

The City Council of the City of Harlem, Georgia met for their Work Session on Thursday, August 24, 2017 at the Public Safety Building at 7:00 p.m. with Mayor Robert W. Culpepper presiding.

PRESENT: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance and Councilmember Jennifer Bennett; COUNCIL STAFF: City Manager Brett Cook, City Clerk Debra E. Moore and City Attorney Barry Fleming; ABSENT: Councilmember Gregg Stokes.

The meeting was called to order by Mayor Culpepper at 7:00 p.m.

The Invocation was given by City Attorney Fleming.

The Pledge of Allegiance was led by Mayor Culpepper.

UNFINISHED BUSINESS:

Ordinances – 2nd Reading:

- **Ordinance No. 1708 – Establish Conservation Preservation Residential Zone:** Ordinance 1708 establishes new Code Section §152.038 Conservation Preservation Residential Zone (CP-R Zone). It provides for the Purpose and Intent; Permitted Uses; Conditional Permitted Uses; Building Height; Front Yard and Side Yard Requirements; Placement of Building; Area; Lot Area; Lot Width; Permissible Lot Coverage; Off-street Parking Requirements; Riparian Buffer Requirements; Site Analysis Map Requirement; Single-family Residential Standards; and an Effective Date. This item was reviewed by the Planning & Zoning Commission at their August meeting; they made a recommendation for approval with the following conditions:
 - Striking lines 59-60 and substituting “No more than one horse per acre may be maintained.”
 - Striking line 62 and substituting “All horses shall be for personal use only.”
 - On line 65 inserting the word “neighbor’s” between “any” and “building”
 - On line 77 inserting “with a maximum of four feet preside and composed of wood or faux wood” between “in area” and “may be displayed.”
 - On line 117 inserting “a minimum of” between “shall be” and “20 feet.”

City Manager Cook reviewed the recommendations and accepted them; the Ordinance has been updated with the information. Council will need to approve the 2nd Reading.

- **Ordinance No. 1709 – Establish Sustainable Community Mixed Use District:** Ordinance 1709 establishes new Code Section §152.042 Sustainable Community Mixed Use District (MUD). It provides for the Purpose; Intent; Definitions; Streetscape Standards; Lot Dimensions and Building Height Standards; Principal Uses; Accessory Uses; Special Use Permits; Housing Mix; Property Owners’ Associations; Architectural Standards; Sign Standards; Screening Standards; Landscaping Standards; Parking Standards; Procedure for Review; Density Bonus; and an Effective Date. City Manager is proposing a modification at line 293 (I) Housing Mix. He is proposing to change (a) to 85% and to combine (b) and (c) for a total of 15%. This would be in line with proposed Ordinance No. 1715 that establishes a Housing Ration Mix. If it passes, he

Ordinances – 2nd Reading (cont'd):

- **Ordinance No. 1709 – Establish Sustainable Community Mixed Use District (cont'd):** will refer to it in this section. There was some discussion on fences, speed limits and building heights. Council will need to approve the 2nd Reading.
- **Ordinance No. 1711 – Consider Adoption of Harlem Code of Ethics:** Ordinance 1711 repeals and replaces the existing Code of Ethics sections §30.20 through §30.31. It provides for the Intent; Definitions; Prohibitions; Receipt of Complaints, Service, Response; Appointment of Arbiter, Burden of Proof; Investigation & Hearing By Committee; Report to Mayor and Council; Right to Appeal; and an Effective Date. Council discussed the inclusion of employees and Boards. The employees are not included as the Personnel Policy covers them; the Boards are included. Council will need to approve the 2nd Reading.

NEW BUSINESS:

Approve RFP for Banking Services: City Manager Cook stated that he was looking at this because of the upcoming USDA project. He is asking for approval to issue the RFP.

Ordinances – 1st Reading:

- **Consider Ordinance No. 1713 to Update Building Code Standards:** The Ordinance provides for the updating of Chapter 150 Building Regulations of the City of Harlem Code of Ordinances as adopted by the Georgia Department of Community Affairs (including amendments), and inspected by the Columbia County Board of Standards.

Code Sections 150.01 thru 150.06 are being updated to remove all Standard Building, Electrical, Mechanical, Plumbing, Gas, Housing code editions and revisions as published by the Southern Building Code Congress International and replacing them with the codes for each as published by the International Code Council as adopted by the Georgia Department of Community Affairs (including amendments), and inspected by the Columbia County Board of Standards or the City of Harlem.

The Building Official for each Code Section 150.01 thru 150.06 is changed to replace “County Building Inspector” to “City of Harlem Building Official”. Inspection Department for each Code Section 150.01 thru 150.06 is changed to replace “County Inspector” with “County Building Standards Department or City of Harlem”. Code Section 150.07 is deleted in its entirety.

There are three new Code Sections being added:

- §150.09 International Energy Conservation Code
- §150.10 International Energy Swimming Pool and SPA Code
- §150.11 International Fire Code

The Ordinance provides for an effective date.

