



# City of Fairburn Council Meeting Agenda - Zoom

January 24, 2022, at 7:00 pm

Dial (646) 558-8656  
Meeting ID 731 291 3121

Electronic Device  
<https://bit.ly/3FDfMto>

## *The Honorable Mayor Mario Avery, Presiding*

The Honorable Mayor Pro-Tem Hattie Portis-Jones  
The Honorable Linda J. Davis  
The Honorable Pat Pallend

The Honorable Alex Heath  
The Honorable Ulysses J. Smallwood  
The Honorable James Whitmore

Mr. Rory Starkey

**City Attorney**

I. Meeting Called to Order:

**The Honorable Mayor Avery**

II. Roll Call:

**Mrs. Deannia Ray**  
**City Clerk**

III. Invocation:

**Pastor Gary Taylor**

IV. Adoption of City Council Minutes:

**Councilmembers**

January 10, 2022 - City Council Meeting Minutes (Zoom)

V. Adoption of the City Council Agenda:

**Councilmembers**

VI. Public Hearing:

### **Planning & Zoning**

**Ms. Tarika Peeks**

Rezoning – Lennar Georgia, LL with concurrent variance

For Mayor and Council to consider the rezoning of 26.665 acres on Vickers Road from C-1 (Neighborhood Commercial) to R-CT (Residential Condominium Townhouse).

VII. Public Comments: Thirty (30) minutes shall be available for public comments. Each speaker shall be limited to three (3) minutes; however, a speaker may transfer his or her three (3) minutes to another speaker, but no speaker shall be permitted to speak for more than (6) minutes; further in the event, if more than ten (10) speakers desire to speak, each speaker shall be limited to two (2) minutes and no speaker may speak more than four (4) minutes. Issues raised at this time are generally referred to City Administration for review. Responses will be provided at a later date.

VIII. Agenda Items:

- |   |                          |
|---|--------------------------|
| <b>1. Office of the Mayor</b><br>Board Appointment for Planning and Zoning  | <b>Mayor Mario Avery</b> |
| <b>2. Office of the Mayor</b><br>Appointment of Legal Organ for 2022  | <b>Mayor Mario Avery</b> |
| <b>3. Office of the Mayor</b><br>For Approval of Budget Amendment: Mayors Executive Assistant   | <b>Mayor Mario Avery</b> |
| <b>4. Planning &amp; Zoning</b><br>For Mayor and Council to Review the Highway 74 and Meadow Glen Parkway Final Plat                      | <b>Ms. Tarika Peeks</b>  |
| <b>5. City Administrator</b><br>For Mayor and Council to approve Telework Policy  | <b>Mr. Tony Phillips</b> |
| <b>6. City Administrator</b><br>For Mayor and Council to Approve Budget Amendment:<br>Assistant City Administrator Position Establishment | <b>Mr. Tony Phillips</b> |

IX. City Administrator Update

X. Council Comments **Councilmembers**

XI. Executive Session **N/A**

XII. Adjournment **Councilmembers**

When an Executive Session is required, one will be called for the following issues:

**(1) Personnel (2) Real Estate or (3) Litigation**





City of Fairburn  
Mayor and Council Meeting- Zoom  
January 10, 2022  
7:00 pm

- I. The meeting was called to order at 7:00 pm by the Honorable Mayor Pro Tem Alex Heath.
- II. Prayer was led by Pastor Taffi Dollar.
- III. Roll Call was taken by Deannia Ray, City Clerk with the following members present:

The Honorable Mayor Pro Tem Alex Heath  
The Honorable Pat Pallend  
The Honorable Ulysses J. Smallwood

The Honorable James Whitmore  
The Honorable Hattie Portis-Jones  
The Honorable Linda J. Davis

*The attendance of Council constituted a quorum and the meeting proceeded.*

IV. Approval of City Council Minutes:

Councilwoman Davis asked for the December 13, 2021, City Council minutes be amended to reflect her comments and the Mayor's comments to Item 6, to discuss issues relating to the inspection of new home construction, use of private inspectors and the interaction between such services and private architectural and building covenants. Councilwoman Portis Jones asked for the minutes be amended by adding the word, with, to same item.

Motion to approve the December 13, 2021, City Council Minutes (Zoom) was made by Councilwoman Hattie Portis-Jones with the amendments as discussed. The second was provided by Councilman Whitmore.

Vote: 5-0: Motion Carried.

A motion was made by Councilman Whitmore to approve the December 13, 2021, Executive Session minutes and the second was provided by Councilwoman Davis.

Vote: 5-0: Motion Carried.

V. Adoption of the Council Agenda:

A motion was made by Councilwoman Hattie Portis-Jones to approve the agenda and the second was provided by Councilwoman Davis.

Vote: 5-0: Motion Carried.

VI. Swearing-In Ceremonial:

VII. Mayor

The Oath of Office was administered to Mario Avery by Pastor Taffi Dollar.

VIII. Three (3) Council Members:

- Hattie Portis-Jones, Councilmember Elect At-Large  
The Oath of Office was administered to Hattie Portis-Jones by her nephew Dominique Portis.
- Ulysses Smallwood, Councilmember Elect At-large  
The Oath of Office was administered to Ulysses Smallwood by Pastor, Michael T. Smith.

- Hiram “Alex” Heath, Councilmember Elect at Large  
The Oath of Office was administered to Hiram “Alex” Heath by Judge Monica Ewing.

IX. Mayor’s Inaugural Address:  
Mayor Mario Avery delivered the Inaugural Address.

X. Appointments for 2022:

City Administrator

Motion: Councilman Pallend made a motion, Councilwoman Davis seconded the motion to appoint Tony Phillips as City Administrator. Motion carried 6-0.

Chief of Police

Motion: Councilwoman Davis made a motion, Councilman Smallwood seconded the motion to appoint James McCarthy as Police Chief. Motion carried 5-1.

City Attorney

Motion: Councilman Smallwood made a motion, Councilwoman Davis seconded the motion to appoint Rory Starkey Sr., as City Attorney. Motion carried 6-0.

Municipal Judge

Motion: Councilwoman Davis made a motion, Councilman Smallwood seconded the motion to appoint Monica Ewing as Municipal Court Judge. Motion carried 6-0.

Mayor Pro Tem

Motion: Councilwoman Davis made a motion, Councilman Smallwood seconded the motion to appoint Hattie Portis-Jones as Mayor Pro Tem. Motion carried 6-0.

City Clerk

The City Clerk position will be appointed at a later date. Ms. Ray will continue to serve as clerk until such time. No Action Taken.

XI. Mayor and Council Comments:

Councilman Whitmore congratulated Mayor Avery, Councilwoman Portis-Jones, Councilman Heath, Councilman Smallwood, the new City Manager, Tony Phillips, and our new City Attorney, Mr. Rory Starkey, and the new police chief, Mr. James McCarthy, on their election and appointments to this body. He also congratulated Councilwoman Portis-Jones on her appointment as Mayor Pro Tem and to the Municipal Judge, Monica Ewing. Councilman Whitmore thanked our previous attorneys, Randy Turner, Valerie Ross and Meredith Jermaine for doing a great job for the City of Fairburn. He also recognized Chief Stoney Mathis for the 60% reduction of crime in the City of Fairburn and gave kudos to all our police officers for such a great job.

Mayor Avery stated that Valerie Ross will continue to be the Planning & Zoning Board attorney.



Councilwoman Davis stated she was excited for the new beginning for the City of Fairburn, and she is excited for all the new possibilities, our citizens, and unity that she envisions happening starting today. She is excited for staff and wanted to let them know she appreciated them and all that you do, and some of the circumstances they have been under. She is excited everyone is still here and will always support them whenever she can. She thanked department heads and all staff for everything they have done and what they will do in the future. She congratulated her colleagues being re-elected and she's looking forward to working with them. There's a lot of things that we need to do, and we are going to do much more because we are going to be unified and focused and on track.

Councilman Smallwood echoed what his colleagues said. He wanted to thank the people that are no longer with the City and especially Chief Mathis. He did bring a level of safety to the City and it was always good to hear the reports that were constantly going down as it relates to crime numbers. Congratulations to Mayor Avery. He is very happy, loves the agreement and is ready to do great work in 2022.

Councilman Pallend stated it's all been touched upon and agrees with what's been said. He is glad to see Mayor Avery back so we will be headed in the right direction again.

Mayor Pro Tem Portis-Jones stated that she echoed everything that her colleagues have said and wanted to thank those employees who are no longer here. With the new administration, comes new changes. She is so excited to have been re-elected and truly appreciates the citizens of Fairburn for their endorsement. She thanked her colleagues for voting her to be the new Mayor Pro Tem. Lastly, she thanked her nephew, Dominique Portis, for flying in from Milwaukee to support his Aunt and to her cousin Annette Davis for coming to support her as well.

Mayor Mario Avery thanked everyone. He stated it was a privilege to be back as the Mayor of the City and looks forward to helping the members fulfill obligations and things that your trying to get done because at the end of the day, all the projects, regardless of who came up with them, actually is the beneficiary of the citizens. He thanked his wife for being here tonight.

Councilman Heath stated it has been a privilege to serve on City Council for the last twelve years and thankful that the people of Fairburn saw fit to let me have another four years. He stated that he is looking forward to finishing some projects. The interchange at 74 and I-85 is one of the projects that he is working to eliminate some traffic congestion. He thanked each of his friends on Council for their support and for all they have done for the citizens of Fairburn. He thanked the citizens and appreciated their efforts in all they do for the City.

- XII. Adjournment: At 8:02 pm, with no further business of the City of Fairburn, the motion to adjourn was made by Councilwoman Davis and the second was provided by Councilman Pallend.
- Vote: 6-0: Motion Carried.

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Deannia Ray, City Clerk

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Mario Avery, Mayor



**CITY OF FAIRBURN  
CITY COUNCIL AGENDA ITEM**

**SUBJECT: REZONING 2021124 LENNAR GEORGIA, LLC WITH CONCURRENT VARIANCE  
2021178**

(    ) AGREEMENT                      (    ) POLICY / DISCUSSION                      (    ) CONTRACT  
( X ) ORDINANCE                      (    ) RESOLUTION                      (    ) OTHER

**Submitted: 01/18/22**

**Work Session: N/A**

**City Council: 01/24/22**

**DEPARTMENT:** Community Development, Planning and Zoning Office

**BUDGET IMPACT:** None

**PUBLIC HEARING:** ( X ) Yes    (    ) No

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**PURPOSE:** For the Mayor and Council to consider the rezoning of 26.665 acres on Vickers Road from C-1 (Neighborhood Commercial) to R-CT (Residential Condominium Townhouse).

