CITY OF MORROW, GEORGIA

April 23, 2013 **Regular Meeting** **7:30 pm**

CALL TO ORDER: Mayor Burke
PLEDGE OF ALLEGIANCE: All
INVOCATION: Mayor Burke

1. **ROLL CALL**

2. **APPROVAL OF MEETING AGENDA**:

3. **CONSENT AGENDA:**

   1. Approval of the March 26, 2013 Regular Council Meeting Minutes.

   2. Approval of the FDWM, LLC invoice #1281 dated March 11, 2013 for the City of Morrow's portion of the Clayton County SDS/LOST Project litigation in the amount of $1,362.01 for the period February 7, 2013 to February 26, 2013.

   3. Approval of Henderson & Hundley, PC invoice #11326 dated March 14, 2013 in the amount of $1,068.75 for professional services for the period January 7, 2013 to February 28, 2013.

   4. Approval of Hecht Walker invoice #5146 dated March 7, 2013 in the amount of $18,303.00 for professional services for the period February 1, 2013 to February 28, 2013.

4. **REPORTS AND PRESENTATIONS:**

   1. Report on Zoning Re-write Plan ***(Presented by Brecca Johnson, Senior Planner)***

   2. Financial Update ***(Presented by Dan Defnall)***

5. **FIRST PRESENTATION:** ***(There are no votes or comments on First Presentation Items)***

   1. An Ordinance to Amend Title 3 of the City of Morrow Code of Ordinances; to provide for Codification; to Repeal Conflicting Ordinances; to provide an Effective Date; and for other purposes.

6. **PUBLIC COMMENT – AGENDA ITEMS:**

Public comment during this part of the meeting is limited only to discussion of items which will appear on tonight's Agenda. Please fill out a comment card on any agenda item(s) you wish to make comment and turn it into the City Clerk as you come up to speak. Comment cards and pens are available at the back of the Council Chambers for your use.

7. **NEW BUSINESS:**

1. Appointment of Jim Duckworth to the Downtown Development Authority. ***(Presented by Bob Huie, Councilman)***

2. Approval of an amended Facilities Use Policy originally approved November 27, 2012. ***(Presented by Jeff Eady, City Manager)***

3. Approval of a Resolution in support of Georgia Cities Week, April 20 – 27, 2013. ***(Presented by JB Burke, Mayor)***

4. Approval of a Resolution to accept the Public Participation Plan and Kick-off the Zoning Ordinance Revision Process. ***(Presented by Brecca Johnson, Sr. Planner)***

5. Approval of subdivision of the Highway 54 Retail Shops located at 6219 Highway 54 and 6221-6233 Highway 54, Morrow, Georgia. ***(Presented by Greg Hecht, City Attorney)***

8. **OLD BUSINESS:** None

9. **GENERAL COMMENTS:**

General comments are for any items that did not appear on tonight's agenda. Please fill out a comment card on any general items(s) you wish to make comment and turn it into the City Clerk as you come up to speak. Comment cards and pens are available at the back of the Council Chambers for your use.

Citizens-
City Manager-
Mayor and Council –

10. **ADJOURNMENT:**

STATE OF GEORGIA
COUNTY OF CLAYTON **ORDINANCE NO. _____**

TO AMEND TITLE 3 OF THE CITY OF MORROW CODE OF ORDINANCES; TO PROVIDE FOR CODIFICATION; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, the City of Morrow ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia, and is authorized pursuant to Article 6 of the City Charter to levy fees delineated therein;

WHEREAS, the City is further authorized pursuant to Section 6.17 of the City Charter to levy any other tax or fee allowed by law;

WHEREAS, various portions of the City Charter, the City's Code of Ordinances, and, provisions of State law provide additional authority for the imposition collection of various fees; and

WHEREAS, the City desires to adopt an official Schedule of Fees that may be levied and collected within the City;

THE COUNCIL OF THE CITY OF MORROW HEREBY ORDAINS

SECTION 1. **Code Section Amended.** Title 3 of the Code of Ordinances of the City of Morrow, Georgia, is hereby amended by adding "Chapter 4. Schedule of Fees" as follows:

"**Section 3-4-1**. Schedule of Fees to Be Paid to the City of Morrow.

Department	**Fee Type**	**Fee Amount**
City Hall		
	Convenience Fee - Credit/Debit cards	3.5% of total (actual rate charged to City)
	Open Records - Page Fee	$0.10 per page, unless in a special format, as provided by O.C.G.A. § 50-18-71(c)(2)
	Open Records - Administrative Charges	The actual hourly rate(s) of City employees, with no charge for the first 15 minutes spent
	Open Records - Maps	Actual costs, as provided for by O.C.G.A. § 50-18-71(c)(2)
	Open Records - CD/Audio Recordings	Actual costs, as provided for by O.C.G.A. § 50-18-71(c)(2)

	Open Records - Postage	Actual costs, as provided for by O.C.G.A. § 50-18-71(c)(2)
	Open Records - Miscellaneous	Actual costs, as provided for by O.C.G.A. § 50-18-71(c)(2)
	Election Qualifying Fee	3% of the gross salary of the open position
	Facility Use Fee - Council Chambers	$100 Use Fee; $100 - nonrefundable maintenance Fee
	Facility Use Fee - Milton Daniel Pavilion	$50 Use Fee; $50 - nonrefundable maintenance Fee
	Garage Sale Sign Deposit	$25.00 deposit fee for obtaining a sign, refundable upon return
	Adult entertainment license application fee	$500.00 (application to City Manager)
Police Department		
	Accident Report	$5.00
	Merchant Permit/Transient Peddler	$25.00
	Criminal History	$20.00
	Precious Metals Permit Fee	$75.00
	Employee Pouring Permit Fee	$75.00
	Notary Fee	$2.00
	Taxi Driver Permit Fee	$80.00
	Taxi Driver Renewal Fee	$65.00
	Taxi Business License	$80.00
	Taxi Business License renewal	$65.00
	Open Records - Computer-Aided Dispatch Report	$ 0.10 per page
	Parades	$50.00
	Motorized carts	$15.00 for City resident; $60.00 for non-City resident; $5.00 Transfer Fee; $20.00 Late Transfer Fee
Emergency Services (911)		
	Open Records - Audio CD	Actual costs, as provided for by O.C.G.A. § 50-18-71(c)(2)
	Open Records - Background check	$20.00
	Residential False Alarm: 1 - 3	No charge
	Residential False Alarm: 4 - 6	$50.00 per false alarm

	Residential False Alarm: 6 - up	$150.00 per false alarm
	Commercial False Alarm: 1 - 3	No charge
	Commercial False Alarm: 4 - 6	$150.00 per false alarm
	Commercial False Alarm: 6 - up	$300.00 per false alarm
Administrative Services		
	Bad Check Fee	$25.00 each
	Certificate of Occupancy Fee	$50.00
	Business License list	$0.10 per page
	Property Tax Look-up for Mortgage Companies	The actual hourly rate(s) of City employees, with no charge for the first 15 minutes spent, plus $0.10 per page
	Massage Therapist license	$200.00
	Massage Therapist Training license	$50.00
	Home Occupation permit	Based on Gross Revenue
Sanitation		
	Residential Sanitation Fee	$75.00 per quarter, in advance
	Residential Sanitation Late Fee	10% of quarterly fee
	Residential Sanitation Reconnect Fee	$15.00 per reconnection
	Residential All-Inclusive pick up Fee: Special request	If a Residential Customer requests a special pick-up, the fee charged will be based on an evaluation by the sanitation contractor and the fee will be based on actual labor costs to the contractor
	Commercial Sanitation Late Fee	10% of actual fee due
	Commercial Sanitation Reconnect Fee	$15.00 per reconnection
	Commercial Sanitation recycle haul charge	$140.00
	Compactor rental - Open Top	$90.00 per month or $3.00 per day
	Compactor rental delivery charge	$125.00
	Lake City Gas Fee	$0.20 per gallon more than actual cost to City of Morrow

Commercial Sanitation Fees

FRONT END PRICING						
SIZE	1Xwk	2xWK	3x WK	4xWK	5xWK	6xWK
2YD^3	$63.46	$110.11	$156.74			
4 YD^3	$77.42	$138.41	$193.60	$248.81	$304.01	$330.18
6 YD^3	$87.72	$159.03	$224.53	$290.03	$355.51	$409.40
8 YD^3	$106.19	$197.06	$281.61	$366.11	$449.46	$523.43
LOCK BOX	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00

EXTRA FRONT END PICK-UP CHARGE	
2 YD^3	$41.36
4 YD^3	$46.54
6 YD^3	$53.02
8 YD^3	$60.75

OLD CORRUGATED CARDBOARD (OCC) PRICING				
SIZE	1Xwk	2xWK	3x WK	4xWK
6 YD^3 OCC	$62.64	$108.51	$154.34	$199.68
8 YD^3 OCC	$77.27	$137.70	$198.17	$258.03

ROLL-OFF/OPEN TOPS & RECEIVERS PRICING	
PER HAUL CHARGE	$109.89
PER HAUL CHARGE	$43.45

Compactors rental rates will vary due to type of equipment and equipment installation feature
OPEN TOPS: $90.00 per month rental or $3.00 per day
Delivery fee: $125.00 (one-time charge)
Recycle: $140.00

Alcohol Licensing		
	Lounge/banquet located in hotel serving beer, wine & alcohol	$5,000 Annually
	Lounge/banquet located in hotel serving beer & wine only	$3,000 Annually
	Hotel giving complimentary drinks not for sale	$1,000 Annually
	Package sales beer only	$1,000 Annually
	Package sales wine only	$500 Annually
	Package sales beer & wine	$1,500 Annually

	Off premise for catered functions (catered license is secondary to and dependent upon an alcohol license from a city or county	$200 Annually
	Transfer fee when taking on new partners or shareholders	$250.00
	Late Fee for Alcohol License	$25.00
	Investigative Fee	$500.00
	Event permits - Alcohol Caterers Permit for caterer not licensed by the City (Fee is not required if they have a current City of Morrow Caterers License)	$50.00
Fire Department		
	Non-Transport Fee	$56.00
	Ambulance: Basic Life Support	$624.97
	Ambulance: Advance Life Support 1	$681.78
	Ambulance: Advance Life Support 2	$766.49
	Fire Extraction	$554.00
	Fire/Medical Report	$3.00 per page
Planning & Economic Development		
	Minimum Building Permit Fee	$50.00
	Building Permit Fee: $0.00 to $5,000	$50.00
	Building Permit Fee: $5,000.01 to $100,000	$50 plus $6 for each additional thousand
	Building Permit Fee: $100,000.01 to $250,000	$650 for the first $100,000 plus $5.50 for each additional thousand or fraction thereof
	Building Permit Fee: $250,000.01 to $500,000	$1,475 for the first $250,000 plus $5 for each additional thousand or fraction thereof
	Building Permit Fee: $500,000.01 to $1,000,000	$2,725 for the first $500,000 plus $4 for each additional thousand or fraction thereof

	Building Permit Fee: $1,000,000.01 and up	$4,725 for the first $1,000,000 plus $3 for each additional thousand or fraction thereof
	Trade Permits (Electrical, HVAC/Mechanical, Plumbing or Low-Voltage)	$80.00
	Double Permit Fees (Will be assessed if work is started before first obtaining a permit from the City of Morrow)	Double the cost of the actual permit fee (excluding Plan Review Fee), plus a $100 Admin. Fee
	Building Inspection - Initial Inspection for Tenant Occupancy	$75.00
	Building Plan Review	Equal to and in addition to one-half of the required building permit fee
	Building Inspection: 1st Re-inspection	$35.00
	Building Inspection: Additional Re-inspections	$50.00 for each review related to the same deficiency
	Soil Erosion & Sedimentation Control: Plan Review - Residential Subdivisions: 1-50 Lots	$300.00
	Soil Erosion & Sedimentation Control: Plan Review - Residential Subdivisions: 50-100 Lots	$500.00
	Soil Erosion & Sedimentation Control: Plan Review - Residential Subdivisions: 101 lots or more	$750.00
	Soil Erosion & Sedimentation Control: Plan Review - Multi-family (Townhome Developments)	$750.00
	Soil Erosion & Sedimentation Control: Plan Review - Mixed-Use, Commercial, Institutional, Industrial: Less than 5 acres	$300.00
	Soil Erosion & Sedimentation Control: Plan Review - Mixed-Use, Commercial, Institutional, Industrial: 5.1 to 25 acres	$500.00
	Soil Erosion & Sedimentation Control: Plan Review - Mixed-Use, Commercial, Institutional, Industrial: More than 25.1 acres	$750.00
	Soil Erosion & Sedimentation Control: Plan Review - Logging-Stripping-Clearing (Land Disturbance)	$100.00 per acre

	Soil Erosion & Sedimentation Control: Plan Review - Water Quality Control	$80.00 per acre (Two separate $40 checks made payable to: City of Morrow and Georgia Environmental Protection Division (EPD)
	Residential (One and Two Family Permits): New Construction	$300.00 minimum (combination permit includes plan review, building and trades of plumbing, electrical, mechanical and sprinkler)
	Residential (One and Two Family Permits): Conditioned Space	$0.30 per square foot
	Residential (One and Two Family Permits): Additions and renovations, plus applicable trade permits	$50.00 minimum or $6 per $1,000 of construction value
	Residential (One and Two Family Permits): Tree Permit - Private residential lot only	$50 annually plus $25 for plan review fee
	Signs: Building, Wall or Fascia Signs: 0 to 150 square feet	$100.00
	Signs: Freestanding, Stanchion or Monument: 0 to 90 square feet	$100.00
	Signs: Freestanding, Stanchion or Monument: 91 to 150 square feet	$200.00
	Signs: Freestanding, Stanchion or Monument: 151 to 200 square feet	$300.00
	Fees for Books, Manuals, Copies: In house	$.10 per page
	Fees for Books, Manuals, Copies: Off site by Commercial vendor and Courier if used	Actual costs, as provided for by O.C.G.A. § 50-18-71(c)(2)
	Fees for Books, Manuals, Copies: Postage and Handling	Actual costs, as provided for by O.C.G.A. § 50-18-71(c)(2)
	Zoning/Petitions: Rezoning, Variance, Appeal, Conditional Use - Residential (RS-80, CUPD)/Multi-family, Commercial, Office, Institutional, Industrial Development	$650.00
	Zoning/Petitions: Rezoning, Variance, Appeal, Conditional Use - Single-Family Residential/Individual Lot	$150.00
	Zoning/Petitions: Preliminary or Final Plat Reviews - Residential (RS-80, CUPD)/Multi-family, Commercial, Office, Institutional, Industrial Development	$350.00 (for each submittal)
	Zoning/Petitions: Preliminary or Final Plat Reviews - Single-Family Residential/Individual Lot	$150.00

	Zoning/Petitions: Limited Use - Residential (RS-80, CUPD)/Multi-family, Commercial, Office, Institutional, Industrial Development	$650.00
	Zoning Verification Letter	$35.00
	Coin Operated Amusement Devices	$350.00 (Conditional Use)
	Tattoo Establishment application fee	$200.00

”

The City of Morrow, Georgia, its Departments, and authorized employees may charge the referenced fees and costs on behalf of the City, as specified pursuant to Code of Ordinances Section 3-4-1 and the Schedule of Fees. Said fees and costs paid shall be remitted to the City of Morrow.

SECTION 2. Codification. This ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

SECTION 3. Severability. If any section, paragraph, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional for any reason by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, which such portions shall remain in full force and effect.

SECTION 4. Approval of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Ordinance. The City Clerk is authorized to execute, attest to, and seal any document which may be necessary to effectuate this Ordinance.

SECTION 5. Repeal of Conflicting Provision. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 6. Effective Date. This ordinance shall take effect immediately.

SO ORDAINED this _____ day of _____, 2013.

