



CITY OF ST. MARYS, GEORGIA

March 17, 2014

CITY COUNCIL MEETING

AMENDED AGENDA (03/13/2014)

- I. CALL TO ORDER**
- II. INVOCATION:** *Councilmember Jim Gant*
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL** **QUORUM: YES___ NO___**
- V. APPROVAL OF MINUTES:** *March 3, 2014 Regular City Council Meeting Minutes
March 3, 2014 Executive Session City Council Meeting Minutes*
- VI. PRESENTATIONS:**
- 2014 EARTH HOUR JOINT PROCLAMATION:** *Mayor Morrissey*
- 2014 GEORGIA CITIES PROCLAMATION:** *Mayor Morrissey*
- HISTORIC PRESERVATION COMMISSION ANNUAL REPORT:** *Kay Westberry, Chairman*
- BOARD ANNOUNCEMENT (VACANCY):**
LIBRARY BOARD: *(James Caskey)*
- BOARD APPOINTMENTS (VACANCY):**
1. *Camden County Board of Education-Sex Education Instructional Material Review Committee (Reeney Adams)*
 2. *Downtown Development Authority (Jerry Brandon)*
- VII. SET CONSENT AGENDA**
- VIII. APPROVAL OF THE AGENDA**
- IX. GRANTING AUDIENCE TO THE PUBLIC**
- X. OLD BUSINESS:**
- A. WASHINGTON OAK & PUMP MEMORIAL:** *Roger Weaver.....TAB "A"*
Request approval for streamlined concept for Washington Oak and Pump
- XI. NEW BUSINESS:**
- A. HISTORIC PRESERVATION COMMISSION SIGN ORDINANCE:** *.....TAB "B"*
Roger Weaver

- B. SHORT-TERM WORK PROGRAM RESOLUTION: Roger WeaverTAB “C”
Request approval for revised resolution for Short Term Work Program
 - C. TRANSPORTATION ENHANCEMENT GRANT CHANGE ORDER:TAB “D”
Roger Weaver
 - D. SEASONAL MOWING PERSONNEL (PUBLIC WORKS): Bobby MarrTAB “E”
 - E. SPECIAL ELECTION CALL REDEVELOPMENT POWERS: City Clerk.....TAB “F”
 - F. 2ND QUARTER TOWN HALL MEETING: City ClerkTAB “G”
To schedule 2nd Quarter Town Hall meeting for Thursday, April 3, 2014 at 6:00 p.m.
 - G. TOURISM FUNDS REQUEST FOR WELCOME CENTER: Angela WiggerTAB “H”
 - H. ST. MARYS HISTORY & MARITIME HERITAGE WALK INTRODUCTION & FUND REQUEST: Angela WiggerTAB “I”
 - I. ST. MARYS INTRACOASTAL GATEWAY PROPERTY SECURITY MEASURES:
Robby Horton (Interim City Manager) Moved to City Manager Comments
 - J. BUILDING CODES: Robby Horton (Interim City Manager) (*Removed*)
 - K. ST. MARYS MUNICIPAL COURT REVISED COURT DATE: Judge Loeffler.....TAB “J”
Consideration and approval to change the court date from June 27, 2014 to June 20, 2014
 - L. AQUATIC CENTER REPAIRS & PURCHASES: Jennifer BrownTAB “K”
 - M. BUDGET CALENDAR FY 2015: *Moved to City Manager Comments*
 - N. BUDGET ORDINANCE-LOCAL MAINTENANCE IMPROVEMENT GRANT (LMIG):
Jennifer BrownTAB “L”
- XII. REPORT OF AUTHORITIES, BOARDS, COMMISSIONS & COMMITTEES:
- A. CITY CALENDAR: City Clerk
- XIII. REPORT OF MAYOR
- XIV. GRANTING AUDIENCE TO THE PUBLIC
- MAYOR AND COUNCIL COMMENTS
 - CITY MANAGER’S COMMENTSTAB “M”
 - * ST. MARYS INTRACOASTAL GATEWAY PROPERTY SECURITY MEASURES
 - *BUDGET CALENDAR
- XV. EXECUTIVE SESSION:
- XVI. ADJOURNMENT

This is a tentative agenda and is subject to change. Please check with City Hall prior to the Meeting for any revisions.

CITY OF ST. MARYS, GEORGIA
March 3, 2014
5:45 p.m.

PUBLIC HEARING
NEW ALCOHOL LICENSE FOR SAN JOSE MEXICAN GRILL & CANTINA, LLC.
D/B/A SAN JOSE BAR & GRILL
NEW ALCOHOL LICENSE FOR KENNETH KELLY D/B/A CHAMPS SPORTS BAR

MINUTES

The Mayor and Council for the City of St. Marys, Georgia met to conduct a public hearing on Monday, March 3, 2014 in the Council Chamber at City Hall.

PRESENT WERE:

Mayor John F. Morrissey
Councilmember Sam Colville
Councilmember Jim Gant
Councilmember Robert L. Nutter
Councilmember Dave Reilly
Councilmember Nancy Stasinis
Councilmember Linda P. Williams

CITY OFFICIALS PRESENT:

Robby Horton, Interim City Manager
Marsha Klecan, Assistant Finance Director
Donna Folsom, Human Resources Director
Timothy Hatch, Police Chief
Roger Weaver, Planning Director

Mayor Morrissey called the public hearing to order at 5:49 p.m. for San Jose Bar & Grill and Champs Sports Bar new alcohol license applications. The floor was opened to the public for questions and/or comments.

GRANTING AUDIENCE TO THE PUBLIC:

There were no public comments.

ADJOURNMENT:

Mayor Morrissey declared the public hearing closed at 5:50 p.m.

Respectfully submitted,

Deborah Walker-Reed, City Clerk

CITY COUNCIL MEETING
March 3, 2014
6:00 p.m.

MINUTES

The Mayor and City Council for the City of St. Marys, Georgia met for its regular City Council session on Monday, March 3, 2014 in the Council Chamber at City Hall.

PRESENT WERE:

Mayor John F. Morrissey
Councilmember Sam Colville
Councilmember Jim Gant
Councilmember Robert L. Nutter
Councilmember Dave Reilly
Councilmember Nancy Stasinis
Councilmember Linda P. Williams

CITY OFFICIALS PRESENT:

Robby Horton, Interim City Manager
Marsha Klecan, Assistant Finance Director
Donna Folsom, Human Resources Director
Timothy Hatch, Police Chief
Roger Weaver, Planning Director

CALL TO ORDER:

Mayor Morrissey called the City Council Meeting to order at 6:01 p.m. Councilmember Stasinis gave the invocation. Mayor Morrissey led the audience in the pledge of allegiance. Council roll call indicated a quorum of Council members present for the meeting.

APPROVAL OF MINUTES: *February 18, 2014 Regular City Council Meeting Minutes*

Councilmember Nutter moved to approve the February 18, 2014 Regular City Council Meeting Minutes. Councilmember Reilly seconded the motion. Councilmember Colville moved for discussion and commented that the sentence on page 4 under item F (Alcohol License Monetary Credit for New Alcohol License) in the draft minutes should be revised to "Councilmember Colville stated Council was advised by Attorney Moore that the ordinance does not permit a credit and the business could acquire a Spirituous Liquor license to accomplish their goal. Councilmember Nutter amended motion to include the revision. Councilmember Reilly seconded the motion. Voting was unanimous in favor of the motion.

PRESENTATIONS:

ST. MARYS SUBMARINE MUSEUM ANNUAL REPORT: *Bill Carreira, Chairman*

Mr. Carreira gave the annual report or State of the Submarine Museum commenting on the 12% increase of visitors (7,800) at the museum which generated approximately \$34,000 from entrance fees and gift shop sales. Mr. Carreira thanked several sponsors like Georgia Power and John J. & Mary R. Schiff Foundation in Cincinnati, Ohio for their generous monetary support. Mr. Carreira stated their new membership with the American Alliance of Museums in 2013 will assist them in their goal to improve. Mr. Carreira stated that Navy personnel from the Trident Training Facility built a new platform at the museum to house the Ballast and Ship's control panels from the USS James K. Polk. Mr. Carreira gave a brief overview of the upcoming events

scheduled at the museum. Mr. Carreira thanked volunteers, board members and community for their support. A copy of the report is attached as part of the official minutes.

CAMDEN PARTNERSHIP UPDATE: Sheila McNeill

Ms. Sheila McNeill gave a brief overview of the various projects, events and meetings Camden Partnership will participate in for Camden County. Mrs. McNeill spoke about the importance of educating officials in Washington, D.C. on Kings Bay Naval Base and Camden County. Mrs. McNeill stated Camden County communities received the first ever United States Coast Guard Community designation. Mrs. McNeill thanked City Council for their support and commented on several upcoming events on April 25, 2014 and May 17, 2014 involving the United States Coast Guard. Mrs. McNeill briefly spoke about the Washington, D.C. Fly-in scheduled for March 24-26, 2014 which will highlight King Bay Naval Base and the Camden County communities.

SEMI-ANNUAL UPDATE DOWNTOWN DEVELOPMENT AUTHORITY: Gary Straight, Chairman

Mr. Straight gave a brief update on several projects his board has been involved with including the Maritime Heritage District Overlay and Enterprise Zone. Mr. Straight encouraged voters to support the Redevelopment Powers being submitted before them. Mr. Straight requested that City Council review a list of needed qualifications for the Downtown Development Authority before voting on the nominees.

ST. MARYS WATERSHED MANAGEMENT PLAN: Courtney Reich (Ecological Planning, Group, LLC) Ms. Courtney Reich gave a brief overview of the research her company has been completing. Ms. Reich recommended several suggestions to the City including some the City has already implemented: Erosion Sediment Control Plan, adopting a Storm Water Supplement, Regulating Septic Systems, implementing a Watershed Protection Plan and Water Quality Monitoring.

BOARD ANNOUNCEMENT:

CAMDEN COUNTY BOARD OF EDUCATION-SEX EDUCATION INSTRUCTIONAL MATERIALS

REVIEW COMMITTEE: Reeney Adams

Mayor Morrissey announced the upcoming vacancy on the Camden County Board of Education-Sex Education Instructional Materials Review Committee.

BOARD APPOINTMENTS (VACANCY):

1. *St. Marys Hospital Authority d/b/a St. Marys Senior Authority (Flem J. Hall)*

Jane Canning:

FOR

OPPOSED

Councilmember Colville
Councilmember Gant
Councilmember Nutter
Councilmember Reilly
Councilmember Stasinis
Councilmember Williams

Jay Lassiter:

FOR

OPPOSED

Councilmember Colville
Councilmember Gant
Councilmember Nutter
Councilmember Reilly

Councilmember Stasinis
Councilmember Williams

Michael H. Swain, Jr.: FOR

OPPOSED
Councilmember Colville
Councilmember Gant
Councilmember Nutter
Councilmember Reilly
Councilmember Stasinis
Councilmember Williams

Mr. Jay Lassiter was appointed to the St. Marys Hospital Authority Board.

2. Downtown Development Authority (Jerry Brandon)

Councilmember Stasinis made a motion to postpone voting on the Downtown Development Authority vacancy until Mr. Gary Straight submits a list of qualifications needed on the DDA Board to City Council. Councilmember Williams seconded the motion. Councilmember Gant moved for discussion and stated that selecting the board member is the responsibility of Council but a list of qualification is a good idea. Councilmember Colville commented that the list of qualifications will enable Council to know which skill set is needed. Voting was unanimous in favor of the motion.

SET CONSENT AGENDA (*):

Councilmember Stasinis moved to approve the consent agenda as Old Business A, B and New Business B, C, D and E. Councilmember Colville seconded the motion. Voting was unanimous in favor of the motion.

APPROVAL OF THE AGENDA:

Councilmember Gant made a motion to approve the agenda with the revisions. Councilmember Colville seconded the motion. Voting was unanimous in favor of the motion.

GRANTING AUDIENCE TO THE PUBLIC:

Cliff Davenport, 604 Ready Street: Mr. Davenport requested Council review a plan to improve safety for bicycle riders in St. Marys. Mr. Davenport also requested Council review the placement of the speed sign on Ready Street.

OLD BUSINESS:

A. SAN JOSE BAR & GRILL NEW ALCOHOL LICENSE (*):

Councilmember Stasinis made a motion to approve a new 2014 alcohol license for San Jose Mexican Grill & Cantina, LLC D/B/A San Jose Bar & Grill for the sale of beer, wine and liquor on premise consumption with food. Councilmember Colville seconded the motion. Voting was unanimous in favor of the motion.

B. CHAMPS SPORTS BAR NEW ALCOHOL LICENSE (*):

Councilmember Stasinis made a motion to approve a new 2014 alcohol license for Kenneth Kelley D/B/A Champs Sports Bar for the sale of spirituous liquor on premise consumption with food. Councilmember Colville seconded the motion. Voting was unanimous in favor of the motion.

C. WATER & SEWER EXTENSIONS DISCUSSION:

Robby Horton (Interim City Manager)

Councilmember Gant made a motion to approve obtaining engineering design bids for Wright Street and Marsh View Lane areas. Councilmember Reilly seconded the motion. Councilmember Gant moved for discussion and asked the City Manager to give a brief update. The City Manager commented that after careful review of cost factors, area size, location and expected monetary funds from Gaines Davis that Sand Hill area would not be included at this time. Councilmember Williams made the Call for Question. Voting was unanimous in favor of the motion.

D. HOWARD GILMAN MEMORIAL PARK (WEDDING RECEPTION) ALCOHOL REQUEST:

Councilmember Reilly made a motion to approve the request by Jennifer Pledger to serve alcohol at a wedding reception at Howard Gilman Memorial Park. Councilmember Williams seconded the motion. Councilmember Reilly moved for discussion and stated the City Manager sent a review of the stipulations to City Council. The City Manager stated that Mrs. Pledger agreed to start the reception set-up at a later time (4:00 p.m.) and end at approximately 10:00 p.m. with Police Officer present during the event time and guest drinking alcohol will have bands on to identify them. Mrs. Pledger also agreed that the waterfront park will be open to the public, all main walkways along the water and playground will be open along with the docks. The gazebo, fountain and interior part of the park will be utilized for her event. Councilmember Reilly amended his motion to include the stipulations stated by the City Manager. Councilmember Williams seconded the motion. Voting was unanimous in favor of the motion.

NEW BUSINESS:

A. GAINES DAVIS SEWER EASEMENTS CONDEMNATION RESOLUTIONS: *Attorney Gary Moore*

Councilmember Gant made a motion to approve all seven resolutions for condemnation of parcels needed for the sewer systems in Gaines Davis subdivision. Councilmember Reilly seconded the motion. Councilmember Reilly moved for discussion and stated he was in favor of the motion. Councilmember Gant stated that the City does not expect all seven to go to condemnation. Attorney Gary Moore gave a brief overview of the timeline, process and owners involved.

Councilmember Nutter asked if the City could receive set pricing from the City Attorney since the process is the same for each of the easements. Attorney Moore gave a brief overview of the paper work process. Voting was unanimous in favor of the motion.

B. ST. MARYS HOSPITAL AUTHORITY D/B/A ST. MARYS SENIOR AUTHORITY LEASE AGREEMENT (*): *Attorney Gary Moore*

Councilmember Stasinis made a motion to approve the two year lease with the St. Marys Hospital Authority D/B/A St. Marys Senior Authority. Councilmember Colville seconded the motion. Voting was unanimous in favor of the motion.

C. NUISANCE ORDINANCE AMENDMENT (SECTIONS 46-36 AND 46-38) (*):

Attorney Gary Moore (Added)

Councilmember Stasinis made a motion to approve the amendment to the Nuisance Ordinance (Sections 46-36 and 46-38). Councilmember Colville seconded the motion. Voting was unanimous in favor of the motion.

