

The City Council of the City of Harlem, Georgia met for the Council Work Session on Thursday, February 22, 2018 at the Public Safety Building at 7:00 p.m. with Mayor Roxanne T. Whitaker presiding.

Present: COUNCIL: Mayor Roxanne T. Whitaker, 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 Adam Nelson.

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

The invocation was given by City Attorney Nelson.

The Pledge of Allegiance was led by City Attorney Nelson.

UNFINISHED BUSINESS:

Ordinance No. 1801 to Establish Requirements for Mobile Food Vendors – 2nd Reading: Ordinance 1801 is for the establishment of the new Chapter 116 Mobile Food Vendors. It provides for the Purpose; Definitions; License Requirements; Prohibited Conduct and Requirements; Indemnity of the City of Harlem; Revocation and Suspension; Fees; and an effective date. There have been no updates since the 1st Reading. This would constitute as the 2nd Reading and Council will need to take action at the Regular meeting.

Other: There was none at this time.

NEW BUSINESS:

Ordinance No. 1802 to Amend Chapter XV Land Usage to Create Chapter 156 Solar Land Use – 1st Reading: Ordinance 1802 is for the establishment of the new Chapter 156 Solar Land Use in Chapter XV Land Usage of the Code of Ordinances. It provides for the Rules of Construction; Terms and Definitions- Solar Land Uses; Categories of Solar Land Uses; Methods of Collection; Solar energy System Structures and Components; Other Terms Related to Solar Land Uses; Solar Energy Systems Regulations – Applicability; Regulations for Specific Land Uses or Supplemental Use Requirements – Principal Solar Energy Systems (PSES); Regulations for Specific Land Uses and Supplemental Use Requirements – Accessory Solar Energy Systems; and an effective date. This went before the Planning and Zoning Commission for a recommendation. They proposed no changes and made the recommendation for approval. Council will need to take action at the Regular meeting.

Ordinance No. 1803 to Amend Chapter 152 Code Section 152.047 Conditional Uses Commercial – 1st Reading: Ordinance 1803 is for the amendment of Chapter 152 Code Section 152.047 Conditional Uses Commercial. The amendment will change the uses of Clubs, Lodges, and Fraternal Organizations from a permitted use in the zoning districts B-2, B-3, and I-1 to Conditional Uses in those zoning districts. This would put them in line with Churches and provide uniformity. This went before the Planning & Zoning Commission for a recommendation. The proposed no changes and made the recommendation for approval. Council will need to take action at the Regular meeting.

NEW BUSINESS (cont'd):

Ordinance No. 1804 to Amend Chapter 152 to Create Administrative Procedures for the Issuance of Minor Zoning Modifications – 1st Reading: Ordinance 1804 is for the amendment of Chapter 152 Code Section 152.256 Administration and Interpretation and Code Section 152.257 Appeal of an Administrative Decision or Interpretation and to add Code Section 152.157(1) Procedure For Issuance of Minor Zoning Modifications. City Manager Cook reported that technical issue may require a minor alteration of the approved development plan. The Ordinance provides for an administrative modification process for minor PUD changes due to technical issues only. We would have a modification process in place but for all modifications big or small. It's not about doing things without scrutiny but doing things in a timely manner. Code Section 152.256 would be amended to include "From time to time, it may be beneficial to the City to allow certain minor zoning modifications to regulations to be conducted by the City Manager and Planning Staff". Code Section 152.257 would be amended to include "or in his/her decision in regards to a minor zoning modification" after the word "chapter" and before the word "shall". Also, to include "City Manager" before "/Zoning Staff" and the removal of "Officer" after "Staff/". The addition of Code Section 152.257(1) Procedure for Issuance of Minor Zoning Modification is to provide for a procedure that "shall be the same as the procedure for granting of variances by the Planning Commission, except that no notice of a public hearing shall be required for granting of such a minor modification". It provides for an appeal process, minor modification requirements, and procedures for issuance. Council will need to take action at the Regular meeting.

Home Rule Charter Amendment No. 2018-HR1 to Modify Section 2.14, Pertaining to Conflicts of Interest; Holding Other Offices – 1st Reading: City Manager Cook reviewed Home Rule changes to the Charter. They are done the same as Ordinances; they require two Readings and votes. They are advertised three weeks prior to the final vote. Then they are sent to the Secretary of State. A Public Hearing is required. Currently it prevents the Mayor/Council from serving on boards after they are out of office. Currently they must wait a year and there is no distinction between being employed or appointed. The amendment provides that "no former Mayor or no former Councilmember shall be employed by the City until one year after the expiration of the term for which that official was elected." It also provides for an expiration of their terms as "the second Monday in January after an election". It also provides that "there shall be no prohibition against former Mayors or Councilmembers serving voluntarily on appointed boards, commissions, or authorities after the end of their term of office". The amendment shall be effective upon its adoption and submission to the Secretary of State with a copy of the affidavit of publication in the local newspaper and a copy is filed with the Clerk of Superior Court. Council will need to take action at the Regular meeting.

Consider Appointing Advisory Committee for Establishment of City Gateway & Way-Finding Signage: Councilman Stokes has spoken with two residents and members of the Harlem Merchants Association to work on the Committee. He will bring their names to Council Monday for consideration of appointment. Council will need to take action at the Regular meeting.