THE CITY OF MORROW, GEORGIA

BY: _____
JB Burke, Mayor

Attest:

_____
Evyonne Browning, City Clerk
(Seal)

City of Morrow Facilities Reservation and Usage Policy

The City facilities listed on Schedule A are available to be reserved by members of the public for private meetings and events during the hours provided. Please read the following policies and procedures governing reservation and usage of those facilities. By signing below, Applicant acknowledges and agrees to adhere to the following policies and procedures:

1. Reservations must be made by application in person at City Hall between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

2. All applications must be submitted no less than seven (7) and no more than ninety (90) days in advance of the desired reservation date.

3. Only one of the City facilities listed on Schedule A may be reserved by an applicant for use on any particular date and time, as available.

4. Reservations are granted by the City on a first come, first serve basis.

5. Reservations are granted by the City on a nondiscriminatory basis irrespective of the Applicant's race, religion, gender, national origin, ethnicity, sexual orientation, political affiliation, or viewpoint.

6. The City does not guarantee the availability of any of the City facilities listed on Schedule A on a recurring or regular basis.

7. The City reserves the right to first priority usage of any of the City facilities listed on Schedule A. All reservations are subordinate to the City's right of use and may be cancelled by the City at any time as may be required for the conduct of the business and affairs of the City. In the event that a reservation is cancelled by the City at no fault of the Applicant, all fees and deposits that have been collected by the City shall be refunded to the applicant within seven (7) days.

8. Applicants must be at least 21 years of age, will be held responsible for the reserved facility, and must be present at the facility during the entire reservation period.

9. Reasonable fees as established by Mayor and Council may be charged for reservation of any of the City facilities listed on Schedule A. These fees may be waived in the public interest upon application to the City demonstrating need.

10. A damage/cleaning deposit will be required from the applicant for reservation of any of the City facilities listed on Schedule A. This deposit will be refunded to the applicant after the reservation date upon inspection and determination by the City that the City facility reserved was left in a clean and undamaged condition.

11. All required fees and deposits must be paid at booking by cash, money order, or personal check. All checks should be made payable to the City of Morrow.

12. The Applicant is responsible for ensuring that the City facility is not damaged and is returned to a clean condition at the conclusion of the reservation period. Prompt notice must be provided to the City of any damage to the reserved City facility.

13. If Applicant cancels the reservation within 72 hours of the event, all fees will be refunded.

14. The City facilities listed on Schedule A may not be reserved for commercial/profit-making use.

15. Applicants agree to abide by all local, state, and federal laws and regulations in their use of the City facilities listed on Schedule A.

16. The City reserves the right to deny or cancel any reservation from an applicant that has violated any of the policies and procedures set forth herein or otherwise damaged, destroyed, vandalized, or misused any of the City facilities listed on Schedule A. **All fees and deposits collected by the City will be retained in the event of a cancellation.**

17. Applicant shall indemnify and hold harmless the City of Morrow, its agents, employees, and public officials from and against any and all claims, damages, losses, and liabilities whatsoever their nature, cause of origin, and whether or not attributable to the negligence of the Applicant, its agents, contractors, or employees or to the use or occupancy of the reserved City facility by Applicant, its agents, employees, and invitees or any other portion of the City of Morrow by Applicant, its agents, employees, and invitees.

I have read, understand, and agree to the above-state policies and procedures regarding reservation and usage of the City facilities listed on Schedule A.

Applicant's Signature _____Phone:_____ Email: _____

Facility Reserved:_____ Date: _____ Time: _____to _____
(Max. 6 hours from 8:00 am to 6:00 pm)

Date Reservation Made: _____ Staff Signature: _____

Fee: $_____ Damage Deposit $ _____ Pd Check # _____ Other: _____

NOTE: Purpose of the fees is to cover the City's expenses for maintenance and overhead of the facility.

SCHEDULE A

The Shelter at Milton Daniel Park
1500 Morrow Road
Morrow, GA 30260
Capacity:
Hours:
Fees: $50.00 (Non-refundable)
Damage Deposit: $50.00 (Refunded in left in clean condition – no trash)
Note: If reservation is cancelled within 72 hours of the event, all fees will be refunded.

NOTE: Purpose of the fees is to cover the City's expenses for maintenance and overhead of the facility.

STATE OF GEORGIA
COUNTY OF CLAYTON **RESOLUTION NO. 2013-04- __**

A RESOLUTION OF THE CITY OF MORROW RECOGNIZING GEORGIA CITIES WEEK, APRIL 20-27, 2013 AS "WHERE THE ACTION IS" AND ENCOURAGES ALL THE CITIZENS OF MORROW TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES.

WHEREAS, city government is the closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Georgia Cities Week: "Where the Action Is" is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers an important opportunity to spread the word to all the citizens of Morrow that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Mayor and Council of the City of Morrow Mayor along with all the Departments of the City have joined together to teach the citizens of Morrow about municipal government through its first 5 week "Government 101" course which began March 28, 2013 and will end April 25, 2013 whereby 18 committed citizens of the City of Morrow participated; and

WHEREAS, Georgia Cities Week offers an important opportunity to convey to all the citizens of Georgia that they can shape and influence government through their civic involvement.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF MORROW DECLARES APRIL 20-27, 2013 AS GEORGIA CITIES WEEK.

BE IT FURTHER RESOLVED THAT THE CITY OF MORROW ENCOURAGES ALL CITIZENS TO BECOME INVOLVED WITH THEIR CITY GOVERNMENT.

SO RESOLVED AND ADOPTED by the City of Morrow this 23rd day of April, 2013.

_____
JB Burke, Mayor

Attest:

_____
Evyonne Browning, City Clerk
(Seal)

STATE OF GEORGIA
CITY OF MORROW **RESOLUTION NO. 2013-04-__**

A RESOLUTION TO ACCEPT THE PUBLIC PARTICIPATION PLAN AND KICK-OFF THE ZONING ORDINANCE REVISION PROCESS

WHEREAS, the City of Morrow recognizes that the current Morrow Zoning Ordinance contains conflicts, inconsistencies, and out-dated regulations, which require that it undergo a major revision; and

WHEREAS, the mission statement and objective of the Zoning Ordinance Revision is to create easy-to-read, straight forward regulations that when implemented, will enhance the look and feel of the Morrow community, quality of life, and improve the economic development opportunities for Morrow citizens, business, and patrons; and

WHEREAS, the Planning+Economic Development Department will spearhead the Zoning Ordinance Revision process over the next 8-12 months, based on a public participation plan, which includes a minimum of five (5) public involvement meetings to address citizen and business topics of interest, called modules; and

WHEREAS, the Mayor and City Council accept the approach outlined in the "Summary Public Participation Plan Process" and "City of Morrow Zoning Ordinance Revision: Modules" attached herein; and

WHEREAS, the Mayor and Council of the City of Morrow authorizes the Planning+Economic Development Department to proceed with the public participation plan process and move forward with revising the Zoning Ordinance; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council accept the Public Participation Plan and corresponding Modules to begin the Zoning Ordinance Revision process within the City of Morrow.

Be it Resolved this 23th day of April, 2013.

_____
J.B. Burke, Mayor

ATTEST:

_____
Evyonne Browning, City Clerk
(Seal)

come to morrow
MORROW, GEORGIA

CITY OF MORROW
ZONING ORDINANCE REVISION:

SUMMARY OF THE PUBLIC PARTICIPATION PLAN PROCESS

DRAFT

Planning + Economic Development Department
1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

come to morrow
MORROW, GEORGIA

ZONING ORDINANCE REVISION:
SUMMARY OF THE PUBLIC PARTICIPATION PLAN PROCESS

Introduction:

The Morrow Planning+Economic Development Department (P+ED) is spearheading the Zoning Ordinance Revision for the City of Morrow. The Zoning Ordinance Revision is an exercise that the City of Morrow will undergo over the next 8-12 months. The purpose of the Zoning Revision is to eliminate conflicts, inconsistencies, and errors to create an easy-to-read list of standards for how residential, commercial and mixed-use property can be used and/or developed within the City.

Mission Statement and Objective:

The intent of the Zoning Ordinance revision is to create easy-to-read, straight-forward regulations that when implemented, will enhance the look and feel of the Morrow community, quality of life, and improve the economic development opportunities for Morrow citizens, businesses, and patrons.

A. The Public Involvement Process: Summary & Modules:

- During the months of May 2013 – September 2013, the Planning+Economic Development Department (P+ED) has proposed the following approach to engage citizens, businesses and elected/appointed officials.
    - In May 2013, the City will begin holding public participation meetings to discuss 'problem areas' or 'hot topics' within the current Zoning Ordinance.
    - Five (5) public participation meetings will take place, one (1) kick off meeting and four (4) modules or sets of topics of interest to address. For each module, P+ED staff will present the current code, discuss clear conflicts, ask for specific input on each topic, and provide possible options for the new code section. Meetings will be held in various locations within the City.
    - An on-line preference survey, jointly put together by ARC and City Staff, contains questions to capture residents and businesses vision for the City. The survey will be available to all citizens and businesses beginning on April 8th through June 10,' 2013. Computers will be set up in the Planning+Economic Development Department lobby and at the Kick-Off meeting.
    - During the months of October 2013 – February 2014, the P+ED Staff will begin writing the Code based on public input and will bring each module to the Planning + Zoning Board and Mayor & City Council members for adoption in March and April 2014.

Planning + Economic Development Department
1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

DRAFT

B. Community Stakeholder Advisory Team:

A small group of five (5) citizens and business owners will be assembled to serve on the Stakeholder Advisory Team to help guide the Zoning Revision process. Direction from the Stakeholder Advisory Team is critical in providing comprehensive feedback which reflects the Morrow community. Other stakeholders consist of:

- City of Morrow Residents/Citizens, Businesses & Major Property Owners
- Planning+Zoning Board Members
- Mayor and City Council Members
- City Staff

C. Proposed Meeting Dates: Identification of Potential Issues: (Supplemental meetings may be added by request)

The P+ED Department has proposed this approach to engage citizens, businesses and elected/appointed officials. For each module, P+ED staff will present the current code, discuss clear conflicts, ask for specific input on each topic, and provide possible options for the new code section. Therefore, residents, business owners, and officials can make informed choices on how the Zoning Code should be changed. The consensus and findings of the public participation (community input) on each topic will be presented to the P+Z Board and City Council for adoption. For each module, the goal will be constant: Obtain public input of each major topic of the Zoning Ordinances and other ordinances which affect the way the City can be developed in the future.

- **Tuesday, April 23, 2013: Council Action** (Resolution of Acceptance of the Public Participation Plan, Modules, and to Start the Process)

Kick-Off Meeting: Presentation of Overall Zoning Revision Process:
Thursday, May 9, 2013, 6:30-8:30 p.m.
Morrow City Hall
City Council Chambers
1500 Morrow Road, Morrow, GA

Module 1: Residential Focus & Concerns:
Thursday, June 13, 2013, 6:30-8:30 p.m.
Morrow City Hall
Community Room
1500 Morrow Road, Morrow, GA

Planning + Economic Development Department
1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

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Module 2: General Business, Institutional & Industrial Uses; Redevelopment of Commercial Areas:
Thursday, July 11, 2013, 6:30-8:30 p.m.
Morrow Center @ Southlake Mall
1180 Southlake Circle, Ste. 100
Morrow, GA 30260

Module 3: Building & Development Requirements:
Thursday, August 8, 2013, 6:30-8:30 p.m.
Morrow City Hall
Community Room
1500 Morrow Road, Morrow, GA

Module 4: Administration and Zoning Hearings:
Thursday, September 12, 2013, 6:30-8:30 p.m.
Morrow City Hall
Community Room
1500 Morrow Road, Morrow, GA

D. Sections of the City Code Will Be Affected By The Zoning Ordinance Revision:

- Appendix A – Zoning Ordinance and
- Title 8 – Planning and Development (P+Z Board, Building Regulation and Code Enforcement, Soil Erosion, Sedimentation & Pollution Control, Flood Damage Prevention, Signs, Subdivision Regulations, Land Use, Tree & Vegetation Protection, Wetland Protection)
- Title 9 – Licensing and Regulation (Home Occupations and other Miscellaneous Regulations)
- Development Guidelines
- All applicable cross-referenced sections

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CITY OF MORROW ZONING ORDINANCE REVISION: MODULES

Modules are smaller, but essential parts of a larger part, unit or document; these modules identify hot topics or zoning 'issues.' As referenced in the Zoning Ordinance Revision: Process & Public Participation Plan, the topics within each module will be utilized to guide the public participation segment of the Zoning Revision process. All topics and current conflict included within each of the four (4) modules below have been compiled based on previous citizen and business input, and City staff analysis. The possible options are starting points to solve each conflict. As a result, all sections will be revised to create a consistent set of regulations throughout the Zoning Ordinance.

Module 1: Residential Focus & Concerns

Feedback Target: Residential home owners and tenants

A. Accessory Uses & Structures (Building materials for fences, swimming pools, storage sheds, etc.)

Accessory Uses & Structures (Fences, Swimming Pools, Storage Sheds, etc.)		
ORDINANCE REFERENCES	CURRENT CONFLICTS	POSSIBLE OPTIONS (Verbiage & Formatting)
Art. VI Section 402 and 601	○ Allows only one(1) detached accessory structure or building on the lot ○ There is an unclear definition for accessory structures and uses	-Set the limit of accessory buildings not structures (e.g. exclude satellite dish antennas, swimming pools, fences and mailboxes) -Allow two accessory buildings for a maximum square footage -Provide clear definitions for each type of structure
	○ Maximum height of 15 feet is inconsistent with 16' height for those in a subdivision and 20' height outside of a subdivision	-Set a maximum height for accessory buildings and maximum allowed number of buildings
Fences Art. VI Section 601, Art. VII. Section 703; Title 8, Chap 6, Sec. 8-6-19	○ Allows fences in the Zoning Ordinance and prohibits them in the Subdivision Code ○ Clarify what types of fences are allowed	-Allow fences within every residential subdivision -Minimum height of eight feet (8') on sides and rear -Include a distance requirement from the primary structure to the accessory structure (10-12 feet) -Specify whether chain link, vinyl-coated, wooden privacy, vinyl privacy or ornamental fences, etc., are permitted

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B. Tree Removal (Process): Current Regulations

Tree Removal (Process & Concerns related to hiring an arborist)		
ORDINANCE REFERENCES	**CURRENT CONFLICTS**	**POSSIBLE OPTIONS (Verbiage & Formatting)**
Art. VII Section 815 Property Maintenance	○ States that either the public works director, certified arborist or GA forester can determine whether a tree is in danger of falling ○ Tree requirements are located in two separate sections	-Allow a certified arborist/GA forester, which the City contracts with, to determine whether a tree is hazardous -Move tree sections currently under 'Property Maintenance' to the 'Tree Protection' ordinance
Title 8:Chap. 8, Art. A Tree Protection, Section 8-8-2	○ States that the Georgia Forestry Commission or its local representative will determine whether a tree is dead, diseased, or infested (hazardous)	-Reconcile the two Zoning & Tree Protection ordinances to require a certified arborist to determine the state of any tree wishing to be removed over a certain diameter (Input from an arborist is needed here)
	○ Allows a homeowner the option to remove a tree ○ Does not delineate whether tree replacement is required on residential properties	Consider allowing a homeowner to: -Remove a maximum number of trees, a certain diameter or height OR -Remove a tree less than a certain diameter; anything larger, a tree contractor must remove unless the homeowner is a tree contractor

C. Home Occupations (day cares, group/personal care homes): Current Regulations

Home Occupations (Day cares, Group/Personal Care Homes)		
ORDINANCE REFERENCES	**CURRENT CONFLICTS**	**POSSIBLE OPTIONS (Verbiage & Formatting)**
Title 9: Chap. 5, Sections 9-2-5-9-2-18	○ Disjointed verbiage which is repetitive throughout the chapter	-Clarify allowable home occupations -List requirements in a table
	○ Narrow list of uses which excludes all group instruction like tutoring, home day care, etc. ○ Group homes and personal care homes are not addressed for residential properties in the zoning code	-Provide a range of modern uses -Set a maximum number of clients/customers at home at one time -Review state requirements for reference -Determine whether for group or personal care homes are allowed
	○ Home occupations are identified as 'permits'	-Home occupations could be identified as licenses, not permits -Every home occupation should meet certain zoning criteria before approval

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D. Driveway and/or Patio Expansions

Driveways and Patio Expansions		
ORDINANCE REFERENCES	**CURRENT CONFLICTS**	**POSSIBLE OPTIONS (Verbiage & Formatting)**
Art. IX., Section 902A & Section 905A RS-80	○ Driveway requirements are in multiple sections of the code ○ Patio requirements are not specified in the code	-Create a separate section for driveways and patio expansions with specific guidelines in the Zoning Ordinance
	○ Addresses "specifications which can be found in the Public Works Department"	-List specifications for each section of the Code for each residential zoning district as well as in one central location within the code

Module 2: General Business, Institutional & Industrial Uses; Redevelopment of Commercial Areas

Feedback Target: Business owners, commercial property owners, sign contractors

A. Zoning Requirements for BG; Permitted, Conditional & Limited Uses

- Incorporate requirements and design standards similar to those in the Mixed Used zoning district to create a live, work, plan community
- Address unique uses (temporary pop-ups businesses, mobile retail/food vendors, etc.)
- Address uses like churches-lease or for sale (in conjunction with community outreach programs), Youth Centers, Senior Centers, & Community Centers
- Broaden limited uses, provide clear definition of uses
- Create table or uses, including space limits
- Encourage shared parking requirements within BG and other commercial zoning districts
- Establish how the Southlake Mall and Mixed Use District LCI recommendations can be implemented in regards to the location of each use including, multi-family and townhome developments, mixed-use retail/housing, and open spaces, etc., shown on the Zoning Map or Future Land Use Map

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Zoning Requirements for the General Business (BG) District; Permitted, Conditional & Limited Uses		
ORDINANCE REFERENCES	**CURRENT CONFLICTS**	**POSSIBLE OPTIONS (Verbiage & Formatting)**
Art. IX, Section 910 BG General Business Community Choices: Commercial Zoning Districts Audit, pages 6 and 8	○ The BG code does not address design guidelines (streetscape, build-to lines, pedestrian access, open space)	-Incorporate design regulations similar to the MU zoning district -Create guidelines for new development (building materials, green space, etc.) in the form of an overlay district
	○ No diagrams are provided to show a developer a visual of what is required	-Add diagrams that show how a typical BG lot will be developed, including streetscape, build-to lines, etc.
Art. IX. Schedule of District Regulations Multiple Sections Title 9 Licensing & Regulation	○ There are uses which are not identified as permitted, conditional, or limited uses ○ Trending/unique uses such as temporary pop-up businesses (tent sales, etc.), mobile food venders are not addresses in the Zoning Code ○ Incorporate the following uses already allowed by code: internet cafés, tattoo parlors, massage therapist, etc. ○ Does not address pain management businesses (pill mills)	-Create a 'Use' table to identify all uses currently listed and add new uses according to business and residential input -Identify trending/unique uses and create supplemental (specific, additional) standards for each -Create a section to allow the P+ED Staff or the City Council to determine whether a trending use will be allowed as a permitted, conditional, limited, or prohibited use
	○ Churches, youth centers, senior centers and community centers are not listed as use	-Determine which uses will be permitted, conditional or limited uses then add to 'use' table -Determine development standards (acreage, road frontage, parking, etc.)
Art. XVI. Section 1601 Limited Use Provisions	○ This section does not highlight what is considered a limited use	-Define 'limited use' -Clarify what is considered a 'limited use' and if they are necessary
Art. XII. Parking & Loading	○ Separate parking regs. for each use creates an abundance for some and deficit for other businesses	-Encourage shared parking -Provide shared parking standards and give examples
Southlake Mall & Mixed Use District LCI	○ There are no design guidelines in place for the LCI area (overlay district) ○ There is no specified location for multi-family, townhomes, mixed use retail/housing, and open space	-Create design guidelines to implement the goals and objectives of the LCI -Create a map to determine the locations for each: multi-family, townhomes, mixed use retail/housing, open space, etc.

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Module 2: Building & Development Requirements

Feedback Target: General Contractors, Builders

A. Renovation and Redevelopment Guidelines; Public Works Specifications/Diagrams

Renovation and Redevelopment Guidelines; Building Regulations & Permits, Public Works Requirements (Processes)		
ORDINANCE/ REFERENCES	**CURRENT CONFLICTS**	**POSSIBLE OPTIONS (Verbiage & Formatting)**
Title 8: Chap. 3 Development Guidelines	○ Ordinance requirements are scattered throughout the Code	-Reconcile development guidelines with existing Code requirements to ensure consistency with the Code
	○ No outline of the process for new development/redevelopment versus renovations for existing buildings	-Provide an outlined process and checklist for both types of development, to mirror current permitting processes (versus information only being listed on the application and/or checklist)
Development Guidelines Document	○ Diagrams and figures are located in the Development Guidelines, but not in the Zoning ordinance	-Include diagrams specifications and verbiage for benches, dumpsters, light posts, street sign post, etc.
Title 8, Chap. 2: Art. A, Section 8-2-1	○ State minimum codes are outdated and need to be updated ○ Stormwater Mgt. regs. outdated	-Update all Minimum Standard Codes, according to state requirements -Stormwater Mgt. regs. to match CCWA
Art. XIII, Section 1301	○ Unclear who will enforce the Code in the field and who will interpret the Zoning Ordinance	-Make distinction between who will enforce the Ordinance in the field and who will interpret it

B. Residential Requirements (Subdivision regulations, Rental homes, Building Materials)

Residential Requirements (Subdivision Regulations, Rental Homes, Building Materials)		
ORDINANCE REFERENCES	**CURRENT CONFLICTS**	**POSSIBLE OPTIONS (Verbiage & Formatting)**
Art. IX, Section 902A and 905A RS-80	○ These sections have differing requirements for building materials-very unclear	-Determine what building materials and percentages are allowed for new homes within the RS-80 zoning district
	○ New tenants of rental or leased residential properties are required to pass a fire inspection upon the signing of a lease	-Remove this requirement, as there is no consistent way of managing or enforcing by the City
Art. VIII, Section 801-816	○ These miscellaneous residential and commercial regulations are scattered and don't have any rhyme or reason within this section	-Locate each section under the applicable article -Create a 'Miscellaneous Provisions' section for topics that do not have a designated code location

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B. Signs (Wall, Ground-Stanchion & Monument, Temporary Banners-Vacant Property & Promotions)

- Create table to outline requirements
- Temporary Ground/Wall, Promotional (Banners) and For Sale/Lease Signs
- Make distinction between interior and exterior sign requirements
- Update out-dated definitions and provide diagrams of types of sign which are allowed

Signs (Wall, Ground-Stanchion and Monument, Temporary Banners-Vacant Properties & Promotions)		
ORDINANCE REFERENCES	**CURRENT CONFLICTS**	**POSSIBLE OPTIONS (Verbiage & Formatting)**
Title 8, Chap. 5 Signs	○ The ordinance is wordy and information scattered throughout ○ There are no visuals of channel letter wall signs or embossed ground signs	-Create a table to outline specific requirements in a succinct format -Incorporate figures that depict the allowed wall, banner, and ground signs
Chap. 5, Section	○ Unclear requirements of whether all wall signs must be LED, versus non-illuminated with overcast lighting (e.g. Costco)	-Specify in one section whether only LED signs are allowed and non-illuminated wall signed aren't
Section 8-5-2 Definitions	○ Existing definitions are outdated and terms mentioned within the ordinance do not include corresponding definitions	-Include current sign definitions -(Input from a Sign contractor is needed here)
Section 8-5-17 Temporary Signs For (Sale or Lease) Special Promotions	○ Only one ground sign is allowed to advertise a sale/for lease property, no wall banners are allowed ○ No specified timeframe on temporary signs to advertise a sale/lease property	-Address whether temporary banners on buildings will be allowed -Provide a timeframe to renew a permit for a temporary sign for sale/lease properties
	○ The code only allows for a 10-day promotional sign banner (wall or ground)	-Provide a longer timeframe for promotions, perhaps 20 days per 3 month period
Section 8-5-14 Construction & Maintenance	○ There is no distinction between interior and exterior wall sign regulations. There is a misunderstanding among business owners of whether interior wall signs need to be channel letters with LED illumination	-State that channel letters are not required for interior signage -State the process for interior and exterior signs clearly (inspections are required for both but the City does not regulate the design or interior signage

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Module 4: Formatting, Administration and Zoning Hearings

Feedback Target: Homeowners, Business Owners, P+Z Board Members and City Council & City Staff

A. Zoning Definitions (amend existing and add new, as needed); Create Consistent Numbering

Zoning Definitions: Amend Existing and add New, as needed & Create Consistent Numbering System		
ORDINANCE/ REFERENCES	**CURRENT CONFLICTS**	**POSSIBLE OPTIONS (Verbiage & Formatting)**
Art. IV, Section 402 Definitions.	○ There are many terms within the ordinance which do not include definitions to clarify meaning	-Identify terms which require consistency with the Code -Add new terms and definitions that are appropriate
All Ordinances	○ Numbering throughout the document is difficult to reference	-Create a consistent, easy-to-follow format, making cross referencing simple
	○ Grammar issues and typos exist	-Correct grammar and typos
Art. IX, Section 914	○ There is no Agricultural Zoning Districts reflected on Zoning Map	-Determine whether we need to retain or remove the AG zoning district

B. Rezoning, Conditional Use, Variance and Appeals Process; Zoning Condition Amendments

Rezoning, Variance, Conditional Use, and Appeals Process		
ORDINANCE/ REFERENCES	**CURRENT CONFLICTS**	**POSSIBLE OPTIONS (Verbiage & Formatting)**
Art XVII , Section 1701	○ Zoning Ordinance procedures have a different impact than a Zoning Map amendment would	-Create specific criteria to analyze Zoning Code amendments versus Zoning Map amendments
Art. XIV, Appeals & Variances	○ Both the appeals and variance process are within the same section, which give an unclear requirements	-Separate the Zoning Appeals process from the Zoning Variance process -Create a Section for each process
Art. XIV, Appeals, Section 1406	○ Administrative variance are at the end of the Appeals article ○ There is not existing process in which to receive administrative variances	-Administrative variances may be moved under the variance process -Create an Administrative variance process, application
Art. XVII Amendments	○ There is no section of the Code to amend the conditions or stipulations of zoning decisions or final plats	-Create new section to amend: conditions/stipulations approved by P+Z/City Council and approved final plats

Notice*: The topics within each module are those brought to light by citizens, business owners, contractors and City Staff. Please keep in mind that this is a DRAFT document-meaning topics can be added and the possible options can be modified at your request.*