D. MCGARVEY'S WEE PUB (*): *(Added) St. Patrick's Day Special Event*

Councilmember Stasinis made a motion to approve McGarvey's Wee Pub St. Patrick's Day event (March 14 – 17, 2014). Councilmember Colville seconded the motion. Voting was unanimous in favor of the motion.

E. BUDGET ORDINANCE-GENERAL GOVERNMENT BUILDINGS (*):

Jennifer Brown

Councilmember Stasinis made a motion to approve the Budget Ordinance for General Government Buildings to cover expense of exterminating termites (\$1,000) and air conditioning repairs (\$2,000). Councilmember Colville seconded the motion. Voting was unanimous in favor of the motion.

REPORT OF AUTHORITIES, BOARDS, COMMISSIONS & COMMITTEES:

A. FINANCE DIRECTOR'S REPORT: Marsha Klecan (Assistant Finance Director)

The Assistant Finance Director presented the seventh month financial report on revenues and expenditures for the General, Tourism, SPLOST, Water & Sewer, Solid Waste, and Aquatic Center funds for FY 2014. Councilmember Gant asked for the due date of the increase debt repayment. Mrs. Klecan commented that she would send the information to Council. A copy of the report is attached as part of the official minutes.

B. MONTHLY SEA GRANT UPDATE: *Roger Weaver*

The Planning Director gave a brief update on the Sea Grant Project including their use of the office space created for them and the upcoming Sea Grant Town Hall meeting on Wednesday, March 19, 2014.

C. CITY CALENDAR: City Clerk

The City Clerk announced the upcoming events, activities and meetings up to March 17, 2014.

REPORT OF MAYOR:

Mayor Morrissey commented on the Elected Official's event held at the St. Marys Submarine Museum. Mayor Morrissey thanked volunteers for their work on the 2014 Mardi Gras parade and event. He stated the 2014 Mardi Gras was one of the largest held here in St. Marys.

GRANTING AUDIENCE TO THE PUBLIC:

Tom Canning, 410 Point Peter Place: Mr. Canning requested that Council provide updates on the Police and Fire Departments related to their coordinated efforts with Kingsland and Camden County. Councilmember Colville commented that the City currently has a Mutual Aid Agreement in place.

Dave Schmitz, 112 New Hammock Circle: Mr. Schmitz thanked City personnel and volunteers for their work on the 2014 Mardi Gras event.

Jane Canning, 410 Point Peter Place: Mrs. Canning requested that Council continue their work on Orange Hall and commented on the great job by the Garden Club.

MAYOR AND COUNCIL COMMENTS:

Councilmember Reilly thanked volunteers and City personnel for their work. Mr. Reilly also commented on the work at the St. Marys Submarine Museum. Councilmember Williams thanked Ms. Reeney Adams for volunteering her time and expertise on the Camden County

Board of Education-Sex Education Instructional Materials Review Committee. Councilmember Colville commented on the vandalism at the St. Marys Senior Center. Councilmember Colville commented on the great work of volunteers at the 2014 Mardi Gras. Councilmember Nutter commented on several family activities in the community. Councilmember Gant stated a billboard on I-95 would attract additional visitors to the City. Councilmember Gant stated that Camden County personnel did a great job in assisting cleaning up areas that affect the City.

CITY MANAGER'S COMMENTS:

The City Manager thanked the Public Works Department and other City personnel for their assistance with the 2014 Mardi Gras celebration. Mr. Horton mentioned termite damage in one of the buildings and the opening of the St. Marys Senior Center from the vandalism incident. The City Manager encouraged public participation in the Gateway Enhancement Project meeting.

The Human Resources Director gave a brief update on the Code Compliance Officer and three applicants currently being considered. Mrs. Folsom stated that approximately 100 applications were received for the City Manager position. She also stated that at least 50% met the education requirements. Mrs. Folsom gave a brief overview of the process for Council to review the most qualified applicants.

EXECUTIVE SESSION: Legal (Pending Litigation)

Councilmember Reilly made a motion to adjourn to executive session to discuss Legal (Pending Litigation). Councilmember Colville seconded the motion. Voting was unanimous in favor of the motion.

The Mayor and City Council adjourned to executive session at 7:48 p.m., returning at 8:01 p.m. with Mayor Morrissey calling the Council meeting back to order. Councilmember Colville made a motion to approve Consent Orders recommended by the City Attorney in Quiet Title Actions by TDGA, LLC. A copy of the Consent Orders are to be attached to the minutes. Councilmember Stasinis seconded the motion. Voting was unanimous in favor of the motion.

ADJOURNMENT:

Councilmember Nutter made a motion for adjournment. Councilmember Colville seconded the motion. Voting was unanimous in favor of the motion. Mayor Morrissey declared the meeting adjourned at 8:02 p.m.

Respectfully submitted,

Deborah Walker-Reed, City Clerk

Proclamation

of the City of St. Marys, City of Kingsland, City of Woodbine, Camden County Board of Commissioners & St. Marys EarthKeepers

Declaring March 29, 2014, Earth Hour 2014, for 1 hour
beginning at 8:30 p.m.

WHEREAS, Earth Hour 2014 is a global call to action to every individual, every business and every community; it is a call to stand up, to take responsibility, and to get involved in working towards a sustainable future; and

WHEREAS, our community is deeply concerned about the impact of climate change and the future health and well being of our planet and believes energy efficiency and natural resource conservation are important elements to combat climate change; and

WHEREAS, in 2013 hundreds of millions of people in more than 7,000 cities and towns on seven continents participated, joining iconic landmarks from around the world that went dark by turning out their nonessential lights in the largest climate change event of all time. People all over the world showed that they were committed to joining the unified global movement in fighting the climate crisis; and

WHEREAS, Earth Hour is both an international and local symbolic event organized by the World Wildlife Fund to raise awareness about climate change issues, to encourage businesses, individuals and government to take actions to reduce their carbon emissions and their impact on the environment in their daily lives and operations; and

WHEREAS, March 29, 2014 at 8:30 p.m. local time World Wildlife Fund is asking individuals, businesses, governments and organizations around the world to turn off all nonessential lighting for one hour, Earth Hour, to make a global statement of concern about climate change and to demonstrate their commitment to finding solutions.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CAMDEN COUNTY BOARD OF COUNTY COMMISSIONERS that the City of St. Marys, City of Kingsland, City of Woodbine, Camden County Board of County Commissioners and the St. Marys EarthKeepers hereby declare by Joint Proclamation March 29, 2014, beginning at 8:30 p.m., for one hour, Earth Hour 2014.

Together we can make a difference.

PROCLAIMED this ____ day of March, 2014,

St. Marys EarthKeepers

City of Kingsland

Chair

Mayor

City of St. Marys

City of Woodbine

Mayor

Mayor

Camden County Board of County Commissioners

Chair



Proclamation

By the Mayor of the City of St. Marys, Georgia

GEORGIA CITIES WEEK

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

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

WHEREAS, City governments are the closest to most citizens, and the one with the most daily impact upon its residents; and

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

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

WHEREAS, the Georgia Municipal Association (GMA) and its member cities have joined together to teach students and other citizens about municipal government which is close to the people;

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

NOW, THEREFORE, BE IT RESOLVED, that the City of St. Marys declares April 13-19, 2014 as "Georgia Cities Week".

BE IT, FURTHER RESOLVED, that the City of St. Marys encourages all citizens, city government officials and employees to do everything possible to ensure that this week is recognized and celebrated accordingly.

"GEORGIA CITIES WEEK APRIL 13 - 19, 2014"

IN WITNESS WHEREOF, I have hereunto set my hand this 17TH day of March, in the year of our Lord two thousand and fourteen.

City of St. Marys, Georgia

By: _____
John F. Morrissey, Mayor

Attest: _____
Deborah Walker-Reed, City Clerk

Library Board Announcement
(Vacancy)

Board Appointment

*Camden County Board of Education-Sex
Education Instructional Material Review
Committee*

CITY OF ST. MARYS

BOARD VOLUNTEER APPLICATION

Date: March 10, 2014
Board interested in serving on: Sex Education Committee
Name: Karen Brooks Preble
Address: 509 Wheeler Street
City, State, and Zip: St. Marys, GA 31558
Contact Phone Numbers: 912-882-0902
E-mail Address: prebleworld@gmail.com

Describe your current qualifications for the position including education, skills, abilities,

I am a past teacher, current parent, and active volunteer for the school system with proven leadership and communication skills. In the past I have served on other city committees as Chairman for the Downtown Design Committee (DDA) and President of the Orange Hall Board of Directors. I graduated from Camden County High School in 1988. My undergrad degree is Communication Arts from Georgia Southern University and my masters degree is a Masters of Arts in Teaching – learning disabilities.

Describe why you are interested in serving on this board?

My son and his peers are just now reaching the age when they will be learning about sex education in the school system. It's an essential subject that must be taught in the schools and the teaching of this material should be dealt with in a scientific manner, not a political or moral manner. I would like to serve as I think it's important for those reviewing the educational materials to be non-political and non-judgmental when choosing. My understanding of volunteering, teaching and parenting experiences would assist me greatly with this appointment.

Describe any prior or current business and/or personal relationships which might present a conflict of interest in potential representation of the City on this board:

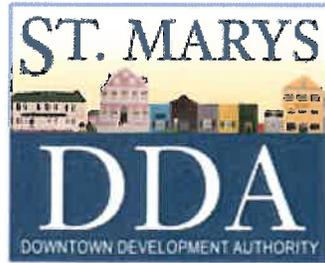
N/A

Signature: _____



* Please submit application to: City Clerk's Office, 418 Osborne Street, St. Marys, Georgia 31558

Board Appointment
Downtown Development Authority



March 11, 2014

To: City of St Marys Council Members

Subject: Suggested qualifications for new appointees to DDA Board

After careful review and discussion among our current Board Members, we suggest that the Council focus their evaluation of potential candidates in the following way:

- 1. Does the candidate have either a Commercial Real Estate or a Commercial Banking background? Knowledge of zoning and/or bankruptcy law would be valuable experiences.**
- 2. Does the candidate have previous or current experience as a small business owner where one could develop traditional accounting skills, local civic and volunteerism experiences?**
- 3. Have the candidates been engaged in local Community Action issues or Community Planning Development?**

These three bullet statements are not meant to be the sole criteria for selection, but only as a guide for decision making. Over time, the bullets may change. Therefore, the DDA has prepared the above bullets not as "requirements" but as "suggested recommendations" for the current open position.

Sincerely,



**Gary Straight, Chairman
St. Marys DDA**

CC: DDA Board Members

February 25, 2014

Ms. Deborah Walker-Reed
City Clerk
418 Osborne St.
St Marys, GA 31558

Dear Ms. Deborah Walker-Reed,

I am writing to request consideration for the vacant seat on the Downtown Development Authority (DDA)

As a relatively new citizen of St Marys, I have become involved with the Camden Roundtable (CRT), a citizens group that works to facilitate the presentation of factual information on topics of interest to the community. Last year, I participated in promoting a fair and successful election process. This year I was appointed team captain of the "Spaceport" project within the CRT.

As an ex corporate executive, I have considerable experience in strategic planning, business development and operations management that I would bring to the table. At three of the previous companies I worked for, I created the Vision, Mission, Objectives, Strategies and Tactics and ran the organizations accordingly.

Being new to the town, I bring a fresh set of eyes and perspective to the DDA. I love the river front park and the whole idea of preserving the historic heritage of the downtown. It needs to be taken to the next level though. I see the vision of the Gateway Project as well as the Maritime Heritage District. I have other ideas for the downtown area as well and could share and work to implement them as part of the DDA team. I am newly retired and can therefore put in the time and energy towards improving the downtown areas of St Marys through the efforts of the DDA..

I am truly excited about the opportunity to serve my community and would like to be part of this great team. I have attached my resume for your consideration.

Joseph Antao

Sincerely

Joseph Antao
209 Osprey Circle
St Marys, GA 31558

EXECUTIVE SUMMARY

Accomplished business executive with twenty years of experience at Texas Instruments' (TI's) Semiconductor Division. At TI, I held full product line responsibility for a global business and doubled sales each year. I provided cost savings, productivity increases and inventory reductions. At Semiconductor Technologies and Instruments (STI), I was charged with setting the strategic direction of the company, managed operations of this global company and put in place global customer service organization.

Key Skills: Strategic planning. Business development. Entrepreneurial startups. Change agent with excellent organizational skills. Solutions oriented and resourceful. Strong management skills with ability to work under pressure and motivate others. Train and lead engineering operations teams. Collaborative team player. Influence and negotiate win/win situations across diverse stakeholders. Articulate leader.

MBA, Southern Methodist University. **BSME**, Oklahoma State University.

SELECTED ACCOMPLISHMENTS

Initiated and negotiated sale of TI PAC division to outside buyers. Corporate TI management was divesting divisions. Assembled necessary materials to present to prospective buyers. Worked with lawyers, accountants, and engineers during due diligence process. Recruited to become its President.

Designed and developed automotive controls that won two TI contracts from GM and Ford. General Motors and Ford were introducing a new transverse engine. Designed and developed two new switches to meet the specifications. Directed testing and qualification for switches at customers' labs, obtaining approval and orders.

Avoided overhead expense and layoffs when semiconductor production cycle dipped. TI experienced industry-wide swings in business volume. Company forced to ramp production up and down to meet demand. Contracted with outside firms to build overload sub-assemblies and equipment. Retained TI experienced employees through periodic outsourcing.

Doubled TI PAC sales each year to reach revenue goals. Corporate TI realigned Process Automation Center from cost center to become profit-based. Engaged a network of distributors and agents to sell product worldwide. Visited key accounts to build relationships and consummate contracts. Managed sales and key account presentations in trade shows.

Resolved cultural conflicts between new overseas owners of American company STI. Purchase by a Singaporean firm of an American organization presented conflict resolution challenges. Obtained resources for two groups to aid cultural understanding. Drove collaboration on shared customer projects. Increased team understanding, freed up Dallas team to focus on an emerging semiconductor wafer fab market.

CAREER SUMMARY

President, Cycle & RV Stuff USA, 2000 to 2013. Developed business model for entrepreneurial startup. Established financial resources and services, employees and support systems. Prepared the annual forecast and budget. Directed order processing, payroll and General Ledger operations. Started second company RV Stuff USA to sell RV accessories.

President, Semiconductor Technology & Instruments (STI), 1997 to 2000. Company formed within and spun off from TI. Managed over 100 employees. Global responsibilities included sales, marketing, engineering and manufacturing. Directed purchasing, finance, accounting, human resources, facilities and operations. Conducted quarterly operations reviews including budget, forecast, financial performance and engineering projects.

Texas Instruments, Fortune 500 semiconductor and electronic company, 1977 to 1997.

Department Manager, TI - Process Automation Center. Managed 150 person staff. Full product line responsibility for \$25M semiconductor lead inspection business. Developed a global trade sales business.

Early Experience: Branch Manager; Engineering Section Manager, Ex-patriot Assignment, Process Engineer.



CITY OF ST. MARYS
BOARD VOLUNTEER APPLICATION

Date: FEB. 24, 2014

Board interested in serving on: CITY OF ST. MARYS DOWNTOWN DEVELOPMENT AUTHORITY

Name: WILLIAM R. (BILL) BRUCE

Address: 304 CHARLESTON WAY

City, State, and Zip: ST. MARYS, GA. 31558

Contact Phone Numbers: _____

E-mail Address: BRUCEWR@COMCAST.NET

Describe your current qualifications for the position including education, skills, abilities, and work experience:

RETIRED LAWYER (TN), OVER 50 YEARS PRACTICE

FORMER LEGISLATOR (HOUSE & SENATE, TN)

FORMER CHAIRMAN, HEALTH, EDUCATION, AND HOUSING FACILITIES BOARDS
(MEMPHIS, TN)

Describe why you are interested in serving on this board?:

DESIRE TO HELP ST. MARYS, AND IN PARTICULAR ITS DOWNTOWN AND
WATERFRONT, ACHIEVE ECONOMIC DEVELOPMENT WHILE PRESERVING
ITS BEAUTY AND CULTURE; SAVE STRUGGLING SMALL BUSINESSES

Describe any prior or current business and/or personal relationships which might present a conflict of interest in potential representation of the City on this board:

NONE

Signature: William R. Bruce

* Please submit application to: City Clerk's Office, 418 Osborne Street, St. Marys, Georgia 31558



CITY OF ST. MARYS
BOARD VOLUNTEER APPLICATION

Date: FEB 24, 2014

Board interested in serving on: DOWNTOWN DEVELOPMENT AUTHORITY

Name: MICHAEL J. DEMBECK

Address: 202 SERPENTINE DRIVE

City, State, and Zip: ST. MARYS, GA 31558

Contact Phone Numbers: [REDACTED]

E-mail Address: [REDACTED]

Describe your current qualifications for the position including education, skills, abilities, and work experience:

PLEASE SEE ATTACHED RESUME FOR
PROFESSIONAL CREDENTIALS AND QUALIFICATIONS

Describe why you are interested in serving on this board?:

HAVING MOVED TO ST. MARYS TWO YEARS AGO,
I AM INTERESTED IN CONTRIBUTING MY
EXPERIENCE AND TALENTS TO BENEFIT ST. MARYS AND ITS
CITIZENS.

Describe any prior or current business and/or personal relationships which might present a conflict of interest in potential representation of the City on this board:

NONE

Signature: Michael J. Dembeck

* Please submit application to: City Clerk's Office, 418 Osborne Street, St. Marys, Georgia 31558

February 25, 2014

TO: Mayor John Morrissey and Members of the St. Marys City Council

RE: Application for Appointment to the Downtown Development Authority

FROM: Michael Dembeck

Dear Mayor Morrissey and Members of the City Council:

My wife and I moved to St. Marys two years ago from St. Croix in the U.S. Virgin Islands, where I was executive director of the St. Croix Chamber of Commerce. Having followed media reports and discussed with Bill Gross and Gary Straight the evolving economic development opportunities and challenges confronting Camden County as a whole, I believe I can offer a fresh perspective and constructive, positive contributions to the St. Marys Downtown Development Authority.

As outlined in my resume, my professional credentials include successfully working with economic development agencies and initiatives, building beneficial, collaborative partnerships with diverse organizations and constituencies, and stimulating positive community and political support through effective communications.

Thank you for your consideration of my application to serve on the St. Marys Downtown Development Authority.

I am available to meet with you at your convenience.

With Regards,

A handwritten signature in black ink, appearing to read "Michael Dembeck", with a long horizontal flourish extending to the right.

Michael J. Dembeck

Michael J. Dembeck

202 Serpentine Drive
St. Marys, GA 31558



Savvy, results-driven public relations professional with 20+ years in corporate, agency and institutional experience in planning and managing cost-effective, strategic communications programs and public relations initiatives for chamber of commerce, government agencies, major companies and public utilities.

- Strategic Communications Planning
- Issues Analysis
- Target Audience Identification
- Message Development
- Media Relations
- Crisis Communications
- Conflict Resolution
- Consensus Building
- Image Enhancement
- Trouble Shooting
- Political Lobbying
- Community Relations
- Excellent Writing Skills

PROFESSIONAL CREDENTIALS AND QUALIFICATIONS

Chamber of Commerce Credentials

- Hired under contract by the St. Croix Chamber of Commerce, U.S. Virgin Islands as Executive Director with the challenge of rebuilding membership, establishing fiscal accountability and restoring credibility throughout all segments of the community. Through aggressive recruitment, Chamber membership increased from fewer than 100 businesses to more than 300 businesses and individuals. Fiscal checks and balances were established and the financial stability of the Chamber was restored. Built high-profile, positive public perception and credibility throughout the business and political community. Initiated collaborative partnerships with other local organizations and government agencies, including the Virgin Islands Economic Development Authority, the Virgin Islands Hotel and Tourism Association and the St. Croix Environmental Association, among others. Voted the "Best Non-Profit Organization" by the readers of the *Virgin Islands Daily News* in 2010. Working with Governor John P. deJongh, Jr. and the Virgin Islands Economic Development Authority, the Chamber played an integral role in attracting business growth and expansion. These efforts included winning legislative and community support for construction of a \$165 million rum distillery that began operation in 2011. Built and operated by Diageo, the world's second leading producer of spirits, the distillery is capable of producing 20 million proof gallons of Captain Morgan rum on an annual basis, creating hundreds of direct and indirect jobs, and generating an estimated \$100 million in new tax revenue for the Virgin Islands every year. The Chamber also played in key role in representing the business community on political and legislative issues, including securing a reduction in gross receipts taxes for small businesses. In 2008 and again in 2010, the Chamber hosted a series of political debates for gubernatorial and legislative candidates to provide Chamber members with an opportunity to hear the candidates' positions on issues important to the business community. In addition to managing the day-to-day operations of the St. Croix Chamber of Commerce, the executive director served on a number of community boards and commissions, including the Virgin Islands Economic Leadership Council, the Governor's Cruise Ship Working Group, the University of the Virgin Islands Advisory Board for Community and Lifelong Learning, and the Virgin Islands Territorial Emergency Planning Administration Oversight Committee.

PUBLIC RELATIONS AGENCY CREDENTIALS

MJD COMMUNICATIONS

Founder and managing partner of MJD Communications based on St. Croix, U.S. Virgin Islands specializing in providing communications consulting and public relations services to local businesses and government agencies. Clients included Diageo USVI, Coldwell Banker Land-de Wilde Realty, the Virgin Islands Economic Development Authority, the Virgin Islands Water and Power Authority, the St. Croix Chamber of Commerce and Seabone Airlines, among others. Services included message development, crisis communications, production of annual reports and collateral materials, media and community relations.

MUSTIQUE COMMUNICATIONS, INC.

President and managing partner of Mustique Communications, Inc. - a full-service public relations agency based in Pawleys Island, SC specializing in local government, industrial and utility clients. Planned and managed comprehensive public relations initiatives, incorporating issues analysis, message development, media relations, crisis communications, community relations and employee communications, with the following results:

GEORGETOWN COUNTY (SC) WATER AND SEWER DISTRICT

- ◆ Built customer and community understanding and support for construction and start-up of a surface water treatment plant to complement its network of 24 groundwater wells versus purchasing supplemental water supplies from a neighboring utility.
- ◆ Increased customer satisfaction with the rates and quality of water and sewer services from below 60 percent to nearly 90 percent through a comprehensive five-year strategic communications plan, including media releases, customer newsletters, bill inserts, water quality reports, executive presentations and customer service initiatives.
- ◆ Worked directly with the Chairman of the Board and Executive Director, drafting all press releases, press conferences, talking points, speeches, op/ed columns and letters-to-the-editor on issues ranging from water quality to system expansion to emergency drought restrictions.
- ◆ Drafted, designed and packaged a two-volume nomination that resulted in the District winning the EPA's prestigious Safe Drinking Water Act Excellence Award in direct competition with larger water systems and accompanying resources serving Tampa, FL, Atlanta GA, and Knoxville, TN.

GEORGETOWN (SC) STEEL CORPORATION

- ◆ Shortened a predicted prolonged strike by 700 members of United Steel Workers of America by cultivating a media/community/government backlash against the striking workers, their leaders and their demands. The striking workers returned to work in less than six weeks after agreeing to a contract that totaled less than the original offer tendered by the company. Worked directly with senior management and outside labor attorneys on preparing all news releases, talking points, media interviews, op/ed columns, press conferences and media tours.
- ◆ Undermined a class action environmental lawsuit through a media and community relations campaign to enhance public perception of the company's efforts to improve its environmental performance and highlighting its economic contributions to the community, including commissioning a

third-party economic impact study. Worked directly with senior management and outside environmental attorneys on drafting press releases, op/ed columns, letters-to-the-editor, talking points and community presentations.

CITY OF GEORGETOWN (SC)

- ◆ Won overwhelming voter approval of 90 percent in a public referendum for funding installation of a fiber optics communications systems by publicizing its benefits via news releases, op/ed columns, community speeches, and third-party endorsements.
- ◆ Built citizen and community understanding and support for doubling the size of the city's existing wastewater treatment plant through media releases, newsletters, radio advertising, talk shows, public service announcements and community presentations.
- ◆ Worked directly with Mayor and City Administrator on drafting media releases, talking points, op/ed columns and letters-to-the editor on a variety of emerging municipal issues, including an increase in garbage collection fees, flood prevention programs and historic preservation efforts.
- ◆ Published a quarterly newspaper insert, *CityScape*, updating citizens on relevant issues, activities and events.

GEORGETOWN COUNTY (SC) ECONOMIC DEVELOPMENT COMMISSION

- ◆ Established a unique identity and marketing tool for the recruitment of new and expanding business to the county through conception and publication of a controlled-circulation, four-color, quarterly magazine, *Business Tides*, that was selected as best publication in its class by the Southeast Association of Economic Development Agencies,

HILTON HEAD (SC) PUBLIC SERVICE DISTRICT #1

- ◆ Worked directly with the General Manager to enhance customer and community understanding and appreciation for the District's efforts to provide customers cost-efficient, safe and reliable water and sewer operations through an on-going strategic communication campaign that included annual reports, customer newsletters, water quality reports, media releases, video presentations to civic clubs and community outreach activities.

BEAUFORT-JASPER (SC) PUBLIC SERVICE DISTRICT

- ◆ Built customer and community understanding and confidence in the District's water and sewer operations, despite lingering radiation levels in surface water drawn from the Savannah River, through a strategic communication effort that included water quality reports, quarterly customer newsletters, bill inserts and media relations.

CONTINENTAL GENERAL TIRE CORP.

- ◆ Defused potential violent confrontations between the German management of the company and 1,200 striking members of United Steel Workers of America at its Charlotte (NC) headquarters by consulting and working with the foreign management team on public relations strategies leading to a negotiated settlement versus combative measures common in Europe. Worked directly with Human Resources Vice President and outside labor attorneys on drafting all press releases, press conferences, talking points, media interviews and employee presentations.

Corporate Credentials

- Recruited by Duke Power Company (now Duke Energy) in Charlotte (NC) following the Three Mile Island nuclear accident. Working directly with senior executives, led the effort to reshape Duke Power's identity from a small but efficient "Tobacco Road" electric utility into one of the nation's premier nuclear utilities, building Wall Street and investor confidence through six award-winning annual reports, analyst presentations in NYC and tours of Duke Power's nuclear facilities.
- Promoted to head up a newly-created division, Creative Services & Advertising, within Duke Power's Corporate Communications Department. Recruited and managed a 10-person staff of writers, graphic designers and teleproduction/video professionals. This division was responsible for all external communications, including annual and quarterly reports, customer communications, video production and corporate advertising, winning numerous industry and cross-industry awards.
- Worked directly with former CEO and Chairman of the Board Bill Lee and other senior executives on speeches and presentations as well as corporate image advertising and overall message development and delivery vehicles. Acted as media coordinator and media spokesperson in the aftermath of Hurricane Hugo and as a member of Duke Power's Crisis Management Team.
- Recruited as an "on-loan executive" by a Duke Power subsidiary and the U.S. Department of Energy for a six-month assignment in Washington, DC to consult on building public acceptance for a high-level nuclear waste repository in Nevada.

Media Credentials

- Recruited by Knight-Ridder Newspapers to Charlotte (NC) *News*, which at the time was the largest afternoon daily newspaper in the Carolinas and later merged with the Charlotte (NC) *Observer*. Established the newspaper's first capitol bureau in Raleigh, NC and was chief political correspondent, providing daily coverage of the state capitol and North Carolina General Assembly.

PROFESSIONAL SUMMARY

St. Croix Chamber of Commerce U.S. Virgin Islands Executive Director	2005-2012
MJD Communications (owner) U.S. Virgin Islands <i>Freelance public relations and media agency</i>	2002-2012
Mustique Communications Pawleys Island, SC	1993-2001
Duke Energy Charlotte, NC	1979-1993
Charlotte News and Observer Charlotte, NC	1973-1978

PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST.



CITY OF ST. MARYS
BOARD VOLUNTEER APPLICATION

Date: MARCH 3, 2014

Board interested in serving on: DOWNTOWN DEVELOPMENT AUTHORITY

Name: SEAN D. MYERS

Address: 817 RIVERVIEW DR. W.

City, State, and Zip: ST. MARYS, GA 31558

Contact Phone Numbers: [REDACTED]

E-mail Address: [REDACTED]

Describe your current qualifications for the position including education, skills, abilities, and work experience:

- CURRENT MEMBER OF THE DEVELOPMENT AUTHORITY OF ST. MARYS
- 20+ YEARS OF ENGINEERING & OPERATIONS MANAGEMENT EXPERIENCE
- SEE RESUME FOR ADDITIONAL INFO

Describe why you are interested in serving on this board?:

- DESIRE TO LEARN MORE OF MUNICIPLE GOVERNMENT
- CONCERNED REGARDING THE GROWTH/DEVELOPMENT OF ST. MARYS

Describe any prior or current business and/or personal relationships which might present a conflict of interest in potential representation of the City on this board:

NONE

Signature: Sean D. Myers

* Please submit application to: City Clerk's Office, 418 Osborne Street, St. Marys, Georgia 31558

Summary of Qualifications:

- 24 years of experience working with the Navy SSP customer, the Fleet Ballistic Missile (FBM) program, D5 missile system, facilities design/modifications, Support Equipment and Material Handling Equipment (MHE).
- 10 years of experience as a coded Lockheed Martin leader embracing Full Spectrum Leadership imperatives
- 15 years of experience in the Civil and Mechanical Engineering disciplines.
- Strong project management skills with a proven ability to build and manage creative and highly energized focus teams
- 40 years of hands on construction experience
- Lead and motivated a diverse team of engineers, planners, mechanics and administrative personnel
- Dynamic, results orientated leader with strong communication skills resulting in customer satisfaction and highly effective relationships with upper level management, peers, and subordinate work groups
- Certified as a Cost Account Manager
- LM21 Green Belt certified

Facilities Engineering, Project Management and Maintenance

- Developed facility design criteria (FDC) and performed facility evaluation tests (FETs) to ensure that constructed facilities met government specifications
- Attended design reviews with the customer and architect
- Managed facility and roadway construction projects, production installations and activities to ensure that cost, technical and schedule objectives were met
- Established the Initial Operating Capability (IOC) for facilities
- Delivered construction management and technical oversight of construction projects ranging in cost up to \$45 million
- Provided contract management for Lockheed Martin subcontracts
- Generate engineering design packages (i.e. specifications, drawings and cost estimates) for facility modifications /installations/building maintenance
- Provide ongoing project management, technical oversight and maintenance management for construction projects within the community

Mechanical Engineering/Technical

- Serve as the technical director of the Material Handling Equipment (MHE) and Civil Engineering Support Equipment (CESE) maintenance programs
- Provided mechanical engineering design and implement corrective rework/repair of mechanical support equipment meeting government requirements and specifications
- Served as Mechanical Support Equipment Team lead for all activities leading up to the successful implementation of Tomahawk Missile processing

Operations Management

Personnel Management

- Performed yearly performance evaluations
- Develop and implemented training and improvement plans
- Managed a team up to 36 hourly and 11 salaried personnel

Cost Account Management (CAM)

- Strategic/tactical planning and forecasting of departmental budget (>\$5,000,000)
- Manage budget (labor and non-labor items) to the spending allocation plan
- Conduct monthly financial overview

Organizational Development

- Provide a “systems” approach to ensure long term organizational success
- Develop and negotiate business arrangements that provide “win-win” results
- Perform risk assessment analysis to drive organizational improvements

Public Relations/Communications

- Appointed as the Two-Way Communications Lead for LM at Kings Bay, GA
- Created a set of best practices to foster communications within the work force
- Serve as the management representative for the employee led Safety Program (SOLAR) ensuring that all safety objectives are met

Employment History

Feb 2003– Present	Manager, Maintenance Operations	Lockheed Martin Kings Bay, GA
Jul 1989 – Feb 2003	Facilities and Mechanical Engineer	Lockheed Martin Kings Bay, GA
Jul 1988 – Jul 1989	Civil Engineer	Georgia Department of Transportation Perry, GA

Education: Georgia Southern University, BS Civil Engineering, 1988



CITY OF ST. MARYS
BOARD VOLUNTEER APPLICATION

Date: FEBRUARY 21, 2014

Board interested in serving on: DOWNTOWN DEVELOPMENT AUTHORITY and ST. MARYS HOSPITAL AUTHORITY
d/b/a ST. MARYS SENIOR AUTHORITY

Describe why you are interested in serving on this board?: TO HELP IMPROVE THE EFFICIENCY, UTILIZATION, AND
RESOURCES THAT THE CITY OF SAINT MARYS HAS TO OFFER

Name: MICHAEL H. SWAIN, JR. "SKIP"

Address: [REDACTED]

City, State, and Zip: SAINT MARYS, GEORGIA 31558

Contact Phone Numbers:

E-mail Address: [REDACTED]

Describe your current qualifications for the position including education, skills, abilities,
and work experience:

EDUCATION:

LOUISIANA STATE UNIVERSITY, BATON ROUGE, LA. (2013) - GRADUATE SCHOOL OF BANKING AND FINANCE
THE GEORGIA ACADEMY FOR ECONOMIC DEVELOPMENT (2007)
LEADERSHIP CAMDEN (2005)
GEORGIA SOUTHERN UNIVERSITY, STATESBORO, GA (2003) - B.B.A. IN FINANCE WITH CONCENTRATIONS IN
ECONOMICS, REAL ESTATE, FINANCIAL PLANNING, AND RISK MANAGEMENT
CAMDEN COUNTY HIGH SCHOOL, KINGSLAND, GA (1998) - COLLEGE PREP

WORK EXPERIENCE:

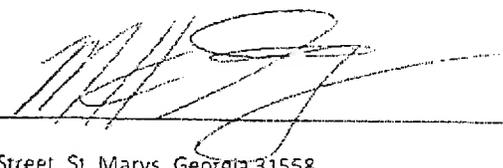
THE COASTAL BANK OF GEORGIA, SAINT MARYS, GA - VICE PRESIDENT (2006 - PRESENT)
FIRST NATIONAL BANK, SAINT MARYS, GA - ASSISTANT VICE PRESIDENT (2003 - 2006)

SKILLS AND ABILITIES:

EXTENSIVE KNOWLEDGE OF THE LOCAL BUSINESS ENVIRONMENT, BUSINESS OWNERS, OPPORTUNITIES,
CHALLENGES, AND DEMOGRAPHICS OF SAINT MARYS, CAMDEN COUNTY, AND COASTAL GEORGIA.

Describe any prior or current business and/or personal relationships which might present a conflict of interest in
potential representation of the City on this board:

NONE

Signature: 

* Please submit application to: City Clerk's Office, 418 Osborne Street, St. Marys, Georgia 31558

Old Business

CITY COUNCIL MEETING

March 17, 2014

NEW BUSINESS: Approve streamlined concept for the Washington Oak and Pump

PURPOSE: At the February 17, 2014 City Council meeting, Councilman Colville and the Planning Department were tasked to further investigate the feasibility of reconstructing the site of the Washington Oak and Pump.

RECOMMENDATION: City Manager and Planning Department recommend approval.

HISTORY/ANALYSIS: The original concept sketch as prepared by the Planning Department was a general sketch to ascertain whether the Masonic Order and/or the City desired to participate in upgrading this highly historic site/event. Council asked Councilman Colville and the Planning Department to look further into this project

The site of the Washington Oak and Pump is in the historic center (as opposed to the Maritime Center) of the downtown area. Three of the four corners contain historic structures¹ with the fourth being the St. Marys Welcome Center. Having a historic site linking these areas is a remarkable opportunity to showcase the vision – and pride – our city has for its historic past.

The project scope would be as follows:

- A traffic circle would be created slightly larger (12” either side) than the adjacent landscaped islands. The outer ring of the circle would have a mountable curb, and contained within the circle would be individual bricks etched with the names of the purchasers. To further define the area, eight small lighted bollards connected by chains will identify the site and the circle at night, and protect the tree and the marker and pump during the day.
- In the exact center of the circle (and the exact intersection of Osborne and Conyers Streets) a ‘new’ specimen live oak will replace the stump that is rapidly disappearing (via rot). The tree in the center will have a three dimensional recall to our City seal. Although the tree will be new, it will hopefully provide 200 years of visual reference to our first President.
- The relocated state historical marker would be located as indicated on the sketch. This marker has been located so as to not interfere with sight lines for traffic.
- The existing well head (concrete parging over brick) would remain, but a new vertical wooden ‘pipe’ would be installed matching the original in every way (except for the rot).
- The existing stump would have the top saturated with acrylic to bind the wood together, and after curing, the top 8” would be cut off in one cut by a large saw. After cutting the underside of the top 8” would be saturated with acrylic and the resulting ‘artifact’ would be relocated to an internal site to be determined. The remaining stump would be totally removed.²
- The above ground water valves would either be relocated or put underground in a vault.
- The existing masonic monument would be located as indicated so that persons crossing Osborne could pause and read the monument.
- An area of the existing island would be removed and re-paved/re-curbed as indicated. This would provide a safer intersection.

¹ The three structures are the Archibald Clark House (circa 1805); Orange Hall (circa 1826) and the Presbyterian Church.

² Keep in mind that the stump is rapidly disappearing via rot and insect damage. This process would preserve a historic portion of the stump for all to enjoy in the future years.

CITY COUNCIL MEETING

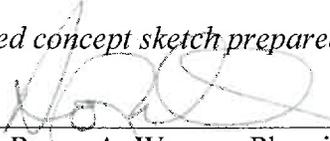
- An island similar to the East Conyers Island would be created on West Conyers to direct the traffic to the traffic circle. This island should match the East Conyers Island in every way.

Revised cost estimates have not been prepared, and this would need to be accomplished as a necessary next step. As an alternative, bids could be sought for everything except the brickwork (which would be completed by the Masonic Order when the proper quantity is reached).

The site is within the City and is a major draw for our visitors. Putting this in first class condition will enhance our historic center.

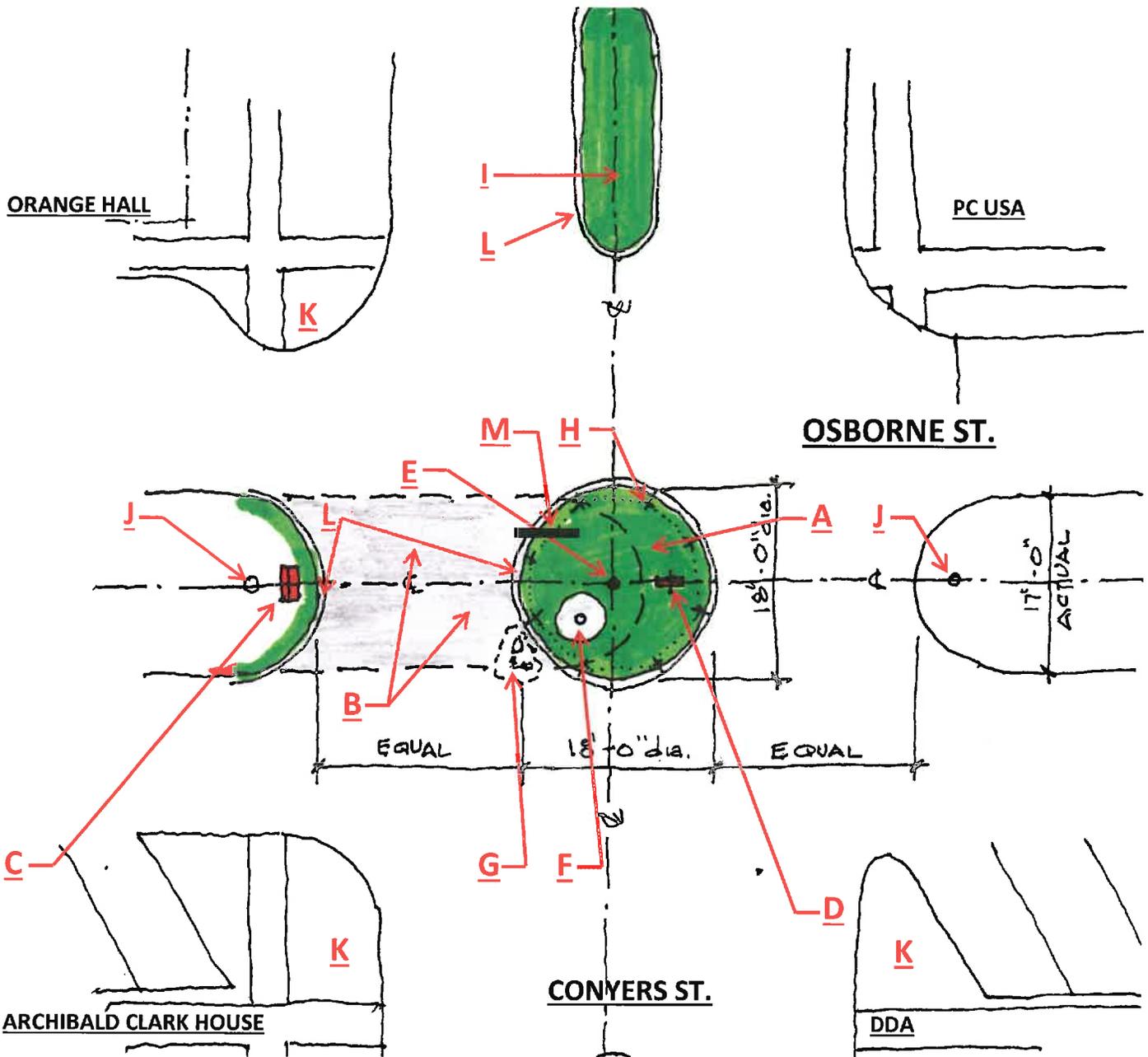
ATTACHMENTS: *Revised concept sketch prepared by the Planning Department.*

Department Director: _____


Roger A. Weaver, Planning Director

City Manager: _____


Robert Horton, Interim City Manager



LEGEND for SKETCH OF WASHINGTON OAK CIRCLE

- A New Traffic Circle with new mountable curb and decorative brick infill with a slight upward conical shape.
- B Remove existing island and repave removed area to SMPW standards
- C Relocate Masonic Monument to this location and install in a manner consistent with the original.
- D Location of relocated State Marker.
- E New Specimen Live Oak Tree - must be at Center Line of intersecting Streets and be clear of limbs for 15 feet vertical.
- F Existing Concrete Well Head to remain, with NEW Wood pipe to match existing.
- G Preserve top 8" of Existing Washington Oak for display and remove stump.
- H New 24" high Lighted Pipe Bollards (Two per quadrant) and heavy connecting chains.
- I New Osborne Street Island to match island at the other side. Adapt adjacent parking as required.
- J Existing tree/palm/island to remain.
- K Optional parking island.
- L Optional Sidewalk along fence of Orange Hall.
- M Existing above ground water valve to be either removed or relocated.

New Business

CITY COUNCIL MEETING

March 17, 2014

NEW BUSINESS: Transfer responsibility for Signs located within the Historic District.

PURPOSE: To approve transferring the responsibility for the review and approval of any sign (as defined in the ordinance) located within the Historic District from the Planning Commission (PC) to the Historic Preservation Commission (HPC).

RECOMMENDATION: Planning staff and Interim City Manager recommend approval.

HISTORY/ANALYSIS: The current sign ordinance requires both the PC (via the Planning Department) and the HPC to approve any sign located within the Historic District. This has created a cumbersome review process for citizens located within the Historic District. The PC and the HPC have met together and unanimously approved this transferal.

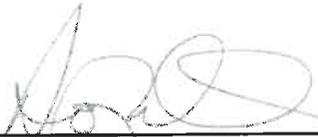
As per the attachments to this agenda, there are two companion ordinance revisions: 1) a revision to Ordinance 46, section 141 to remove the responsibility for signs located within the Historic District from the Sign Ordinance (which is the currently responsibility of the PC) to the HPC, and 2) create a new section 114 in Section 62 accepting the responsibility for signs located within the Historic District to the HPC.

There are a few administrative housekeeping items included in the HPC revisions. These involve clarity of text that does not change the content or intent of the base ordinance.

The PC and HPC both voted unanimously on this transferal of responsibility.

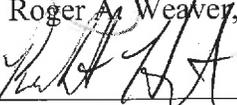
ATTACHMENTS: *Copy of the proposed ordinance revisions to Section 62 AND a copy of proposed ordinance revisions to Section 46 as well as the FULL HPC ordinance covering minor housekeeping items.*

Department Director:



Roger A. Weaver, Planning Director

City Manager:



Robert Horton, Interim City Manager



HISTORIC PRESERVATION COMMISSION ORDINANCE REVISIONS

Sec. 62-35.Purpose.

In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of St. Marys is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; in order to stimulate revitalization of the waterfront district and historic neighborhoods and to protect and enhance historical and aesthetic qualities of the city for the enjoyment of the city's residents and visitors alike; in order to enhance the opportunities for federal tax relief of property owners under relevant provisions federal law. In order to provide for designation, protection, preservation and rehabilitation of historic properties and districts and to participate in federal programs to do the same; in order that the above activities will perpetuate the city's high quality of life for present and future generations. The mayor and council of the City of St. Marys hereby declare it to be the purpose and intent of this article to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures and works of art having a special historical, cultural or aesthetic interest or value, in accordance with the provisions of the article.

Sec. 62-36. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. When a definition is required that is not listed, the New American Dictionary, latest edition shall be the source for the definition.

Alteration of Structure: The visually observable change to any element of a structure within the designated historic district.

Building: A building is a structure created to shelter any form of human activity, such as a house, barn, church, hotel or similar structure. Building may refer to a historically related complex such as a courthouse and jail, or a house and barn.

Building official: the Planning and/or Building Department Director or his designated staff of the City of St. Marys.

Certificate of appropriateness: a document evidencing approval by the historic preservation commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.

Character: For the purposes of this ordinance, character shall be defined as features of the structure and adjacent structures that contribute to the overall visual appearance of the street of grouping of the structures.

Code Compliance Officer (CCO): For the purposes of this ordinance, any reference to Code Enforcement Officer shall refer to the properly designated CCO.

Commission: the St. Marys historic preservation commission.

Demolition and/or Removal of a structure: The physical act of removing permanently any structure or any part of any structure. For the purposes of this article, the term demolition and removal shall have identical definitions as outlined herein.

Designated districts: a historic district or historic property.

Erection of Structure: The building of - or raising of - any structure from the existing grade upwards or outwards or from any floor upwards or outwards.

