

STOCKBRIDGE CITY COUNCIL

Mayor At-Large

Anthony S. Ford

Mayor Pro Tem Kyle D. Berry, Sr.

Council District 3

Councilmember Elton Alexander

Council District 5

Councilmember Yolanda Barber

Council District 4

Councilmember LaKeisha Gantt

Council District 1

Councilmember Alphonso Thomas

Council District 2

CITY MANAGER

Frederick Gardiner

CITY CLERK

Vanessa Holiday

CITY TREASURER

Vacant

CITY ATTORNEY

Quinton G. Washington

Samantha Embry

Work Session Meeting Agenda March 26, 2024 6:00 PM



Stockbridge City Hall

4640 N. Henry Blvd.

Stockbridge, GA 30281

Website: www.stockbridgega.org

Phone: 770-389-7900

Fax: 770-389-7912

Translation and Interpretation Services are available with (7) days prior notice. Please contact the City's HR Manager at 770-389-7908 for assistance.



AGENDA WORK SESSION MEETING CITY OF STOCKBRIDGE

TUESDAY, MARCH 26, 2024 6:00 PM

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

REVIEW OF THE MINUTES

- 1 Review of the Draft Minutes - March 4, 2024

PUBLIC COMMENTS - All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session.

CONSENT AGENDA

- 2
 - A - Council Consideration to approve a Resolution to fill two vacancies and appoint two members to the Youth Council Advisory Committee to fill an unexpired two-year term.
 - B - Council Consideration to approve a Resolution to enter into an Intergovernmental Agreement between the City of Stockbridge and Henry County for Patrick Henry Parkway Improvements. The City's total cost not to exceed \$540,000.00.
 - C - Council Consideration to approve a Resolution to create a Police Department Code of Ethics Policy for all civilian employees.
 - D - Council Consideration to approve a Resolution to update the City's Employee Manual with general housekeeping items.
 - E - Council Consideration to approve a Resolution of Support for the design, engineering and construction of a Youth and Senior Center. - Presented by:

UNFINISHED BUSINESS

3 **ORDINANCE TO ALLOW ADDITIONAL LICENSES AND LOCATIONS IN THE CITY FOR SEVERAL TYPES OF BUSINESSES.**

Consideration of an ordinance to amend the City of Stockbridge's Code of Ordinances relating to dealers in distilled spirits, pawn shops, tire shops, used car dealerships, and precious gems, so as to clarify the number of licenses available, and to provide a process for allowing additional licenses based upon Census data. Planning Commission recommendation -- Approval. Staff recommendation -- Approval. Presented by: Ryan Anderson

NEW BUSINESS

4 **U.D.C. MAILED NOTICE REQUIREMENT. Consideration of an amendment to the Stockbridge Unified Development Code (UDC) to change the provisions of the "mailed notice requirement" pertaining to zoning cases to be heard at public hearings. - Presented by: Ryan Anderson**

5 Council Consideration to approve a Resolution to enter into an IGA (Intergovernmental Agreement) between the City of Stockbridge and Henry County for Patrick Henry Parkway Improvements. The City's total cost share not to exceed \$540,000.00. - Presented by: Decius Aaron

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS

UPCOMING MEETINGS & ANNOUNCEMENTS: Council meetings will be held in the City Council Chamber. Meeting dates, locations and times are subject to change or contact City Hall offices at 770-389-7900 or visit the website www.stockbridgega.org.

- **Stockbridge Citizens-Police Advisory Council meeting 1st Thursday of each month at 6:00 p.m. at the Stockbridge Police Community Room 4545 N. Henry Blvd. (Apr 4)**
- **City Council Meeting, 2nd Monday of each month at 6:00 p.m. - City Hall Council Chamber (Apr 8)**
- **Youth Council Meeting 2nd Monday of each month at 6:30 p.m. - City Hall Levi Meeting Room (Apr 8)**
- **Citywide Development Authority Meeting, 2nd Tuesday of each month, 6:00 p.m.- City Hall Levi Meeting Room (Apr 9)**
- **Main Street Advisory Board Meeting 2nd Friday of each month – Stockbridge Downtown Connection Center located at 130 M L King, Sr. Heritage Trail at 9am (Apr 12)**
- **Downtown Development Authority Meeting, 3rd Tuesday of each month Welcome Center 130 M L King, Sr. Heritage Trail (Apr 16)**
- **Youth Council Advisory Committee Meeting, 6:30 p.m. -3rd Tuesday of each month Levi Meeting Room - City Hall (Apr 16)**
- **Planning Commission Meeting, 3rd Thursday of each month, 6:30 p.m. - City Hall Council Chamber - (Apr 18)**

- City Council Work Session Meeting, last Tuesday of each month at 6:00 p.m. - City Hall Council Chamber (Apr 30)

UPCOMING CITY EVENTS/INITIATIVES

- Join Councilman Alphonso Thomas for the monthly *Senior Bingo Bash* on Wednesday, March 27th from 10am - 12pm at the Merle Manders Conference Center, 111 Davis Rd. for prizes, games, snacks and fun!
- Councilman Alphonso Thomas will be honoring *Young and Gifted* students on Thursday, March 28th at the Merle Manders Conference Center from 5pm – 7pm. This is a FREE event.
- Join Mayor Anthony Ford for the monthly *Meet the Mayor* on Monday, April 15th from 10am – noon.
- Join Councilman Alphonso Thomas for the monthly *Senior Bingo Bash* on Wednesday, April 17th from 10am - 12pm at the Merle Manders Conference Center, 111 Davis Rd. for prizes, games, snacks and fun!
- Join Councilwoman Yolanda Barber in partnership with JJ Smiles for the *2024 Annual Cookout & Fundraiser* for donations of Backpacks and School Supplies for K-12 students on April 20th at Clark Park from 2 – 6pm. This is a FREE Event.
- Join Councilwoman Yolanda Barber for the *2nd Annual Mother's Day Tea Brunch* on Sunday, April 21st from 2pm to 5pm at the Merle Manders Conference Center. This is a FREE event *honoring mothers and the grace they carry*.
- Join Mayor Anthony Ford for the *Annual State of the City Address* on Tuesday, April 23rd in the City Hall Council Chamber at 6:00 p.m.
- Join Councilman Thomas for the *Don't Trash Stockbridge* initiative centered around education highlighting the causes and effects of Littering and Illegal Dumping. More information to follow.
- Councilman Thomas is honoring Veterans with a Continuous Salute all year long. Please send your pictures of Veterans with their name, branch, rank, and years of service.

Please contact Rosalynd Rawls to schedule an appointment for *Meet the Mayor* and for more information on Council Initiatives and events at 678-833-3348 or via email: rrawls@stockbridgega.org

MAYOR'S COMMENTS (Mayor Anthony Ford)

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

ADJOURNMENT



CITY COUNCIL MEETING SUMMARY MINUTES

MONDAY, MARCH 4, 2024 6:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford At-Large
Mayor Pro Tem Kyle Berry – Council District 3
Councilmember Elton Alexander – Council District 5
Councilmember Yolanda Barber – Council District 4
Councilmember LaKeisha Gantt – Council District 1
Councilmember Alphonso Thomas – Council District 2

Administration

Frederick Gardiner – City Manager
Vanessa Holiday – City Clerk
Cassandra Lester – Deputy City Clerk
Vacant – City Treasurer
Quinton Washington – City Attorney
Samantha Embry – City Attorney

Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

The meeting was called to order by Mayor Ford at 6:00 p.m.

Invocation by Ms. Demetria Daniels

The Pledge of Allegiance was recited by all in attendance.

Deputy City Clerk, Cassandra Lester was asked to proceed with a verbal roll call. All members were present except Councilmember Gantt.

Motion to adopt the Agenda was made by Mayor Pro Tem Berry; seconded by Councilmember Alexander. The motion passed unanimously 4-0.

Motion to approve the Minutes for the following meetings was made by Councilmember Alexander; seconded by Mayor Pro Tem Berry. The motion passed unanimously 4-0.

1. Retreat Minutes February 6, 2024, February 7, 2024, and February 8, 2024
2. Council Meeting Minutes February 12, 2024
3. Work Session Meeting Minutes February 27, 2024

PUBLIC COMMENTS

There were no public comments.

CEREMONIAL REVIEW

2. Mayor Ford reviewed the Proclamation for Women's History Month, and the Swearing In for Paige Jones III, the District 4 appointment on the Stockbridge Citizens Police Advisory Committee, and Crystal Park, a business owner, appointed to the Main Street Advisory Board.

NEW BUSINESS

3. DOWNTOWN PEDESTRIAN AND BICYCLE CONNECTIVITY STUDY. Adoption of the Study, which was prepared by Keck and Wood, in consultation with City Community Development staff.
Presented by: Ryan Anderson – Chief Planner
Mr. Anderson presented a summary of the project with a cost of approximately seven million dollars, noting staff will work with the ARC (Atlanta Regional Commission) to seek grants and other funding sources to complete the project.

Motion to approve the Downtown Pedestrian and Bicycle Connectivity Study was made by Councilmember Alexander; seconded by Mayor Pro Tem Berry. The motion passed unanimously 4-0.

4. STATE ZONING PROCEDURES LAW ORDINANCE. Adoption of recent changes to the State Zoning Procedures Law, and incorporation of those changes into the City of Stockbridge's Unified Development Code. The Planning Commission approved the adoption of the changes at its December 21, 2023 meeting.

Presented by: Ryan Anderson, Chief Planner

This Item was heard following Item #5 and Item #6 on the Agenda.

Mr. Anderson referenced an overview of the State Zoning Procedures Law that was presented to the City Council at the November 13, 2023 meeting.

Ms. Rebecca Keifer of Clark, Patterson & Lee reviewed some of the amendments to the State Zoning Laws and Procedures, referencing HB1405 and HB916 relating to variances and special exceptions; noted SB213 was amended to require local municipalities and counties to allow for manufactured homes; noted Conditional Use has been changed to Special Use; exemptions for city-initiated zonings; converted Planning Commission to Public Meetings instead of Public Hearings; and clearly defined Multi-Family use noting there must hold a meeting that will be defined at the local level; noted the Religious Land Use Federal Statute where you cannot treat a religious entity less favorable; requiring community meetings for proposed developments that are applicant-driven that shall include Minutes, a Sign-In Sheet and will be held prior to the Planning Commission meeting; and noted the changes have been incorporated into the City's UDC (*Unified Development Code) and there is no reason to re-adopt that document.

Mr. Anderson confirmed that there is no effect to the City's UDC, and that the City's Zoning Attorney, Valerie Ross, has reviewed the updates and procedure changes.

Councilmember Gantt joined the meeting at 6:40 p.m.

Motion to task the City's Zoning Attorney and Planning staff to do their due diligence to bring forward a Text Amendment to notify homeowners and businesses within a certain recommended distance of a proposed development was made by Councilmember Barber; seconded by Councilmember Thomas. The motion passed unanimously 5-0

Motion to adopt the State Zoning Procedures Law Ordinance with recent changes to the State Zoning Procedures Law, and incorporation of those changes into the City of Stockbridge's Unified Development Code was made by Councilmember Barber; seconded by Mayor Pro Tem Berry. The motion passed unanimously 5-0

5. Council consideration to approve an emergency change order for Mays Crossing Lift Station and Force Main Rehabilitation Project with Allsouth Construction, Inc. in the amount of \$56,833.78. Funding Source is from SPLOST.

Presented by: Decius Aaron, Public Works Director

This item was heard prior to Item #4 on the Agenda.

Mr. Aaron referenced current projects on Mays Road, noting this would be feasible for the contractor to complete this project while they were already there making repairs in the area.

Motion to approve the Emergency Change Order was made by Councilmember Barber; seconded by Mayor Pro Tem Berry. The motion passed unanimously 4-0.

6. Council consideration to approve and sign the requested intergovernmental agreement with Henry County Board of Commissioners indicating the City of Stockbridge's commitment to share the local match for the resurfacing of Eagles Landing Parkway/Hudson Bridge Road/East Lake Parkway in the amount of \$800,000.00. Funding source from TSPLOST.

Presented by: Decius Aaron, Public Works Director

This item was heard prior to Item #4 on the Agenda.

Mr. Aaron noted the City has already approved \$489,000 on the TSPLOST for Hudson Bridge and Eagles Landing Parkway roads resurfacing projects, and the additional \$310,000 funding is needed for the East Atlanta Rd. portion in collaboration with the County and would be funded by SPLOST V.

Motion to approve and sign the requested Intergovernmental Agreement with Henry County Board of Commissioners indicating the City of Stockbridge's commitment to share the local match for the resurfacing of Eagles Landing Parkway/Hudson Bridge Road/East Lake Parkway in the amount of \$800,000.00. Funding source from TSPLOST and SPLOST V was made by Councilmember Alexander; seconded by Mayor Pro Tem Berry, The motion passed unanimously 4-0.

7. NEW CONTRACT FOR CIVIL ENGINEERING SERVICES. Approval and Mayor's execution of a new month-to-month contract for civil engineering services with Whitley Engineering, Inc., and authorization for the City Manager to execute all contract-related administrative and budgetary actions.

Presented by: Ryan Anderson, Chief Planner

Mr. Anderson noted the current contract is expiring, and the RFP has not yet been completed, and therefore it is necessary to enter into a month-to-month contract for civil engineering services with the current vendor, Whitley Engineering, Inc.

Mayor Pro Tem Berry asked if the month-to-month fee is more expensive.

Mr. Anderson responded that the month-to-month contract will cost the city an additional \$500 per month; and expects the RFP to be completed by May.

Motion to approve a new month-to-month contract for civil engineering services with Whitley Engineering, Inc. for (4) four months and not to exceed \$20,000 was made by Councilmember Barber; seconded by Councilmember Alexander. The motion passed unanimously 5-0.

ANNOUNCEMENTS OF UPCOMING MEETINGS

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- Stockbridge Citizens-Police Advisory Council meeting 1st Thursday of each month at 6:00 p.m. at the Stockbridge Police Community Room 4545 N. Henry Blvd. (Mar 7)
- Main Street Advisory Board Meeting 2nd Friday of each month - Welcome Center/Main Street Offices located at 130 M L King, Sr. Heritage Trail at 9am (Mar 8).
- Youth Council Meeting 2nd Monday of each month at 6:30 p.m. - City Hall Levi Meeting Room (Mar 11)
- Citywide Development Authority Meeting, 2nd Tuesday of each month, 6:00 p.m.- City Hall Levi Meeting Room (Mar 12)
- Downtown Development Authority Meeting, 3rd Tuesday of each month Welcome Center 130 M L King, Sr. Heritage Trail (Mar 19)
- Youth Council Advisory Committee Meeting, 6:30 p.m. - 3rd Tuesday of each month Levi Meeting Room - City Hall (Mar 19)
- Planning Commission Meeting, 3rd Thursday of each month, 6:30 p.m. - City Hall Council Chamber - (Mar 21)
- City Council Work Session Meeting, last Tuesday of each month at 6:00 p.m. - City Hall Council Chamber (Mar 26)

UPCOMING CITY EVENTS/INITIATIVES

- Join Mayor Ford for the monthly Meet the Mayor on Monday, March 25th from 10am – noon.
- Join Councilman Thomas the monthly Senior Bingo Bash on Wednesday, March 27th from 10am - 12pm at the Merle Manders Conference Center, 111 Davis Rd. for raffles, prizes, games, snacks and fun!
- Join Councilman Thomas for the *Don't Trash Stockbridge* initiative centered around education highlighting the causes and effects of Littering and Illegal Dumping. More information to follow.
- Councilman Thomas is honoring *Veterans with a Continuous Salute* all year long. Please send your pictures of Veterans with their name, branch, rank, and years of service.

Please contact Rosalynd Rawls to schedule an appointment for Meet the Mayor and any information on Council Initiatives at 678-833-3348 or via email: rrawls@stockbridgega.org

MAYOR'S COMMENTS

Mayor Ford mentioned that we are already in the month of March and reminded everyone that COVID-19 is still with us and encouraged everyone to get their boosters and flu shots to remain healthy.

EXECUTIVE SESSION

Motion to convene Executive Session for Personnel, Real Estate and Litigation was made by Councilmember Gantt; seconded by Mayor Pro Tem Berry. The motion passed 4-0. (Councilmember Barber was not present for the vote).

Motion to adjourn Executive Session and sign and Affidavit was made by Councilmember Gantt; seconded by Mayor Pro Tem Berry. The motion passed unanimously 5-0.

Motion to reconvene the meeting was made by Councilmember Gantt; seconded by Councilmember Alexander. The motion passed unanimously 5-0.

Motion to confirm the appointment of Ryan Anderson to the position of Community Development Director was made by Councilmember Gantt; seconded by Mayor Pro Tem Berry. The motion passed unanimously 5-0.

Motion to adjourn the meeting at 7:29 p.m. was made by Councilmember Gantt; seconded by Councilmember Alexander. The motion passed 5-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk

Anthony S. Ford, Mayor



4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

- Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Committees. The members of the Boards and Committees make decisions and submit recommendations to the City of Stockbridge Mayor and Council. Applicants complete a questionnaire that will assist the Mayor and Council in the review process in determining applicant eligibility requirements and qualifications for Board or Committee membership.

Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board, Committee or Commission expects from me?
- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Committee or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Valerie Richmond-Reese

Occupation: Public Health Advisor Employer: Centers for Disease Control and Prevention

Home Address: [REDACTED] City: Stockbridge Zip: 30281

Home Phone: () N/A Home E-Mail: [REDACTED]

Work Phone: () Work E-Mail: [REDACTED]

Cell Phone: [REDACTED] Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable).

N/A

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Youth Council Advisory Committee -
If applying for the Main Street Advisory Board, which position? _____
(See positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? ²⁰____ Years ¹____ Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the city? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

Youth represent the future of our country, and their opinions are important. I am a 20-year resident of Stockbridge and a mother of a teenage son. I understand that remaining engaged and tuned into what is going on in his life and his interests are paramount. As a member of the Youth Council Advisory Committee, I will bring my commitment to supporting the youth of Stockbridge and their desires for the city's younger residents. With a background in social work, I am always open to helping others for the greater good.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☐ Yes ☒ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge. I understand a Criminal Background Check will be completed if I am considered to go before the Mayor & Council prior to being appointed. Members who qualify for elected office shall be removed from the Board/Commission of which they serve.

*Signed via ScanlocalData.com
Valerie Richmond-Reese
Key: 640d51ba1b504d79e3bd46d30723e9f

Signature

Valerie Richmond-Reese

Printed Name

03-05-2024

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov

BOARD, COMMITTEE AND COMMISSION INFORMATION

Council on Aging (COA) The Henry County Council on Aging is a 501(c)(3) non-profit organization made up of nineteen (19) volunteers who serve as directors. Directors are selected by each County Commissioner and City Council members of the four cities. The COA's primary objective is to support programs that serve Henry County senior citizens. Supported programs include Meal-on-Wheels, Nutrition Supplements, In-Home Services, Senior Centers, and Volunteer Activities. The council members serve as advocates on behalf of the senior citizens of Henry County. The COA's primary fundraising event is the Miles-for-Meals Campaign which is held annually on the first Saturday in May. To be eligible to serve as a representative for the City of Stockbridge, an applicant must reside within the city limits of Stockbridge. Term is one (1) year and member is eligible for re-appointment.

Downtown Development Authority (DDA) The DDA's mission is to oversee the revitalization and redevelopment of the central business district and to develop and promote for the public good and general welfare, trade, commerce, industry and employment opportunities. The DDA is comprised of seven (7) members who are:

- (1) a taxpayer residing in the municipal corporation for which the authority is created; or
- (2) an owner or operator of a business located within the downtown development area and a taxpayer residing in the county in which is located the City of Stockbridge; (one such director may be a member of the governing body of the City of Stockbridge and not less than four shall be or represent a party who has an economic interest in the redevelopment and revitalization of the downtown development area defined herein).
- (3) one director who resides outside the county; in which the City of Stockbridge is located, provided, that director owns a business within the downtown development area and is a resident of the State of Georgia; or own and operate a business within the city. Four of the members must have a specific economic interest in the downtown area. The members are appointed by the Mayor and Council, and each serve 4-year terms and are eligible for re-appointment.

Regular Meetings are held the 3rd Tuesday of each month (or as necessary) --

Public Facilities Authority (PFA) which shall be deemed to be a political subdivision of the state and a public corporation. Such corporation shall be separate and distinct from any public corporation or other entity heretofore created by the General Assembly and shall be an instrumentality of the state exercising governmental and proprietary powers. The authority is created for the purpose of promoting the public good and general welfare of the citizens of the city and of the state and financing and providing facilities, equipment, and services within the city, for sale to, lease or sublease to, or operation by any public body or any private person. In connection with the exercise of any of its powers, the members of the authority may make findings or determinations that the exercise of its powers as proposed will promote the public good and general welfare, and assist public bodies in providing facilities, equipment, and services in the city, and such findings or determinations, if made, shall be conclusive and binding and shall not be subject to review. Three members shall be persons residing in the City of Stockbridge; Four members shall be persons residing in Henry County who possess specific experience, knowledge, or professional expertise in the field of banking, finance, real estate development, community development, or another area of expertise related to economic development. To be eligible for appointment as a member of the authority, a person shall be at least 21 years of age and a resident of Henry County for at least two years prior to the date of his or her appointment and shall not have been a convicted felon. The mayor or any member of the city council may be appointed to serve as one of the seven members of the authority. Meetings are held as needed. The members are appointed by the Mayor and Council, and each serve 4-year terms and are eligible for re-appointment.

BOARD, COMMITTEE AND COMMISSION INFORMATION

Planning Commission formerly known as the Zoning Advisory Board (ZAB) The Planning Commission is an advisory body to the City Council, which is responsible for directing the short and long-range growth and development of the city through maintenance and implementation of the City's General Land Use and Development Plans. The Commission is composed of (6) six members who shall be residents of the City, serve with compensation and shall be appointed upon the basis of the majority of the City Council. Commissioners shall serve a four-year term with a maximum of two full consecutive terms. Commissioner shall not hold any other public office or position with the City of Stockbridge. Planning Commission meetings are held on the 3rd Thursday of every month at 6:30 p.m., with a called meeting taking place in a rare circumstance.

Board of Ethics consists of five (5) residents of the city to be appointed as follows: the mayor shall solely appoint one (1) resident; and the council members, exclusive of the mayor and by an affirmative vote of the majority of its members, shall appoint three (3) residents. The mayor shall appoint a fifth member, said appointment to be confirmed by the city council. In the event of a vacancy due to resignation, death, incapacity, disqualification or removal for cause, the appointing party (i.e., the mayor or the council) shall appoint a new qualified resident to fill the remainder of the term. No person shall serve on the board of ethics if the person has or has had within the preceding one (1) year period, any interest in any contract or contracting opportunity with the city or has been employed by the city. Members of the board of ethics with any permit or rezoning application pending before the city, or any pending or potential litigation against the city or any city official charged in the complaint shall be disqualified from serving on the board of ethics for that complaint. An alternative member of the board of ethics shall be selected in the same manner as the disqualified individual. No person shall serve on the board of ethics who has been convicted of a felony involving moral turpitude in this state or in any other state, unless such person's civil rights have been restored and at least ten (10) years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude. No person shall serve on the board of ethics who is less than twenty-one (21) years of age, who holds a public elective office, who is physically or mentally unable to discharge the duties of a member of the board of ethics, or who is not qualified to be a registered voter in the City of Stockbridge. Term is four (4) years and members are eligible for re-appointment. Meetings are held as needed.

Historic Preservation Commission – In the support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of Stockbridge is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people. To stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historic and aesthetic attractions to tourists and thereby promote and stimulate business. To enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law. To provide for the designation, protection, preservation and rehabilitation of historic properties and districts and to participate in federal or state programs to do the same. The Commission shall consist of five (5) members appointed by the mayor and ratified by the City Council. All members shall be residents of Stockbridge and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources. To the extent available in the City, at least three (3) members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions. Members shall serve three-year terms. Members may not serve more than two (2) consecutive terms. In order to achieve staggered terms, initial appointments shall be: one (1) member for one (1) year; two (2) members for two (2) years; and two (2) members for three (3) years. Members shall not receive a salary, although they may be reimbursed for expenses.

BOARD, COMMITTEE AND COMMISSION INFORMATION

Youth Council Advisory Committee is to make recommendations to Council based on the following Terms of Reference;

1. To identify and advise on youth issues in the City of Stockbridge.
 2. To advise Council on the development of policies that are responsive to the needs of youth.
 3. To consult with local youth and provide feedback and results of consultations to Council.
 4. To assist in the ongoing development and delivery of youth-targeted projects and programs.
 5. To create opportunities for youth leadership development by acting as a resource for youth activities.
- The committee consists of (12) twelve members who reside in the City of Stockbridge or Henry County and serve a 2-year term. Meetings are held on the 3rd Tuesday of each month, or as needed at City Hall at 6:30 p.m.

Main Street Advisory Board — The Stockbridge Main Street Program is a community-driven initiative that focuses on conscientious revitalization of the Historic Downtown area. Based on the *Main Street Four-Point Approach™* which explores the four areas of Downtown **Design, Economic Restructuring, Promotion and Organization**, the underlying premise of the Main Street concept is to encourage economic development, within the context of historic preservation, in ways that are appropriate for today's marketplace. Main Street programs across the nation advocate a return to community self-reliance, local empowerment, and the rebuilding of traditional commercial districts based on their unique assets—distinctive architecture, a pedestrian-friendly environment, personal service, local ownership, and a sense of community. The Main Street Advisory Board is comprised of 11 members and will meet once per month (or as necessary). Each Board Member must agree to serve on at least one committee.

Position	Status	Term	Term Notes
City Council Member	Ex officio ¹ Board Member	Term of Service	Can be reappointed based on the calendar year, and approval by the City Council
Representative from the Downtown Development Authority	Ex Officio Member	Term of Service	Can be reappointed by the organization, then approved by the City Council.
3 - Stockbridge Residents [added to further ensure a truly representative cross-section of the existing Stockbridge community.]	Regular Board Member	2 years	Can be reappointed by City Council
2 - Stockbridge Business or Property Owners / Operators (Within the Main Street District)	Regular Board Member	3 years	Can be reappointed by City Council
2- Stockbridge Business or Property Owners / Operators (Outside of the Main Street District)	Regular Board Member	2 years	Can be reappointed by City Council
Architect, Contractor, Interior Designer, or Landscape Architect (Henry County-based)	Regular Board Member	2 years	Can be reappointed by City Council
Representative from a Stockbridge-based Arts Organization	Regular Board Member	2 years	Can be reappointed by the organization, then approved by the City Council.
Representative from a Stockbridge-based financial institution	Regular Board Member	2 years	Can be reappointed by the financial institution, then approved by the City Council.
Representative from the Stockbridge Business Association or other city-recognized business organization	Regular Board Member	2 years	Can be reappointed by the Business Organization, then approved by the City Council

City of Stockbridge

Main Street Advisory Board Offices² President Vice-President Secretary

¹ An Ex-Officio Board Member serves on the Board because of another office or position that he/she currently holds. The term is Latin, meaning literally "from the office", and the sense intended is "by right of office." Ex Officio members are afforded the same rights as regular Board members, including debate, making formal motions, and voting.

² There is no need for a separate position of Treasurer – City Finance Team will handle financial needs.

Citywide Development Authority (DA) The work of development authorities is crucial for the ability for local government to create a legacy of sustained prosperity and requires strong leadership from board members, staff, and elected officials. The Citywide Development Authority is a (7) seven-member authority consisting of (3) residents of the City (1) of those being a member of the Governing Body and (4) members to be Henry County Residents with subject-matter expertise such as attorneys, realtors, developers, and zoning experts. The directors shall be taxpayers residing in the county or municipal corporation for which the authority is created, and their successors shall be appointed as provided by the resolution provided for in Code Section 36-62-4

Police Department Citizen-Police Advisory Council

The Citizen-Police Advisory Council is established under the direction of the City of Stockbridge Police Department. The purpose of the Citizen-Police Advisory Council is: To establish, conduct, and maintain a mechanism for the timely identification of concerns and/or issues within the community; as well as to assist in the identification and development of appropriate responses to areas of concerns and/or issues; To act as an advisory group to the City of Stockbridge Police Department; To act as a conduit of information between the community and the Police Department; To promote community awareness, understanding, and involvement in police programs and services. The Citizen-Police Advisory Council shall consist of twelve (12) members. Members must be a resident, business owner, or clergy member residing in or operating a business, non-profit, or place of worship within the City of Stockbridge. Members will be appointed or selected as follows: The Mayor shall appoint one (1) member; Each Council member shall appoint one (1) member; The Chief of Police shall select one (1) member from each of the City's four patrol zones to be confirmed by the City Council; The Chief of Police shall select one (1) member from the business community to be confirmed by the City Council; The Chief of Police shall select one (1) member from the faith-based community to be confirmed by the City Council; Members will be selected by the Chief of Police for their professionalism, integrity, and commitment to the community. The Chief of Police reserves the right to make the final determination regarding membership selection. Half the initial members selected to serve on the Citizen-Police Advisory Council shall be appointed to serve a one-year term, and half will be selected to serve a two-year term. Citizen -Police Advisory Council members shall be bound by the City of Stockbridge Code of Ethics. Meetings will be held on the first Thursday of each month at 6:00p.m.

Stockbridge Business Partnership Board ("Board") is hereby created for the purpose of bringing together a community of business owners and professionals who share a common interest in promoting the success and growth of Stockbridge businesses. The Board shall be composed of seven (7) members appointed by the City Council. The Board shall consist of Stockbridge business owners, property owners, and residents. Four (4) members of the Board shall be initially appointed for a term of three (3) years, and three (3) members shall be initially appointed for a term of two (2) years. Thereafter, the term of each Board member shall be two (2) years with appointment times staggered such that the entire board cannot be reconstituted in one appointment. However, a Board member appointed to complete the term of another Board member shall be eligible for appointment for another full term. One (1) seat on the Board shall always be filled by the city's Economic Development Director who shall serve as a voting member of the Board. The Board is scheduled to meet on the 2nd Thursday of each month (subject to change).

VALERIE R. REESE, MSW

EDUCATION

- 1995-1996 Clark Atlanta University, Atlanta, GA
Master of Social Work
- 1988-1991 Clark Atlanta University, Atlanta, GA
Bachelor of Social Work
- 1987-1988 Morris College, Sumter, SC (Social Work)
Transferred, 24 semester hours
- 1983-1987 Griffin High School, Griffin, GA
Diploma

PROFESSIONAL EXPERIENCE

June 2012 – Present **Public Health Advisor**
Centers for Disease Control and Prevention
Atlanta, GA 30333
National Center for Chronic Disease Prevention and Health Promotion
Division of Cancer Prevention and Control (DCPC)
Program Services Branch (PSB)

Duties:

- Program consultant for 6 states awarded funding under the National Breast and Cervical Cancer Early Detection Programs, and 2 state Colorectal Cancer programs.
- Provide technical assistance, fiscal, and program assistance to 8 assigned project areas; conduct annual site visits to a predetermined number of project areas and provide on-site assessments and recommendations for program improvements. Develop site visit letters to provide feedback/ recommendations for the improvement of standard operating procedures.
- Provide direct technical assistance to state grantees during the development of their interim/annual progress reports, which provide status updates on minimum data elements.

- Serve as the PSB representative on the DCPC strategic priority team #4-Survivorship. The teams focus will be on how to improve health outcomes for cancer survivors through the execution of a unified survivorship agenda. In this capacity my role is to contribute to the development of implementation plans; serves as a liaison between Priority Team and PSB; report on progress of implementation activities and supports Team Lead with reporting to Leadership Committee.
- Serve as technical monitor for the NACDD Medicaid Project. In this role I am responsible for monitoring the overall grant. I work directly with NACDD Senior Advisor for Cancer who serves as project officer to support NBCCEDP states who are awarded planning and/or implementation grants in effort to increase Medicaid collaboration within their respective states. During the year I participated on calls with NACDD and cohort awardees. The project officially ended in June, however I am working with NACDD staff on requirements and review of the final report for CDC.
- Assigned program consultant for National Association of Community Health Centers (NACHC) Partnership (cancer screening demonstration project) for PC related activities for the planning and technical assistance component. I participate in bi-weekly calls with NACHC staff and PSB leadership in an effort to ensure proper collaboration and TA support is being offered to Colorectal Cancer 15-1502 (component 1) grantees. Also serve as lead PC in the coordination of the CDC-NACHC webinar series. The webinars were developed in an effort to offer technical assistance and trainings to the Breast/Cervical Cancer and Colorectal Cancer programs. As it relates to working with community health centers, federally qualified health centers, health center control networks and state primary care associations with the ultimate goal of improving cancer screening rates within these settings

**May , 2015 –
July, 2015**

Public Health Advisor (Ebola Surge Staff)
Centers for Disease Control and Prevention
Division of Global Migration and Quarantine
New York Quarantine Station
JFK International Airport
Jamaica, NY 11430

Duties:

- Provided technical program implementation for the Division of Global Migration and Quarantine response to Ebola virus disease at JFK airport. Conducted in-depth exposure risk assessments of travelers from West African countries with widespread Ebola transmission. Performed tertiary screening of passengers with Ebola risk factors. Quarantined the individuals with Ebola type symptoms and extend immediate medical assistance to those patients. Prioritized task to ensure proper pre-clearance and routing of passengers.

- Acted as team lead for the Q-Station, maintaining communication with PHA, CARE and Core Staff as needed. Developed flight board schedule; scheduling coverage for incoming flights in five terminals with 40 to 96 passengers. Trained incoming PHA's on the PHA responsibilities for administering the Ebola Care Program at JFK.
- Prioritized task and ensure proper pre-clearance and routing for passengers.
- Coordinated and liaised with local and state governments and other stakeholders to provide guidance and support on policy, legal and ethical issues.
- Conducted assessments of travelers from West African countries with widespread Ebola transmission. Performed tertiary screenings of passengers with Ebola risk factors. Worked with Quarantine Medical Officers (QMO) to determine risk level of passengers screened at a tertiary improvements.
- Conducted in-depth exposure risk level. Quarantined the individuals with Ebola type symptoms and extend immediate medical attention to those passengers, if necessary. Recorded and updated passenger information on the CDC quarantined activity report system (QARS) database.
- Communicated with CDC-Atlanta DAT staff when necessary to resolve any issues with data and/or flight information.
- Liaised with Customs and Border Protection to coordinate efficient transition of passengers through the process of CARE.
- Composed flight summary at days end to tally the total of passengers evaluated that day for quality assurance purposes. Prepared monthly flight reports and briefings.
- Recorded and updated passenger information in CDC's Quarantine Activity Reporting System (QARS) database.

**February 2012-
June 2012**

Public Health Analyst

Agency for Toxicology and Substance Disease Registry
Atlanta, GA 30333

Division of Toxicology and Human Health Sciences

Duties:

- Served as extramural coordinator for the Division of Toxicology and Human Health Sciences.
- Prepared, administered and managed assigned division extramural projects and budget activities including contracts, cooperative agreements, grants, and interagency agreements.

- Responsible for providing guidance, leadership and oversight on administrative activities (e.g., contracts, awards, grants) to ensure sustainability for multi-disciplinary projects with EPA, DOD and other federal partners.
- Effectively worked with division, Office of Financial and Administrative Services (OFAS), Financial Management Office (FMO), Procurement Grants Office (PGO), and other appropriate staff/offices to ensure that extramural activities are accurately tracked and managed. Briefs division management on and/or prepares reports for status of funds and various project meetings.
- Worked with division management and scientific staff in leading the development of key agency/division projects related to public health activities. Assists project officers with the development of Statements of Work and technical and/or business proposals and ensures that proposals conform to administrative, technical and financial requirements. Ensures appropriate mechanism is used for extramural projects.
- Served as the administrative Contracting Officer Representative (COR) for division contracts.
- Responsible for reviewing status of unliquidated obligations in the U-TAMS tracking and management system. Analyze open obligations and conduct research with internal and external partners to determine if balances need to be de-obligated.
- Served as acting Principle Management Officials (PMO) in the absence of PMO, to ensure all division administrative activities (i.e., extramural/direct budgets, personnel management/administration, and day to day program operations) are processed without interruption.

**June 2006 –
February 2012**

Public Health Analyst

Centers for Disease Control and Prevention
Atlanta, GA 30333

*National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention
HIV Incidence and Case Surveillance Branch (HICSB)*

Duties:

- Served as Program Consultant in NCHHSTP/Division of HIV/AIDS Program Surveillance, HIV Incidence and Case surveillance Branch (HICSB). Provided technical assistance, fiscal, and program assistance to 11 HIV/AIDS Surveillance assigned project areas; conduct annual site visits to a predetermined number of project areas and provide on-site assessments and recommendations for program improvements. In collaboration

with assigned epidemiologist develop site visit letters to provide feedback/ recommendations for the improvement of HIV surveillance standard operating procedures.

- Provided direct technical assistance to state, local and territorial grantees during the development of their interim/annual progress reports, which provided status updates on process and outcome standards.
- Interpreted and used judgment along with CDC/HICSB policy statements and guidelines and handled directives for problem solving and recommended solutions to state, local and territorial partners.
- Project Officer/Contracting Officer Representative (COR) on the Serologic Testing Algorithm for Recent HIV Seroconversion (STARHS) contract.
- Lead Program Consultant for the 2011 National HIV Surveillance Workshop - 250+ HIV Surveillance state/local health department staff and CDC staff in attendance. Responsibilities included: co-lead of workshop planning committee with internal/external partners; development and distribution of all meeting correspondence (save-the-date, invitation letter, etc.); developed Statement of Work (SOW) for the conference support request for proposal (RFP); chaired review panel to select vendor/contractor; reviewed all invoices for accuracy and approval; completed required contractor evaluation documentation for PGO; led regular planning meetings with contractor, CDC graphics department, and other CDC staff in preparation for the workshop; assisted with presentation upload/setup for all sessions, provided onsite logistical support during the four day meeting/training. Also, served as breakout session presenter during Surveillance Workshop discussing Program Planning tips.
- Served as Acting Public Health Advisory Team Lead on multiple occasions in the absence of the team lead; manage activities and provide guidance for 5 team members.
- Served as liaison to the Office of the Chief, which comprise of Branch Chief, Deputy Branch Chief and administrative staff. In this capacity, I provided direct assistance to the Deputy Branch Chief on budget, personnel, procurement, and all other administrative task as needed.
- Co-Lead program consultant for the 2010 HIV Monitoring and Use of Lab Data Reported to HIV Surveillance Consultation - 70+ HIV subject matter experts in attendance. Assisted in the development of Statement of Work (SOW) for the conference support contract request for proposal (RFP), and served on review panel to select vendor/contractor. Participated in regular meetings with vendor and other CDC staff in preparation for the consultation, and provided onsite support during the two day meeting.

- Coordinated funding process with DHAP-EPMO and PGO on various contracts and cooperative agreements. As well as, worked with CDC Procurement and Grants Office to ensure adherence to contract regulations.
- Worked closely with Procurement and Grants Office (grants management specialists) in the review of grantee budget submissions for new, continuation, carryover, and supplemental funding during the budget negotiations process.
- Prepared funding documents for assigned project areas. Review expenditure of funds to ensure compliance with cooperative agreement requirements.
- Drafted request for proposals and task orders.
- Complete technical reviews for cooperative agreements applications and provide technical assistance/consultation on issues such as adherence to established surveillance guidelines and study protocols.
- Served as point of contact for HIV Incidence Case Surveillance Branch (HICSB) FOA's placed in eXTRA. In this task, I am responsible for all editing/updates and tracking of extramurally funded activities (grants and/or cooperative agreements).
- Served as one of the branch Govtrip travel authorizers/approvers.
- Served as an objective grant reviewer on CDC panels.
- Participated on a multidisciplinary team of CDC staff and state/local partners in updating technical guidance for the standard collection, management, analysis, and evaluation of HIV/AIDS surveillance data.
- Managed the utilization, procurement, and/or development of information in management systems (STAR and Project Profile) that allow the branch to most efficiently achieve its programmatic goals.
- Served as project officer for National Death Index (NDI) interagency agreement with National Center for Health Statistics (NCHS). In this role, I work closely with NCHS program liaison and budget staff for timely submission of interagency agreements documents.
- Served as lead program consultant in the administration and monitoring of cooperative agreement PS09-903- Enhanced Perinatal Surveillance (EPS). Responsible for drafting the Interim and Annual Progress Report guidance; coordinating and conducting grantee

calls, and ensuring completion and submission of continuation funding packages, carryover request are submitted to EPMO/PGO.

- Interpreted various funding appropriations (e.g., Cooperative Agreements, Contracts, and Task Orders) and financial reports for operating officials and management and advise them of the proper appropriations or funds chargeable for the specific activity.
- Initiated and processed proper documentation and methods to be used for obligation of funds (i.e., Certification of Fund Availability, Inter-Agency Agreement, etc.).
- Assisted Deputy in the management of \$58 million intramural/extramural budget for the HIV/AIDS Incidence Case Surveillance Branch. Responsibilities included performing budget formulation duties, which involved preparing detailed analyses and estimates of annual funding needs for one or more future budget years.
- Assisted Deputy with preparing, analyzing, and monitoring financial and programmatic reports (budgets, grants, cooperative agreements, contracts, personnel, and procurement and facility enhancements). As well as, the development of budget proposals for the reprogramming of unobligated funds at the end of a fiscal year.
- Prepared fund distribution sheets, charts, tables and summaries, as well as the monitoring of year-end closing expenditures.

November 15, 2011- Acting Public Health Advisory Team Lead

January 31, 2012 Centers for Disease Control and Prevention

Atlanta, GA 30333

*National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention
HIV Incidence and Case Surveillance Branch (HICSB)*

Duties:

- Served as Acting Public Health Advisory Team Lead in the HIV Incidence and Case Surveillance Branch (HICSB), Division of HIV/AIDS Prevention.
- Provided direct supervision and management of activities for 4 program consultants.
- Participated in the planning and determining of program and projects conducted by the PHA team.
- Responsible for providing consultation and leadership in the planning, promotion, and implementation of surveillance special projects.

- Prepared various team reports and recommendations relating to assigned project areas and budgets.
- Managed and functioned as the Program Consultant to 13 (2 temporary) assigned project areas.
- Coordinated in-service trainings from DHAP-EPMO and PGO for the PHA team members.
- Assisted branch management in planning and implementing HICSB's goals and objectives.

**May 21, 2011-
August 17, 2011**

**Senior Analyst/Specialist
(90 Day Detail)**

Centers for Disease Control and Prevention
Atlanta, GA 30333

*International Emergency and Refugee Health Branch, Division of
Global Disease Detection and Emergency Response, Center for Global
Health*

Duties:

- Managed and oversaw funding/budgets and a variety of grants, cooperative agreements, contracts, and other awards including initiation, administration, award, monitoring, evaluation, coordination, and close-out.
- Responsible for drafting new Funding Opportunity Announcement (FOA) for International Health Fellowship Program.
- Served as the principal program representative and provides program expertise, guidance, and leadership on unusually difficult and complex programs.
- Development, modification, monitoring, and execution of the program budget.
- Development, tracking, and oversight of human resource management documents and processes including job/position descriptions and performance appraisals.
- Coordinated human resource management activities, including actions related to hiring, training, disciplining and rewarding employees, and managing conflicts.
- Govtrip travel preparer on an as needed basis.

**September 1999-
June 2006**

Public Health Analyst

Centers for Disease Control and Prevention
Atlanta, GA 30333

National Center for HIV, STD, and TB Prevention

Minority Activities/Office of Health Disparities

Duties:

- Managed \$4.8 million budget of center funding for the Office of Health Disparities. Was responsible for performing budget formulation duties, which involved preparing detailed analyses and estimates of annual funding needs for one or more future budget years.
- Interpreted various funding appropriations (e.g., Cooperative Agreements: Minority Health Professions Foundation, International Theological Center and Public Health Sciences Institute), and financial reports for operating officials and management and advises them of the proper appropriations or funds chargeable for the specific activity.
- Initiated and processed proper documentation and methods to be used for obligation of funds (i.e., Certification of Fund Availability, Inter-Agency Agreement, etc.).
- Prepared fund distribution sheets, charts, tables and summaries, as well as the monitoring of year-end closing expenditures.
- Served as technical monitor/project officer on various activities funded by the Office of Health Disparities. In this capacity, I provided guidance and technical assistance to assigned grantees in planning, implementing, and evaluating their public health programs. Wrote the scope of work and request for assistance for new projects; participated in the review of proposals, review of funding decisions to ensure they are reasonable and justified.
- Assisted OHD staff in the development of annual plans/reports on the various Minority Health Initiatives (i.e., Historically Black Colleges and Universities Initiative, Asian American and Pacific Islander Initiative, Educational Excellence and Hispanic American Initiative, and Tribal Colleges and Universities Initiative).
- Processed incoming applications, personnel forms, and personnel information for civil service and commissioned corps within the Office of Health Disparities.
- Served as coordinator of the Office of Health Disparities (OHD) Third Thursdays Lecture Series. The purpose of the lecture series is to highlight research/program in progress

aimed at reducing health disparities in which OHD has provided funding.

- Provided secondary supervision for support staff in the Office of Health Disparities.
- Served as the coordinator of the Minority Health Planning Group in the National Center for HIV, STD, and TB Prevention (NCHSTP). The groups' goal was to increase the effectiveness and support for minority health activities for the center. Develop annual plans/reports on the various Minority Health Initiatives (i.e., Historically Black Colleges and Universities Initiative, Asian American and Pacific Islander Initiative, Educational Excellence and Hispanic American Initiative, and Tribal Colleges and Universities Initiative).
- Served as coordinator of the NCHSTP Agency Visitation Program, which provided the opportunity for Historically Black College and University students and Tribal College students to hear from NCHSTP scientist.
- Served on review panels, as well as served on the following Office of Minority Health working groups: CDC/ATSDR Minority Initiative Coordinating Committee (CAMICC) and Tribal Consultation and Policy Work Group.
- Advised and assisted Lead Epidemiologist on the development of strategies for racial and minority programs and organizations.

**February 1997-
September 1999**

Visiting Fellow

Centers for Disease Control and Prevention

Atlanta, GA

National Center for HIV, STD, and TB Prevention

Office of the Director - Division of Sexually Transmitted Disease

Duties:

- Managed budget of center funding for minority health projects, served on review panels, as well as served on the following Office of Minority Health working groups: CDC/ATSDR Minority Initiative Coordinating Committee, Farm worker Stream Forum, and Tribal Consultation and Policy Work Group.
- Responsibilities included coordinating the NCHSTP Agency Visitation Program, which provides the opportunity for Historically Black College and University students and Tribal College students to hear from NCHSTP scientist.
- Responsibilities included completing client profiles on all existing clients of the

Tuskegee Health Benefits Program for the case management system; located and traveled to the states where the clients resided to complete medical and social histories for the profile.

- Assisted the Program Analyst in maintaining client case management system to ensure that clients receive appropriate care and services; linked clients with social and medical resources as needed; assisted program staff in the day-to-day operations of the office (i.e., office plans, priorities, and objectives).
- Supervised students assigned to the program on special projects; communicated by telephone, e-mail and correspondence on inquiries regarding the Tuskegee Syphilis Study.

**March 1993-
October 1996**

Social Worker/Case Manager
Oakhurst Community Health Center
Decatur, GA 30032

Duties:

- Responsibilities included case management of all pregnant patients with specific emphasis on high risk patients to assure that all appropriate services were provided to the mother and her infant.
- Conducted patient education sessions; coordinator for social service department community outreach activities, assisted registered nurse with home visits of pediatric, obstetric and adult medicine patients as needed.
- Located and integrated primary care services with other specialized services on behalf of the patient; certified eligible individuals for presumptive eligibility Medicaid for pregnancy care.

**August 1991-
March 1993**

Social Service Technician/ Social Worker
Southside Healthcare, Inc.
Atlanta, GA 30315

Duties:

- Responsibilities included developing psycho-social groups and programs to meet the individual needs of clientele served by the agency.
- Duties included psychosocial observation of clients, record documentation, behavioral

assessments, behavioral plan development, crisis intervention, goal development.

- Maintained client and family contacts, and case management assistance in collaboration with assigned case manager.

PROFESSIONAL TRAINING

- **2002 – 2003 Executive Leadership Program, Graduate School, USDA**
12-Month nationwide leadership program for Federal Government Employees
- Building Successful Partnerships for Public Health
- Clarity and Engagement in Spoken Communication for Project Officers
- Green Business: Planning Sustainability Strategies
- How to be an Effective Virtual Team Member
- The Effective Grants Manager
- Management Analysis Overview
- Performance Based Budgeting
- Culturally Competent Partners

PUBLICATIONS

Steele C B, **Richmond-Reese V**, Lomax, S. Racial and ethnic disparities in HIV/AIDS, sexually transmitted diseases, and tuberculosis among women. *Journal of Women's Health* 2006; 15(2):116-122.

Kim KE, Randal F, Johnson M, Quinn M, Maene C, Hoover S, **Richmond-Reese V**, Tangka FKL, Joseph DA, Subramanian S. Economic assessment of patient navigation to colonoscopy-based colorectal cancer screening in the real-world setting at the University of Chicago Medical Center. *Cancer* 2018 Nov 1;124(21):4137-4144

Barajas M, Tangka FKL, Schultz J, Tantod K, Kempster YM, Omelu N, Hoover S, Thomas M, **Richmond-Reese V**, Subramanian S. Examining the Effectiveness of Provider Incentives to Increase Screening Uptake in Neighborhood Healthcare: A California Federally Qualified Health Center. *Health Promotion Practice* 2020 Nov;21(6):898-904



4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

- Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Committees. The members of the Boards and Committees make decisions and submit recommendations to the City of Stockbridge Mayor and Council. Applicants complete a questionnaire that will assist the Mayor and Council in the review process in determining applicant eligibility requirements and qualifications for Board or Committee membership.

Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board, Committee or Commission expects from me?
- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Committee or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Kaitlynn Nash

Occupation: College Student/ US AF Reserves Employer: Daejah Stone

Home Address: [REDACTED] City: McDonough Zip: 30253

Home Phone: () Home E-Mail: [REDACTED]

Work Phone: () Work E-Mail: _____

Cell Phone: [REDACTED] Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

N/A

BOARD, COMMITTEE OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to? Stockbridge Youth Council Advisory Board

If applying for the Main Street Advisory Board, which position?
(See positions noted below)

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 11 Years 6 Months

c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the city? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I was apart of the Stockbridge youth for one year. In that one year I learned so much from the Advisory board. They poured into my future and I have a strong desire to do the same for the Stockbridge Youth Council members. I have volunteered at recent events that the youth council have hosted and loved every part of it. Serving on the Stockbridge Youth Council Advisory Board would bring great joy to me and opportunities to inspire and motivate the ones coming after me.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☐ Yes ☒ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge. I understand a Criminal Background Check will be completed if I am considered to go before the Mayor & Council prior to being appointed. Members who qualify for elected office shall be removed from the Board/Commission of which they serve.

eSigned via DocuSign

Kaitlynn Nash

Signature

Key: 5404218311b50-4578-03b-149da0273c9d

Kaitlynn Nash

Printed Name

03-06-2024

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov

BOARD, COMMITTEE AND COMMISSION INFORMATION

Council on Aging (COA) The Henry County Council on Aging is a 501(c)(3) non-profit organization made up of nineteen (19) volunteers who serve as directors. Directors are selected by each County Commissioner and City Council members of the four cities. The COA's primary objective is to support programs that serve Henry County senior citizens. Supported programs include Meal-on-Wheels, Nutrition Supplements, In-Home Services, Senior Centers, and Volunteer Activities. The council members serve as advocates on behalf of the senior citizens of Henry County. The COA's primary fundraising event is the Miles-for-Meals Campaign which is held annually on the first Saturday in May. To be eligible to serve as a representative for the City of Stockbridge, an applicant must reside within the city limits of Stockbridge. Term is one (1) year and member is eligible for re-appointment.

Downtown Development Authority (DDA) The DDA's mission is to oversee the revitalization and redevelopment of the central business district and to develop and promote for the public good and general welfare, trade, commerce, industry and employment opportunities. The DDA is comprised of seven (7) members who are:

- (1) a taxpayer residing in the municipal corporation for which the authority is created; or
- (2) an owner or operator of a business located within the downtown development area and a taxpayer residing in the county in which is located the City of Stockbridge; (one such director may be a member of the governing body of the City of Stockbridge and not less than four shall be or represent a party who has an economic interest in the redevelopment and revitalization of the downtown development area defined herein).
- (3) one director who resides outside the county; in which the City of Stockbridge is located, provided, that director owns a business within the downtown development area and is a resident of the State of Georgia; or own and operate a business within the city. Four of the members must have a specific economic interest in the downtown area. The members are appointed by the Mayor and Council, and each serve 4-year terms and are eligible for re-appointment.

Regular Meetings are held the 3rd Tuesday of each month (or as necessary) --

Public Facilities Authority (PFA) which shall be deemed to be a political subdivision of the state and a public corporation. Such corporation shall be separate and distinct from any public corporation or other entity heretofore created by the General Assembly and shall be an instrumentality of the state exercising governmental and proprietary powers. The authority is created for the purpose of promoting the public good and general welfare of the citizens of the city and of the state and financing and providing facilities, equipment, and services within the city, for sale to, lease or sublease to, or operation by any public body or any private person. In connection with the exercise of any of its powers, the members of the authority may make findings or determinations that the exercise of its powers as proposed will promote the public good and general welfare, and assist public bodies in providing facilities, equipment, and services in the city, and such findings or determinations, if made, shall be conclusive and binding and shall not be subject to review. Three members shall be persons residing in the City of Stockbridge; Four members shall be persons residing in Henry County who possess specific experience, knowledge, or professional expertise in the field of banking, finance, real estate development, community development, or another area of expertise related to economic development. To be eligible for appointment as a member of the authority, a person shall be at least 21 years of age and a resident of Henry County for at least two years prior to the date of his or her appointment and shall not have been a convicted felon. The mayor or any member of the city council may be appointed to serve as one of the seven members of the authority. Meetings are held as needed. The members are appointed by the Mayor and Council, and each serve 4-year terms and are eligible for re-appointment.

BOARD, COMMITTEE AND COMMISSION INFORMATION

Planning Commission formerly known as the Zoning Advisory Board (ZAB) The Planning Commission is an advisory body to the City Council, which is responsible for directing the short and long-range growth and development of the city through maintenance and implementation of the City's General Land Use and Development Plans. The Commission is composed of (6) six members who shall be residents of the City, serve with compensation and shall be appointed upon the basis of the majority of the City Council. Commissioners shall serve a four-year term with a maximum of two full consecutive terms. Commissioner shall not hold any other public office or position with the City of Stockbridge. Planning Commission meetings are held on the 3rd Thursday of every month at 6:30 p.m., with a called meeting taking place in a rare circumstance.

Board of Ethics consists of five (5) residents of the city to be appointed as follows: the mayor shall solely appoint one (1) resident; and the council members, exclusive of the mayor and by an affirmative vote of the majority of its members, shall appoint three (3) residents. The mayor shall appoint a fifth member, said appointment to be confirmed by the city council. In the event of a vacancy due to resignation, death, incapacity, disqualification or removal for cause, the appointing party (i.e., the mayor or the council) shall appoint a new qualified resident to fill the remainder of the term. No person shall serve on the board of ethics if the person has or has had within the preceding one (1) year period, any interest in any contract or contracting opportunity with the city or has been employed by the city. Members of the board of ethics with any permit or rezoning application pending before the city, or any pending or potential litigation against the city or any city official charged in the complaint shall be disqualified from serving on the board of ethics for that complaint. An alternative member of the board of ethics shall be selected in the same manner as the disqualified individual. No person shall serve on the board of ethics who has been convicted of a felony involving moral turpitude in this state or in any other state, unless such person's civil rights have been restored and at least ten (10) years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude. No person shall serve on the board of ethics who is less than twenty-one (21) years of age, who holds a public elective office, who is physically or mentally unable to discharge the duties of a member of the board of ethics, or who is not qualified to be a registered voter in the City of Stockbridge. Term is four (4) years and members are eligible for re-appointment. Meetings are held as needed.

Historic Preservation Commission – In the support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of Stockbridge is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people. To stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historic and aesthetic attractions to tourists and thereby promote and stimulate business. To enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law. To provide for the designation, protection, preservation and rehabilitation of historic properties and districts and to participate in federal or state programs to do the same. The Commission shall consist of five (5) members appointed by the mayor and ratified by the City Council. All members shall be residents of Stockbridge and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources. To the extent available in the City, at least three (3) members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions. Members shall serve three-year terms. Members may not serve more than two (2) consecutive terms. In order to achieve staggered terms, initial appointments shall be: one (1) member for one (1) year; two (2) members for two (2) years; and two (2) members for three (3) years. Members shall not receive a salary, although they may be reimbursed for expenses.

BOARD, COMMITTEE AND COMMISSION INFORMATION

Youth Council Advisory Committee is to make recommendations to Council based on the following Terms of Reference;

1. To identify and advise on youth issues in the City of Stockbridge.
2. To advise Council on the development of policies that are responsive to the needs of youth.
3. To consult with local youth and provide feedback and results of consultations to Council.
4. To assist in the ongoing development and delivery of youth-targeted projects and programs.
5. To create opportunities for youth leadership development by acting as a resource for youth activities.

The committee consists of (12) twelve members who reside in the City of Stockbridge or Henry County and serve a 2-year term. Meetings are held on the 3rd Tuesday of each month, or as needed at City Hall at 6:30 p.m.

Main Street Advisory Board — The Stockbridge Main Street Program is a community-driven initiative that focuses on conscientious revitalization of the Historic Downtown area. Based on the *Main Street Four-Point Approach™* which explores the four areas of Downtown **Design, Economic Restructuring, Promotion and Organization**, the underlying premise of the Main Street concept is to encourage economic development, within the context of historic preservation, in ways that are appropriate for today's marketplace. Main Street programs across the nation advocate a return to community self-reliance, local empowerment, and the rebuilding of traditional commercial districts based on their unique assets—distinctive architecture, a pedestrian-friendly environment, personal service, local ownership, and a sense of community. The Main Street Advisory Board is comprised of 11 members and will meet once per month (or as necessary). Each Board Member must agree to serve on at least one committee.

Position	Status	Term	Term Notes
City Council Member	Ex officio ¹ Board Member	Term of Service	Can be reappointed based on the calendar year, and approval by the City Council
Representative from the Downtown Development Authority	Ex Officio Member	Term of Service	Can be reappointed by the organization, then approved by the City Council.
3 - Stockbridge Residents [added to further ensure a truly representative cross-section of the existing Stockbridge community.]	Regular Board Member	2 years	Can be reappointed by City Council
2 - Stockbridge Business or Property Owners / Operators (Within the Main Street District)	Regular Board Member	3 years	Can be reappointed by City Council
2- Stockbridge Business or Property Owners / Operators (Outside of the Main Street District)	Regular Board Member	2 years	Can be reappointed by City Council
Architect, Contractor, Interior Designer, or Landscape Architect (Henry County-based)	Regular Board Member	2 years	Can be reappointed by City Council
Representative from a Stockbridge-based Arts Organization	Regular Board Member	2 years	Can be reappointed by the organization, then approved by the City Council.
Representative from a Stockbridge-based financial institution	Regular Board Member	2 years	Can be reappointed by the financial institution, then approved by the City Council.
Representative from the Stockbridge Business Association or other city-recognized business organization	Regular Board Member	2 years	Can be reappointed by the Business Organization, then approved by the City Council

City of Stockbridge

Main Street Advisory Board Offices² President Vice-President Secretary

¹ An Ex-Officio Board Member serves on the Board because of another office or position that he/she currently holds. The term is Latin, meaning literally "from the office", and the sense intended is "by right of office."

Ex Officio members are afforded the same rights as regular Board members, including debate, making formal motions, and voting.

² There is no need for a separate position of Treasurer – City Finance Team will handle financial needs.

Citywide Development Authority (DA) The work of development authorities is crucial for the ability for local government to create a legacy of sustained prosperity and requires strong leadership from board members, staff, and elected officials. The Citywide Development Authority is a (7) seven-member authority consisting of (3) residents of the City (1) of those being a member of the Governing Body and (4) members to be Henry County Residents with subject-matter expertise such as attorneys, realtors, developers, and zoning experts. The directors shall be taxpayers residing in the county or municipal corporation for which the authority is created, and their successors shall be appointed as provided by the resolution provided for in Code Section 36-62-4

Police Department Citizen-Police Advisory Council

The Citizen-Police Advisory Council is established under the direction of the City of Stockbridge Police Department. The purpose of the Citizen-Police Advisory Council is: To establish, conduct, and maintain a mechanism for the timely identification of concerns and/or issues within the community; as well as to assist in the identification and development of appropriate responses to areas of concerns and/or issues; To act as an advisory group to the City of Stockbridge Police Department; To act as a conduit of information between the community and the Police Department; To promote community awareness, understanding, and involvement in police programs and services. The Citizen-Police Advisory Council shall consist of twelve (12) members. Members must be a resident, business owner, or clergy member residing in or operating a business, non-profit, or place of worship within the City of Stockbridge. Members will be appointed or selected as follows: The Mayor shall appoint one (1) member; Each Council member shall appoint one (1) member; The Chief of Police shall select one (1) member from each of the City's four patrol zones to be confirmed by the City Council; The Chief of Police shall select one (1) member from the business community to be confirmed by the City Council; The Chief of Police shall select one (1) member from the faith-based community to be confirmed by the City Council; Members will be selected by the Chief of Police for their professionalism, integrity, and commitment to the community. The Chief of Police reserves the right to make the final determination regarding membership selection. Half the initial members selected to serve on the Citizen-Police Advisory Council shall be appointed to serve a one-year term, and half will be selected to serve a two-year term. Citizen -Police Advisory Council members shall be bound by the City of Stockbridge Code of Ethics. Meetings will be held on the first Thursday of each month at 6:00p.m.

Stockbridge Business Partnership Board ("Board") is hereby created for the purpose of bringing together a community of business owners and professionals who share a common interest in promoting the success and growth of Stockbridge businesses. The Board shall be composed of seven (7) members appointed by the City Council. The Board shall consist of Stockbridge business owners, property owners, and residents. Four (4) members of the Board shall be initially appointed for a term of three (3) years, and three (3) members shall be initially appointed for a term of two (2) years. Thereafter, the term of each Board member shall be two (2) years with appointment times staggered such that the entire board cannot be reconstituted in one appointment. However, a Board member appointed to complete the term of another Board member shall be eligible for appointment for another full term. One (1) seat on the Board shall always be filled by the city's Economic Development Director who shall serve as a voting member of the Board. The Board is scheduled to meet on the 2nd Thursday of each month (subject to change).

City of Stockbridge

Keep Stockbridge Beautiful Board ("Board") is hereby created for the purpose of assisting the City Council in establishing a citywide policy to prevent litter and encourage beautification of the City of Stockbridge. The Board shall be composed of nine (9) members appointed by the City Council. The Board shall consist of city residents, representatives from the business sector, and community organizations. Five (5) members of the Board shall be initially appointed for a term of two (3) years, and four (4) members shall be initially appointed for a term of two (2) years. The terms shall be staggered to match even and odd year appointments so that the entire board never gets appointed in one year. Thereafter, the term of each Board member shall be two (2) years with appointment times staggered such that the entire board cannot be reconstituted in one appointment. However, a Board member appointed to complete the term of another Board member shall be eligible for appointment for another full term. Two (2) places on the Board shall always be filled by two city employees who shall serve as non-voting ex-officio members of the Board. The Executive Director of the Board shall be a non-voting member of the Board. The meeting schedule is to be determined.

PROCEDURES FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

- 1) Approximately four weeks before the end of a Board or Commission term, the City Clerk will notify the Mayor and Council and the members of the Board or Committee affected of the positions and citizens whose terms will be expiring. The City Clerk shall also notify the Mayor and Council of vacancies created on a board/commission.
- 2) The City Clerk will cause this information to be posted via the City's website, social media pages, bulletin board, printed newsletter, or other means to inform the residents in the city. This notice will also include qualifications (if any) to serve. Vacancies will be posted for a minimum of 45 days, or until filled.
- 3) Applications shall be sent to the City Clerk. The Mayor and Council may interview candidates at its discretion. The Mayor and Council retain all responsibilities and rights to select candidates, nominate and confirm appointments as required by City Ordinance.
- 4) After any appointment, the new Board or Commission member, as well as the other members of that Board or Commission will receive notice of the appointment by the City Clerk.

BOARD OF COMMISSIONERS OF
HENRY COUNTY, GEORGIA

RESOLUTION # 24-15

Resolution approving Intergovernmental Agreement with the City of Stockbridge for the Improvement of Patrick Henry Parkway.

WHEREAS, Patrick Henry Parkway is located within the City limits of Stockbridge and within the County limits line; and

WHEREAS, Patrick Henry Parkway is in need of improvements; and

WHEREAS, on July 20, 2021, The Board of Commissioners approved Resolution 21-233 calling for an election to impose a Special District Mass Transportation and Use Tax ("TSPLOST") that was approved by the voters in November 2021; and

WHEREAS, Patrick Henry Parkway is a District 4 TSPLOST resurfacing project; and

WHEREAS, Patrick Henry Parkway is located 3/10 within the City limits of Stockbridge and 7/10 is located within the County limits; and

WHEREAS, the City and the County desires to both contribute financially to the improvement of Patrick Henry Parkway.

WHEREAS, the City agrees to contribute five hundred and forty thousand (\$540,000.00) towards the cost based on the terms set out in Exhibit "A", and

NOW, THEREFORE, BE IT RESOLVED, the Henry County Board of Commissioners authorizes the Chair and/or County Manager to sign the Intergovernmental Agreement with such changes and modifications as necessary to effectuate the Resolution.

This Resolution shall be effective immediately upon adoption and is herewith adopted this

This the 3rd day of January 2024.

HENRY COUNTY BOARD OF COMMISSIONERS

BY: 

Carlotta Harrell, Chair

Attest:



Stephanie Braun, County Clerk

**INTERGOVERNMENTAL AGREEMENT
BETWEEN HENRY COUNTY AND THE CITY OF STOCKBRIDGE**

This Intergovernmental Agreement ("IGA") is entered into on this ____ day of _____, by and between Henry County, Georgia, a political subdivision of the State of Georgia, (hereinafter, "County" and the City of Stockbridge, also a political subdivision of the State of Georgia, (hereinafter, "City").

RECITALS

WHEREAS, Patrick Henry Boulevard is located within the City limits of Stockbridge and within the County limits; and

WHEREAS, T-SPLOST was approved by the voters in November 2021; and

WHEREAS, Patrick Henry Boulevard is located 3/10 within the City limits of Stockbridge and 7/10 is located within the County limits; and

WHEREAS, the City and the County desire to both contribute financially to the remediation and resurfacing of Patrick Henry Parkway; and

WHEREAS, by execution of the Intergovernmental Agreement, the City agrees to contribute three-tenths of the costs for the Project, for a total sum not to exceed five hundred forty thousand dollars (\$540,000.00); and

NOW, THEREFORE, in consideration of the mutual benefits to both parties, it is hereby agreed as follows:

ARTICLE I: DUTIES

A. County's Duties:

1. The County agrees to provide the bid specifications and bid letting for the Work.
2. The County shall enter an agreement with a contractor to perform the requisite construction for the remediation and resurfacing of Patrick Henry Parkway.
3. The County agrees to handle prior local resident work notification within their respective county as they deem appropriate.

B. City's Duties

1. The City's total cost share and obligation for the remediation and resurfacing of Patrick Henry Parkway shall not exceed five hundred forty thousand (\$540,000.00) (said obligation referred to as the "City's Total Cost Share"). The City shall pay to the County three-tenths (3/10) of the monthly amounts invoiced to the County for the Project, up to and until the

City's Total Cost Share is reached. The County shall submit to the City monthly invoices evidencing the City's monthly share of any invoiced Project costs.

2. The City agrees to handle prior local resident work notification within their respective city as they deem appropriate.

ARTICLE II: AMENDMENT

Either party may initiate a request for modification to the Agreement. Such modifications shall be in writing. This agreement constitutes the entire agreement between the parties, and actions by parties other than those identified or designated within the Agreement, shall not serve to bind, or incur liability on behalf of either party.

ARTICLE III: NOTICE

Official notices and correspondence to the County shall be delivered in person, transmitted by regular mail or by certified mail, postage prepaid to the following:

Henry County
Attention: Cheri Matthews
County Manager
140 Henry Parkway
McDonough, GA 30253

Official notices and correspondence to the City shall be delivered in person, transmitted by regular mail or certified mail, postage prepaid to the following:

City of Stockbridge
Attention: Frederick Gardiner
City Manager
4640 North Henry Boulevard
Stockbridge, GA 30281

ARTICLE IV: GENERAL CONDITIONS

- A. Entire Agreement: This agreement constitutes the sole agreement between the parties. No representations oral or written, not incorporated herein, shall be binding to the parties.
- B. Severability: In the event any provision of this agreement is held to be unenforceable for any reason, the remainder of the agreement shall be in full force and effect and enforceable in accordance with its terms.
- C. Georgia Law Governs: This agreement shall be governed by and construed and enforced in accordance with the laws of Georgia.
- D. Venue: This agreement shall be deemed to have been made and performed in Henry County, Georgia. For the purpose of the venue, all suits or causes of action arising out of this agreement shall be brought in the courts of Henry County, Georgia.

IN WITNESS THEREFORE, parties have hereunto set their hands and affixed their seals this _____ day of _____, 2024.

Henry County, Georgia



Carlotta Harrell, Chair
Board of Commissioners

City of Stockbridge, Georgia

Anthony Ford, Mayor
City of Stockbridge

ATTEST:



Stephanie Braun
Clerk of Commissioners
(Seal)



ATTEST:

Vanessa Holiday
City of Stockbridge
(Seal)

APPROVED AS TO FORM


Serena Nowell
Henry County Attorney

**STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE**

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
STOCKBRIDGE, GEORGIA, EXPRESSING UNWAVERING
COMMITMENT AND SUPPORT FOR THE YOUTH AND SENIOR
CENTER PROJECT**

WHEREAS, the City of Stockbridge has declared its unwavering commitment and full support for the development and operation of a Youth and Senior Center, recognizing the profound impact such a facility will have on the community;

WHEREAS, this essential establishment is envisioned as a hub for physical, intellectual, and social enrichment, catering to the diverse needs of both our younger and older residents;

WHEREAS, the City of Stockbridge has already allocated funds for the preliminary conceptual design and has established a construction budget for the Youth and Senior Center, underscoring the project's priority within our community;

WHEREAS, the City intends to further support this vital initiative through the allocation of Special Purpose Local Option Sales Tax (SPLOST) funds, earmarked specifically for the design and engineering phases of the Youth and Senior Center project;

WHEREAS, in pursuit of comprehensive funding and support for the Youth and Senior Center, the City of Stockbridge is actively engaging our local congressional delegation, seeking partnerships and funding opportunities to ensure the project's success and sustainability;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA, that this resolution reaffirms our dedication to the Youth and Senior Center project as a cornerstone for community development, enrichment, and unity.

SECTION 1. Severability. If any part of this resolution is deemed invalid or unenforceable, such invalidity or unenforceability shall not affect the remainder of this resolution.

SECTION 2. Attorney Authorization The City Attorney is hereby authorized, by the consent of the City Council, to make such edits, changes, and additions to this resolution as necessary to ensure its compliance with the intent of the City Council, the Charter of the City of Stockbridge, and all applicable laws and ordinances.

SECTION 3. Effective Date This resolution shall be effective immediately upon its adoption

SECTION 4. Repeal of Conflicting Resolutions. Any previous resolutions or parts thereof in conflict with the stipulations of this resolution are hereby repealed to the extent of the conflict.

SO RESOLVED this _____ day of _____ 2024.

ANTHONY S. FORD, Mayor

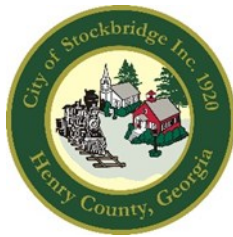
ATTEST:

VANESSA HOLIDAY, City Clerk (SEAL)

APPROVED AS TO FORM:

QUINTON G. WASHINGTON, City Attorney

_____
A handwritten signature in blue ink, appearing to read 'Q. Washington', is written over a horizontal line.



City of Stockbridge

AGENDA ITEM

MEETING DATE

FUNDING SOURCE

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST or TSPLOST
- ☐ ARPA
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

DEPARTMENT:

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

APPROVALS: CITY MANAGER Frederick Gardiner

CITY TREASURER _____

CITY ATTORNEY _____

GRANTS ADMIN. _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$

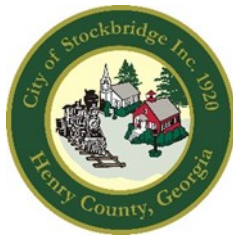
ATTACHMENTS: ☐

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

STAFF RECOMMENDATION:

Staff Signature_____



City of Stockbridge

AGENDA ITEM

MEETING DATE

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ACCOUNT TRANSFER TO:

PRESENTER:

DEPARTMENT:

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

APPROVALS: CITY MANAGER Frederick Gardiner

CITY TREASURER _____

CITY ATTORNEY _____

GRANTS ADMIN. _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$

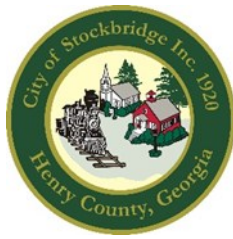
ATTACHMENTS:

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

STAFF RECOMMENDATION:

Staff Signature_____



City of Stockbridge

AGENDA ITEM

MEETING DATE

FUNDING SOURCE

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- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

DEPARTMENT:

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

APPROVALS: CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

GRANTS ADMIN. _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$

ATTACHMENTS:

☐

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

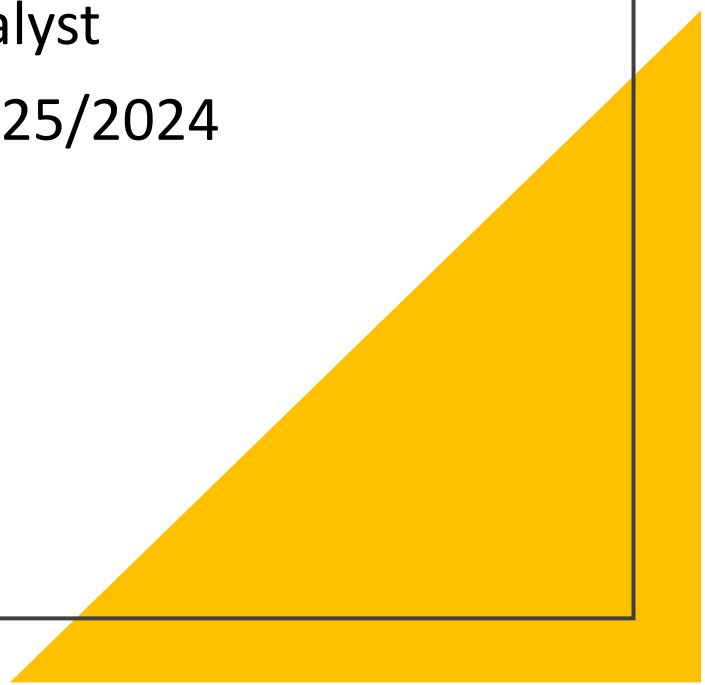
STAFF RECOMMENDATION:

Staff Signature_____

Proposed Liquor Stores

Jordyn Bucholtz, GIS
Analyst

01/25/2024

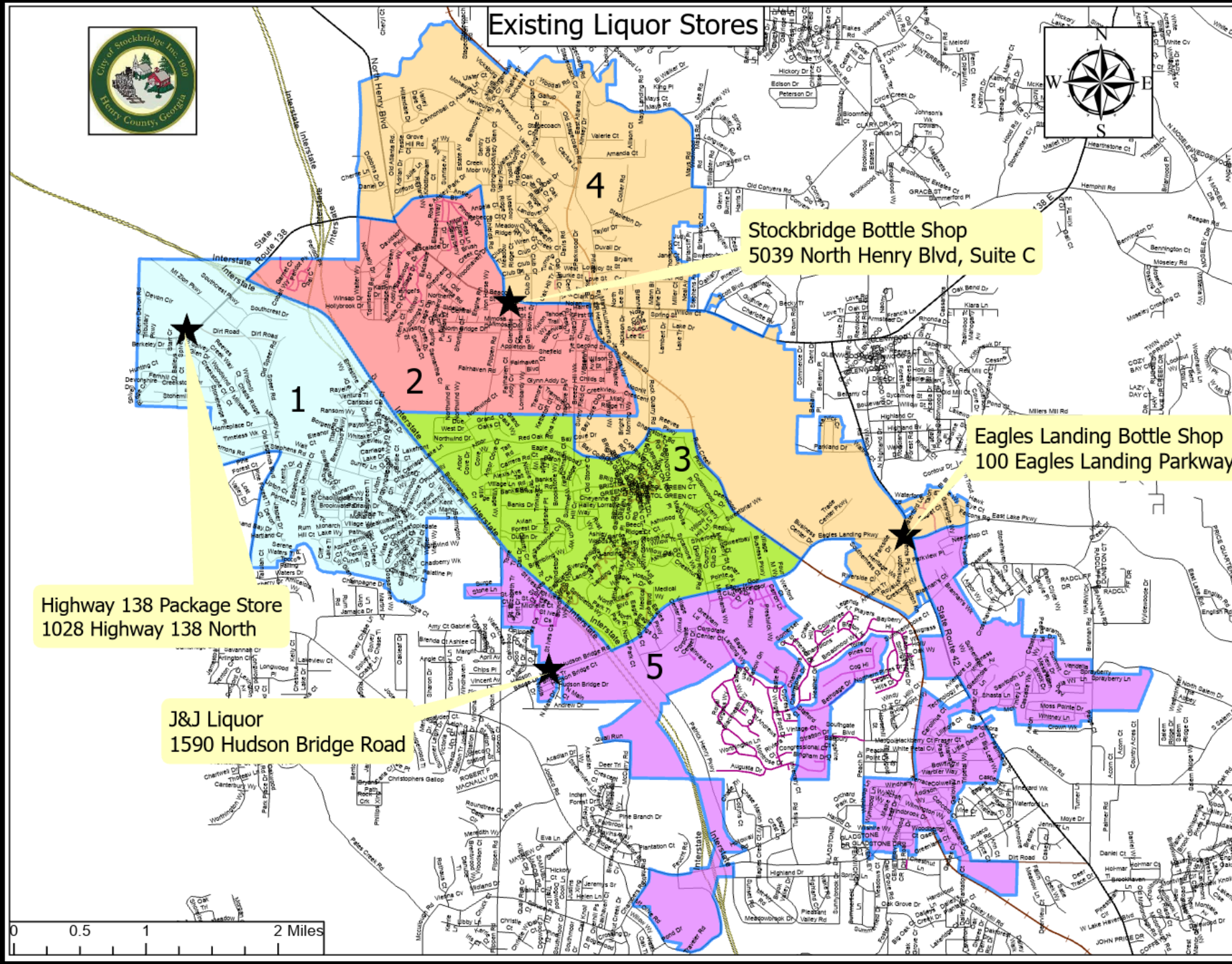
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9.04.130 - Maximum number of distilled spirits retail licenses permitted

- The city shall issue a maximum of three (3) licenses for the sale of distilled spirits by the package. No additional licenses shall be issued unless the population of the City of Stockbridge reaches twenty thousand (20,000) residents, at which time one additional license may be permitted for each five thousand (5,000) residents of the city over the twenty thousand (20,000) initial threshold. No application for a license to do business as a retail seller of distilled spirits shall be considered or approved or a license issued where the total number of retail seller of distilled spirits licenses issued and in effect at the time of such application numbers at least one for each five thousand (5,000) residents according to the latest officially and finally published annual population estimates by the U.S. Census Bureau. In making this computation, fractions of each five thousand (5,000) residents shall not be considered. For purposes of this section, nonconforming retail sellers of distilled spirits shall be included for purposes of calculating the number of outstanding licenses.
- Whenever it shall be recognized by the city treasurer that the release of population projections by the U.S. Census Bureau results in the availability of one (1) or more additional licenses, and it is determined by the city treasurer that one (1) or more additional licenses are available, the city shall publish a notice, one (1) time, advising the public of such, and that applications will be received for a period of forty-five (45) days subsequent to the publication. If, during this period, applications are received which exceed the number of newly available licenses, there shall be held a lottery, administered by the city treasurer, to determine the order in which applications shall be processed. Thereafter, the applications shall be processed in the order reflected in the results of the lottery. Once the proceeding of applications has resulted in the issuance of licenses up to the limit contained in this chapter, the remaining applications shall be returned to the applicants, unprocessed. If no applications are received during the forty-five-day period after publication, applications shall thereafter be processed in the order in which they may thereafter be received.



Existing Liquor Stores



Stockbridge Bottle Shop
5039 North Henry Blvd, Suite C

Eagles Landing Bottle Shop
100 Eagles Landing Parkway

Highway 138 Package Store
1028 Highway 138 North

J&J Liquor
1590 Hudson Bridge Road

0 0.5 1 2 Miles

Ordinance to Allow Additional Licenses

- **Population threshold has been met**
 - 6,000 people added to population following 2022 annexations
- **AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF STOCKBRIDGE, GEORGIA RELATING TO DEALERS IN DISTILLED SPIRITS, PAWN SHOP, TIRE SHOP, USED CAR DEALERSHIPS, AND PRECIOUS GEMS SO AS TO CLARIFY THE NUMBER OF LICENSES AVAILABLE TO PROVIDE A PROCESS FOR ALLOWING ADDITIONAL LICENSES BASED UPON CENSUS DATA; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**
- **SECTION 1. Ordinance. That Title 9, Chapter 04, section 090 (A) of the current Stockbridge code be deleted, and a new Title 9, Chapter 04, section 090 (A) be added to the Code of Ordinances, City of Stockbridge, Georgia, so as to read as follows:**

9.04.090 – Premises – Additional restrictions for distilled spirits retail licenses.

A. No retail license for the sale of distilled spirits shall be issued unless the location is located within five hundred (500) feet of the streets or roads designated in the following five (5) areas and has direct access onto such streets or roads:

- **Area 1:** Those portions of Mount Zion Parkway and Highway 138 lying west of I-75;
- **Area 2:** Those portions of Highway 138 and North Henry Parkway lying east of I-75;
- **Area 3:** Those portions of Eagles Landing Parkway/Hudson Bridge Road from their intersection with west right-of-way line of Highway 42 to the west city limits line.
- **Area 4:** Those portions of Rock Quarry Road lying east of I-75;
- **Area 5:** Those portions of Jodeco Road that are at least the distance restrictions of a church and/or school buildings.

9.16.200 - License limitation

- Whenever it shall be recognized by the city treasurer that the release of population projections by the U.S. Census Bureau results in the availability of one (1) or more additional licenses, and it is determined by the city treasurer that one (1) or more additional licenses are available, the city shall publish a notice, one (1) time, advising the public of such, and that applications will be received for a period of forty-five (45) days subsequent to the publication.
- If, during this period, applications are received which exceed the number of newly available licenses, there shall be held a lottery, administered by the city treasurer, to determine the order in which applications shall be processed. Thereafter, the applications shall be processed in the order reflected in the results of the lottery. Once the proceeding of applications has resulted in the issuance of licenses up to the limit contained in this chapter, the remaining applications shall be returned to the applicants, unprocessed.
- If no applications are received during the forty-five-day period after publication, applications shall thereafter be processed in the order in which they may thereafter be received.

State Law Distance Requirement

- Section 3-3-21 - Sales of alcoholic beverages near churches, school buildings, or other sites **(a)(1)** No person knowingly and intentionally may sell or offer to sell: **(A)** Any distilled spirits in or within 100 yards of any church building or within 200 yards of any school building, educational building, school grounds, or college campus;



Proposed Liquor Store Areas



Portions of Mount Zion Pkwy and Highway 138 lying west of I-75

Stockbridge Bottle Shop
5039 North Henry Blvd, Suite C

Portions of Highway 138 and North Henry Blvd lying east of I-75

Portions of Rock Quarry Road lying east of I-75

Eagles Landing Bottle Shop
100 Eagles Landing Parkway

Portions of Eagles Landing Parkway/Hudson Bridge Road from their intersection with west right-of-way line of Highway 42 to the west city limits line

Highway 138 Package Store
1028 Highway 138 North

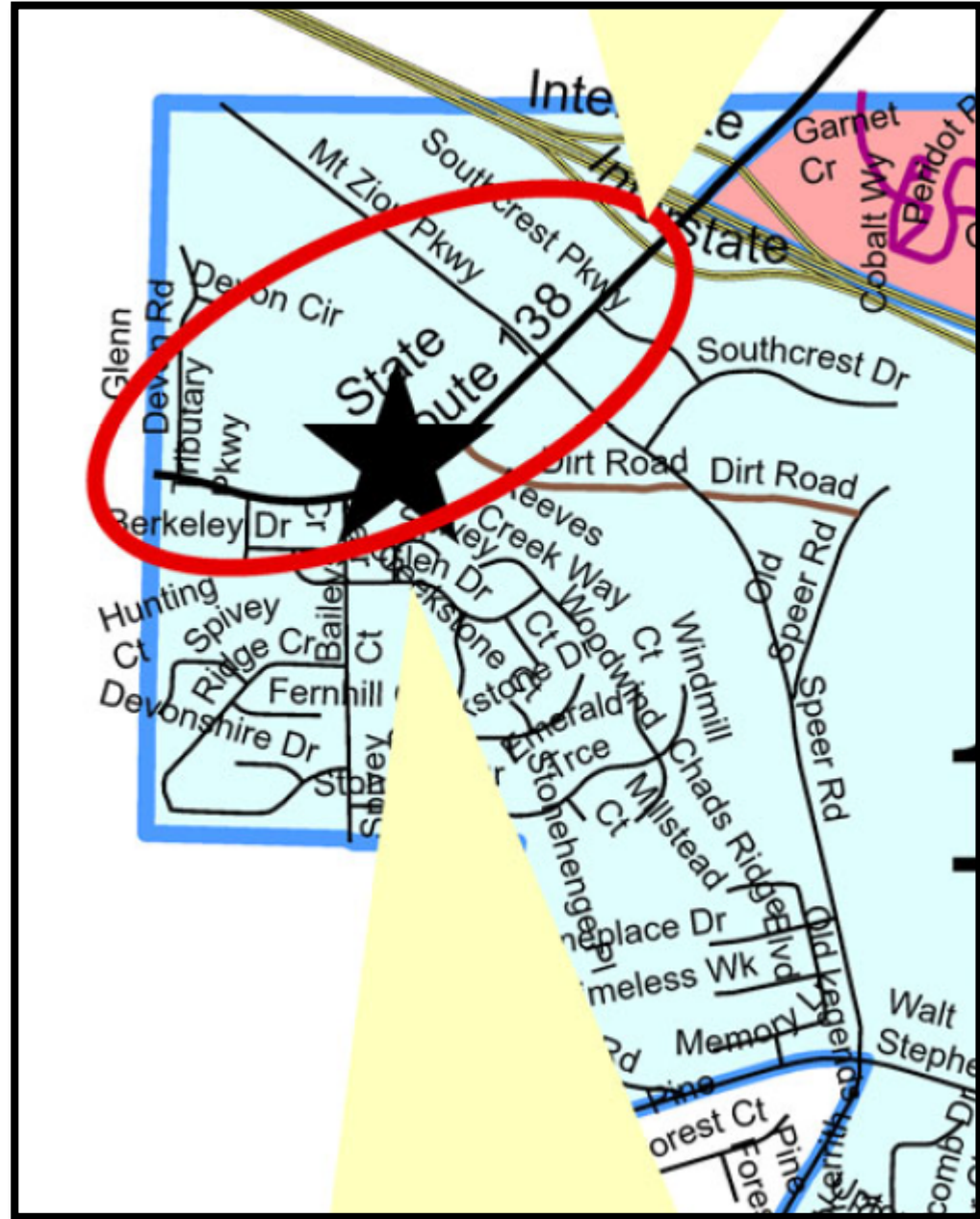
J&J Liquor
1590 Hudson Bridge Road

Portions of Jodeco Road that are at least the distance restrictions of a church and/or school building

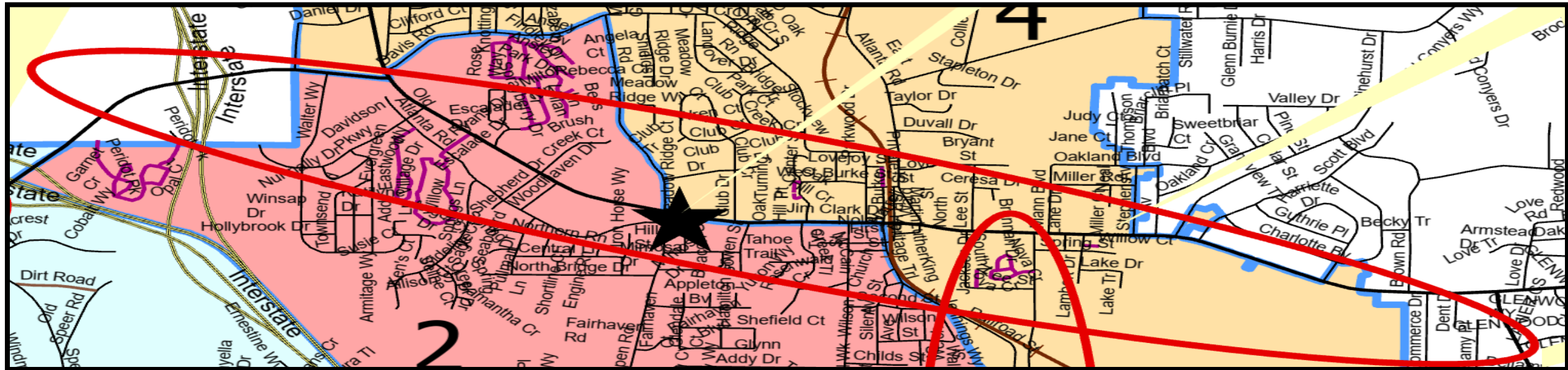
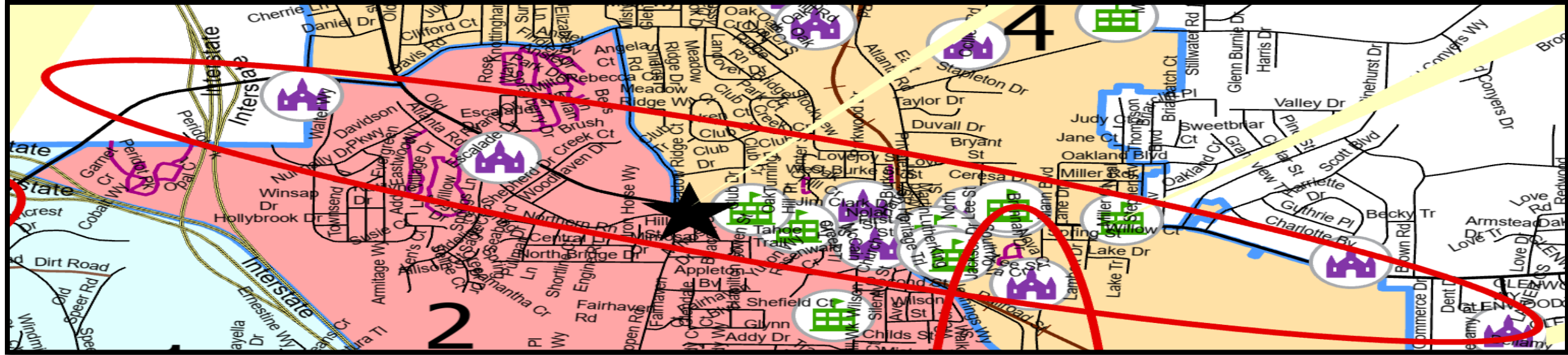
Legend

-  Schools
-  Churches
-  Existing Liquor Stores

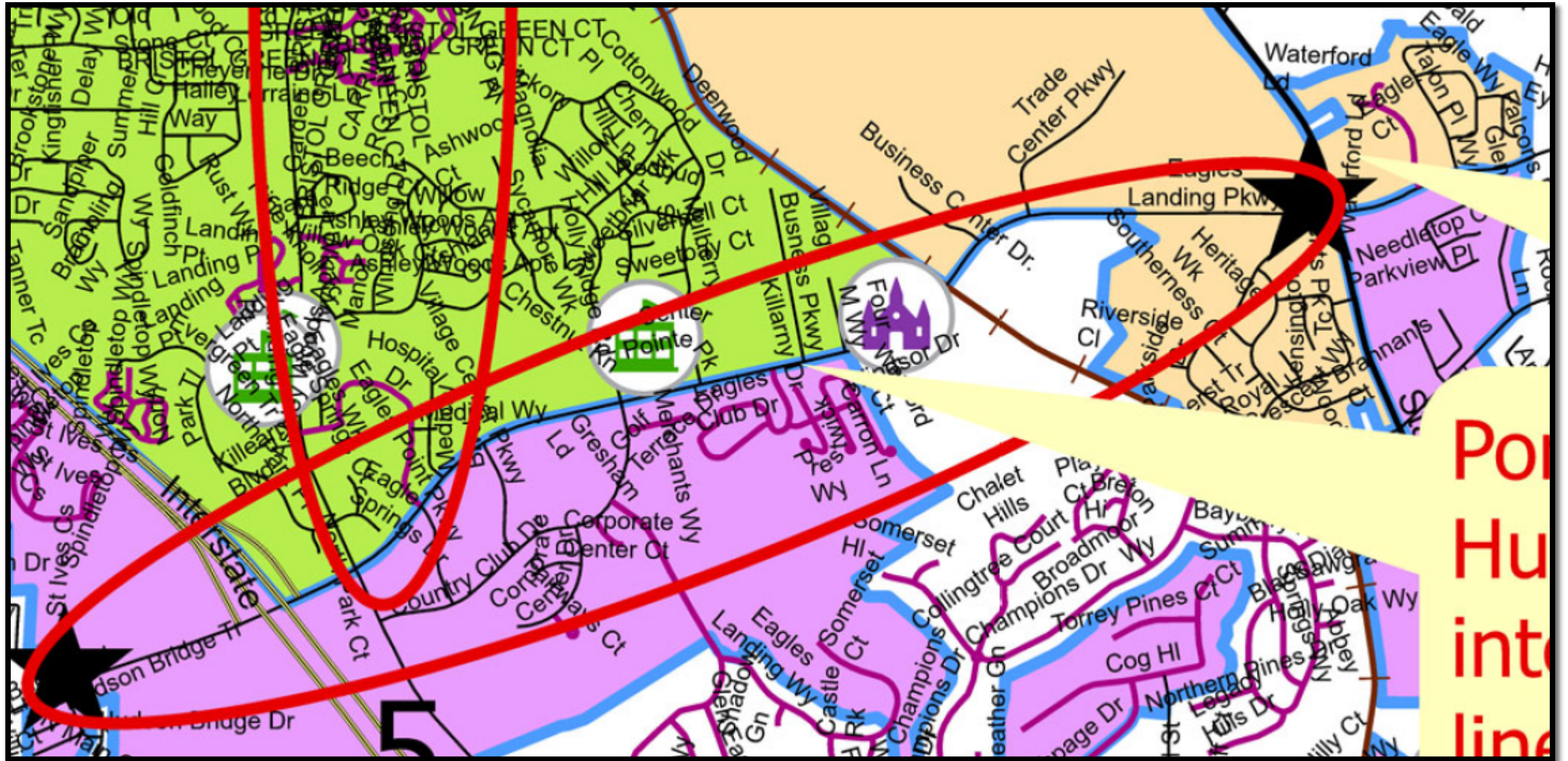
Portions of Mount Zion Parkway and Highway 138 lying west of I-75



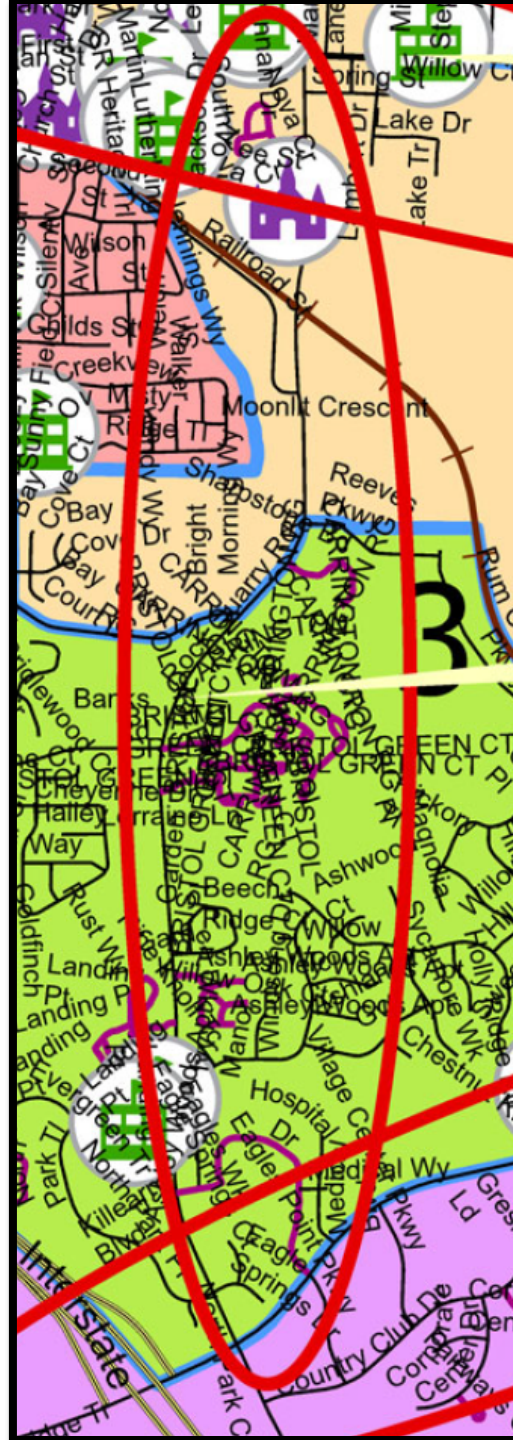
Portions of Highway 138 and North Henry Blvd lying east of I-75



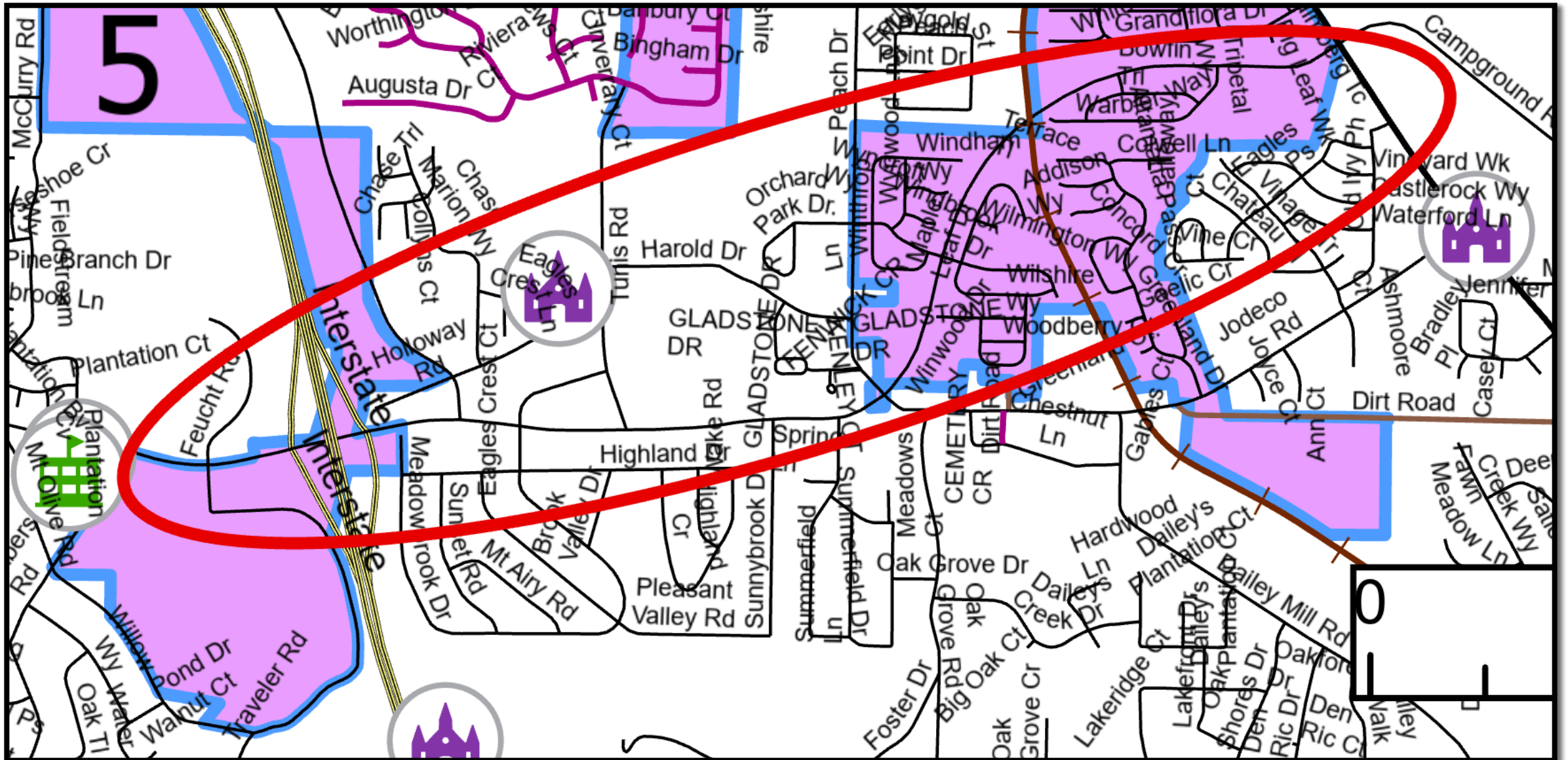
Portions of Eagles Landing Parkway/Hudson Bridge Road from their intersection with west right-of-way line of Highway 42 to the west city limits line



Portions of Rock Quarry Road lying east of I-75



Portions of Jodeco Road that are at least the distance restrictions of a church and/or school



Lottery System Timeline

- Two liquor store licenses will be issued via lottery system



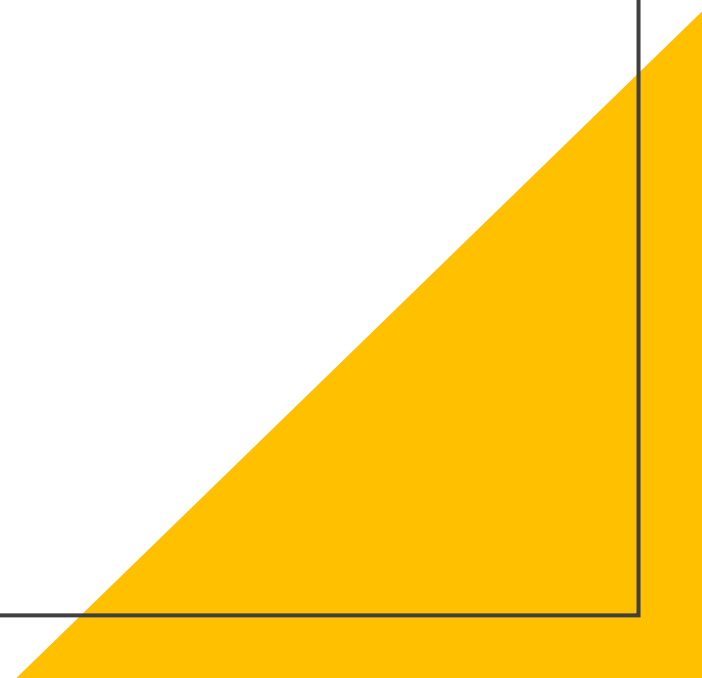
<i><u>TENTATIVE Timeline and Lottery Process</u></i>		
☐	February 27, 2024	Adopt Ordinance
☐	February 27, 2024	Finalize the Lottery application and procedure list.
☐	February 29, 2024	Public Notice and Advertise Lottery. Paper, Website, Social Media. 45 days.
☐	February 29, 2024	Take applications and non-refundable application fee.
☐	February 29, 2024	Begin reviewing applications and conducting criminal background checks with applicants.
☐	February 29, 2024	Application reviews and criminal background checks will be completed through <u>FieldPrint</u> .
☐	April 22, 2024	Council Meeting will be held for Lottery at 6:00 pm in council chambers. Winner(s) will be chosen along with the same number of alternate(s) to be chosen.
☐	April 22, 2024	Lottery winner will start the Occupational Tax Process

Applicant Checklist

MUST HAVE:

- \$750 Non-refundable Application Fee
- Completed Application
- A notarized statement, with background financial documents, from an accountant, financial advisor, bank, or similar entity, that the applicant has sufficient financial ability to purchase and maintain, as required by City Code.
- Government Issued ID
- Proposed Location
- Last day to apply is April 1, 2024, at 4:30 pm

Thank you!





City of Stockbridge
Community Development Department

APPLICATION
(Lottery Application ONLY)

NOTE: USE SEPARATE PAGES AND/OR ATTACHMENTS, AS NECESSARY

1. Type(s) of license applied for: ☐ Alcohol License ☐ Pawnshop
☐ Tire Shop ☐ Vape Shop
☐ Used Car Dealership ☐ Precious Metals
☐ Used Appliance Shop
☐ Thrift store and Consignment Shop
2. Proposed license is a (n): ☐ Individual
☐ Partnership
☐ Corporation
☐ LLC
☐ other legal entity (explain)

3. Applicant information:

Name: _____

Title/Position: _____

Are you a citizen of the United States: ____ yes ____ no

Where were you born? _____

Present home address: _____

County of _____ Number of years at present address _____

Contact information: Business phone #: _____

Home phone #: _____

How long have you been a resident of Georgia? _____ Henry Co? _____

What has been your occupation for the past five (5) years? _____

4. Applicant's relationships with other persons with 1st degree of kinship.

Immediate living relatives:

(Please list all immediate living wife, children, parents, brothers, sisters, and parents)

(Attach separate sheet(s) if necessary)

Name: _____ Age: _____

Relationship: _____ Live with or apart: _____

Name: _____ Age: _____

Relationship: _____ Live with or apart: _____

Name: _____ Age: _____

Relationship: _____ Live with or apart: _____

Name: _____ Age: _____

Relationship: _____ Live with or apart: _____

5. Proposed business name and address:

Business name: _____

Address: _____

6. Corporations: If operating as a corporation, please complete the following:

Corporation name: _____

Address: _____

Date of Incorporation: _____ Where Incorporated: _____

Type of Corporation: _____

Corporate Officers: *Please list each (attach a separate sheet if necessary)*

Name: _____ SS# _____

Office Held: _____

Address: _____

Name: _____ SS# _____

Office Held: _____

Address: _____

Name: _____ SS# _____

Office Held: _____

Address: _____

Name: _____ SS# _____

Office Held: _____

Address: _____

Please provide a copy of your “Articles of Incorporation” and the current “Annual Registration with the Secretary of State”

7. **Stockholder information – applies to any “closely held” stock, not publicly traded and to all stockholders who own more than 10% of the outstanding capital stock of the corporation. DO NOT FILL OUT THIS INFORMATION FOR PUBLICLY TRADED CORPORATIONS. In lieu thereof, please indicate by attached sheet as to whether any affiliate, related company, holding company, subsidiary or other organization holds any form of alcohol license in the City of Stockbridge, or any distilled spirits package sale license within the State of Georgia.**
8. If operating as a corporation, list stockholders with addresses and the amount of interest of each stockholder in the corporation. *Please list each (attach a separate sheet if necessary)*

Stockholder Name: _____ Interest: _____

Address: _____

Stockholder Name: _____ Interest: _____

Address: _____

Stockholder Name: _____ Interest: _____

Address: _____

Stockholder Name: _____ Interest: _____

Address: _____

9. Limited Liability Company (LLC): If operating as a company, please complete the following:

Company name: _____

Address: _____

Date of Formation: _____ Where Formed (State): _____

Type of LLC (member managed or manager managed): _____

LLC members with an ownership interest: Please list each (attach a separate sheet if necessary)

Name: _____ SS# _____

Member – ownership interest (__ %): _____

Address: _____

Name: _____ SS# _____

Member – ownership interest (__ %): _____

Address: _____

Name: _____ SS# _____

Member – ownership interest (__ %): _____

Address: _____

Name: _____ SS# _____

Member – ownership interest (__ %): _____

Address: _____

Please provide a copy of your “Articles of Incorporation” and the current “Annual Registration with the Secretary of State”

10. Limited Liability Partnership (LLP), Partnerships, Sole Proprietorships, and any other forms of business entity: If operating as a partnership or other form of business entity, please complete the following:

Entity name: _____

Address: _____

Date of Formation: _____ Where Formed (State): _____

Type of Partnership: _____

Partnership members with an ownership interest. Please list each (attach a separate sheet if necessary)

Name: _____ SS# _____

Partnership – ownership interest (_____%): _____

Address: _____

Name: _____ SS# _____

Partnership – ownership interest (_____%): _____

Address: _____

Name: _____ SS# _____

Partnership – ownership interest (_____%): _____

Address: _____

Name: _____ SS# _____

Partnership – ownership interest (_____%): _____

Address: _____

Please provide a copy of your “Articles of Incorporation” and the current “Annual Registration with the Secretary of State”

If more than 4 members, partners, or stockholders, please provide the name, address, social security number and ownership interest of additional parties at interest, by separate sheet.

11. Registered Agent

If the proposed license is a legal entity, please provide name of its registered agent:

Agent(s) name: _____

Address: _____

Telephone Number: _____

12. Store Manager, Managing Member, Managing Partner, or other person in charge:
What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business?

Full name: _____

(Please complete the site manager's personal statement, attached)

13. Convictions:
Has the applicant, or any individual having an interest either as owner, partner, member, or stockholder been convicted or entered a plea of Nolo Contendere within fifteen (15) years immediately prior to the filing of this application, for any felony or misdemeanor in any state or for an offense cited by the United States; or any violation of municipal ordinances except traffic violations? If yes, please explain below:

14. Location ownership
Do you own the land and building on which the business is to be operated?

_____ Yes _____ No If Yes, when did you buy it? _____
(Attach proof of ownership)

If not the owner, please complete the following and attach a copy of the lease, option, and any other pertinent documents:

Owner/Agent of Property: _____

Amount of rent: _____ Frequency Paid: _____

Is the amount of rent a set amount? _____ Yes _____ No

If NO, please explain how it is determined: _____

15. If you have an option, or other legal, binding document to buy, lease the building, please explain the general terms: _____

16. Zoning
What is the current zoning on the proposed property location? _____

17. Location Certification

If this is the first application for a license for this business, please attach a current certificate from a registered surveyor containing the following information:

- (1) A scale drawing of the building or proposed building as situated on the proposed lot.
- (2) Proposed parking available to the building.

NOTE: NOT Required for a retail package alcohol license until the applicant is chosen for a license.

18. Financial Interest – Does the applicant or interested parties to this Application:

- A. Have any financial interest in any similar business?

_____ Yes _____ No

- B. Received any financial aid or assistance from any similar business?

_____ Yes _____ No

19. Other Interests:

Do you; any member of your family (children, spouse, parents, siblings) or any of the other owners, partners, or stockholders:

- A. Have any interest, financial or otherwise, in other similar businesses or establishments?

_____ Yes _____ No

If YES, please list:

- B. Own, lease, sub-lease any real estate which is occupied by a similar business. If so, give the location information as to any lease or rental agreement including rents received and who it was rented to: _____ Yes _____ No

If YES, please list:

- C. Serve as the Executor or Administrator or Beneficiary of Heir of any estate having an interest in any similar business or establishment?

_____ Yes _____ No

If YES, please list:

D. Serve as Beneficiary or Trustee of any Trust Fund having an interest in any similar business or establishment?

_____ Yes _____ No

If YES, please list:

20. Financial Gain

Please list all parties who will receive any financial gain or payment derived from any interest or income as a result of the operation that this application applies to. (Please include any owners, partners, members, officers, or principal stockholders)

21. Other Jurisdictions

List other jurisdictions in which any applicant, partner, member, corporate officer, or stockholder holds a similar occupational tax certificate, regulatory license, or alcoholic beverage license:

List all details of denial of any such licenses in any other jurisdiction:

22. Are you familiar with the City of Stockbridge Ordinances, State laws and regulations, Federal laws and regulations governing the operations of this type of business?

_____ Yes _____ No

(City of Stockbridge Ordinance 9.04 Alcoholic Beverage)

23. Restrictions Alcohol ONLY

Ordinance 9.04.090

1. No retail license for the sale of distilled spirits shall be issued unless the location is located within five hundred (500) feet of the streets or roads designated in the following three (3) areas and has direct access onto such streets or roads:

Area 1: Those portions of Mount Zion Boulevard and Highway 138 lying west of I-75;

Area 2: Those portions of Highway 138 and North Henry Boulevard lying east of I-75;

Area 3: Those portions of Eagles Landing Parkway/Hudson Bridge Road from their intersection with the west right-of-way line of Highway 42 to the west city limits line.

24. Do you agree to abide by such ordinances, laws, and regulations?

_____ Yes _____ No

25. Do you have any questions or comments regarding the ordinances, laws, regulations, or application?

_____ Yes _____ No

If YES, please list:

Georgia, Henry County, City of Stockbridge

I, _____, being duly sworn according to the law, do swear that the facts and things stated by me in the above and foregoing answers to questions are true, and no false, or fraudulent statement is made herein, and such answers were made in order to produce the granting of such license.

Signature of Applicant

Print Name

Title of Applicant

Subscribed and Sworn before me on this the _____ day of _____, 20____

NOTARY PUBLIC signature

Notary Commission Expires

NOTARY PUBLIC printed name



City of Stockbridge
Community Development Department

SITE MANAGER'S PERSONAL INFORMATION
Alcohol License ONLY

(To be attached to Application)

(A photo of the manager must be attached to this form)

1. Business Name

(Please complete for the business you are applying as a manager for)

Business Name: _____

Address: _____

2. Manager's name and address:

Name: _____

Home address: _____

Phone number: _____

3. Personal identification information:

Race: _____ Sex: _____ Height: _____ Weight: _____ Age: _____

Color of hair: _____ Color of eyes: _____

4. Manager's birth information:

Location of birth: _____

Date of birth: _____

5. Spousal information: (If married, please complete)

Spouse's full name: _____

Maiden name if applicable: _____

Date of Birth: _____ Date married: _____

Employer: _____

6. Employment record:

(Please list your previous employment information for the last past 10 years) (Attach separate sheet if necessary)

Employer: _____

Location: _____ Dates – From: _____ To: _____

Employer: _____

Location: _____ Dates – From: _____ To: _____

Employer: _____

Location: _____ Dates – From: _____ To: _____

7. Financial interest:

Do you or your spouse, or any member of your family:

- A. Have any interest, financial or otherwise, in other malt beverage, wine, or distilled spirits stores or establishments? _____ Yes _____ No

If YES, please list:

- B. Ever been denied a license or had a license revoked? _____ Yes _____ No

If YES, please list:

8. Prior residences:

(Please list all residences you have had in the past ten (10) years.) (Include a separate sheet if necessary)

Street Address	City	State	Years
_____	_____	_____	_____
_____	_____	_____	_____

9. Tax return:

Did you file a Georgia tax return last year?

_____ Yes _____ No

10. Convictions:

Has the applicant, or any individual having an interest either as owner, partner, member, or stockholder been convicted or entered a plea of Nolo Contendere within fifteen (15) years immediately prior to the filing of this application, for any felony or misdemeanor in any state or for an offense cited by the United States; or any violation of municipal ordinances except traffic violations? If yes, please explain below:

Charge: _____

Place of arrest: _____ Date: _____

Disposition: _____

11. Personal References:

(Please list three personal references not related to you, whom you have known for at least five years)

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____

12. Emergency Contact:

Contact name: _____ Phone #: _____

I, _____, do solemnly swear, that the foregoing statements are true. I understand that any falsehoods are grounds for automatic dismissal of this application.

Signature of Manager

Print Name

Title of Applicant

Subscribed and Sworn before me on this the _____ day of _____, 20____

NOTARY PUBLIC signature

Notary Commission Expires

NOTARY PUBLIC printed name



City of Stockbridge
Community Development Department

BACKGROUND AND SECURITY CLEARANCE FORM
OWNER, APPLICANT, MANAGER
Alcohol License ONLY

Authorization for Release of Personal Information
(Attach photocopy of Social Security Card and Photo ID)

I, _____, do hereby authorize a review of, and full disclosure of, all records concerning myself to any duly authorized agent of the City of Stockbridge, whether said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure pertaining to the background investigation necessary to process my application as required under the Alcohol Beverage Ordinance (Chapter 9) governing licensing in the City.

I also certify that any person, firm, or other entity (“the providing entity”) who may furnish such information concerning me, shall not be held liable or accountable for giving this information and I do hereby fully and completely release the providing entity from all liability, which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the photocopy does not contain the original writing of my signature.

Notary

Signature

Notary Commission Expires

Date

Date of Birth

Social Security Number

Driver’s License Number

Height

Weight



City of Stockbridge

SAVE Public Benefits Affidavit

O.C.G.A § 50-36-1 (e) (2)

Instructions: As required by Georgia Security and Immigration Compliance Act of 2006, as amended, every agency administering or providing Public Benefits is responsible for requiring that applicants for public benefits execute a sworn affidavit verifying the applicant's lawful presence in the United States {Ga. Code 50-36-1(e) (2)}. By executing this affidavit under oath, as an applicant for the City of Stockbridge, Georgia public benefit as supplemented by resolution of the City Council, I am stating the following with respect to my application to the City of Stockbridge.

Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity.

Address of applicant named above

Telephone Number

Name of business, corporation for whom application is being made.

OCCUPATIONAL TAX CERTIFICATE

Category of Public Benefit

1. _____ I am a United States citizen. **{REQUIRES VERIFICATION AT SUBMISSION}**
2. _____ I am a legal permanent resident of the United States.
3. _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant has also hereby verifies that he or she is 18 years of age or older and has provided at least one source and verifiable document, as required by Georgia Law O.C.G.A § 50-36-1 (e) (1). A complete list of secure and verifiable documents is on the back of this form.

REQUIRES VERIFICATION AT SUBMISSION – Which type of secure and verifiable document was provided with this affidavit? : _____

In making the above representation under oath, I understand that any person who knowingly and willfully who makes a false, fictitious, or fraudulent statement or representation in this affidavit shall be guilty of a violation of O.C.G.A § 16-10-20, and face criminal penalties as allowed by such criminal statute.

MUST BE COMPLETED BY NOTARY

I, _____ {representative for} _____
(Printed NAME of individual and natural person) (Name of Business, corporation, partnership, etc.)

Signature of Applicant

Date

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

Executed in _____ (City), _____ (State)

NOTARY PUBLIC Signature

My Commission Expires

SECURE AND VERIFIABLE DOCUMENTS

The following list of secure and verifiable documents, published under the authority of O.C.G.A § 50-36-2 contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card
- A United States military identification card
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable identification of the bearer.
- A identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable identification of the bearer.
- A tribal identification card of the federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable identification of the bearer. A listing of the federally reorganized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
- A United States Permanent Resident Card or Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph of the bearer
- A passport issued by a foreign government, must have I-94 attached
- A Merchant Mariner Document Mariner Credential issued by the United States Coast Guard
- A Free and Secure Trade (FAST) card
- A NEXUS card
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- A driver's license issued by a Canadian government
- A Certificate of Citizenship issued by the United States Department of Citizenship
- Immigration Services (USCIS) (Form N-560 or Form N-561)
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)



Proposed Liquor Store Areas



Portions of Mount Zion Pkwy and Highway 138 lying west of I-75

Stockbridge Bottle Shop
5039 North Henry Blvd, Suite C

Portions of Highway 138 and North Henry Blvd lying east of I-75

Portions of Rock Quarry Road lying east of I-75

Eagles Landing Bottle Shop
100 Eagles Landing Parkway

Portions of Eagles Landing Parkway/Hudson Bridge Road from their intersection with west right-of-way line of Highway 42 to the west city limits line

Highway 138 Package Store
1028 Highway 138 North

J&J Liquor
1590 Hudson Bridge Road

Portions of Jodeco Road that are at least the distance restrictions of a church and/or school building

Legend

- Schools
- Churches
- Existing Liquor Stores

STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF STOCKBRIDGE, GEORGIA RELATING TO DEALERS IN DISTILLED SPIRITS, PAWN SHOP, TIRE SHOP, USED CAR DEALERSHIPS, AND PRECIOUS GEMS SO AS TO CLARIFY THE NUMBER OF LICENSES AVAILABLE TO PROVIDE A PROCESS FOR ALLOWING ADDITIONAL LICENSES BASED UPON CENSUS DATA; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

SECTION 1. Ordinance. That Title 9, Chapter 04, section 090 (A) of the current Stockbridge Code be deleted, and a new Title 9, Chapter 04, section 090 (A) be added to the Code of Ordinances, City of Stockbridge, Georgia, so as to read as follows:

9.04.090 – Premises – Additional restrictions for distilled spirits retail licenses.

A. No retail license for the sale of distilled spirits shall be issued unless the location is located within five hundred (500) feet of the streets or roads designated in the following five (5) areas and has direct access onto such streets or roads:

Area 1: Those portions of Mount Zion Parkway and Highway 138 lying west of I-75;

Area 2: Those portions of Highway 138 and North Henry Parkway lying east of I-75;

Area 3: Those portions of Eagles Landing Parkway/Hudson Bridge Road from their intersection with west right-of-way line of Highway 42 to the west city limits line.

Area 4: Those portions of Rock Quarry Road lying east of I-75;

Area 5: Those portions of Jodeco Road that are at least the distance restrictions of a church and/or school buildings.

SECTION 2. Repeal. The existing Title 9, Chapter 04, Section 090 (A) is hereby repealed. From the Code of Ordinances, city of Stockbridge, Georgia. All ordinances in conflict with this Ordinance are repealed, except as otherwise provided herein.

SECTION 3. Intention of the Governing Body. It is the intention of the governing body, and it is hereby ordained that the provisions of this Ordinance shall be come and be made a part of the Code of Ordinances, City of Stockbridge, Georgia, and the sections of the ordinance may be renumbered to accomplish such intention.

SECTION 4. Approval of Execution. The Mayor is hereby authorized to sign all documents necessary to enact this Ordinance.

SECTION 5. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 6. Authority to Amend The City Attorney is granted authority to amend or correct this Ordinance, with the express consent of the City Council, to reflect the intent of the Council and ensure compliance with applicable laws.

SECTION 7. Effective Date This ordinance becomes effective immediately upon adoption and recording by the City Clerk.

SO ORDAINED this ____ day of _____, 2024.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

(SEAL)

APPROVED AS TO FORM:

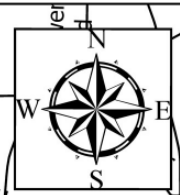


QUINTON G. WASHINGTON, City Attorney

Potential Package Store Locations



Proposed Liquor Store Areas



Portions of Mount Zion Pkwy and Highway 138 lying west of I-75

Stockbridge Bottle Shop
5039 North Henry Blvd, Suite C

Portions of Highway 138 and North Henry Blvd lying east of I-75

Portions of Rock Quarry Road lying east of I-75

Eagles Landing Bottle Shop
100 Eagles Landing Parkway

Portions of Eagles Landing Parkway/Hudson Bridge Road from their intersection with west right-of-way line of Highway 42 to the west city limits line

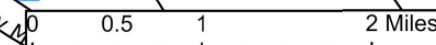
Highway 138 Package Store
1028 Highway 138 North

J&J Liquor
1590 Hudson Bridge Road

Portions of Jodeco Road that are at least the distance restrictions of a church and/or school building

Legend

- Schools
- Churches
- Existing Liquor Stores
- Road Data COS Arterial



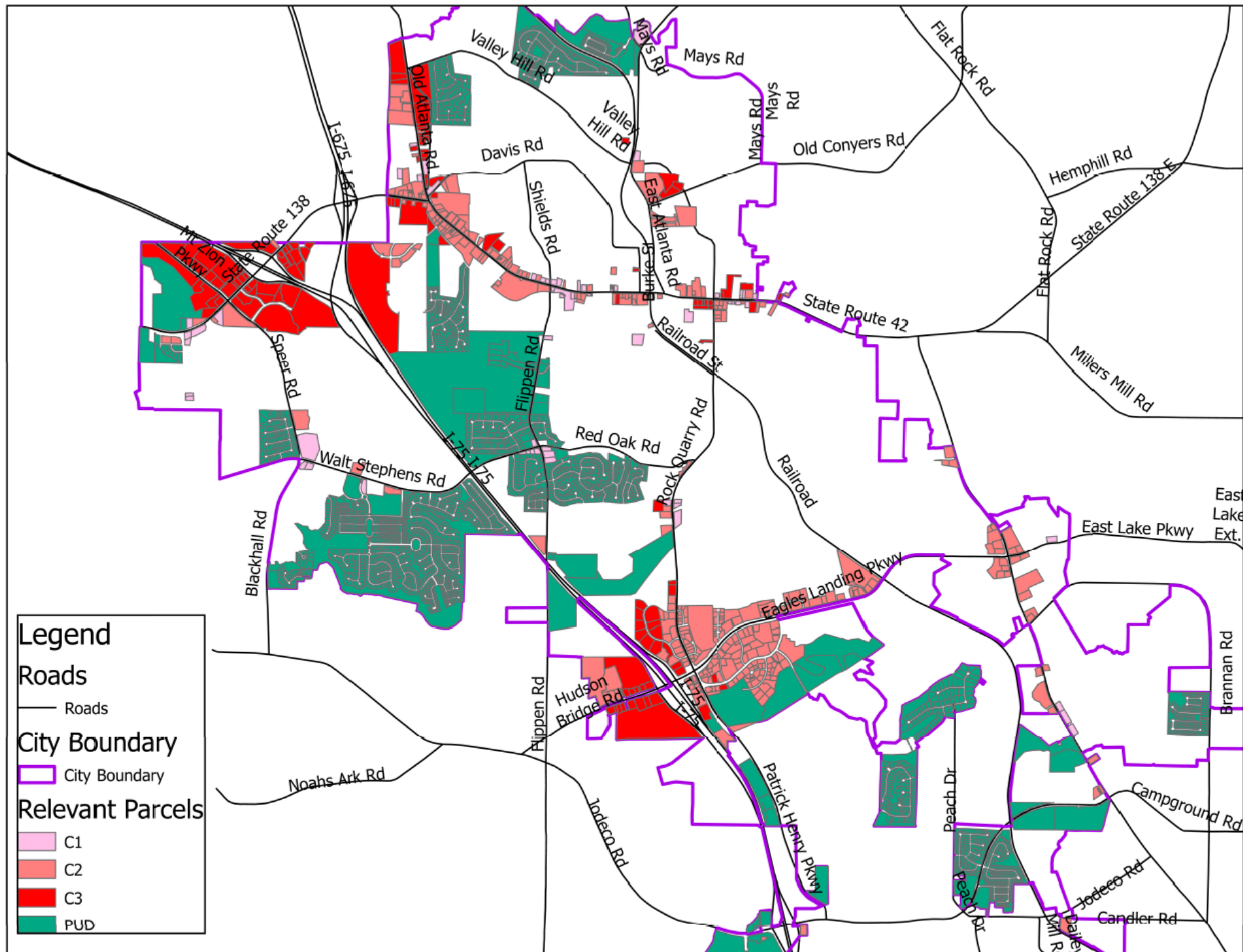
Subject Areas (Ord. 9.04.090)

No retail license for the sale of distilled spirits shall be issued unless the location is located within five hundred (500) feet of the streets or roads designated in the following five (5) areas and has direct access onto such streets or roads:

- **Area 1:** Those portions of Mount Zion Parkway and Highway 138 lying west of I-75;
- **Area 2:** Those portions of Highway 138 and North Henry Parkway lying east of I-75;
- **Area 3:** Those portions of Eagles Landing Parkway/Hudson Bridge Road from their intersection with west right-of-way line of Highway 42 to the west city limits line.
- **Area 4:** Those portions of Rock Quarry Road lying east of I-75;
- **Area 5:** Those portions of Jodeco Road that are at least the distance restrictions of a church and/or school buildings.

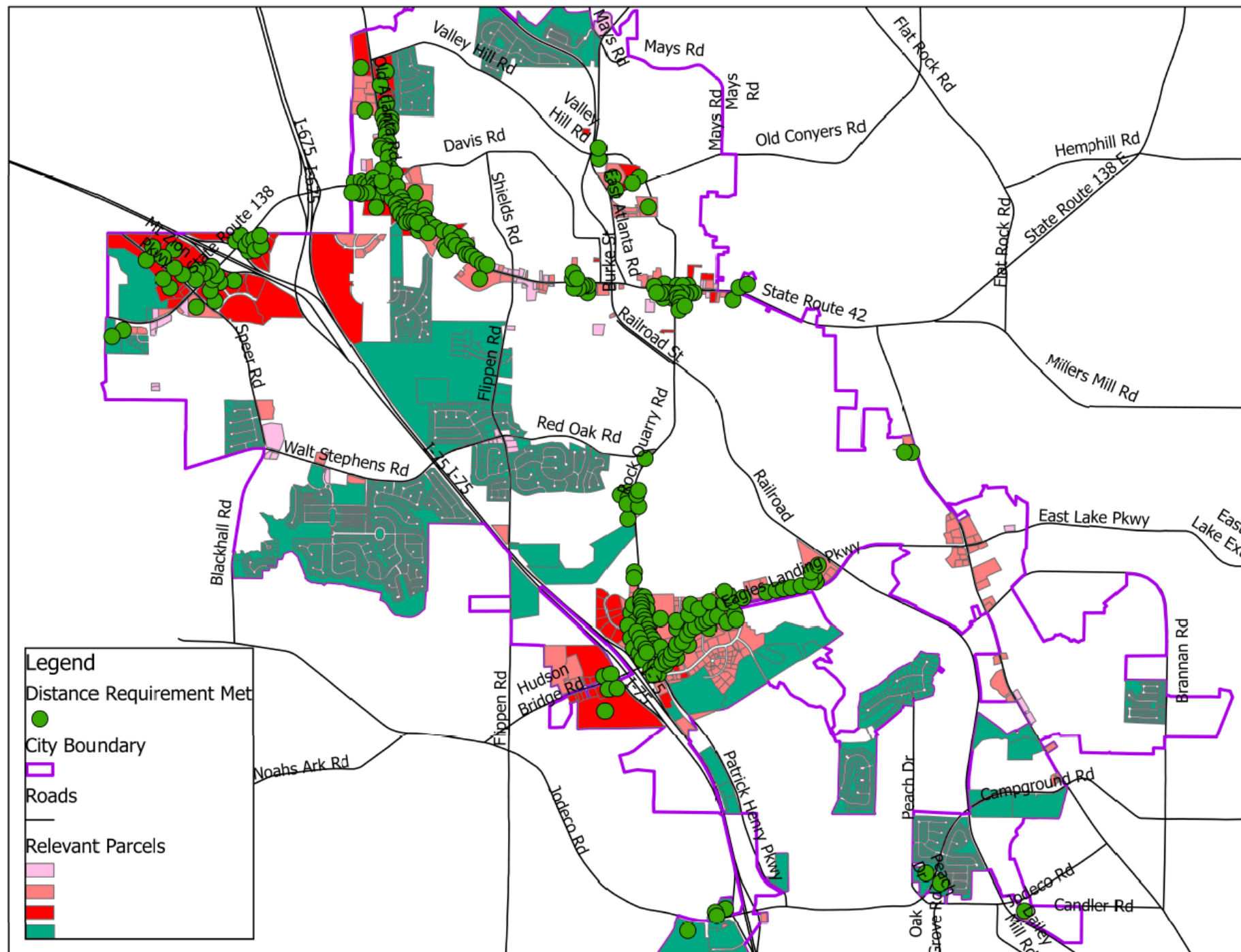
Zoning Requirements

- Property must be in a commercial zone (Ord. 9.04.080)
- Acceptable zoning designations:
 - C1 – Neighborhood Commercial District
 - C2 – General Commercial District
 - C3 – Heavy Commercial District
 - PUD – Planned Unit Development District
- Number of parcels meeting zoning requirements: 3,990



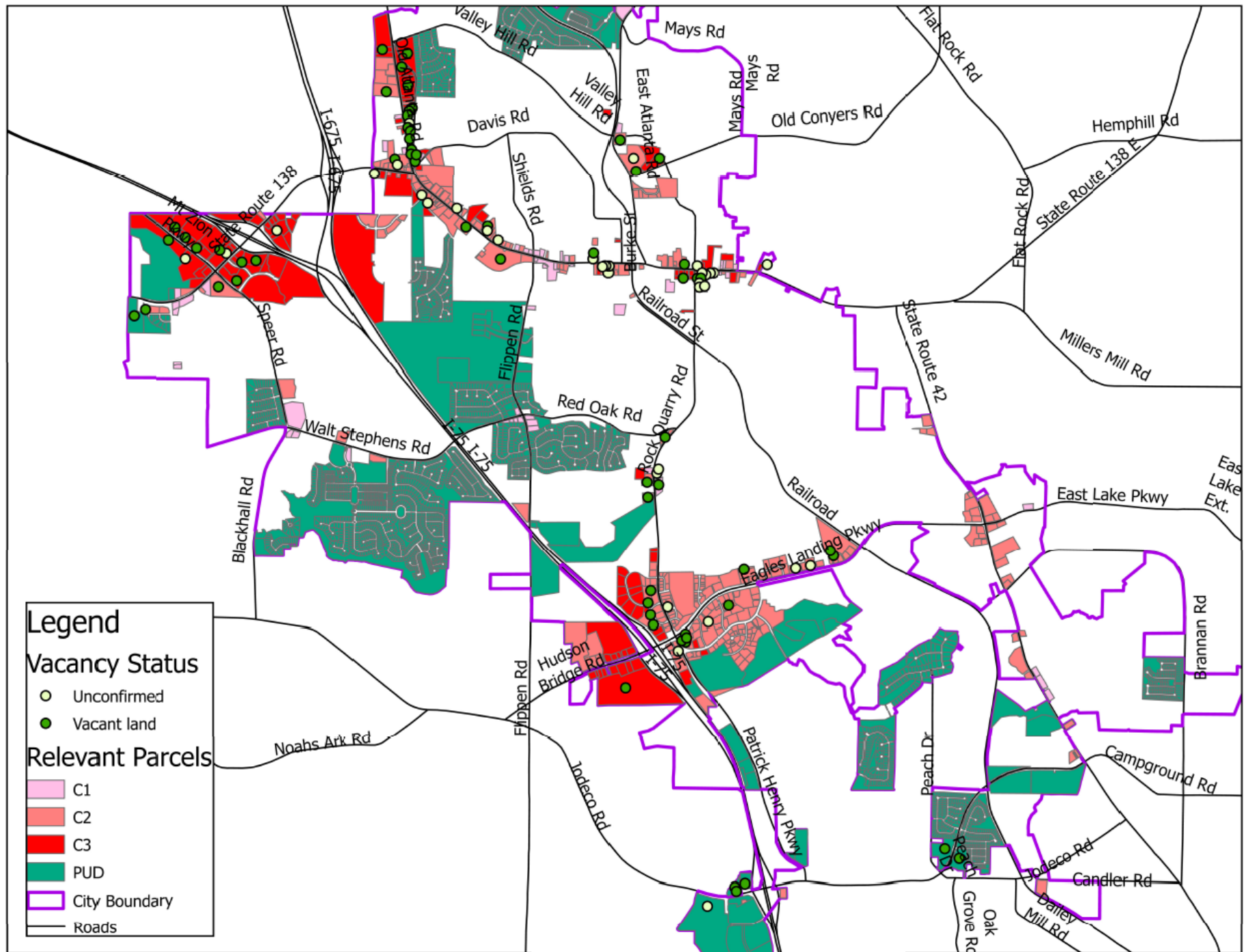
Distance Requirements

- Must be located 500 feet of the streets or roads designated in one of the five subject areas and has direct access onto such streets or roads (Ord. 9.04.090)
- Must be located more than 100 yards of a church (Ord. 9.04.070)
- Must be located more than 200 yards of a school (Ord. 9.04.070)
- Must be located more than 500 yards of another distilled spirits seller (Ord. 9.04.070)
- Number of parcels meeting distance requirements: 270



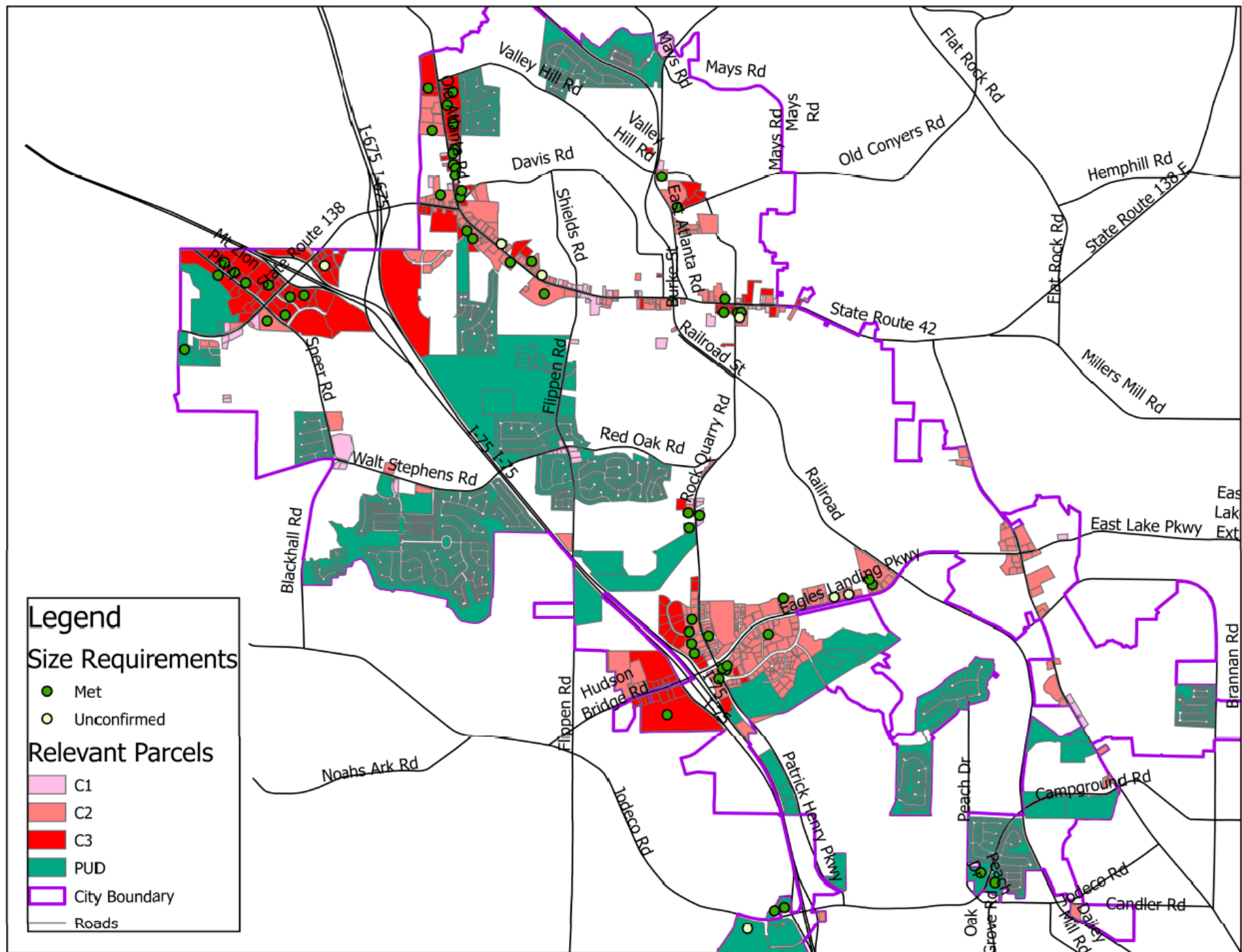
Vacancy Analysis

- Eligible parcels with active business have been removed from map
- Parcels with vacant land, potentially vacant suites or buildings remain on map
- Number of parcels not occupied or requiring further investigation: 94



Size Requirements

- City ordinance requires any new distilled spirit store to be a minimum of 6,000 square feet (Ord. 9.01.120)
- Number of parcels meeting size requirement: 63
- Please note: this analysis does not consider setback requirements, buildability, or availability - only lot or building size



Additional Notes

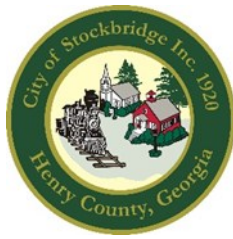
- Please note these maps do not consider whether land is currently for sale

Findings

- Number of applications expected to be minimal given the restrictive requirements
- Designated areas requirement (Ord. 9.04.090) is very limiting
- Minimum size requirement (Ord. 9.01.120) is very limiting

Recommendations

- Repeal designated areas requirement (Ord. 9.04.090)
- Repeal minimum size requirement (Ord. 9.01.120)
- Liquor stores shall be governed by City of Stockbridge Unified Development Code



City of Stockbridge

AGENDA ITEM

MEETING DATE

FUNDING SOURCE

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST or TSPLOST
- ☐ ARPA
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

DEPARTMENT:

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

APPROVALS: CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

GRANTS ADMIN. _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$

ATTACHMENTS:

☐

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

STAFF RECOMMENDATION:

Staff Signature_____

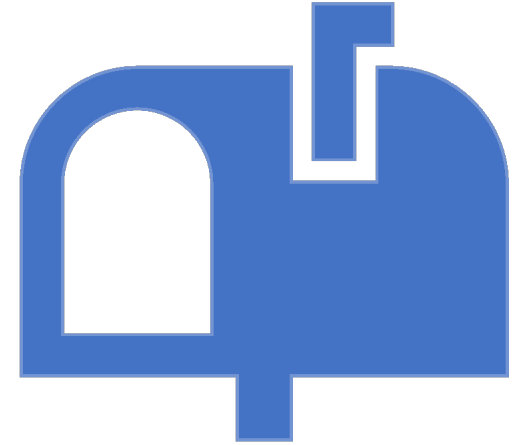
Presentation on the “Mailed Notice Requirement” Text Amendment to the UDC

For the Mayor and Council Work Session:

On March 26, 2024

Ryan Anderson, Director

Community Development Department



**“Mailed Notice
Requirement”
From Section
9.3.4 of the
Stockbridge
Unified
Development
Code (UDC)**

- **Mailed notice shall be provided to all adjacent properties that share a boundary line at least fifteen (15) but not more than forty-five (45) calendar days prior to the date of the hearing for all variances, conditional uses, modifications, and amendments to the official zoning map (rezoning). The applicant shall mail these notices and provide the community development director proof of mailing a minimum of seven (7) days prior to the scheduled public hearing.**

Proposed “Mailed Notice” UDC Amendment (Slide #1)

- Amend Section 9.3.4 of the City of Stockbridge’s Unified Development Code Mailed Notice Requirement from “adjacent property owners” to a mailed notice requirement of 500 feet for public meetings or hearings concerning:
 1. Amendment of the Official Zoning Map;
 2. Special Use permits;
 3. Amendment of the Unified Development Code
 4. Major Modification of Zoning Conditions and/or master development plans; and
 5. Variances
- Notices shall include the following information:
 1. Time of the public meeting or public hearing;
 2. Place of the public meeting or public hearing;
 3. Purpose of the requested action; and
 4. For requests to amend the official zoning map, the notice shall include the current and proposed zoning action.

Proposed “Mailed Notice” UDC Amendment (Slide #2)

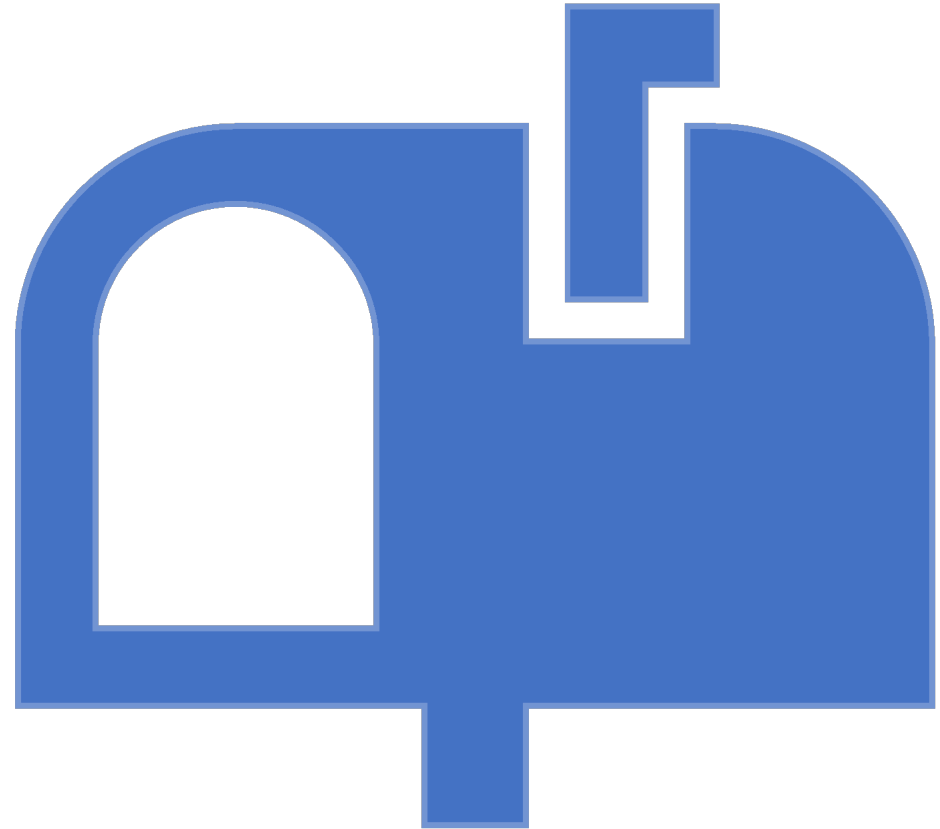
- Amend Section 9.3.4 of the City of Stockbridge’s Unified Development Code (UDC) “Mailed Notice Requirement” to also state:
- “Mailed notice shall be provided to the owners of all properties which are located within five hundred (500) feet, at least **thirty (30) calendar days** prior to the date of the hearing, for all variances, special uses, modifications, and amendments to the official zoning map (rezoning). The applicant shall mail these notices and provide the Community Development Director or designee proof of such mailing a minimum of seven (7) days prior to the scheduled public hearing.”

Number	City/County	Distance Requirement of Adjacent/Nearby Property Owners	Code Section/Document
1	East Point	500 feet for residential development; 1,000 feet for industrial development	Rezoning or Special Use Application Packet
2	Cherokee County	1,000 feet	Cherokee County Zoning Ordinance
3	Forsyth County	500 feet	Forsyth County
4	Powder Springs	200 feet	Powder Springs (Article 13 Zoning Amendment And Procedures)
5	South Fulton	Quarter mile of property	South Fulton
6	Alpharetta	500 feet	Alpharetta
7	Savannah	300 feet	Savannah Zoning Ordinance
8	Newnan	250 feet	Article 10 – Procedures and Permits
9	Morrow	500 feet	Morrow, Georgia - Code of Ordinances
10	Hall County	500 feet	Hall County
11	Riverdale	300 feet	Sec. 13.4. - Public notice of public hearings.
12	Thomaston	300 feet	Sec. 98-14.4. - Public notice of public hearings.
13	Clarkston	300 feet	City of Clarkston Zoning Ordinance
14	Stockbridge	Adjacent property owners	Section 9.3.4

Staff Recommendation

Based on its research, the Community Development Staff is recommending that the City amend its “mailed notice” requirement” as follows:

1. From requiring a distance of only the “adjacent property owners” to 500 feet from the subject property.
2. From requiring that mailed notices be mailed at least 15 days prior to a scheduled public hearing to 30 days prior to a public hearing, in compliance with the new State Zoning Procedures Law (ZPL).



Mailed Public Notice To Adjacent and Nearby Property Owners (Distance Requirements)

Number	City/County	Distance Requirement of Adjacent and Nearby Property Owners	Code Section/Document
1	East Point	500 feet for residential development); 1,000 feet for industrial development	Rezoning or Special Use Application Packet
2	Cherokee County	1,000 feet	Cherokee County Zoning Ordinance
3	Forsyth County	500 feet	Forsyth County
4	Powder Springs	200 feet	Powder Springs (Article 13 Zoning Amendment And Procedures)
5	South Fulton	Quarter mile of property	South Fulton
6	Alpharetta	500 feet	Alpharetta
7	Savannah	300 feet	Savannah Zoning Ordinance
8	Newnan	250 feet	Article 10 – Procedures and Permits
9	Morrow	500 feet	Morrow, Georgia - Code of Ordinances
10	Hall County	500 feet	Hall County
11	Riverdale	300 feet	Sec. 13.4. - Public notice of public hearings.
12	Thomaston	300 feet	Sec. 98-14.4. - Public notice of public hearings.
13	Clarkston	300 feet	City of Clarkston Zoning Ordinance
14	Stockbridge	Adjacent property owners	Section 9.3.4

Staff Recommendation: Based on the research done by Community

Development, staff is recommending the City extend its mail notice requirement from adjacent property owners only to 500 feet.

UDC Amendment: Amend Section 9.3.4 of the City of Stockbridge's Unified Development Code Mailed Notice Requirement from adjacent property owners to a mailed notice requirement of 500 feet for public meetings or hearings concerning:

- 1. Amendment of the Official Zoning Map;**
- 2. Special Use permits;**

- 3. Amendment of the Unified Development Code**
- 4. Major Modification of Zoning Conditions and/or master development plans; and**
- 5. Variances**

Notices shall include the following information:

- 1. Time of the public meeting or public hearing;**
- 2. Place of the public meeting or public hearing;**
- 3. Purpose of the requested action; and**
- 4. For requests to amend the official zoning map, the notice shall include the current and proposed zoning action.**