Consider Awarding of Banking Services & Depository: There will be no action to be taken. The Finance Committee met with the RFP applicants for banking services. We will hold off at this point. We will be

NEW BUSINESS (cont'd):

Consider Awarding of Banking Services & Depository (cont'd): working on streamline of processes. City Manager Cook will communicate with the Finance Committee and report in March with a recommendation to Council.

Other – Position Status: City Manager Cook gave an update on the Asst. Director of Economic Development. The position has been tweaked. The deadline for submission of applications is tomorrow. He was concerned on the lack of applications and felt that there would have been more. Mayor Pro tem Thigpen suggested using Facebook for advertisement. City Manager Cook would like to extend the closing date for submission. Council was in agreement. There was discussion on the title and what the position entailed as far as events. We would provide support, but would not necessarily be sponsoring/holding the events. The position is more along the lines of economic development and working with the businesses and downtown; similar to the Chamber.

With nothing further for discussion, Councilmember Stokes made the motion to adjourn the meeting; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 7:35 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, February 26, 2018 at the Public Safety Building at 7:00 p.m. with Mayor Roxanne T. Whitaker presiding.

Present: COUNCIL: Mayor Roxanne T. Whitaker, 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 Adam Nelson.

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

The Invocation was given by City Attorney Nelson.

The Pledge of Allegiance was led by Mayor Whitaker.

Approve Agenda: Councilmember Stokes made the motion to approve the Agenda of the February 26, 2018 Regular meeting as presented; 2nd by Mayor Pro tem Thigpen. 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 for the month of January 2018 to include Called Meetings, Work Session, Regular Meeting and Executive Sessions as written; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Public Comment: N/A

UNFINISHED BUSINESS:

Ordinance No. 1801 to Establish Requirements for Mobile Food Vendors – 2nd Reading: Mayor Pro tem Thigpen made the motion to approve the 2nd Reading of Ordinance No. 1801; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Other: N/A

NEW BUSINESS:

Ordinance No. 1802 to Amend Chapter XV Land Usage to Create Chapter 156 Solar Land Usage – 1st Reading: Mayor Pro tem Thigpen made the motion to approve the 1st Reading of Ordinance No. 1802; 2nd by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Ordinance No. 1803 to Amend Section 152.047 Conditional Uses Commercial – 1st Reading: Councilmember Bellavance made the motion to approve Ordinance No. 1803; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

NEW BUSINESS (cont'd):

Ordinance No. 1804 to Amend Chapter 152 to Create Administrative Procedures for Issuance of Minor Zoning Modifications – 1st Reading: Mayor Pro tem Thigpen made the motion to approve the 1st Reading of Ordinance No. 1804; 2nd by Councilmember Bennett. Discussion: Issues on variances and notifications on the minor changes. There would be no notification to the public on minor changes; in house only. City Manager Cook commented that in general, there is confusion with variances and minor changes. Variances and Conditional Uses are part of Zoning. For minor changes, they are speaking about site plan modifications. They are used in planned developments. The overlay district may be where the issue is; it has built in modifications for site plans. Variances go before Planning & Zoning and Council. Mayor Whitaker questioned what may have brought this up; City Manager Cook responded that no one has come forward, but is a need. City Attorney Nelson commented that it allows for faster response; staff involvement. With no further discussion, the motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Home Rule Charter Amendment No. 2018-HR1 to Modify Section 2.14 Pertaining to Conflicts of Interest; Holding Other Offices – 1st Reading: Councilmember Stokes made the motion to approve the 1st Reading of Home Rule Charter Amendment No. 2018-HR1; 2nd by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Consider Appointing Advisory Committee for Establishment of City Gateway & Way-Finding Signage: Councilmember Stokes nominated Alison Couch and Kristi Peterson to be appointed to the Committee. Mayor Pro tem Thigpen made the motion to accept and close the nominations and to appoint Alison Couch and Kristi Peterson to the Advisory Committee for City Gateway & Way-Finding Signage; 2nd by Councilmember Bennett. Discussion: The appointees will work with City Manager Cook on design, etc. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Consider Awarding of Banking Services & Depository: Mayor Pro tem Thigpen made the motion to move this item to the March Regular meeting; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Other: Mayor Pro tem Thigpen would like us to provide more information on-line of Council packet information. City Manager Cook responded that the City website may not be functional to handle. Councilmember Bellavance would like to see something included with the agenda items that will give a brief description as to what we are doing.

Reports:

- **Council Reports:** Mayor Pro tem Thigpen reported being involved with a CPR class that was provided recently thru the Arts Council. The next one is March 10 and is more intense. He is working with Robert Holland on this.
- **Mayor Report:** Mayor Whitaker reported that she attended the Newly Elected Training earlier this month. Mayor Whitaker would like to have a “Meet & Greet” with Council sometime after in April after Masters.
- **City Manager Report:** N/A

Announcements:

March 1	HPC Meeting; 6:30 p.m.; Public Safety Building (CANCELLED)
March 6	Planning Commission Meeting; 6:00 p.m.; Public Safety Building
March 14	Urban Redevelopment Authority Meeting; 9:30 a.m.; City Hall
March 22	City Council Work Session; 7:00 p.m.; Public Safety Building
March 26	City Council Regular Meeting; 7:00 p.m.; Public Safety Building
March 29	HPC Meeting; 6:30 p.m.; Public Safety Building

Executive Session: N/A

Items from Executive Session: N/A

With there being nothing further before Council, Mayor Pro tem Thigpen made the motion to adjourn the meeting; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk