



## JACKSON COUNTY PLANNING COMMISSION

### Minutes

Jackson County Administration Building Auditorium  
67 Athens Street  
Jefferson, Georgia

October 27, 2016  
6:00 P.M.



#### Members Present

Jeff Perry - Chairman  
Marty Clark – Vice-Chairman  
Steve Wittry  
Nick Bledsoe  
David Ayers

#### Staff Present

Gina Roy – Director  
Jamie Dove – Planner

Jeff Perry, Chairman, called the meeting to order at 6:00 pm.

David Ayers opened in prayer.

Steve Wittry made the motion to approve the minutes from September 22, 2016 Planning Commission Meeting and was duly seconded by David Ayers. The motion passed unanimously.

Gina Roy noted that due to Thanksgiving Holidays, the Planning Commission Meeting will be held on November 17, 2016 at 6:00 p.m. Furthermore, Gina Roy read the public hearing procedures and noted they are located on the table by the door.

#### New Business –

1. MA-16-06 - Traditions of Braselton Community Association, Gum Springs Church Rd., Jefferson, GA; 2.01 acres; Change Future Land Use Map from “Public/Institutional” to “Residential”. (Map 105/Parcel 019L)

Jamie Dove gave the staff report. The applicant is requesting a map amendment to the Comprehensive Plan in order to change the Future Land Use Map from “Public Institutional” to “Residential” with the intent to use the property to expand the Traditions of Braselton’s amenity center. The property is currently vacant and the applicant has a sales contract to purchase this parcel from the property owner, Jackson Trail Fire Dept., contingent upon the approval of the requested Future Land Use change. Staff has reviewed this application along with the existing zoning on this property and the adjacent properties,

the current use of the property, level of development occurring in the area, current infrastructure, and the natural resources. Staff recommends that this application be approved.

Jennifer Giacin, Community Manager of Traditions of Braselton, 1216 Tree Park Circle, Flowery Branch, GA was present to represent this application. Also, Paul Thompson, Traditions of Braselton Board Member, 3971 Meadowland Drive, Jefferson, GA was present to represent this application. Ms. Giacin noted that Traditions of Braselton Community Association has a sales contract to purchase this 2 acre tract from the Jackson Trail Fire Dept. This contract is contingent upon the approval of the requested future land use change. The current Future Land Use Map is “Public Institutional” and requesting a change to “Residential”. As shown on the concept plan, Traditions of Braselton Community Association would like to add a clubhouse, pool, and additional parking. Also, they would like to combine the Jackson County Fire Dept. parcel of land with the existing Traditions of Braselton Subdivision amenity area, so there will not be an easement between the two parcels.

There was no opposition.

Then, there was discussion between the board, staff, and applicant.

Jeff Perry closed the discussion for public comments and opened it up to the board for discussion, questions, or a motion. .

Furthermore, Steve Wittry made a motion to approve the Future Land Use Map Amendment from “Public Institutional” to “Residential” with the intent to use the property to expand the Traditions of Braselton’s amenity center and was seconded by Marty Clark. The map amendment was approved by Steve Wittry, David Ayers, Marty Clark, and Nick Bledsoe. (4-0)

2. RZ-16-13 - Chris Pettite, 219 Ruby Lane, Commerce, GA; 2.56 acres; rezone from A-1 to R-1 to split property into 2 tracts. (Map 010/Parcel 011)

Jamie Dove gave the staff report. The applicant is requesting approval to rezone the 2.56 acre tract from A-1 to R-1 to split the property into 2 tracts. Staff recommends approval of this request.

The applicant, Chris Pettite, was not present at the meeting nor was there anyone present to represent this case. There was discussion between staff and the board. Then, David Ayers made a motion to table the case to the November 17, 2016 Planning Commission Meeting, so that the applicant will be present to represent this case. The motion was seconded by Steve Wittry. David Ayers, Steve Wittry, Marty Clark, and Nick Bledsoe voted to table the rezone.

