



Situated to Succeed

Planning and Zoning Commission

Agenda

Tuesday, July 1, 2025

at 7:00 p.m.

Location: 56 SW Malone St Fairburn, GA 30213

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**A. Call to Order**

**B. Determination of a Quorum**

**C. Pledge of Allegiance**

**D. Approval of the Meeting Agenda**

**E. Approval of the Meeting Minutes**

1. Approval of the June Meeting Minutes

**F. Public Comments**

**G. Old Business**

**H. Public Hearings**

**I. New Business**

**1. Text Amendment**

Applicant: Joe Harvey/Laurence Bryant

Property Owner: Joe Harvey

Summary: The applicant requests approval to allow special event venues in the Downtown Mixed Use zoning district.

**J. Other Business**

**K. Adjournment**



Planning and Zoning Commission  
Meeting Minutes

City Hall: 56 Malone Street,  
Fairburn, GA 30213  
Tuesday, June 3, 2025  
7:00 p.m.

Michelle James, Vice Chair  
Lina Parker  
Elizabeth Echols  
Tony Smith  
Kenneth Williams

Planning Director: Denise Brookins  
Planner: Chancellor Felton  
City Attorney: Valerie Ross

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- A. Call to Order:** The meeting was called to order by Vice Chairwoman James at 7:00 pm.
- B. Determination of a Quorum:** A quorum was determined, and the meeting proceeded.
- C. Pledge of Allegiance**
- D. Approval of the Meeting Agenda**
1. Commissioner Williams made a motion to approve the agenda. Commissioner Smith seconded.  
**THE MOTION CARRIED.**
- E. Approval of the Meeting Minutes**
1. Commissioner Echols made a motion to approve the April 1, 2025, minutes. Commissioner Parker seconded.  
**THE MOTION CARRIED.**
- F. Public Comments:** None.
- G. Old Business:** None.
- H. Public Hearings:** None.
- I. New Business:**
1. **Use Permit (A Step at a Time Early Learning)**  
Applicant: Jonathan Clark, Community Solutions by Design  
Property Owner: Tanisha Nellum  
Location: 277 Northeast Broad Street [Parcel ID: 09F170300661200]  
Request: To approve the child day care center use permit.
    - a. Vice Chairwoman James introduced the case. Chancellor Felton presented the case on behalf of Staff. Staff made a recommendation for conditional approval. Vice Chairwoman James opened the floor for the Commission to ask Staff questions.
    - b. Commissioner Smith asked if only one accessible parking space was required. Mr. Felton stated yes, per ADA regulations.

- c. Commissioner Williams asked if wood or metal fencing was required. Mr. Felton said that for this request, there are no fencing material requirements.
- d. Vice Chairwoman James asked if the applicant was here. Mr. Felton answered that the applicant is present to present and will answer questions.
- e. The applicant presented to the Commission.
- f. Commissioner Smith asked what the maximum capacity is for the daycare center. The applicant said that by law, they can only have one child per 35 square feet. The applicant said that the total square footage is 4,200 square feet.
- g. Commissioner Echols asked what is the age range of the students. The applicant said 12 months to 5 years.
- h. Commissioner Williams asked how long the applicant has been in business. The applicant said 8 years.
- i. Vice Chairwoman James asked if the fence is see-through. The applicant said that the fence will be a 6-foot-tall, chain-link fence.
- j. Vice Chairwoman James asked when construction will be completed. The applicant stated that she hopes to open before the year ends.
- k. Commissioner Smith asked what the capacity of her current daycare center is. The applicant said 38 students.
- l. Vice Chairwoman James asked how many caregivers there will be. The applicant stated that 5-6 caregivers will be present.
- m. Mr. Felton made a correction to his presentation.

Commissioner Parker made a motion to recommend **APPROVAL**. Commissioner Smith seconded.

**THE MOTION CARRIED.**

**J. Other Business:** None.

**K. Adjournment**

- 1. Commissioner Smith motioned to adjourn the public meeting at 7:20 pm. Commissioner Parker seconded.

**THE MOTION CARRIED.**

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**CITY OF FAIRBURN  
PLANNING AND ZONING COMMISSION  
STAFF REPORT – TEXT AMENDMENT (REQUEST)**

From:	Planning and Zoning Department
Date:	Thursday, June 26, 2025
Agenda Item:	Special Event Venues – Text Amendment, Chapter 80, Article XVII

**Purpose:**

For the Planning and Zoning Commission to review the proposed text amendment concerning Special Event Venues. The request was submitted by Mr. Joe Harvey, the property owner at 25 Smith St, Fairburn, Georgia.

**Discussion:**

In the City of Fairburn, special events are recognized as significant cultural and community gatherings that range from festivals and fairs to car shows, charity home tours, and more. These occasions, whether held indoors or outdoors, are typically short-term in nature and are designed to bring together large groups of people for celebration, entertainment, or charitable purposes. The city distinguishes between special indoor/outdoor events and special event venues, with tailored regulations for each to ensure public safety, neighborhood harmony, and orderly land use.

The applicant has submitted a request to allow an event center in the Downtown Mixed Use zoning district. With limited competition, a venue can quickly become a local landmark and attract regional clients. It can boost the local economy by drawing visitors who spend time on lodging, dining, and services while also creating job opportunities for residents.

However, several challenges must be carefully managed, such as the provision of required support systems for high-attendance events, including sufficient parking, wide roadways for traffic flow, clear signage, and access to emergency services like police, fire, and EMTs. If an event venue attracts a large number of attendees, issues such as inadequate traffic control measures or facilities could pose safety risks and be detrimental to nearby residents. Residents may also raise concerns about noise, especially if events run late into the evening or occur frequently. To succeed, the operator must ensure the venue complements the pace and character while meeting both guest expectations and community standards.

**Background:**

Under the current regulations, temporary special indoor or outdoor events in Fairburn are permitted for activities like art shows, markets, and fundraisers on public or private property. Events with fewer than 75 attendees require an administrative permit, while those with 75 or more need City Council-approved use permits. Permits are valid for up to 14 consecutive days, with limits on operating hour 8:00 a.m. to 8:00 p.m. (Sun–Thurs) and until 11:00 p.m. (Fri–Sat). Applicants must submit a site plan, obtain property owner consent, comply with parking and noise limits (max 65 dBA at residential lines), and follow restrictions on tents and vehicle sales.

Separate from the temporary events themselves are the special event venues, which are properties dedicated to hosting such gatherings on a more regular basis. These venues may operate indoors, outdoors, or a combination of both, and typically involve a formal use agreement between the property owner and private groups looking to rent the space. Venues are permitted only in the following zoning districts AG (Agricultural), O&I (Office/Institutional), C-



2 (General Commercial), M-1 and M-2 (Industrial). Special event venues must obtain a special event venue permit. This permit is more involved than the individual event permit and is granted only after careful review.

Applicants must submit a comprehensive event management plan, including emergency response strategies, waste disposal arrangements, contact details for operators, and a traffic control plan that ensures safe ingress and egress. Parking must meet strict ratios based on occupancy and comply with landscaping and accessibility standards.

The regulations put strong emphasis on protecting nearby residents:

- All event-related structures or activities must be set back at least 75 feet from adjoining residential properties.
- Lighting must be shielded and turned off within two hours of an event's conclusion.
- Music or entertainment must be ancillary, not the primary focus of the venue—weddings with dancing are allowed, but standalone concerts or stage shows are not.
- A schedule of events must be made publicly available online or mailed to neighbors within 1,200 feet of the venue before the season begins.

Venue structures are subject to fire and building inspections, and alcohol use must comply with city regulations. Should any violations occur, the city, particularly the Police Department, reserves the right to modify or revoke permits and, if necessary, shut down events that pose a risk to public health, safety, or peace.

