inspection fee - First	\$25	\$40	(\$15)
Re-inspection fee - Second	\$50	\$80	(\$30)
Re-inspection fee - Third and subsequent	\$100	\$120	(\$20)
After hours inspection (min 4 hours)	\$50	\$142	(\$92)
Sewer Service Application Processing	\$30	\$49	(\$19)
Water Service Application Processing	\$30	\$49	(\$19)
<b>HVAC Permits</b>			
Base Permit Fee	\$100	\$109	(\$9)
Technology Fee	Modified	6%	N/A
Fee per heating appliance	\$35	\$40	(\$5)
Fee per cooling appliance	\$35	\$40	(\$5)
Fee per residential exhaust fan	\$15	\$40	(\$25)
Fee per commercial exhaust fan	\$25	\$40	(\$15)
Fee per gas service added	\$25	\$40	(\$15)
Fee per commercial vent hood	\$80	\$80	\$0
Fee per residential vent hood	\$25	\$40	(\$15)
Miscellaneous equipment	\$15	\$40	(\$25)
Gas Service	\$25	\$40	(\$15)
Gas Reconnect	\$50	\$50	\$0
<b>Electrical Permits</b>			
Base Permit Fee	\$100	\$109	(\$9)
Technology Fee	Modified	6%	N/A
<b>Other</b>			
Re-inspection fee - First	\$25	\$40	(\$15)
Re-inspection fee - Second	\$50	\$80	(\$30)
Re-inspection fee - Third and subsequent	\$100	\$120	(\$20)
After hours inspection (min 4 hours)	\$50	\$142	(\$92)
Temporary Service Pole	\$25	\$30	(\$5)
Number of receptacles	\$2	\$4	(\$2)
Number of Light Fixtures	\$2	\$4	(\$2)
Service Panel between 30 amps and 125 amps	\$20	\$30	(\$10)
Service Panel between 126 amps and 400 amps	\$30	\$40	(\$10)
Service Panel 401 amps and above	\$40	\$60	(\$20)
Number of appliances including furnace and air conditioning	\$5	\$10	(\$5)

<b>Fee Name</b>	<b>Current Fee</b>	<b>Total Cost</b>	<b>Difference</b>
Swimming pool, spa, Jacuzzi	\$50	\$60	(\$10)
Miscellaneous equipment	\$20	\$30	(\$10)
Construction trailer	\$50	\$60	(\$10)
Power reconnect	\$50	\$60	(\$10)
<b>Low Voltage</b>			
Commercial	\$50	\$60	(\$10)

The fees administered by the Building and Permitting Division generally under-recover. The largest deficits are in relation to the base fees for both ‘Single-Family’ and ‘Commercial / Multi-Family’ swimming pool permits at around \$300 each. A few fees do show over-recoveries; the largest overages are in relation to the ‘Commercial Grease Trap Processing’ and ‘Irrigation System Processing’ fees at about \$50 each. The City should review these results and adjust these fees to be in compliance with the state regulations, as well as to allow for greater cost recovery.



# FINANCE

The Finance Department is responsible for administering the City’s Alcoholic Beverage and Business Licenses. The fees examined in this study relate to the administrative fees charged for managing those programs. The following subsections discuss fee schedule modifications and detailed per unit results.

## FEE SCHEDULE MODIFICATIONS

In discussions with City staff, no modifications were proposed to the fees administered by the Finance Department.

## DETAILED RESULTS

Finance’s fees are related to the administrative costs associated with providing Alcoholic Beverage Licenses and Business Licenses. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 4: TOTAL COST PER UNIT RESULTS – FINANCE

Fee Name	Current Fee	Total Cost	Difference
<b>Alcoholic Beverage E License</b>			
<b>Administrative Fee</b>			
Beer/Wine	\$100	\$214	(\$114)
Liquor	\$200	\$214	(\$14)
<b>Business Licenses</b>			
Administrative Fee	\$75	\$131	(\$56)

The administrative fees administered by the Finance Department all under-recover the associated costs. The largest under-recovery is for a ‘Beer/Wine’ permit at just over \$100. The smallest under-recovery is for a ‘Liquor’ permit at about \$15.

## PARKS & RECREATION

The Parks and Recreation Department operates and maintains the City's parks and facilitates various activities and programs for City residents. The fees examined in this study relate to facility, field, and pavilion rentals; athletic activities; and camps. The following subsections discuss fee schedule modifications and detailed per-unit results.

### FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the 'Field Rentals – Artificial Turf Fields' fee, as the City currently does not have any of these fields available for rent.
- **New Fees:** Staff proposed the addition of the following fees as they highlight services the City would like to provide in the near future:
  - 'Afterschool Programming'
  - 'Co-Ed Softball League'
  - 'Co-Ed Kickball League'
  - 'Co-Ed Volleyball League'
  - 'Concession Stand' Rental
  - 'Flag Football'
  - 'Lacrosse'
  - 'Men's / Women's Basketball League'
  - 'School Break Camps'
  - 'Soccer'
  - 'Track and Field'
  - 'Tumbling'
  - 'Youth Basketball Clinic'
  - 'Youth Basketball League'
  - 'Youth T-Ball / Baseball League'
- **Expanded Fees:** For all rentals of spaces in the Browns Mill Recreation Center, staff proposed adding a separate fee for 'Specialty Groups.'

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Parks and Recreation staff.

**DETAILED RESULTS**

The Parks and Recreation Department collects fees for rentals, athletic activities, and camps. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

**TABLE 5: TOTAL COST PER UNIT RESULTS – PARKS & RECREATION**

<b>Fee Name</b>	<b>Current Fee</b>	<b>Total Cost</b>	<b>Difference</b>
<b>Browns Mill Recreation Center</b>			
<b>Multipurpose Room</b>			
Event	\$250	\$289	(\$39)
Meeting	\$100	\$149	(\$49)
<b>All Other Rentals:</b>			
Resident	\$45	\$90	(\$45)
Non-Resident	\$70	\$90	(\$20)
Non-Profit	\$35	\$90	(\$55)
Specialty Groups	New	\$90	N/A
<b>Multipurpose Room A or B</b>			
Event	\$250	\$150	\$100
Meeting	\$100	\$59	\$41
<b>All Other Rentals:</b>			
Resident	\$35	\$74	(\$39)
Non-Resident	\$60	\$74	(\$14)
Non-Profit	\$25	\$74	(\$49)
Specialty Groups	New	\$74	N/A
<b>Large Gymnasium</b>			
Athletic Events	\$250	\$236	\$14
<b>All Other Rentals:</b>			
Resident	\$85	\$107	(\$22)
Non-Resident	\$110	\$107	\$3
Non-Profit	\$75	\$107	(\$32)
Specialty Groups	New	\$107	N/A
<b>Auxiliary Gymnasium</b>			
Athletic Events	\$250	\$146	\$104
<b>All Other Rentals:</b>			
Resident	\$60	\$84	(\$24)
Non-Resident	\$85	\$84	\$1
Non-Profit	\$50	\$84	(\$34)
Specialty Groups	New	\$84	N/A
<b>Entire Gymnasium</b>			
Athletic Events	\$250	\$339	(\$89)
<b>All Other Rentals:</b>			
Resident	\$125	\$132	(\$7)
Non-Resident	\$150	\$132	\$18
Non-Profit	\$115	\$132	(\$17)
Specialty Groups	New	\$132	N/A
<b>Opening Facility Fee</b>	\$100	\$85	\$15

Fee Name	Current Fee	Total Cost	Difference
<b>Field Rentals</b>			
<b>Baseball / Football / Soccer / Softball</b>			
Youth	\$40	\$35	\$5
Adult	\$50	\$35	\$15
Non-Profit	\$35	\$35	\$0
<b>Tournaments</b>			
Youth / Adult	\$120	\$218	(\$98)
Lights	\$50	\$85	(\$35)
Field Prep	\$75	\$168	(\$93)
Cleaning / Trash Removal	\$100	\$126	(\$26)
Concession Stand	New	\$63	N/A
<b>Pavilion Rentals</b>			
<b>Salem Pav.</b>			
<u>Half day (&lt; 4 hrs.)</u>			
Resident	\$55	\$144	(\$89)
Non-Resident	\$75	\$144	(\$69)
<u>Full day (4 + hrs.)</u>			
Resident	\$95	\$204	(\$109)
Non-Resident	\$135	\$204	(\$69)
<b>Gregory Moseley Pav.</b>			
<u>Half day (&lt; 4 hrs.)</u>			
Resident	\$55	\$129	(\$74)
Non-Resident	\$75	\$129	(\$54)
<u>Full day (4 + hrs.)</u>			
Resident	\$95	\$174	(\$79)
Non-Resident	\$135	\$174	(\$39)
<b>Browns Mill Pav.</b>			
<u>Half day (&lt; 4 hrs.)</u>			
Resident	\$55	\$135	(\$80)
Non-Resident	\$75	\$135	(\$60)
<u>Full day (4 + hrs.)</u>			
Resident	\$95	\$187	(\$92)
Non-Resident	\$135	\$187	(\$52)
<b>Athletic Programs</b>			
Men's / Women's Basketball League	\$600	\$1,322	(\$722)
Co-Ed Softball League	\$500	\$1,317	(\$817)
Co-Ed Kickball League	\$500	\$1,317	(\$817)
Co-Ed Volleyball League	\$500	\$1,317	(\$817)
Flag Football	\$600	\$1,317	(\$717)
Youth Basketball Clinics	\$125	\$174	(\$49)
Tumbling	\$125	\$174	(\$49)
<b>Youth Basketball League</b>			
Resident	\$80	\$131	(\$51)
Non-Resident	\$95	\$131	(\$36)
<b>Youth T-Ball / Baseball League</b>			
Resident	\$85	\$131	(\$46)
Non-Resident	\$100	\$131	(\$31)
<b>Track and Field</b>			
Resident	\$95	\$131	(\$36)

Fee Name	Current Fee	Total Cost	Difference
Non-Resident	\$110	\$131	(\$21)
<b>Soccer</b>			
Resident	\$85	\$131	(\$46)
Non-Resident	\$100	\$131	(\$31)
<b>Flag Football</b>			
Resident	\$85	\$131	(\$46)
Non-Resident	\$100	\$131	(\$31)
<b>Lacrosse</b>			
Resident	\$95	\$131	(\$36)
Non-Resident	\$110	\$131	(\$21)
<b>Non-Athletic Programs</b>			
Afterschool Programming	New	\$275	N/A
School Break Camps	New	\$382	N/A
Summer Camp	\$60	\$710	(\$650)

The fees charged by the Parks and Recreation Department generally under-recover the costs of providing the associated services, with some exceptions. The largest deficit is seen between the proposed fee and the total cost for the co-ed softball, kickball, and volleyball leagues at about \$800 per team.

A few rental fees show over-recoveries, ranging from just over \$100 ('Auxiliary Gymnasium – Athletic Events') to \$1 ('Auxiliary Gymnasium – Non-Resident'). It is important to note that rental fees are generally not bound by the same cost restrictions as other types of user fees; because rentals are purely voluntary transactions that are influenced by many market factors other than cost (desirability of the facility, availability of other comparable facilities in the area, etc.), these fees can be set at the market rate, rather than purely on a cost basis.

## PLANNING & ZONING

The Planning and Zoning Division is responsible for managing the City's growth and development through implementation of the Comprehensive Plan and the Zoning Ordinance. The Planning and Zoning fees included in this study relate to rezoning, variances, public notice, special administrative permits, signs, and land development. The following subsections discuss fee schedule modifications and detailed per-unit results for the fee-related services provided by Planning and Zoning.

### FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees as they are either no longer needed or are duplicative:
  - 'Residential – Final Plats – Inspection'
  - 'Residential – Final Plats – Final Inspection and Punch List'
  - 'Revisions'
- **New Fees:** Staff proposed the addition of the following fees as they highlight services either already provided and not codified on the fee schedule or services the City would like to provide in a different way:
  - 'Re-Posting Signs'
  - 'Sign Review'
  - 'Tree Removal Permit'
- **Condensed Fees:** Staff proposed collapsing the 'Clearing', 'Clearing and Grubbing', and 'Grading Permit' fees into a single fee for all residential and non-residential projects.
- **Expanded Fees:** For all zoning districts under the 'Rezoning from any district/major modification' section, staff proposed expanding the current list of acreage-based subcategories to include an additional subcategory for Overlays.
- **Modified Fees:** The 'Technology Fee' was converted from a flat fee to a percentage-based fee; this allows the City to better recover costs for large projects that have a greater impact on technology systems.

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Planning and Zoning staff.

### DETAILED RESULTS

Planning and Zoning collects fees for rezoning, variances, signs, public noticing, and land development. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and

Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

**TABLE 6: TOTAL COST PER UNIT RESULTS – PLANNING & ZONING**

<b>Fee Name</b>	<b>Current Fee</b>	<b>Total Cost</b>	<b>Difference</b>
Technology Fee	Modified	6%	N/A
<b>Permit Applications</b>			
<b>Variations</b>			
<u>Residential Single-Family Zoning Districts</u>			
Base	\$250	\$4,111	(\$3,861)
For each additional variance on the same piece of property (maximum of three variances)	\$50	\$417	(\$367)
<u>Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts, and Commercial Uses in Residential</u>			
Base	\$350	\$4,359	(\$4,009)
For each additional variance on the same piece of property (maximum of three variances)	\$100	\$417	(\$317)
<u>All Signs</u>			
Base	\$350	\$4,111	(\$3,761)
For each additional variance on the same piece of property (maximum of three variances)	\$100	\$417	(\$317)
Sign Review	New	\$208	N/A
Zoning Certification Letter	\$50	\$124	(\$74)
Minor Modification	\$250	\$339	(\$89)
Major Modification	\$250	\$3,117	(\$2,867)
Special Land Use Permit (SLUP)	\$400	\$4,111	(\$3,711)
Swimming Pool	\$50	\$339	(\$289)
<b>Rezoning from any district/major modification</b>			
<b>RE District</b>			
0 to 5 acres	\$500	\$2,032	(\$1,532)
5+ to 10 acres	\$1,000	\$3,196	(\$2,196)
10+ to 20 acres	\$1,500	\$4,111	(\$2,611)
20+ to 100 acres	\$2,000	\$4,506	(\$2,506)
<u>100+ acres</u>			
Base	\$2,500	\$4,506	(\$2,006)
Per acre for any portion thereof over 100 acres.	\$40	\$62	(\$22)
RE District in an Overlay	New	\$4,359	N/A
<b>RLG, R-100, R-85, R-75, R- 60</b>			
0 to 5 acres	\$300	\$2,032	(\$1,732)
5+ to 10 acres	\$700	\$3,196	(\$2,496)
10+ to 20 acres	\$1,000	\$4,111	(\$3,111)
20+ to 100 acres	\$1,500	\$4,506	(\$3,006)
<u>100+ acres</u>			
Base	\$2,500	\$4,506	(\$2,006)
Per acre for any portion thereof over 100 acres.	\$40	\$62	(\$22)
RLG, R-100, R-85, R-75, R- 60 in an Overlay	New	\$4,359	N/A
<b>MHP, RNC, Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts</b>			
0 to 5 acres	\$500	\$2,281	(\$1,781)

Fee Name	Current Fee	Total Cost	Difference
5+ to 10 acres	\$100	\$3,568	(\$3,468)
10+ to 20 acres	\$1,500	\$4,359	(\$2,859)
20+ to 100 acres	\$2,000	\$5,127	(\$3,127)
100+ acres			
Base	\$2,500	\$5,127	(\$2,627)
Per acre for any portion thereof over 100 acres.	\$20	\$93	(\$73)
MHP, RNC, Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts in an Overlay	New	\$4,607	N/A
<b>Public Notice</b>			
<b>All Land Use and Variance, and Administrative Appeal Petitions (except Administrative and Minor)</b>			
Signs	\$80	\$45	\$35
Re-Posting Signs	New	\$45	N/A
Advertising (Public Notice)	\$50	\$68	(\$18)
<b>Special Administrative Permit</b>			
<b>Temporary outdoor events</b>			
Base	\$50	\$508	(\$458)
Per Day	\$10	\$84	(\$74)
Temporary outdoor sales, seasonal	\$50	\$508	(\$458)
<b>Temporary Outdoor Retail Sales</b>			
Base	\$50	\$508	(\$458)
Per Day	\$10	\$84	(\$74)
Temporary or seasonal farmer's markets; Temporary produce stand	\$50	\$508	(\$458)
Temporary Structure	\$50	\$508	(\$458)
Urban Community Garden, over 5 acres	\$50	\$508	(\$458)
Telecommunication	\$50	\$508	(\$458)
Home Occupation or Home-based business	\$100	\$339	(\$239)
<b>Festival/Event (horseshow, music festival, etc.)</b>			
Base	\$50	\$508	(\$458)
Per Day	\$10	\$84	(\$74)
Events, Outdoors Seasonal (Christmas tree, pumpkinseed)	\$50	\$508	(\$458)
<b>Roadside Vendor</b>			
Base	\$50	\$508	(\$458)
Per Day	\$10	\$84	(\$74)
Roadside Produce Stand	\$50	\$508	(\$458)
Sexually Oriented Business	\$50	\$4,359	(\$4,309)
<b>Special Administrative Event Permit</b>			
5 days or less	\$200	\$508	(\$308)
14 days	\$300	\$1,378	(\$1,078)
All Other Administrative Permits	\$25	\$508	(\$483)
<b>Sign Variances</b>			
<b>Sign Variances</b>			
Minor Modification	\$30	\$339	(\$309)
Major Modification	\$250	\$3,117	(\$2,867)
<b>Sign Permit Fees</b>			
Directional Sign/Wayfinding Signs	\$100	\$4,111	(\$4,011)
Special Event Sign	\$100	\$84	\$16

Fee Name	Current Fee	Total Cost	Difference
All other sign permits	\$100	\$508	(\$408)
Banner	\$25	\$508	(\$483)
<b>Wall Signs</b>			
Under 50 square feet	\$50	\$666	(\$616)
50 to 100 square feet	\$75	\$1,084	(\$1,009)
Over 100 square feet	\$100	\$1,378	(\$1,278)
<b>Ground / Monumental Signs</b>			
Under 50 square feet	\$100	\$666	(\$566)
50 to 100 square feet	\$150	\$1,084	(\$934)
Over 100 square feet	\$200	\$1,378	(\$1,178)
<b>Land Development Fee Schedule</b>			
Technology Fee	Modified	6%	N/A
<b>Clearing or Clearing and Grubbing or Grading Permit - Residential/Nonresidential</b>			
Review	\$300	\$852	(\$552)
Inspection	\$25	\$532	(\$507)
Tree Removal Permit	New	\$527	N/A
<b>Development Permit</b>			
<b>Residential - Single Family</b>			
<b>Engineering (less than 2 Acres)</b>			
<u>Review</u>			
Base	\$300	\$1,052	(\$752)
Per Lot	\$15	\$22	(\$7)
<u>Inspection</u>			
Base	\$200	\$532	(\$332)
Per Acre	\$100	\$133	(\$33)
<b>Erosion Control (less than 2 Acres)</b>			
Review	\$200	\$1,052	(\$852)
<u>Inspection</u>			
Base	\$100	\$390	(\$290)
Per Acre	\$50	\$66	(\$16)
<b>Engineering (more than 2 Acres)</b>			
<u>Review</u>			
Base	\$400	\$1,585	(\$1,185)
Per Lot	\$15	\$22	(\$7)
<u>Inspection</u>			
Base	\$400	\$1,065	(\$665)
Per Acre	\$100	\$133	(\$33)
<b>Erosion Control (more than 2 Acres)</b>			
Review	\$300	\$1,585	(\$1,285)
<u>Inspection</u>			
Base	\$200	\$656	(\$456)
Per Acre	\$50	\$133	(\$83)
<b>As-Built Plans Review</b>			
Review	\$0	\$66	(\$66)
Inspection	\$0	\$133	(\$133)
<b>Residential - Town Homes (Fee Simple)</b>			
<b>Engineering</b>			
<u>Review</u>			

Fee Name	Current Fee	Total Cost	Difference
Base	\$300	\$390	(\$90)
Per Lot	\$15	\$22	(\$7)
<u>Inspection</u>			
Base	\$400	\$532	(\$132)
Per Acre	\$100	\$133	(\$33)
<b>Erosion Control</b>			
<u>Review</u>			
Base	\$150	\$920	(\$770)
Per Lot	\$15	\$22	(\$7)
<u>Inspection</u>			
Base	\$200	\$532	(\$332)
Per Acre	\$50	\$66	(\$16)
<b>Residential - Final Plats</b>			
<b>First Review</b>			
<u>Review</u>			
Base	\$200	\$460	(\$260)
Per Lot	\$5	\$8	(\$3)
<b>Second Review</b>			
<u>Review</u>			
Base	\$200	\$199	\$1
<b>Third Review and Subsequent Reviews</b>			
<u>Review</u>			
Base	\$200	\$199	\$1
<b>Recording Fee</b>			
<u>Review</u>			
Base	\$100	\$136	(\$36)
Per Lot	\$20	\$45	(\$25)
<b>Nonresidential - Condominium</b>			
<b>Engineering</b>			
<u>Review</u>			
Base	\$300	\$328	(\$28)
Per Lot	\$10	\$45	(\$35)
<u>Inspection</u>			
Base	\$400	\$532	(\$132)
Per Acre	\$100	\$133	(\$33)
<b>Erosion Control</b>			
<u>Review</u>			
Base	\$300	\$920	(\$620)
Per Lot	\$10	\$22	(\$12)
<u>Inspection</u>			
Base	\$200	\$266	(\$66)
Per Acre	\$50	\$66	(\$16)
<b>Nonresidential - Apartment</b>			
<b>Engineering</b>			
<u>Review</u>			
Base	\$300	\$461	(\$161)
Per Lot	\$10	\$45	(\$35)
<u>Inspection</u>			
Base	\$400	\$665	(\$265)

Fee Name	Current Fee	Total Cost	Difference
Per Acre	\$100	\$133	(\$33)
<b>Erosion Control</b>			
<u>Review</u>			
Base	\$300	\$1,319	(\$1,019)
Per Lot	\$10	\$22	(\$12)
<u>Inspection</u>			
Base	\$200	\$266	(\$66)
Per Acre	\$50	\$66	(\$16)
<b>Nonresidential - Commercial/Institutional</b>			
<b>Engineering</b>			
<u>Review</u>			
Base	\$300	\$328	(\$28)
<u>Inspection</u>			
Base	\$400	\$665	(\$265)
Per Acre	\$300	\$133	\$167
<b>Erosion Control</b>			
<u>Review</u>			
Base	\$300	\$1,319	(\$1,019)
Per Lot	\$10	\$22	(\$12)
<u>Inspection</u>			
Base	\$200	\$266	(\$66)
Per Acre	\$50	\$66	(\$16)
<b>Nonresidential - Other Service Fees</b>			
<b>State Water Determination Fee</b>			
Review	N/A	\$133	N/A
Inspection	\$200	\$266	(\$66)
<b>Arborist Tree Assessment Fee (Per Site Visit)</b>			
Review	N/A	\$263	N/A
Inspection	\$150	\$263	(\$113)
<b>Dumpster Permit Fee</b>			
Review	\$50	\$195	(\$145)
Inspection	\$50	\$133	(\$83)
Permit Extension (3 Months)	\$300	\$332	(\$32)
Land Development Revisions (After Permit Issuance)	\$300	\$719	(\$419)
<b>Lot Division/Combination</b>			
Review	\$200	\$532	(\$332)
Penalty for Site Activity Prior to Obtaining Permit Review	\$300	\$532	(\$232)
<b>Stream Buffer Variance Application Fee-Existing Home</b>			
Review	\$100	\$133	(\$33)
Inspection	\$100	\$532	(\$432)
<b>Stream Buffer Variance Application Fee-New</b>			
Review	\$100	\$266	(\$166)
Inspection	\$200	\$532	(\$332)
<b>City Review</b>			
Review	\$300	\$332	(\$32)

Most fees administered by Planning and Zoning under-recover. The largest deficit is in relation to a 'Special Administrative Permit' for a 'Sexually Oriented Business' at about \$4,300. The next largest

under-recoveries are associated with the 'Directional Sign/Wayfinding Sign' fee (\$4,000) and the base fees for 'Variances' (from \$3,800 to \$4,000).

Two fees currently over-recover the associated costs. The Development Fee for 'Nonresidential - Commercial/Institutional – Engineering Inspection Per Acre' has the largest overcharge at about \$170.

City staff should review these results and consider adjusting fees to be in compliance with laws and regulations, as well as to allow for greater cost recovery.

## COST RECOVERY CONSIDERATIONS

The following sections provide guidance regarding how and where to increase fees, determine annual update factors, and develop cost recovery policies and procedures.

### FEE ADJUSTMENTS

This study has documented and outlined on a fee-by-fee basis where the City is under- and over-collecting for its fee-related services. City and Department management will now need to review the study results and adjust fees per Departmental and City philosophies and policies. The following points outline the major options the City has in adjusting its fees:

- **Over-Collection:** Upon review of the fees that were shown to be over-collecting for costs of services provided, the City should reduce the current fee to be in line with the full cost of providing the service.
- **Full Cost Recovery:** For fees that show an under-collection for costs of services provided, the City may decide to increase the fee to full cost recovery immediately.
- **Phased Increase:** For fees with significantly low-cost recovery levels, or which would have a significant impact on the community, the City could choose to increase fees gradually over a set period.

The City will need to review the results of the fee study and associated cost recovery levels and determine how best to adjust fees. While decisions regarding fees that currently show an over-recovery are straightforward, the following subsections provide further detail on why and how the City should consider either implementing Full Cost Recovery or a Phased Increase approach to adjusting its fees.

### FULL COST RECOVERY

Based on the permit or review type, the City may wish to increase the fee to cover the full cost of providing services. Certain permits may be close to cost recovery already, and an increase to full cost may not be significant. Other permits may have a more significant increase associated with full cost recovery.

Increasing fees associated with permits and services that are already close to full cost recovery can potentially bring a Department's overall cost recovery level higher. Often, these minimal increases can provide necessary revenue to counterbalance fees that cannot be increased.

The City should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the City is recovering the full cost of its services.

## PHASED INCREASES

Depending on current cost recovery levels, some current fees may need to be increased significantly to comply with established or proposed cost recovery policies. Due to the type of permit or review or the amount by which a fee needs to be increased, it may be best for the City to use a phased approach to reaching its cost recovery goals.

As an example, you may have a current fee of \$200 with a full cost of \$1,000, representing 20% cost recovery. If the current policy is 80% cost recovery, the current fee would need to increase by \$600, bringing the fee to \$800, to comply with proposed recovery levels. Assuming this service is something the City provides quite often and affects various members of the community, an instant increase of \$600 may not be feasible. Therefore, the City could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period not only allows the City to monitor and control the impact to applicants but also ensure that applicants have time to adjust to significant increases. Continuing with the example above, the City could increase the fee by \$150 per year for the next four years, spreading out the increase. Depending on the desired overall increase and the impact to applicants, the City could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the City not phase increases for periods greater than five years, as that is the maximum window after which a comprehensive fee assessment should be completed.

## ANNUAL ADJUSTMENTS

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general recommendation is that a comprehensive fee analysis should be conducted every five to seven years. This allows jurisdictions to ensure they account for organizational changes, such as staffing levels and merit increases, and process efficiencies, code or rule changes, or technology improvements. Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index (CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms:

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases are not tied to merit or seniority but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally, these factors are around two or three percent annually.
- **CPI / ECI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index or Employment Cost Index. These factors are calculated by the Bureau of Labor Statistics, are put out at various intervals within a year, and are specific to states and regions.

The City of Stonecrest should pick one of these factors to ensure that fees are increased in alignment with cost increases.

## POLICIES AND PROCEDURES

This study has identified areas where the City is under-collecting the costs associated with providing services. This known funding gap is therefore being subsidized by other City revenue sources.

Development of cost recovery policies and procedures will ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward. The following subsections outline typical cost recovery levels and discuss the benefits of developing target cost recovery goals and procedures for achieving and increasing cost recovery.

### TYPICAL COST RECOVERY

The Matrix Consulting Group has extensive experience in analyzing local government operations across the United States and has calculated typical cost recovery ranges. The following table outlines cost recovery ranges by major service area.

**TABLE 7: TYPICAL COST RECOVERY RANGES BY MAJOR SERVICE AREA**

<b>Service Areas</b>	<b>Typical Cost Recovery Ranges</b>
Building	80-100%
Finance	50-80%
Parks & Recreation	70-90%
Planning & Zoning	50-80%

On average, Stonecrest’s Building fees recover **65%** of their costs on a per-unit basis. This is below the typical cost recovery range seen in other jurisdictions. The average per-unit cost recovery for Finance is **66%**, which is within the typical cost recovery range. Parks and Recreation recovers **71%** of the costs of administering its fees, on average. This falls within the typical cost recovery range. Planning falls below the typical cost recovery range, recovering an average of **40%** of its costs on a per-fee basis.

### DEVELOPMENT OF COST RECOVERY POLICIES AND PROCEDURES

The City should review the current cost recovery levels and adopt a formal policy regarding cost recovery. This policy can be general in nature and can apply broadly to the City as a whole or to each department and division specifically. A department-specific cost recovery policy would allow the City to better control the cost recovery associated with different types of services being provided and the community benefit received.

## APPENDIX – COMPARATIVE SURVEY

As part of the Cost of Services (User Fee) study for the City of Stonecrest, Matrix Consulting Group conducted a comparative survey of user fees. The City identified five municipalities to be included in the comparative survey: Alpharetta, Brookhaven, Dunwoody, Marietta, and Smyrna. The project team then reviewed public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances) and/or contacted jurisdictions to get comparative information.

While this full report provides the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to benchmark themselves against other comparable jurisdictions to understand the local “rates” for comparable services. This type of comparative analysis allows for the City to assess what types of changes in fee levels their community can bear. However, benchmarking does not provide adequate information regarding the relationship of other jurisdictions’ costs to their fees (i.e., policy decisions to subsidize, cost recovery goals, etc.). To contextualize this portion of the analysis, the project team provided economic and recency factors for the comparable jurisdictions.

The following sections detail various factors to consider when reviewing comparative survey results, as well as graphical comparisons of current fees and total calculated costs for various permits issued or services provided by the City.

### ECONOMIC FACTORS

To provide additional context to the comparative survey information, the project team collected economic factors for the jurisdictions included. Three important economic factors to consider when comparing fees across multiple jurisdictions are: population, budget, and workforce size. These factors can impact how and when fees are administered, as a jurisdiction with a smaller population may choose to not charge a fee, or a smaller workforce size may inhibit their ability to administer a fee.

The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

**TABLE 8: RANKING OF JURISDICTIONS BY POPULATION**

<b>Jurisdiction</b>	<b>Population<sup>7</sup></b>
Dunwoody	51,795
Smyrna	57,177
Brookhaven	59,370
<b>Stonecrest</b>	<b>61,015</b>
Marietta	63,122
Alpharetta	67,275

<sup>7</sup> 2024 Census estimates were used for all jurisdictions.

**TABLE 9: RANKING OF JURISDICTIONS BY CITYWIDE TOTAL BUDGET**

Jurisdiction	FY2025 Budget <sup>8</sup>
Stonecrest	\$30,147,100
Dunwoody	\$70,533,717
Smyrna	\$105,697,703
Brookhaven	\$142,447,818
Alpharetta	\$163,590,569
Marietta	\$359,947,689

**TABLE 10: RANKING OF JURISDICTIONS BY FTE**

Jurisdiction	FY2025 Authorized FTE
Stonecrest	102.00
Dunwoody	127.50
Brookhaven	230.60
Alpharetta	473.50
Smyrna	480.49
Marietta	810.00

When compared to the surveyed jurisdictions, the City of Stonecrest has an average population size but the lowest budget and FTE count.

**RECENCY FACTOR**

While the above comparative information can provide some perspective when paralleling Stonecrest’s fees with surveyed jurisdictions, other key factors to consider are when a jurisdiction’s fee schedule was last updated and when the last comprehensive analysis was undertaken. It is important to note that even when jurisdictions have conducted recent fee studies, their fees are not always adopted at full cost recovery. The comparative results only show the adopted fee for the surveyed jurisdiction, not necessarily the full cost associated with the comparable service. The following tables detail when each surveyed jurisdiction last updated its fee schedule:

**TABLE 11: LAST FEE SCHEDULE UPDATE**

Jurisdiction	Response
Alpharetta	N/A <sup>9</sup>
Brookhaven	2023
Dunwoody	2024
Marietta	2024
Smyrna	2025

All the surveyed jurisdictions have published an updated fee schedule within the last two to three years. However, none of the surveyed jurisdictions have conducted a comprehensive fee study.

<sup>8</sup> To ensure appropriate comparisons, full operating budget (all funds) has been used for all jurisdictions.  
<sup>9</sup> Alpharetta generally updates fees individually on an as-needed basis.

## ADDITIONAL FACTORS

Along with keeping the statistics outlined in the previous sections in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- **Cost Recovery Factors:** Each jurisdiction and its fees are different, and many are not based on the actual cost of providing services as various policy decisions may subsidize services.
- **Fee Variance Factors:** A fee with the same name may encompass different types of services or activities across jurisdictions. Variability may stem from differences in service delivery models (e.g., in-house vs. contracted), the scope of work included under the fee, and staffing configurations, all of which can influence how indirect and overhead costs are allocated.

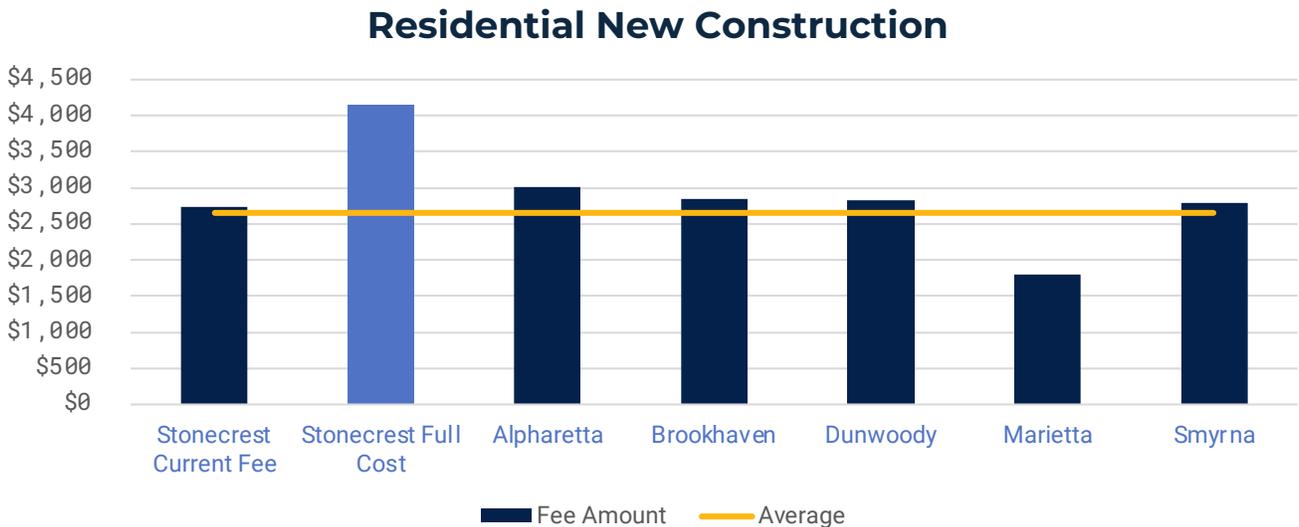
In addition to the issues noted, market surveys can also run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than the primary method for determining an acceptable price point for services.

## COMPARATIVE SURVEY RESULTS

As part of this study, the project team conducted a survey of how the City’s current user fees and calculated full cost compare to other identified jurisdictions. The following subsections provide a comparative look at several fee-related services provided by the City versus the surveyed jurisdictions.

### RESIDENTIAL NEW CONSTRUCTION

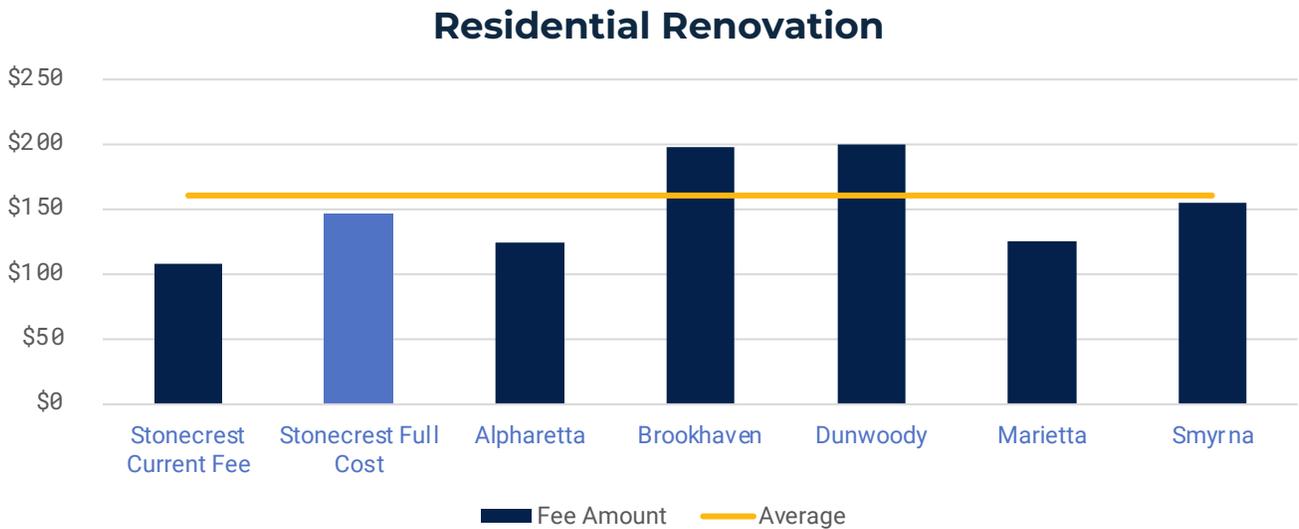
For a residential new construction project valued at \$350,000, Building and Permitting currently charges a fee of \$2,730, which includes both plan check and inspection costs. Through this study, the project team calculated the full cost of this service to be \$4,143. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.



Stonecrest’s current fee is near the jurisdictional average of \$2,655 and is most similar to Smyrna’s fee (\$2,800). The City’s full cost, however, falls significantly above average and is higher than any other surveyed municipality. Marietta has the lowest fee at \$1,800, while Alpharetta has the highest at \$3,008.

**RESIDENTIAL RENOVATION**

For a small residential renovation project valued at \$15,000, Building and Permitting currently charges a fee of \$108 for plan check and inspection. Through this study, the project team calculated the full cost of this service to be \$146. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

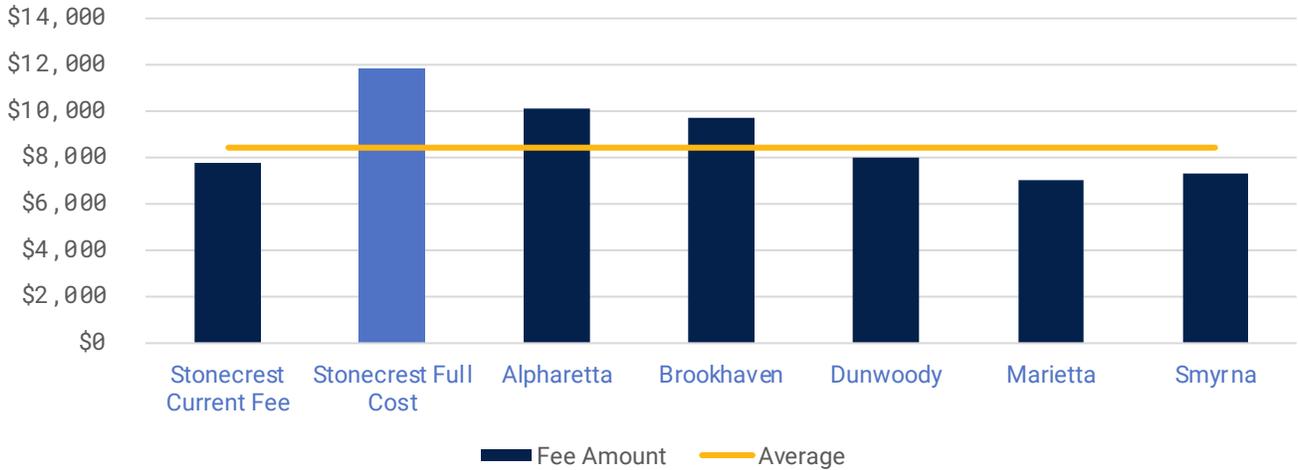


Stonecrest’s current fee and full cost are both below the jurisdictional average of \$160. The City’s current fee is most comparable to Alpharetta’s fee of \$124 and is the lowest fee among the surveyed jurisdictions. The City’s full cost is most comparable to Smyrna’s fee (\$155).

**COMMERCIAL NEW CONSTRUCTION**

For a commercial new construction project valued at \$1,000,000, Building and Permitting currently charges a fee of \$7,800 for plan check and inspection. Through this study, the project team calculated the full cost of this service to be \$11,837. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

### Commercial New Construction

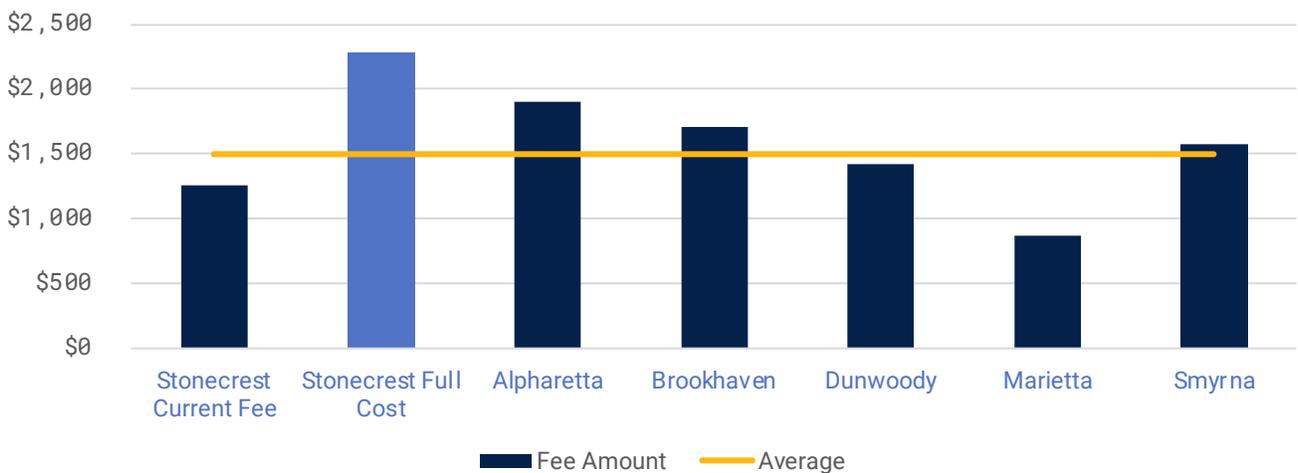


Stonecrest’s current fee falls below the jurisdictional average of \$8,465; it is most similar to Dunwoody’s fee (\$8,025). The City’s full cost, on the other hand, falls above average and is most comparable to Alpharetta’s fee of \$10,150, the highest among the surveyed jurisdictions. Marietta has the lowest fee at \$7,050.

### COMMERCIAL INTERIOR FINISH

Building and Permitting currently charges a fee of \$1,260 for plan check and inspection of a commercial interior finish project valued at \$175,000. Through this study, the project team calculated the full cost of this service to be \$2,285. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

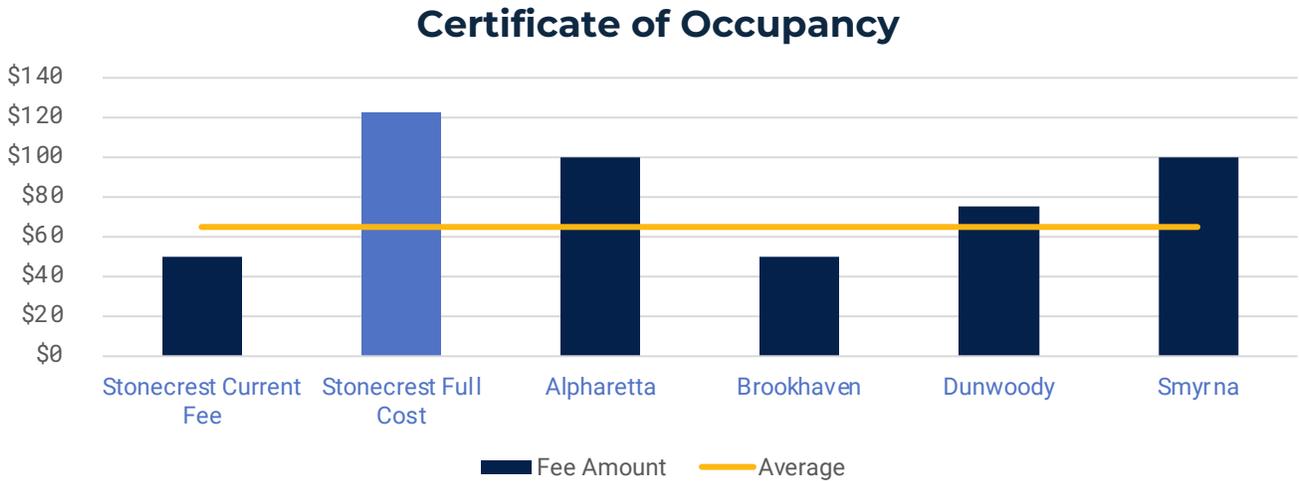
### Commercial Interior Finish



Stonecrest’s current fee is below the jurisdictional average of \$1,496 and is closest to Dunwoody’s fee (\$1,425). The City’s full cost falls above average; it is higher than the fee of any surveyed jurisdiction but most similar to Alpharetta’s fee of \$1,900.

**CERTIFICATE OF OCCUPANCY**

Building and Permitting currently charges a fee of \$50 for a Certificate of Occupancy. Through this study, the project team calculated the full cost of this service to be \$123. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

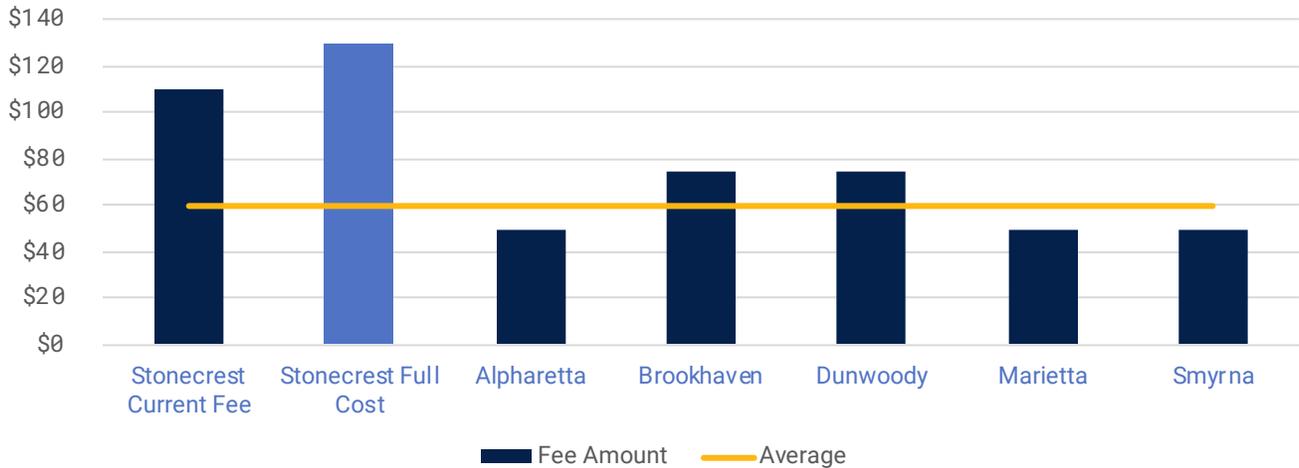


The City’s current fee is below the jurisdictional average of \$81; it is most comparable to Brookhaven’s fee, which is also \$50. Stonecrest’s full cost falls above average and is closest to Alpharetta and Smyrna’s fees (\$100 each).

**WATER HEATER REPLACEMENT**

Building and Permitting currently charges a fee of \$110 for the replacement of a water heater. Through this study, the project team calculated the full cost of this service to be \$130. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

## Water Heater Replacement

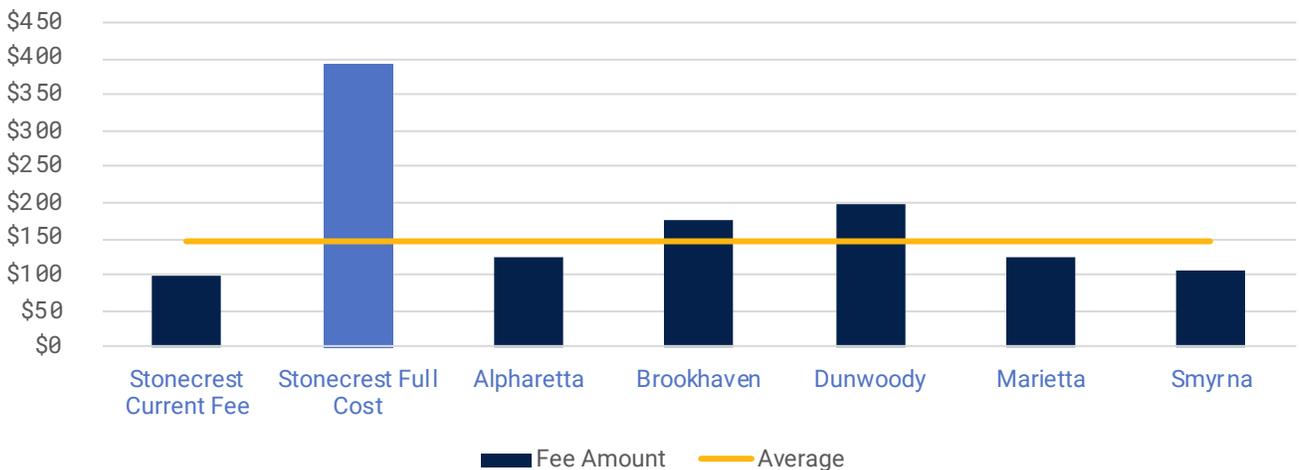


Both Stonecrest’s current fee and full cost are above the jurisdictional average of \$60. The jurisdictions with the highest fees among the survey group are Brookhaven and Dunwoody at \$75; all other jurisdictions charge \$50 for this permit.

### SWIMMING POOL – SINGLE-FAMILY

Building and Permitting currently charges a fee of \$100 for a Single-Family Residential Swimming Pool permit. Through this study, the project team calculated the full cost of this service to be \$394. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.<sup>10</sup>

## Swimming Pool - Single-Family



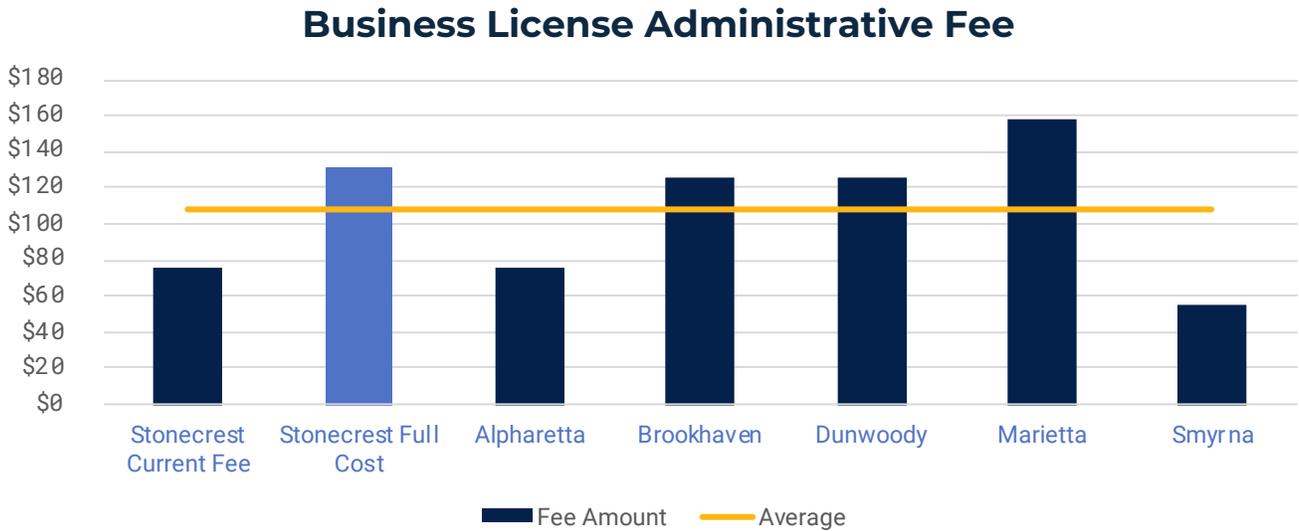
The City’s current fee falls below the jurisdictional average of \$146 and is most similar to Smyrna’s fee of \$100 (the lowest fee among the surveyed jurisdictions). Stonecrest’s full cost falls above average,

<sup>10</sup> For those jurisdictions that do not have a separate Swimming Pool permit, a valuation of \$15,000 was used.

though, and is well above the fee of any surveyed municipality. Among the localities included here, only Brookhaven has a separate Pool fee; the other cities charge this fee based on valuation.

**BUSINESS LICENSE ADMINISTRATIVE FEE**

Finance currently charges a fee of \$75 as an administrative fee associated with issuing Business Licenses. Through this study, the project team calculated the full cost of this service to be \$131. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

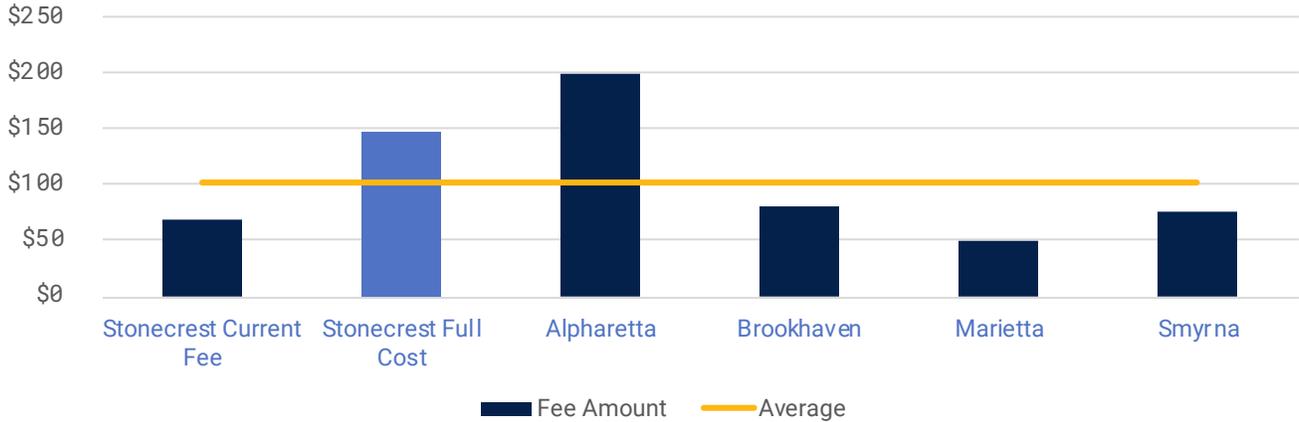


Stonecrest’s current fee is below the jurisdictional average of \$108; it is the same as Alpharetta’s fee (\$75) and higher than the lowest fee among the surveyed municipalities (Smyrna at \$55). The City’s full cost is above the jurisdictional average but lower than Marietta’s fee of \$158. Marietta charges both an Administrative Fee and a Processing Fee; both were considered together here to more directly compare to Stonecrest’s singular fee.

