COUNTY AGENDA REQUEST

Department:	Planning & Zoning	Presenter(s):	Pete Frisina or Dennis Dutton
Meeting Date:	Thursday, July 25, 2013	Type of Request:	Public Hearing

Wording for the Agenda:

Consideration of Ordinance 2013-07 adopting proposed amendments to the Fayette County Code of Ordinances, Chapter 20. Zoning Ordinance, Article V, Sec. 5-20., regarding accessory structure size in residential zoning districts.

Background/History/Details:

On May 23, 2013, the BOC voted to send the issue to the Planning Commission for possible amendments to the zoning ordinance. A builder is requesting that the size for accessory structures be increased to allow a larger than 1,800 square foot accessory structure in a Residential zoning district. Direction from the BOC was the lot would need to be a minimum of five (5) acres and the accessory structure be hidden from the street. The amendments would allow a 3,600 square foot accessory structure on a lot with a minimum of five (5) acres and the size of the accessory structure could not exceed the size of the principal structure (residence). In addition, any accessory structure that exceeds 1,800 square feet shall be located to the rear of the principal structure.

The Planning Commission voted to recommend that the proposed amendments, as presented, NOT BE APPROVED since this size accessory structure is appropriate in A-R but not in residential zoning districts that make up the bulk of the subdivisions in Fayette County. Staff also recommends that Ordinance 2013-07 adopting proposed amendments to NOT BE APPROVED.

Ordinance 2013-07 is located on page eleven of the submitted backup to this request.

What action are you seeking from the Board of Commissioners?

That Ordinance 2013-07 adopting proposed amendments to the Fayette County Code of Ordinances, Chapter 20. Zoning Ordinance, Article V, Sec. 5-20., regarding accessory structure size in residential zoning districts NOT BE APPROVED.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	Yes	If so, when?	May 23, 2013
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

Staff has concerns that are in agreement with the Planning Commission. On July 2, 2013, the Planning Commission voted 4-1 that the amendments proposed in Ordinance 2013-07 NOT BE APPROVED. Staff concurs with the Planning Commission's recommendation.

Date: July 16, 2013

To: Board of Commissioners

From: Pete Frisina

Subject: Zoning Ordinance Amendments Regarding Accessory Structure Size in Residential Zoning Districts

On May 23, 2013, the Board of Commissioners (BOC) asked the Planning Commission to research amendments to the Zoning Ordinance regarding accessory structure size in residential zoning districts (see attached minutes). Staff prepared proposed amendments and the Planning Commission met twice to discuss the amendments (see attached minutes).

The amendments add an additional category for the size of accessory structures under Sec.5-20 that would allow a total of 3,600 square feet of accessory structure floor area on a lot with a minimum of five (5) acres. In addition, the total floor area any accessory structure could not exceed the total square footage of the principal structure (residence) and any accessory structure greater than 1,800 square feet cannot be located to the side of the principal structure and could only be located to the rear of the principal structure.

The consensus of the Planning Commission is this size accessory structure is appropriate in A-R but not in residential zoning districts that make up the bulk of the subdivisions in the County. As the majority of the lots are less than five (5) acres in these subdivisions it is not appropriate to change the rules now to create a situation where the owners of these five (5) acre lots will have the ability to build larger accessory structures than the other lots in the subdivision and it is unfair to the original homeowners.

Staff also has some concerns with these amendments that are in agreement with the opinion of the Planning Commission. Most of the subdivisions are in one (1) and two (2) acre zoning districts. By requiring five (5) acres, it is assumed these lots will have more buildable area. A cursory survey of the five (5) acre lots within these one (1) and two (2) acre subdivisions indicate in many cases these lots tend to meet the minimum lot width of the applicable zoning districts ranging in width from 125 feet to 175 feet and are associated with areas of unbuildable floodplain and watershed protection setbacks and buffers and basically have the same profile and building area as the one (1) and two (2) acre lots.

The Planning Commission voted 4-1 to recommend that the attached amendments as presented on July 2, 2013 not be approved by the BOC (see attached minutes). Staff concurs with the Planning Commission's recommendation.

C. *Number and Size*. The number and size of accessory structures shall conform to the requirements described herein.

1. *Accessory structures shall be limited to one (1) of the following options*:

a. Two (2) accessory structures, per individual lot, that shall not exceed a combined total of 1,800 square feet of floor area ***or a combined total of 3,600 square feet of floor area on a lot with a minimum of five (5) acres*** (see Total Square Footage.) The square footage of the largest accessory structure shall not exceed the total square footage of the principal structure. One (1) of these accessory structures may include up to 700 square feet of heated and finished floor area to be utilized as a guest house. An accessory structure combined with a guest house, under this option, shall be deemed as one (1) accessory structure. ***Under this option, an accessory structure located to the side of the principal structure shall not exceed 1,800 square feet***; or

b. One (1) accessory structure, per individual lot, not to exceed 1,800 square feet of floor area (see Total Square Footage), or the total square footage of the principal structure, whichever is less. This accessory structure may include up to 700 square feet of heated and finished floor area to be utilized as a guest house. An accessory structure combined with a guest house, under this option, shall be deemed as one (1) accessory structure; ***or***

c. ***One (1) accessory structure, per individual lot with a minimum of five (5) acres, not to exceed 3,600 square feet of floor area (see Total Square Footage) or the total square footage of the principal structure, whichever is less. This accessory structure may include up to 700 square feet of heated and finished floor area to be utilized as a guest house. An accessory structure combined with a guest house, under this option, shall be deemed as one (1) accessory structure. Under this option, an accessory structure shall be located only to the rear of the principal structure.***

or in the County.

Mr. Frisina stated that it is in Fayette County.

Chairman Brown stated that the cemetery is the Boarder on that side of town.

There was no further discussion.

On motion from Chairman Brown, seconded by Commissioner Barlow and carried, the Board unanimously approved to annex four (4) properties totaling 7.398 acres located between State Route 54 West and Sumner Road, and to rezone said properties from C-C Conditional (Community-Commercial) and O-I (Office-Institutional) to O-I (Office-Institutional).

8. **Discussion of square-footage limitations for accessory structures in residential zonings.**

Chairman Brown led this discussion by stating that a builder expressed some concerns. He stated that the builder was a pro basketball player that wanted to put an indoor basketball court behind his house. He stated that the County did not have an ordinance that applied. He stated that the closest the County had is ordinance that allows for something like a mother-in-law suite. He stated that one of his concerns is that we would not want to do this on a small lot and that it would have to be a large lot scenario and something where the gymnasium, basketball court, or someone who is a classic car collector and needs an extended building to store the automobiles.

On motion from Chairman Brown, seconded by Commissioner Barlow and carried, the Board unanimously approved to send this to the Planning Commission and see if they can bring something back for the Board to consider was unanimously approved.

Mr. Frisina asked if there was any direction or guidelines to give to the Planning Commission.

Chairman Brown stated he would say it should be no smaller than five (5) acres and the structure would have to be hidden from the street.

9. **Discussion of Fayette County's height restrictions on uninhabitable building structures such as church steeples and high-frame roofs.**

Chairman Brown led this discussion and stated that a local Anglican church who wants to build a new facility on Ebenezer Road. He stated that the roof line was over what the County's height limit is and that they could not build it. He stated that we had to look at why we have a height limit in the first place. He stated that generally it is related around fire protection because our fire apparatus will only go so high. He stated that if there is a four story building in un-incorporated county and there is not a ladder truck that can meet that demand we would not want to allow that structure to be built. He continued that un-inhabitable space is a different story. He stated that if there will only be people in the top ten feet of the building and everything else is air and it really is not a fire hazard to people and the fire fighters will be able to fight that as well. He stated that those type scenarios he would like to take a look at.

Mr. Frisina commented that part of the height restriction is fire protection and the other part of height restriction is character. He stated that the County is a low density, low intensity county. He stated that as mentioned, there are things in the county that will cause the county to look at height

THE FAYETTE COUNTY PLANNING COMMISSION met on June 6, 2013 at 7:00 P.M. in the Fayette County Administrative Complex, 140 Stonewall Avenue West, Board of Commissioners Conference Room, Suite 100, Fayetteville, Georgia.

MEMBERS PRESENT: Al Gilbert, Chairman
Jim Graw, Vice-Chairman
Douglas Powell
Bill Beckwith
Tim Thoms

STAFF PRESENT: Pete Frisina, Director of Community Services
Dennis Dutton, Zoning Administrator
Lem Miller, Marshal

Welcome and Call to Order:

Chairman Gilbert called the Planning Commission Meeting to order. Chairman Gilbert introduced Lem Miller of the Marshal's office and Dennis Dutton and Pete Frisina of Planning and Zoning. Chairman Gilbert stated all of the Commission Members were present tonight. Chairman Gilbert recognized David Wardell with the All Saints Anglican Church.

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1. Consideration of the Minutes of the Meeting held on May 16, 2013.

Tim Thoms made the motion to approve the minutes. Bill Beckwith seconded the motion. The motion unanimously passed 4-0-1. Jim Graw abstained as he was not present at the May 16, 2013 meeting.

NEW BUSINESS

2. Discussion of proposed amendments to the Fayette County Code of Ordinances, Chapter 20. Zoning Ordinance, Article V, Sec. 5-20., regarding: accessory structure size in residential zoning districts.

Pete Frisina said all three of the items being discussed tonight were brought up by the Board of Commissioners at their May 23, 2013 meeting asking Staff and the Planning Commission to look at these issues. He said this issue deals with accessory structures and an individual that wants a larger accessory structure than is currently allowed and he proposes adding a third option for accessory structures that allows a 3,600 square foot accessory structure with a minimum of five (5) acres and the residence would have to be at least 3,600 square feet in size.

Jim Graw asked what prompted this change.

Pete Frisina said a citizen asked for an enclosed basketball gym on their property that would larger than 1,800 square feet.

Doug Powell asked if the property is zoned A-R.

Pete Frisina said the property is zoned R-70.

Dennis Dutton said they have approximately seven (7) acres.

Doug Powell asked do we limit barns in A-R.

Dennis Dutton said at some point I A-R barns are not limited in size or number.

Jim Graw asked if this property is in a two (2) acre R-70 area.

Chairman Gilbert said the property is in a R-70 subdivision.

Pete Frisina said the lots in the subdivision range from two (2) acres up to seven (7) acres.

Jim Graw asked if someone in the subdivision on two (2) acres could have a 3,600 square foot accessory structure.

Pete Frisina said they could not because they don't have five (5) acres.

Tim Thoms asked if the structure would be limited to 35 feet in height.

Pete Frisina said for now it would be.

Doug Powell asked what if I had 100 acres could I build a larger accessory structure.

Pete Frisina said if you were zoned R-40 for example you could only buildup to 3,600 square feet.

Jim Graw said he remembers proposed amendments that would allow more things based on the size of the property and the County Attorney at time said not to do that as it may be discrimination.

Bill Beckwith said it is logical that the more property you have the more you should be able to build.

Jim Graw asked what about the rights of the people that live next door.

Bill Beckwith asked what about the rights of the people that own the property.

Chairman Gilbert suggested adding screening to these buildings.

Jim Graw said if Alvin Williams needed more than 40 feet when we created G-B he should have fought like the dickens to get more than 40 feet.

Chairman Gilbert said he needed the zoning more than he needed the building height at the time.

Doug Powell said what would have happened if Pinewood had come in first and we had given them 65 feet.

Jim Graw said Alvin Williams would have gotten 65 feet as well but I don't know if he really needs 50 or 65 feet.

David Brill said the 50 feet would give Alvin Williams the ability to build a two-story set and maintain the five feet of clearance he needs for fire protection.

Chairman Gilbert asked David Brill if anyone at the meeting raised any objections.

David Brill said no one raised any objections to 50 feet at the meeting.

Jim Graw said I wished he had argued harder for 50 or 65 feet when we created the G-B zoning district.

Chairman Gilbert said at that time I don't think we would have given him 50 or 65 feet.

Pete Frisina mentioned again that the measurement from a truss roof will be measured the same way the county measures a house to the mid-point of an attic. He said this amendment will be before the Planning Commission in a Public Hearing on July 2, 2013.

2. Discussion of proposed amendments to the Fayette County Code of Ordinances, Chapter 20. Zoning Ordinance, Article V, Sec. 5-20., regarding: accessory structure size in residential zoning districts.

Pete Frisina said the amend would allow a 3,600 square foot accessory structure in a residential zoning on a lot with a minimum of five (5) acres and the residence would have to be a minimum of 3,600 feet. He stated based on input from the Planning Commission at the last meeting he has added a requirement that any accessory structure larger than 1,800 feet shall be allowed in the rear yard only.

Doug said based on the five (5) acre requirement this aligns somewhat with the structures allowed in A-R.

Jim Graw said the difference with this is this was requested by a property owner in a subdivision that is zoned R-70 with two (2) acre lots and he doesn't think this is a good idea in a subdivision.

Doug Powell asked if this property could be subdivided in to more two (2) acre lots.

Pete Frisina said based on the configuration of the subdivision this lot could not be subdivided.

Doug Powell said he understood Jim Graw's concern.

Pete Frisina said this amendment will be before the Planning Commission in a Public Hearing on July 2, 2013.

3. Discussion of proposed amendments to the Fayette County Code of Ordinances, Chapter 20. Zoning Ordinance, Article V, Sec. 5-16., regarding: church or place or worship structures permitted above the height limit.

Pete Frisina said this amendment would allow a cathedral or vaulted ceiling on a church or place of worship to exceed the height limit in the applicable zoning district and they would be treated as an architectural feature like a steeple.

Doug suggested that the solar panels and satellite/telecommunication equipment be listed separately as "roof mounted."

Pete Frisina said he would make that change.

Pete Frisina said this amendment will be before the Planning Commission in a Public Hearing on July 2, 2013.

4. Discussion of proposed amendments to the Fayette County Code of Ordinances, Chapter 20. Zoning Ordinance, Article VII, Sec. 7-1., regarding: Church and/or other Place of Worship and existing residential structures that do not meet the Conditional Use setbacks and/or buffers.

Pete Frisina said this amendment to the Conditional Use for a church would allow an existing structure to encroach into the setback but not the buffer and the uses would be limited.

Doug Powell said he was in agreement with the amendment.

Pete Frisina asked Patrick Stough if he had problems with use of the term "legal nonconforming structures."

Patrick Stough said you could use the word "legally" to describe a conforming or nonconforming structure. Patrick Stough asked if the amendment would allow the construction of a new structure in the setback

set up for occupation where you can carry on normal activities.

Doug Powell said that a water tower in Senoia is proposed to be turned into a restaurant and it is now a water tower that is occupied.
Doug Powell made a motion to approve the amendments as presented.

Bill Beckwith seconded the motion.

Chairman Gilbert called the question and the motion passed 4-1 with Tim Thoms voting in opposition to the motion.

6. Consideration of proposed amendments to the Fayette County Code of Ordinances, Chapter 20. Zoning Ordinance, Article V, Sec. 5-20., regarding: accessory structure size in residential zoning districts.

Pete Frisina said the amendment adds another option in residential zoning districts for the size of accessory structures under this section. He said the amendments would allow a total of 3,600 square feet of accessory structure floor area with a minimum of 5 acres. He also that the total accessory structure floor area could not exceed the total square footage of the principal structure (residence), any structure greater than 1,800 square feet cannot be located to the side of the principal structure, and a single accessory structure of greater than 1,800 to 3,600 square feet shall be located to the rear of the principal structure. He said the requirement of being to the rear of the principal structure was brought up by Tim Thoms.

Chairman Gilbert asked if anyone from the public had any questions or comments.

Steve Brown, Chairman of the Board of Commissioners, said he was approached by a builder with a NBA star client who wants an indoor basketball gym build on his property and he discussed this with the staff and he realized that we didn't allow these size structures and this type of individual would build a quality structure that would add a lot of value to the property. He said some of these professional athletes build some very elaborate structures and the regulations could be a deterrent to some of these individuals moving into the County as many of them are very civic minded and support community activities.

Chairman Gilbert asked if anyone else from the public had any questions or comments and seeing none he brought the item back to the Planning Commission.

Jim Graw said he did not recommend the amendments as he thought this should be permitted in A-R zoning only and not residential zoning districts. He said this particular property is in an R-70 residential subdivision with two (2) acre lots and this lot happens

to be a seven (7) acre lot in the subdivision and this would allow this lot to have something that no one else in the subdivision can have because they are not five (5) acres in size. He added that the homeowners in this two (2) acre subdivision bought their homes knowing what the rules were and changing the rules midstream after they purchased their homes is very unfair to them. He said the first these homeowners will know about the change will be when the bulldozers come to the property to build a 3,600 square foot accessory structure.

Doug Powell said he agrees with Jim Graw and this should be allowed in A-R only and not residential zoning districts. He said if this individual gets traded to another team he didn't know who could afford to buy this property. He added that we had made amendments to the A-R zoning concerning agricultural structures that were left over after agricultural uses to allow use of these buildings and it would be in keeping with these amendments to allow a 3,600 square foot accessory structure in A-R on five acres. He said it is not appropriate to go into a residential subdivision where the majority of the lots are below five (5) acres and change the rules.

Bill Beckwith said he agrees with Jim and Doug.

Doug Powell said this can be accommodated in A-R.

Jim Graw asked Pete Frisina if this proposed 3,600 square foot structure be tuned into a principal residence.

Pete Frisina replied if the original principal structure was removed from the property this structure could be converted into a residence.

Tim Thoms said the potential for these structures to be used for sports leagues exists and that is not appropriate in a subdivision.

Chairman Gilbert said he didn't think this was appropriate in a subdivision.

Jim Graw made a motion to recommend that the proposed amendments as presented not be approved. He added that he would be in favor of seeing amendments for A-R zoning in the future.

Tim Thoms seconded the motion for discussion.

Bill Beckwith asked Pete Frisina if it was appropriate to send the Planning Commission's suggestion that this be allowed in A-R but not residential zoning districts to the Board of Commissioners.

Pete Frisina said it would appropriate to send that suggestion along with the recommendation.

Doug Powell suggested making the changes to the amendments now and sending those to the Board of Commissioners.

Chairman Gilbert said he was not comfortable doing that because changes like that are usually discussed in workshop.

Pete Frisina said the amendments have been advertised and are going to the Board of Commissioners and they could table it or just send it back to the Planning Commission for more work.

Chairman Gilbert called the question and the motion passed unanimously.

7. Consideration of proposed amendments to the Fayette County Code of Ordinances, Chapter 20. Zoning Ordinance, Article VII, Sec. 7-1., regarding: Church and/or other Place of Worship and existing residential structures that do not meet the Conditional Use setbacks and/or buffers.

Tim Thoms said that he had been hired as a consulting arborist by a consultant doing work for this church and he didn't feel he had a conflict of interest so he would participate with the discussion of the amendments.

Pete Frisina said a church that is being proposed on a seven (7) acre lot that contains an existing single-family residence and accessory structure and when the use of the property is changed to a church these structures do not meet the Conditional Use buffer and setbacks for a church. He said the existing residence encroaches partially into the setback and the accessory structure encroaches fully into the setback and partially into the buffer. He said the amendments allow an existing structure to encroach into the setbacks but not the buffer and the uses are limited to administration, parsonage, storage building or detached garage.

Chairman Gilbert said he would hate to see a good building torn down.

Jim Graw asked what the definition of a place of worship is in the Zoning ordinance.
Pete Frisina said it is as follows: Church or other Place of Worship. A building used for public worship, including, but not limited to: temple, synagogue, pagoda, shrine, cathedral, tabernacle, and mosque/masjid.

Jim Graw said this may be a stupid question, but what if an individual wants to convert his house in a subdivision into a church.

STATE OF GEORGIA
COUNTY OF FAYETTE

ORDINANCE NO. 2013 - 07

AN ORDINANCE TO AMEND THE FAYETTE COUNTY CODE OF ORDINANCES, CHAPTER 20. ZONING ORDINANCE (2010), AS AMENDED, SPECIFICALLY ARTICLE VI (DISTRICT USE REQUIREMENTS); TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING LAWS, ORDINANCES, AND RESOLUTIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES ALLOWED BY LAW.

WHEREAS, the duly elected governing authority of Fayette County is the Board of Commissioners thereof;

WHEREAS, the governing authority desires to amend the provision that provides for the regulation of land development as allowed by the State of Georgia;

WHEREAS, the health, safety, and welfare of the citizens of Fayette County, Georgia shall be improved and protected by adoption and implementation of this Ordinance.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY AND IT IS HEREBY ORDAINED BY AUTHORITY THEREOF:

Section 1. The Fayette County Code of Ordinances, Chapter 20. Zoning Ordinance (2010), as amended, is hereby further amended by deleting in Article V, General Provisions, Sec. 5-20. Accessory Structures and Uses., C. Number and Size., 1. *Accessory structures shall be limited to one (1) of the following options*: in its entirety and replacing it with the following:

1. *Accessory structures shall be limited to one (1) of the following options*:
   a. Two (2) accessory structures, per individual lot, that shall not exceed a combined total of 1,800 square feet of floor area or a combined total of 3,600 square feet of floor area on a lot with a minimum of five (5) acres (see Total Square Footage.) The square footage of the largest accessory structure shall not exceed the total square footage of the principal structure. One (1) of these accessory structures may include up to 700 square feet of heated and finished floor area to be utilized as a guest house. An accessory structure combined with a guest house, under this option, shall be deemed as one (1) accessory structure. Under this option, an accessory structure located to the side of the principal structure shall not exceed 1,800 square feet; or

   b. One (1) accessory structure, per individual lot, not to exceed 1,800 square feet of floor area (see Total Square Footage), or the total square footage of the principal structure, whichever is less. This accessory structure may include up to 700 square feet of heated and finished floor area to be utilized as a guest house. An accessory structure combined with a guest house, under this option, shall be deemed as one (1) accessory structure; or

c. One (1) accessory structure, per individual lot with a minimum of five (5) acres, not to exceed 3,600 square feet of floor area (see Total Square Footage) or the total square footage of the principal structure, whichever is less. This accessory structure may include up to 700 square feet of heated and finished floor area to be utilized as a guest house. An accessory structure combined with a guest house, under this option, shall be deemed as one (1) accessory structure. Under this option, an accessory structure shall be located only to the rear of the principal structure.

Section 2. That the preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 3. . a. It is hereby declared to be the intention of the Board of Commissioners that all Sections, paragraphs, sentences, clauses and phrases of this Article are and were, upon their enactment, believed by the Board of Commissioners to be fully valid, enforceable and constitutional.

b. It is hereby declared to be the intention of the Board of Commissioners that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Board of Commissioners that, to the greatest extent allowed by law, no Section, paragraph, sentence, clause or phrase of this Article is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Article.

c. In the event that any phrase, clause, sentence, paragraph or section of this Article shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Board of Commissioners that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or Sections of the Article and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and Sections of the Article shall remain valid, constitutional, enforceable, and of full force and effect.

Section 4. All ordinances or resolutions and parts of ordinances or resolutions in conflict herewith are hereby expressly repealed except those provided for herein.

Section 5. The effective date of this Ordinance shall be the date of adoption unless otherwise specified herein.

So ordained this 25th day of July, 2013, by the

BOARD OF COMMISSIONERS
FAYETTE COUNTY, GEORGIA

_____
STEVE BROWN, CHAIRMAN

ATTEST:

_____
CLERK/DEPUTY CLERK