3. RZ-16-14 – Ricky L. Parker, Unity Church Road and Jarrett Lane, Gillsville, GA; 6.86 acres; rezone from A-2 to A-R to split property into 4 tracts. (Map 086/Parcel 002G)

Jamie Dove gave the staff report. The applicant is requesting approval to rezone the 6.86 acre tract from A-2 to A-R for future family-estate planning purposes. The 6.85 acres will be divided into 4 tracts. Three tracts with 1.5 acres for each of his children and a 2.36 acre tract for Ricky Parker as shown on the concept plan. Staff recommends approval of this request.

Ricky L. Parker, P. O. Box 1544, Flowery Branch, GA was present to represent this application. Mr. Parker’s wife passed away suddenly this past year. Mr. Parker would like to split this 6.85 acre tract between him and his 3 children, so they all can build their own home and live next door to each other.

There was no opposition.

Jeff Perry closed the discussion for public comments and opened it up to the board for discussion, questions, or a motion. Then, there was discussion between the board and staff.

Furthermore, Steve Wittry made a motion to approve the rezone from A-2 to A-R so the property can be split into 4 tracts and was seconded by Marty Clark. The rezone was approved by Steve Wittry, David Ayers, Marty Clark, and Nick Bledsoe. (4-0)

4. Text Amendment #1 – The overall intent and purpose of this text amendment is to amend the Unified Development Code to repeal Article 15, “Administration and Enforcement,” to repeal Section 107 Interpretation, and to adopt a new Article 22, “Administration, Interpretation and Enforcement.

Gina Roy gave the staff report. This text amendment is based off of House Bill 1025, which goes into effect January 1, 2017. This actually deals with administration and enforcement of how our code enforcement officer can send notice of violations to property owners concerning the condition of real property. Now they are served in different ways. This amendment will allow for the code enforcement officer to leave notice on the premises, as well as mailing a copy and filing with the magistrate court. Nothing has changed regarding the fees and forms within this section, but they did take it into consideration.

There was no opposition.

Then there was discussion between the board and staff regarding this text amendment. Jeff Perry asked if this amendment requires for all three options of service: 1) tagging the premises with the citation, 2) mailing the citation to the owner, 3) filing the citation with magistrate court. Mrs. Roy answered that this amendment will allow the code enforcement officer the option to either tag the premises with the citation or mail the citation to the property owner. Both options would need to be filed with the magistrate court. Also, David Ayers asked if you tag a person’s property with a citation, then the code enforcement officer doesn’t need to contact the property owner by mail? Mrs. Roy answered that was correct. But, Mrs. Roy noted that our department will go above and beyond to require all 3 options of service to ensure that the property owner is notified. Nick Bledsoe stated that as an absentee landowner, he doesn’t feel comfortable with this amendment. Also, Mr. Bledsoe wanted to know if the board could require all three options of serving a citation. Mrs. Roy noted that the board could require all three options of serving a citation by changing the wording in the text amendment. Also, Mrs. Roy noted that staff could bring this back before the Planning Commission board next month with corrections of the board’s concerns regarding this text amendment.

Furthermore, Nick Bledsoe made a motion to table Text Amendment #1 to the November 17, 2016 Planning Commission Meeting to give staff time to address concerns of the Planning Commission Board, which is to require all three options of service in a citation of a tract of land that is in violation of the Jackson County Unified Development Code. The motion was seconded by David Ayers. Steve Wittry, David Ayers, Marty Clark, and Nick Bledsoe approved to table this text amendment. (4-0)

5. Text Amendment #2 – The overall intent and purpose of this text amendment is to amend the Unified Development Code to repeal Article 2, “Use of Land and Structures,” Section 203, “Implementation of the comprehensive plan,” and Section 205, “Relationship of comprehensive plan and zoning districts;” to repeal Article 12, “Procedures and Permits,” Section 1202, “Overview – land development,” subsection (a) “Land use plan changes” and Section 1204, “Land use plan amendments;” and to adopt a new Article 13A, “Zoning Amendments and Procedures,” Division I, “Comprehensive Plan Amendments”.