**BROWNS MILL RECREATION CENTER MULTIPUPOSE ROOM A RENTAL**

The Parks and Recreation Department currently charges a fee of \$70 for a resident to rent Multipurpose Room A at the Browns Bill Recreation Center for two hours. Through this study, the project team calculated the full cost of this service to be \$148. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

## Browns Mill Recreation Center Multipurpose Room A Rental

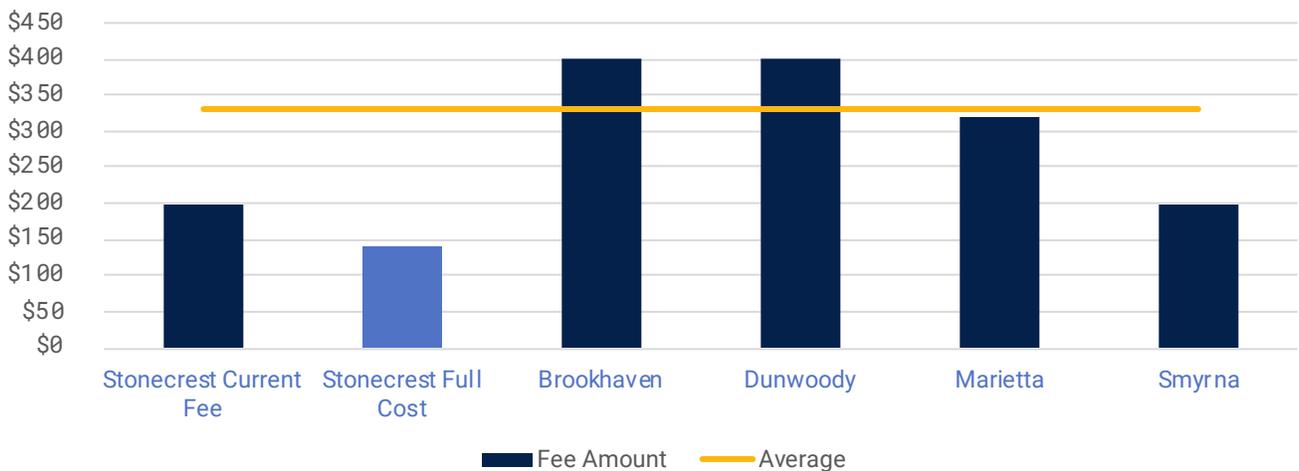


The City’s current fee is below the jurisdictional average of \$101 and most similar to Smyrna’s fee of \$75. Stonecrest’s full cost falls above average but is less than Alpharetta’s fee (\$200). It is important to note that these comparisons do not take into account factors such as the newness or desirability of the facility, although the project team makes the scenarios as comparable as possible.

### BASEBALL FIELD RENTAL

The Parks and Recreation Department currently charges a fee of \$200 to rent a baseball field for an adult game for 4 hours. Through this study, the project team calculated the full cost of this service to be \$140. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

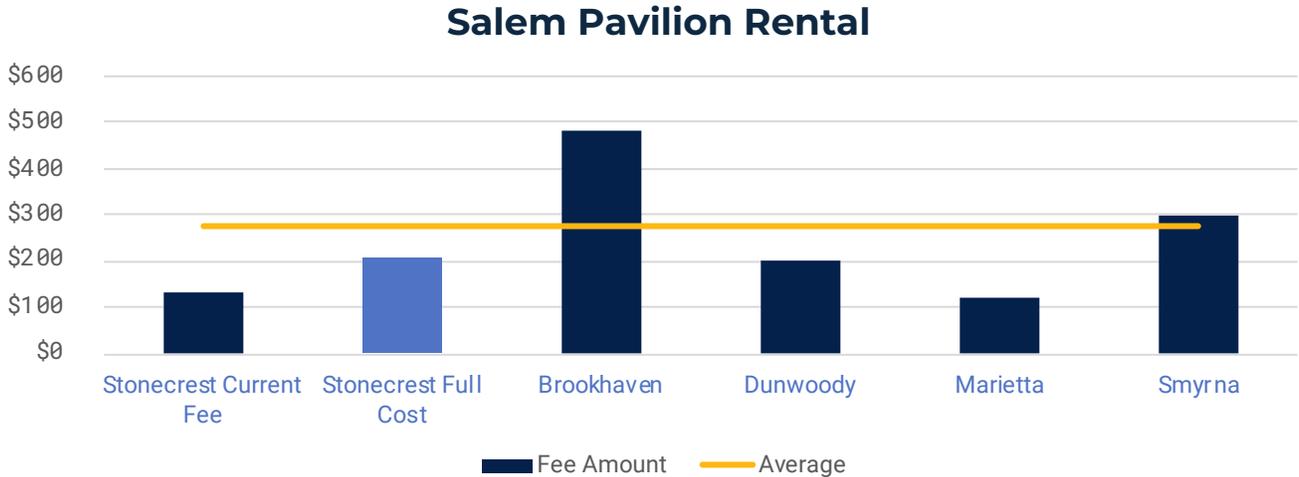
## Baseball Field Rental



Stonecrest’s current fee and full cost both fall below the jurisdictional average of \$330. Both fees are most comparable to Smyrna’s fee (\$200). Notably, it is common for rental fees to be set at market rate, which may be above the cost of making those fields available for rent.

**SALEM PAVILION RENTAL**

Parks and Recreation currently charges a fee of \$135 to rent the Salem Park Pavilion for a full day. Through this study, the project team calculated the full cost of this service to be \$204. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.<sup>11</sup>



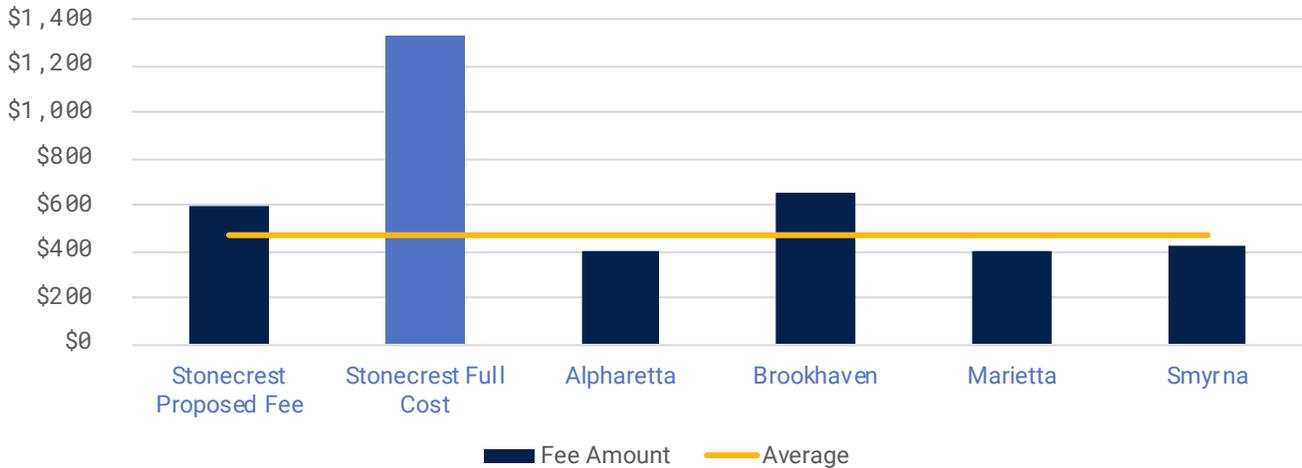
Stonecrest’s current fee and full cost both fall below the jurisdictional average of \$275. The City’s current fee is most similar to Marietta’s fee (\$120), while the full cost is closest to Dunwoody’s fee (\$200). Alpharetta does not rent most of its pavilions and does not charge for those it does rent.

**MEN’S / WOMEN’S BASKETBALL LEAGUE**

Parks and Recreation has proposed charging a fee of \$600 per team for a men’s or women’s basketball league. Through this study, the project team calculated the full cost of this service to be \$1,322 per team. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

<sup>11</sup> For those jurisdictions that charge an hourly fee, a rental duration of 6 hours was used.

### Men's / Women's Basketball League

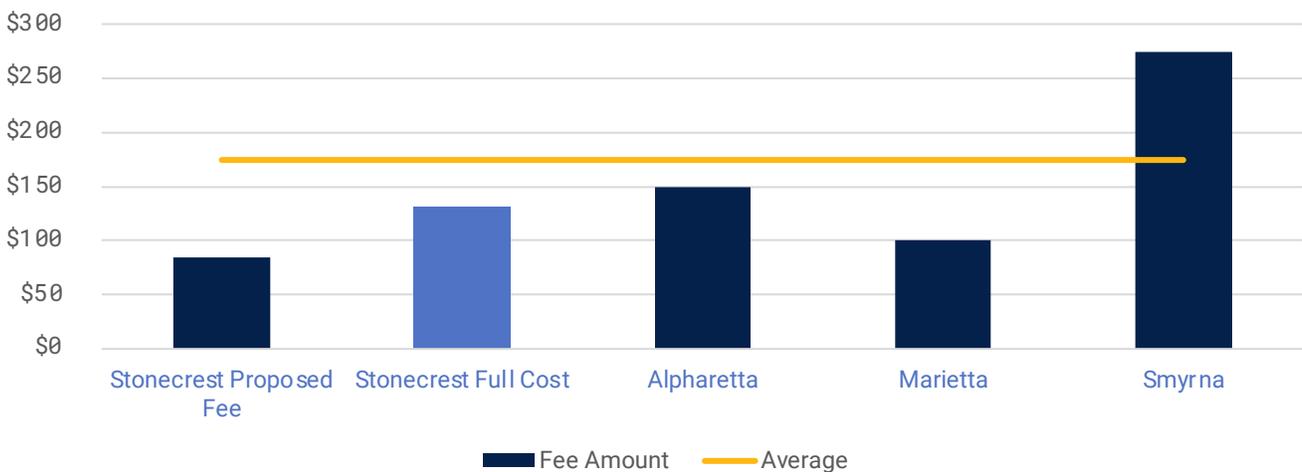


Stonecrest’s proposed fee and full cost are both above the jurisdictional average of \$468. The proposed fee is similar to Brookhaven’s fee of \$650, but the full cost is not comparable to any fee charged by the comparison jurisdictions. It is important to note that recreational activity fees are often subsidized below the full cost of providing the service.

### YOUTH BASKETBALL LEAGUE

The Parks and Recreation Department has proposed charging a fee of \$85 per DeKalb County resident for participation in a youth basketball league. Through this study, the project team calculated the full cost of this service to be \$131. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

### Youth Basketball League

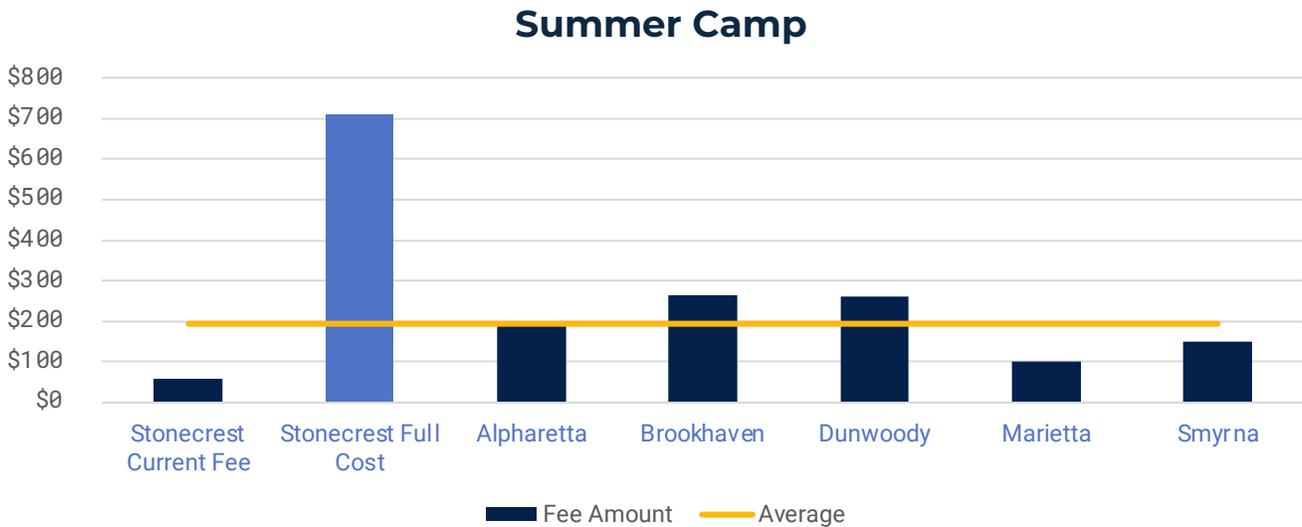


Stonecrest’s current fee and full cost are both below the jurisdictional average of \$175. The City’s current fee is most comparable to Marietta’s fee (\$85) while the full cost is most similar to Alpharetta’s fee

(\$150). Smyrna charges \$275, but it is important to note that Smyrna only provides the facility for these leagues, which are run by a local non-profit rather than in-house staff.

### SUMMER CAMP

Parks and Recreation currently charges a fee of \$60 per participant per week for summer camp. Through this study, the project team calculated the full cost of this service to be \$710 per participant per week. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

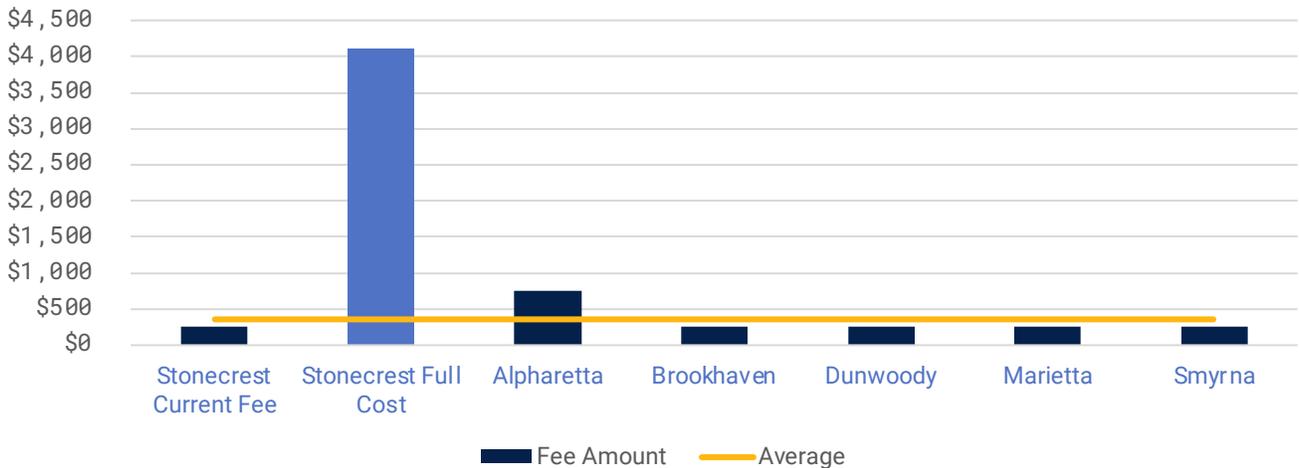


Stonecrest’s current fee falls below the jurisdictional average of \$194 and is closest to Marietta’s fee of \$100. The full cost of providing summer camp, however, is well above average and is not comparable to the fee charged by any of the surveyed municipalities. Brookhaven has the highest fee at \$265, followed closely by Dunwoody at \$260. Brookhaven’s summer camp is provided by the YMCA at Brookhaven facilities and is not provided by City staff. It is important to note that summer camp fees are often set well below full cost recovery due to the community benefit they provide.

### VARIANCE – RESIDENTIAL SINGLE-FAMILY ZONING DISTRICTS

Planning and Zoning currently charges a fee of \$250 for a variance in residential single-family zoning districts. Through this study, the project team calculated the full cost of this service to be \$4,111. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

## Variance - Residential Single-Family Zoning Districts

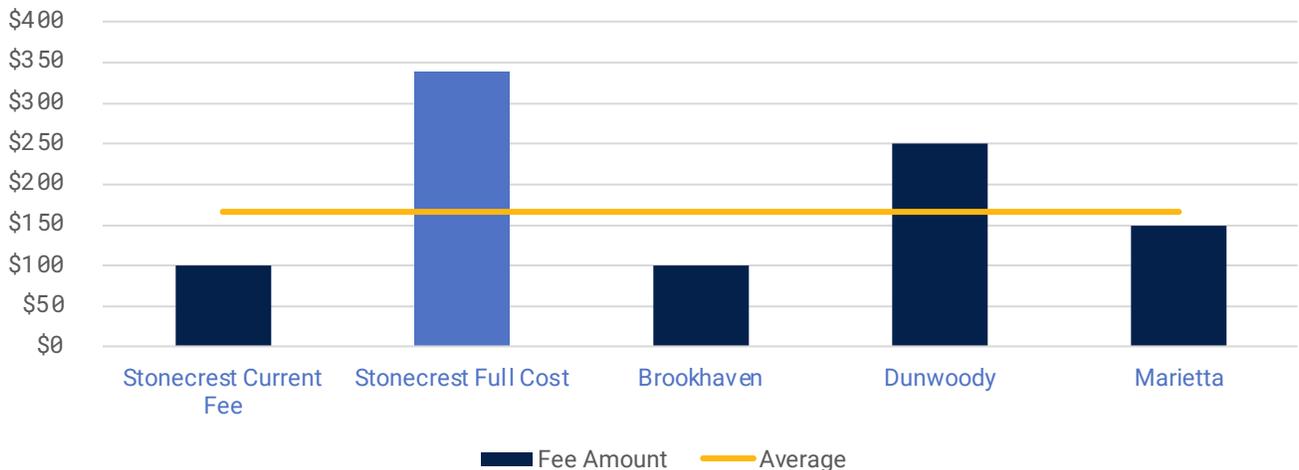


Stonecrest’s current fee is below the jurisdictional average of \$350; the full cost is well above the fee charged by any other surveyed jurisdiction. Brookhaven, Dunwoody, Marietta, and Smyrna all charge the same fee as Stonecrest (\$250). Alpharetta charges \$750 for a variance but does not consider the type of zoning district when assessing their fee.

### HOME OCCUPATION OR HOME-BASED BUSINESS

Planning and Zoning currently charges a fee of \$100 for a Home Occupation or Home-based Business permit. Through this study, the project team calculated the full cost of this service to be \$339. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

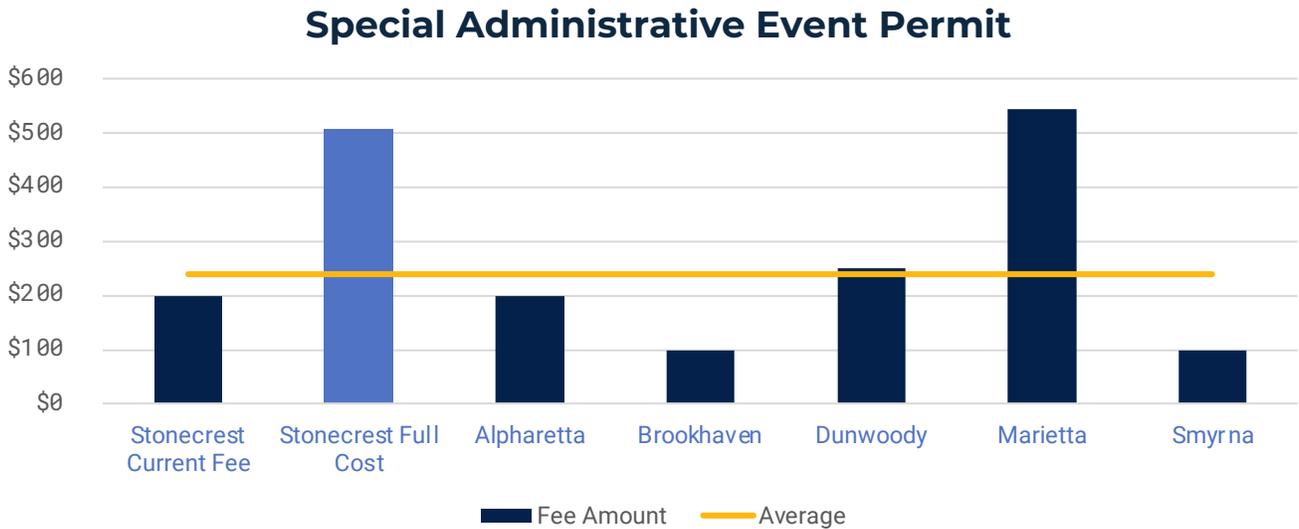
## Home Occupation or Home-based Business



Stonecrest’s current fee falls below the jurisdictional average of \$167 and is the same as Brookhaven’s fee (\$100). The full cost is above average and is most comparable to Dunwoody’s fee (\$250).

### SPECIAL ADMINISTRATIVE EVENT PERMIT

Planning and Zoning currently charges a fee of \$200 for a Special Administrative Event Permit for events that are 5 days or less. Through this study, the project team calculated the full cost of this service to be \$509. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

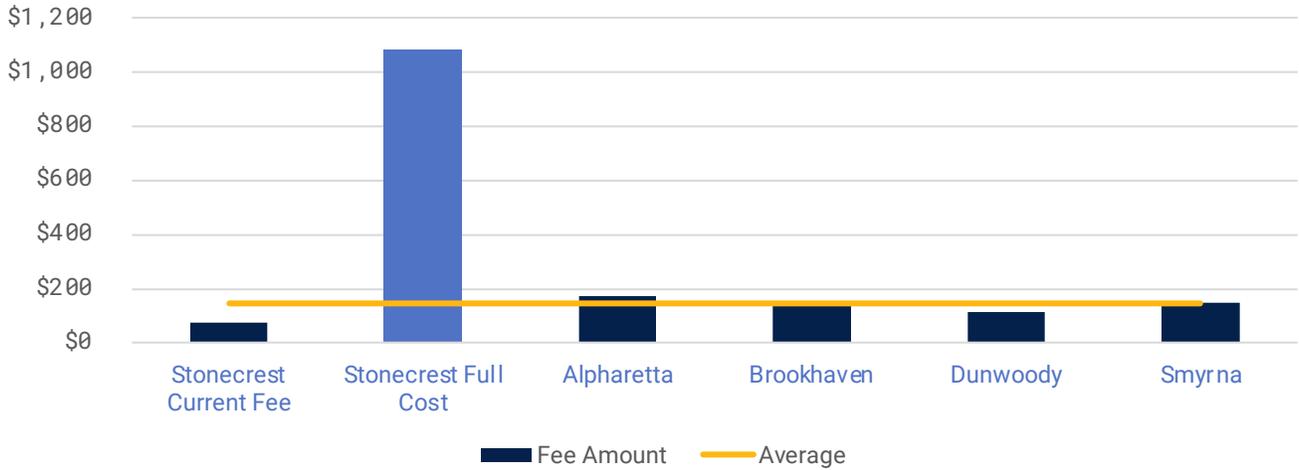


Stonecrest’s current fee is slightly below the jurisdictional average of \$239 and matches Alpharetta’s fee (\$200). The City’s full cost of providing this service is above average but similar to Marietta’s fee (\$545). Marietta’s fee as presented here includes an application fee and one event day; a longer event would incur a larger fee.

### WALL SIGN PERMIT

Planning and Zoning currently charges a fee of \$75 for a Wall Sign Permit for signs that are between 50 and 100 square feet. Through this study, the project team calculated the full cost of this service to be \$1,084. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

### Wall Sign Permit

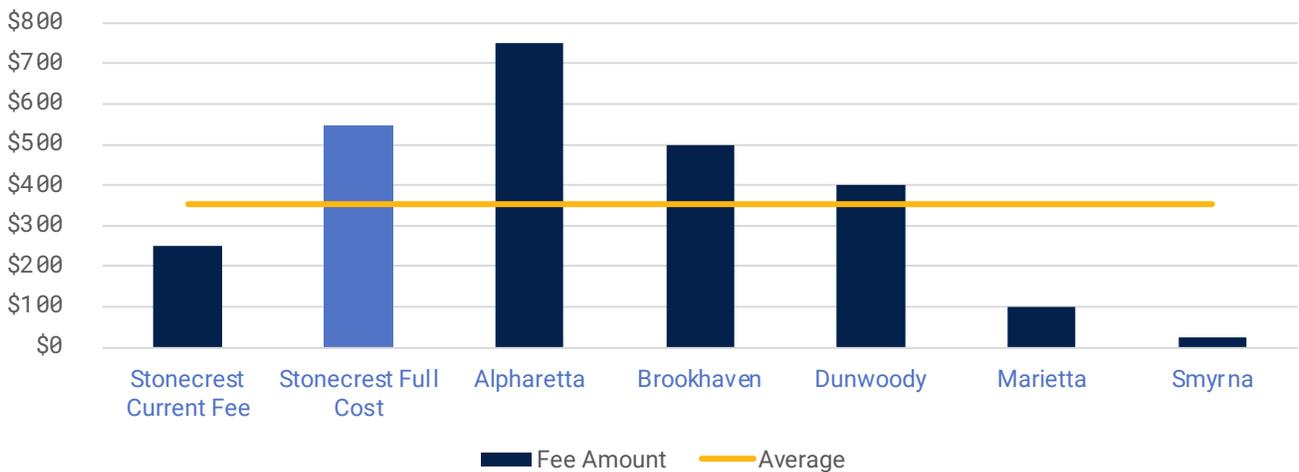


Stonecrest’s current fee is below the jurisdictional average of \$148; it is most similar to Dunwoody’s fee of \$115. The City’s full cost is well above average and is not comparable to the fees charged by any of the surveyed jurisdictions. The highest fee among the surveyed municipalities is Alpharetta’s fee at \$175.

### RESIDENTIAL FINAL PLAT

Planning and Zoning currently charges a fee of \$250 for the first review of a Residential Final Plat with 10 lots. Through this study, the project team calculated the full cost of this service to be \$549. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

### Residential Final Plat



Stonecrest’s current fee falls below the jurisdictional average of \$355 and falls between Marietta’s fee (\$100) and Dunwoody’s fee (\$400). The City’s full cost is above average but is comparable to Brookhaven’s fee (\$500) and below Alpharetta’s fee (\$750).

## SUMMARY

Overall, Stonecrest generally has current fees that are lower than the fees of the other surveyed jurisdictions. Of the surveyed jurisdictions, Stonecrest's current fees are most comparable to Dunwoody's fees. At the same time, the City's full cost is generally above the fees charged by the surveyed jurisdictions and is most comparable to the fees charged by Alpharetta. It is important to note that the results of this survey only show the fees adopted by the respective councils, not the cost recovery policy decisions of departments or a jurisdiction. As such, the results of this survey should be used as a secondary decision-making tool.

## Master Fee Schedule - City of St

Fee Name	Unit	Current Fee
<b>Building</b>		
<b>Building Permit Fee Schedule</b>		
Base Permit Fee	Each	\$175
<b>Technology Fee</b>	<b>% of Fee</b>	<b>Modified</b>
Plan Review Fee	% of Building Permit	20%
<b>Building Permit (New Construction)</b>		
Building Permit Fee Schedule	Per Valuation	\$0.0065
<b>Interior Tenant Finish/Residential Remodel</b>		
Minimum permit fee	Each	\$175
<b>Technology Fee added to each permit</b>	<b>Each</b>	<b>Modified</b>
Commercial Interior finish:	Per \$1,000.00	\$6.00
Residential renovation/addition/repair	Per \$1,000.00	\$6.00
<b>Other Fees</b>		
Certificate of Occupancy Fee/Letter of Completion Fee	Each	\$50
Temporary Certificate of Occupancy	Each	New
<b>Plans Revision Fee</b>		
Residential Site Plan	Each	\$25
Other	Each	\$50
Resubmittal Fee - each resubmittal after [the] 2[nd],		
Temporary Certificate of Occupancy, nonresidential only	Each	\$25
Permit Extension - same owner	Each	\$300
Change of Contractor after permit issued	Each	\$175
Working without valid permit	Permit Fee	2x
Permit Fee refunds after plan review completed	% of Total Fee	50%
House moving permit	Each	\$150
<b>Swimming Pool</b>		
Single-Family	Each	\$100
<b>Commercial / Multi-Family:</b>		
Up to \$16,000 value	Base	\$100
Per \$1,000.00 value added	Per \$1,000.00 value added	\$7
<b>Demolition</b>		
Single-Family	Each	\$100
<b>Commercial / Multi-Family</b>		
Up to \$16,000 value	Base	\$100
Per \$1,000.00 value added	Per \$1,000.00 value added	\$7
Temporary Construction Trailer	Each	\$100
Temporary Structure	Each	\$150
Minimum Miscellaneous Fee	Each	\$100
<b>Commercial Grease Trap Processing</b>	Each	\$100
Irrigation system Processing	Each	\$100
Refunds for after plans review completed	% of Fee	50%
After hours inspection (min. 4 hours)	Per Hour	\$50
<b>Reinspection Fees - Building and Trades</b>		
Reinspection - first occurrence	Each	\$25
Reinspection - second occurrence	Each	\$50
Reinspection - third and others	Each	\$100
<b>Plumbing Permits</b>		
Base Permit Fee	Each	\$100
<b>Technology Fee</b>	<b>Each</b>	<b>Modified</b>

Fee per plumbing fixture	Per Fixture	\$5
Fee per gas service added	Per Gas Service	\$25
<b>Other</b>		
Re-inspection fee - First	Each	\$25
Re-inspection fee - Second	Each	\$50
Re-inspection fee - Third and subsequent	Each	\$100
After hours inspection (min 4 hours)	Per Hour	\$50
Sewer service Application Processing	Per Unit	\$30
Water service Application Processing	Per Unit	\$30

**HVAC Permits**

Base Permit Fee	Each	\$100
Technology Fee	Each	Modified
Fee per heating appliance	Each	\$35
Fee per cooling appliance	Each	\$35
Fee per residential exhaust fan	Each	\$15
Fee per commercial exhaust fan	Each	\$25
Fee per gas service added	Each	\$25
Fee per commercial vent hood	Each	\$80
Fee per residential vent hood	Each	\$25
Miscellaneous equipment	Each	\$15
Gas Service	Each	\$25
Gas Reconnect	Each	\$50

**Electrical Permits**

Base Permit Fee	Each	\$100
Technology Fee	Each	Modified
<b>Other</b>		
Re-inspection fee - First	Each	\$25
Re-inspection fee - Second	Each	\$50
Re-inspection fee - Third and subsequent	Each	\$100
After hours inspection (min 4 hours)	Per Hour	\$50
Temporary Service Pole	Each	\$25
Number of receptacles	Each	\$2
Number of Light Fixtures	Each	\$2
Service Panel between 30 amps and 125 amps	Each	\$20
Service Panel between 126 amps and 400 amps	Each	\$30
Service Panel 401 amps and above	Each	\$40
Number of appliances including furnace and air conditioning	Each	\$5
Swimming pool, spa, Jacuzzi	Each	\$50
Miscellaneous equipment	Each	\$20
Construction trailer	Each	\$50
Power reconnect	Base	\$50

**Low Voltage**

Commercial	Each	\$50
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**Planning and Zoning Fee Schedule**

Technology Fee (applies to each permit)	% of Fee	Modified
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**Permit Applications**

**Variations**

<u>Residential Single-Family Zoning Districts</u>		
Base	Base	\$250
For each additional variance on the same piece of property (maximum of three variations at any	Each Variance	\$50

Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts, and Commercial Uses in Residential

Base	Base	\$350
For each additional variance on the same piece of property (maximum of three variances at any	Each Variance	\$100

All Signs

Base	Base	\$350
For each additional variance on the same piece of property (maximum of three variances at any	Each Variance	\$100

Sign Review	Per Sign	New
Zoning Certification Letter	Each	\$50
Minor Modification	Each	\$250
Major Modification	Each	\$250
Special Land Use Permit (SLUP)	Each	\$400
Swimming Pool	Each	\$50
GIS Maps >11 x 17	Each	\$5

**Rezoning from any district/major modification**

**RE District**

0 to 5 acres	Each	\$500
5+ to 10 acres	Each	\$1,000
10+ to 20 acres	Each	\$1,500
20+ to 100 acres	Each	\$2,000

100+ acres

Base	Base	\$2,500
Per acre for any portion thereof over 100 acres.	Each Add'l Acre	\$40

RE District in an Overlay	Each	New
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**RLG, R-100, R-85, R-75, R- 60**

0 to 5 acres	Each	\$300
5+ to 10 acres	Each	\$700
10+ to 20 acres	Each	\$1,000
20+ to 100 acres	Each	\$1,500

100+ acres

Base	Base	\$2,500
Per acre for any portion thereof over 100 acres.	Each Add'l Acre	\$40

RLG, R-100, R-85, R-75, R- 60 in an Overlay	Each	New
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**MHP, RNC, Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts**

0 to 5 acres	Each	\$500
5+ to 10 acres	Each	\$100
10+ to 20 acres	Each	\$1,500
20+ to 100 acres	Each	\$2,000

100+ acres

Base	Base	\$2,500
Per acre for any portion thereof over 100 acres.	Each Add'l Acre	\$20

MHP, RNC, Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts in	Each	New
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<b>Public Notice</b>		
<b>All Land Use and Variance, and Administrative Appeal Petitions (except Administrative and Minor)</b>		
Signs	Per Sign	\$80
Re-Posting Signs	Per Sign	New
Advertising (Public Notice)	Each	\$50
<b>Special Administrative Permit</b>		
<b>Temporary outdoor events</b>		
Base	Base	\$50
Per Day	Per Day	\$10
Temporary outdoor sales, seasonal	Base	\$50
<b>Temporary Outdoor Retail Sales</b>		
Base	Base	\$50
Per Day	Per Day	\$10
Temporary or seasonal farmer's markets; Temporary produce stands	Each	\$50
Temporary Structure	Each	\$50
Urban Community Garden, over 5 acres	Each	\$50
Telecommunication	Each	\$50
Home Occupation or Home-based business	Each	\$100
<b>Festival/Event (horseshow, music festival, etc.)</b>		
Base	Base	\$50
Per Day	Per Day	\$10
Events, Outdoors Seasonal (Christmas tree, pumpkinseed)	Each	\$50
<b>Roadside Vendor</b>		
Base	Base	\$50
Per Day	Per Day	\$10
Roadside Produce Stand	Each	\$50
Sexually Oriented Business	Each	\$50
<b>Special Administrative Event Permit</b>		
5 days or less	Each	\$200
14 days	Each	\$300
All Other Administrative Permits	Each	\$25
<b>Sign Variances</b>		
<b>Sign Variances</b>		
Minor Modification	Each	\$30
Major Modification	Each	\$250
<b>Sign Permit Fees</b>		
Directional Sign/Wayfinding Signs	Each	\$100
Special Event Sign	Per Sign	\$100
All other sign permits	Each	\$100
Banner	Each	\$25
<b>Wall Signs</b>		
Under 50 square feet	Each	\$50
50 to 100 square feet	Each	\$75
Over 100 square feet	Each	\$100
<b>Ground / Monumental Signs</b>		

Under 50 square feet	Each	\$100
50 to 100 square feet	Each	\$150
Over 100 square feet	Each	\$200
<b>Land Development Fee Schedule</b>		
<b>Technology Fee</b>	Each	Modified
Resubmittal Fee (each resubmittal after second)	% of Permit Fee	25%
<b>Clearing or Clearing and Grubbing or Grading Permit - Residential/Nonresidential</b>		
Review	Each	\$300
Inspection	Per Acre	\$25
Tree Removal Permit	Each	New
<b>Development Permit</b>		
<b>Residential - Single Family</b>		
<b>Engineering (less than 2 Acres)</b>		
<u>Review</u>		
Base	Base	\$300
Per Lot	Per Lot	\$15
<u>Inspection</u>		
Base	Base	\$200
Per Acre	Per Acre	\$100
<b>Erosion Control (less than 2 Acres)</b>		
Review	Each	\$200
<u>Inspection</u>		
Base	Base	\$100
Per Acre	Per Acre	\$50
<b>Engineering (more than 2 Acres)</b>		
<u>Review</u>		
Base	Base	\$400
Per Lot	Per Lot	\$15
<u>Inspection</u>		
Base	Base	\$400
Per Acre	Per Acre	\$100
<b>Erosion Control (more than 2 Acres)</b>		
Review	Each	\$300
<u>Inspection</u>		
Base	Base	\$200
Per Acre	Per Acre	\$50
<b>As-Built Plans Review</b>		
Review	Each	\$0
Inspection	Each	\$0
<b>Residential - Town Homes (Fee Simple)</b>		
<b>Engineering</b>		
<u>Review</u>		
Base	Base	\$300
Per Lot	Per Lot	\$15
<u>Inspection</u>		
Base	Base	\$400

Per Acre	Per Acre	\$100
<b>Erosion Control</b>		
<u>Review</u>		
Base	Base	\$150
Per Lot	Per Lot	\$15
<u>Inspection</u>		
Base	Base	\$200
Per Acre	Per Acre	\$50
<b>Residential - Final Plats</b>		
<b>First Review</b>		
<u>Review</u>		
Base	Base	\$200
Per Lot	Per Lot	\$5
<b>Second Review</b>		
<u>Review</u>		
Base	Per Sheet	\$200
<b>Third Review and Subsequent Reviews</b>		
<u>Review</u>		
Base	Per Sheet	\$200
<b>Recording Fee</b>		
<u>Review</u>		
Base	Base	\$100
Per Lot	Per Lot	\$20
<b>Nonresidential - Condominium</b>		
<b>Engineering</b>		
<u>Review</u>		
Base	Base	\$300
Per Lot	Per Lot	\$10
<u>Inspection</u>		
Base	Base	\$400
Per Acre	Per Acre	\$100
<b>Erosion Control</b>		
<u>Review</u>		
Base	Base	\$300
Per Lot	Per Lot	\$10
<u>Inspection</u>		
Base	Base	\$200
Per Acre	Per Acre	\$50
<b>Nonresidential - Apartment</b>		
<b>Engineering</b>		
<u>Review</u>		
Base	Base	\$300
Per Lot	Per Lot	\$10
<u>Inspection</u>		
Base	Base	\$400
Per Acre	Per Acre	\$100

**Erosion Control**Review

Base	Base	\$300
Per Lot	Per Lot	\$10

Inspection

Base	Base	\$200
Per Acre	Per Acre	\$50

**Nonresidential - Commercial/Institutional****Engineering**Review

Base	Per Acre	\$300
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Inspection

Base	Base	\$400
Per Acre	Per Acre	\$300

**Erosion Control**Review

Base	Base	\$300
Per Lot	Per Lot	\$10

Inspection

Base	Base	\$200
Per Acre	Per Acre	\$50

**Nonresidential - Other Service Fees****State Water Determination Fee**

Review	Each	N/A
Inspection	Each	\$200

**Arborist Tree Assessment Fee (Per Site Visit)**

Review	Each	N/A
Inspection (per developers request)	Per Inch	\$150
Illegal Tree Removal Fee - determined by Tree's DBH	Per Inch	\$240

Illegal Tree Removal Fine

First Illegal Removal	Base	\$500
Each additional removal	Each additional removal	\$1,000

Clear cut 5 or more acres within LOD, TDU will double from Each

**Dumpster Permit Fee**

Review	Each	\$50
Inspection	Each	\$50
Permit Extension (3 Months)	Each	\$300
Land Development Revisions (After Permit Issuance)	Each	\$300

**Lot Division/Combination**

Review	Each	\$200
Penalty for Site Activity Prior to Obtaining Permit	Each	\$300

**Stream Buffer Variance Application Fee-Existing Home**

Review	Each	\$100
Inspection	Each	\$100

**Stream Buffer Variance Application Fee-New**

Review	Each	\$100
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Inspection	Each	\$200
<b>City Review</b>		
Review	Each	\$300
<b>Finance</b>		
<b>Alcoholic Beverage E License</b>		
<b>Annual License</b>		
<b>Consumption on the Premises</b>		
Wine	Each	\$600
Malt Beverages	Each	\$600
Wine/Malt Beverage	Each	\$900
<u>Distilled Spirits</u>		
Distilled Spirits	Each	\$400
Fixed	Each	\$600
Movable	Each	\$300
<u>Sunday Sales</u>		
General	Each	\$1,100
Temporary	Each	\$200
<u>Ancillary Tasting License</u>		
Wine	Each	\$75
Malt Beverages	Each	\$75
Employee Permit	Each	\$35
<b>Package</b>		
Wine	Each	\$600
Malt Beverage	Each	\$600
Wine/Malt Beverage	Each	\$900
Distilled Spirits	Each	\$4,000
Wine/Malt Beverages/Distilled Spirits	Each	\$3,800
Wine and Malt Beverage Tasting	Each	\$75
<b>Wholesale</b>		
Wine	Each	\$600
Malt Beverages	Each	\$600
Distilled Spirits	Each	\$4,000
<b>Fraternal Organization</b>		
Wine/Malt Beverages	Each	\$500
Distilled Spirits	Each	\$1,000
<b>Patio Permit</b>		
General	Each	\$50
<b>Administrative Fee</b>		
Beer/Wine	Each	\$100
Liquor	Each	\$200
<b>Business Licenses</b>		
Optional flat rate for professionals.	Each	\$400
Administrative Fee	Each	\$75
Minimum Receipts Tax	Each	\$50
<b>Business Tax of Gross Receipts over \$20,000.00</b>		
Class 1	Per Dollar of Gross Receipts	0.000300

Class 2	Per Dollar of Gross Receipts	0.000500
Class 3	Per Dollar of Gross Receipts	0.000700
Class 4	Per Dollar of Gross Receipts	0.000900
Class 5	Per Dollar of Gross Receipts	0.001100
Class 6	Per Dollar of Gross Receipts	0.001300
<b>Employee Fee</b>		
Class 1	Per Employee	\$4
Class 2	Per Employee	\$6
Class 3	Per Employee	\$8
Class 4	Per Employee	\$10
Class 5	Per Employee	\$12
Class 6	Per Employee	\$14
<b>Permit/License Type</b>		
Carnival Permit	Each	\$50
Escort or Dating Services Permit	Each	\$300
Pawn Shop Permit	Each	\$200
Precious Metal Dealer Annual Permit	Each	\$300
Precious Metal Dealers Employee/Owner Permit	Each	\$50
Sexually Oriented Business Employee License	Each	\$200
Fingerprinting	Each	\$5
<b>Business Licenses Background Investigations</b>		
Escort of Dating Services License	Per Applicant	\$1,000
Going-Out-Of-Business Sales License	Per Applicant	\$35
Massage Therapy/Establishment License	Per Applicant	\$50
Non-Consensual Towing License	Per Applicant	\$50
Pawn Shop License	Per Applicant	\$35
Pool Room Establishment License	Per Applicant	\$100
Sexually Oriented Business License	Per Applicant	\$50
<b>Penalties</b>		
<b>Late Filing Fee Schedule</b>		
Late filing fee between January 1st through January 31st	Each	\$150
Late filing fee between February 1st through February 28th	Each	\$300
Late filing fee between March 1st through April 30th	Each	\$600
<b>Additional Penalty and Interest Fee Schedule</b>		
One-time penalty on delinquent tax on or after May 1st	% of Amount Due	10%
Interest on delinquent tax each month after	% of Amount Due	1.50%
Evade Fee	Each	\$500
<b>City Clerk's Office</b>		
<b>Open Record Requests</b>		
Letter or legal sized documents	Per Page	\$0.10
<b>Administrative Cost</b>		
First 15 Minutes	Base	\$0
Per Hour	Per Hour	\$24
<b>GIS Fee Schedule</b>		
<b>Maps</b>		
8 x 11	Each	\$1

24 x 36	Each	\$5
<b>Parks and Rec</b>		
<b>Browns Mill Recreation Center</b>		
<b>Multipurpose Room</b>		
Event	Per Event	\$250
Meeting	Per Meeting	\$100
<u>All Other Rentals:</u>		
Resident	Per Hour	\$45
Non-Resident	Per Hour	\$70
Non-Profit	Per Hour	\$35
Specialty Groups	Per Hour	New
<b>Multipurpose Room A or B</b>		
Event	Per Event	\$250
Meeting	Per Meeting	\$100
<u>All Other Rentals:</u>		
Resident	Per Hour	\$35
Non-Resident	Per Hour	\$60
Non-Profit	Per Hour	\$25
Specialty Groups	Per Hour	New
<b>Large Gymnasium</b>		
Athletic Events	Per Event	\$250
<u>All Other Rentals:</u>		
Resident	Per Hour	\$85
Non-Resident	Per Hour	\$110
Non-Profit	Per Hour	\$75
Specialty Groups	Per Hour	New
<b>Auxiliary Gymnasium</b>		
Athletic Events	Per Event	\$250
<u>All Other Rentals:</u>		
Resident	Per Hour	\$60
Non-Resident	Per Hour	\$85
Non-Profit	Per Hour	\$50
Specialty Groups	Per Hour	New
<b>Entire Gymnasium</b>		
Athletic Events	Per Event	\$250
<u>All Other Rentals:</u>		
Resident	Per Hour	\$125
Non-Resident	Per Hour	\$150
Non-Profit	Per Hour	\$115
Specialty Groups	Per Hour	New
<b>Opening Facility Fee</b>	Flat	\$100
<b>Field Rentals</b>		
<b>Baseball / Football / Soccer / Softball</b>		
Deposit	Flat	\$300
Youth	Per Hour	\$40
Adult	Per Hour	\$50

Non-Profit	Per Hour	\$35
<b>Tournaments</b>		
Deposit	Per Field	\$350
Youth / Adult	Per Hour	\$120
Lights	Each	\$50
Field Prep	Per Field	\$75
Cleaning / Trash Removal	Each	\$100
Concession Stand	Per Hour	New
<b>Pavilion Rentals</b>		
<b>Salem Pav.</b>		
<u>Half day ( &lt; 4 hrs.)</u>		
Deposit	Deposit	\$100
Resident	Flat	\$55
Non-Resident	Flat	\$75
<u>Full day ( 4 + hrs.)</u>		
Deposit	Deposit	\$100
Resident	Flat	\$95
Non-Resident	Flat	\$135
<b>Gregory Moseley Pav.</b>		
<u>Half day ( &lt; 4 hrs.)</u>		
Deposit	Deposit	\$100
Resident	Flat	\$55
Non-Resident	Flat	\$75
<u>Full day ( 4 + hrs.)</u>		
Deposit	Deposit	\$100
Resident	Flat	\$95
Non-Resident	Flat	\$135
<b>Browns Mill Pav.</b>		
<u>Half day ( &lt; 4 hrs.)</u>		
Deposit	Deposit	\$100
Resident	Flat	\$55
Non-Resident	Flat	\$75
<u>Full day ( 4 + hrs.)</u>		
Deposit	Deposit	\$100
Resident	Flat	\$95
Non-Resident	Flat	\$135
<b>Athletic Programs</b>		
Men's / Women's Basketball League	Per Team	\$600
Co-Ed Softball League	Per Team	\$500
Co-Ed Kickball League	Per Team	\$500
Co-Ed Volleyball League	Per Team	\$500
Flag Football	Per Team	\$600
Youth Basketball Clinics	Per Participant	\$125
Tumbling	Per Participant	\$125
<b>Youth Basketball League</b>		
Resident	Per Participant	\$80

Non-Resident	Per Participant	\$95
<b>Youth T-Ball / Baseball League</b>		
Resident	Per Participant	\$85
Non-Resident	Per Participant	\$100
<b>Track and Field</b>		
Resident	Per Participant	\$95
Non-Resident	Per Participant	\$110
<b>Soccer</b>		
Resident	Per Participant	\$85
Non-Resident	Per Participant	\$100
<b>Flag Football</b>		
Resident	Per Participant	\$85
Non-Resident	Per Participant	\$100
<b>Lacrosse</b>		
Resident	Per Participant	\$95
Non-Resident	Per Participant	\$110
<b>Non-Athletic Programs</b>		
Afterschool Programming	Per Participant per Week	New
School Break Camps	Per Participant per Week	New
Summer Camp	Per Participant per Week	\$60

onecrest

Total Cost	Consultant's Proposed Fee	Difference (Current vs. Proposed)	Fee Type	City's Proposed Fee
\$178	\$178	\$3	User Fee	\$175
6%	6%		User Fee	\$50.00
40%	40%	20%	User Fee	
\$0.0085	\$0.0085	\$0.0020	User Fee	
\$174	\$174	(\$1)	User Fee	
6%	6%		User Fee	\$50
\$9.33	\$9.33	\$3.33	User Fee	\$9
\$6.97	\$6.97	\$0.97	User Fee	\$6
\$122	\$122	\$72	User Fee	\$120
\$182	\$182		User Fee	\$175
\$62	\$62	\$37	User Fee	\$60
\$70	\$70	\$20	User Fee	
\$62	\$62	\$37	User Fee	\$60
\$317	\$317	\$17	User Fee	\$300
\$188	\$188	\$13	User Fee	\$180
	2x		Penalty	
	50%	0%	Other	
\$169	\$169	\$19	User Fee	\$170
\$394	\$394	\$294	User Fee	\$300
\$394	\$394	\$294	User Fee	\$300
\$7	\$7	\$1	User Fee	
\$164	\$164	\$64	User Fee	
\$164	\$164	\$64	User Fee	
\$7	\$7	\$1	User Fee	
\$282	\$282	\$182	User Fee	\$280
\$282	\$282	\$132	User Fee	\$280
\$99	\$99	(\$1)	User Fee	\$100
\$49	\$49	(\$51)	User Fee	\$100
\$49	\$49	(\$51)	User Fee	\$50
	50%	0%	Other	
\$142	\$142	\$92	User Fee	\$140
\$40	\$40	\$15	User Fee	
\$80	\$80	\$30	User Fee	
\$120	\$120	\$20	User Fee	
\$109	\$109	\$9	User Fee	\$100
6%	6%		User Fee	\$50



\$4,359	\$4,359	\$4,009	User Fee	\$4,300
\$417	\$417	\$317	User Fee	\$400
\$4,111	\$4,111	\$3,761	User Fee	\$4,000
\$417	\$417	\$317	User Fee	\$400
\$208	\$208		User Fee	\$200
\$124	\$124	\$74	User Fee	\$120
\$339	\$339	\$89	User Fee	\$300
\$3,117	\$3,117	\$2,867	User Fee	\$3,100
\$4,111	\$4,111	\$3,711	User Fee	\$4,000
\$339	\$339	\$289	User Fee	\$300
	\$5	\$0	User Fee	
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\$2,032	\$2,032	\$1,532	User Fee	\$2,000
\$3,196	\$3,196	\$2,196	User Fee	\$3,000
\$4,111	\$4,111	\$2,611	User Fee	\$4,000
\$4,506	\$4,506	\$2,506	User Fee	\$4,000
\$4,506	\$4,506	\$2,006	User Fee	\$4,500
\$62	\$62	\$22	User Fee	\$60
\$4,359	\$4,359		User Fee	\$4,300
\$2,032	\$2,032	\$1,732	User Fee	\$2,000
\$3,196	\$3,196	\$2,496	User Fee	\$3,000
\$4,111	\$4,111	\$3,111	User Fee	\$4,000
\$4,506	\$4,506	\$3,006	User Fee	\$4,500
\$4,506	\$4,506	\$2,006	User Fee	\$4,500
\$62	\$62	\$22	User Fee	\$60
\$4,359	\$4,359		User Fee	\$4,300
\$2,281	\$2,281	\$1,781	User Fee	\$2,200
\$3,568	\$3,568	\$3,468	User Fee	\$3,500
\$4,359	\$4,359	\$2,859	User Fee	\$4,300
\$5,127	\$5,127	\$3,127	User Fee	\$5,000
\$5,127	\$5,127	\$2,627	User Fee	\$5,000
\$93	\$93	\$73	User Fee	\$90
\$4,607	\$4,607		User Fee	\$4,600



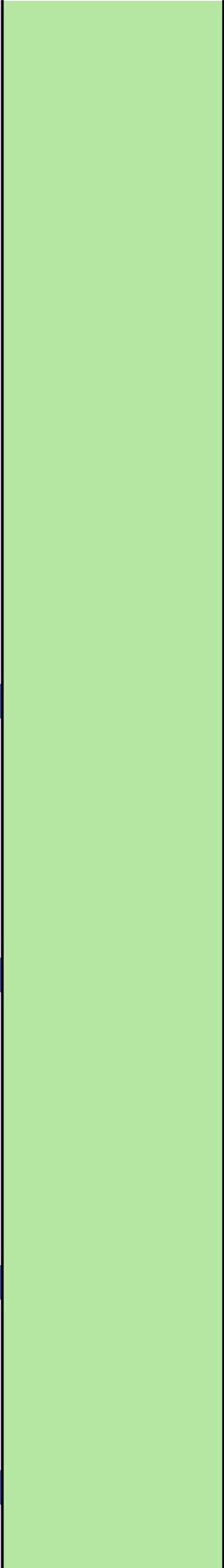
\$666	\$666	\$566	User Fee	\$600
\$1,084	\$1,084	\$934	User Fee	\$1,000
\$1,378	\$1,378	\$1,178	User Fee	\$1,300
6%	6%		User Fee	
	25%	0%	User Fee	
\$852	\$852	\$552	User Fee	\$850
\$532	\$532	\$507	User Fee	\$530
\$527	\$527		User Fee	\$500
\$1,052	\$1,052	\$752	User Fee	\$1,000
\$22	\$22	\$7	User Fee	\$20
\$532	\$532	\$332	User Fee	\$530
\$133	\$133	\$33	User Fee	\$130
\$1,052	\$1,052	\$852	User Fee	\$1,000
\$390	\$390	\$290	User Fee	\$390
\$66	\$66	\$16	User Fee	\$60
\$1,585	\$1,585	\$1,185	User Fee	\$1,500
\$22	\$22	\$7	User Fee	\$20
\$1,065	\$1,065	\$665	User Fee	\$1,000
\$133	\$133	\$33	User Fee	\$130
\$1,585	\$1,585	\$1,285	User Fee	\$1,500
\$656	\$656	\$456	User Fee	\$650
\$133	\$133	\$83	User Fee	\$130
\$66	\$66	\$66	User Fee	\$60
\$133	\$133	\$133	User Fee	\$130
\$390	\$390	\$90	User Fee	
\$22	\$22	\$7	User Fee	\$20
\$532	\$532	\$132	User Fee	\$530

\$133	\$133	\$33	User Fee	\$130
\$920	\$920	\$770	User Fee	
\$22	\$22	\$7	User Fee	\$20
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\$133	\$133	\$33	User Fee	\$130
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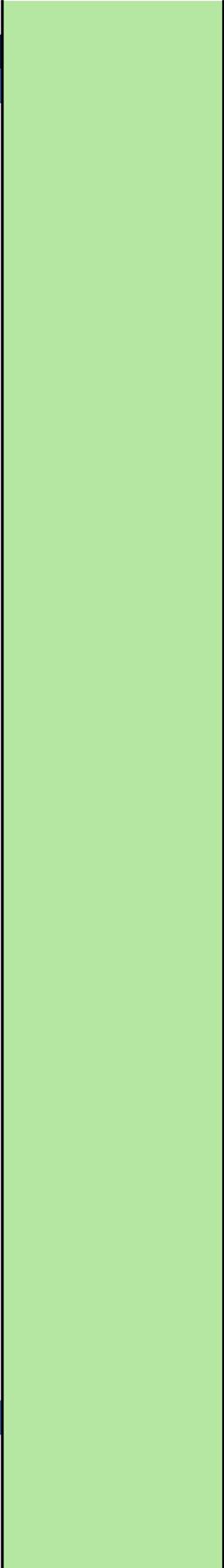
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		\$0	Penalty	
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\$332	\$332	\$32	User Fee	\$330
\$719	\$719	\$419	User Fee	\$700
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\$532	\$532	\$232	User Fee	\$530
\$133	\$133	\$33	User Fee	\$130
\$532	\$532	\$432	User Fee	\$530
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\$532	\$532	\$332	User Fee	\$530
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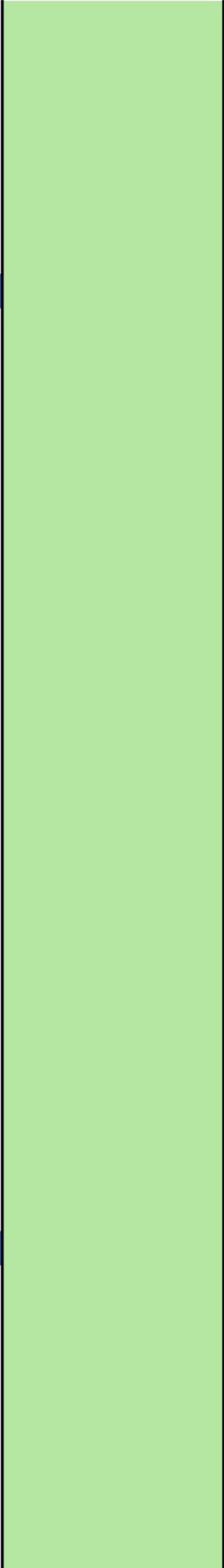
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\$50	\$0	Tax
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10%	0%	Penalty
1.50%	0%	Penalty
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\$1	\$0	User Fee

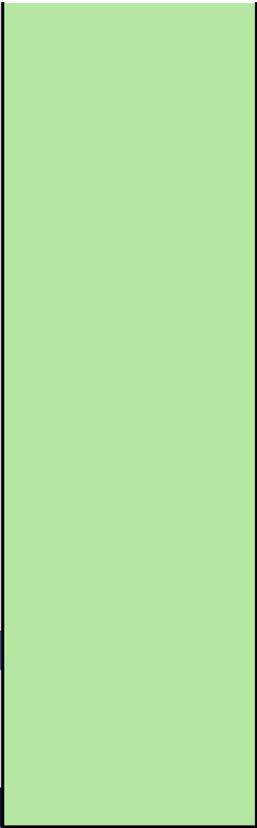


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\$275	\$150		User Fee	
\$382	\$300		User Fee	
\$710	\$100	\$40	User Fee	
				



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Ordinance for SLUP 25-007 1695 Spring Hill Cove**

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**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

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**Previously Heard Date(s):** 01/26/26 & Click or tap here to enter text.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 23, 2026

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**SUBMITTED BY:** Shawanna Qawiy, Divisions Director Community Development Department

**PRESENTER:** Shawanna Qawiy, Divisions Director, Community Development Department

**PURPOSE:** A special land use permit request to operate a personal care home.

**FACTS:** The applicant is requesting a special land use permit to operate a personal care home.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Deny Click or tap here to enter text.

### ATTACHMENTS:

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

**STATE OF GEROGIA  
DEKALB COUNTY  
CITY OF STONECREST**

**ORDINANCE NO. \_\_\_\_ - \_\_\_\_\_**

1 **AN ORDINANCE BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST,**  
2 **GEORGIA TO DENY A SPECIAL LAND USE PERMIT ON PROPERTY LOCATED**  
3 **AT 1695 SPRING HILL COVE (PARCEL ID 16 131 01 157) TO OPERATE A**  
4 **PERSONAL CARE HOME; TO PROVIDE SEVERABILITY; TO PROVIDE**  
5 **FOR REPEAL OF CONFLICTING ORDINANCES; TO PROVIDE FOR AN**  
6 **ADOPTION AND EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL**  
7 **PUPOSES.**

8 **WHEREAS**, the governing body of the City of Stonecrest (“City”) is the Mayor and City  
9 Council (“City Council”) thereof; and

10 **WHEREAS**, Article IX, Section II, Paragraph IV of the 1983 Constitution of the State  
11 of Georgia authorizes the City to adopt plans and exercise the power of zoning; and

12 **WHEREAS**, the City Council is authorized by O.C.G.A. § 36-35-3 to adopt ordinances  
13 relating to its property, affairs, and local government; and

14 **WHEREAS**, the City of Stonecrest has been vested with substantial powers, rights, and  
15 functions to generally regulate the use of real property to maintain health, morals, safety,  
16 security, peace, and the general welfare of the City; and

17 **WHEREAS**, the City received an application to operate a personal care home; and

18 **WHEREAS**, pursuant to the City’s Zoning Ordinance applicants who desire operate  
a personal care home must obtain a special land use permit; and

19           **WHEREAS**, the matter was heard in the City’s Community Planning Information Meeting  
20 pursuant to the provisions of the City’s Zoning Procedures Law; and

21           **WHEREAS**, the City has properly advertised and held a public hearing before the  
22 Planning Commission; and

23           **WHEREAS**, the City has properly advertised and held a public hearing pursuant to the  
24 provisions of Georgia’s Zoning Procedures Law before the City Council prior to the adoption of  
25 this Ordinance; and

26           **WHEREAS**, Planning and Zoning Staff recommends denial of special land use permit  
27 located at 1695 Spring Hill Cove; and

28           **WHEREAS**, the health, safety, and welfare of the citizens of the City will be positively  
29 impacted by the adoption of this Ordinance.

30 **BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND CITY COUNCIL OF**  
31 **THE CITY OF STONECREST, GEORGIA, as follows:**

32  
33           **Section 1.** That SLUP 25-007, to operate a personal care home at 1695 Spring Hill  
34 Cove is DENIED.

35           **Section 2.** (a) It is hereby declared to be the intention of the Mayor and Council that all  
36 sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their  
37 enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

38 (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent  
39 allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is  
40 severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is  
41 hereby further declared to be the intention of the Mayor and Council that, to the greatest extent  
42 allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance is mutually  
43  
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48 dependent upon any other section, paragraph, sentence, clause, or phrase of this Ordinance.  
 49 (c) In the event that any phrase, clause, sentence, paragraph, or section of this Ordinance shall, for  
 50 any reason whatsoever, be declared invalid, unconstitutional, or otherwise unenforceable by the  
 51 valid judgment or decree of any court of competent jurisdiction, it is the express intent of the  
 52 Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the  
 53 greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any  
 54 of the remaining phrases, clauses, sentences, paragraphs or section of the Ordinance and that, to  
 55 the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and  
 56 sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and  
 57 effect.  
 58 effect.  
 59 effect.

60  
 61 **Section 3.** The City Clerk, with the concurrence of the City Attorney, is authorized to  
 62 correct any scrivener’s errors found in this Ordinance, including its exhibits, as enacted.  
 63

64 **Section 4.** All ordinances and parts of ordinances in conflict herewith are hereby  
 65 expressly repealed.  
 66

67 **Section 5.** The Ordinance shall be codified in a manner consistent with the laws of the  
 68 State of Georgia and the City of Stonecrest.  
 69

70 **Section 6.** It is the intention of the governing body, and it is hereby ordained that the  
 71 provisions of this Ordinance shall become and be made part of the Code of Ordinances, City of  
 72 Stonecrest, Georgia.  
 73  
 74  
 75  
 76

**SO ORDAINED AND EFFECTIVE this \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

**[SIGNATURES TO FOLLOW]**

**CITY OF STONECREST, GEORGIA**

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**Jazzmin Cobble, Mayor**

**ATTEST:**

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**City Clerk**

**APPROVED AS TO FORM:**

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**City Attorney**

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**SPECIAL LAND USE PERMIT ANALYSIS**

**Prepared By:** Ellis Still, Deputy Director of Planning & Zoning

**Petition Number:** SLUP 25-007

**Applicant:** Michael Stewart  
1695 Spring Hill Cove  
Lithonia, GA 30058  
[stewartmichaelz@yahoo.com](mailto:stewartmichaelz@yahoo.com)

**Property Owner:** Michael Stewart  
1695 Spring Hill Cove  
Lithonia, GA 30058  
[stewartmichaelz@yahoo.com](mailto:stewartmichaelz@yahoo.com)

**Project Location:** 1695 Spring Hill Cove (Parcel ID 16 131 01 157)

**District:** 1 – Councilwoman Tara Graves

**Acreage:** +/- 0.27 acres

**Existing Zoning:** RSM (Small Lot Residential Mix) District

**Overlay:** N/A

**Future Land Use:** Suburban (SUB)

**Proposed Development/Request:** The applicant is seeking to operate a personal care home.

**CPIM:** February 12, 2026

**Planning Commission:** March 3, 2026

**Mayor & City Council:** March 23, 2026

**Sign Posted/ Legal Ad(s) submitted:** January 27, 2026

**Staff Recommendations:** **Denial**

**Planning Commission:** **Deferral to April 7, 2026 (PC) meeting**

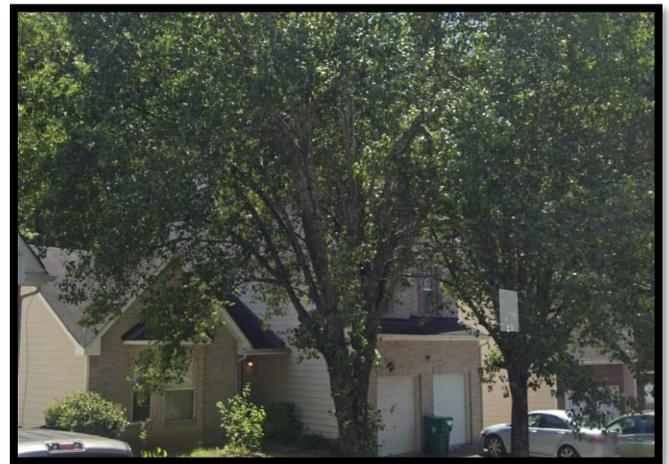
**PROJECT OVERVIEW**

**Location** The subject property is located at 1695 Spring Hill Cove, Lithonia, GA 30058 in the Rogers Crossing Subdivision off of Rogers Lake Road. Rogers Lake Road is classified as a Collector.

The property zoned RSM (Small Lot Residential Mix) zoning district and most of the surrounding properties are zoned RSM (Small Lot Residential Mix).



Adjacent & Surrounding Properties	Zoning (Petition Number)	Land Use
Adjacent: North	RSM- (Small Lot Residential Mix) District	Residential (Single Family Home)
Adjacent: West	RSM- (Small Lot Residential Mix) District	Residential (Single Family Home)
Adjacent: East	RSM- (Small Lot Residential Mix) District	Residential (Single Family Home)
Adjacent: South	RSM- (Small Lot Residential Mix) District	Residential (Single Family Home)



**Background** The zoning classification is RSM- Small Lot Residential Mix.

The property is developed as a single-family home in the Rogers Crossing Subdivision. The property has been used as a residence since it was built in 2002. There is another application for a personal care home in the neighborhood that was applied for in March of 2025. The home consists of 2,162 square feet and sits on 0.27 acre.

According to [Division 12, Section 2.12.1](#) The purpose and intent of the City Council in establishing the RSM (Small Lot Residential Mix) District is as follows: A. To provide for the creation of For Sale residential neighborhoods that allow a mix of single-family attached and detached housing options; B. To provide flexibility in design and product on the interior of new development while protecting surrounding neighborhoods;

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## DIVISION 2. - SUPPLEMENTAL USE REGULATIONS

### Sec. 4.2.41. - Personal care homes and child caring institutions.

#### A. Personal care homes, general requirements.

1. If owned by a corporation, partnership, Limited Liability Company or any entity other than a natural person, the administrator identified in the state license application must reside in the personal care home. If owned by an individual, the individual owner must reside in the group personal care home.
2. Each personal care home must obtain a city license as well as all license(s) and/or permit(s) required by the State of Georgia before beginning to operate. Each personal care home licensed and/or permitted by the State of Georgia must display its state-issued and city-issued license(s) and/or permit(s) in plain view, visible from the front doorway of the facility.
3. No personal care home may display any exterior signage that violates the sign ordinance in chapter 21 of the Code or the sign provisions in the zoning regulations for the underlying zoning district where the personal care home is located.
4. Personal care homes may apply for an FHA Accommodation Variance as provided for in section 7.5.9 of this chapter.
5. No city permit for the operation of the personal care home shall be transferable.

#### B. Personal care home, group (up to six persons).

1. Two copies of complete architectural plans for the subject group personal care home, signed or sealed by a registered architect, shall be submitted to the director of planning prior to issuance of a building permit or business license.
2. Each group personal care home must provide at least four parking spaces within a driveway, garage or carport and must comply with any applicable requirements in article 6.
3. The home must be at least 1,800 sq. ft in size.
4. In order to prevent institutionalizing residential neighborhoods, no group personal care home located in a residential zoning district may be operated within 1,000 feet of any other group personal care home. The 1,000-foot distance requirement is measured by a straight line which is the shortest distance (i.e., "as the crow flies") between the property lines of the two tracts of land on which the group personal care homes are located.

#### C. Personal care home, (seven or more persons).

1. Two copies of complete architectural plans for the subject community personal care home, signed or sealed by a registered architect, shall be submitted to the director of planning prior to issuance of a building permit or business license.
2. Each community personal care home must provide at least one-half parking spaces for each employee and resident and must comply with any applicable requirements in article 6.



Caption: An example Suburban Neighborhood Land Use in Stonecrest, GA

**Suburban Neighborhood (SN):** The Suburban Neighborhood area recognizes those areas of the city that have developed in traditional suburban land use patterns while encouraging new development to have increased connectivity and accessibility. These areas include those already developed and those under development pressures. Suburban Neighborhood areas are characterized by low-pedestrian orientation, limited transit access, scattered civic buildings, and curvilinear street patterns. The desired density for areas of this type is from 4 to 8 dwelling units per acre.

**Use Descriptions:** SF detached; Townhomes; Assisted Living facilities; Neighborhood Retail; Schools; Libraries; Parks and Related; Health Care, Civic

**Maximum Density, Units/Acre:** 4 to 8 du/ac

**Permitted Districts:** OI, OIT, NS, RSM, R100, R85, R75, R60, RNC

### Zoning Classifications Legend

C-1: Local Commercial

C-2 General Commercial

HR-1: High-density Residential 1

HR-1: High-density Residential 2

HR-1: High-density Residential 3

M: Light Industrial

M-2 Heavy Industrial

MR-1: Medium-density Residential 1

MR-2: Medium-density Residential 2

MU-1: Mixed-use Low Density

MU-2: Mixed-use Low-Medium Density

MU-3: Mixed-use Medium Density

MU-4: Mixed-use High Density

MU-5: Mixed-use Very High Density

NS: Neighborhood Shopping

OD: Office-distribution

OI: Office-Institutional

OIT: Office-Institutional Transitional

R-60: Residential Medium Lot-60

R-75: Residential Medium Lot-85

R-85: Residential Medium Lot-85

R-100: Residential Medium Lot-100

RE: Residential Estate

RLG: Residential Large Lot

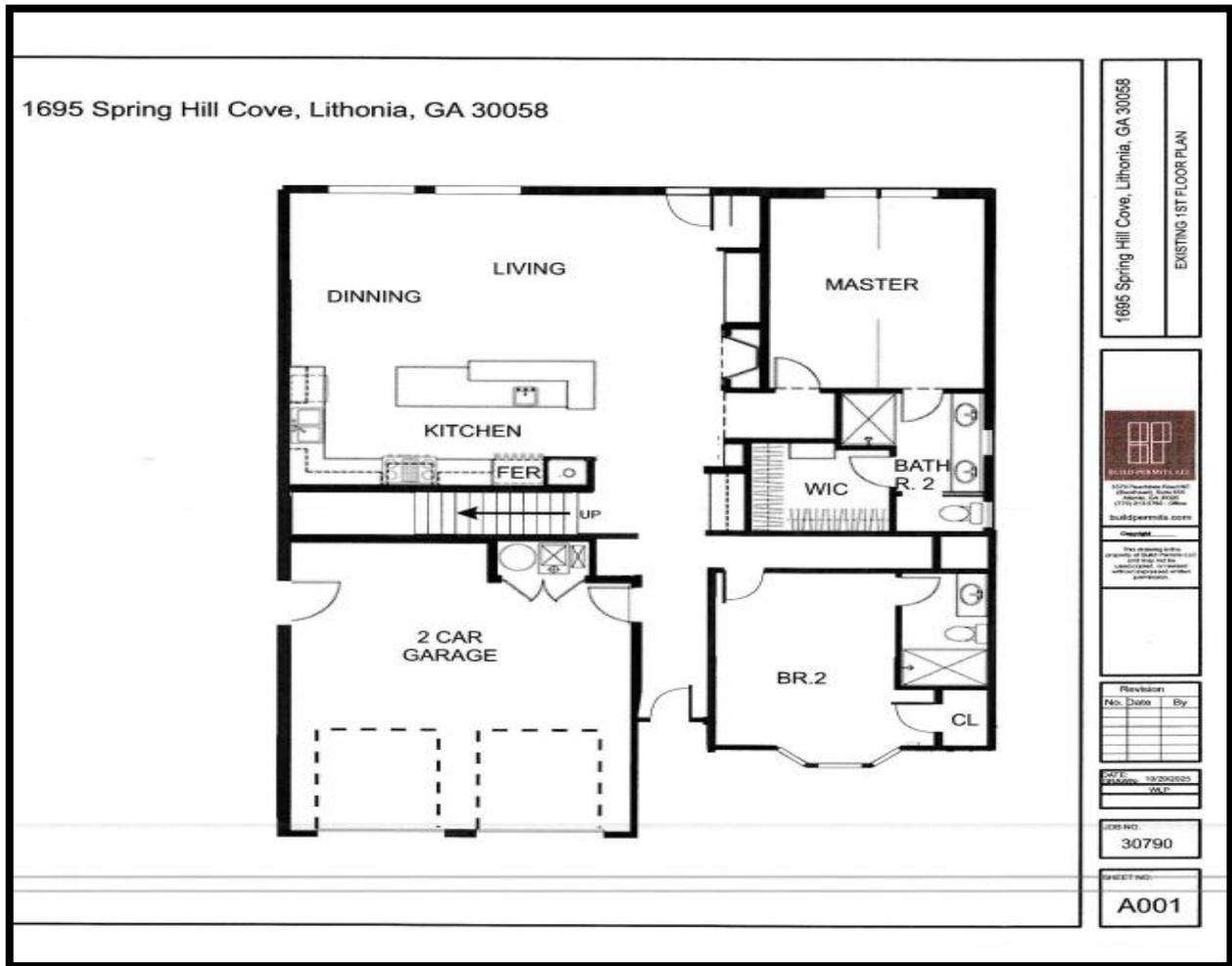
RNC: Residential Neighborhood Conservation

RSM: Small Lot Residential Mix

**Public Participation**

Property owners within 1,000 feet of the subject property were mailed notices of the proposed special land use permit in January. The Community Planning Information Meeting (CPIM) was held on February 12, 2026, at 6:00 pm at city hall. There was one resident in attendance that asked questions about the request. The resident inquired about the level of care that would be provided for the clients in the home and if the applicant had a backup plan if a nurse could not make it in for their shift. Staff also asked whether the applicant would reside at the residence. The applicant stated that he would have certified personnel to provide care and if one nurse could not make it to work, another nurse would be brought in to cover. He also stated that he would not live at the subject property, but his brother would be living at the home. Staff advised the applicant that residency by the applicant is a requirement of the proposed use.

**Submitted Floor Plan**



## SLUP 25-007

ADDRESS: 1695 Spring Hill Cove

CURRENT ZONING: RSM- (Small Lot Residential Mix) District

OVERLAY: None

FUTURE LAND USE: Suburban (SUB)



Subject Property

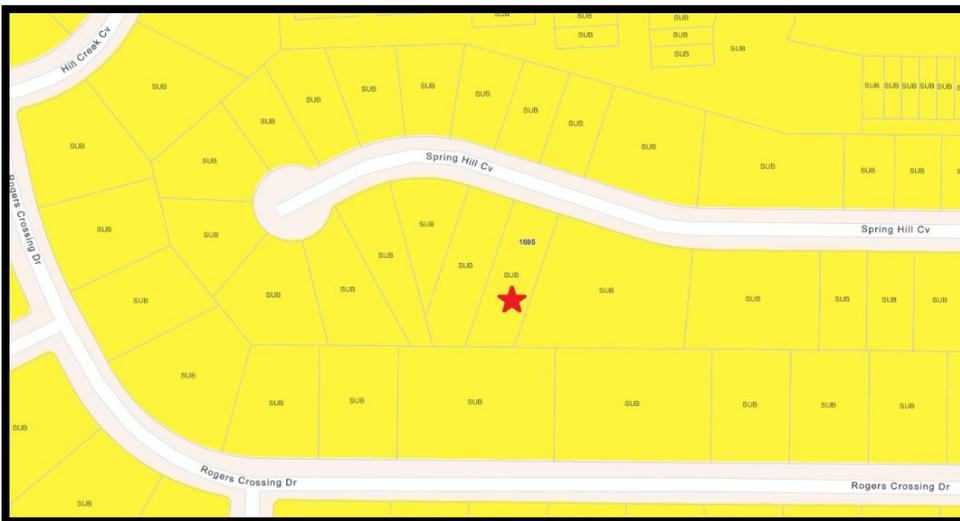
### Aerial Map



**Zoning Map**



**Future Land Use Map**



## STANDARDS OF REZONING REVIEW

*Section 7.4.6 of the Stonecrest Zoning Ordinance list nineteen factors to be evaluated in consideration of granting a special land use permit. No application for a special land use permit shall be granted unless satisfactory provisions and arrangements have been made concerning each factor by the Community Development Department, Planning Commission and City Council. Each factor is listed with staff analysis.*

- A. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located.**

The property was developed in the early 2000's as part of a single-family home subdivision. The subject property consists of approximately +/- 0.27 acres of residential zone land. The lot is narrow and the home is tightly placed on the lot. The setbacks appear to be met. The lot has appropriate parking for four vehicle spaces. There is enough lot area in the rear of the property to accommodate the required open space.

- B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district.**

The proposal is consistently compatible with the residential zone district and the existing residential developed properties. The site has a single-family dwelling on the land. The proposal for a personal care home is allowed, per Section 2.12.2, Permitted and Special Land Uses that governs the site. There is another personal care home within the neighborhood. It is permitted because it meets the required 1,000 feet distance requirement.

- C. Adequacy of public services, public facilities, and utilities to serve the proposed use.**

The property is located off Rogers Lake Road, which is a collector road and has access to existing developed public facilities and utilities.

- D. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area.**

Rogers Lake Road is an existing roadway with a varied public right-of-way width. There is adequate traffic-carrying capacity along the roadway.

- E. Whether or not existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use.**

The proposed personal care home would not adversely affect the character of the vehicles or volume of traffic generated. The standard traffic volume for the site would likely be a very modest increase. The possible need for medical assistance would not likely be more than what currently exists.

- F. Adequacy of ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency.**

Adequate ingress and egress are provided from Spring Hill Cove. There are no sidewalks available for pedestrian walkability along the frontage of the subject property or throughout the subdivision. The subject property is near a cul-de-sac and should accommodate the requirements of Fire and Emergency Services as far as access.

- G. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use.**

The proposed use should not adversely impact adjoining land uses by reason of noise, smoke, odor, dust, or vibration generated from a personal care home.

- H. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use.**

The proposed use hours of operations should not create adverse impacts upon the adjoining land use. The applicant Letter of Intent indicate that there would be 24 hours can for 7 days a week from 9am – 5pm.

- I. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use.**

The applicant stated that his brother would be staying at the home. There has been no communication from the brother regarding this business in his residence. There has been no consent given that he agrees with the requirements of the special land use permit. These issues and the fact that the applicant does not live on the site of the business are cause for concern.

- J. Whether the proposed use is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located.**

The proposed use is otherwise consistent with the requirements of the zoning district in accordance with Article 2 – District Regulations Table 4.1 – Division 12, Section 2.12.2 (C).

- K. Whether the proposed use is consistent with the policies of the comprehensive plan.**

The use is consistent with the policies of the comprehensive plan and is permitted by the zoning ordinance as a special land use permit. The comprehensive list “*Assisted Living Facilities*” as a one of the use descriptions.

- L. Whether the proposed use provides for all required buffer zones and transitional buffer zones where required by the regulations of the zoning district in which the use is proposed to be located.**

The proposed use would be in an existing neighborhood and have adequate space required for the proposed use. The uses in the surrounding neighborhood are all similar in nature.

**M. Whether there is adequate provision of refuse and service areas.**

There are currently refuse and services provided at the property. The use would not change any of the current services.

**N. Whether the length of time for which the special land use permit is granted should be limited in duration.**

The Special Land Use Permit will be granted to the applicant for the requested use and is not transferable. If the use is discontinued, the permit will expire.

**O. Whether the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings.**

The size, scale and mass of the proposed development are appropriate in relation to the size of the subject property and in relation to the size and scale of the adjacent and nearby lots and buildings. However, it should be noted that according to the applicant's presentation, the garage area has been enclosed and converted to a living area. The City of Stonecrest does not show any permits in the system for building or inspections for any alterations to the structure.

**P. Whether the proposed use will adversely affect historic buildings, sites, districts, or archaeological resources.**

There are no historical buildings or archeological resources that staff are aware of in the area.

**Q. Whether the proposed use satisfies the requirements contained within the supplemental regulations for such special land use permit.**

The proposed use does not meet the requirements of the supplemental regulations. The supplemental regulations states "If owned by an individual, the individual owner must reside in the group personal care home." The applicant has stated that his brother will be residing at the property.

**R. Whether the proposed use will create a negative shadow impact on any adjoining lot or building as a result of the proposed building height.**

The proposed use will not create a negative shadow impact on any adjoining lot or building as a result of building height. The building height is not proposing to change with this request.

**S. Whether the proposed use would be consistent with the needs of the neighborhood or the community as a whole, be compatible with the neighborhood, and would not be in conflict with the overall objective of the comprehensive plan.**

The proposed use would not necessarily benefit to the community as a whole due to an existing personal care home in the same subdivision. The proposed use could lead to over-saturation in the community where there is an existing personal care home.

---

**STAFF RECOMMENDATION**

Based on the review of the application and supporting materials, Staff finds there are several issues that are concerning.

- The structure appears to have been altered without permits or inspections. The garage area appears to have been converted into living space.
- There was a “Quitclaim Deed” that was submitted that does not appear to have been recorded and doesn’t appear to be official.
- The applicant stated that they are proposing to care for 3 individuals and there are 3 bedrooms in the home, however the brother lives at the location as well. Additionally, there will be a nurse at the home too.

Staff have concluded that the required findings for approval have not been adequately addressed for the proposed special land use permit. Additionally, the ordinance requires the owner to live at the personal care home. The brother lives at the home, but has not given consent, attended any of the meetings to give support or any comments. As a result, Staff has concluded that the proposed use does not meet the criteria established by the zoning ordinance. Therefore, Staff recommends **DENIAL** of the requested special land use permit.

**PLANNING COMMISSION RECOMMENDATION – March 3, 2026**

TBD

**Attachment(s): SLUP 24-006 Application Materials**

**QUITCLAIM DEED**

THIS INDENTURE, made this 15 day of January, 2026 between Michael Stewart, whose address is 721 Forest Glen Dr McDonough GA 30252, hereinafter called the Grantor, and Linval Morgan, whose address is 1695 Spring Hill Cv Lithonia GA 30058, hereinafter called the Grantee.

WITNESSETH, that the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other

good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, has

remised, released, and quitclaimed, and by these presents does remise, release, and quitclaim unto

the Grantee all right, title, interest, and claim which the Grantor has in and to the following described property:

All that tract or parcel of land lying and being in Dekalb County, Georgia, and being more particularly described as follows:

**LEGAL**  
THE LAND REFERRED TO IN THIS REPORT IS SITUATED IN THE CITY OF LITHONIA, COUNTY OF DEKALB AND STATE OF GEORGIA, AND DESCRIBED AS FOLLOWS:

ALL THAT TRACT OF PARCEL OF LAND LYING AND BEING IN LAND LOT 131 OF THE 16<sup>TH</sup> DISTRICT, DEKALB COUNTY GEORGIA, BEING LOT 54, BLOCK AMROGERS CROSSING, PHASE ONE AS PER PLAT RECORDED IN PLAT BOOK 122, PAGES 42-43, AND RE-RECORDED IN NAT BOOK 123, PAGE 107, DEKALB COUNTY, GEORGIA RECORDS, WHICH PLAT IS INCORPORATED HEREIN BY REFERENCE AND MADE A PART OF THIS DECIPTON.

THE IMPROVEMENT THEREON BEING KNOWN AS 1695 SPRING HILL COVE, LITHONIA, GA.

ALSO KNOWN AS: 1695 SPRING HILL COVE, LITHONIA, GEORGIA 30058

TO HAVE AND TO HOLD the said property unto the Grantee, so that neither the Grantor nor the

Grantor's heirs or assigns shall have, claim, or demand any right or title to the aforesaid property.

## SLUP (ANSWERS) APPLICATION

- A. RESIDENTIAL PROPERTY 3-BED, 2 1/2 BATH, WITH DEWEENY FRONT AND REAR YARD.
- B. PROPERTY IS COMPLIANT WITH OTHER PROPERTIES AND WILL NOT CREATE A HARDSHIP.
- C. PROPERTY HAS WATER, SEWER, ELECTRICITY AND COMBUSTIBLE SERVICE WILL BE PROVIDED BY LOUAC COMPANY.
- D. TRAFFIC WILL NOT BE UNDELY AFFECTED. ALL CLIENTS WILL USE TRANSPORTATION PROVIDED TO THEM. CAR OR VAN. NO TRUCKS OR BUSES.
- E. NO! VEHICLES VISITING THE RESIDENCE ARE AUTOMOBILES.
- F. NO! ALL ACCESS IS THROUGH FRONT AND REAR DOORS. WITH WINDOWS TO ALLOW FIRST RESPONDERS EMERGENCY ACCESS.
- G. NO! NO ACTIVITIES CONDUCTED THAT WILL CREATE ANY NOISE, SMOKE, ODDOR OR DUST.
- H. NO! HOURS OF OPERATION ARE 9AM TO 5PM

①

- I. NO! THERE ARE NO ADVERSE IMPACTS ON ADJOINING PROPERTIES.
- J. YES! ZONING CLASSIFICATIONS, WILL ALLOW A (3) BED RESIDENTIAL HOME IN THIS AREA.
- K. YES! THE PLAN CALLS FOR PROVIDING CURBS FOR (3) INDIVIDUALS.
- L. YES! NO BUFFER ZONES NEEDED, NO NOISE, CHURNINGS, ETC.
- M. YES! TRASH WILL BE PLACED IN CANS, AND PICKED UP BY LOCAL COMPANY.
- N. NO! SPECIAL USE PERMIT, SHALL BE FOR DURATION OF LIFE OF FACILITY.
- O. YES! RESIDENTIAL AREA, ALL PROPERTIES ARE SIMILAR.
- P. NO! USE WILL NOT AFFECT NO OTHER PROPERTIES OR ENTITIES.
- Q. YES! PROPOSED USE SATISFIES ALL REQUIREMENTS.
- R. NO! ALL BUILDINGS ARE IN PLACE, NO HEIGHT WILL BE ADDED TO THE STRUCTURE.

②

5. Yes! THE PROPERTY DOES NOT AFFECT FUTURE DEVELOPMENT PERMITS.  
IT'S COMPATIBLE WITH OTHER PROPERTIES IN THE AREA.  
DOES NOT AFFECT TRAFFIC, HAS NO OPERATIONAL IMPACT.  
AND SERVES THE COMMUNITY BY PROVIDING A SERVICE FOR  
THOSE IN NEED.

(3)



PARID: 16 131 01 157  
Tax Dist: 80-STONECREST  
STEWART MICHAEL ST JOHN

1695 SPRING HILL CV

**Residential Structure**

Building #	1
Land Class	R3 - RESIDENTIAL LOT
Stories	1
Construction	7 - FRAME/BRICK
Style	05 - SPLIT-LEVEL
Living Area	2,162
Quality Grade	020
Condition	AV
Year Built	2002
Remodeled Year	
Effective Year	
Bedrooms	3
Full Baths	2
Half Baths	1
Total Fixtures	12
Fireplaces	1
AC	4 - CENTRAL WITH A/C
Basement	1 - SEE ADDITIONS
Unfinished Area	
Finished Basement Living Area	
Functional Obsolescence	
Economic Obsolescence	
% Complete	100

**Additions**

Addition Number	Description	Area
0	---	1,702
1	-L/L FR FINISH--	460
2	GAR FR BLT-IN---	500
3	-OPEN PORCH--	28
4	-PATIO--	130
5	-GAR FR 1 STORY--	48

## Site Adequacy & Building Suitability

### Adequacy of the Site for the Proposed Use

The selected property provides a structurally appropriate and operationally efficient setting for SM Health Care's administrative functions. The site offers sufficient interior space for offices, training, staff coordination, and secure record maintenance without the need for physical expansion.

### Key Considerations:

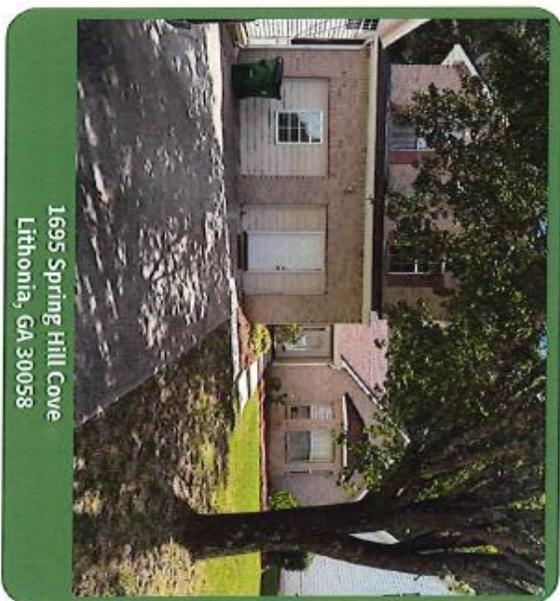
- The existing footprint supports all required business functions with no modification needed.
- Our operations involve low-density occupancy and minimal physical equipment, ensuring ample space for daily activities.
- No specialized medical facilities, treatment rooms, or storage spaces are required on-site.

### Building Size, Scale, and Massing

SM Health-care's use does not alter the existing structure or introduce any visual or physical changes that would affect surrounding properties.

### Highlights:

- No new construction, additions, or external alterations.
- Scale and appearance remain consistent with all other commercial properties in the district.
- Use of the building remains administrative only, maintaining the original architectural intent.



1695 Spring Hill Cove  
Lithonia, GA 30058

## Amendment Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



### Amendment Application

<b>PROPERTY</b>			
Site Address(es):	1695 Spring Hill Cove Lithonia GA 30058	Parcel #:	Zip: 30058
Project Name (If applicable):	Stewart Michaels Home Health Care Inc		
Current Zoning		Proposed Zoning	
Current Use		Proposed Use	

<b>OWNER INFORMATION</b>			
Name:	Michael Stewart		
Address:	1695 Spring Hill Cove		
Email:	stewartmichael3@yahoo.com	Phone:	404 569-1189
<b>APPLICANT</b>			
Name:	Michael Stewart		
Address:	1695 Spring Hill Ave		
Email:	stewartmichael2@yahoo.com	Phone:	404 569 1189



<b>AFFIDAVIT</b>			
To the best of my knowledge, this application form is correct and complete. If additional information is determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest's Zoning Ordinance. I understand that failure to supply all required information (per the relevant Applicant Checklists and Requirements of the Stonecrest Zoning Ordinance) will result in the rejection of this application. I have read the provisions of the Georgia Code Section 36-67A-3 as required regarding Campaign Disclosures. My Signed Campaign Disclosure Statement is included.			
Applicant's Name:	Michael Stewart		
Applicant's Signature:	Michael Stewart	Date:	
<b>NOTARY</b>			
Sworn to and subscribed before me this	October	Day of	6 <sup>th</sup> 20 25
Notary Public:	Angela Robinson		
Signature:	Angela Robinson	Date:	10/6/25

## Amendment Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



### Property Owner(s) Notarized Certification

The owner and petitioner acknowledge that this amendment application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application for amendment(s), and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

Property Owner			
Name:	Michael Stewart		
Address:	1695 Spring Hill Cove	City, State:	Lithonia GA 30058 Zip: 30054
Signature:	Michael Stewart	Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

Additional Property Owner (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this <u>6<sup>th</sup></u> day of <u>October</u> , 20 <u>25</u>			
Notary Public:	Angela Robinson		



Additional Property Owner (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	

### Amendment Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



Sworn to and subscribed before me this 6<sup>th</sup> day of October 2025

Notary Public: Angela Robinson



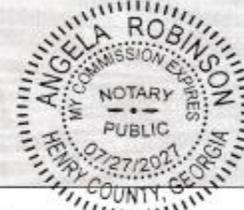
## Amendment Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



### Applicant(s) Notarized Certification

The petitioner acknowledged that this amendment application form is correct and complete. By completing this form, all applicant of the subject property certifies authorization of the filing of the application for amendment(s), and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

Applicant			
Name:	Michael Stewart		
Address:	1695 Spring Hill Cove	City, State:	Lithonia Ga Zip: 30054
Signature:	Michael Stewart	Date:	
Sworn to and subscribed before me this <u>6<sup>th</sup></u> day of <u>October</u> , 20 <u>25</u>			
Notary Public:	 		

Applicant (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

Applicant (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	

## Amendment Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)

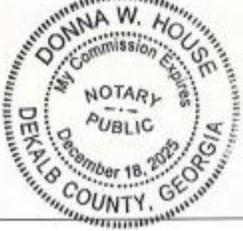


### Applicant(s) Notarized Certification

The petitioner acknowledged that this amendment application form is correct and complete. By completing this form, all applicant of the subject property certifies authorization of the filing of the application for amendment(s), and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

#### Applicant

Name:	Kaareem Waseem		
Address:	3657 Smith Hill Dr. 16408	City, State:	Lithonia GA Zip: 30058
Signature:	Kaareem Waseem	Date:	Spring Hill Cove
Sworn to and subscribed before me this <u>6<sup>th</sup></u> day of <u>November</u> , 20 <u>25</u>			
Notary Public:	Donna W. House		



#### Applicant (if applicable)

Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

#### Applicant (if applicable)

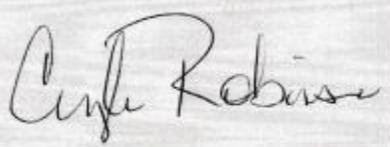
Name:			
Address:		City, State:	Zip:
Signature:		Date:	

### Amendment Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



Sworn to and subscribed before me this 6<sup>th</sup> day of October, 2025

Notary Public: 





### Amendment Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



#### Campaign Disclosure Statement

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the City of Stonecrest City Council or a member of the City of Stonecrest Planning Commission?

Yes

No

<b>Applicant/Property Owner</b>			
<b>Name:</b>	Kareem Waseem		
<b>Address:</b>	1695 Spring Hill Cove	<b>City, State:</b>	Lithonia 300
<b>Signature:</b>	Kareem Waseem	<b>Date:</b>	8

If the answer above is yes, please complete the following section:

Date	Government Official & Position	Description	Amount



### Amendment Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



#### Campaign Disclosure Statement

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the City of Stonecrest City Council or a member of the City of Stonecrest Planning Commission?

Yes

No

Applicant/Property Owner			
Name:	Michael Stewart		
Address:	1695 Spring Hill Cove	City, State:	Zip: 30088
Signature:	Michael Stewart	Date:	

If the answer above is yes, please complete the following section:

Date	Government Official & Position	Description	Amount

**Planning Administrative Technician**

Dear Sir or Madam,

My name is **Michael Stewart**, and I am the owner of **Stewart Michael Home Health Care**, located at **1695 Springhill Cove**. I am submitting this letter to formally request zoning approval for the establishment of a **personal care home** at the above address.

The mission of Stewart Michael Home Health Care is to provide compassionate, high-quality care to individuals in need of medical and personal assistance. Our goal is to create a safe, nurturing environment that promotes dignity, comfort, and independence for every resident we serve.

I am committed to operating this home in full compliance with all applicable state and local regulations. This endeavor reflects my dedication to serving our community and fulfilling a calling to help those who require support and care.

Thank you for your time and consideration of this request. I look forward to the opportunity to contribute positively to our community through this important work.

Sincerely,

**Michael Stewart**  
Owner, Stewart Michael Home Health Care  
1695 Springhill Cove



1. A **Trip Generation Report** shall be submitted as a part of zoning applications for all Non-Residential and Mixed Use developments and for Residential Developments with greater than 10 proposed units. Applicants should follow this sample report:

Land Use (ITE Code)	Intensity	Daily		A.M Peak		P.M. Peak		
		Total	In	Out	Total	In	Out	Total
General Office (710)	50,000 Gross Square Feet	782	95	13	108	23	112	135
Townhouse (230)	200 Units	1,157	15	75	90	71	35	106
<b>TOTAL</b>		<b>1,939</b>	<b>110</b>	<b>88</b>	<b>198</b>	<b>94</b>	<b>147</b>	<b>241</b>

2. A **Traffic Impact Study** shall be submitted as part of the zoning application for developments that produce 100 or more peak hour trips or at the discretion of the Public Works Department based on review of the request at the pre-application meeting.
3. The minimum requirements of the Traffic Impact Study shall be as follows:

Land Use	ITE Code	Variable	Rate Trips/ Var	Minimum Size for 100 Peak Hour Trips
<b>Residential</b>				
Single Family Detached	210	Housing Units	1.01	99 Units
Apartment	220	Housing Units	0.62	161 Units
Townhome/Condo	230	Housing Units	0.52	192 Units
<b>Retail</b>				
Shopping Center	820	1000 sf GLA	3.71	26 ksf GLA
Specialty Center	826	1000 sf GLA	5.02	20 ksf GLA
Pharmacy -no drive-thru	880	1000 sf	8.4	11.5 ksf
Pharmacy -w/drive-thru	881	1000 sf	9.91	10 ksf
<b>Services</b>				
Fast Food	934	1000 sf	45.42	2.2 ksf
Sit Down Restaurant	932	1000 sf	10.81	9 ksf
Coffee/Donut Shop	937	1000 sf	100.58	1 ksf
Bank no drive-thru	911	1000 sf	12.13	8 ksf
Bank w/drive-thru	912	1000 sf	24.3	4 ksf
Gas Station	944	Pumps	13.87	7 pumps
<b>Institutional</b>				
Day Care	565	Students	0.81	123 Students
Private School (K-8)	534	Students	0.9	111 Students
Private School (K-12)	536	Students	0.81	123 Students
<b>Office</b>				
General Office	710	1000 sf	1.56	64 ksf
Medical Office	720	1000 sf	3.57	28 ksf
<b>Lodging</b>				
Hotel	310	Rooms	0.6	166 Rooms

**Attachment(s): Community Planning Information Meeting (CPIM) Summary Minutes**



**CITY OF STONECREST, GEORGIA**

*Community Planning Information Meeting (CPIM)*

*Summary Minutes*

February 12, 2026, at 6:00 P.M.

[Planning-zoning@stonecrestga.gov](mailto:Planning-zoning@stonecrestga.gov)

**\*IN-PERSON MEETING**

[Stonecrest's YouTube Broadcast Link](#)

Citizens wishing to actively participate and comment during the public hearing portion of the meeting may comment in person. You may also submit your request, including your full name, address, and position on the agenda item you are commenting on (for or against) via email to [Planning-zoning@stonecrestga.gov](mailto:Planning-zoning@stonecrestga.gov) by 2 p.m. the day before the meeting to be read into the record at the meeting.

- I. CALL TO ORDER AND INTRODUCTIONS:** Planning and Zoning Staff – Felisha Blair, Planner
- II. REVIEW OF THE PURPOSE AND INTENT OF THE COMMUNITY PLANNING INFORMATION MEETING AND RULES OF CONDUCT–** Felisha Blair, Planner
- III. Item(s) of Discussion:**

**PETITION:** RZ25-013  
**PETITIONER:** Darrell Johnson of JDM Consultants, LLC  
**LOCATION:** 3309 Panola Road  
**PETITIONER'S REQUEST:** The request is for a rezoning and map amendment of the parcel from R-100 (Residential Medium Lot - 100) to RSM (Small Lot Residential Mix) for a proposed residential development.

**PETITION:** RZ25-014  
**PETITIONER:** Darrell Johnson of JDM Consultants, LLC  
**LOCATION:** 3313 Panola Road  
**PETITIONER'S REQUEST:** The request is for a rezoning and map amendment of the parcel from R-100 (Residential Medium Lot - 100) to RSM (Small Lot Residential Mix) for a proposed residential development.

The applicant for RZ25-013 and RZ25-014 was not present, but constituents were given the opportunity to speak.

Wesley Mitchel, a resident, came up to state his concern about the location of the proposed dog park and run off pool and asked if they could be located near the front of the development. He also stated his concern about the number of homes being proposed and the potential decrease in property values. Lastly, he mentioned noise during construction and stated that he is willing to work with what the city decides to do with the petition.

Anthony Paris, a resident, came up to speak. He stated his concern about the potential decrease in property values. Being a disabled veteran, and wanting to keep the peace.

Ronald Oneil, a resident, came up to speak. He stated his concerns about the pricing proposed for the homes as well as the quality. He also stated his concern about pests during the construction period.

Lewis Anderson, president of the Hilson Head HOA, stated his concern about the deferment of the application as well as the veterans who live in his subdivision. He stated his support for the city as a resident and asked for support.

**PETITION:** SLUP25-007  
**PETITIONER:** Michael Stewart of Stewart Michael Home Health Care  
**LOCATION:** 1695 Spring Hill Cove  
**PETITIONER'S REQUEST:** The request is for a Special Land Use Permit (SLUP) to operate a personal care home.

Michael Stewart, the applicant, came up to speak and stated that after the passing of his mother, who was not in a senior facility, he decided with his brother that they would like to operate this use. He stated that his brother will be staying in the home and that he lives near it. They will be working with a government-funded program, and the home will operate



### CITY OF STONECREST, GEORGIA

24/7 with a live-in nurse.

Ramona Eversley, senior planner, asked the applicant about the number of bedrooms, the number of patients, the nurses, and the applicant's brother.

Michael Stewart, the applicant, stated that there are four bedrooms in the home, that there will be two to three patients, that the nurse will be in the master bedroom, and that his brother will also be in the home.

Fellisha Blair, planner, asked the applicant if he submitted documents showing co-ownership of the property.

Michael Stewart, the applicant, stated that the documents had been submitted.

Renee Cale, a resident, asked about the level of care of the patients who will be living in the home.

Michael Stewart, the applicant, stated that there will be a live-in nurse and that he will be able to pick his clients, who will be of the same gender.

Renee Cale, a resident, asked if there was a backup plan if a nurse is not available to work.

Michael Stewart, the applicant, stated that there will be other nurses on staff and that the seniors will not be at the home during the day because there are programs that the state offers for them to participate in.

Fellisha Blair, planner, asked about visitation and transportation schedules.

Michael Stewart, the applicant, stated that all of the clients will be picked up and dropped off at the same time. He additionally stated that he is still working on visitation hours.

Fellisha Blair, planner, asked about the drop-off and pick-up times.

Michael Stewart, the applicant, was not able to provide specific times.

Ellis Still, deputy director, asked if the caregivers would be certified.

Michael Stewart, the applicant, stated that the nurses will come through the state's government program.

<b>PETITION:</b>	V26-001
<b>PETITIONER:</b>	Hugh Delaney of D2construction Services
<b>LOCATION:</b>	2955 Klondike Road
<b>PETITIONER'S REQUEST:</b>	The request is for a variance from Section 3.5.7 of the city's code to encroach into the transitional buffer for the installation of a street for a residential development.

Hugh Delaney of D2construction Services the applicant came up to speak. He stated that the property is currently under development for townhomes. They are requesting encroachment into the 50-foot buffer in order to build a road through the property located at 2979 Klondike Road to access the main road for ingress and egress.

Cecil Cody, a resident, stated his concern about the development being built behind his property, the types of people who will move into the townhomes, and the trees on his parcel being cut down. He asked if the applicant could build a fence to border the properties.

Onethia Cody, a resident, stated her concern about her privacy being taken since the project has started development, and rats being in her yard. She also asked for a fence.

Hugh Delaney of D2construction Services stated that if there is trash left on the property, it is removed and that he will take their concerns to the owners.

5



**CITY OF STONECREST, GEORGIA**

**IV. ADJOURNMENT**

The meeting was adjourned at 6:53 p.m.

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.*

APPROVED: <i>Ellis Still</i>	2/24/2026
DIRECTOR, PLANNING & ZONING	DATE
ATTEST: <i>Cobi Brown</i>	02/24/2026
SECRETARY	DATE





## CITY COUNCIL AGENDA ITEM

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- (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 of Stonecrest Safety Policy

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## Policy Statement

The City of Stonecrest is committed to maintaining a safe, secure, and healthy work environment for all employees, contractors, tenants, and visitors. While administrative operations present fewer physical hazards than field or industrial work, risks such as ergonomic strain, fire hazards, workplace security, and emergency events still exist. The City prioritizes prevention, awareness, and compliance with applicable federal, state, and local regulations to safeguard the well-being of everyone who works in or visits City facilities. The City also recognizes that workplace safety includes psychological wellbeing, public health preparedness, and the protection of City information systems. The City supports mental awareness training, illness prevention training, and cybersecurity awareness to ensure a comprehensive approach to workplace safety.

## Purpose

The purpose of this policy is to promote and maintain a safe and healthy workplace for all employees, residents, and visitors. The City of Stonecrest is committed to preventing accidents, injuries, and occupational illnesses through effective safety practices, training, and compliance with federal, state, and local regulations. Promote mental awareness and psychological safety in the workplace. Provide safety training and guidance during illness or disease outbreaks (e.g., COVID-19). Promote cybersecurity awareness to protect City information systems and data.

## Scope

This policy applies to all City of Stonecrest employees, elected officials, contractors, interns, volunteers and any individuals performing work on behalf of the City of Stonecrest. It also applies to tenants and visitors at all administrative offices and facilities.

## Responsibilities

**City Manager:** Provides leadership and allocates resources to ensure compliance with State and local safety programs. Appoints the Safety Coordinator and can if the need is called for, designate the City Safety Committee

Department Directors & Supervisors: Ensure employees receive required safety training, conduct inspections of work areas, and ensure corrective action is taken when unsafe conditions are identified. Department Directors and Supervisors have the authority to stop unsafe work activities until hazards are corrected.

Safety Committee: Appointed by the City Manager and includes departmental representatives, Human Resources/Risk Management, and the designated Safety Coordinator. The committee meets quarterly to review incidents, recommend corrective actions, and coordinate safety training. The committee also reviews emerging risks including employee psychological wellbeing, cybersecurity risks, and public health threats.

### **Facilities Department**

Conducts at least two documented safety inspections per year and schedules annual safety equipment inspections.

Maintain and document the locations of Automated External Defibrillators (AEDs) in City facilities. Ensure AED equipment is inspected and maintained according to manufacturer guidelines.

### **Human Resources / Risk Management**

Maintains safety documentation and coordinates employee safety training programs such as CPR, First Aid, Active Threat, and Bloodborne Pathogens.

Coordinate mental awareness and psychological safety training programs. Coordinate illness and disease prevention training during public health events or outbreaks. Coordinate cybersecurity awareness training with the City's Information Technology Department.

### **Administrative Workplace Safety Rules**

Maintain proper workstation ergonomics.

Keep work areas clean and free of hazards.

Prohibit horseplay and unsafe conduct.

Keep exits clear and participate in fire drills.

Operate only authorized equipment or vehicles.

Protect City computers and networks from unauthorized access or misuse and report suspected cyber threats.

## Emergency Preparedness Plan

Emergency procedures are coordinated with DeKalb Emergency Management Agency (DEMA). Evacuation routes are posted in facilities and fire extinguishers are inspected monthly. AED locations are identified and communicated to employees in applicable facilities.

## Safety Committee Natural Disaster Safety Planning

### I. Risk Awareness & Preparation

- Identify the disasters most likely in your area (e.g., tornadoes, floods, hurricanes, wildfires, earthquakes).
- Sign up for local emergency alerts and weather notifications.
- Keep important documents in our fireproof area.

### II. Communication Plan

- Establish emergency meeting points.
- Keep a printed list of employee names and phone numbers.

### III. Evacuation & Shelter Plan

- Know your evacuation routes and nearest shelters.
- If sheltering in place, choose an interior room away from windows.

### IV. Recovery & Aftermath

- Avoid floodwaters and down power lines.
- Document damage with photos for insurance claims.

## Public Health and Illness Response

During illness outbreaks or public health emergencies, the City may implement additional safety measures consistent with guidance from public health authorities including illness prevention training and temporary safety protocols.

### Exposure

Employees who experience symptoms of a contagious illness, test positive, or are notified of potential exposure must promptly inform their supervisor and Human Resources. Affected employees may be required to remain offsite in accordance with public health guidance. Human Resources may assess workplace exposure, notify potentially affected employees

### Response

while maintaining confidentiality, and implement operational adjustments such as remote work or modified schedules when appropriate.

### **Cleaning and Sanitation Protocols**

During a pandemic, the City will implement enhanced cleaning and sanitation practices. High-touch surfaces and common areas will be disinfected regularly, and employees are expected to maintain cleanliness of their individual workspaces. If a confirmed case occurs within a facility, affected areas may be temporarily closed for deep cleaning and sanitation.

### **Return-to-Work Guidelines**

Employees may return to work after illness or exposure once they meet applicable public health guidance and City requirements, including completion of isolation or quarantine periods and being symptom-free. Medical clearance may be required when appropriate. Supervisors and Human Resources will coordinate return-to-work decisions to ensure a safe workplace.

Employees are expected to comply with all safety protocols established during a public health emergency.

### **Cyber Control Safety**

Cybersecurity is an important component of workplace safety. Employees participate in cybersecurity awareness training to protect City systems and public data. Cybersecurity awareness training provided by the IT Dept. to employees who access City systems.

#### **V. Cyber Incident Prevention**

Preventive measures include:

- Maintaining secure network and system protections, including firewalls, monitoring tools, and security updates
- Providing employee training on cybersecurity awareness and phishing prevention
- Limiting system access based on authorized job responsibilities
- Requiring strong password practices and appropriate authentication controls
- Monitoring systems for suspicious or unauthorized activity

Employees share responsibility for protecting City technology resources and must exercise caution when handling emails, files, and digital communications that could pose cybersecurity risks.

#### **VI. Cyber Incident Response**

Any suspected or confirmed cyber incident must be reported immediately to the IT Department and their supervisor so that appropriate response procedures can be activated.

Examples of cyber incidents include:

- Phishing attempts or suspicious emails requesting sensitive information
- Malware or ransomware attacks
- Unauthorized access to City systems, networks, or databases
- Suspicious system activity or unexpected data loss
- Attempts to disrupt City technology systems or services

When a cyber incident occurs, employees must:

- **Immediately report the incident** to the IT Department and their supervisor
- Avoid interacting with suspicious emails, links, attachments, or websites
- Preserve potential evidence by not deleting suspicious messages or files
- Follow instructions provided by authorized personnel responding to the incident

The City may initiate appropriate containment measures, including system isolation, password resets, network monitoring, temporary system shutdowns, or coordination with cybersecurity professionals or law enforcement as necessary.

## VII. Operational Recovery and Continuity

In the event of a cyber incident, the City will implement measures to protect municipal infrastructure, safeguard sensitive information, and restore operations as quickly as possible.

Response and recovery efforts may include:

- Securing affected systems and preventing further unauthorized access
- Assessing system integrity and data security
- Restoring critical systems and services through backup and recovery procedures
- Coordinating with external cybersecurity professionals, insurance providers, and law enforcement when appropriate
- Implementing corrective measures to strengthen future cybersecurity protections

These procedures are designed to minimize operational disruption and ensure the continuity of essential municipal services to the community.

## Psychological and Mental Health Safety Response

The City recognizes that workplace safety extends beyond physical protection and includes the psychological and emotional well-being of employees. Mental awareness and psychological safety training may be provided by HR periodically to support employee wellbeing.

- **Commitment to Psychological Safety**  
 The City recognizes that workplace safety includes the protection of employees' mental and emotional well-being and is committed to maintaining a respectful, professional, and psychologically safe work environment.
- **Reporting Concerns**  
 Employees who experience or observe behavior that negatively impacts psychological safety—including harassment, intimidation, bullying, or significant workplace conflict—should promptly report the concern to their supervisor or Human Resources.
- **Response and Support**  
 The City will review reported concerns promptly and may implement appropriate actions such as workplace assessments, conflict resolution, operational adjustments, or referral to available support resources.
- **Non-Retaliation and Respectful Conduct**  
 Retaliation against employees who report concerns in good faith is strictly prohibited, and all employees are expected to contribute to a professional and respectful workplace.