Exterior architectural features: to include, but not be limited to, the architectural style, general design, height of the structure, mass of the structure, and scale of the structure, the general arrangement of the exterior of a building or other structure, the kind or texture of the building material and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.

Exterior environmental features: all those aspects of the landscape or the development of the site which affect the historical character of the property to include, but not be limited to, trees, walks, curbs, landscaping of any kind, trellises, sidewalks, curbs, exterior lighting features, fountains, carports, **pools (in ground or above ground), heavy-duty playground equipment (fixed to ground or unfixed),** and/or signage.

Hardship: Hardship shall be as defined in Section 62-180 (b).

Height: Height shall be as per the zoning ordinances of the City of St. Marys. Height of the structure shall not exceed the heights noted in the Zoning Ordinance, but may be less. Lower height based on the historic character of the surrounding structures may be enforceable by the HPC.

Historic Buffer District: An area of the City that borders the Historic District but is not within the physical and legal jurisdiction of the Historic Preservation Commission. Structures in this area may be eligible for inclusion into either the existing Historic District or within a new District as designated by Council and approved by the Historic Preservation Division of the Georgia Department of Natural Resources.

Historic district: either the St. Marys Historic District or a geographically definable area which contains structures, sites, works of art or a combination thereof which exhibit a special historical, architectural, or environmental character as either designated or recommended by the mayor and/or council and/or the HPC.

Historic District Survey: An on-the-ground survey of structures within any designated Historic District that identifies the salient features of the structures, listing all available historic and visual features of the structure in a format acceptable to the Historic Preservation Division of the Georgia Department of Natural Resources

Historic property: an individual structure, site, or work of art which exhibits a special historical, architectural or environmental character as either designated or recommended by the mayor and/or council and/or the HPC.

Mass: The mass of the structure is its overall bulk and visual presence of all elements of any particular structure. Mass is related to scale in that some structures having large mass are in scale in certain instances and out of scale in other instances.

Material change in appearance: a change that will affect either the exterior architectural or environmental features of a property within a designated district or site may include any one of the following. All work shall be in strict accordance with Secretary of the Interiors Standards for Historic Preservation.

- (1) A reconstruction or alteration of the size, shape, height, mass, scale or facade of an existing building or structure or a historic property, including any of its architectural elements or details.
- (2) Demolition or relocation of a building or a structure.
- (3) Commencement of excavation for construction purposes as noted in (1) above.
- (4) A change in the location of all advertising visible from the public right-of-way, including free standing signs, window signs, wall-mounted signs and banners, etc. All signs in the Historic District shall comply with all requirements of the City of St. Marys sign ordinance.
- (5) The erection, alteration, restoration or removal of any building or other structure, including walls, fences, steps and pavements, or other appurtenant features, except exterior paint alterations.
- (6) The construction or removal of exterior environmental features.

Object: An Object is a material thing of functional, aesthetic, cultural, historical or scientific value that may be, by nature or design, moveable yet related to a specific setting or environment.

Relocation of a structure: The physical relocation of a structure from its original site to a new site or location. Relocation or raising of a structure to comply with Flood Plain Regulations is permitted.

Restoration of a structure: The repair of any element of any structure to its original appearance using identical materials or historically correct alternate materials as approved by the HPC.

Scale: The relationship of the structure to its surrounding site and/or structures. Scale is mostly a subjective analysis of the overall effect on the neighborhood of the introduction of any new structure into the existing built environment.

Site: A site is the locations of a significant event, a prehistoric or historical occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing structure.

Structure: A structure is a work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by man, it is often an engineering project large in scale.

Sec. 62-37. Penalty.

Violations of any provisions of this article shall, upon conviction, be punished as provided in section 1-12.

Secs. 62-38-62-60. Reserved.

DIVISION 2. HISTORIC PRESERVATION COMMISSION*

Sec. 62-61. Creation.

There is created a commission the title which shall be the "St. Marys Historic Preservation Commission, referred to in this article as the historic preservation commission.

Sec. 62-62. Position within city government.

The historic preservation commission shall be considered within the jurisdiction of the planning department of the City of St. Marys. This ordinance shall supersede and replace, in its entirety, any and all past ordinances related to historic preservation within the City of St. Marys.

Sec. 62-63. Members.

The historic preservation commission shall consist of seven members appointed by majority vote of the mayor and city council, who shall be full time residents of the City of St. Marys for a continuous period in excess of one (1) year and have a demonstrated special interest, experience or education in history, architecture or the preservation of historic resources. There shall be no less than five members of the historic preservation commission who are residents of designated City of St. Marys historic districts as established in this article and subsequent ordinances. A maximum of two members of the commission may be appointed at large from the general full time resident population of the City of St. Marys. To the extent available the mayor and council shall appoint from among professional members from the disciplines of architecture, history, architectural history, planning, archeology or other historic preservation related discipline such as urban planning, American Studies, American civilization, cultural geography, or cultural anthropology. Members shall serve three-year staggered terms. Members may not serve more than two consecutive terms. In order to achieve staggered terms the initial appointment shall be as follows: two members for one year; two members for two years; and three members for three years. Members shall not receive a salary although they may be reimbursed for expenses.

Sec. 62-64. Powers of and authority of the Historic Preservation Commission.

The historic preservation commission shall be authorized to:

- (1) Prepare an inventory of all property within the City of St. Marys having the potential for designation as historic property.
- (2) Recommend to the mayor and council of the City of St. Marys specific places, sites, buildings, structures, objects or works of art and districts to be designated by ordinance as historic properties or historic districts.
- (3) Review and/or provide guidance for any applications for certificates of appropriateness, and grant or deny same in accordance with the provisions of this article.
- (4) Recommend to the City of St. Marys city council that the designation of any place, district, site, building, structure, object or work of art as an historic property or as an historic district be revoked or removed.
- (5) Review the change in exterior architectural appearance or exterior environmental appearance of any city-owned property within designated districts and sites.
- (6) Monitor the condition of designated districts and sites and determine if a condition of demolition by neglect exists. If such a condition does exist. See section 62-178 below for process for correction of deficiencies.
- (7) Promote the acquisition by the city of facade easements and conservation easements, as appropriate, in accordance with the provisions of *Georgia Uniform Conservation Easement Act of 1992* (O.C.G.A. Section 44-10.1 through 5).
- (8) Conduct educational programs on historic properties located within the City of St. Marys and on general historic preservation activities.
- (9) Make such investigations and studies of matters relating to historic preservation, including consultation with historic preservation experts, the City of St. Marys City Council as the historic preservation commission itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources.
- (10) Seek out state and federal funds for historic preservation, and make recommendations to the City of St. Marys city council concerning the most appropriate uses of any funds acquired.
- (11) Submit to the Historic Preservation Division of the Georgia Department of Natural Resources a list of historic properties or historic districts designated and provide the historic preservation Division whatever information is needed to nominate these to the National Register of Historic Places.
- (12) Perform historic preservation activities as the official agency of the City of St. Marys historic preservation program.

- (13) Employ persons, if necessary, to carry out the responsibilities of the historic preservation commission; the historic preservation commission shall not obligate the city without prior consent.
- (14) Receive donations, grants, funds, or gifts of historic property, and to acquire and sell historic properties; the historic preservation commission shall not obligate the city without prior consent.
- (15) Restore or preserve any historic properties acquired by the city and/or the HPC as directed by City Council.
- (16) Review and make comments to the Historic Preservation Division of the Department of Natural Resources and/or the Coastal Regional Commission as applicable concerning the nomination of properties within its jurisdiction to the National Register of Historic Places.
- (17) Participate in private, state and federal historic preservation programs and with the consent of the City of St. Marys City Council, and enter into agreements to do the same.

Sec. 62-65. Historic Preservation Commission's Power to Adopt Rules and Standards:

The historic preservation commission shall adopt rules for the transaction of its business and for consideration of application for designation of Certificates of Appropriateness, such as by-law, removal of membership provision, and design guidelines and criteria. The historic preservation commission shall have the flexibility to adopt rules and standards without amendment to this ordinance. The Historic Preservation Commission shall provide for the time and place of regular meetings and a method for the calling of special meetings. A quorum shall consist of a majority of the members. The commission shall select a chairman and such officers as it deems appropriate from among its members.

Sec. 62-66. Authority to receive funding from various sources.

The historic preservation commission shall have the authority to accept donations and shall ensure that these funds do not displace appropriated governmental funds.

Sec. 62-67. Records of meetings.

A public record shall be kept of the historic preservation commission's resolutions, proceedings and actions. The City of St. Marys shall designate staff from the Planning Department to take the minutes and provide a written record of all motions, discussion on the motion, and vote. Planning Department staff shall also coordinate the receipt of all information necessary for HPC review and for all notifications to applicant and adjacent property owners of any pending action or the results of any action by the HPC. Minutes shall be kept in electronic form by scanned written documents. Minutes are open records available to all citizens under the open records act using the open records rules and procedures.

Sec. 62-68. Conflicts of interest.

- (a) The Historic Preservation Commission shall be subject to all conflict of interest laws set forth in Georgia Statutes and in the City of St. Marys Charters.
- (b) At any time the historic preservation commission reviews a project in which a member of the commission has ownership or other economic or vested financial or property interest, that member will be forbidden from presenting, voting, or discussing the project, other than answering a direct question.
- (c) If the building official of the city determines that there is a conflict of interest as outlined in this section, he shall issue a stop-work order immediately and call an emergency meeting of the commission. The building official will present his findings to the commission and the commission may either:
 - (1) Sustain the building official and require that an application for certificate of appropriateness be resubmitted and approved before the project may proceed; or
 - (2) Overturn the decision of the building official and allow the project to proceed without further delay.

Sec. 62-69. Removal of members.

If a member of the historic preservation commission misses more than three consecutive regularly scheduled meetings in any consecutive 12 month period without written notification of the chairman of the historic preservation commission, the member shall be automatically removed from the historic preservation commission and the mayor and city council shall appoint a replacement according to the procedure outlined herein for membership.

Sec. 62-70 Conflict of interest complaints or alleged ethics violations

Any complaint of alleged conflict of interest or other alleged ethics violations against any member of the HPC shall be immediately forwarded to the City of St. Marys Ethics Board for review and determination. The HPC will not be involved in the resolution of any matter brought before the Ethics Commission

Secs. 62-71--62-85. Reserved.

DIVISION 3. JURISDICTION OF COMMISSION

Sec. 62-86. Designation of St. Marys historic district.

(a) Since the St. Marys historic district has been recognized in local ordinance by the City of St. Marys and by listing in the National Register of Historic Places since 1978, this document will serve as the primary jurisdiction for the historic preservation commission.

(b) The boundaries of the St. Marys historic district shall conform to the boundaries as listed in the National Register of Historic Places and as per the map official identified as Attachment A which is incorporated into this ordinance by this reference thereto.

(c) Evaluation of the properties within the St. Marys historic district shall be by the HPC or their designated staff or consultant. Individual properties within the historic district shall be classified as:

- (1) Historic (more than 50 years old and contributing to the historical character of the district).
- (2) Historic-obscured (more than 50 years old but not contributing to the historical character of the district due to unsympathetic but not irreparable alterations).
- (3) Non-historic (less than 50 years old if possessing architectural character).
- (4) Intrusions (structures of any age which detract from the historical character of the district).
- (5) Vacant.

(d) The historic preservation commission shall – subject to available funding – keep an up-to-date listing of all properties either located within the district or any properties outside of the district that become older than 50 years from any given date.

Sec. 62-87. Preliminary research by historic preservation commission.

(a) *Historic Preservation Commission's mandate to conduct survey of local historical resources.* The historic preservation commission shall have the authority to compile and collect information and conduct historic resources surveys within the City of St. Marys.

(b) *Historic Preservation Commission's power to recommend districts and buildings to The City of St. Marys city council for designation.* The commission shall present to the mayor and city council recommendations for the designation of historic districts and historic properties.

(c) *Historic Preservation Commission's Documentation of Proposed Designation:* Prior to the Historic Preservation Commissions recommendation of a historic district or historic property to the City of St. Marys City Council for designation, the Historic Preservation Commission shall prepare a Report for Nomination in accordance with requirements of the Historic Preservation Division of the Georgia Department of Natural Resources that consist of the following items. The following items shall apply for new historic districts and/or properties as well as for expansion or amendment of existing historic districts and/or properties.

1. A physical description.
2. A statement of the historical, cultural, architectural and or aesthetic significance.
3. A map showing district boundaries and classification *{i.e. contributing, non-contributing, OR historic, non-historic, vacant, intrusive}* of individual properties therein, or showing boundaries of individual historic properties.
4. Representative photographs.

Sec. 62-88. Designation of additional historic districts; amendments to St. Marys historic district.

(a) *Criteria for selection of historic districts.* A historic district is a geographically definable area by itself or which is contiguous to the St. Marys historic district, which contains structures, landscape, sites, grave markers, works of art or a combination thereof which:

- (1) Have special character or special historic/aesthetic value or interest.
- (2) Exemplify the history of the city, the county, the state or coastal area.
- (3) Cause such area, by reason of such factors, to constitute a visibly perceptible section of the city, such as a historically compact grouping of structures.

(b) *Boundaries of historic district.* Boundaries of a historic district shall be specified on tax maps; these boundaries will be included in the separate ordinances designating local districts. Boundaries specified in legal notices shall coincide with the boundaries finally designated. Districts shall be shown on the official zoning map of the city.

(c) *Evaluation of properties within designated historic districts.* Areas within additional historic districts shall be classified as follows:

- (1) Historic (more than 50 years old and contributing to the district).
- (2) Historic-obscured (more than 50 years old but not contributing to the character of the district because of substantial but not irreparable changes).
- (3) Non-historic (less than 50 years old yet possessing architectural character).
- (4) Intrusions (buildings of any age which detract from the historical character of the district).
- (5) Vacant lots.

A list of properties in the proposed historic district and their classifications shall be included in every ordinance designating a historic district.

(d) *Affirmation of existing zoning.* This article is not a use ordinance, and local zoning laws, where they exist, remain in effect until modified.

Sec. 62-89. Designation of historic properties.

(a) *Criteria for selection of properties.* A historic property is a building, structure, site, work of art, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the city, the county, the state or coastal area, for one or more of the following reasons:

- (1) It is an outstanding example of a structure representative of its era.
- (2) It is one of the few remaining examples of past architectural style.
- (3) It is a place or structure associated with an event or person of historic or cultural significance to the city, the county, the State of Georgia, the United States of America, or the coastal region.
- (4) It is a site of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of the city, the county, the State of Georgia, the United States of America or the coastal area.

(b) *Boundaries of historic property.* Boundaries of a historic property shall be specified on tax maps; these boundaries will be included in separate ordinances designating historic properties; boundaries specified in legal notices shall correspond with the boundaries finally designated; historic properties shall be shown on the official zoning map of the city.

Sec. 62-90. General matters affecting the designation of additional historic districts, historic properties or historic buffer areas.

(a) *Application for designation of historic district or historic property.* Designations may be proposed by the City of St. Marys City Council, the Historic Preservation commission, or:

- (1) for Historic districts -- a historical society, neighborhood association or group of property owners may apply to the Historic Preservation Commission for designation.
- (2) for Historic properties -- a historical society, neighborhood association or property owner may apply to the Historic Preservation Commission for designation.

(b) *Required public hearings.* The commission or the City of St. Marys shall hold public hearing on the proposed ordinance for designation of any historic district or property. Notice of the hearing shall be published in at least three (3) consecutive issues in the principal newspaper of local circulation, and written notice of the hearing shall be mailed by the historic preservation commission to all owners and occupants of such properties. All such notices shall be published or mailed not less than ten (10) nor more than twenty (20) days prior to date set for the public hearing. A letter sent via the United States mail to the last-known owner of the property, as recorded on the tax rolls in the county tax assessor's office, and a notice sent via 'attention of the Occupant' shall constitute legal notification to the owner and occupant under this ordinance.