**DESCRIPTION:** The applicant is requesting to rezone 26.665 acres from C-1 (Neighborhood Commercial) to R-CT (Residential Condominium Townhouse) to develop 50 single-family detached lots and 112 townhouse (single-family attached) units with a concurrent variance as follows:

- **Concurrent Variance 2021178:** A variance from Chapter 80 Zoning, Article II Section 80-79(f) R-CT Residential Condominium Townhouse District to reduce the lot width of the townhouse (single-family attached) units from 30' to 20'.

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Mario Avery, Mayor



## APPLICATION INFORMATION

### Rezoning 2021124 Lennar Georgia, LLC with Concurrent Variance 2021178

#### APPLICANT/PETITIONER INFORMATION

<b>Property Owner</b>	<b>Petitioner</b>
Agnes Slack Vickers, LLC	Lennar Georgia, LLC

#### PROPERTY INFORMATION

**Address:** 0 Vickers Road [parcel ID # 09F170100742283, 09F170100742358, 09F170100742374, 09F170100742317, 09F170100742341]

**Land Lot and District:** Land Lot 74, 180, District 9

**Frontage:** Vickers Road and SR 138 (Beverly Ingram Pkwy)

**Area of Property:** 26.665 acres

**Existing Zoning and Use:** C-1 (Neighborhood Commercial)

**Overlay District:** N/A

**Prior Zoning Cases/History:** N/A

**2035 Comprehensive Future Land Use Map Designation:** Neighborhood Commercial

#### MEETING AND HEARING DATES

<b>Planning and Zoning Commission Meeting</b>	<b>City Council Public Hearing</b>
Tuesday, December 7, 2021	Monday, January 24, 2022

#### INTENT

A request to rezone 26.665 acres from C-1 (Neighborhood Commercial) to R-CT (Residential Condominium Townhouse) to develop 50 single-family detached lots and 112 townhouse (single-family attached) units with a concurrent variance as follows:

- **Concurrent Variance 2021178:** A variance from Chapter 80 Zoning, Article II Section 80-79(f) R-CT Residential Condominium Townhouse District to reduce the lot width of the townhouse (single-family attached) units from 30' to 20'.

#### SURROUNDING ZONING

**North:** C-2 (General Commercial), R-1 (Single-family Residential), and City of Union City

**East:** PD (Planned Development)

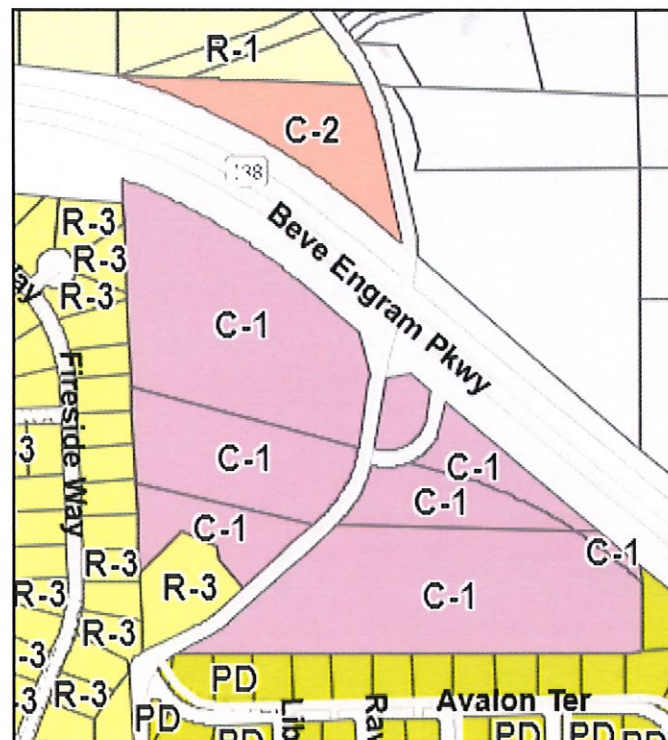
**South:** R-2 (Single-family Residential), R-3 (Single-family Residential), and PD (Planned Development)

**West:** R-3 (Single-family Residential)

## SITE MAP



## ZONING MAP OF SUBJECT PROPERTIES





## PUBLIC PARTICIPATION

The applicants held a community meeting on Thursday, October 7, 2021, at 7:30 p.m. at the Best Western Hotel in Fairburn. Property owners within 500 feet of the subject properties were invited to the meeting. There were approximately 182 letters mailed by USPS to nearby residents. Based on the applicant's public participation report, seven (7) people attended the meeting. Also, a second letter was mailed to nearby residents on Monday, November 22, 2021, to further inform them of the proposed development and upcoming meeting dates.

## STAFF COMMENTS

### Engineering/Public Works:

1. Please note that when property fronting on a city street is to be developed or when the property is to be accessed from a city street, the developer shall cause to be constructed roadway improvements (pavement, signing, striping, curb and gutter, and drainage) which are required along the existing road across the entire property frontage at no cost to the city. Required improvements shall not be less than provided in these regulations for the designated street classification. [Sec. 71-37 (a)]
2. The developer shall be responsible for the cost of relocation and/or modifications of public and/or private utilities as necessitated by the required street improvements. [Sec. 71-37 (c)].
3. On any existing street having a right-of-way less than the minimum which abuts a property being developed, a minimum of one-half of the required width of the right-of-way shall be dedicated at no cost to the city along the entire property boundary abutting the existing street [Sec. 71-36 (b)].
4. Additional street right-of-way width may be required to be dedicated at intersections or other locations fronting the property where turning lanes, storage lanes, medians, islands, or realignments are required for traffic safety and minimum right-of-way standards would be inadequate to accommodate the improvements [Sec. 71-36 (c)].
5. Acceleration and deceleration lanes shall be provided at the proposed driveway connection unless a traffic study demonstrates that the total traffic on the existing roadway is less than 2,000 vehicles per day including traffic projected as a result of the proposed development (count of existing traffic must have been made within one year of the development plan submittal date) [Sec. 71-40].
6. Turning lanes may be required by the city to meet projected traffic demand and/or safe operations, as determined by the city engineer. When provided, turning lanes shall meet the following criteria:
  - Provide not less than 150 feet of storage length for arterial roadways. Provide not less than 100 feet of storage length for collector roadways.
  - Provide taper lengths of not less than 100 feet.
  - Longer storage and taper lengths may be required when traffic projections indicate they are justified.[Sec. 71-38(4)]
7. For any development which abuts a state or federal highway, improvements to the highway and the location and design of any street or driveway providing access from the highway shall comply with the current standards, regulations, and requirements of the state department of transportation for driveway and encroachment control. A copy of the approved Georgia DOT permit shall be provided to the city before the issuance of building permits.[Sec. 71-41]
8. All materials, methods of construction, and workmanship for street construction shall conform to the latest edition of the state department of transportation Standard Specifications for Road and Bridge Construction, including all amendments [Sec. 71-42].
9. Sidewalks are required on all street frontages, from property line to property line. All sidewalks shall have a minimum width of five feet (unless otherwise provided in this chapter) and shall be



constructed to comply with the requirements of the Americans with Disabilities Act (ADA) standards, city's development standards and be subject to review and approval by the city engineer and/or director of building. [Sec. 71-46 (a) (c)]

10. All stormwater runoff generated from a site shall be adequately treated before discharge.
11. If existing water mains and/or sanitary sewers must be extended to serve the development, the developer shall install or have installed the necessary extensions at no cost to the city under the existing city policy and procedures at plan approval time. [Sec. 71-74]
12. Site utilities serving the site shall be placed underground. [Sec. 71-72]

Fire:

IFC Appendix D requires a second access road to the subdivision over 30 homes for fire apparatus. The applicant revised the plan to include the second access road.

Water and Sewer:

1. An 8-inch water line exists along Vickery Road and a 12-inch water line exists along a portion of Highway 138, fronting the property.
2. An 8-inch sanitary sewer line exists nearby.

## **ZONING IMPACT ANALYSIS**

**A. Does the proposal permit a use that is suitable in view of the use and development of adjacent and nearby property?**

The proposed use of the subject properties for single-family detached lots and townhouses (single-family attached) units is consistent with adjacent and nearby properties. The subject properties are surrounded by residential dwelling units (townhouses and single-family lots). Properties currently zoned R-3 (Single-family Residential) are located to the west, PD (Planned Development), and R-2 (single-family Residential) properties are located to the south, and PD (Planned Development) properties are located to the east of the subject properties.

**B. Does the proposal adversely affect the existing use or usability of adjacent or nearby property?**

Staff is of the opinion that the proposal if approved will not have an adverse impact on the use or usability of adjacent or nearby properties.

**C. Does the property have a reasonable economic use as currently zoned?**

Staff is of the opinion that the subject properties have a reasonable economic use as currently zoned.

**D. Will the proposal result in a use that could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools?**

**Traffic Impact & Improvements**

The developer will be required to conduct a traffic study to determine existing traffic operating conditions in the vicinity of the proposed development, project future traffic volumes, assess the impact of the subject development, and develop conclusions and recommendations to mitigate the project traffic impacts and ensure safe and efficient existing and future traffic conditions in the vicinity of the project. The installation of deceleration lanes and left-turn lanes will be required at the proposed entrances to accommodate access to and from the proposed development and to meet projected traffic demand and/or safe operations unless deemed unwarranted by a traffic study. The installation of 5' sidewalks along the street frontage (Vickers Road) and both sides of internal streets throughout the development will be required.



### **Impact on Schools**

The home schools for the proposed development are Campbell Elementary, Renaissance Middle, and Langston Hughes High. At present, the elementary, middle, and high schools are under the GADOE population capacity for the 2021-2022 school year. Any residential development on the subject properties would increase the baseline numbers; however, the numbers would not increase above the GADOE population capacity numbers. The school system addresses population increases using “portable classrooms or other measures that may be needed to accommodate the instructional needs of the school,” as stated in the Fulton County School’s Development Impact Statement.

### **E. Is the proposal in conformity with the policies and intent of the land use plan?**

The vision of the 2040 Comprehensive Plan is for the City of Fairburn to be an economically thriving community and a desired destination for residents and visitors of all ages.