**Staff Recommendation:**

Staff recommends approval of the proposed text amendment with the enclosed updates.

**Proposed Amendments are as follows:**

**New text**

**~~Deleted text~~**

**Text to remain**

**ARTICLE XVII. SPECIAL EVENT VENUES<sup>1</sup>**

**Sec. 80-497. Intent.**

This article establishes a permit process and standards for the development and operation of special event venues. These provisions are necessary to reduce impacts to surrounding properties so that special event facilities do not result in incompatible land use.

**Sec. 80-498. Definition.**

*Special event venue.* A special event venue is a place of public assembly used for commercial events. Special event venues are subject to a use agreement between a private group or individual and the venue owner. The venue owner may or may not charge a fee for the use of the venue. Venues may operate entirely within a structure, outside of a structure, or both inside and outside a structure.

**Sec. 80-499. Applicability.**

Special event venues are permitted in the following districts: AG (Agriculture), O&I (Office Institutional), C-2 (General Commercial), **DTMU (Downtown Mixed Use)**, M-1 (Light Industrial), and M-2 (Heavy Industrial). This section does not apply to the special event permit process provided in section 80-179.

(a) Special event venues can be a principal or accessory use. Special event venues in an agricultural district that are accessory to the site's principal use shall not substantially change the character of the primary use of the property.

**Sec. 80-500. Permit process.**

All special event venues as described under this article require the approval of a special event venue permit by the planning and zoning director or his/her designee.

(a) The special event permit application shall include a site plan, description of all uses, an exhibit map showing the location and distance of the venue to the closest surrounding sensitive receptors such as single-family residences and other housing types, management plan, traffic plan and shall comply with the special event facility standards set forth.

(b) Event management plan. Owner/operator shall maintain an event management plan that includes, but is not limited to, a site plan, arrangements for emergency (fire, police, medical) services, arrangements for waste disposal services, name and contact information for the property owner and the event operator, and other information as may be required by the planning and zoning staff to ensure events are operated safely and with minimal impact on nearby property owners and uses. A copy of the event management plan shall be provided to the planning and zoning office and must always be available for an on-site inspection.

(c) Traffic plan. The special event permit application shall include a traffic management plan. The traffic management plan shall include the following requirements and standards:

(1) A traffic control plan to ensure an orderly and safe arrival, parking, and departure of all vehicles and to ensure that traffic will not back up or block easements, city roads, intersections, or private driveways. All ingress/egress and parking areas shall be located in such a manner to minimize traffic hazards associated with entering and exiting the public roadway.

(2) The location of all temporary directional signs on driveways entrance and within parking lots to ensure orderly flow of traffic. Temporary directional signs shall be placed prior to the event and removed at least three hours at the conclusion of the event. Signs should not be placed in the right-of-way.

(3) Adequate ingress and egress shall be provided for all emergency vehicles to the satisfaction of the Fairburn Fire and Police Department [article II, section 56-26, temporary and emergency parking restrictions]. Temporary or emergency parking restrictions may be established and posted by order of the city engineer, fire chief, or police chief. Violations of such restrictions shall be subject to the enforcement and impoundment provisions of section 56-25, impounding of vehicles.

#### **Sec. 80-501. Standards.**

Special event venues shall follow the operation and development standards at all times:

(a) *Noise control and **waste management***. Noise standards shall be regulated in accordance with article XI, noise. For evaluating conformance with the standards of this section, noise levels shall be measured in accordance with article XI, noise. **Venue operators shall be required to submit a waste management plan detailing trash collection, disposal methods, and post-event cleanup procedures. This plan must be approved as part of the venue's overall event management plan. Additionally, on-site trash enclosures shall be provided and maintained to contain all waste generated during events and to prevent litter or debris from affecting surrounding properties.**

(b) *Setbacks*. The following setbacks shall be maintained at all times:

(1) If an adjoining parcel has a residence, then all structures or activities associated with the special event shall be located at least 75 feet from the property line that adjoins a residence, except in the **Downtown Mixed Use zoning district**.

(2) All temporary structures such as tents, stages, and dance floors shall abide by all setbacks, and their use must be identified in the management plan.

(c) **Traffic and Parking requirements**. On-site parking shall be provided according with section 80-337, off-street parking requirements (the larger of one space for each four seats, one space for each 25 square feet of floor area available for chairs in the largest assembly room, or one space for every 150 square feet of gross floor area). Parking shall also comply with article IX, off street-parking, loading and landscape requirement, sections 80-326 to 80-364. **The event venue shall not cause undue traffic congestion or accident potential given anticipated attendance and the design of adjacent streets, intersections and traffic controls.**

(d) *Music/entertainment*. Music or entertainment shall not be the primary purpose of the special event and always shall be secondary and customary to the primary purpose of the special event. For example, music and dancing may be secondary to a wedding reception, but a concert, play, or stage performance is not permitted.

(e) *Lighting*. All lighting shall comply with the following requirements:

(1) All outdoor lighting associated with the special event shall be turned off within two hours after the special event ends.

(2) Outdoor lighting shall be located, shielded, and directed such that no direct light falls outside the property line or into the public right-of-way.

**(3) City Staff may require modifications for properties near residential developments.**

(f) *Signage*. All signs shall conform to the requirements in article XII, sign regulations.

(g) *Neighborhood notification*. Special event facilities shall post a schedule of future events to their website, or an annual/seasonal schedule of future events shall be mailed to all neighbors within 1,200 feet at least two weeks



prior to the beginning of the event year or season. The schedule shall show days planned for events, hours of operation, and include a phone number for inquiries.

(h) *Structures*. Structures shall meet fire code standards and shall be inspected by the fire marshal and building inspector prior to occupancy.

(i) *Alcoholic beverages*. The consumption of alcoholic beverages on premises is subject to section 8-21, permitted locations for private functions at which alcoholic beverages are served; sales prohibited.

**Sec. 80-502. Permit revocation or modification.**

The permit for a special event venue may be revoked or can be subject to approval with conditions. The City of Fairburn Police Department, City Administrator or designee, may stop an event or issue citations where event staff or participants violate other city ordinances, general guidelines, terms, or conditions specified in the application, and including, but not limited to, traffic rules and regulations, disturbing the peace, public nuisance, failure to disperse, or other health and safety regulations.





Situated to Succeed

### APPLICANT INFORMATION

Applicant name: Laurence Bryant  
Address: 220 TEAK Ln. Fairburn, Ga. 30213  
Phone: 913.380.8451 Cell: \_\_\_\_\_  
Email address: mr.bryant@bri.com

### OWNER INFORMATION (If different from Applicant)

Owner Name: Joe Harvey  
Address: 630 Aline Dr. NW Atlanta Ga. 30318  
Phone: 678.661.3781 Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email address: joeharvey101044@gmail.com

### PROPERTY INFORMATION (if applicable)

Address: 25 Smith St. Fairburn, Ga. 30213  
Parcel ID#: 04F100300 Land Lot: \_\_\_\_\_ District: \_\_\_\_\_  
320453

### ZONING TEXTED REQUEST

The undersigned, having an interest in the amendment of zoning text herein described, respectfully petitions that said zoning text be amended to the following:

Zoning Ordinance Article \_\_\_\_\_ Section \_\_\_\_\_

### Existing Text:

Special event venues are permitted in the following  
districts: AG(Agriculture), O+I(Office Institutional),  
C-2(General Commercial), M-1(Light Industrial),  
(Heavy Industrial)

### Proposed Text:

Special event venues are permitted in the following  
districts: AG(Agriculture) O+I(Office Institutional), C-2  
(General Commercial) M-1(Light Industrial) M-2(Heavy  
Industrial) Downtown Mix Use.

CITY OF FAIRBURN