



## PLANNING AND ZONING COMMISSION MEETING MINUTES

City Hall  
56 Malone Street  
Fairburn, GA. 30213  
Tuesday, October 10, 2017  
7:00 P.M.

Elizabeth Echols, Chairman  
Elise Stoney, Vice-Chairman  
Mark Wade  
Shelby Phillips (*Absent*)

Jerry Williams  
Tony Smith (*Absent*)

City Planner:  
City Engineer:  
City Attorney:  
Recording Secretary:

Tarika Peek  
Brendetta Walker  
Valerie Ross  
Kimberly Mitchell

- I. **MEETING CALLED TO ORDER:** By Chairman Echols
- II. **ROLL CALL:** All members of Planning and Zoning Commission were present except Commissioner Phillips and Commissioner Smith, which constituted a quorum.
- III. **PLEDGE OF ALLEGIANCE:** Recited in unison.
- IV. **PUBLIC COMMENTS:** None
- V. **ADOPTION OF AGENDA:** Vice-Chairman Stoney moved to APPROVE the agenda. Commissioner Williams seconded. **The motion carried unanimously.**
- VI. **APPROVAL OF PREVIOUS MEETING MINUTES**  
**Motion and Vote:** Commissioner Williams moved to APPROVE September 12, 2017 meeting minutes. Commissioner Wade seconded. **The motion carried unanimously.**
- VII. **PUBLIC HEARING:**

**Primary Variance 17V-003 – E.E. Armored Electric** (*changes were made to reflect the correct variance number (17V-003 on all documents)*)

**SUMMARY/STAFF PRESENTATION:** Applicant is requesting a primary variance as follows:

To increase the number of wall signs allowed on one wall, from one (1) to two (2) signs, not to exceed the allowed square footage.

Staff recommends APPROVAL of the variance request per applicants' request.

Commissioner Williams asked if both businesses that are located in this building were under one occupational tax. Ms. Peeks stated the owner would need to answer the question. Mr. Keroack (the owner) stated that the businesses are under one (1) occupational tax.

Vice-Chairman Stoney asked about the size of each sign is. Ms. Peeks stated they have not submitted a sign permit application yet; however the ordinance states one single building can have up to 10 percent of the gross wall area but not to exceed 150 square feet. Whatever the total square feet of the signs are, the applicant is proposing to divide that number into two (2) and generate each sign and would not exceed the allowed amount per the ordinance.

Commissioner Williams stated upon looking at the pictures submitted, the only signage was the letters and everything else is a part of the building. Ms. Peeks concurred. She also stated the picture is not drawn to scale therefore it looks a little large and this is not how it will look on the wall. Ms. Peeks further explained the applicant would have to go through the sign permit process to make sure their signs met the allowed square footage. Mr. Williams wanted to verified that the sign permit has not been submitted as of yet. Ms. Peeks confirmed the sign permit has not been submitted as of yet.

Vice-Chairman Stoney stated the applicant has put the measurement of the space on the application as 7 X 3.6 feet. Ms. Peeks confirmed the size was put on the application but the sizes were approximate sizes of the signs.

*(Invitation for public comment in support of and in opposition to the petition)*

Spoke In Favor:

Spoke Against:

*(Close of hearing. Planning and Zoning Commission questions and discussion)*

**Motion and Vote:** Commissioner Williams moved to APPROVE the primary variance E.E. Armored Electric 17V-003 to increase the number of wall signs allowed on one wall, from one (1) to two (2) signs, not to exceed allowed square footage. Vice-Chairman Stoney seconded. **The motion carried unanimously.**

#### **VIII. NEW BUSINESS: NONE**

**IV. STAFF REPORT:** Staff stated the new apartments; Solstice on Oakley Industrial Boulevard will be having a Grand Opening on October 19, 2017 at 6 pm and have extended the invitation to all City officials. Ms. Peeks will send out the email tomorrow, October 11, 2017. Ms. Peeks then announced her resignation, effective October 11, 2017.

**V. COMMISSION MEMBERS COMMENTS:** Vice-Chairman Stoney wished Ms. Peeks the best in her new assignment and thanked Ms. Peeks for what she has contributed to Planning and Zoning Commission. Commissioner Williams thanked Ms. Peeks for everything she has done for the Commissioners and said she would be missed. Chairman Echols thanked Ms. Peeks for the work that has been done and for the training given to the Planning and Zoning Commissioners. Chairman Echols wished Ms. Peeks the best in her new position.

**VI. ADJOURN: Motion and Vote:** Commissioner Williams made a motion to adjourn. Commissioner Wade seconded. **The motion carried.**

Meeting adjourned at 7:11 p.m.

Approval Signatures	
Date Approved	February 6, 2017
Elizabeth Echols, Chairman	Elizabeth J. Echols
Kimberly Mitchell, Recording Secretary	Kimberly Mitchell