Gina Roy gave the staff report. Mrs. Roy noted that our Unified Development Code still refers to the 2010 Comprehensive Plan instead of the 2015 Comprehensive Plan that was adopted. Also, she noted the consistency matrix table is not in the Jackson Co. Unified Development Code even though the code refers to the table. Both of these issues are the basis for this text amendment.

There was no opposition.

Furthermore, Marty Clark made a motion to approve Text Amendment #2 and was seconded by Steve Wittry. David Ayers, Steve Wittry, Marty Clark, and Nick Bledsoe approved this text amendment. (4-0)

6. Text Amendment #3 – The overall intent and purpose of this text amendment is to amend the Unified Development Code to repeal Article 11, “Land Development Activities,” Section 1108, “Illegal discharge and illegal connections;” and to adopt a new Article 21, “Illegal Discharge and Illegal Connections”.

Gina Roy gave the staff report. Mrs. Roy noted that Jackson County adopted the Georgia Storm Water Management Manual which is called the Blue Book, but the necessary definitions were not transferred to the Unified Development Code. The adoption of this text amendment will establish definitions for storm water practices that would aid in the implementation and enforcement of this article. There was discussion between staff and the board. Also, Mrs. Roy noted that our department is a Local Issuing Authority that is authorized by the EPD to determine if water on a tract of land is considered state waters.

There was no opposition.

Furthermore, David Ayers made a motion to approve Text Amendment #3 and was seconded by Marty Clark. Steve Wittry, David Ayers, Marty Clark, and Nick Bledsoe approved this text amendment. (4-0)

7. Text Amendment #4 - The overall intent and purpose of this text amendment is to amend the Unified Development Code to amend Article 12, “Procedures and Permits,” Section 1213, “Final Subdivision Plat,” paragraph (c) “General standards for final plats” and paragraph (d) “Final plat requirements;” and to add a new Section 1220, “Condominium plats and plans”.

Gina Roy gave the staff report. This text amendment is based off of House Bill 1004, which goes into effect January 1, 2017. This bill affects the Clerk of Court’s Office and Public Development Dept. on how to record a plat. There were changes to the requirements for maps, plats, and plans to be filed for record. The changes are what is required to be put on the plat. If you see a subdivision plat, you see owner certification, vicinity map, and a lot of other information and notes on that final plat. Now with this new law, it is asking for all of those items found on a final plat to be put on a resurvey of a piece of property. Also, Mrs. Roy noted that she will be presenting to a group of surveyors in a couple of months regarding this new law. The list of items that are listed in this text amendment are very comparable to what we already have in the Unified Development Code if you were filing a final plat for a subdivision. So, basically if you come in to our office with a survey of your property, you are filing a final plat. Also, another part of this text amendment is the requirement of electronic filing of the plat. Mrs. Roy is

working with Camie Thomas, Clerk of Court, and the IT Dept. to figure out how this electronic filing is to work. As of January 1, 2017, all plats are to be filed electronically with either E-signatures or the original signatures being transferred. So, there is a whole technical process with recording plats. Also, Mrs. Roy has been working with a lot of local surveyors on this process, as well as our county attorneys to make sure our resolution meets what state law requires. Once this resolution has been adopted, then Mrs. Roy will put the required wording for the plats on a word document and send to the surveyors to make this change as simple as possible. Furthermore, another section of House Bill 1004 that is not addressed in the Unified Development Code is “Condominium plats and plans”. Although we don’t have any condominiums in Jackson County, we need to add it to the Unified Development Code. There was discussion between the board and staff regarding this text amendment.

There was no opposition.

Furthermore, Marty Clark made a motion to approve Text Amendment #4 and was seconded by Steve Wittry. David Ayers, Steve Wittry, Marty Clark, and Nick Bledsoe approved this text amendment. (4-0)

Meeting Adjourned at 6:40 p.m.

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Jeff Perry, Chairman

Date