(c) *Notification of property owners of proposed designation.* Any ordinance recommending any property as a part of a historic district or as a historic property for designation shall:

- (1) Describe each property to be designated, which shall include, as a minimum:
 - a. Physical description.
 - b. A statement of the historical, cultural, architectural and or aesthetic significance.
 - c. A map showing district boundaries and classification *{i.e. contributing, non-contributing, OR historic, non-historic, vacant, intrusive}* of individual properties therein, or showing boundaries of individual historic properties.
 - d. Tax Parcel number and other site related data.
 - e. Representative color photographs of all facades of the building and any significant details (digital ok).
 - f. Photographs of the streetscape approaching the site from both directions (digital ok).
- (2) Set forth the names of all known present and historic owners of the properties to be designated.
- (3) After designation of the area a certificate of appropriateness must be obtained from the historic preservation commission prior to any material change in appearance to the property as defined in the definition section of this ordinance.

(d) *Requirements regarding district boundaries.* Any ordinance designating any property as a historic property, or as part of a historic district area shall require that the designated property district be shown on the official zoning map of the city and kept as public record to provide notice of such designation.

(e) *Notification of historic preservation Division:* No less than thirty (30) days prior to the recommendation on any ordinance designating any property or district as historic, the Historic Preservation Commission must submit a report on the historic, cultural, architectural, or aesthetic significance of each place, district, site, building/structure, or work of art, to the historic preservation Division of the Department of Natural Resources. Once a historic district or historic property has been

designated by the city council, the Historic Preservation commission shall work with the Coastal Georgia CRC area planning and development commission historic preservation planner to provide whatever additional information is needed by the historic preservation Division to nominate the designated district or site to the National Register of Historic Places.

(f) *Recommendations on proposed designations.* A recommendation to affirm, modify or withdraw the proposed ordinance for designation shall be made within 15 days following the public hearing, and shall be in the form of a resolution by the City of St. Marys city council.

(g) *The City of St. Marys City Council Actions on the Commission's Recommendation:* Following receipt of the Commission recommendation, the City of St. Marys City Council may adopt the ordinance as proposed, may adopt the ordinance with any amendments they deem necessary, or reject the ordinance.

(h) *Notification of adoption of ordinance for designation.* Within 30 days immediately following the adoption of the ordinance for designation, the owners and occupants of each designated historic property, and the owners and occupants of each building, structure, site, object or work of art located within a designated historic district shall be given written notification of such designation by the City of St. Marys city council, which notice shall apprise the owners and occupants of the necessity of obtaining a certificate of appropriateness for undertaking any material change in appearance of a property which is a part of a designated district or site. A notice sent via the United States mail to the last-known owner of the property, as recorded on the tax rolls in the county tax assessor's office, and/or a notice sent via "attention of the Occupant" shall constitute legal notification to the owner and occupant under this ordinance.

(i) *Notification of other agencies regarding designation.* The commission shall notify all necessary agencies within the city of the ordinance for designation, including the mayor and city council, the planning commission and the office of building official and zoning official. The commission will also notify individuals and agencies throughout the city, the county, the state and coastal area likely to be interested in the ordinance.

(j) *Moratorium on applications for alteration or demolition while ordinance for designation is pending.* If an ordinance for designation is being considered, the Historic Preservation Commission shall have the power to freeze the status of the involved property.

Secs. 62-91--62-109. Reserved.

DIVISION 4. CERTIFICATE OF APPROPRIATENESS

Sec. 62-110. Definition of Applicant

The application for any certificate of appropriateness shall be in person by the owner(s) of the structure or parcel. In the event that the owner(s) are physically or mentally unable to present the application in person, a notarized letter authorizing another individual to represent them must be submitted at the time of the submission of the application. If the owner(s) or authorized individual as defined herein is not present at the stated meeting, the application will be postponed without review until the next regularly scheduled meeting.

Sec. 62-111. Exterior architectural features

Approval of alterations to the exterior architectural features of existing buildings in historic districts, or historic properties, is required. After the designation by ordinance of a historic district or a historic property, no material change in the exterior architectural appearance of any existing building within these areas shall be permitted to be made by the owner or occupant thereof unless or until an application for a certificate of appropriateness has been submitted to and approved by the commission. The certificate of appropriateness will certify that the change in exterior architectural appearance is compatible with the historical features of the building being altered and the adjoining properties.

Sec. 62-112. Approval of new construction within historic districts, or historic properties.

After the designation by ordinance of a historic district or historic property, no new building or structures shall be constructed until the owner or occupant thereof has submitted an application for a certificate of appropriateness to the commission and the commission has approved it. These structures or developments shall conform in design, scale, building materials, setback and other exterior architectural features to the character of the designated district and site as specified in the commission's design guidelines. Decisions of the historic preservation commission shall not override or supersede the requirements of the official zoning ordinances of the City of St. Marys without utilizing the procedures outlined in the Zoning Ordinance 110. All property directly abutting the project under consideration shall be notified in writing as to the presence of an application for consideration by the HPC. Notification shall be only to abutting property owners that share a property line, and shall not cross any street or right of way or major water course or feature.

Sec. 62-113. Changes to exterior environmental features on historic properties and in historic districts.

After the designation by ordinance of a historic district or historic property no changes in exterior environmental features shall occur unless an application for a certificate of appropriateness has been submitted by or for the owner to the commission and approved by the commission. . Decisions of the historic preservation commission shall not override or supersede the requirements of the official zoning ordinances of the City of St. Marys without utilizing the procedures outlined in the Zoning Ordinance I10. All property directly abutting the project under consideration shall be notified in writing as to the presence of an application for consideration by the HPC. Notification shall be only to abutting property owners that share a property line, and shall not cross any street or right of way or major water course or feature.

Two basic types of activities shall constitute change to exterior environmental features:

- (1) The removal or alteration of exterior environmental features which affect a property historically/aesthetically. These features shall include: trees ten inches in diameter measured at a point 24 inches above the ground, the topography of a property, paving materials, fencing, lighting fixtures and outbuildings.
- (2) The addition of exterior environmental features which will affect the historic/aesthetic qualities of a property. These features shall include: driveways, walkways, parking lots, fences, outbuildings, lighting fixtures and permanent yard signs.

Disposition of ALL trees in the Historic District shall be determined by either the HPC or the City of St. Marys Tree Board in compliance with this section. Within the Historic District, where a tree is dead, diseased or in otherwise poor health, the Tree Board will have sole jurisdiction as to its removal. Within the Historic District, where a tree is healthy and requested to be removed by either the City or a Property Owner, the Historic Preservation Commission shall have sole jurisdiction as to its removal. However, the HPC requires that for all live oak trees determined to be removed for any reason, one new live oak of minimum diameter of 2.5" shall be planted on the site. Replacement of other species of trees shall be replaced as per the requirements of the Tree Board.

If a dead or damaged tree poses an immediate and/or imminent physical threat to the safety of the community, or danger to citizens, historic property, or other property as evidenced by appropriate documentation by either a tree removal specialist, the building Director or Planning Director, the Planning Director may authorize its removal without going before the historic preservation commission, with notification to the HPC, the Tree Board, and the City Manager. The City Manager will notify Council of this action. Documentation shall be in writing with appropriate data as necessary to state the reasons for the immediate removal of the tree(s).

If the Tree Board is eliminated by direct action of Council, all jurisdiction of trees shall be transferred to the HPC. In the event of any conflict with the Tree Board ordinances, the HPC ordinance shall govern.

Sec. 62-114. Guidelines and criteria.

When considering applications for certificates of appropriateness to existing buildings, the Secretary of the Interior's Standards of Rehabilitation shall be used as a guideline along with any other criteria adopted by the commission. When considering applications for certificates of appropriateness for new construction the City of St. Marys, Georgia's New Construction and Design Guidelines shall be used as a guideline along with any other criteria adopted by the commission.

- A. ALL facades of the building and all structures or other site features visible from the public street or public alley and directly adjacent to the public street or alley shall be within the jurisdiction of the Historic Preservation Commission.
- B. **Signs located within the St. Marys Historic District**
 - (1) **Purpose.** In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of St. Marys is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; in order to stimulate revitalization of the waterfront district and historic neighborhoods and to protect and enhance historical and aesthetic qualities of the city for the enjoyment of the city's residents and visitors alike; in order to enhance the opportunities for federal tax relief of property owners under relevant provisions federal law. In order to provide for designation, protection, preservation and rehabilitation of historic properties and districts and to participate in federal programs to do the same; in order that the above activities will perpetuate the city's high quality of life for present and future generations. The Mayor and Council of the City of St. Marys hereby declare it to be the purpose and intent of this article to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures and works of art having a special historical, cultural or aesthetic interest or value, in accordance with the provisions of the article.
 - (2) **Definitions.** For the purposes of this article and except as may be revised herein, definitions of any term shall be consistent with the definitions contained in Section 46-137 of the Ordinances of the City of St. Marys. In the

absence of any definition listed below, the New American Dictionary, latest edition shall be used to provide the proper definition.

- (3) General: Any sign proposed to be erected within physical limits of the St. Marys Historic District regardless of the underlying zoning shall be submitted for a Certificate of Appropriateness (COA) from the Historic Preservation Commission (HPC). The Planning Commission will not review or approve any signage within the Historic District.
- (4) Adherence to HPC Guidelines: All owners or prospective owners of businesses or residential properties in the Historic District must adhere to HPC guidelines whose sole purpose is to retain the historic character of the district. All signs visible from the public street or public alley and/or directly adjacent to the public street or alley shall be within the jurisdiction of the HPC.
- (5) Criteria: When considering applications for certificates of appropriateness for new or revised signage in the historic district, the HPC shall use the criteria contained within this ordinance.
 - a. For the purposes of this section, the term signs shall include banners, fixed signage, free standing signage, flags, sandwich board signs, push-in signs, streamers, balloons, canopy advertising, umbrella advertising, mobile parked vehicle signage (but not including signs on vehicles doing business within the district), and similar advertising media. Sign requests shall be submitted on an application form as approved by the HPC with date of submission to the Planning Department.
 - b. Signs shall strictly comply with this section of Ordinance 62.
 - c. Signs shall initially be reviewed by staff of the Planning Department as to completeness of the submitted documents. Incomplete applications will not be accepted by the staff of the Planning Department or reviewed by the HPC.
 - d. Complete applications for any signs shall then be submitted to the HPC for review in public session with the HPC voting to approve or disapprove the submitted sign. The Owner of the sign or representative authorized in writing to represent the owner, is required to be in attendance to present the application to the HPC. Owner or Representative shall be authorized to make decisions for - or on behalf of - the Owner.
 - e. Signs must not distract or detract from the visual historic character of the St. Marys Historic District and shall not obscure architectural details of the building and property.
- (6) Specific Regulations:
 - a. No more than two exterior signs per lot. Of the two exterior signs, only one may be pylon or freestanding.
 - b. All freestanding or pylon signs shall be considered a special use, under the requirements of a special use listed in Ordinance 110. In consideration of the special use, applicant shall note the height, size (not to exceed 25 square feet on one side), location, photographs of the location, type of construction, whether the pylon sign will block any historic features, illumination, and whether the sign would create a safety or visibility problem with pedestrians or vehicles as well as other factors that the HPC would need to consider before granting approval. Materials for freestanding signs should use materials that coordinate with the surrounding properties construction design. The base of said signs shall be shielded by plants. Materials for freestanding signs should be of wood or a material that closely resembles wood in appearance.
 - c. Other exterior wall signs shall either be attached flat against the wall or project at 90 degrees from the wall for maximum of 36 inches. Signs flat on the wall shall not project out from the surface more than 6" and not create a safety or visibility problem with pedestrians or vehicles. The total size of all wall and projecting signs is 40 square feet.
 - d. Multi-tenant buildings with separate doors to the exterior may post one sign at each main entry not to exceed two square feet.
 - e. Multi-tenant buildings with one main door to the exterior shall post one sign at the main entry not to exceed 6" by 18" for each tenant stacked vertically.
 - f. Signs may be illuminated from ground mounted up-lamps with no spillover of light that will affect pedestrian and vehicle traffic.
 - g. Backlit, neon, digital, LED, flashing, or changing illumination is prohibited whether located on the exterior or behind the glass and visible from the sidewalk or street
 - h. Non-illuminated signage in the windows of exterior windows shall be no more than 20 square feet to enable visibility into the building for security purposes.
 - i. Signs with changeable or moveable letters/messages are not permitted.
 - j. Roof signs are not permitted.
 - k. Billboards are not permitted.
 - l. Freestanding signs (similar to sandwich signs) may not be located on sidewalks or on street right-of-ways or on medians.
 - m. One push-in real estate sign not to exceed four (4) square feet located OFF of the public ROW is permitted.

- n. Political signs not to exceed two (2) square feet per sign for any registered candidate (for any City, County, or Federal election), one per candidate, only on privately owned property with consent of the property owner but NOT within the Right of Way (ROW).
 - o. Yard sale signs are not permitted anywhere within the Historic District.
 - p. Signs advertising businesses or activities not located on the same site as the sign are not permitted.
 - q. Businesses or activities located outside of the Historic District are not permitted to post signage of any type within the Historic District.
 - r. Intensive holiday displays (such as but not limited to festivals/activities relating to Christmas, New Years, Easter, July 4th, Rock Shrimp, Mardi Gras) shall receive a COA from the HPC, as well a City review based on the Assembly portion of the City Ordinances prior to sixty (60) days of the event. Any signage regarding sponsorship shall be limited to 8" by 24".
 - s. Paintings or works of art that do not convey a commercial message are permitted upon approval of the HPC.
 - t. There shall be no signs advertising alcohol or products containing alcohol.
 - u. Official flags. Official U.S. or GA flags shall be flown in accordance with protocol established by the Congress of the United States for the Stars and Stripes, or State of GA as applicable.
 - v. Traffic safety and traffic directional signs installed within the right-of-way of a public street, and traffic safety and traffic directional signs along private streets driveways, and in off-street parking lots that are installed per the requirements of the city engineer or per city, state, or federal ordinance shall be permitted.
 - w. Street address numbers attached to buildings (maximum letter height 12 inches) to ensure visibility for public service recognition shall be permitted.
 - x. Any sign not visible from a public street does not require Historic Preservation Commission approval.
 - y. Signs pertaining to the time a business, activity, or establishment is open, and conditions under which patrons may receive service, including credit card identification signs or stickers up to a total of all such signs to a maximum of one square feet in area per main entry door.
 - z. Any signage regarding 'official' sponsorship of any event held on a private property shall be limited to 8 inches by 24 inches and not be placed within the ROW. Sponsorship signs shall be permitted to be placed only on the parcel containing the event a maximum of thirty (30) days in advance of the event, with removal ten (10) days after the event.
- (7) Prohibited signs. The following types of signs are prohibited in all zoning districts of the city, except as otherwise specifically provided by this section:
- a. Animated signs.
 - b. Automated changeable copy signs.
 - c. Flashing signs.
 - d. Any air- or gas-filled balloons.
 - e. Portable signs.
 - f. Pylon signs not otherwise permitted per this Section.
 - g. Roof signs not permitted.
 - h. Sidewalk signs not otherwise permitted per this Section.
 - i. Streamers and pennants.
 - j. Signs that imitate an official traffic sign or signal. This includes signs that use colored lights at any location or in any manner so as to be confused with, or construed as, traffic control devices.
 - k. Signs within the right-of-way, including those attached to traffic signs or telephone poles, trees, the ground, or vehicles of any wheeled or wheel-less type.
 - l. Signs attached to trees, other natural features and utility poles.
 - m. Signs attached to courtesy benches, trashcans, and similar devices, with the exception of signage related to the ownership of such items.
 - n. Trailer mounted signs.
 - o. Banners.
 - p. Any sign or outdoor advertising display that depicts any material which is obscene as defined in O.C.G.A. § 16-12-80.
 - q. Any sign or outdoor advertising display that shows nudity as defined in O.C.G.A. § 32-6-75.
 - r. Signs illuminated in such a way that they cast intense light onto any residential premises or public roadways, or impair motorist vision, as determined by law enforcement personnel.
 - s. No exterior outdoor advertising or interior advertising visible from the exterior shall be erected in the city advertising or promoting the sale of alcoholic beverages.
 - t. Signs shall not be erected, constructed or maintained so as to obstruct any fire escape, any window, door or opening used as a means of egress.
 - u. State law prohibits the placement of any sign on city right-of-ways, including political signs. Signs on the city or state right of ways are considered littering and a misdemeanor and be subject to the fines for

littering and for removal costs as noted herein.

v. All signs prohibited by the Official Code of Georgia.

w. Consistent with the Internal Revenue Code of 1954 Rev. Rule 585-89(7)(b), a private club should not advertise its facilities for nonmember patronage since this would be prima facie evidence it was engaging in business.

x. Push in signs for any purpose (except real estate signs and signs not to exceed two (2) square feet per sign for any registered candidate for any City, County, or Federal election) are not permitted within the Historic District or on privately owned property or within the street Right of Way (ROW).

