

The City of Snellville  
2342 Oak Road  
Snellville, Georgia 30078  
(770) 985-3500 • FAX (770) 985-3525



# AGENDA

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WORK SESSION  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, JANUARY 11, 2016

Publication Date: January 7, 2016

TIME: 6:30 p.m.  
DATE: January 11, 2016  
PLACE: Conference Room 145

**I. REVIEW REGULAR BUSINESS AND PUBLIC HEARING AGENDA ITEMS**

**II. REVIEW CORRESPONDENCE**

**III. CITY ATTORNEY'S REPORT**

**IV. DISCUSSION ITEMS**

a) Discussion Regarding Ongoing Projects [Witts]

**V. EXECUTIVE SESSION**

An Executive Session may be called:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).
- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

**VI. ADJOURNMENT**



# AGENDA

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PUBLIC HEARING & REGULAR BUSINESS  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, JANUARY 11, 2016

Publication Date: January 7, 2016

TIME: 7:30 p.m.

DATE: January 11, 2016

PLACE: Council Chambers

**I. CALL TO ORDER**

**II. INVOCATION**

**III. PLEDGE TO THE FLAG**

**IV. CEREMONIAL MATTERS**

**V. MINUTES**

Approve the Minutes of December 5, 2015 and December 14, 2015

**VI. INVITED GUESTS**

None

**VII. COMMITTEE / DEPARTMENT REPORTS**

- a) Planning Commission – Joe Williams
- b) CID Report – Callie Andrews
- c) Downtown Development Authority – Buddy Scott
- d) Urban Redevelopment Authority – Nick Kirkland
- e) City Manager’s Report – Butch Sanders

**VIII. PUBLIC HEARING**

None

**IX. CONSENT AGENDA (Please see \*Note)**

None

**X. OLD BUSINESS**

- a) Consideration & Approval of Revised Age Requirement for Senior Center Membership and Fees for 2016 Senior Center Group Membership [Marmol]

REGULAR BUSINESS & PUBLIC HEARING OF MAYOR AND COUNCIL  
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**XI. NEW BUSINESS**

- b) Agreement with Clark, Patterson, Lee for Small Area Updates to City Towne Center Area [Witts]

**XII. COUNCIL REPORTS**

**XIII. MAYOR'S REPORT**

**XIV. PUBLIC COMMENTS**

- Section 2-53  
Each member of the public who wishes to address the Mayor and City Council in public session must submit their name, address and the topic (be as specific as possible) of their comments to the City Clerk prior to making such comments. Individuals will be allotted five minutes to make their comments and such comments must be limited to the chosen topic. Members of the public shall not make inappropriate or offensive comments at a City Council meeting and are expected to comply with our adopted rules of decorum.
- Decorum  
You must conduct yourself in a professional and respectful manner. All remarks should be directed to the Chairman and not to individual Council Members, staff or citizens in attendance. Personal remarks are inappropriate.

**XV. EXECUTIVE SESSION**

An Executive Session may be called:

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- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

**XVI. ADJOURNMENT**

**\*Note:** Items on the Consent Agenda may be read by title only. Upon the request of any Council Member, any item may be removed from the Consent Agenda and placed on the Regular Agenda prior to the adoption of the Regular Agenda. The Consent Agenda, or the remainder thereof omitting the challenged items, shall be adopted by unanimous consent.



CITY OF SNELLVILLE, GEORGIA  
COUNCIL RETREAT  
SATURDAY, DECEMBER 5, 2015

Present: Mayor Tom Witts, Mayor Pro Tem Bobby Howard, Council Members Barbara Bender, Dave Emanuel, Cristy Lenski and Roger Marmol. Also present City Manager Butch Sanders and Gordon Maner from the Carl Vinson Institute of Government who would serve as Facilitator to help develop Mayor and Council priorities and goals for the next year.

Mayor Witts called the meeting to order on Saturday, December 5, 2015 at 9:00a.m. at the University of Georgia's Conference Center and Hotel in Athens, Georgia.

All present participated in various discussions regarding the City's needs and opportunities over the course of the retreat. The attached document reflects the process and final work product resulting from this excellent planning session.

Councilmember Bender made a motion to adjourn at 5:00 p.m. with second by Council Member Emanuel. Motion passed unanimously and the meeting was adjourned at 5:00 p.m. on December 5, 2015.

Tom Witts, Mayor

Butch Sanders, City Manager



# SNELLVILLE, GA

WHERE EVERYBODY IS PROUD TO BE SOMEBODY

## City Council Planning Retreat Summary

September December 5, 2015  
University of Georgia Hotel and Conference Center





**SNELLVILLE, GA**  
WHERE EVERYBODY IS PROUD TO BE SOMEBODY

**City of Snellville Planning Retreat**  
**December 5, 2015**  
**University of Georgia Hotel and Conference Center**

**AGENDA**

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**Saturday, December 5**

- 7:00 AM Breakfast on your own in the Courtyard Café (optional)
- 8:45 AM Welcome, Overview and Introductions
- 9:30 AM Last 12 Months City Accomplishments
- 10:15 AM Break
- 10:30 AM Our Primary Focuses for the Next 12 months
- 11:45 AM Lunch (Courtyard Cafe)
- 12:45 PM Council Issues and Goal Setting
- 4:30 PM Wrap up and Evaluation
- 5:00 PM Adjourn

## **2016 Consensus Priorities and Action**

### **1. Towne Center 2. Image & Reputation 3. Annexation and Growth**

#### **1. Towne Center**

- Create a working plan for the whole project in work session(s) generally placing major features – Involve Spangler (January 2016)(Sanders organize)
- Step up talks with the County (Mayor, Charlotte Nash and Tommy Hunter )
- Hold work session with CPL – DDA, Council, Planning Commission, HOA, Public Works
- Funding: Current Reserves, current SPLOST, Future SPLOST
- Small Groups brainstorm /create a Public Relations message and talking points re: Need for millennial/mixed use housing (Sanders organize)
- Maintain a consistent, desired “architectural look” for all Towne Center development

#### **2. Image & Reputation (Leadership, Engaged Community, Heal our City)**

##### **Charter Update**

- Create a Charter Review Committee to address inconsistencies as it applies to City Code and general policy issues  
Committee: former mayor Clower, Marmol, Howard and city attorney + a couple of citizens
- City Attorney Powell identify 5-8 things that are problematic and have Committee discuss and resolve  
(January 2016)(Council) (have ready for the 2017 Legislative Session)

##### **Creation of a Unified Development Ordinance**

- Under way – contracted out – emphasis on supporting new development  
(Create Internal Technical/Steering Committee: Bender, Emanuel and Lenski)

- Signage portion of ordinance needs to be addressed to include city exemption provision and provisions to allow time frames for special business events/messages
- Provisions for enforcement and penalties for signs on ROWs
- Include provision for political signs and limits on size and strict timeframe pre- and post-election

#### **Snellville Citizens Academy**

- Advertise and each council member bring people to the new class (Departmental Overviews , budget exercise, mock City Council/Planning Commission meetings, other exercises)(5 to 6 week program) (Fall 2016 first class)(Bender, Sanders and staff)

#### **Engaged Community**

- Better integration of volunteers and staff
- More staff involvement in community events – include staff in planning of events (Sanders will work on with staff)
- Have a city tent at events with staff presence (Sanders will work on with staff)
- Senior Center underutilized – needs promotion and a fresh approach
- Form a committee to recommend ways of better utilizing the Senior Center facility and create “new rules” (Howard and Lenski and appointed committee members)

#### **Comp Plan Update**

- Council steering committee and contractor work on the UDO take lead on the Comp Plan Update – make sure in alignment with UDO (Start March 2016)

#### **MLK Celebration**

- City MLK Celebration – City commit up to \$1,000 to pay for food for the City’s MLK celebration
- Propose Parade Route City Hall to High School. Service Project. Food service.



### **Marketing the City**

- Create marketing video series of 1- 3 minute clips interviewing council, attorney, staff, city manager for website
- Create tri-fold flyers
- Expand digital media

### **Website revamp**

- Something to look at during the December 14 meeting and expand to mobile site (Emanuel)

### **Youth Association – Youth Council**

- Commit up to \$5,000 per year to fund the program first two years (seek alternate funding sources subsequently) – Group will make recommendations to council - Managed by a leadership board of adults
  - Convene group of stakeholders for kickoff of project (January 30, 2016)
  - Set common definition, goals and framework (February 2016)
  - Selection criteria, selection and waivers (March 2016)
  - Intro first class to Council at May 2016 meeting
  - Target start date – first event (May 21, 2016)(Lenski Lead)

### **Taking better care of city assets – vehicles, buildings and infrastructure**

- Staff initiate a plan to address cleaning vehicles and buildings (Sanders)(January 1, 2016)

## **3. Annexation and Growth**

- Form Annexation Committee to develop strategy to move forward with Annexation of the following areas: The Shoppes, Dogwood, Brookwood area, Janmar (January 2016)(Council)
- Redirect the focus and mission of the EDO to include existing businesses retention. Sanders redo the job description, mission statement and discuss new expectations with director. (January 2016)(Sanders)

## **Other issues and Action**

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### **Trash services – out to bid - the issues and process and what looking at**

- Council agreement to go with an Request for Qualifications (RFQ)(January 2016)
- Finalists make presentations to Council

### **Probation services – out to bid - the issues and process and what looking at**

- Council Agreement to issue an RFQ (February 2016)

### **HWY 124 / 78 Intersection Improvement**

- Preference for the arch with letters – if no letters then the arch

### **Old Police Station turned over to URA for sale (December 14, 2015 meeting for action)**

### **Continuing parliamentarian**

- Continue through January for feedback
- Seminar for all City boards in March 2016

### **Towne Center Business Association**

- Hold until process further along

### **Gated Subdivisions in the city**

- Hold informal discussions with the affected groups with attorney attending (January 2016)

### **Guide, Inc. (information only)**

### **TAD for Towne Center to Walmart**

- Staff look into the legal process and consider for future

### **Presidential Commons and Park Place - Cutting of Large Trees and Inter-Parcel Access**

- Staff develop a practical greenspace replacement plan for development – Present proposed plan to council

## **Next Steps**

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- 1. Communicate retreat priorities and actions to staff**
- 2. Execute action items**
- 3. Hold follow-up mini retreat at the GMA Savannah Convention**
- 4. Hold annual retreat somewhat earlier in year (November)**



WORK SESSION OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, DECEMBER 14, 2015

Present: Mayor Tom Witts, Mayor Pro Tem Bobby Howard, Councilmembers Barbara Bender, Dave Emanuel, Cristy Lenski and Roger Marmol. Also present City Manager Butch Sanders, City Attorney Tony Powell, Chief Roy Whitehead, Interim Planning and Development Director Jason Thompson, Public Works Director Gaye Johnson, Parks & Recreation Director Lisa Platt, Economic Development Manager Eric Van Otteren, PIO Brian Arrington, City Clerk Melisa Arnold and Parliamentarian Dennis Conway.

Mayor Witts called the meeting to order at 6:30 p.m.

**REVIEW REGULAR BUSINESS AND PUBLIC HEARING AGENDA ITEMS**

Mayor Witts advised that unless there was a particular item Council Members wanted to discuss they would not be reviewing the entire agenda. Discussion followed on RZ 15-06 and the Senior Center Membership and Fees. Councilmember Bender said she would like to amend the agenda to add a Committee Department Report for STAT.

**REVIEW CORRESPONDENCE**

Mayor Witts reported that he received a letter from Nedra Bailey stating she would be resigning from the Arts Commission, but would continue to coordinate the Art display at City Hall.

**CITY ATTORNEY'S REPORT**

Tony Powell advised he had items for executive session.

**DISCUSSION ITEMS**

City Website Update [Emanuel]

Eric Van Otteren reported on an RFQ that is being assembled to redo the City's website to assist with the marketing of the City as well as being more informational and easier to navigate.

Discussion of Council/Department Assignments [Witts]

Mayor Witts advised he would be assigning a Councilmember to each department on a six month rotation. The first assignments are as follows:

Mayor Pro Tem Howard -- Police Department  
Councilmember Emanuel -- Public Works  
Councilmember Bender -- Planning and Development  
Councilmember Marmol -- Parks and Recreation  
Councilmember Lenski -- Senior Center  
Mayor Witts -- Administration

**City of Snellville Administration Department**

2342 Oak Road Snellville, GA 30078 770-985-3500 770-985-3525 Fax www.snellville.org

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A form was handed out that will be used to track ongoing projects around the City and used for reporting purposes at work sessions. Mayor Witts asked Council to make a list of the projects they would like to see included.

Discussion of Ad-Hoc Committees for 2016 [Witts]

Mayor Witts listed the following three committees he would like to create and asked PIO Brian Arrington to create press releases for these, encouraging citizen participation: Annexation Committee, Charter Review Committee, and Website Redevelopment Committee. He discussed an idea to form another committee involving community development that would consist of the City's Board Chairmen and possibly a member from Gwinnett Eastside Chamber of Commerce.

Discussion about MLK Day [Witts]

Mayor Witts reported that the City is organizing an MLK Day event on January 18<sup>th</sup> and stated a letter is being sent to all of the churches in the City to encourage their participation.

Discussion Regarding Property Located at 2686 Springdale Rd [Witts] (Old Police Station)

After discussion it was decided that City Manager Sanders and Chief Whitehead will present ideas for use of the building at the next meeting.

**EXECUTIVE SESSION**

Mayor Witts read the closed meeting notice into record as follows:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

Upon a motion by Councilmember Emanuel, seconded by Councilmember Bender, the meeting was closed, with all Councilmembers and the Mayor present and voting in favor.

The meeting recessed to Executive Session at 7:13 p.m.

The meeting reconvened at 7:30 p.m.

**ADJOURNMENT**

The work session adjourned at 7:30 p.m.

Tom Witts, Mayor

Melisa Arnold, City Clerk



PUBLIC HEARING & REGULAR BUSINESS  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, DECEMBER 14, 2015

Present: Mayor Tom Witts, Mayor Pro Tem Bobby Howard, Councilmembers Bender, Emanuel, Lenski and Marmol. Also present City Manager Butch Sanders, City Attorney Tony Powell, Interim Planning Director Jason Thompson, Parliamentarian Dennis Conway and City Clerk Melisa Arnold.

**CALL TO ORDER**

Mayor Witts called the meeting to order at 7:39 p.m.

**INVOCATION**

Brittany Marmol gave the invocation.

**PLEDGE TO THE FLAG**

Councilmember Marmol led the Pledge of Allegiance.

**CEREMONIAL MATTERS**

Appointment of City Clerk

Mayor Witts administered the oath of office to Melisa Arnold.

PRO 2015-36 – Richard J. Ackerman

Mayor Witts read the proclamation into the record and presented it, along with a plaque, to Mr. Ackerman honoring his 80<sup>th</sup> birthday and 10 years of service.

PRO 2015-37 – Gwinnett Community Clinic

Mayor Pro Tem Howard read the proclamation into the record and presented it to Ms. Mary Fergus.

Senior Center Volunteer of the Year

Councilmember Marmol recognized Mary Jane Gresham for her volunteer work and presented her with a plaque.

**MINUTES**

Approve the Minutes of the October 26, 2015 and November 9, 2015 Meetings

Councilmember Emanuel made a motion to approve the October 26<sup>th</sup> and November 9<sup>th</sup> minutes, 2<sup>nd</sup> by Councilmember Marmol; voted 6 in favor and 0 opposed, motion is approved.

**INVITED GUESTS**

Nick Masino, Senior Vice President, Economic Development & Partnership Gwinnett

Mr. Masino and Andrew Carnes, Director of Economic Development for Partnership Gwinnett, reported on the organization's internship program, the county's incoming businesses, and other recent activities.

Councilmember Bender made a motion to amend Committee/Department Reports to add item "e" Snellville Tourism and Trade report, 2<sup>nd</sup> by Councilmember Emanuel; voted 6 in favor and 0 opposed, motion is approved.

**City of Snellville Administration Department**

**COMMITTEE / DEPARTMENT REPORTS**

Planning Commission – Joe Williams

Mr. Williams reported on the cases from the Commission's last meeting.

Arts Commission – Kirk Buis

Mr. Buis gave a report on upcoming events and reported that they have an opening on the board.

CID Report – Callie Andrews

No report.

City Manager's Report – Butch Sanders

Mr. Sanders spoke about a book that he had given out to Mayor and Council.

**PUBLIC HEARING**

**2nd Reading – ZOA 15-02 – Consideration and Action on a text amendment to Article XII, Sign Ordinance of the 2001 Zoning Ordinance of the City of Snellville, Georgia**

Interim Planning Director Jason Thompson gave an explanation of the amendment. He advised it is being done because of the result of a recent Supreme Court decision, Reed vs. The Town of Gilbert, AZ.

Councilmember Emanuel made a motion to approve ZOA 15-02, 2<sup>nd</sup> by Councilmember Lenski.

There was no public comment.

The motion was voted 6 in favor and 0 opposed, motion is approved. (A copy of ORD 2015-16 is attached to and made a part of these minutes.)

**2nd Reading – RZ 15-06 – Consideration and Action on application by Dr. George Katsitadze, Pediatric Partners of Gwinnett to modify certain conditions of zoning approved 8-28-2000 for rezoning case #00-06 and request for variances for a 3.426+ acre office and retail development, zoned BG (General Business) District and located at 2045-2075 E. Main Street, Snellville, Georgia (tax parcels R5059 248, 485, 486 and 487)**

Interim Planning Director Jason Thompson gave an overview of the application. He advised that the Planning Commission and staff recommended approval with conditions.

Mr. Daniel Marks of Nichols Land & Investment of Athens, GA was present representing applicant, Dr. George Katsitadze.

There was no public comment.

Councilmember Lenski made a motion to approve RZ 15-06 with all recommended conditions:

1. Conditions (1-13) of the 8-28-2000 approved conditions of zoning are hereby repealed, and instead, replaced with Conditions (2-11) below;
2. The property shall be developed according to the rezoning site plan entitled "Pediatric Partners of Gwinnett" sealed and dated 09-08-2015, with modifications permitted due to engineering restraints, ingress and egress, and/or to meet conditions of zoning or State, County, and City regulations;
3. A mandatory master association shall be formed for the property and shall have maintenance and architectural design regulations for the master-planned development which shall control items such as construction materials, landscaping, common property maintenance, signage, stormwater facilities, ingress/egress access points, parking and such other usual and necessary covenants and restrictions to protect the quality and integrity of the master-planned development;
4. There shall be a mandatory master protective covenants for the property that will include all phases of the development; and concurrent therewith, a master association shall be formed which will include all component parts of the proposed master-planned development. The master association shall be responsible for the oversight, upkeep, and maintenance of the stormwater

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- facilities, entrance areas, private drives, sidewalks, parking lot and pedestrian lighting, and trees and landscaping;
5. Ground signs higher than 15 feet or larger than 225 square feet are prohibited. Monument sign(s) shall meet the requirements of the Sign Ordinance and shall be of the same design and construction if more than one monument sign is utilized along the R/W;
  6. Uses involving adult entertainment, including any sale or display of adult magazines, books, or videos and as further defined by the Adult Entertainment Ordinance in effect on the date this condition is imposed, are prohibited;
  7. The following uses are expressly prohibited: funeral home, mortuary, and crematory; tat-too parlor; tobacco, news and vapor establishments; GILA regulated loan offices, pawn shops and pawn brokers, title pawn shops and title pawn brokers; animal kennels with outside facilities; log splitting and storage yards; welding and machine shops, and taxidermy establishments;
  8. To maintain consistency with the overall theme of the development, the office/retail building (#100) shall be constructed in a style and architecture similar to the provided renderings for buildings (#200) and (#300) with similar architectural treatment on the front building façade carried over to the rear building façade where adjacent to Hickory Station Drive;
  9. The current Owner, Applicant and any future Owners shall be allowed to make minor modifications to the building dimensions, facade materials, building and dumpster locations, and parking con-figuration without the approval of Mayor and Council through a Public Hearing process. So long as the future modifications do not violate Code, Covenants or Conditions, the minor changes shall be approved administratively during the permitting phase of the project, provided the minor changes do not exceed the proposed aggregate square footage of the three (3) buildings (29,400 SF), or provided parking spaces (107 combined) by more than five-percent (5%). Any reduction in the aggregate square footage of the three (3) buildings, the parking facilities, proposed uses or the elimination of a building will not require any formal approval so long as the changes do not violate Code, Covenants, Conditions and the use is allowed by right within the BG (General Business) zoning district and not prohibited in Conditions #6 and #7 (above);
  10. Non-substantial variances, as determined by the Director of Planning and Development, zoning requirements, development regulations, and construction requirements must be submitted in writing for administrative approval with the Director of Planning and Development. Substantial variances, as determined by the Planning and Development and/or City Manager, will require Mayor and Council approval (or Board of Appeals approval if so designated in any condition above);
  11. These zoning conditions and approved variances shall be referenced on any plat, including subdivision plats provided to buyers;
  12. During construction plan review, the City Engineer will provide a traffic solution addressing the intersection at the ingress/egress drive of the proposed development and Hickory Station Drive that is amenable to both the developer/property owner and Olde Hickory Village Homeowners' Association with said improvements being the sole responsibility of the developer/property owner;
  13. Property owner shall provide a five (5) feet access and maintenance easement around all sides of the Olde Hickory Village subdivision sign located at the corner of US Highway 78 (E. Main St.) and Hickory Station Drive and five (5) feet access easement to said sign from the public right-of-way;
  14. Placement of any and all dumpster pads, enclosures, and dumpsters shall be located away from any residential property to a location approved by the Director of Planning and Development;



15. To improve safety to the residents and general public of the Olde Hickory Village Subdivision, the developer/property owner shall share in the cost in the relocation of the 'entry call box' at a cost mutually agreed upon between the developer/property owner and the Board of Directors of the Olde Hickory Village Homeowners' Association; and
16. The developer/property owner shall work with the Olde Hickory Village Homeowners' Association on the improvements and maintenance of the landscaping along the east side of Hickory Station Drive.

Variations:

1. To reduce the required undisturbed buffer from 60 feet to 20 feet where abutting residential property.
2. Reduction of the corner side yard setback along Hickory Station Drive from 35 feet to 25 feet.
3. To accommodate the future subdivision of the Property, reduction of all internal building setback requirements from 25 feet front yard; 10 feet side yard; and 15 feet rear yard to zero (0) feet. Exterior building setbacks shall remain in place.
4. To accommodate the future subdivision of the Property, reduction of all internal landscape strip requirements from 10 feet front and corner side landscape strip; and 5 feet interior side and rear landscape strip to zero (0) feet.
5. To reduce the width of compact/subcompact parking space from 9 feet wide to 8 feet wide. Depth shall not be less than 17 feet deep. Spaces shall be identified by pavement markings and by appropriate signage.

The motion was seconded by Councilmember Emanuel; voted 6 in favor and 0 opposed, motion is approved. (A copy of ORD 2015-17 is attached to and made a part of these minutes.)

2nd Reading – ANX 15-02 LUP 15-04 RZ 15-05 CUP 15-06 – Consideration and Action on applications by Sinocoin Investment LLC requesting: annexation by the City of Snellville; to amend the Land Use Plan to Retail; to amend the Official Zoning Map to BG (General Business) District; Conditional Use Permit for a fuel center and variances from the Code of Ordinances for a 123,000 SF Kroger Marketplace store on a 22.84+acre tract located at the 1000 Athens Highway, Snellville, Georgia (tax parcels R5100 005.006, 023, 059, and 065)

Interim Planning Director Jason Thompson gave an overview of the application. He advised that the Planning Commission and staff recommended approval with conditions and variances requested except for the variance request to eliminate the requirement for providing inter-parcel vehicle access points to the Foster-Brooks property (parcel #5100 007).

Review and discussion was held about stormwater runoff, sign variances, and access points on Rosebud Road.

The applicant, Mr. Arahn Hawkins of Kroger Co., 2175 Parklake Dr., Atlanta was present and spoke about the application. He addressed the interparcel access variance request and said they had tried several times to make contact with the person who has it under contract and they have not been successful. proposal submitted to GDOT for a red light on Highway 78.

Public Comment:

Pat Port, 1247 Summit Chase Dr., spoke about concerns from the Summit Chase Home Owner's Association.

Shane Lanham, with Mahaffey Pickens Tucker, 1550 North Brown Road, Suite 125 Lawrenceville, was present and spoke on behalf of the Foster-Brooks property owners, Ms. Nell Foster and LifeEstate Funding, LLC. He read constitutional objections to the potential action of approving the variance to eliminate the requirement for providing inter-parcel vehicle access points to the Foster-Brooks property (parcel #5100 007).

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Mr. Abdul Amir, with A&R Engineering, Inc., 2160 Kingston Ct., Marietta was present and spoke about the traffic study done for the project.

Councilmember Lenski made a motion to approve ANX 15-02, 2<sup>nd</sup> by Councilmember Emanuel; voted 6 in favor and 0 opposed, motion is approved. (A copy of ORD 2015-18 is attached to and made a part of these minutes.)

Councilmember Emanuel made a motion to approve LUP 15-04, 2<sup>nd</sup> by Mayor Pro Tem Howard; voted 6 in favor and 0 opposed, motion is approved. (A copy of ORD 2015-19 is attached to and made a part of these minutes.)

Councilmember Emanuel made a motion to approve RZ 15-05 with all recommended conditions and denial of the variance request to eliminate the requirement for providing inter-parcel vehicle access points to the Foster-Brooks property (parcel #5100 007):

1. The property shall be developed in general accordance with the submitted preliminary site plan dated 11-17-2015 entitled "Rezoning Site Plan – Kroger GA-743", stamped and received 11-17-2015 and architectural building renderings dated 10-27-2015 entitled "Kroger GA743", stamped and received 10-28-2015, with modifications to meet conditions of zoning or State, County, and City regulations. Substantial variation from the concept plan, including the development of concept plans for the designated out parcels, as determined by the Director of Planning and Development, will require Mayor and Council approval;
2. All of the suggested traffic mitigation improvements shall be implemented and funded by the developer. Any identified improvements shall be reviewed and approved by the Georgia Department of Transportation (US Highway 78) and Gwinnett County Department of Transportation (Rosebud Road) with said improvements incorporated into the site development plans for implementation;
3. The applicant shall explore providing inter-parcel vehicular access to the neighboring residential Cooper Springs townhome community to the west (Parcel #5100 571) and provide to the City a feasibility study for said connectivity. At a minimum, a pedestrian network shall be installed, with said plans reviewed and approved by the City Engineer and Director of Planning and Development;
4. Buildings located on outparcels shall be constructed of the same primary building material on the front façade of the Kroger Marketplace building;
5. The Corridor Overlay District requirements shall apply to all parcels associated with the proposed development;
6. The retaining walls located adjacent to US Highway 78 and Outlot #2 and parcel #5100 007 shall be designed, on both sides, with stone or brick veneer or architectural split-face concrete block as approved by the Director of Planning and Development;
7. Six (6) feet wide sidewalks shall be provided adjacent to and along US Highway 78 and Rosebud Road, including Outlots #1 and #2, and Parcel 5100 023;
8. Until such time as Outlots #1 and #2 are developed, they shall be cleared and seeded (or sod placed) with regular lawn maintenance provided during the growing season;
9. Any trees removed for the development and construction of the Future Expansion Area shall be preserved and replanted onsite. If not feasible, the quantity of replacement trees shall be calculated by multiplying the number of removed trees (by diameter) times the units assigned in Table A (Credit for Existing Trees) of Article 111, Landscape Ordinance of Chapter 19, Buffer, Landscape and Tree Ordinance, with said number of units either being replanted onsite or payment made to the City's tree bank. Replanted trees or newly planted trees shall be subject to the bonding requirements of Section 19-81 of the Landscape Ordinance;

10. In consideration and support of variance #1, signage for Outlot #2 shall be provided on the Kroger monument sign (only), with no monument sign being allowed for Outlot #2. However, should the applicant choose to not exercise variance #1, each of the three (3) lots would be allowed monument signage in accordance with the City's Sign Ordinance;
11. In consideration and support of variance #2, retaining wall signage shall not exceed 10% of the total wall façade area containing signage, provided the signage is solely designed to identify the shopping center name or Kroger Marketplace store. Retaining wall signage shall be restricted to the use of illuminated reverse channel letter construction signage or non-internally illuminated raised stud-mounted metal letters and graphics off the wall with external illumination. All other signage, including fuel price signs and 'Shops' signage shall be prohibited on the retaining wall;
12. In consideration and support of variance #3, should the plantings in the buffer be removed as part of any new development, the rooftop mechanical units will need to be screened to the satisfaction of the Director of Planning and Development;
13. In consideration and support of variance #5, a tree and landscaping plan for plantings within the 60 feet buffer in the rear shall be provided for review and approval by the Director of Planning and Development;
14. Signs higher than 15 feet and larger than 225 square feet are prohibited;
15. No outdoor loudspeakers shall be allowed, except two-way speakers commonly used in approved drive-thru locations;
16. Uses involving adult entertainment, including any sale or display of adult magazines, books, or videos and as further defined by the Adult Entertainment Ordinance in effect on the date this condition is imposed, are prohibited;
17. If a site development plan or preliminary plat has not been submitted to the Department of Planning and Development within twelve (12) months of the date of approval of the rezoning application, the zoning shall revert back to RS-180 (Single-family Residence) District for all parcels subject to the rezoning application; and
18. Non-substantial variances, as determined by the Director of Planning and Development and/or City Manager for the design requirements, zoning requirements, development regulations, and construction requirements must be submitted in writing for administrative approval with the Director of Planning and Development and/or City Manager. Substantial variances, as determined by the Planning and Development and/or City Manager, will require Mayor and Council approval (or Board of Appeals approval if so designated in any condition above.)

Variances:

1. Request to increase the maximum allowable monument sign area from 112 sq. ft. to 200 sq. ft. for the monument sign on Rosebud Road frontage, subject to Condition #10 above.
2. Request to add signage on the face of a proposed retaining wall located along US Highway 78, subject to Condition #11 above.
3. Request to not screen the rooftop mechanical units at the rear of the building, subject to Condition #12 above.
4. Request to allow new trees to be planted within zoning buffers, and for said trees to count towards the overall site tree density, subject to Condition #13 above.
5. Request to allow use of painted concrete block on south (rear) and west side building elevations as shown on the submitted architectural renderings, dated 10-27-2015.

The motion was seconded by Mayor Pro Tem Howard; voted 6 in favor and 0 opposed, motion is approved. (A copy of ORD 2015-20 is attached to and made a part of these minutes.)

PUBLIC HEARING & REGULAR BUSINESS OF MAYOR AND COUNCIL  
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Councilmember Lenski made a motion to approve CUP 15-06 with staff recommended conditions, 2<sup>nd</sup> by Councilmember Emanuel; voted 6 in favor and 0 opposed, motion is approved. (A copy of ORD 2015-21 is attached to and made a part of these minutes.)

**CONSENT AGENDA**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

Consideration and Action of Award of Bid for PW151119 Metal Storage Facility at Public Works

Mayor Pro Tem Howard made a motion to award in an amount not to exceed \$98,620 to Riley Contracting, 2<sup>nd</sup> by Councilmember Bender; voted 6 in favor and 0 opposed, motion is approved.

Selection of Ad Hoc Committees

Mayor removed this from the agenda.

Consideration & Approval of Revised Age Requirement for Senior Center Membership and Fees for 2016 Senior Center Group Membership

Mayor removed from the agenda.

**COUNCIL REPORTS**

Councilmembers Lenski, Bender, Emanuel and Mayor Pro Tem Howard gave reports.

**MAYOR'S REPORT**

Mayor Witts gave a report.

**PUBLIC COMMENTS**

None

**AN EXECUTIVE SESSION**

None

**ADJOURNMENT**

Councilmember Emanuel made a motion to adjourn, 2<sup>nd</sup> by Councilmember Bender; voted 6 in favor and 0 opposed, motion is approved. The meeting adjourned at 9:20 p.m.

Tom Witts, Mayor

Melisa Arnold, City Clerk

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## **Agenda Item Summary**

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**Date:** December 1, 2015

**Prepared by:** Lisa A Platt CPRP, Director Parks & Recreation

**Agenda item:**

Consideration & Approval of Revised Age Requirement for Senior Center Membership and Fees for 2016 Senior Center Group Membership

**Background:**

**Snellville Senior Center** has had a steady growth of members since moving into the new center located next to City Hall. The Parks & Recreation Department staff have had many requests to lower the current age limit for members to join. Our current minimum age to join the center is 62 which was initiated (and required) when we accepted financial help thru the CDBG grants. Our obligation to follow those requirements has expired.

Based on the current trend of many people retiring at earlier ages and the many requests of our current members and visitors to the Center, our staff did some research and based on similar local agencies, population trends and following AARP; the Snellville Parks & Recreation Department requested the Park Advisory Board to vote on lowering the current membership age from 62 down to 55. They approved this change.

With the steady growth of individual members since moving into the new center (2006). The Parks & Recreation Department staff have had many requests by the membership to increase various classes, programs sponsored by SPRD. The Center has also had many requests for various Senior Groups to rent rooms at the Center to hold meetings, luncheons, general work days, etc. on a monthly basis.

Snellville Parks & Recreation Staff looked into the current use of the center facility as a whole, documenting frequency of use, days, size of groups, number of individual offerings, all aspects of use of the facility. Based on the current trend and needs of both the groups and the individuals, SPRD staff is recommending some changes. Fees for both individuals and groups have not been changed/increased in 10 years (since opening in 2006). In order to streamline the use of the facility and in order to level the fees to reflect the amount of use by various groups, SPRD staff have adjusted the 2016 Group Membership fees to reflect a more fair distribution of fees based on usage for these Group Memberships. Not only will this allow the smaller groups to have more affordable fees, but it will streamline the use of the facility allowing for SPRD staff to implement/increase programs sponsored by the City of Snellville. These changes and explanations were presented to the Park Advisory Board and the changes were approved.

**Financial Impact:**

It is hopeful that lowering the membership age to 55 will increase our current Individual Membership, which in turn will increase the revenue generated by the yearly membership fees.

By adjusting the Group Membership Fees SPRD hopes to create a fairer distribution of fees (based on size of groups AND the frequency of use). Revenue generated could increase based on the larger group usage.

**Recommendation:**

Based upon staff input and the approval of the Park Advisory Board, we are recommending approval to change the current age requirement for Senior Center membership from 62 to 55.

SPRD staff are also requesting to change the current Group Membership fees for 2016 calendar year.

**Action requested:**

Motion and affirmative vote to accept changes in Senior Center age requirement and changes in 2016 Group Membership Fees.

**Attachments:**

2016 Senior Center Group Membership Form

# 2016 GROUP MEMBERSHIP INFORMATION FORM

Snellville Senior Center  
2350 Oak Road, Snellville, GA 30078  
770-985-3580

## Group Contact Information:

Group Name: \_\_\_\_\_ # of Members \_\_\_\_\_

Presidents Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Alternate Contact Information:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Home # \_\_\_\_\_ Home# \_\_\_\_\_

Cell # \_\_\_\_\_ Cell # \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

- *Groups are asked to select a meeting time of either 9am-1pm or the 12pm-4pm.*
- *Groups needing any part of both time slots in a given day will be charged for 2 visits.*
- *Maximum of 4 visits per month per group.*
- *There will be an additional \$25 per rental for those groups requiring a setup of more than 8 tables (6ft-8ft table size) or more than 50 participants.*
- *Complete the Group Date and Setup Request Form and return with this form.*

*We will do our best to accommodate your requests and inform you of any conflicts.*

<b>Group Membership Rates:</b>	<b>Group Membership (under 25 members)</b>	<b>\$ 6.50 per visit</b>
<b>(CIRCLE ONE)</b>	<b>Group Membership (26 - 50 members)</b>	<b>\$ 8.50 per visit</b>
	<b>Group Membership (51 - 100 members)</b>	<b>\$ 10.50 per visit</b>
	<b>Group Membership (over 100 members)</b>	<b>\$ 12.50 per visit</b>

## **Do Not Complete Below. For Administrative/Office Use**

**Total Time Slots Request** \_\_\_\_\_

**Total Time Slot Fee** (# of slots x rate per visit) \$ \_\_\_\_\_

**Total Additional Setup Fee** (if applicable) \$ \_\_\_\_\_

**Total Due** \$ \_\_\_\_\_

**\*\*We require all groups to notify the center within 24 hours prior to your regular scheduled meeting time for any time changes or cancelations.**

Requesters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Agenda Item Summary**

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**Date:** January 7, 2016

**Prepared by:** Butch Sanders

**Agenda Item:** Agreement with Clark, Patterson, Lee for small area updates to City Towne Center area

**Background:** As M&C moves more aggressively toward their top priority of Towne Center development, the need exists to organize and coordinate the many discussions currently taking place with potential private sector investors through updated land planning efforts to incorporate land use planning, transportation linkages, stormwater management solutions and meeting the vision of leaders and the community. This proposal would provide such a framework and plan for doing so with the firm which authored the original Towne Center Plan.

**Financial Impact:** \$40,000.00 fee budgeted for in the FY-14 SPLOST Budget and extra needs (visual layouts/renderings, etc.) will be addressed if the need occurs during the project.

**Recommendation:** Approve this proposed Agreement with CPL.

**Action requested:** VOTE to approve CPL proposal for \$40,000.00

**Attachments:** Proposal with Scope of Work