The Future Land Use Map shows the subject properties designated as Neighborhood Commercial. The Neighborhood Commercial Character Area is intended to be a limited, small-scale convenience commercial office area serving nearby residential neighborhoods as opposed to a larger market.

The development strategies for the Neighborhood Commercial Character Area are:

- Small-scale convenience commercial area serving nearby residential neighborhoods.
- Buildings that are accessible and safe for pedestrians and cyclists, as well as automobiles

The subject properties are surrounded by residentially zoned properties, therefore the proposed use is consistent with nearby and adjacent properties. The following residential zoning districts are adjacent to the subject properties PD (Planned Development), R-2 (Single-family Residential), and R-3 (Single-family Residential).

### **F. Are there existing or changing conditions that affect the use and development of the property which support either approval or denial of the proposal?**

According to the Atlanta Regional Commission (ARC), the housing supply is not keeping up with demand. The Metro Atlanta Housing Strategy, which has been coordinated by the ARC, states that the City of Fairburn’s housing strategy should consist of the following:

1. Increase Housing Supply: Reduce Development Cost and Barriers, Leverage Public Land & Establish Policies Supporting Affordable Housing
  - Address zoning and land use code that shapes development to provide housing options, including land use options, building sizes, building materials, building forms, parking, and more
2. Promote Housing Stability: Stabilize existing residents, Promote Home Buying
  - Implement supportive educational programs and financial policies for residents to stabilize their current housing.
3. Preserve Affordable Supply: Coordinate Across Agencies and Among Governments
  - Engage in robust coordination efforts between different levels of government and across various state and local agencies to create, manage, and maintain existing affordable units.
4. Develop Leadership & Collaboration on Affordability; Build Internal Resources to Address Housing



- Expand internal capacity to address housing needs and collaborate across various industries, sectors, and organizations to create a multi-disciplinary approach to provide housing options.

Based on the calculations generated by the 2010 Census, the population of the city increased substantially, from 5,464 in 2010 to 12,950 in 2020. In 2019, the city's estimated population was 15,516. The overall growth in population accounts for a 136% increase from 2000 to 2010 and a 184% increase from 2000 to 2019. A continued increase in population is predicted with an estimated population of 21,570 people by 2040, a 37.2% increase. Residential demands are based on the population projects, therefore as the population increase, the need for housing will increase.

**G. Does the proposal permit a use that can be considered environmentally adverse to the natural resources, environment, and citizens of Fairburn?**

Staff is of the opinion that the proposal would not permit a use that could be considered environmentally adverse to the natural resource, environment, or citizens of Fairburn.

## VARIANCE CONSIDERATIONS

### **Standards for Variance Consideration**

Section 80-287 of the City's Zoning Ordinance includes one or more criteria, which must be met before a variance can be approved.

**Concurrent Variance - 2021178** A variance from Chapter 80 Zoning, Article II Section 80-79(f) R-CT Residential Condominium Townhouse District to reduce the lot width of the townhouse (single-family attached) units from 30' to 20'.

The R-CT zoning district development standards for attached units require a 30' lot width. The applicant is requesting to reduce the lot width from 30' to 20'.

**A. *"Relief, if granted, would be in harmony with, or, could be made to be in harmony with, the general purpose and intent of this chapter."***

The R-CT zoning district regulations for attached units require a 30' wide lot and a depth of 80'. The applicant is proposing to develop the townhouses with a lot width of 20' and lot depth of 90'. The rezoning for the planned development located to the east of the subject properties was approved by the Mayor and Council on January 28, 2002, and the development plan was finalized on April 2, 2002, with a 20' lot width. Therefore, the applicant's request to reduce the lot width to 20' would be consistent with the adjacent townhouse development. In addition, the proposed townhouse lot dept of 90' exceeds the R-CT development standard by 10'. A 10'reduction in the lot width will not change the size of the lot.

**B. *"The application of the particular provision of this chapter to a particular piece of property, due to extraordinary and exceptional conditions pertaining to that property because of its size, shape or topography, would create an unnecessary hardship for the owner while causing no detriment to the public."***

Not applicable.

**C. *"Conditions resulting from existing foliage or structure brings about a hardship whereby a sign meeting minimum letter size, square footage, and height requirements cannot be read from adjoining public road"***



Not applicable.

## **STAFF RECOMMENDATION**

Staff believes that the proposed use of the subject properties for 50 single-family detached lots and 112 townhouse (single-family attached) units is consistent with nearby and adjacent residential dwellings. There is a similar residential development located to the east of the proposed development. The rezoning of the property from C-1 (Neighborhood Commercial) to R-CT (Residential Condominium Townhouse) will not adversely affect the surrounding properties and cause detriment to the area. An increase in residential density will provide a greater opportunity to attract quality commercial development within the city, particularly in the Historic Downtown and Highway 74 corridors, and address the need for more housing.

Staff Recommendation: **APPROVAL CONDITIONAL**

Should the Mayor and Council decide to approve the rezoning request, staff recommends the conditions listed below. The applicant's agreement to these conditions would not change the staff's recommendations. These recommended conditions shall prevail unless otherwise stipulated by the Mayor and Council:

A. To restrict the use of the subject property as follows:

1. Single-family Residential Detached Lots
  - a. A maximum of 50 lots with a maximum density of 3.94 units per acre whichever is less
  - b. The lot square footage shall be a minimum of 4,200 square feet
  - c. The heated floor area shall be a minimum of 1,400 square feet
2. Single-family Residential Attached Units
  - a. A maximum of 112 townhouse units with a maximum density of 8.01 per unit whichever is less
  - b. The lot square footage shall be a minimum of 1,800 square feet and no building shall contain no more than eight (8) units
  - c. The heated floor area shall be a minimum of 1,200 square feet

B. To abide by the following:

1. The property shall be developed in conformity with the site plan prepared by Rochester & Associates, Inc. and attached as Exhibit B. The site plan is conceptual only and must meet or exceed the requirements of the City's ordinances prior to the approval of a Land Disturbance Permit. Any deviation from the site plan is subject to approval by the City Engineer or designee.
2. Property maintenance for the townhouse units shall be accomplished through a homeowner's association in which membership shall be mandatory. Such maintenance shall encompass all individual units and all common areas that are contained within the boundaries of the townhouse area. Property maintenance for the detached units shall be accomplished by the individual property owners with the exception of common areas to be maintained by a homeowner's association. Covenants will provide for self-help remedies should the individual property owners not comply with this requirement. Such association by-laws shall be subject to approval by the City Administrator and shall be recorded with covenants that shall be subject to approval by the City Administrator.

C. To the following site development standards:

1. Building setbacks for the single-family detached units are as follows:
  - a. Front: 20 feet
  - b. Side: 5 feet
  - c. Side separation: 10 feet
  - d. Rear: 10 feet
2. Building setbacks for the townhouse units are as follows:
  - a. Front: 20 feet
  - b. Side: 0 feet
  - c. Rear: 18 feet
  - d. Separation between buildings: 25 feet
3. Minimum lot widths are as follows:
  - a. Single-family lot width shall be thirty (30) feet
  - b. Townhouse lot width shall be twenty (20) feet
4. A minimum of 5.33 acres of the total area shall be reserved for open space; an amenity package shall include a passive recreational park, walking trail, and benches.
5. Facades of the homes and townhouses shall be constructed with a combination of two or more of the following materials: fiber-cement siding, wood shake, clapboard, brick, and/or stone. The use of vinyl or EIFS (synthetic stucco) is strictly prohibited. At least 25% of the front façades shall consist of at least 25% brick or stone.
6. Two-car garages shall be provided for each single-family detached unit and one-car garages shall be provided for each townhouse unit. Upgraded garage doors with architectural elements shall be utilized.
7. Sidewalks shall be installed on both sides of Vickers Road and internal streets within the development and shall be designed to provide inter-connectivity to the amenities area and mail kiosk. Sidewalks shall be a minimum of five-foot and shall be constructed to comply with the requirements of the Americans with Disabilities Act (ADA) standards and the City of Fairburn development standard.
8. Pedestrian-scale street lighting shall be provided along both sides of internal streets throughout the development.
9. All utilities shall be installed underground throughout the development area.
10. Acceleration and deceleration lanes shall be provided at the proposed driveway connection unless a traffic study demonstrates that the total traffic on the existing roadway is less than 2,000 vehicles per day including traffic projected as a result of the proposed development (count of existing traffic must have been made within one year of the development plan submittal date)
11. Turning lanes shall be required to meet projected traffic demand and/or safe operations, as determined by the City Engineer and/or traffic Study. When provided, turning lanes shall meet the following criteria:



- a. Provide not less than 150 feet of storage length for arterial roadways. Provide not less than 100 feet of storage length for collector roadways.
  - b. Provide taper lengths of not less than 100 feet.
  - c. Longer storage and taper lengths may be required when traffic projections indicate they are justified.
12. The Developer shall construct roadway improvements (pavement, signing, striping, curb and gutter, and drainage), if required, along Vickers Road and SR 138 (Beverly Engram Pkwy), at no cost to the city.
13. The Developer shall install a canopy or understory tree in the front yard of each single-family detached unit. The front and rear yards of the single-family family detached units and townhouse units shall be sodded.

Staff recommends **APPROVAL** of the concurrent variance from Chapter 80 Zoning, Article II Section 80-79(f) R-CT Residential Condominium Townhouse District to reduce the lot width of the townhouse (single-family attached) units from 30' to 20'.

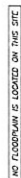
The Planning and Zoning Commission reviewed the rezoning request on Tuesday, December 7, 2021, and voted unanimously, **APPROVAL CONDITIONAL**.

#### **ATTACHMENTS**

Conceptual Site Plan

Elevations

Planning and Zoning Commission Recommendation Memorandum



**SURVEY CONTACT:**  
**ROCHESTER & ASSOCIATES, INC.**  
**RICK MILLARD, P.L.S.**  
**(770) 718-0600**



**LENNAR**<sup>SM</sup>

*ATLANTA*

*1840*

**LENNARATLANTA.COM**















**LENNAR**<sup>SM</sup>

*Boston*

**2211**

**LENNARATLANTA.COM**















**LENNAR**<sup>SM</sup>

*Columbia*

**2383**

**LENNARATLANTA.COM**







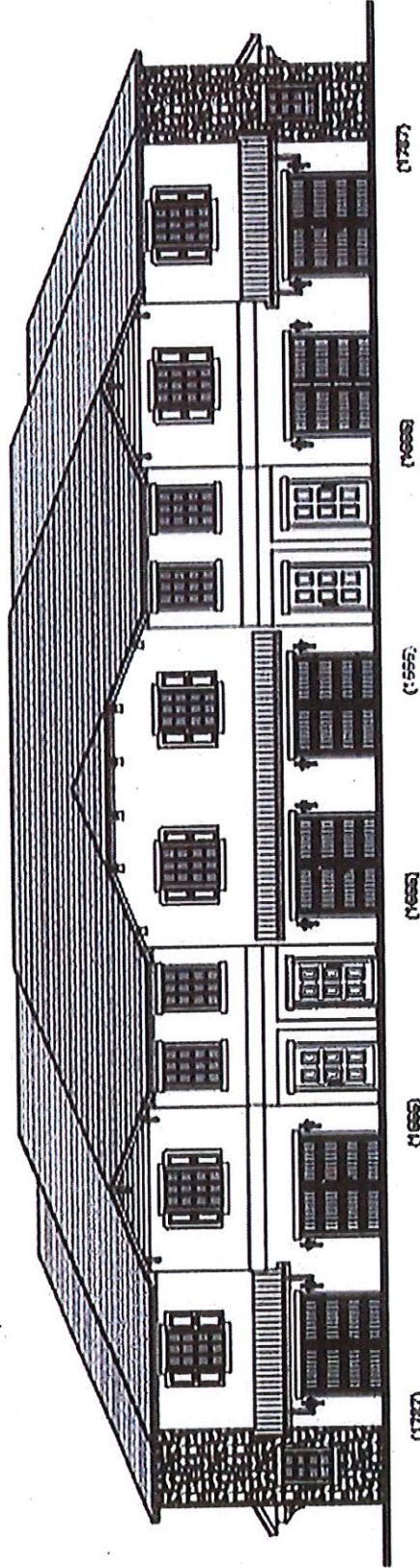








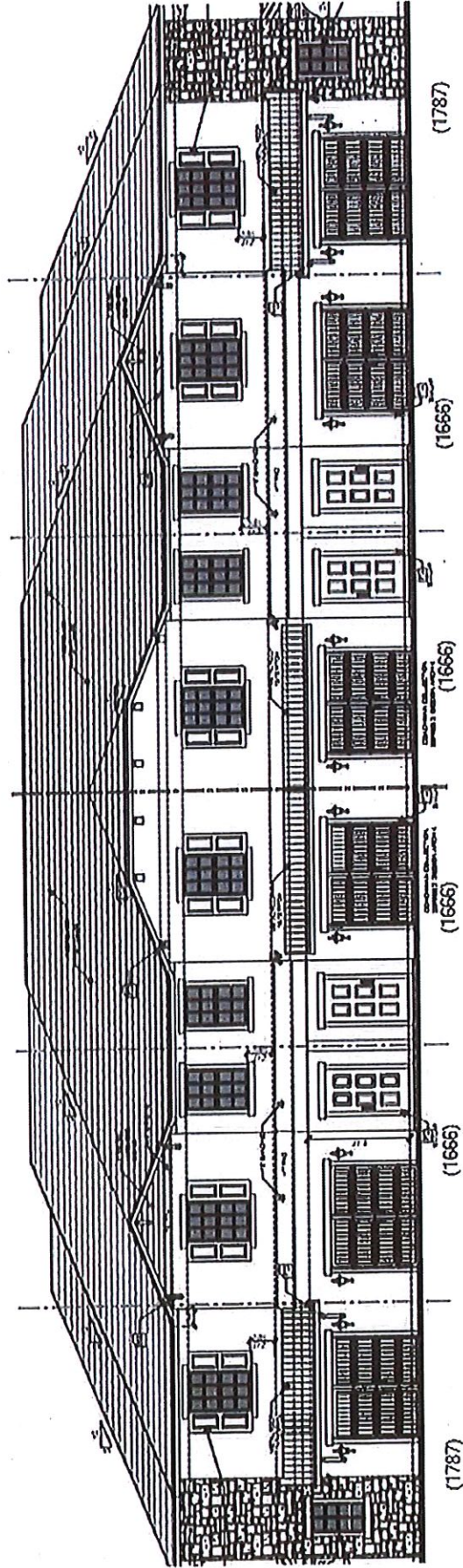
**LENNAR**



**STHOMAS & ST KITTS TOWNHOMES**

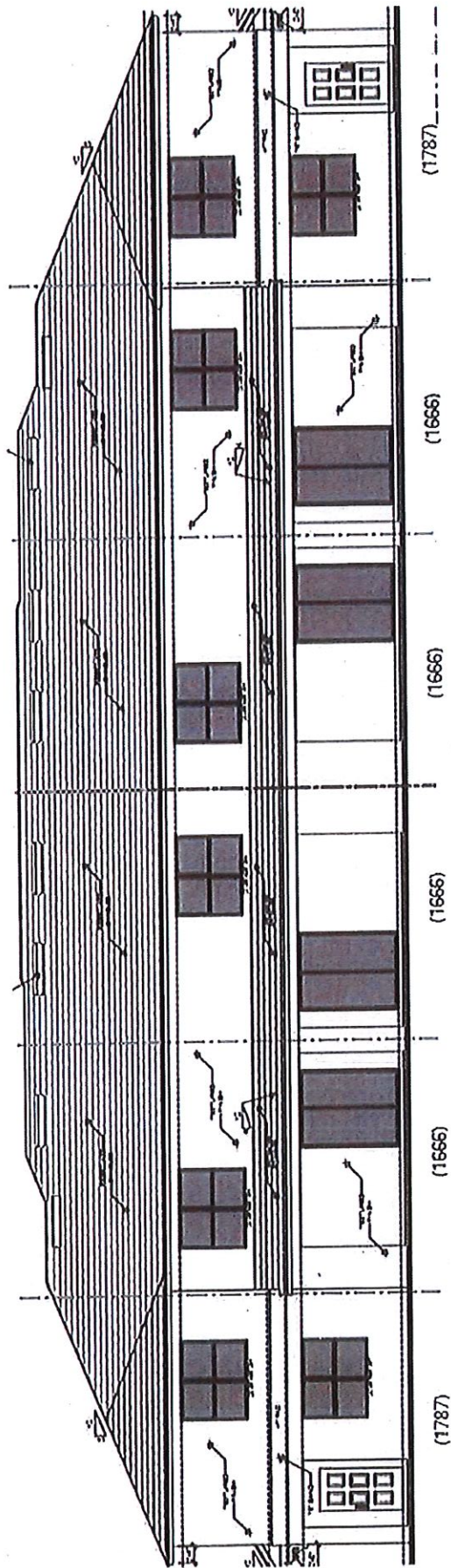


**LENNAR.**





**LENNAR.**





**CITY OF FAIRBURN  
PLANNING AND ZONING COMMISSION  
TRANSMITTAL OF RECOMMENDATION TO MAYOR AND CITY COUNCIL**

Date: January 24, 2022  
To: Mayor and City Council  
From: Elizabeth Echols, Chair, Planning and Zoning Commission  
Re: Planning and Zoning Commission Recommendation

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**AGENDA ITEM**

***Rezoning 2021124 Lennar Georgia, LLC***

A request to rezone 26.665 acres from C-1 (Neighborhood Commercial) to R-CT (Residential Condominium Townhouse) to develop 50 single-family attached lots and 112 townhouse (single-family attached) units with a concurrent variance as follows:

- **Concurrent Variance 2021178:** A request to reduce the lot width for the townhouse (single-family attached) units from 30' to 20'. [Chapter 80 Zoning, Article IV Section 80-78(f) R-CT Residential Condominium Townhouse District]

Pursuant to Section 80-287 of the City of Fairburn Zoning Ordinance, the Planning and Zoning Commission recommendation to the Mayor and City Council is **APPROVAL CONDITIONAL** of the above-mentioned rezoning request.



LEGAL DESCRIPTION

TRACT 1

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 74, 9<sup>th</sup> DISTRICT, CITY OF FAIRBURN, FULTON COUNTY, GEORGIA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A CONCRETE MONUMENT FOUND (4x4 R/W) ON THE NORTH END OF A MITERED INTERSECTION OF THE SOUTHWESTERN RIGHT-OF-WAY OF HIGHWAY 138 (R/W VARIES) WITH THE WESTERN RIGHT-OF-WAY OF VICKERS ROAD (R/W VARIES); THENCE ALONG THE WESTERN RIGHT-OF-WAY OF SAID VICKERS ROAD THE FOLLOWING COURSES AND DISTANCES: SOUTH 12°03'24" EAST, A DISTANCE OF 116.48 FEET TO A CONCRETE MONUMENT FOUND (4x4 R/W) ON THE SOUTH END OF THE MITERED INTERSECTION; THENCE SOUTH 09°06'33" WEST, A DISTANCE OF 238.15 FEET TO A POINT; THENCE 193.36 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 351.99 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 24°17'07" WEST, 190.94 FEET TO A POINT; THENCE 51.90 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 351.78 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 44°14'48" WEST, 51.86 FEET TO A POINT; THENCE SOUTH 39°32'31" EAST, A DISTANCE OF 5.00 FEET TO A POINT; THENCE SOUTH 48°12'50" WEST, A DISTANCE OF 101.89 FEET TO A POINT THENCE LEAVING SAID RIGHT-OF-WAY AND ALONG THE PROPERTY NOW OR FORMERLY OF AGNES SLACK VICKERS, LLC NORTH 68°47'24" WEST, A DISTANCE OF 516.07 FEET TO AN IRON PIN FOUND (1/2" REBAR) LOCATED ON THE EASTERN LINE OF FIRESIDE HEIGHTS SUBDIVISION (PLAT BOOK 115, PAGE 93); THENCE ALONG SAID FIRESIDE HEIGHTS SUBDIVISION NORTH 01°51'59" WEST, A DISTANCE OF 828.69 FEET TO A CONCRETE MONUMENT FOUND (4x4 R/W) ON THE SOUTHWESTERN RIGHT-OF-WAY OF SAID HIGHWAY 138; THENCE ALONG SAID RIGHT-OF-WAY THE FOLLOWING COURSES AND DISTANCES: NORTH 00°43'25" WEST, A DISTANCE OF 76.78 FEET TO A CONCRETE MONUMENT FOUND (4x4 R/W); THENCE 605.57 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 1779.86 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 59°53'37" EAST, 602.65 FEET TO A CONCRETE MONUMENT FOUND (4x4 R/W); THENCE SOUTH 50°08'48" EAST, A DISTANCE OF 245.67 FEET TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 12.677 ACRES.



## LEGAL DESCRIPTION

### TRACT 2

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 74, 9<sup>th</sup> DISTRICT, CITY OF FAIRBURN, FULTON COUNTY, GEORGIA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT A CONCRETE MONUMENT FOUND (4x4 R/W) ON THE NORTH END OF A MITERED INTERSECTION OF THE SOUTHWESTERN RIGHT-OF-WAY OF HIGHWAY 138 (R/W VARIES) WITH THE EASTERN RIGHT-OF-WAY OF VICKERS ROAD (R/W VARIES); THENCE ALONG THE SOUTHWESTERN RIGHT-OF-WAY OF SAID HIGHWAY 138, SOUTH 50°09'52" EAST, A DISTANCE OF 147.73 FEET TO A POINT ON THE INTERSECTION OF THE SOUTHWESTERN RIGHT-OF-WAY OF SAID HIGHWAY 138 AND THE EASTERN RIGHT-OF-WAY OF OLD VICKERS ROAD (R/W VARIES) AND THE **TRUE POINT OF BEGINNING**; THENCE CONTINUE ALONG THE SOUTHWESTERN RIGHT-OF-WAY OF SAID HIGHWAY 138, SOUTH 50°09'52" EAST, A DISTANCE OF 782.55 FEET TO AN IRON PIN FOUND (1/2" PIPE) ON THE COMMON LAND LOT LINE OF LAND LOT 74 AND LAND LOT 75; THENCE LEAVING SAID RIGHT-OF-WAY AND ALONG SAID COMMON LAND LOT LINE AND ALONG THE PROPERTY NOW OR FORMERLY OF NYDIA PINZON CORPORATION, SOUTH 00°09'41" WEST, A DISTANCE OF 281.89 FEET TO AN IRON PIN SET (1/2" REBAR WITH YELLOW PLASTIC CAP STAMPED "ROCHESTER-LSF000484"); THENCE LEAVING SAID LAND LOT LINE AND ALONG THE NORTH PROPERTY LINE NOW OR FORMERLY OF AVALON SUBDIVISION, NORTH 89°46'36" WEST, A DISTANCE OF 1355.66 FEET TO AN IRON PIN SET (1/2" REBAR WITH YELLOW PLASTIC CAP STAMPED "ROCHESTER-LSF000484") ON THE EASTERN RIGHT-OF-WAY OF SAID VICKERS ROAD; THENCE ALONG SAID RIGHT-OF-WAY THE FOLLOWING COURSES AND DISTANCES: 130.66 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 426.19 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 57°04'34" EAST, 130.15 FEET TO A POINT; THENCE NORTH 48°17'35" EAST, A DISTANCE OF 410.66 FEET TO A POINT; THENCE SOUTH 41°42'25" EAST, A DISTANCE OF 5.00 FEET TO A POINT; THENCE 60.76 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 411.78 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 44°14'48" EAST, 60.70 FEET TO A POINT ON THE INTERSECTION OF THE EASTERN RIGHT-OF-WAY OF SAID OLD VICKERS ROAD; THENCE ALONG SAID RIGHT-OF-WAY THE FOLLOWING COURSES AND DISTANCES: 206.95 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 3622.84 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 51°05'12" EAST, 206.92 FEET TO A POINT; THENCE NORTH 51°13'35" EAST, A DISTANCE OF 82.02 FEET TO A POINT; THENCE 205.20 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 200.57 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 21°51'06" EAST, 196.37 FEET TO A POINT; THENCE NORTH 07°28'25" WEST, A DISTANCE OF 30.84 FEET TO THE **TRUE POINT OF BEGINNING**.

SAID TRACT CONTAINS 12.667 ACRES.



## LEGAL DESCRIPTION

### TRACT 3

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 74, 9<sup>th</sup> DISTRICT, CITY OF FAIRBURN, FULTON COUNTY, GEORGIA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT A CONCRETE MONUMENT FOUND (4x4 R/W) ON THE NORTH END OF A MITERED INTERSECTION OF THE SOUTHWESTERN RIGHT-OF-WAY OF HIGHWAY 138 (R/W VARIES) WITH THE EASTERN RIGHT-OF-WAY OF VICKERS ROAD (R/W VARIES); THENCE ALONG THE SOUTHWESTERN RIGHT-OF-WAY OF SAID HIGHWAY 138, SOUTH 50°09'52" EAST, A DISTANCE OF 73.86 FEET TO A POINT ON THE INTERSECTION OF THE SOUTHWESTERN RIGHT-OF-WAY OF SAID HIGHWAY 138 WITH THE WESTERN RIGHT-OF-WAY OF OLD VICKERS ROAD (R/W VARIES); THENCE ALONG THE RIGHT-OF-WAY OF SAID OLD VICKERS ROAD THE FOLLOWING COURSES AND DISTANCES: 19.51 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 2207.90 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 07°43'36" EAST, 19.51 FEET TO A POINT; THENCE SOUTH 07°28'25" EAST, A DISTANCE OF 65.63 FEET TO A POINT; THENCE 153.92 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 150.35 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 21°51'22" WEST, 147.29 FEET TO A POINT; THENCE NORTH 37°30'03" WEST, A DISTANCE OF 3.18 FEET TO A POINT; THENCE 105.40 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 115.00 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 78°52'58" WEST, 101.75 FEET TO A POINT ON THE INTERSECTION OF THE WESTERN RIGHT-OF-WAY OF SAID OLD VICKERS ROAD WITH THE EASTERN RIGHT-OF-WAY OF SAID VICKERS ROAD; THENCE ALONG THE EASTERN RIGHT-OF-WAY OF SAID VICKERS ROAD THE FOLLOWING COURSES AND DISTANCES: NORTH 09°19'32" EAST, A DISTANCE OF 238.35 FEET TO AN IRON PIN FOUND ON THE SOUTHERN END OF A MITERED INTERSECTION; THENCE ALONG SAID MITER, NORTH 44°52'55" EAST, A DISTANCE OF 71.01 FEET TO THE **POINT OF BEGINNING**.

SAID TRACT CONTAINS 0.727 ACRE OR 31,668 SQUARE FEET.



## LEGAL DESCRIPTION

### OLD VICKERS ROAD

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 74, 9<sup>th</sup> DISTRICT, CITY OF FAIRBURN, FULTON COUNTY, GEORGIA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT A CONCRETE MONUMENT FOUND (4x4 R/W) ON THE NORTH END OF A MITERED INTERSECTION OF THE SOUTHWESTERN RIGHT-OF-WAY OF HIGHWAY 138 (R/W VARIES) WITH THE EASTERN RIGHT-OF-WAY OF VICKERS ROAD (R/W VARIES); THENCE ALONG THE SOUTHWESTERN RIGHT-OF-WAY OF SAID HIGHWAY 138, SOUTH 50°09'52" EAST, A DISTANCE OF 147.73 FEET TO A POINT ON THE INTERSECTION OF THE SOUTHWESTERN RIGHT-OF-WAY OF SAID HIGHWAY 138 AND THE EASTERN RIGHT-OF-WAY OF OLD VICKERS ROAD (R/W VARIES) AND THE **TRUE POINT OF BEGINNING**; THENCE ALONG THE EASTERN RIGHT-OF-WAY OF SAID OLD VICKERS ROAD THE FOLLOWING COURSES AND DISTANCES: SOUTH 07°28'25" EAST, A DISTANCE OF 30.84 FEET TO A POINT; THENCE 205.20 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 200.57 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 21°51'06" WEST, 196.37 FEET TO A POINT; THENCE SOUTH 51°13'35" WEST, A DISTANCE OF 82.02 FEET TO A POINT; THENCE 206.95 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 3622.84 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 51°05'12" WEST, 206.92 FEET TO A POINT ON THE INTERSECTION OF THE EASTERN RIGHT-OF-WAY OF SAID OLD VICKERS ROAD WITH THE EASTERN RIGHT-OF-WAY OF SAID VICKERS ROAD; THENCE ALONG THE EASTERN RIGHT-OF-WAY OF SAID VICKERS ROAD, 225.90 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 411.98 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 24°18'52" EAST, 223.08 FEET TO A POINT ON THE INTERSECTION OF THE EASTERN RIGHT-OF-WAY OF SAID VICKERS ROAD WITH THE WESTERN RIGHT-OF-WAY OF SAID OLD VICKERS ROAD; THENCE ALONG THE WESTERN RIGHT-OF-WAY OF SAID OLD VICKERS ROAD THE FOLLOWING COURSES AND DISTANCES: 105.40 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 115.00 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 78°52'58" EAST, 101.75 FEET TO A POINT; THENCE NORTH 37°30'03" WEST, A DISTANCE OF 3.18 FEET TO A POINT; THENCE 153.92 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 150.35 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 21°51'22" EAST, 147.29 FEET TO A POINT; THENCE NORTH 07°28'25" WEST, A DISTANCE OF 65.63 FEET TO A POINT; THENCE 19.51 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 2207.90 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 07°43'36" WEST, 19.51 FEET TO A POINT ON THE INTERSECTION OF THE WESTERN RIGHT-OF-WAY OF SAID OLD VICKERS ROAD WITH THE SOUTHWESTERN RIGHT-OF-WAY OF SAID HIGHWAY 138; THENCE ALONG THE SOUTHWESTERN RIGHT-OF-WAY OF SAID HIGHWAY 138, SOUTH 50°09'52" EAST, A DISTANCE OF 73.87 FEET TO THE **TRUE POINT OF BEGINNING**.

SAID TRACT CONTAINS 0.594 ACRE OR 25,875 SQUARE FEET.



Re: REZONING ORDINANCE 2021124  
Property of Agnes Slack Vickers, LLC  
0 Vickers Road (Parcel ID Nos.: 09F170100742283,  
09F170100742358, 09F170100742374, 09F170100742317,  
09F170100742341)  
26.665 acres; Land Lot 74, 180  
District 9  
CONCURRENT VARIANCE 2021178

**STATE OF GEORGIA  
COUNTY OF FULTON**

**AN ORDINANCE TO REZONE CERTAIN PROPERTY WITHIN THE CITY LIMITS OF THE CITY OF FAIRBURN FROM C-1 (NEIGHBORHOOD COMMERCIAL) ZONING DISTRICT TO R-CT (RESIDENTIAL CONDOMINIUM TOWNHOUSE) ZONING DISTRICT WITH A CONCURRENT VARIANCE; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES**

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FAIRBURN, GEORGIA, AND IT IS HEREBY ORDAINED BY AUTHORITY OF THE SAME:

**Section 1.** That the City of Fairburn Zoning Ordinance be amended, and the official maps established in connection therewith be changed so that the property located in the City of Fairburn as indicated on Exhibit "A" to this Ordinance be changed from C-1 (Neighborhood Commercial) Zoning District to R-CT (Residential Condominium Townhouse) Zoning District with one (1) concurrent variance, 2021178, subject to the following conditions:

**A.** To restrict the use of the subject property as follows:

**1. Single-Family Residential Detached Lots**

- a. A maximum of 50 lots with a maximum density of 3.94 units per acre whichever is less
- b. The lot square footage shall be a minimum of 4,200 square feet
- c. The heated floor area shall be a minimum of 1,400 square feet

**2. Single-Family Residential Attached Units**

- a. A maximum of 112 townhouse units with a maximum density of 8.01 per unit whichever is less
- b. The lot square footage shall be a minimum of 1,800 square feet and no building shall contain no more than eight (8) units
- c. The heated floor area shall be a minimum of 1,200 square feet

**B.** To abide by the following:



1. The property shall be developed in conformity with the site plan prepared by Rochester & Associates, Inc. and attached as Exhibit B. The site plan is conceptual only and must meet or exceed the requirements of the City's ordinances prior to the approval of a Land Disturbance Permit. Any deviation from the site plan is subject to approval by the City Engineer or designee.
2. Property maintenance for the townhouse units shall be accomplished through a homeowner's association in which membership shall be mandatory. Such maintenance shall encompass all individual units and all common areas that are contained within the boundaries of the townhouse area. Property maintenance for the detached units shall be accomplished by the individual property owners with the exception of common areas to be maintained by a homeowner's association. Covenants will provide for self-help remedies should the individual property owners not comply with this requirement. Such association by-laws shall be subject to approval by the City Administrator and shall be recorded with covenants that shall be subject to approval by the City Administrator.

C. To the following site development standards:

1. Building setbacks for the single-family detached units are as follows:
  - a. Front: 20 feet
  - b. Side: 5 feet
  - c. Side separation: 10 feet
  - d. Rear: 10 feet
2. Building setbacks for the townhouse units are as follows:
  - a. Front: 20 feet
  - b. Side: 0 feet
  - c. Rear: 18 feet
  - d. Separation between buildings: 25 feet
3. Minimum lot widths are as follows:
  - a. Single-family lot width shall be thirty (30) feet
  - b. Townhouse lot width shall be twenty (20) feet
4. A minimum of 5.33 acres of the total area shall be reserved for open space; an amenity package shall include a passive recreational park, walking trail, and benches.
5. Facades of the homes and townhouses shall be constructed with a combination of two or more of the following materials: fiber-cement siding, wood shake, clapboard, brick, and/or stone. The use of vinyl or EIFS (synthetic stucco) is strictly prohibited. At least 25% of the front façades shall consist of at least 25% brick or stone.
6. Two-car garages shall be provided for each single-family detached unit and one-car garages shall be provided for each townhouse unit. Upgraded garage doors with architectural elements shall be utilized.



7. Sidewalks shall be installed on both sides of Vickers Road and internal streets within the development and shall be designed to provide inter-connectivity to the amenities area and mail kiosk. Sidewalks shall be a minimum of five-foot and shall be constructed to comply with the requirements of the Americans with Disabilities Act (ADA) standards and the City of Fairburn development standard.
8. Pedestrian-scale street lighting shall be provided along both sides of internal streets throughout the development.
9. All utilities shall be installed underground throughout the development area.
10. Acceleration and deceleration lanes shall be provided at the proposed driveway connection unless a traffic study demonstrates that the total traffic on the existing roadway is less than 2,000 vehicles per day including traffic projected as a result of the proposed development (count of existing traffic must have been made within one year of the development plan submittal date)
11. Turning lanes shall be required to meet projected traffic demand and/or safe operations, as determined by the City Engineer and/or traffic Study. When provided, turning lanes shall meet the following criteria:
  - a. Provide not less than 150 feet of storage length for arterial roadways. Provide not less than 100 feet of storage length for collector roadways.
  - b. Provide taper lengths of not less than 100 feet.
  - c. Longer storage and taper lengths may be required when traffic projections indicate they are justified.
12. The Developer shall construct roadway improvements (pavement, signing, striping, curb and gutter, and drainage), if required, along Vickers Road and SR 138 (Beverly Engram Pkwy), at no cost to the city.
13. The Developer shall install a canopy or understory tree in the front yard of each single-family detached unit. The front and rear yards of the single-family family detached units and townhouse units shall be sodded.

**Section 2.** That the concurrent variance to the rezoning is as follows:

1. Variance 2021178 - A variance from Chapter 80, Zoning, Article II, Section 80-79(f) to reduce the width of the townhouse (single-family attached) units from 30' to 20'.

**Section 3.** That the property shall be developed in compliance with the conditions of approval as stated in this Ordinance. Any conditions hereby approved do not authorize the violation of any district regulations; and

**Section 4.** That the official maps referred to on file in the Office of the City Clerk, be changed to conform with the terms of this Ordinance; and



**Section 5.** In the event any section, subsection, sentence, clause, or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the previously existing provisions of the other sections, subsections, sentences, clauses or phrases of this Ordinance, which shall remain in full force and effect as if the section, subsection, sentence, clause or phrase so declared or adjudicated invalid or unconstitutional were not originally a part thereof. The City Council declares that it would have passed the remaining parts of this Ordinance or retained the previously existing Ordinance if it had known that such part of parts hereof would be declared or adjudicated invalid or unconstitutional.

**Section 6.** Pursuant to the requirements of the Zoning Procedures Act and the City Zoning Ordinance, a properly advertised public hearing was held not less than 15 nor more than 45 days from the date of publication of notice, and which public hearing was held on the 24th day of January, 2022; and

**Section 7.** This Ordinance shall become effective on the 24th day of January, 2022.

**Section 8.** All Ordinances and parts of Ordinances in conflict with this Ordinance are repealed.

APPROVED this 24th day of January, 2022, by the Mayor and Council of the City of Fairburn, Georgia.

\_\_\_\_\_  
Mario Avery, Mayor

ATTEST:

\_\_\_\_\_  
Deannia Ray, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Rory K. Starkey, City Attorney





**CITY OF FAIRBURN**  
**CITY COUNCIL AGENDA ITEM**

**SUBJECT: APPOINTMENT TO THE PLANNING AND ZONING COMMISSION**

( ) AGREEMENT                      ( ) POLICY / DISCUSSION                      ( ) CONTRACT  
( ) ORDINANCE                      ( ) RESOLUTION                      (X) OTHER

**Submitted: January 18, 2022      Work Session: N/A      Council Meeting: January 24, 2022**

**DEPARTMENT: OFFICE OF THE MAYOR**

**BUDGET IMPACT: N/A**

**PUBLIC HEARING? ( ) Yes      (X) No**

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**PURPOSE: For Mayor and Council to consider and appoint LaVone Deavers to the Planning and Zoning Commission.**

**HISTORY: Planning and Zoning Commission Elise E. Stoney, resigned December 2021, leaving a vacant position to expire January 31, 2023.**

**RECOMMENDED ACTION: Approval of the Appointment.**

A handwritten signature in black ink, appearing to read "Mario Avery", is written over a horizontal line.

Mario Avery, Mayor





APPOINTMENT OF PLANNING AND ZONING  
COMMISSIONER MEMBER LAVONE DEAVERS

Per Article VII, Section 80-279 of the City of Fairburn Code of Ordinances, the Planning and Zoning Commission shall be composed of seven members. The Mayor shall nominate members to the City Council who shall approve said nominees by majority vote. The terms of the members are staggered four (4) year terms or until their successors are appointed. On February 24, 2022, Ms. LaVone Deavers is appointed to the Planning and Zoning Commission and will serve the unexpired term of Elise Stoney that expires January 31, 2023.

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Mario Avery, Mayor



## Objective

To provide results oriented professional with extensive expertise adeptly handling business purchase requirements. Strong background in office and business administration, contracts, procurement and community relations. Keeps accurate records, efficiently manages inventories and skillfully negotiates contracts to procure goods and services. Committed to establishing and maintaining productive client and vendor relationships.

- ◆ Procurement Expertise
- ◆ Office Management
- ◆ Contract Administration
- ◆ Proficient with Microsoft Office Suite
- ◆ Strong work ethic
- ◆ Stellar Communication Skills

## Qualifications and Skills:

- Development of Kid Class Program (under privileged families)
- Project Management
- Ability to plan, organizes, lead and complete tasks on time
- Ability to manage multiple assignments effectively and efficiently
- Ability to work independently
- Computer Skills (Outlook, Excel, Word, PowerPoint, Internet)

## Professional Experience

Fulton County Board of Education, Atlanta, GA

***Business Development/ Business Coordinator/***

***Executive Administrative Assistant/ Substitute Teacher/Document Control***

**2014 – 2021**

- Facilitates business meetings with new clients to increase school awareness in the community
- Compose and produce documentation (official letters, contracts) required for Title I Parents
- Coordinates negotiation meetings
- Title 1 Federal and State Document Control

Registrar Atlanta Plastic Reconstructive, Atlanta, GA

***Document Control Specialist***

**2009 – 2012**

- Coordinated, implemented, and maintained the company's Document Control and Training System.
- Coordinated labeling activities through change management interfacing with suppliers to meet quality standards and timelines.
- Strictly followed established procedures and policies required to meet the demands of document control in a regulated medical device company.
- Exercised judgment within broadly defined practices and policies in selecting methods, techniques and evaluation criteria for obtaining results.

South Fulton Chamber of Commerce,

***Chairman / Past Chairman Board South Fulton County***

**2007 – Present**

- To act as a liaison between management and the Board
- Provide independent advice and counsel to the CEO.
- To keep on top of the activities of the Chamber and its management.



- To ensure that the Directors are properly informed, and that sufficient information is provided to enable the Directors to form appropriate judgments.

Post, Buckley, Schuh & Jernigan Engineering, Atlanta, GA

***Community Relations Coordinator, Business Development***

**2002 – 2009**

- Developed presentation strategy, rehearsal, and introductions for community projects.
- Facilitated business meetings with new clients to increase company's revenue by securing projects with government and private companies.
- Facilitated social services and community centered educational programs.
- Develop and Mentor Kids Class Program at Bolton Academy

City of Atlanta, Department of Purchasing, Atlanta, GA

***Aviation Contracting Officer***

**1998 – 2002**

- Managed the solicitation process for professional, consulting and construction services from \$30,000 - \$100m.
- Established and implemented the bid process by producing bid criteria.
- Facilitated the pre-bid and pre-proposal conferences for over 50 projects.
- Coordinated the negotiation meetings in the award of contracts.
- Composed and produced documentation (official letters, contracts) required for administering contracts.
- Interpreted Federal, State and City regulations and guidelines for capital project contracts.

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## **Education**

**Associates Degree, PRN**

Georgia Military College

Strayer University, BS

## **Organizational Memberships**

**WTS – Women in Transportation 2006 – 2009**

**AMAC – Airport Minority Advisory Committee**

**NFBPA- National Forum Black Professional Association**

**COMTO- The Conference of Minority Transportation Officials**

**NAMAC – National Association of Minority Advisory Contractors**

**Reference: Available Upon Request**





## CITY OF FAIRBURN CITY COUNCIL AGENDA ITEM

**SUBJECT: FOR MAYOR AND COUNCIL TO APPOINT A LEGAL ORGAN FOR THE CITY OF FAIRBURN FOR 2022**

( ) AGREEMENT                      ( ) POLICY / DISCUSSION                      ( ) CONTRACT  
( ) ORDINANCE                      ( ) RESOLUTION                      (X) OTHER

**Submitted: January 18, 2022      Work Session: N/A      Council Meeting: January 24, 2022**

**DEPARTMENT:** OFFICE OF THE MAYOR

**BUDGET IMPACT:** N/A

**PUBLIC HEARING?** ( ) Yes      (X) No

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**PURPOSE:** For Mayor and Council to consider and appoint the South Fulton Neighbor Newspaper as the legal organ of the City.

**HISTORY:** An official legal organ for the City of Fairburn is appointed every year.

**RECOMMENDED ACTION:** For Mayor and Council to appoint South Fulton Neighbor Newspaper as the official legal organ for the City of Fairburn for 2022.

  
\_\_\_\_\_  
Mario Avery, Mayor





## APPOINTMENT OF LEGAL ORGAN

An official legal organ for the City of Fairburn is appointed every year. In January of each year, Mayor and Council will confirm the official legal organ of the City. On January 24, 2022, the South Fulton Neighbor Newspaper is appointed the Legal Organ of the City of Fairburn for 2022.

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Mario Avery, Mayor





## CITY OF FAIRBURN

### CITY COUNCIL AGENDA ITEM

**SUBJECT:** Budget Amendment: Mayor's Executive Assistant

☐ AGREEMENT

☐ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☐ RESOLUTION

☒ OTHER

**Submitted:** January 20, 2022 **Work Session:** N/A **Council Meeting:** January 24, 2022

**DEPARTMENT:** Mayor's Office

**BUDGET IMPACT:** FY21/22 - \$5,864.00

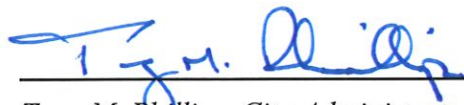
**PUBLIC HEARING:** ☐ Yes ☒ No

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**PURPOSE:** Budget Amendment: Mayors Executive Assistant

**HISTORY:** To provide for the establishment of the Executive Assistant to the Mayor position

**RECOMMENDED ACTION:** Approval of the Budget Amendment to establish of the Executive Assistant to the Mayor position

  
\_\_\_\_\_  
Tony M. Phillips, City Administrator

  
\_\_\_\_\_  
Mario B. Avery, Mayor

**CITY OF FAIRBURN  
Budget Amendment**

DATE: 01/20/2022

TO: City Council

FROM: Mayor Avery

**SUBJECT: REQUEST FOR BUDGET AMENDMENT –**

I do hereby request and submit the following budget amendment to be approved.

**INCREASE EXPENSE:**

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
Salaries & Wages	100-1110-51-1100	\$65,874
Group Insurance	100-1110-51-2100	\$8,676
F.I.C.A & Medicare Tax	100-1110-51-2200	\$4,710

**DECREASE EXPENSE:**

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
Salaries & Wages	100-7500-51-1100	\$65,874
Group Insurance	100-7500-51-2100	\$8,676
F.I.C.A & Medicare Tax	100-7500-51-2200	\$4,710

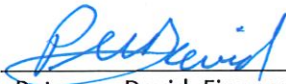
**REASON:** To transfer the current Digital Marketing Manager position funded in the Economic

Development Department to the Mayor's office.

According to the Statement of Policy, the above-listed transfer has been approved.

01.20.2022

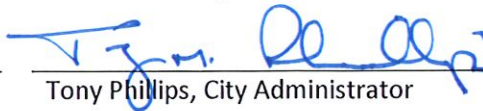
Date



Peterson David, Finance Director

1/20/22

Date



Tony Phillips, City Administrator

Vote: Approved # \_\_\_\_\_ Denied # \_\_\_\_\_



**CITY OF FAIRBURN  
POSITION REQUEST**

**DATE:** 01/20/2022

**TO:** City Council

**FROM:** Mayor Avery

**SUBJECT: POSITION REQUEST –**

I do hereby request and submit the following Position Request to be approved.

**INCREASE TO DEPARTMENT:**

<u>Department Name</u>	<u>Current Position Count</u>	<u># of Positions Request</u>	<u>Cost of Position</u>
Mayor & Council	8	1	\$79,260

**DECREASE TO DEPARTMENT:**

<u>Department Name</u>	<u>Current Position Count</u>	<u># of Positions Removed</u>	<u>Cost of Position</u> -
Economic Development	3	1	\$79,260


**REASON:** To transfer the current Digital Marketing Manager position funded in the Economic  
Development Department to the Mayor's office.

According to the Statement of Policy, the above-listed transfer has been approved.

01.20.2022  
Date

  
Peterson David, Finance Director

1/20/22  
Date

  
Tony Phillips, City Administrator

Vote: Approved # \_\_\_\_\_ Denied # \_\_\_\_\_

Budget Amendment – 01/20/2022



## CITY OF FAIRBURN CITY COUNCIL AGENDA ITEM

**SUBJECT: FINAL PLAT 2021128 HIGHWAY 74 AND MEADOW GLEN PARKWAY**

( ) AGREEMENT      ( ) POLICY / DISCUSSION      ( ) CONTRACT  
( ) ORDINANCE      ( ) RESOLUTION      (X) OTHER

**Submitted: 01/18/22**

**Work Session: N/A**

**City Council: 01/24/22**

**DEPARTMENT:** Community Development, Planning and Zoning Office

**BUDGET IMPACT:** N/A

**PUBLIC HEARING:** ( ) Yes      (X) No

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**PURPOSE:** For the Mayor and Council to review the Highway 74 and Meadow Glen Parkway Final Plat.

**FACTS AND ISSUES:** The applicant, Foresite Group, is requesting to subdivide a 9.511 acre parcel at the intersection of Highway 74 and Meadow Glen Parkway into two (2) tracts as follows:

Tract #	Acreage
1	5.275
2	4.236

The final plat was approved by the Planning and Zoning Commission on September 7, 2021, and the Mayor and Council tabled the final plat on October 25<sup>th</sup> and November 8<sup>th</sup> and denied the final plat on December 13<sup>th</sup>. The applicant revised the final plat by reducing the subdivision from three (3) to two (2) tracts which require the plat to be reviewed again by the Planning and Zoning Commission and then forwarded to the Mayor and Council for final review and consideration. The Planning and Zoning Commission reviewed the final plat on January 11, 2022, and recommended approval.

The city's staff has reviewed the final plat and believes that the plat meets the subdivision regulations and code of ordinances, such as the minimum lot size, setbacks, and buffer standards.

**Aerial view of the parcel**





**STAFF RECOMMENDATION:** For the Mayor and Council to **APPROVE** the Highway 74 and Meadow Glen Parkway Final Plat.

Attachment: Highway 74 and Meadow Glen Parkway Final Plat

  
\_\_\_\_\_  
Mario Avery, Mayor







## CITY OF FAIRBURN

### CITY COUNCIL AGENDA ITEM

**SUBJECT:** Establishment of a Telework Policy

( ) AGREEMENT                      ( ) POLICY / DISCUSSION                      ( ) CONTRACT  
( ) ORDINANCE                      ( ) RESOLUTION                      (X) OTHER

**Submitted:** January 20, 2022 **Work Session:** N/A **Council Meeting:** January 24, 2022

**DEPARTMENT:** City Administrator

**BUDGET IMPACT:** N/A

**PUBLIC HEARING:** ( ) Yes                      (X) No

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**PURPOSE:** Establishment of a council approved Telework Policy

**HISTORY:** To provide for a council approved Telework Policy where none currently exist. The policy will address work productivity, significant changes in the culture of work for municipalities, and provide the viable means to address the impact of the pandemic on city operations.

**RECOMMENDED ACTION:** Approval of the Telework Policy

A blue ink signature of Tony M. Phillips, written in a cursive style.

*Tony M. Phillips, City Administrator*

A blue ink signature of Mario B. Avery, written in a cursive style.

*Mario B. Avery, Mayor*



## City of Fairburn

### Telework Policy: January 2022

#### Purpose:

The City of Fairburn Teleworking Policy is designed to allow eligible employees to work from home or from another fixed location under appropriate circumstances. The overall goal is to increase employee productivity, provide a healthy environment, support employees, and provide continuity of day-to-day operations. This arrangement is intended to be a mutual benefit for the City, employee, and the department. Teleworking may not be suitable for all departmental positions as some positions require in-person or on-site attendance. Teleworking is not guaranteed and will be reviewed on a case-by-case basis. Telework arrangements may be terminated by the supervisor without notice.

#### Teleworking Categories –

- A. **Requested Teleworking:** Employee requests a teleworking arrangement that will benefit both the City and the employee.
- B. **Mandated Teleworking:** The City may direct eligible employees to work remotely during certain emergencies and/or special circumstances for a period of time.
- C. **Hybrid Teleworking:** The City may direct eligible employees to adopt a hybrid telework schedule where the employee may work remotely no more than 3 days per week.

#### Eligibility:

- Employees must formally submit a written request to their supervisor. Supervisors must determine the feasibility of the proposed telework arrangement before the request is approved.
- Employees must be a full-time/permanent employee with the City of Fairburn. This excludes employees that are part-time, serving in a training capacity, and/or contracted employees.
- Employees must have completed their 6-month new hire probationary period, however, there may be situations where telework is appropriate.
- *Employees who have an illness or injury, including contracting Covid-19, that restricts or renders the employee unable to return on-site for a period of time.*



*Employees shall not work from home while ill or injured. Employees should consult with Human Resources on sick leave eligibility.*

- Employees that have received a Covid-19 positive result.
- Employees that have been ordered to remain home by the city due to exposure or potential exposure of Covid-19.

**Teleworking Guidelines:** After receiving supervisor approval, the employee must adhere to the following guidelines.

- Remote workspace – Employees must confirm and maintain safe working conditions. This includes an appropriate work area with adequate lighting, telephone service, reliable internet connection, equipment, and power.
- Equipment: - City-owned equipment may be used at the approved alternative worksite for eligible employees. The City will provide eligible employees with a computer and/or telephone. Employees should immediately report any damage of city equipment. Employees should never purchase or rent equipment, services, or supplies without written approval from their supervisor.
- Security: All necessary proprietary or confidential city information required to perform essential job duties must be accessible in a secure manner as verified by management in conjunction with the city's IT services provider.
- The City is not responsible for the employee's access to the internet. Employees should maintain all record protection policies & procedures. Reasonable steps must be taken to ensure the City records and property maintain secure and confidential.
- Time reporting – Employees must comply with the City's required timekeeping through Netchex. Employees must work their regularly scheduled hours while teleworking. All schedule modifications must be approved by the supervisor.
- Workload – Employees must maintain their normal workload. This includes, but not limited to, completing all normal job responsibilities, conducting virtual meetings, checking emails, and attending any required education sessions.
- Accessibility – Employees must be accessible via telephone and email during the defined work hours or as specified by the employee's supervisor. A pattern of unavailability will result in termination to the telework agreement.
- Taxes- Federal and state tax details of teleworking and use of an at-home workspace as a telework location is the responsibility of the employee.

- Liability - Employees are responsible for taking the necessary steps to eliminate and/or minimize workspace hazards. An injury that occurs in the scope of their job duties while teleworking should be reported to the supervisor immediately. If the supervisor cannot be reached, please contact the City Administrator.
- Employees are prohibited from hosting any in-person meetings at their remote location. All in-person meetings must be held at a City of Fairburn facility or supervisor approval for an off-site location.
- Termination: The established telework agreement can be terminated by the supervisor at any time, with or without notice or cause. An employee that is unable to abide by the teleworking guidelines, must notify their supervisor immediately.





## CITY OF FAIRBURN

### CITY COUNCIL AGENDA ITEM

**SUBJECT: Budget Amendment: Assistant City Administrator Position Establishment**

( ) AGREEMENT                      ( ) POLICY / DISCUSSION                      ( ) CONTRACT  
( ) ORDINANCE                      ( ) RESOLUTION                      (X) OTHER

**Submitted: January 20, 2022 Work Session: N/A Council Meeting: January 24, 2022**

**DEPARTMENT: City Administrator**

**BUDGET IMPACT: FY21/22 \$2,795.00 FY23 \$120,000**


**PUBLIC HEARING: ( ) Yes                      (X) No**


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**PURPOSE: Budget Amendment: Assistant City Administrator Position Establishment**

**HISTORY:** In order to effectively manage operations, productivity, and efficiency across all operational departments, inclusive of established policies, while ensuring sound fiscal stewardship, the Assistant City Manager position is a necessity. The budget amendment presented for Mayor and Council consideration identifies a viable funding plan to establish the position and will provide definitive and measurable benefits to citizens.

**RECOMMENDED ACTION: Approval of the Budget Amendment to establish of the Assistant City Manager position**

  
\_\_\_\_\_  
Tony M. Phillips, City Administrator

  
\_\_\_\_\_  
Mario B. Avery, Mayor

**CITY OF FAIRBURN  
POSITION REQUEST**

DATE: 01/20/2022

TO: City Council

FROM: Tony Phillips

**SUBJECT: POSITION REQUEST –**

I do hereby request and submit the following Position Request to be approved.

**INCREASE TO DEPARTMENT:**

<u>Department Name</u>	<u>Current Position Count</u>	<u># of Positions Request</u>	<u>Cost of Position</u>
City Administrator	2	1	\$2,795

**DECREASE TO DEPARTMENT:**

<u>Department Name</u>	<u>Current Position Count</u>	<u># of Positions Removed</u>	<u>Cost of Position</u> -

**REASON:** In order to effectively manage operations, productivity, and efficiency across all operational departments, inclusive of established policies, while ensuring sound fiscal stewardship, the Assistant City Manager position is a necessity. The amendment presented for Mayor & Council consideration identifies a viable funding plan to establish the position & will provide definitive & measurable benefits to citizens.

According to the Statement of Policy, the above-listed transfer has been approved.

01.20.2022  
Date

Peterson David  
Peterson David, Finance Director

1/20/22  
Date

Tony Phillips  
Tony Phillips, City Administrator

Vote: Approved # \_\_\_\_\_ Denied # \_\_\_\_\_

Budget Amendment – 01/20/2022



**CITY OF FAIRBURN  
Budget Amendment**

DATE: 01/20/2022

TO: City Council

FROM: Tony Phillips

**SUBJECT: REQUEST FOR BUDGET AMENDMENT –**

I do hereby request and submit the following budget amendment to be approved.

**INCREASE EXPENSE:**



<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
Salaries & Wages	100-1320-51-1100	\$2,795

**DECREASE EXPENSE:**

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
Professional	100-1510-52-1200	\$2,795

**REASON:** In order to effectively manage operations, productivity, and efficiency across all operational departments, inclusive of established policies, while ensuring sound fiscal stewardship, the Assistant City Manager position is a necessity. The amendment presented for Mayor & Council consideration identifies a viable funding plan to establish the position & will provide definitive & measurable benefits to citizens.

According to the Statement of Policy, the above-listed transfer has been approved.

<u>01.20.2022</u>	<u></u>
Date	Peterson David, Finance Director
<u>1/20/22</u>	<u></u>
Date	Tony Phillips, City Administrator

Vote: Approved # \_\_\_\_\_ Denied # \_\_\_\_\_



**CITY OF FAIRBURN**  
**CITY COUNCIL AGENDA ITEM**

**SUBJECT: City Administrators Update Memorandum**

( ) AGREEMENT                      ( ) POLICY / DISCUSSION                      ( ) CONTRACT  
( ) ORDINANCE                      ( ) RESOLUTION                      (X) OTHER

**Submitted: January 20, 2022 Work Session: N/A Council Meeting: January 24, 2022**

**DEPARTMENT: City Administrator**

**BUDGET IMPACT: N/A**

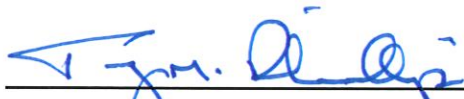
**PUBLIC HEARING: ( ) Yes                      (X) No**

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**PURPOSE: City Administrators Update Memorandum**

**HISTORY:** This item will provide a platform to provide a summary update on current operational and policy matters.

**RECOMMENDED ACTION: N/A**

  
\_\_\_\_\_  
Tony M. Phillips, City Administrator

  
\_\_\_\_\_  
Mario B. Avery, Mayor



# GOVERNMENT OF THE CITY OF FAIRBURN

Office of the City Administrator

MARIO B. AVERY  
MAYOR



TONY M. PHILLIPS  
CITY ADMINISTRATOR

## MEMORANDUM

**TO:** Mayor & City Council

**FROM:** Tony M. Phillips, City Administrator

**DATE:** January 20, 2022

**SUBJECT:** City Administrator Update

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Honorable Mayor & City Council,

The following memorandum is to provide a summary update on current operational and policy matters. I am available to provide additional insights and detailed information as may requested.

- **Inclement Weather Plans:** The current the weather forecast for the Friday, January 21<sup>st</sup> indicates a slight chance of rain or freezing rain before 10am, in addition to a 20 percent chance of snow before 10pm, with a low around 26 degrees. Our Operational Inclement Weather Plan as forwarded to Mayor and Council on 1/14/22 will be on standby status for the weekend.
- **Fire Station 21 Update:** As part of a tour of city facilities several deficiencies were identified at Fire station 21. There were several areas of concern including but not limited to; ceiling leaks in multiple areas, inoperable lights in multiple areas, holes in the floorboard upstairs, inoperable shower, rusted out lockers, and holes in walls. A plan to address these facility defects is currently being finalized. Further updates will be provided as repairs cost are confirmed, work is initiated and subsequently completed.
- **Assistant City Administrator:** To effectively manage operations, productivity, and efficiency across all operational departments, inclusive of established policies, while ensuring sound fiscal stewardship, an Assistant City Manager is a necessity. The budget amendment presented for Mayor and Council consideration identifies a viable funding plan to establish the position and will provide definitive and measurable benefits to citizens.
- **Health Insurance Update:** Our current health insurance provider United Healthcare is projected to increase their premiums in excess of 20% for the upcoming term. Working with our benefits consultant BKS partners our intent is to search the provider market to seek other viable options and amenable cost for the city's health insurance provider. Additional details and information will be forthcoming via a Council work session.

- **Telework Policy:** A proposed Telework Policy has been included on the 1/24/22 agenda to establish a council approved citywide policy. This policy will address productivity, work culture changes, and the impact of the current pandemic.
- **Reestablish Council Work Sessions:** The reestablishment of regular council works sessions as needed from 6:00 – 7:00pm on the second and fourth Monday of each month, effective at the February 14, 2022, meeting. This will allow significant issues, policies, and other substantive matters to be vetted by council in advance of moving them to an upcoming Council agenda.
- **Operational Efficiency:** In the initial review of city/departamental operations we have been able to identify an approximate \$1000 dollar savings in the deployment of city cell phones. This is one example of our office's ongoing efforts to be fiscally responsible while simultaneously elevating productivity and service delivery.
- **City Manager's Monthly Report:** Beginning February 28, 2022, there will be a monthly City Administrators Report as part of the second Council meeting of each month (fourth Monday). The report will also include a summary of the departamental monthly reports.