(8) Administration

a. All signs erected within the St. Marys Historic District must have approval of the Historic Preservation Commission.

b. A Certificate of Appropriateness (COA) application in a form approved by the HPC must be completed, submitted to the Planning Director or designated staff member for completeness at least fifteen (15) days in advance of the regularly scheduled monthly meeting.

c. The Application will be reviewed and approved by the historic preservation commission at their regularly scheduled monthly meeting.

d. The applicant for a COA must be in attendance to present their application. A written letter of authorization for another to represent them can be provided should the applicant wish to have another represent them.

e. Upon approval, all signs must conform to the regulations of this article.

f. The director of planning or designated staff member shall be authorized to issue sign permits after approval by the HPC in accordance with the provisions of this article.

g. The city shall process all sign permit applications within 30 business days of the city's actual receipt of both a completed and approved COA and a sign permit fee. In no event, except with permission of the applicant, may the director of planning or designated staff member delay acting upon a sign permit application.

h. The director of planning or designated staff member shall reject any application containing any false material statements or omissions. Any rejected application later resubmitted shall be deemed to have been submitted on the date of re-submission, instead of original submission. Should it be determined that a sign permit was issued pursuant to an application containing a false material statement or omission, the director of planning or designated staff member shall revoke said application and the subject sign shall be removed. A revocation pursuant to this section shall be appealable pursuant to this article.

i. Sign permit expiration date. A sign permit shall become null and void if the sign for which the permit was issued has not been completed within 12 months after the date of issuance. No refunds will be made for a permit after the permit is issued. If later an individual desires to erect a sign at the same location, a new application for the sign must be processed, the approval process restarted from the beginning, and another fee paid in accordance with the fee schedule applicable at such time.

j. Sign permit fees. No sign permit shall be issued until the appropriate application has been filed with the director of the department of planning or designated staff member and fees have been paid as adopted from time to time by the St. Marys City Council.

k. Upon failure of the sign owner, lessee, or property owner to comply with this article, the planning director shall give written notice of intent to obtain a removal order, by registered or certified mail with return receipt requested, to the sign owner, lessee, or property owner. Among other items, provided to the sign owner will be a written notice, certified and return receipt requested, to be and appear at the next regularly scheduled meeting of the HPC to show cause why said sign should not be subject to a removal order. At such meeting the following will transpire.

(1) The planning and zoning director will provide the reasons why the sign should be removed and the sign owner will be awarded the opportunity to explain why the sign should remain.

(2) Afterwards, members of the general public may be granted the opportunity to speak at the discretion of the planning commission chairman. Thereafter, any member of the planning commission may make a motion to take action.

(3). upon the motion being seconded, discussion will follow customary meeting procedures as contained elsewhere in Section 62 – Historic Preservation.

(9) Nonconforming signs.

a. Nonconforming signs that met all legal requirements when erected may stay in place until the deterioration of the sign or damage to the sign makes it a threat to public safety, and no repairs have been effected within five days of receipt of registered or certified notice, return receipt requested, from the director of planning or building directing that immediate repairs are necessary to protect public safety. Any sign removed in accord with this section, shall not be replaced except in accord with the current requirements of this article.

- b. Any nonconforming sign shall either be eliminated, or made to conform to the requirements of this article, when any proposed change, repair, or maintenance would constitute an expense of more than 50 percent of the lesser of the original value or replacement value of the sign.
- (10) Enforcement. This article shall be administered and enforced by the director of the department of planning or building or his or her designee. In case any sign that is proposed to be erected, constructed, altered, converted, or used in violation of any provision of this article, the director of the department of planning or building may, in addition to other remedies, and after notice to the appropriate person, issue a citation for violation of the city ordinance thereby requiring the presence of the violator in municipal court; institute the filing of a petition for an injunction, or other appropriate action or proceeding to prevent such unlawful erection, construction, alteration, conversion, or use to correct or abate such violation. Additionally, the director of the department of planning or building may have the sign removed at the expense of the owner with a lien filed against the property, and may issue a citation for violation of the city ordinance to the agent that placed the sign, as well as those parties responsible for directing the agent, including the person or business owner whose name, message, and/or address, and/or telephone number appears on the sign.
- a. The City, without warning or notice to the sign owner, may remove any sign located within a public street right-of-way immediately. Signs so removed shall be immediately destroyed without any consideration of compensation to the sign owner, known or unknown.
- b. Penalty for violation. Any person violating any provision of this article or conditions of the issued permit, or stop-work order shall be subject to a fine up to \$1,000 per violation per day or by imprisonment for a period not to exceed 60 days, or both.
- c. City occupation taxes, public liability insurance required. It shall be a violation of this article for any person to engage in the business of erecting or maintaining signs within the city, unless and until such entity shall have paid a city occupational tax or furnished proof of payment of an occupation tax to another municipality or county, reference section 22-24 of the St. Marys Code of Ordinances, and a certificate of insurance from an insurance company authorized to do business in the state evidencing that the person or entity has in effect public liability and property damage insurance.
- d. Termination of sign permit and/or city occupation license. Violation of any provision of this article will be grounds for terminating the sign permit granted by the city to the owner and/or the occupation tax certificate of the person or entity erecting the sign. Except as otherwise provided in this article, no permit and/or occupation tax certificate shall be suspended, revoked or canceled except for cause as hereinafter defined, and the permittee is granted a public hearing before the planning commission. The permittee will be given ten days' written notice, by certified mail and return receipt requested, of the time, place and purpose of the hearing, with a statement of the reason for the suspension, revocation or canceling of such permit and/or certificate. "Cause" is the willful and/or continued violation of the provisions of this article. The termination of the permit and/or license does not in any way preclude the person or persons alleged to have violated the provisions of this article from being tried under the enforcement provisions of this article. Should a permittee fail to pick up the certified mail, and said mail is returned, this failure to pick up will not delay the termination action or create any defense to stay any enforcement action.
- e. Removal of abandoned signs. It is the intent of this section to establish reasonable time periods for the removal of abandoned signs. For purposes of this section, all signs pertaining to a business, service, institution, industry, or other activity that ceases operations shall be deemed to be abandoned. For purposes of this section, "ceases operations" shall be interpreted literally and to include cases where there is substantial evidence that a business or activity has vacated the building or grounds; provided, further, that this section shall not apply to any case where a business or activity is temporarily suspended and there is evidence that the business or activity will resume operations within a specifically designated period. It shall be the responsibility of the property owner, the operator of a business or activity discontinuing a lease if any, and the leasehold manager if any, ensuring compliance with the provisions of this section and each owner, operator, or manager shall be considered individually responsible for compliance with this section. Property owners will be given written notice, by certified mail with return receipt requested, of the appropriate procedures necessary for abandoned signs. Should a property owner fail to pick up the certified mail, and said mail is returned, this failure to pick up will not delay the termination action or create any defense to stay any enforcement action.
- (1) All abandoned signs that meet the definition of a window sign, wall sign, off-premises directional sign, marquee or canopy sign, temporary sign requiring a permit, or temporary sign, shall be removed within ten days from the date of discontinuance. The director of planning or building may permit an extension of this removal period only in cases where special equipment is needed to remove the sign and removal of the sign structure cannot reasonably be arranged by the sign owner within the ten-day time period.
- (2) All abandoned signs that meet the definition of a pylon sign shall be removed within 60 days from the date of discontinuance. The director of planning or building may permit one 30-day extension

of this removal period only in cases where special equipment is needed to remove the sign or sign structures, and removal of the structure cannot reasonably be arranged by the sign owner within the 60-day time period.

(3) This section shall not apply to the structure of a monument sign, provided that it might reasonably be used by a future tenant or property owner, complies with the provisions of this article, and is maintained in good condition; provided further, that the following shall be met:

- a. If an abandoned monument sign contains a message panel that is removable from the monument structure without disassembling the monument, then within 30 days of the date of discontinuance said panel shall be removed and the portion of the monument structure that previously held the message panel shall be covered with durable cloth or canvas to avoid the appearance of blight, until such time as a new sign permit is applied for and granted and an approved sign panel is installed in said monument.
- b. If an abandoned monument sign contains a sign copy area that is not removable without disassembling the monument, then said sign copy area shall be modified (e.g., painted over) or covered with durable cloth or canvas so that the sign copy pertaining to the business or activity discontinued is no longer visible, until such time as a new sign permit is applied for and granted and approved sign copy is affixed on the sign copy area of said monument.
- c. Removal of signs not maintained. All signs shall be maintained by the property owner in good condition so as to present a neat and orderly appearance. The director of the department of planning or building may remove or cause to be removed, after proper written notice, any sign that shows gross neglect, becomes dilapidated, or in the opinion of the chief building inspector poses a threat to public safety. The director of the department of planning or building or his designee will give the owner 45 days written notice, by certified mail with return receipt requested, to correct the deficiencies or to remove the sign or signs, except signs that pose a threat to public safety which shall be removed in accord with this section. If the owner refuses to correct the deficiencies or remove the sign, the director of the department of planning or building or his designee will have the sign removed at the expense of the owner, with a lien filed against the property. Should a permittee fail to pick up the certified mail, and said mail is returned, this failure to pick up will not delay the termination action or create any defense to stay any enforcement action.

Sec. 62-115. Submission of plans.

In order for an application for a certificate of appropriateness to be reviewed, it must be submitted at least 15 days prior to a scheduled meeting of the commission. An application for a certificate of appropriateness shall be accompanied by such drawings, photographs or plans as may be required by the commission and as outlined on the Historic Commission's Rules and Regulations. The application for a certificate of appropriateness will be logged in by the Planning Director or designated staff on the day it was received and copies of all applications for certificates of appropriateness shall be given to the chairman and all board members of the historic preservation commission no later than seven (7) calendar days before the regularly scheduled monthly meeting of the commission.

Sec. 62-116. Commission reaction to application.

- (a) The commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed material changes in the appearance would not have a substantial adverse effect on the aesthetic, historic or architectural significance and value of the historic property or the historic district. In making this determination, the commission shall consider, in addition to any other pertinent factors as outlined herein and in other sections of the ordinance, the historical and architectural value and significance, architectural style, general design arrangement, scale, mass, context, texture, and material of the architectural features involved and the relationship thereof to the exterior architectural style, and pertinent features of the site and other structures in the immediate neighborhood.
- (b) The commission shall deny a certificate of appropriateness if it finds that the proposed material change in appearance would have identifiable adverse effects on the aesthetic, historic or architectural significance and value of the historic property or the historic district.
- (c) The commission may make approval of a certificate of appropriateness conditional upon complying with certain situations which may be listed in the certificate. Such stipulations are to be used only to diminish the adverse impact of the changes in material appearance proposed in the application for a certificate of appropriateness.

Sec. 62-117. Public Meetings; notices; right to be heard.

At least seven days prior to review of a certificate of appropriateness, the commission shall take such action as may reasonably be required to inform the owners of any adjacent property likely to be affected materially by the change in material appearance for which the application for a certificate of appropriateness has been made. All meetings of the commission at which applications for certificate of appropriateness are being discussed shall be open to the public.

At least seven days prior to review of a certificate of appropriateness, staff shall post a sign on the parcel under consideration for any request for a certificate of appropriateness. The sign shall identify the parcel, note the nature of the request, and the date and time of the public meeting.

Sec. 62-118. Interior alterations.

In its review of applications for certificates of appropriateness, the commission shall not consider interior arrangement or use having no effect on exterior architectural features, unless the applicant specifically requests same, or the interior is listed as part of the National Register designation.

Sec. 62-119. Technical advice.

When dealing with technical questions, the commission shall have the power to seek expert advice.

Sec. 62-120. Deadline for approval or rejection of application.

The commission shall approve or reject an application for a certificate of appropriateness within not more than 45 days after the hearing of the application. Evidence of approval shall be a certificate of appropriateness issued by the commission. Notice of approval or denial of a Certificate of Appropriateness shall be sent by United States mail to the applicant at the address listed on the application and all other persons who have requested such notice in writing filed with the Historic Preservation Commission.

Failure of the Historic Preservation Commission to act with said forty-five (45) days shall constitute approval, and no other evidence of approval shall be needed. Applicant may request that the HPC postpone any approval or denial of the application beyond the forty

Sec. 62-121. Necessary actions taken by commission upon approval of application.

When a Certificate of Appropriateness is issued by the Historic Preservation Commission, the applicant shall submit drawings and specifications and all other required data to the Building Department of the City of St. Marys for receipt of a building permit. The Building Permit shall list on the face of the documents whether the property is in a historic district and if the certificate of appropriateness was approved with the date. Lack of inclusion of this data on the request for a building permit will delay processing of the application.

Sec. 62-122. Necessary actions taken by commission upon rejection of application.

If the commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The commission may suggest alternative courses of action it thinks proper if it disapproves the application submitted. The applicant, if he so desires, may make modifications to the plans and may resubmit the application at any time after making said modifications. The same procedure shall be followed for resubmission as for a new submission using the data included in this ordinance.

In cases where the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of the application for a certificate of appropriateness by the commission shall be binding upon the building official. In such a case, no building permit shall be issued.

Sec. 62-123. RESERVED

Sec. 62-124. Requirement of Conformance with Certificate of Appropriateness

- (1) All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is not performed in accordance with such certificate, the Historic Preservation Commission shall issue, through the office of the Building Director, a cease and desist order and all work shall cease.

The building official shall issue stop-work orders for projects within the preservation jurisdiction of the commission upon order of the commission if:

- (1) Work has begun which requires a certificate of appropriateness without such certificate.
- (2) Work has begun with an expired certificate of appropriateness.
- (3) It is done not in accordance with an issued certificate of appropriateness.

In all such cases the owners of the projects involved may apply for a certificate of appropriateness and upon the issuance of a certificate of appropriateness, the stop-work order will be removed immediately.

If any member of the Historic Preservation Commission observes construction from the public street that may not be in compliance with the approved Certificate of Appropriateness, the Commission member shall communicate his concerns to the Building Director for investigation. The Commission Member shall not approach the applicant or engage in any discussions

related to the Building Permit. Once an application for a COA is completed and submitted for consideration, no individual member of the HPC will engage in an ex parte communication/s with the applicant regarding the form and/or substance of the pending application, nor will said member take any individual action in an official capacity pursuant to the COA application prior to the meeting where the applicant's COA is to be reviewed by the HPC.