NEW BUSINESS (cont'd):

Ordinances – 1st Reading:

- **Consider Ordinance No. 1713 to Update Building Code Standards:** This update allows for the City to do own inspections or inclusion of wordage to approve by reference. Council will need to approve the 1st Reading.
- **Consider Ordinance No. 1714 to Revise Planned Unit Development (PUD) Standards:** Ordinance 1714 is for the provision of more application requirements and to create minimum standards. Included in the requirements is for a minimum lot size. The Ordinance provides for an effective date. Council will need to approve the 1st Reading. Councilmember Bennett questioned how properties that already have a PUD designation would be handled; they would follow the new guidelines unless given express permission to stay with what already have in place. They may not be required to change.
- **Consider Ordinance No. 1715 to Establish Housing Ration:** Ordinance 1715 provides for new Code Section 152.015 Mandatory Housing Ratios. It provides that Multi-Family Attached Housing shall not exceed 15% of the total dwellings in the City. This number will only increase with the construction of new single family detached homes. Property zoned B-1 Downtown Commercial or identified in the City Center Plan as Downtown Center is exempted from these regulations. These provisions shall not apply to any property appropriately zoned prior to the adoption of this amendment. The Ordinance provides for an effective date. Council will need to approve the 1st Reading.

Approve Final Plat of West Forrest Subdivision: West Forrest Subdivision falls under the current PUD regulations. The Final Plat has been approved by the City Engineer contingent upon the following:

- Dimensions shown should be printed in red ink.
- Provide 6 hard copies for signatures.

Discuss Mobilite Small Cell Facility Preliminary Application: City Manager Cook reported that we have been approached by Mobilite about the placement of a cell tower/pole at the corner of Blanchard Street and South Louisville Street. If they are a legitimate utility, they can be in the right-of way. Our best co-defense is existing towers (Police Department, Water Towers, etc.). We have provided information on the current locations.

Other: Mayor Pro tem Thigpen discussed being approached by a business owner about opening a sports grill. They would want to sell draft beers, sandwiches, etc. City Manager Cook responded that our alcohol ordinance needs to be revisited; he worked on an ordinance back in January but has not been brought before Council for consideration.

Mayor Pro tem Thigpen commented on the requirement to sign up prior to a hearing. City Manager Cook clarified that this was only on zoning actions and pertained to contributions to those making the decisions.

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With there being nothing further before Council, Mayor Pro tem Thigpen made the motion to adjourn the meeting; 2nd by Councilmember Bennett. Motion carried with Councilmember Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 8:14 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk

The City Council of the City of Harlem, Georgia met for their Regular meeting on Monday, August 28, 2017 at the Public Safety Building at 7:00 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance, Councilmember Jennifer Bennett and Councilmember Gregg Stokes; COUNCIL STAFF: City Manager Brett Cook, City Clerk Debra E. Moore and City Attorney Barry Fleming.

The meeting was called to order by Mayor Culpepper at 7:00 p.m.

The Invocation was given by City Attorney Fleming.

The Pledge of Allegiance was led by Mayor Culpepper.

Approve Agenda: Mayor Pro tem Thigpen made the motion to approve the Agenda as written; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Approval of the Minutes: Mayor Pro tem Thigpen made the motion to approve the minutes of the following meetings as written:

- Tax Hearings; July 17, 2017; 9:00 a.m. and 6:00 p.m.
- Work Session; July 20, 2017; 7:00 p.m.
- Tax Hearing; July 24, 2017; 6:30 p.m.
- Called Meeting; July 24, 2017; 6:45 p.m.
- Regular Meeting; July 24, 2017; 7:00 p.m.

Councilmember Bennett 2nd the motion. The motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Public Comment: There was none at this time.

UNFINISHED BUSINESS:

Ordinances – 2nd Reading:

- **Ordinance No. 1708 – Establish Conservation Preservation Residential Zone:** Mayor Pro tem Thigpen made the motion to approve the 2nd Reading of Ordinance 1708; 2nd by Councilmember Stokes. Discussion – There was a question on clarification of “clapboard”; it is vinyl that looks like wood. It can be used on the outbuildings and the main structure. Councilmember Bennett questioned the minimum lot size/acreage; the minimum is two acres. Councilmember Bellavance wanted to confirm the number of horses allowed; City Manager Cook confirmed that it is one horse per two acres. Motion carried with Councilmember Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.
- **Ordinance No. 1709 – Establish Sustainable Community Mixed Use District:** City Manager Cook reported that he modified lines 294-299 Section (I) Housing Mix (a) to read “85 percent” and that sections (b) & (c) have been combined to a total of 15 percent. Mayor Pro tem Thigpen made the motion to approve the 2nd Reading of Ordinance No. 1709 with the modification; 2nd

UNFINISHED BUSINESS (cont'd):

Ordinances – 2nd Reading (cont'd):

- **Ordinance No. 1709 – Establish Sustainable Community Mixed Use District (cont'd):** by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.
- **Ordinance No. 1711 – Consider Adoption of Harlem Code of Ethics:** Councilmember Stokes made the motion to approve the 2nd Reading of Ordinance No. 1711; 2nd by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Other: There was none at this time.

NEW BUSINESS:

Approve RFP for Banking Services: City Manager Cook is requesting approval to go out for RFP's for Banking Services. The main reason is due to receipt of the Letter of Conditions from USDA for the WWTP/Water Projects. Mayor Pro tem Thigpen made the motion to authorize the City Manager to go out for RFP's for Banking Services; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Ordinances – 1st Reading:

- **Consider Ordinance No. 1713 to Update Building Code Standards:** City Manager Cook reported that the Ordinance only does two things: adopts codes to perpetuity and it inserts language that if we want to do building inspections it allows for it. Councilmember Bennett made the motion to approve the 1st Reading of Ordinance No. 1713; 2nd by Councilmember Bellavance. Discussion: Mayor Pro tem Thigpen commented that he thought it was a great idea; this will tie in with the business license process whether we do or contract with someone to inspect the buildings prior to the license being issued. City Manager Cook stated we wouldn't necessarily need a new ordinance; handle internally by staff/administratively. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.
- **Consider Ordinance No. 1714 to Revise Planned Unit Development (PUD) Standards:** City Manager Cook reported it ties in with previous items on the Agenda. Includes specific items and minimum standards. Lot sizes are closer to traditional lot sizes; smaller lots are further out. Mayor Pro tem Thigpen questioned if P&Z should approve before doing 1st Reading. Councilmember Bellavance feels that it puts undo pressure on them to approve. City Manager Cook responded that we can do the 1st Reading and then it will go before the Commission for recommendations which will be brought back for review before the 2nd Reading. Mayor Pro tem Thigpen made the motion to approve the 1st Reading of Ordinance No. 1714; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.
- **Consider Ordinance No. 1715 to Establish Housing Ratio:** City Manager Cook reported that the purpose for putting this in place is due to actions taken by neighboring governments on multi-family residential homes. We currently do not have an problems, but wanted to put

NEW BUSINESS (cont'd):

Ordinances – 1st Reading (cont'd):

- **Consider Ordinance No. 1715 to Establish Housing Ratio (cont'd):** something in place to alleviate any problems. Single Family will be at 85%; Multi-Family will be 15%. Multi-Family could not increase until the Single Family increases. The Downtown District is exempt. Councilmember Bennett made the motion to approve the 1st Reading of Ordinance No. 1715; 2nd by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Approve Final Plat of West Forrest Subdivision: This item went before the Planning & Zoning Commission for recommendation. They are sending a recommendation of approval. Once Council approves, the City will take over right of ways, streets, etc. Mayor Pro tem Thigpen made the motion to approve the Final Plat for West Forrest Subdivision; 2nd by Councilmember Bennett. Discussion-Mayor Pro tem Thigpen commented on an area at the corner that looks like open space (Lot 145). The developer has showed interest in dedicating it to the City. We would not take empty property; maintenance only; possible park in the future. The City could consider taking it at that time. Councilmember Bennett questioned if it had been graded out; it is. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Discuss Mobilitie Small Cell Facility Preliminary Application: City Manager Cook reported that there has been no progression since Work Session; we have responded/sent paperwork to include a co-location. There may be an update at the next meeting.

Other: There was none at this time.

Reports:

- **Council:** There was some discussion on parking limits along the B-1 Downtown District and discussion on property complaints.
- **Mayor:** Mayor Culpepper commented on efforts on working on code. He feels we need to work on a better plan on parking instead of making the owners move every two hours.
- **City Manager:** On schedule with 2018 budget prep. He will come to Council next month to appoint the Finance Committee.

Announcements:

August 31	HPC Meeting; 6:30 p.m.; Public Safety Building
September 4	City Offices Closed-Labor Day
September 5	Planning Commission Meeting; 6:00 p.m.; Public Safety Building
September 13	Urban Redevelopment Authority Meeting; 9:30 p.m.; City Hall
September 21	City Council Work Session; 7:00 p.m.; Public Safety Building
September 25	City Council Regular Meeting; 7:00 p.m.; Public Safety Building
September 28	HPC Meeting; 6:30 p.m.; Public Safety Building

NEW BUSINESS (cont'd):

Executive Session: Mayor Pro tem Thigpen made the motion to go into Executive Session; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The Regular meeting closed at 7:35 p.m.; Executive Session opened at 7:40 p.m.

Councilmember Stokes made the motion to come out of Executive Session; 2nd by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. Executive Session closed at 8:07 p.m.; the Regular meeting opened at 8:08 p.m.

City Attorney Fleming reported that there was one legal and one real estate item discussed and that no final action was taken.

Councilmember Bellavance made the motion to authorize the Mayor to sign the Affidavit affirming this report; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

With there being nothing further before Council for discussion, Councilmember Bellavance made the motion to adjourn the meeting; 2nd by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 8:09 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk