



Lee County - Leesburg - Smithville Planning Commission

CHAIRMAN JASON SHEFFIELD, VICE-CHAIRMAN JIM QUINN
JOHNNY GOLDEN, KYLE LUCKIE, MIKE MCVEY, TONYA MYRICK, SHIRLEY STILES

MEETING MINUTES

January 4, 2024 at 6:00 P.M.

Opal Cannon Auditorium

T. Page Tharp Governmental Building

102 Starkville Avenue North

Leesburg, GA 31763

Members Present: Johnny Golden, Kyle Luckie, Jim Quinn, Jason Sheffield, and Shirley Stiles

Members Absent: Mike McVey and Tonya Myrick

Staff Present: Joey Davenport and Amanda Nava

I. CALL TO ORDER

Chairman Jason Sheffield called the meeting to order at 6:00 p.m.

II. ACKNOWLEDGEMENT OF GEORGIA LAW REGARDING CAMPAIGN CONTRIBUTIONS

Commissioner Kyle Luckie read the Georgia Law regarding campaign contributions.

III. NEW BUSINESS

(A) Selection of a Chairperson of the Planning Commission for 2024.

Vice-Chairman Jim Quinn made the **MOTION** to **re-appoint** Jason Sheffield as Chairperson, seconded by Commissioner Shirley Stiles. The **MOTION** was unanimous with remaining Commissioners voting yea.

(B) Selection of a Vice-Chairperson of the Planning Commission for 2024.

Commissioner Kyle Luckie made the **MOTION** to **re-appoint** Jim Quinn as Vice-Chairperson, seconded by Commissioner Johnny Golden. The **MOTION** was unanimous with remaining Commissioners voting yea.

(C) Approval on the meeting schedule of the Planning Commission for 2024.

Commission Discussion

Commissioners discussed moving the July meeting date to the 11th of the month, due to the first Thursday falling on the 4th of July. There was some discussion on whether the date interfered with the Board of Commissioners and the Utilities Board meeting dates. After it was determined the 11th of July will not interfere with other Board meeting dates, commissioners proceeded with a vote.

Recommendation

Vice-Chairman Jim Quinn made the **MOTION** to **APPROVE** the 2024 meeting schedule as



presented, seconded by Commissioner Kyle Luckie. The **MOTION** was unanimous with remaining Commissioners voting yea.

(D) Zoning Ordinance Amendment Discussion.

Staff Presentation

Interim Planning Director Joey Davenport began the presentation informing the Planning Commission of the recent changes made to the Zoning Ordinance due to a change in State Law. Mr. Davenport explained the Planning and Zoning application deadline's wording in the ordinance may be confusing to the applicant as it gives a deadline of the last Friday of each month, to be heard the following month. The following month's meeting will technically be the Thursday after the deadline, which is not feasible as advertisement requirements must be completed per the zoning ordinance. He suggested a text amendment to change the deadline of application to the first Friday of each month, to be heard the following month. Mr. Davenport proceeded to discuss advertisement and sign posting requirements for each zoning case. He explained advertisements must be published no less than 15 days before the scheduled meeting, but not more than 45 days, and signs must be posted no less than 21 days, but no more than 45 days. He continued to suggest placing advertisements and signs at the 30 day mark to ensure compliance and routine. Mr. Davenport expressed this was an opportunity for Planning Commissioners to offer feedback and suggestions to present to County attorney, Jimmy Skipper, for review as a possible text amendment.

Commission Discussion

Commissioner Kyle Luckie started the discussion by reiterating that the deadline within the ordinance will still have to comply with the advertising requirements. Chair Jason Sheffield confirmed with Mr. Davenport that his suggestion was to amend the deadline for the first Friday of the month. Mr. Sheffield brought up a suggestion to change the wording to establish "the following month" wording and expressed he liked having an actual date on deadlines, like the previous deadline date of the 10th of each month. Vice-Chair Jim Quinn mentioned concern with the first Friday of the month application date being a problem if Planning Commission meetings are moved to a later date. Mr. Davenport assured the commissioners changing the date will not change anything significantly. Mr. Luckie asked Mr. Davenport how long it takes to place signs once requested, in which Mr. Davenport explained the process is completed within a couple of days, and they are placed by Public Works. Mr. Luckie suggested changing the deadline date to the first Thursday of every month. Chair Jason Sheffield agreed with Mr. Davenport that the first Friday of each month works. All commissioners agreed. Commissioner Johnny Golden was concerned with signs containing all required information per the ordinance. Mr. Davenport and Assistant Director Amanda Nava assured Mr. Golden that the advertisement that is placed in the newspaper with time, dates, locations, etc., is the same document posted on the zoning sign. Mr. Golden also expressed his desire to have an address, or an adjacent address, placed in the advertisements instead of a parcel number for transparency.

(E) Planning and Zoning Signage Discussion.

Staff Presentation

Mr. Davenport began the presentation with the Planning Department's desire to purchase new zoning signs after a concern was brought forth by Commissioner Johnny Golden, in a previous Planning Commission meeting. Mr. Davenport presented the price estimate from Matrix. He



explained we went to this company because Matrix has designed quality zoning signs for Albany. The quote presented was for 10 signs, 55x48, with two locking snap frames at a rate of \$865.00 each, and a design layout charge of \$42.50. Photographs were presented. Mr. Davenport suggested starting off with eight signs and asking for the Planning Commission to offer any feedback, or discussion before moving forward.

Commission Discussion

Vice-chair Jim Quinn started the discussion by asking if eight signs would be sufficient to accommodate Lee County's zoning cases and if we were able to use old signs if needed. Mr. Davenport assured him we would be able to use old signs and we will go through all of the old signs and keep the ones in the best shape. Chair Jason Sheffield asked what size are the sign we currently use. Mr. Davenport responded with 18x30, but that they may be a little larger than that. Mr. Sheffield asked if there were other quotes and Mr. Davenport explained that was the only one we received. Mr. Sheffield suggested getting more quotes. Mr. Quinn asked how many zoning signs we have had out at one time, in which Mr. Davenport guessed 10. Commissioner Kyle Luckie liked the idea of 10 signs but suggested a cost comparison. Mr. Davenport stated we can look into that. Chair Jason Sheffield mentioned there are only so many sign companies around who complete in-house fabrication and he would like to keep the work in Lee County if possible. Mr. Davenport expressed that is one of the reasons we went to Matrix because it is in Lee County, and they have completed a good bit of projects for the county. Commissioner Shirley Stiles explained that once signs are purchased, this could mean a price break after the initial purchase because the set-up charge has already been completed. Ms. Stiles also suggested obtaining the artwork file from Matrix to use in the future, or to ensure the artwork is not misplaced. Mr. Luckie asked if we retrieved the artwork, would we be able to use it where we want to. Mr. Davenport explained he is not sure if they will allow that because it is their work but will ask. Mr. Quinn suggested not placing the Lee County logo on the signs because there is a desire to change the logo per the Comprehensive Plan. Mr. Davenport agreed and explained we were looking to use the county name on the signs. Assistant Director Amanda Nava asked the commissioners if they had a color preference for the signs. Mr. Sheffield expressed his desire is to have them visible, but visually pleasing. Mr. Davenport suggested not going with the same green as Albany, as presented to the commissioners. Mr. Quinn stated he liked the red of the previous signs. Mr. Sheffield suggested not having signs that blend in with street signs and Mr. Davenport agreed. Mr. Sheffield suggested burnt orange. Mr. Davenport explained orange is a great choice as it symbolic for caution and attention and he offered to get a mockup sign prepared to present to them. Commissioners all agreed. Mr. Sheffield and Mr. Luckie confirmed that others may submit quotes and that we will be willing to solicit others for quotes.

(F) Agenda/ Meeting Notice. (added by Commissioner Johnny Golden at the meeting)

Commissioner Discussion

Commissioner Johnny Golden expressed his desire to receive the agenda and packets sooner to be more prepared for the meetings. He explained he checked his email in time for the meeting, but if he had not, he may have not attended the meeting. Mr. Davenport assured Mr. Golden that we will get better at supplying information sooner. Chair Jason Sheffield asked if there is a rule on receiving meeting information and mentioned he recalls receiving it a week before. Assistant Director Amanda Nava mentioned that she sent a calendar invite the first of the month with a notice of the agenda and will continue to do so. Mr. Sheffield explained this is one of the first



times they have received meeting information this late, so it has not been a big problem. He just wanted to be sure they had more time to research and look at the meeting information ahead of time. Mr. Davenport and Ms. Nava agreed to get packets out at least a week in advance.

IV. APPROVAL OF MINUTES

(A) Approval of the minutes from the November 2, 2023 Planning Commission meeting.

Commissioner Discussion

Commissioner Shirley Stiles asked to be reminded about the conditional use from this meeting. She believed the use was for a carport, not a shop. Commissioners and Mr. Davenport reassured her it was a shop.

Recommendation

Vice-Chairman Jim Quinn made the **MOTION** to **APPROVE** the minutes as presented, seconded by Commissioner Shirley Stiles. The **MOTION** was unanimous with remaining Commissioners voting yea.

V. PUBLIC HEARINGS

None

VI. UNFINISHED BUSINESS

None

VII. ANNOUNCEMENTS

None

VIII. ADJOURNMENT

Vice-Chairman Jim Quinn made a motion to **ADJOURN**, seconded by Commissioner Kyle Luckie. The **MOTION** was unanimous remaining Commissioners voting yea. The meeting adjourned at 6:43 p.m.

Meetings of the Planning Commission and the Board of Commissioners are open to the public.

Georgia law requires that all parties who have made campaign contributions to any member of the Board of Commissioners in excess of two hundred fifty dollars (\$250) within two (2) years immediately preceding the filing of this request, and who desire to appear at the public hearing in opposition to the application, shall, at least five (5) days prior to the public hearing, file a campaign contribution report with the Lee County Planning Commission.

Persons with special needs relating to handicapped accessibility or foreign language interpretation should contact the ADA Coordinator at (229) 759-6000 or through the Georgia Relay Service (800) 255-0056 (TDD) or (800) 355-0135 (voice). This person can be contacted at the T. Page Tharp Building in Leesburg, Georgia between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, except holidays, and will assist citizens with special needs given proper notice of seven (7) working days. The meeting rooms and buildings are handicap accessible.