### Recordkeeping and Reporting

Safety records are retained for at least five years by HR/Risk Management and incident reports are submitted to the City's insurance carrier or workers' compensation when required. Workplace incidents should be reported to supervisors within twenty-four (24) hours.

### Training Responsibilities for Safety Committee

New hires receive safety orientation within 60 days. Quarterly safety meetings are conducted, and refresher training is provided annually.

### VIII. Hazard Identification & Assessment

1. Conduct regular workplace inspections to spot potential hazards.

2. Review incident and near-miss reports to identify trends.
3. Evaluate new equipment, processes, or materials for safety risks.

#### IX. Safety Program Development & Review

1. Assist in creating and updating safety policies and procedures.
2. Recommend corrective actions for identified hazards.
3. Monitor the effectiveness of implemented safety measures.

#### X. Employee Engagement & Communication

1. Provide a channel for employees to report hazards or safety concerns.
2. Share safety updates, training opportunities, and best practices.
3. Encourage a culture of safety awareness and accountability.

#### XI. Training & Education

1. Help plan and promote safety training sessions.
2. Ensure employees understand emergency procedures and safe work practices.
3. Stay informed about new safety regulations and industry standards.

#### XII. Compliance & Documentation

1. Ensure workplace safety practices meet federal, state, and local regulations.
2. Maintain records of safety meetings, inspections, and corrective actions.
3. Prepare reports for management and regulatory agencies when required.

#### XIII. Emergency Preparedness

1. Review and update emergency response plans.
2. Participate in drills and evaluate their effectiveness.
3. Recommend improvements to emergency procedures.

**Approval**

Effective Date: \_\_\_\_\_

Approved By: City of Stonecrest Council

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Fleet Policy Amendment**

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**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

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**Previously Heard Date(s):** 03/9/26 &    Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 23, 2026

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**SUBMITTED BY:** Reginald Powell, Facilities Operation Manager

**PRESENTER:** Reginald Powell, Facilities Operation Manager

**PURPOSE:** Amend section 12.0 of the current Fleet Policy to include the Mandatory Seat Belt Usage Section

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Approve Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Amended Fleet Policy with updated section 12.0
- (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 of Stonecrest Fleet Policy

It is the policy of the City of Stonecrest (“City”) to promote cost-effective vehicle management through efficient acquisition, operation, maintenance, disposal and recordkeeping.

### 1.0 **Purpose**

This policy establishes guidelines, responsibilities and procedures to ensure proper acquisition, operation, maintenance, disposal and recordkeeping for all vehicles operated by the City of Stonecrest. The City Manager has designated the Facility Operations Manager or their designee to perform the duties of Fleet Management to ensure accountability and operational efficiency.

### 2.0 **Persons Affected**

All elected officials and Employees of the City of Stonecrest. This policy does not include temporary employees.

### 3.0 **Definitions**

- 3.1 Authorized Driver means an elected official or an Employee, except temporary Employees who have been vetted by the City Manager.
- 3.2 Cost-benefit analysis means an assessment of various alternatives to compare their costs versus benefits.
- 3.3 Employee means an elected official, appointed officer or staff personnel with the City of Stonecrest.

- 3.4 Fuel Card PIN means the six (6) digit numerical Personal Identification Number (PIN) selected by the Employee for use with the fuel card.
- 3.5 The Facility Operations Manager is housed within the Parks & Recreation Department and the Department Director may designate additional Parks & Recreation personnel to assist with Fleet Management.
- 3.6 Stonecrest Vehicle means a motor vehicle or trailer for which the City of Stonecrest holds title or registration. This includes vehicles that were obtained through lease, purchase, donation, forfeiture or surplus. The City of Stonecrest vehicles display the City of Stonecrest logo and have a governmental license plate.
- 3.7 Agile Fleet Management is the program the City has chosen to regulate and monitor vehicle use for maintenance and inventory purposes.
- 3.8 GPS refers to the record retention and asset tracking devices that are installed in all City of Stonecrest vehicles. The GPS units are active 24 hours per day and for the benefit of safety, budgeting efficiency and asset protection are constantly collecting vehicle data relative to fuel consumption, miles driven, speed and braking conditions, driving history and location.

#### **4.0 Responsibilities**

- 4.1 The Facility Operations Manager is responsible for:
- 4.1.1 Managing and overseeing all agency vehicles (including inventory, use, repair, and maintenance) and the issuance and use of fuel cards.
  - 4.1.2 Providing training for the use of the City's vehicle program, Agile Fleet Management, and WEX, the City's gas cards, and the creation of individual accounts for Authorized Drivers;
  - 4.1.3 Serving as the liaison for accounting and maintenance of vehicles used by the City of Stonecrest.
  - 4.1.4 Ensuring that the City of Stonecrest is in compliance with fleet requirements set forth under state law.
  - 4.1.5 Approving, denying, or revoking an Employee's authorization to drive a city vehicle based on the individual's motor vehicle report (i.e., driving record). The City Manager or Finance Director may also revoke an Employee's status as an Authorized Driver.
  - 4.1.6 Acquire vehicles utilizing all acquisition methods as described

in the City's Purchasing Policy, (even when payment is not required), including, but not limited to, the following:

- 4.1.6.1 Donation;
- 4.1.6.2 Surplus property procedures;
- 4.1.6.3 Sponsored projects and similar contractual processes.
- 4.1.7 Disposing of existing vehicles in accordance with State of Georgia and the City of Stonecrest surplus property procedures.
- 4.1.8 Ensuring that all of the information for new vehicles is entered into Agile Fleet Management before any use by Authorized Driver's. This includes purchasing and installing any wiring harnesses or GPS modules, and all City identifiers have been labeled and assigned in the system. The Department will complete an annual audit of the records for all vehicles in the system.
- 4.1.9 Accounting for assigned Stonecrest Vehicles and fuel cards.
- 4.1.10 Maintaining and repairing Stonecrest Vehicles in accordance with the City of Stonecrest's and manufacturer's guidelines, (including vehicle inspection requirements) and compiling the maintenance and repair history to the Fleet records sharepoint drive on a quarterly basis.
- 4.1.11 Ensuring that all Authorized Drivers complete an inspection report.

The Department designee is responsible for completing the maintenance and reconciliation of monthly mileage reports no later than the tenth workday of the following month.

- 4.1.12 Ensuring that all new vehicles have proper registration, tags and insurance and updating all Fleet vehicles for proper registration, tags and insurance on an annual basis.
- 4.2 The City Manager and Department Directors are responsible for:
  - 4.2.1 Submitting Employee names to the Facility Operations Manager for consideration to become an Authorized Driver. Names will be submitted from Human Resources upon hiring via signed MVR Report Form, or as requested by the

Department Director.

- 4.2.2 Authorized Drivers are responsible for: Operating Stonecrest Vehicles in a safe and courteous manner.
- 4.2.3 Ensuring assigned Stonecrest Vehicles are returned with adequate fuel at the end of the reserved period. Adequate fuel means at least one quarter (1/4) of fuel remaining in the vehicle.
- 4.2.4 Returning the keys to the lockbox at the conclusion of a day's use. All keys retained at City Hall must have keys placed in the Fleet lockbox daily. Keys for Operations or Parks & Recreation vehicles will be returned to the lockbox onsite daily.
- 4.2.5 Completing an inspection report and submitting it to the Authorized Driver's department or program's vehicle coordinator.
- 4.2.6 Notifying the Facility Operations Manager of any changes to the Authorized Driver's driving status including but not limited to: traffic warnings; traffic tickets; driver's license suspensions; driver's license revocations; and any other motor vehicle-related citations.
- 4.2.7 Reporting any vandalism, theft, accidents, damages losses, or any problems that occur to assigned vehicles.

## **5.0 Financial Responsibility**

- 5.1 The Department Director is responsible for ensuring the proper use of vehicles by Authorized Drivers in their department.
- 5.2 The Authorized Driver is responsible for paying all traffic and parking fines incurred during the use of a Stonecrest Vehicle. Unauthorized use of a Stonecrest Vehicle or fuel card or failure to follow policies and guidelines may result in disciplinary action, up to and including termination of employment or prosecution.
- 5.3 The Authorized Driver is also responsible for the vehicle keys that are lost or stolen while in the employee's possession. If keys cannot be returned by the Authorized Driver within 24 hours of demand by the City, the Authorized Driver will reimburse the City for the cost of a replacement FOB in the amount it cost to replace keys from the dealership. This cost from the dealership is the responsibility of the employee up to \$500.
- 5.4 Any of the instances below will result in the costs being assumed by the

Authorized Driver. The City does not assume liability or expense incurred by Authorized Drivers resulting from:

- 5.4.1 Unauthorized or prohibited use of a Stonecrest Vehicle;
- 5.4.2 Improper use of a fuel card;
- 5.4.3 Towing, storage or impound charges resulting from an improper parking violation;
- 5.4.4 Damage, mechanical failure, or losses incurred to a Stonecrest Vehicle resulting from driver negligence;
- 5.4.5 Misuse including, but not limited to, personal use, abuse or use of a Stonecrest Vehicle while impaired.
- 5.4.6 If a City vehicle is smoked in or requires additional cleaning because of misuse, the user shall be responsible for the actual cost of cleaning and detailing the vehicle, up to \$500.

## **6.0** Authorized Drivers

**6.1** Prior to operating a city vehicle, an Authorized Driver must complete and submit to the Facility Operations Manager and Human Resources, a City of Stonecrest's Driver Acknowledgement Form, and complete the fleet vehicle training. Completion indicates the individual is an authorized driver.

**6.1.1** Possesses a valid Georgia driver's license and be at least 18 years of age.

**6.1.2** Agree to authorized driver expectations, and responsibilities as discussed in the vehicle training.

**6.1.3** Agrees to use vision correction measures, if applicable, while operating a Stonecrest Vehicle.

**6.1.4** Agrees to utilize the City's Agile Fleet Management Reservation Program for EVERY use of a City vehicle. Vehicle use is documented daily, and keys must always be returned to the rental location's Kiosk or Lock Box.

**6.1.5** Agrees to timely report any ticket or warning received while operating any motorized vehicle but must report any ticket or warning received while operating a city vehicle immediately.

**6.1.6** Has no more than six (6) points on their vehicle report.

- 6.1.7 Has not had an “at fault” accident in the previous three (3) years.
- 6.1.8 Has not received charges or convictions within the previous three (3) years and has no pending charges for any of the following offenses:
  - 6.1.8.1 Driving under the influence (known as “driving while intoxicated” in some states).
  - 6.1.8.2 Refusing to take a test for intoxication (including, but not limited to, breath, blood or other sobriety tests). Or taking a test and receiving an inconclusive result.
  - 6.1.8.3 Leaving the scene of an accident.
  - 6.1.8.4 Driving aggressively or exceeding the speed limit by more than nineteen (19) miles per hour.
- 6.2 The Facility Operations Manager must check the motor vehicle record of any Employee applying to become an Authorized Driver. Accordingly, an Employee seeking to become an Authorized Driver must authorize the Georgia Department of Driver Services to release the Employee’s motor vehicle record (MVR) to the Facility Operations Manager as authorized by the City Manager’s Office. Authorization is given by the Employee completing Driver Services’ Request for Motor Vehicle Report (DDC-18).
  - 6.2.1. The Facility Operations Manager must check Authorized Drivers’ MVRs annually.
  - 6.2.2. Failure to consent to the MVR check will make an Employee ineligible to become or remain an Authorized Driver.
- 6.3 A change to an Authorized Driver’s status, such as receiving a traffic ticket or warning or losing the ability to hold a driver’s license must be reported immediately to the Authorized Driver’s immediate supervisor. The Facility Operations Manager will review the changes and decide whether the Employee’s status as an Authorized Driver should be revoked.
  - 6.3.1 The Facility Operations Manager will notify the relevant department head and the driver of the decision in writing.
  - 6.3.2 If the decision is made to revoke, documentation will be placed in the revoked Authorized Driver’s file as well as the individual personnel file in Human Resources after and the City Manager

will be notified of the final decision.

6.4 Authorized Drivers are subject to random drug testing.

6.4.1 Costs associated with drug testing will be the responsibility of the Human Resources department.

6.4.2 A failed drug test will immediately terminate an Employee's status as an Authorized Driver. A failed drug test cannot be appealed without a documented medical reason for a re-test.

6.4.3 An Employee who has failed a drug test or receives inconclusive results may be subject to disciplinary action, up to and including termination of employment.

6.5 Use of Reservation System

The City has adopted the use of Agile Fleet Management for the purposes of maintaining vehicle inventory, regulating maintenance and ensuring safety for all users. An Authorized Driver who is required to use a City Vehicle on a daily basis may reserve the same vehicle for their use up to one month in advance. Keys must still be returned daily.

6.6 Fleet Management Data Collection

6.6.1 The Authorized Driver acknowledges with the signing of this Policy that they are aware City of Stonecrest vehicles are equipped with GPS systems.

6.6.2 The Fleet GPS and vehicle computers are tied into the City's Fleet Management System and vehicle use, location, mileage, fuel consumption and other data is collected instantly while city vehicles are in use.

6.6.3 Information is collected for the proper tracking and recording of city vehicles to ensure proper maintenance and care of city property.

6.6.4 The City does not monitor vehicle use, however, the Fleet Management System is equipped with the ability to send alerts for excessive speeding, constant hard braking and long idle times, as well as vehicle use that occurs when a vehicle has not been properly checked out.

6.6.5 These reports will be reviewed on a regular basis by the Facility

Operations Manager and any excessive alerts will be sent to the Authorized User's Department Head and City Manager. Excessive speeding, hard braking, idling or use without a reservation may result in the loss of Authorized Driver status and/or employee disciplinary action.

## **7.0 Authorized Use of Stonecrest Vehicles**

- 7.1** Use of Stonecrest Vehicles to Authorized Drivers is to be used to perform official City business only.
- 7.2** Authorized Drivers must observe all traffic laws and proper driving etiquette.
- 7.3** Authorized Drivers may travel to eateries for lunch meetings in the role of performing City business, and Authorized Drivers may purchase food for meals, including using a drive-thru, while in the course of performing City business. However, food may not be eaten while driving a City vehicle, food must be taken back to the office or other locations for consumption.
- 7.4** Authorized uses of Stonecrest Vehicles include:
- 7.4.1** Travel between the place from where the Stonecrest Vehicle is dispatched and the place where the official City business is performed;
  - 7.4.2** Each person riding in a City Vehicle must be participating in official City business;
  - 7.4.3** Transport of materials, supplies, parcels, luggage and other items belonging to or serving the interests of the City; and
  - 7.4.4** Transport of any person or item in the event of a declared emergency.
- 7.5** In addition to the uses listed in Section 7.3, authorized uses of Stonecrest Vehicles when in official travel status include:
- 7.5.1** Travel between the place of City business and/or the place of temporary lodging; and
  - 7.5.2** Any of the following when on official travel status and the distance is not reasonable for walking:
    - 7.5.2.1** Dining establishments.
    - 7.5.2.2** Places to obtain medical assistance, including drug stores.

7.5.2.3 Dry cleaners and laundromats.

7.5.2.4 Similar places required to sustain the health, welfare or efficient performance of the Authorized Driver, excluding places of entertainment.

7.6 The City Manager or designee will approve all authorized drivers for take home vehicle use. This section establishes requirements for authorizing employees to take city-owned vehicles home to travel between their home and work site(s) with the intent to limit the number of take-home vehicle assignments. A Stonecrest vehicle may be driven to an Authorized Driver's home after work hours under the following circumstances:

7.6.1 The Authorized Driver must be on approved travel status with prior take-home vehicle approval from the City Manager or designee.

7.6.2 The Authorized Driver travels to different work sites as a part of routine duties.

7.6.3 The Authorized Driver will suffer great inconvenience by having to pick up or drop a vehicle off at his or her office at the beginning or end of a workday during which the Authorized Driver has used the vehicle in an authorized manner.

7.6.4 The authorized driver who is responsible for responding to emergency situations to protect life and property.

## 8.0 Service Animals

8.1 In accordance with the provisions with the Americans with Disabilities Act (ADA), service animals shall be permitted in Stonecrest Vehicles under the following conditions:

The Authorized Driver may be asked by the Facility Operations Manager to answer the following questions to determine if the animal is a service animal: (a) is the service animal required because of a disability? and (b) what work or task has the service animal been trained to perform?

8.1.1 The service animal must be kept in a secure crate or transport container while the Stonecrest Vehicle is in motion.

## 9.0 **Unauthorized Use of Vehicles**

- 9.1 Unauthorized use or misuse of a Stonecrest Vehicle includes, but is not limited to the following:
- 9.1.1 Use by unauthorized personnel;
  - 9.1.2 Driving violations committed by the Authorized Driver;
  - 9.1.3 Any personal use by the Authorized Driver;
  - 9.1.4 Use of a wireless device, other than a hands-free device, while operating a Stonecrest Vehicle;
  - 9.1.5 Smoking or use of any form of tobacco in or within twenty (20) feet of a Stonecrest Vehicle;
  - 9.1.6 Use of alcohol or any illicit substance use in a Stonecrest Vehicle or while operating a Stonecrest Vehicle;
  - 9.1.7 Travel to attend a sporting or entertainment event, including hunting and fishing, that is not in the service of the City;
  - 9.1.8 Off-road use that is not in the service of the City;
  - 9.1.9 Travel and tasks that are beyond a vehicle's rated capacity and/or hauling more persons than the vehicle capacity allows;
  - 9.1.10 Towing vehicles or trailers, unless a vehicle is designed and designated for that specific purpose;
  - 9.1.11 Travel to engage in soliciting votes; and
  - 9.1.12 Unauthorized extension of the period that a Stonecrest Vehicle is in the Authorized Driver's possession.
  - 9.1.13 Transport of:
    - 9.1.13.1 Anyone to restaurants, cafes, drug stores or other places when not in the service of the City or another authorized use;
    - 9.1.13.2 Relatives, friends, associates and other persons who are not Employees of the City if transport is not serving the interest of the City;
    - 9.1.13.3 Hitchhikers

- 9.1.13.4 Cargo that is unrelated to official City business;
  - 9.1.13.5 Any item or equipment projecting from the side, front or rear of a vehicle in a way that obstructs safe driving or creates a hazard to pedestrians or other vehicles;
  - 9.1.13.6 Political campaign literature or matter or any person or persons soliciting votes in any election; and
  - 9.1.13.7 Acids, explosives, weapons, ammunition and highly flammable material, except by the Operations team performing specific duties for the City, or specific authorization from the City Manager or their designee or in a declared emergency.
- 9.2 When in doubt about whether a specific use is authorized, the decision of the Authorized Driver must be based on whether the use would serve the interest of the City (rather than the driver or others) and would be defensible in the event of questions from the public, a higher government authority or an auditor.

## **10.0 Fuel Cards.**

- 10.1 Each vehicle is assigned a fuel card that must always remain in the console or glovebox. Each Authorized Driver selects their own personal identification number (PIN). An Authorized Driver can only use his or her assigned PIN.
- Sharing a Fuel Card PIN Is strictly prohibited.
- 10.2 Except in described in Section 9.4 below, the fuel card must be used only at fuel stations where it is accepted. If a service station refuses to honor the card, the Authorized Driver must make reasonable efforts to locate a fuel station that will honor it.
- 10.3 When refueling a City vehicle with a fuel card, the Authorized Driver must follow the proper procedures, which include entering the assigned Fuel Card PIN and the vehicle's current odometer reading.
- 10.4 The City does not reimburse for cash or personal credit card purchases of fuel for City vehicles. However, if a driver cannot access a fuel station that honors the fuel card, the City Manager or their designee has the authority to approve reimbursement.

- 10.5 Fuel cards may be used to purchase gas for City purposes for use in City owned mowers, tractors, generators or fuel cans. When this is done, the user must enter a personal PIN, and designate gas cans with a number five (5), and other City equipment with a number ten (10), in place of the milage.
- 10.6 If the Authorized Driver loses the fuel card or finds that the fuel card is missing from the vehicle, they must immediately notify the Facility Operations Manager.
- 10.7 Fuel cards cannot be used to purchase:
- 10.7.1 Fuel for non-City vehicles; and
- 10.7.2 Food, candy, beverages or similar items; Fuel card use violations will subject the offending Authorized Driver to disciplinary action, up to and including termination of employment or prosecution.

## **11.0 Vehicle Cleanliness**

- 11.1 Eating food in Stonecrest Vehicles is prohibited, however, drinking bottled water is allowed;
- 11.2 Stonecrest Vehicles must be kept clean at all times;
- 11.3 Authorized Drivers must remove litter from Stonecrest Vehicles after each use;
- 11.4 Authorized Drivers are responsible for ensuring the assigned Stonecrest Vehicle is washed and the interior cleaned by using an authorized car wash vendor (the interior is the responsibility of the Authorized Driver of record);
- 11.4.1 Authorized Drivers must identify themselves as City of Stonecrest Employees.
- 11.5 If an Authorized Driver repeatedly returns Stonecrest Vehicles that are not clean, the Authorized Driver may lose the right to use a Stonecrest Vehicle.

## **12.0 Mandatory Seat Belt Usage**

- 12.1 All City of Stonecrest employees, Elected officials, Contractors, interns, and volunteers. Any individual conducting official City business must wear seat belts at all times.

12.2 Seat belts must be worn by drivers and passengers when operating or riding in any: city-owned vehicle, leased or rented vehicle used for City business, personally owned vehicle used for City business; construction or maintenance equipment equipped with seat belts

12.3 Seat belts must be worn properly and may not be altered, disabled, or Bypassed

12.4 No vehicle or equipment may be operated unless all occupants are properly restrained

### 13.0 **Driver Safety**

13.1 Authorized Drivers and passengers must properly use all available safety devices, including safety belts, and follow all of the vehicle manufacturer's safety guidelines.

13.2 Authorized Drivers must always:

Begin each day by filling out the Daily Vehicle Checklist before driving. A notebook will be maintained in every vehicle with a daily checklist that must be completed and signed prior to each use;

13.2.1 Turn off and lock Stonecrest Vehicles when left unattended;

13.2.2 Park Stonecrest Vehicles in well-lit areas at night or in populated areas during the day:

13.2.3 Remove from view, valuables that are inside the Stonecrest Vehicle when it is left unattended; and

13.3 Check for items left in Stonecrest Vehicles before returning them to City Hall, or to the Facility Operations Manager. Authorized Drivers must always report acts of vandalism or theft to:

13.3.1 Local law enforcement;

13.3.2 The insurance company by immediately calling the number on the insurance card in the Stonecrest Vehicle;

13.3.3 The Authorized Driver must submit within 24 hours the following documents:

13.3.3.1 City of Stonecrest Liability Incident Report Form; and

13.3.3.2 City of Stonecrest Incident Report form.

- 13.4 Authorized Drivers should not leave a disabled Stonecrest Vehicle unattended along the roadway. Should a vehicle become disabled, the driver must take appropriate safety precautions to avoid injury and damage to the Stonecrest Vehicle. The Authorized Driver should also follow the posted instructions in the glovebox that give them the phone number and process to contact Roadside Assistance to have the vehicle towed.

#### **14.0 Insurance**

- 14.1 Stonecrest Vehicles are insured in accordance with state law;
- 14.2 An insurance card must remain in the Stonecrest Vehicle at all times;
- 14.3 Vehicle insurance coverage is in effect only when the Authorized Driver is operating the Stonecrest Vehicle for official City business;
- 14.4 Only Employees injured while engaged in official City business or an authorized use are covered by the City's Workers' Compensation program;
- 14.5 Liability insurance is in effect only when the Authorized Driver operates a Stonecrest Vehicle for official City business. It covers physical damage to the vehicles of and the personal injury to parties who are involved in an accident.

#### **15.0 Accidents, Damages and Losses**

- 15.1 If a Stonecrest Vehicle sustains damage and/or the Authorized Driver is involved in an accident, the driver must follow the following procedures (forms are kept in the vehicle glovebox and are available in the Fleet Manager Program):
- 15.1.1 Contact local law enforcement;
- 15.1.2 Follow the instructions on the insurance card in the vehicle. Notify the Facility Operations Manager and submit, within twenty-four (24) hours, the following documentation:
- 15.1.2.1 Driver Notification Form
- 15.1.2.2 Liability Incident Report Form
- 15.1.2.3 Incident Report Form
- 15.1.3 Notify their Department Director

15.2 The Department Director and/or Facility Operations Manager will:

15.2.1 Complete the Supervisor's Accident Follow-Up Form and include the City Manager within two (2) business days of learning of an accident. The supervisor should also send a copy of this form to Human Resources for inclusion in the driver's personnel file;

15.2.2 Send the driver to the nearest testing center for an immediate drug test.

Failure to report any accident-causing damage to a City Vehicle and obtaining a Police Report will result in disciplinary action including, but not limited to, suspension of driving privileges, probation, suspension from your job or termination.

## 16.0 **Attachments**

- CITY OF STONECREST's Incident Reporting form
- CITY OF STONECREST's Driver Acknowledgement form
- CITY OF STONECREST's Driver Notification form
- CITY OF STONECREST's Liability Incident Report form
- CITY OF STONECREST's Supervisor's Accident Follow-Up form
- CITY OF STONECREST's Daily Checklist
- "QUEST" drug testing form (C/O City of Stonecrest)?
- CITY OF STONECREST's Emergency Procedures Checklist
- Georgia Department of Driver Services' Request for Motor Vehicle Report (DDS-18)

**17.0 Revision History**

<b>Date</b>	<b>Rev. No.</b>	<b>Change</b>	<b>Reference(s)</b>
12/20/2021	1.0	Initial Version	N/A
01/04/22	2.0	1 <sup>st</sup> Revision	
03/11/2025		Update	
2/13/2026	13.0	Update	
2/13/2026	City Manager Signature	Update	

Approved and Effective \_\_\_\_\_ day of the month of \_\_\_\_\_, this 2025 by:

X

\_\_\_\_\_  
City Manager





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## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Ordinance to Amend Section 2-180 - Execution of Checks or Financial Instruments, 2nd Read**

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**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.

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**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 23, 2026

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**SUBMITTED BY:** Alicia Thonpson, City Attorney

**PRESENTER:** Tara Graves, Mayor Pro Tem

**PURPOSE:** 2<sup>nd</sup> Read for ordinance to amend section 2-180 – Execution of checks or financial instruments.

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Choose an item. Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Ordinance
- (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.

**STATE OF GEORGIA  
COUNTY OF DEKALB  
CITY OF STONECREST**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA, AMENDING THE CODE OF ORDINANCES, CHAPTER 2 (ADMINISTRATION), ARTICLE 6 (FINANCE), SECTION 2-180 ("EXECUTION OF CHECKS OR FINANCIAL INSTRUMENTS") TO AUTHORIZE THE DEPUTY FINANCE DIRECTOR AS A SIGNER FOR ALL ORDERS, CHECKS, INSTRUMENTS, AND WARRANTS FOR PAYMENT OF MONEY FOR A PERIOD OF 30 DAYS; AND FOR ALL OTHER LAWFUL PURPOSES.**

**WHEREAS**, the City of Stonecrest, Georgia (“the City”) is a municipal corporation created under the laws of the State of Georgia; and

**WHEREAS**, the duly elected governing authority of the City is the Mayor and Council (“City Council”); and

**WHEREAS**, the City Council shall have the authority to adopt and provide for the execution of such ordinances, resolutions, policies, rules and regulations, which it shall deem necessary, expedient, or helpful for the peace, good order, protection of life and property, health, welfare sanitation, comfort, convenience, prosperity, or well-being of the inhabitants of the City and may enforce such ordinances by imposing penalties for violations thereof; and

**WHEREAS**, Chapter 2 (Administration), Article 6 (Finance) of the Code of Ordinances governs the financial administration, including the execution of checks and other financial instruments; and

**WHEREAS**, Section 2-180 of said Code specifies which officers are authorized to execute checks and financial instruments of the City; and

**WHEREAS**, the City has experienced staffing constraints, system transitions, or unanticipated absences affecting financial processing; and

**WHEREAS**, ensuring uninterrupted and timely payment of city funds for city use is necessary to the immediate preservation of the public peace, health, and safety, and to continuity of essential City services; and

**WHEREAS**, the Mayor and Council find it in the best interest of the City to expand authority to include the Deputy Finance Director for the aforementioned purposes, subject to applicable internal controls.

**BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA**, and by the authority thereof:

**SECTION 1. Amendment to Section 2-180.** The Code of Ordinances, Chapter 6, Section 2, Section 2-180 of the City Code of Ordinances, titled "Execution of checks or financial instruments," is hereby amended by adding the underlined language and bolded language and modifying the section as indicated below.

**Sec. 2-180. — Execution of checks or financial instruments.**

(a) All orders, checks, instruments, and warrants for payment of money may be signed by the mayor, mayor pro tempore, city manager, deputy city manager, ~~or~~ finance director, **or deputy finance director** provided that the amount thereof does not exceed \$25,000.00, and provided further that such signature is otherwise authorized by law. However, to safeguard public funds and ensure the integrity of financial transactions, all orders, checks, instruments, and warrants for payment of money in the amount of \$25,000.00 or greater shall require the signature of two duly authorized signers.

(b) Within 90 days of appointment, all elected officials, employees, and contractors of the city who are authorized signers pursuant to subsection (a) hereof shall obtain and at all times maintain a surety bond in an amount to be established by policy, naming the City of Stonecrest as the obligee. The city may pay any costs or fees associated with obtaining and maintaining the surety bond required herein.

(c) Notwithstanding the provisions of subsection (a) hereof, the city council may temporarily suspend or permanently revoke the check signing authority of any person upon evidence of misuse, theft, or misappropriation of city funds or upon evidence of unauthorized transactions or any activity that jeopardizes the safety and security of city funds. If the city council suspends or revokes a person's check signing authority, the city manager shall promptly notify the city's banking institutions and take whatever steps necessary to ensure that the city council's decision is effectuated immediately.

**SECTION 2. Emergency; immediate effectiveness.** It is hereby found and declared that an emergency exists requiring this ordinance to take effect immediately upon adoption in order to ensure uninterrupted and timely payment of city funds for city use, thereby preserving the public peace, health, and safety.

**SECTION 3. Codification.** The City Clerk, in consultation with the City Attorney, is hereby authorized and directed to cause this ordinance to be incorporated into the Code of Ordinances of the City of Stonecrest, Georgia, and to make such non-substantive editorial changes as are customary for codification.

**SECTION 4. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions.

**SECTION 5. Conflicts.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 6. Effective date.** This ordinance shall become effective immediately upon adoption pursuant to Section 2.15 of the City Charter.

**SO ORDAINED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2026.**

**CITY OF STONECREST, GEORGIA**

\_\_\_\_\_  
**Tara Graves, Mayor Pro Tem - District 1**

\_\_\_\_\_  
**Terry Fye, Council Member - District 2**

\_\_\_\_\_  
**Alecia Washington, Council Member - District 3**

\_\_\_\_\_  
**George Turner, Council Member - District 4**

\_\_\_\_\_  
**Karmesha Washington Smith, Council Member - District 5**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**APPROVED AS TO FORM BY:**

\_\_\_\_\_  
**City Attorney**



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: IGA for Execution City of Lithonia Law Enforcement Services**

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**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

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**Previously Heard Date(s):** 02/23/25 & 03/9/26

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 23, 2026

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**SUBMITTED BY:** Tanisha Boynton, Procurement Manager / Procurement Official

**PRESENTER:** Tanisha Boynton, Procurement Manager / Procurement Official

**PURPOSE:** InterGovernmental Agreement contract between the City of Lithonia and the City of Stonecrest for Law Enforcement Services for the City of Stonecrest Buildings, Properties, and Events.

**FACTS: Solicitation:** The City of Stonecrest entered into an InternGovernmental Agreement (IGA) with the City of Lithonia for law enforcement services for the City of Stonecrest buildings, properties, and events for a not to exceed amount of \$75,000.00 for the purchase vehicle and \$55.00 hourly rate for police officer. The original term of the agreement was for a period of five (5) month, one (1) year period ending December 31, 2025. To address the continuing need for these services, we are seeking authorization to enter into a new IGA with the City of Lithonia. This agreement shall be for an initial one (1) year term, and shall automatically renew for four (4) additional, one (1) year renewal periods. We are seeking authorization to proceed with the execution of a new IGA agreement with the City of Lithonia to continue receiving law enforcement services. The GL Account Numbers are 100-1565-521800, 100-6210-52180 and 100-2650-57200, Security.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.



## CITY COUNCIL AGENDA ITEM

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**RECOMMENDED ACTION:** Approve Staff is recommending approval to enter into a new IGA agreement with the City of Lithonia to maintain law enforcement services needed for the City's buildings, properties and events.

**ATTACHMENTS:**

- (1) Attachment 1 - IGA
- (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.

**INTERGOVERNMENTAL AGREEMENT**  
**FOR CITY OF LITHONIA POLICE OFFICERS TO PROVIDE LAW ENFORCEMENT**  
**SERVICES FOR CITY OF STONECREST BUILDINGS, PROPERTIES AND EVENTS**

This Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, between the City of Stonecrest, Georgia hereinafter (“City of Stonecrest” or “Stonecrest”) and the City of Lithonia, Georgia (“City of Lithonia” or “Lithonia) Stonecrest and Lithonia are at times referred to herein individually as “Party” or collectively as the “Parties.”, for the purpose of providing law enforcement services for City of Stonecrest buildings, properties and events and further providing for payment for those services into the General Fund of Lithonia.

**WHEREAS**, the cities of Stonecrest and Lithonia are constitutionally created local political subdivisions of the State of Georgia; and

**WHEREAS**, the cities of Stonecrest and Lithonia are municipality duly incorporated under the laws of the State of Georgia; and

**WHEREAS**, Stonecrest and Lithonia desire to enter into an agreement for the provision of Police Services within the boundaries of the Stonecrest (“Agreement”); and

**WHEREAS**, the Stonecrest and Lithonia desire to maintain a mutually beneficial, efficient and cooperative relationship that will promote the interests of the citizens of both jurisdictions.

**NOW THEREFORE**, in consideration of the following mutual obligations, the Stonecrest and Lithonia agree as follows:

**ARTICLE 1**  
**PURPOSE AND INTENT**

The purpose of this Agreement is to sustain public safety and protect life and property through enforcement of local, state and federal laws at City of Stonecrest buildings, properties and at events held within Stonecrest.

**ARTICLE 2**  
**DEFINITIONS**

*City of Stonecrest Buildings and Properties* means Stonecrest City Hall, Browns Mill Recreation Center, Browns Mill Aquatic Center, Browns Mill Park Complex, Southeast Athletic Complex, Salem Park, Miller Grove Park, New Fairington Park, Everett Park, Chestnut Lake Park, Panola Shoals Trailhead and any future buildings and properties owned or leased by the City of Stonecrest.

*City of Stonecrest Events* means City of Stonecrest sponsored events.

*Executive Protection Services* means specialized security service for City of Stonecrest Mayor and City Council.

*Police Chief* means the City of Lithonia police chief.

*Public Safety Director* means the top police official in the City of Stonecrest or such individual that the City Manager assigns to carry out law enforcement duties.

*Police Services* means patrolling, inspection and security of City of Stonecrest Buildings and Properties; and patrolling, inspection and security of City of Stonecrest Events; Executive Protection Services.

*Non-Basic Services* means all other enforcement services provided by the City of Lithonia not specifically listed as a Police Service.

### **ARTICLE 3 CHIEF OF POLICE**

The City of Lithonia Chief of Police will direct, manage and supervise the delivery of Police Services contracted for in this Agreement with coordination with the Public Safety Director. While the Chief of Police shall retain control and direction of the Police Services hereunder, Stonecrest may request meetings or provide input regarding police operations for Lithonia's consideration.

### **ARTICLE 4 TERM OF AGREEMENT**

This Agreement shall commence on the date it is fully executed by all parties (the "Effective Date") and shall remain in effect for an initial term of one (1) year unless earlier terminated in accordance with the termination provisions set forth herein.

### **ARTICLE 5 SERVICES**

5.1 Lithonia shall provide full-time officers for the purpose of providing Police Services at City of Stonecrest Buildings and Properties and at City of Stonecrest Events. Police Services shall include, but are not limited to, patrolling and inspection of Stonecrest Buildings and Properties and at Stonecrest Events under the laws of the State of Georgia and the Ordinances of the City of Stonecrest within the municipal limits of Stonecrest and all other services as described in Exhibit A of this Agreement.

5.2 The division of labor and workforce will remain the sole discretion of Stonecrest and is described in Exhibit A of this Agreement. The division of labor and workforce shall also be dependent on factors, as determined by Stonecrest.

5.3 During the term of this Agreement, the level of services provided by Lithonia to the City of Stonecrest shall be consistent with those provided in all other portions of the City of Lithonia; however, such level of services shall not fall below the current year's level of service provided in the City of Lithonia.

5.4 Should data demonstrate that Lithonia is not meeting the current service level Stonecrest reserves the right to call an emergency meeting to discuss and resolve any issues to the full satisfaction of Stonecrest. By December 31st of each year, this Agreement is in effect, Lithonia shall provide an annual report to Stonecrest reflecting the number of police officers assigned to the City and their respective assignments or positions during the course of that year. The City of Stonecrest will contact the City of Lithonia to resolve any concerns regarding the scope of work contemplated under this Agreement.

5.5 Response times in Stonecrest shall remain consistent with those response times in all other parts of Lithonia.

5.6 The City of Lithonia Police Chief will be responsible for providing the City Manager and Public Safety Director with a detailed incident report following all City incidents occurring at Stonecrest Buildings and Properties and at Stonecrest Events within 72 hours of said City incident.

## **ARTICLE 6 COMPENSATION AND CONSIDERATION**

6.1 In consideration for said law enforcement services, Stonecrest shall pay on a monthly basis into the general fund of Lithonia an amount equal to the monthly compensation for all hourly police officers at the hourly rate of pay as described in Exhibit A delivered to the City of Stonecrest by the City of Lithonia. In further consideration of said services, Stonecrest shall pay to Lithonia all fines and bond forfeitures received through the Municipal Court of the City of Stonecrest.

6.2 The City of Stonecrest agrees to pay any all expenses for processing the cases issued for the violations of the Ordinances of the City of Stonecrest, maintaining and keeping record of same and bearing the expense of the Stonecrest Municipal Court and also agrees to pay any other expenses involved based upon the issuance of any citations.

6.3 Lithonia reserves the right to charge Stonecrest the actual cost of any specific non-basic services performed due to Exigent Circumstances or at the request of the City. The Chief of Police will communicate with the City Manager and the Public Safety Director regarding the cost of the non-basic police services being provided. Parties shall retain the right to jointly or individually seek joint jurisdictional, state or federal funding to the extent permitted by law.

6.4 Stonecrest has determined that the amounts to be paid to Lithonia and other expenses paid by Stonecrest pursuant to this Agreement are equal to the cost incurred by Lithonia to provide law enforcement services to the City of Stonecrest.

## **ARTICLE 7 EQUIPMENT AND EQUIPMENT USE**

7.1 Lithonia acknowledges that Stonecrest funded the purchase of a Special Service Vehicle ("Stonecrest SSV") that is currently titled in the name of Lithonia. Upon execution of this Agreement, Lithonia shall transfer and convey good and marketable title to the Stonecrest SSV to Stonecrest, free and clear of all liens and encumbrances, and shall execute any documents

reasonably necessary to effectuate such transfer. The City shall maintain full responsibility and adequate insurance for the Stonecrest SSV for the remainder of the time in which Lithonia will provide law enforcement services for Stonecrest.

7.2 The City of Stonecrest hereby grants permission to authorized employees of the City of Lithonia to operate the Stonecrest SSV owned by Stonecrest, solely for official governmental purposes and in furtherance of activities authorized under this Agreement. All such employees must possess a valid driver's license and comply with all applicable federal, state, and local laws, as well as the policies and procedures of the City of Stonecrest regarding vehicle use, safety, and maintenance.

7.3 Lithonia agrees that its employees shall operate the Stonecrest SSV in a safe and responsible manner and shall be responsible for any damage, loss, or liability arising from the negligent or wrongful acts or omissions of its employees while operating such vehicles, to the extent permitted by law. Lithonia shall ensure that any employee authorized to operate the Stonecrest SSV is properly trained and, upon request, shall provide documentation of such authorization. Stonecrest reserves the right to revoke permission to operate the Stonecrest SSV for any individual employee at any time.

7.4 With the exception of the Stonecrest SSV that shall be provided by the City of Stonecrest as mentioned above, the City of Lithonia agrees to provide police personnel assigned to work within Stonecrest with all necessary equipment and motor vehicles in connection with this Agreement in order to perform the agreed upon Police Services, in accordance with City of Lithonia Police policies and procedures. The City of Lithonia agrees to maintain said equipment and vehicles and to provide replacements as necessary during the term of the Agreement. All City of Lithonia Police Officers assigned hereunder shall wear the uniform and insignia as issued and ordered by the City of Lithonia Police Department.

## **ARTICLE 8 AUTHORITY TO ENFORCE THE LAW IN STONECREST**

8.1 Sworn police officers assigned to Stonecrest shall take an oath administered by an official authorized by the City of Stonecrest to administer oaths, as prescribed by O.C.G.A. §§ 45-3-1 and 45-3-10.1 prior to enforcing the ordinances of the City of Stonecrest.

8.2 Every sworn police officer of Lithonia assigned to the City shall still be deemed to be a sworn officer of the City of Lithonia while performing the services, duties and responsibilities hereunder and is vested with the police powers of the City of Lithonia that are necessary to provide the Police Services within the scope of this Agreement.

8.3 Sworn police officers shall be and hereby are vested with the additional power to enforce the applicable ordinances Stonecrest, to make arrests or issue citations incident to the enforcement of the applicable Stonecrest ordinances, and to perform other tasks as are reasonable and necessary in the exercise of their powers. This vesting of additional powers to enforce the applicable ordinances of Stonecrest is made for the sole and limited purpose of giving official and lawful status to the performance of law enforcement services provided by sworn officers within the City of Stonecrest.

8.4 Sworn police officers shall enforce applicable City ordinances and shall appear in the Municipal Court of the City of Stonecrest, where applicable and as necessary to prosecute cases made therein. Lithonia police officers must continue to comply with all Lithonia policies governing off-duty employment.

## **ARTICLE 9 EMPLOYMENT STATUS**

9.1 All sworn officers, as well as any other Lithonia personnel assigned under this Agreement are and will continue to be employees of the City of Lithonia for all purposes, including but not limited to: duties and responsibilities, employee benefits, grievance, payroll, pension, promotion, annual or sick leave, standards of performance, training, workers compensation and disciplinary functions.

9.2 All sworn officers as well as any other sworn personnel assigned under this Agreement are and will continue to be part of the City of Lithonia police department command structure. Officers, police department staff and personnel are under the supervision of the Chief of Police.

## **ARTICLE 10 RECORDKEEPING AND REPORTING**

10.1 City of Lithonia Police Department Records Section is the central repository for all departmental records and makes available public records as defined by the Georgia Open Records Act, O.C.G.A. § 50-18-70, et seq. During the term of this Agreement, Lithonia will continue to maintain Initial Incident Reports, Supplemental Reports and other reports relating to police activity in the City of Stonecrest, consistent with Lithonia's records retention policies.

10.2 During the term of this Agreement, the City of Lithonia will continue to compile, maintain and submit all law enforcement data for the City of Stonecrest, including NIBRS and UCR statistics, to state and federal authorities in the form and manner required of police agencies in Georgia. The City of Lithonia shall be responsible for the creation of any necessary User Agreements with the Georgia Crime Information Center ("GCIC") and the establishment of a unique ORI (Originating Agency Identifier) in order for Stonecrest to comply with this paragraph. In addition, Lithonia shall be responsible for any costs incurred with software vendors if software modifications are necessary in order to comply with this paragraph. Otherwise, the Lithonia Police Department will continue to report the required crime statistics to the State and Federal governments as a part of Lithonia for the duration of this Agreement.

10.3 Except as limited by any provision of state or federal law, Stonecrest may request, review and access data and Lithonia records at a mutually agreed upon time to ensure compliance with this Agreement.

10.4 The City of Lithonia will provide Initial Incident Reports, Supplemental Reports, Monthly Citation Report (distinguishing between citations written specifically for the Municipal Court of Stonecrest) and all other reports as necessary.

10.5 Lithonia response time reports will be provided by the Chief of Police on a quarterly basis to the City of Stonecrest. The Lithonia response time reports must include data from the City of Stonecrest for comparison.

10.6 The City of Stonecrest may request to review and access data and City of Lithonia records at a mutually agreed upon time to ensure compliance with this Agreement. The City of Lithonia will provide quarterly comparison report of service metrics date to include information from both Stonecrest and Lithonia.

## **ARTICLE 11 STONECREST-LITHONIA RELATIONS**

11.1 The City of Lithonia will notify and communicate with the Mayor, City Manager and the *Public Safety Director* in the event of a significant criminal occurrence or emergency situation within Stonecrest, as determined by the City of Lithonia Police Chief. Additionally, the City of Lithonia Police Chief will send the Mayor, City Manager and the Public Safety Director a daily report of significant criminal occurrence or emergency situation occurring in the last twenty-four hours at City of Stonecrest Buildings and Properties. In the event the City of Stonecrest determines additional Stonecrest officials should be included, the City Manager and the *Public Safety Director* may designate additional City officials to participate in the discussion related to the definition of such events.

11.2 The parties acknowledge that the City Manager and the *Public Safety Director* is not in the chain of command of any City of Lithonia Employee and do not have authority to direct the activities of any employee of the City of Lithonia Police Department.

## **ARTICLE 12 TERMINATION AND REMEDIES**

12.1 Unless mutual termination is otherwise reached, either Party may terminate this Agreement with or without cause by ninety (90) days prior written notice. If Stonecrest intends to terminate this Agreement for cause prior to the expiration of the term of this Agreement, Stonecrest must notify Lithonia in writing, said notice must specify the basis for the termination, provide at least thirty (30) days to cure, and must provide an opportunity to cure by reviewing an action plan acceptable to Stonecrest and Lithonia.

12.2 The parties reserve all available remedies afforded by law to enforce any term or condition of this Agreement.

## **ARTICLE 13 NOTICES**

All required notices shall be given by certified first class U.S. Mail, return receipt requested. The parties agree to give each other non-binding duplicate notice by electronic mail. Future changes in address shall be effective upon written notice being given by Stonecrest or by Lithonia via electronic mail. Notices shall be addressed to the parties at the following addresses:

**If to the City of Lithonia:**

City Administrator  
6920 Main Street  
Lithonia, GA 30058  
Email: Donald.Dejarnette@lithoniacity.org

**If to the City of Stonecrest:**

City Manager  
3120 Stonecrest Blvd.  
Stonecrest, Georgia 30038  
Email: gscruggs@stonecrestga.gov

**With a copy to:**

City Attorney  
Denmark Ashby Matricardi, LLC  
100 Hartsfield Centre Pkwy, Ste. 400  
Atlanta, Georgia 30354  
Email: wdenmark@dam.law

**ARTICLE 14  
EXTENSION OF AGREEMENT**

This Agreement may be extended at any time during the term by mutual consent of both parties so long as such extension is approved by official action of the governing authorities of both the City of Stonecrest and the City of Lithonia.

**ARTICLE 15  
NON-ASSIGNABILITY**

Neither party shall assign any of the obligations or benefits of this Agreement.

**ARTICLE 16  
ENTIRE AGREEMENT**

The parties acknowledge, one to the other, that the terms of this Agreement constitute the entire understanding and Agreement of the parties regarding the subject matter of the Agreement. This Agreement constitutes the entire understanding and agreement between the Parties concerning the subject matter of this Agreement, and supersedes all prior oral or written agreements or understandings. No representation oral or written not incorporated in this Agreement shall be binding upon the City or the County. All parties must sign any subsequent changes in the Agreement.

**ARTICLE 17**  
**SEVERABILITY, VENUE AND ENFORCEABILITY**

If a court of competent jurisdiction renders any provision of this Agreement (or portion of a provision) to be invalid or otherwise unenforceable, that provision or portion of the provision will be severed and the remainder of this Agreement will continue in full force and effect as if the invalid provision or portion of the provision were not part of this Agreement. No action taken pursuant to this Agreement should be deemed to constitute a waiver of compliance with any representation, warranty, covenant or agreement contained in this Agreement and will not operate or be construed as a waiver of any subsequent breach, whether of a similar or dissimilar nature. This Agreement is governed by the laws of the state of Georgia without regard to conflicts of law principles thereof. Should any party institute suit concerning this Agreement, venue shall be in the Superior Court of DeKalb County, Georgia. Should any provision of this Agreement require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it being agreed that the agents of all parties have participated in the preparation hereof.

**ARTICLE 18**  
**BINDING EFFECT**

This Agreement shall inure to the benefit of, and be binding upon, the respective parties' successors.

**ARTICLE 19**  
**INDEMNITY**

19.1 It is the intent of the parties to be covered under the auspices of any applicable immunity granted by law. Only to the extent permitted by law, shall the City of Stonecrest defend, indemnify and hold harmless the City of Lithonia and its officers, employees, or agents from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City of Lithonia or its officers, employees, or agents may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the negligent performance of this Agreement by the City of Stonecrest, its employees, officers and agents. The City of Lithonia shall promptly notify the City of Stonecrest of each claim, cooperate with the City of Stonecrest in the defense and resolution of each claim and not settle or otherwise dispose of the claim without the City of Stonecrest's participation.

19.2 It is the intent of the parties to be covered under the auspices of any applicable immunity granted by law. Only to the extent permitted by law, shall the City of Lithonia defend, indemnify and hold harmless the City of Stonecrest and its officers, employees, or agents from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City of Stonecrest or its officers, employees, or agents may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the negligent performance of this Agreement by the City of Lithonia, its employees, officers, and agents. The City of Stonecrest shall promptly notify the City of Lithonia of each claim, cooperate

with the City of Lithonia in the defense and resolution of each claim and not settle or otherwise dispose of the claim without the City of Lithonia participation.

19.3 The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the term of this Agreement.

**ARTICLE 20  
COUNTERPARTS**

This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST : CITY OF STONECREST, GEORGIA  
  
\_\_\_\_\_  
By: \_\_\_\_\_  
Mayor for City of Stonecrest, Georgia

ATTEST: CITY OF LITHONIA, GEORGIA  
  
\_\_\_\_\_  
By: \_\_\_\_\_  
Mayor for City of Lithonia, Georgia

APPROVED AS TO FORM

By: \_\_\_\_\_  
City Attorney

## EXHIBIT A

### SERVICES

#### 1. Services provided by Police Officers shall include at a minimum:

- a) Keeps record of entrance and departures of visitors.
- b) Maintain a high level of visibility in the building and parking area.
- c) Write reports on any incidents that occur on the property.
- d) Conducts checks of building and perimeter.
- e) Escort employees to their vehicles after dark.
- f) Assist with fire, severe weather, bomb threats and intruder drills.
- g) Summons emergency vehicles and crews when needed.
- h) Reports any suspicious behavior to the City Manager and the Public Safety Director and Dekalb County Police Department.
- i) Complies with the City of Stonecrest regulations and policies.
- j) Executive Protection including transportation.

### DIVISION OF WORK FORCE

1. Full-Time Officers (40 hours work week)
  - a. ONE (1) officer at City Hall; Monday – Friday, 7am – 6pm
  - b. ONE (1) officer at Browns Mill Rec Center; Monday – Friday, 7am – 9pm
2. Part Time Officers
  - a. Two (2) Officers for Regular City Council Meeting
  - b. Two (2) Officers for City Council Work Sessions
  - c. Three (3) Officers for City Council Special Call Meetings
  - d. Two (2) officers for all other public meetings not mentioned above
  - e. Two (2) officers for City sponsored events - Scheduled events - Stonecrest will notify the Chief of Police 1-2 weeks in advance of the event when an officer is needed. City sponsored events will on weekends and will last 4-5 hours each day
  - f. Two (2) officers at City parks as needed - Stonecrest will notify the Chief of Police 1-2 weeks in advance when an officer is needed.
3. Executive Protection - Executive protection (“EP”) services shall be provided on an as-needed basis, and the number of assigned officers may vary depending on operational requirements. EP services are limited to fifty (50) hours per month per elected official. Any additional EP hours must receive prior approval from the City Manager or the Public Safety Director.
4. The City of Stonecrest shall have the right to move officers to different locations based on need. With prior approval of the Chief of Police Stonecrest shall increase the number of officers at each location.

### COST OF SERVICES

\$55/hour

### Miscellaneous:

The City of Stonecrest will provide at minimum a bi-weekly schedule.



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Resolution for Ratifying Security Services**

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**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

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 23, 2026

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**SUBMITTED BY:** Alicia Thompson, City Attorney

**PRESENTER:** Tanisha Boynton, Procurement Manager

**PURPOSE:** The purpose of this resolution is to request approval from the City Council to extend the Intergovernmental Agreement for Law Enforcement services with the City of Lithonia. The agreement expired on December 31, 2025, and the City must take action to ratify and extend its terms pending the execution of a new agreement.

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Approve, Deny, Defer Approve

**RECOMMENDED ACTION:** Approve Click or tap here to enter text.

**ATTACHMENTS:**

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



## CITY COUNCIL AGENDA ITEM

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

**STATE OF GEORGIA**

**CITY OF STONECREST**

**RESOLUTION NO. \_\_\_\_ - \_\_\_\_\_**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA TO RATIFY SERVICES RENDERED IN CONNECTION WITH THE INTERGOVERNMENTAL AGREEMENT FOR POLICE SERVICES (“CONTRACT”) WITH THE CITY OF LITHONIA.; AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT EXTENSION; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Stonecrest (“City”) entered into an Intergovernmental Agreement for Police Services with the City of Lithonia (“Lithonia”) for Security Services at City Hall, Browns Mill Recreation Center and for use of executive protection services (the “Contract”); and

**WHEREAS**, the Initial Term of the Contract ended on December 31, 2025; and

**WHEREAS**, it is necessary to waive the requirements of the City’s Procurement Policy to timely meet the requirements of this resolution; and

**WHEREAS**, the Contract expired before a request was submitted to extend and Lithonia continues to provide services to the City; and

**WHEREAS**, Lithonia has performed all services satisfactorily under the Contract; and

**WHEREAS**, the City desires to extend the Contract retroactively beginning on January 1, 2026 and ending through the execution of a new agreement with the City of Lithonia; and

**WHEREAS**, the City desires to ratify any services rendered by Lithonia from during the timeframe as described above; and

**WHEREAS**, Lithonia continues to provide services to the City and satisfactorily perform under the Contract; and

**WHEREAS**, city staff recommend an extension of the Contract and ratifying services.

**THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA** that the Intergovernmental Agreement for Police Services with the City of Lithonia for security at City Hall, Browns Mill Recreation Center and for the use of executive protection is approved retroactively effective January 1, 2026 through the execution of a new agreement with the City of Lithonia.

**BE IT FURTHER RESOLVED** any services provided under the Contract is hereby ratified.

**BE IT FURTHER RESOLVED:** All resolutions and parts of resolutions in conflict with this resolution are hereby waived to the extent of the conflict.

**BE IT FURTHER RESOLVED:** The City Manager, in consultation with the City Attorney, is directed to prepare all appropriate documents.

**BE IT FINALLY RESOLVED:** The contract extension will not become binding on the City and the City will incur no obligation or liability under the same until an amendment has been executed by the Mayor and delivered to the City of Lithonia.

**BE IT SO RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**[SIGNATURES ON FOLLOWING PAGE]**

**CITY OF STONECREST, GEORGIA**

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**Jazzmin Cobble, Mayor**

**ATTEST:**

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**City Clerk**

**APPROVED AS TO FORM:**

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**City Attorney**



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: City Manager Update**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Update
- 

**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

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 23, 2026

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**SUBMITTED BY:** Tara Graves, Mayor Pro Tem

**PRESENTER:** Tara Graves, Mayor Pro Tem and Terry Fye, Councilmember District 2

**PURPOSE:** To give a City Manager update.

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Choose an item. Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Click or tap here to enter text.
- (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.