Sec. 62-125. Certificate void if construction not commenced.

A certificate of appropriateness shall become void unless construction is commenced within six months of the date of issuance. A single six (6) month extension shall be considered by the Historic Preservation Commission where the delay in the start of the work has been delayed for reasons beyond the direct control of the applicant. No further extension will be considered.

Certificates of appropriateness shall be issued for a period of 18 months and are renewable upon written request of the holder of the Certificate of Appropriateness at least thirty (30) days in advance of the 18 month period. Commencement of construction shall be defined as the date of initial application for a building permit. Where a building permit is not required, commencement of construction shall be defined as two (2) weeks after the issuance of the Certificate of Appropriateness.

Sec. 62-126. Recording of applications, proceedings.

The Historic Preservation commission shall keep a public record of all applications for certificates of appropriateness, and of all the commission's proceedings in connection with the application.

Sec. 62-127. Acquisition of property.

The commission may, where such action is authorized by the mayor and council and is reasonably necessary or appropriate for the preservation of a unique historic property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange or otherwise, of the property or any interest therein.

Sec. 62-128. RESERVED

Sec. 62-129. RESERVED

Sec. 62-130. Allegations of misconduct by any member of the Historic Preservation Commission

Any allegation of improper conduct by any member of the Historic Preservation Commission shall be referred to in writing to the City of St. Marys Ethics Board. Any person making allegations shall follow the procedures of the Ethics Commission regarding any allegation. The Historic Preservation Commission shall not be involved in any manner with the complaint except to make testimony as requested by the Ethics Board.

Secs. 62-131--62-150. Reserved.

DIVISION 5. DEMOLITION OR RELOCATION PERMIT

Sec. 62-151. Authority to comment on applications.

The commission shall have the authority to grant or deny any request for a permit to demolish or relocate a structure within a historic district, or on a historic property.

Sec. 62-152. Considerations of post-demolition plans.

The commission shall not grant demolition or relocation permits without reviewing at the same time the plans for the building or other development that would replace the structure. Plans to be submitted shall be similar in scope and detail as required for a new construction certificate of appropriateness.

Sec. 62-153. Demolition or relocation criteria.

(a) The commission shall evaluate the effect the demolition or relocation of a building will have on the historical character of the historic district or historic property affected. If the commission determines that demolition or relocation would have a negative effect, it will deny the certificate of appropriateness unless:

- (1) The structure has been damaged or destroyed by an act of god or fire, and the cost to repair is greater than the cost of new.
- (2) The structure has been declared structurally unsound by a licensed GA Professional Engineer with primary area of expertise in structural engineering.
- (3) The building in question is classified as an intrusion.

(b) Whenever a property owner shows that a building is incapable of being successfully rehabilitated or used, such building may be demolished or relocated; provided, however, that the issuance of a certificate of appropriateness shall be subject to a delay of demolition or relocation and that notice of the proposed demolition or relocation shall be given as follows:

- (1) For buildings rated historic-- twelve (12) months.
- (2) For buildings rated historic-observed - twelve (12) months.
- (3) For buildings rated non-historic - Three (3) months.
- (4) For buildings rated intrusion--no delay.

(c) Notice shall be posted on the premises of the building or structure proposed for demolition in a location clearly visible from the street. In addition, notice shall be published in a newspaper of general local circulation at least three times prior to the date of the permit, and the first notice of which shall be published no more than 15 days after the application for a permit to demolish is filed. The purpose of this section is to further the purposes of this article by preserving historic buildings which are important to the education, culture, traditions and the economic values of the city, and to give the city, interested persons, historical societies or organizations the opportunity to acquire or to arrange for the preservation of such buildings. The commission may at any time during such delay approve a certificate of appropriateness that would preserve and/or restore the structure, in which event a permit shall be issued without further delay.

Sec. 62-154. Emergency demolition permits.

If the building official determines that a landmark or existing building in a historic district poses immediate threat to the safety of the community, he may convene an emergency meeting of the commission. At such times the commission may authorize the emergency demolition of such structures.

Sufficient data to justify the emergency demolition shall be provided to the Historic Preservation Commission for use in making the determination. Written backup of any verbal or field decisions shall be provided to the Commission within two (2) weeks of the emergency declaration.

DIVISION 6. MAINTENANCE OF PROPERTY

Sec. 62-176. Ordinary repair.

Ordinary maintenance or repair of any exterior architectural feature in or on an existing building that does not involve a material change in design, material or outer appearance thereof is excluded from review and does not require a certificate of appropriateness.

The property owner shall notify – and make application to - the City Building Department of any proposed work to make sure that no permits are required and to avoid any uncertainty as to the scope of work.

Sec. 62-177. Conformity to existing building codes.

Nothing in this article shall be construed as to exempt property owners from complying with existing city building codes, nor to prevent any property owner from making any use of his property not prohibited by other statutes, ordinances or regulations.

Sec. 62-178. Demolition by neglect prohibited.

Property owners of historic properties, buildings in historic buffer areas or historic districts will not allow their buildings to deteriorate or be demolished by neglect. Demolition by neglect can result in the loss of valuable portions of the city's heritage as well as being a hazard to public safety and a public nuisance. The commission will be charged with the following duties and responsibilities regarding demolition by neglect:

- (1) The commission will monitor the condition of landmarks and existing buildings in historic districts and historic buffer areas to determine if they are being allowed to be demolished by neglect. Such conditions as the existence of broken windows, doors and openings which allow the elements and vermin to enter structure; the deterioration of exterior architectural features; and the deterioration of a building's structural system shall constitute demolition by neglect.

If the commission determines a state of demolition by neglect exists, the chairman of the commission will notify the owner and/or occupant of such property of the existence of a condition and the steps which need to be taken to remedy it. The owner and/or occupant of such property shall have thirty (30) days to remedy the condition or submit a plan for resolution as per Section 62-179 below.

DIVISION 7. ENFORCEMENT, APPEALS, HARDSHIP AND PENALTIES

Sec. 62-179. Enforcement and Penalties

- (a) This article shall be enforced by the **Code Compliance Officer** and/or Building Director of the City of St. Marys or their duly authorized representatives, as applicable.
- (b) Whenever it is necessary to make an inspection to enforce the provisions of this Article, or whenever a police officer or code enforcement officer has reasonable cause to believe that there exists upon any property a condition or violation which is unsafe, dangerous, hazardous, or detrimental to the public interest, the officer may enter upon the grounds of such property at all reasonable times to inspect the same; provided, however that if such structure or property is occupied, the officer shall first present proper credentials and request entry upon such grounds. If such entry is refused, the officer shall have recourse to every remedy provided by law to secure entry upon such grounds.
- (c) The initial observation of any deficiency under this Ordinance shall consist of a courtesy letter, with notations as to the nature of the deficiency, and a request to provide a resolution plan as to how the property owner intends to address and/or eliminate the deficiency within thirty (30) calendar days from the date of receipt of the courtesy letter. Once the resolution plan is reviewed and approved by HPC and the Building Director, the property owner shall eliminate the deficiency within thirty (30) calendar days. If the elimination of the deficiency is determined to take longer than thirty (30) days as reviewed and approved by the Building Inspector, this shall be noted on the plan of resolution.
- (d) If no resolution plan is submitted within the time noted, or if the deficiency is not resolved within the time noted, then penalties will be assessed and enforced as noted below.
 1. *Fine and/or Sentence.* Any person convicted by a court of competent jurisdiction of violating any provision of this article shall be guilty of violating a duly adopted ordinance of the City of St. Marys and shall be punished for each count either by a fine not less than \$100 per day not to exceed \$1,000, or by a sentence of imprisonment not to exceed 60 days in jail, or both a fine and jail or a community work alternate as determined by the Court.
 2. *Powers of the Court.* The court shall have the power and authority to order the violation corrected in compliance with this article and the court may require payment of restitution or impose other punishment as allowed by law.
 3. *Other Legal Remedies.* In any case in which a violation of this article has occurred, the City of St. Marys, in addition to other remedies provided by law, may petition for a restraining order, injunction, abatement, or take any other appropriate legal action or proceeding through a court of competent jurisdiction to prevent, restrain, or abate such unlawful use or activity.

Sec. 62-180. Appeals/Hardship.

- (a) Appeals: Any person adversely affected by any determination made by the Historic Preservation commission relative to the issuance or denial of a certificate of appropriateness may appeal such determination to the mayor and city council; the appeal must be applied for within Thirty (30) calendar days after notification is sent. The mayor and city council may approve, modify, or reject the determination made by the Historic Preservation commission if they find the commission abused its discretion in reaching its decision by violating procedures set forth in this article. Appeals to the mayor and city council may be appealed to the Superior court of Camden County in a manner provided by law for appeals from conviction of ordinance violations.
- (b) Hardship: Where, by reason of unusual circumstances, the strict application of any provision of this division would result in the exceptional practical difficulty or undue hardship upon any owner of a specific property, the commission, in passing upon applications, shall have the power to vary or modify strict adherence to the provisions, or to interpret the meaning of the provisions, so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of the provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this article. An undue hardship shall be a situation not of the applicant's own making, nor will economic hardship be the sole reason for request of a designation of undue hardship.
- (c) In the event that compliance with any sections of this ordinance are the result of issues beyond the control of the Citizen, thereby creating a hardship, the citizen has the right to request a determination of hardship. This determination shall be requested by the Citizen via written letter to the Planning Director, stating the reasons for a hardship determination. This determination shall be requested after the issuance of a courtesy letter outlining the deficiencies and prior to the issuance of any formal citation, the Citizen.
 1. This letter shall be received within Thirty (30) calendar days of receipt of any courtesy citation.
 2. The basis for a determination of the economic hardship of the proposed action on the citizen shall be made by the Planning Director, with appeal of any decision to City Council.

3. The receipt of the letter by the Planning Director will postpone any other legal remedy outlined above for the period of time that the petition is being reviewed by the Planning Director and – in the event of an appeal - by the Council.
4. The letter shall also outline the method and timing of the resolution of the issue, based on the ability of the Citizen to comply with this ordinance.

*** End ***

1 **ST. MARYS CITY COUNCIL**
2 **ST. MARYS, GEORGIA**

3
4 At the regular meeting of the St. Marys City Council, held in the St. Marys City Hall,
5 St. Marys, Georgia:

6
7 Present:

8
9 John F. Morrissey, Mayor
10 Robert L. Nutter, Councilman, Post 1
11 Nancy Stasinis, Councilwoman, Post 2
12 Jim Gant, Councilman, Post 3
13 Sam Colville, Councilman, Post 4
14 David Reilly, Councilman, Post 5
15 Linda P. Williams, Councilman, Post 6
16

17
18 On motion of _____, which carried _____, the
19 following Ordinance amendment was adopted:

20
21 AN AMENDMENT TO THE CODE OF ORDINANCES, CITY OF ST.
22 MARYS, GEORGIA, SECTION 46, Signs TO REGULATE SIGNS
23 WITHIN THE HISTORIC DISTRICT AND FOR OTHER PURPOSES.
24

25 Be it, and it is, hereby ordained by the Mayor and Council of the City of St. Marys,
26 this 17th day of March, 2014 that section 46-141 of the Code of Ordinances, City
27 of St. Marys, Georgia is hereby amended to read as follows:

28
29 **REPLACE** Section 46-141, paragraph (d) sub-paragraph (3) in its entirety with the
30 following new paragraph (d) sub-paragraph (3):

31
32 (3) *Historic district.* ALL signs intended to be located within the St. Marys Historic District are
33 regulated by the Historic Preservation Ordinance 162.
34

35 **This Amendment** shall become effective upon passage.

36
37 **ST. MARYS CITY COUNCIL**
38 **ST. MARYS, GEORGIA**

39
40
41
42 _____
43 JOHN F. MORRISSEY, MAYOR
44 ATTEST:

45
46 _____
47 DEBORAH WALKER-REED, CITY CLERK
CITY OF ST. MARYS, GEORGIA

1 **ST. MARYS CITY COUNCIL**
2 **ST. MARYS, GEORGIA**

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13 Sam Colville, Councilman, Post 4
14 David Reilly, Councilman, Post 5
15 Linda P. Williams, Councilman, Post 6

16
17
18 On motion of _____, which carried _____, the
19 following Ordinance amendment was adopted:

20
21 AN AMENDMENT TO THE CODE OF ORDINANCES, CITY OF ST.
22 MARYS, GEORGIA, SECTION 62, HISTORIC PRESERVATION TO
23 REGULATE ADD SIGNAGE WITHIN THE HISTORIC DISTRICT AND
24 FOR OTHER PURPOSES.
25

26 Be it, and it is, hereby ordained by the Mayor and Council of the City of St. Marys,
27 this 17th day of March, 2014 that section 162 Historic Preservation of the Code
28 of Ordinances, City of St. Marys, Georgia is hereby amended to read as follows:

29
30 Section 62-36, Definition:

31
32 ADD the following definition to

33
34 *Code Compliance Officer (CCO)*: For the purposes of this ordinance, any reference to Code
35 Enforcement Officer shall refer to the properly designated CCO.
36

37 REVISE the following definition to delete all existing text after the word
38 'carport' add the following NEW phrase after the word 'carport':

39
40 pools (in ground or above ground), heavy-duty playground equipment (fixed to ground or
41 unfixed), and/or signage.
42

43 Section 62-63. Members

44 Change the words no less than two to a new phrase:

45
46 A maximum of two members . . .
47
48
49
50

1 Section 62-114. Guidelines and criteria

2
3 ADD the following NEW paragraph 'B':

4
5 B. Signs located within the St. Marys Historic District

- 6 (1) Purpose. In support and furtherance of its findings and determination that the historical, cultural
7 and aesthetic heritage of the City of St. Marys is among its most valued and important assets and
8 that the preservation of this heritage is essential to the promotion of the health, prosperity and
9 general welfare of the people; in order to stimulate revitalization of the waterfront district and
10 historic neighborhoods and to protect and enhance historical and aesthetic qualities of the city for
11 the enjoyment of the city's residents and visitors alike; in order to enhance the opportunities for
12 federal tax relief of property owners under relevant provisions federal law. In order to provide for
13 designation, protection, preservation and rehabilitation of historic properties and districts and to
14 participate in federal programs to do the same; in order that the above activities will perpetuate the
15 city's high quality of life for present and future generations. The Mayor and Council of the City of
16 St. Marys hereby declare it to be the purpose and intent of this article to establish a uniform
17 procedure for use in providing for the protection, enhancement, perpetuation and use of places,
18 districts, sites, buildings, structures and works of art having a special historical, cultural or
19 aesthetic interest or value, in accordance with the provisions of the article.
- 20 (2) Definitions. For the purposes of this article and except as may be revised herein, definitions of
21 any term shall be consistent with the definitions contained in Section 46-137 of the Ordinances of
22 the City of St. Marys. In the absence of any definition listed below, the New American
23 Dictionary, latest edition shall be used to provide the proper definition.
- 24 (3) General: Any sign proposed to be erected within physical limits of the St. Marys Historic District
25 regardless of the underlying zoning shall be submitted for a Certificate of Appropriateness (COA)
26 from the Historic Preservation Commission (HPC). The Planning Commission will not review or
27 approve any signage within the Historic District.
- 28 (4) Adherence to HPC Guidelines: All owners or prospective owners of businesses or residential
29 properties in the Historic District must adhere to HPC guidelines whose sole purpose is to retain
30 the historic character of the district. All signs visible from the public street or public alley and/or
31 directly adjacent to the public street or alley shall be within the jurisdiction of the HPC.
- 32 (5) Criteria: When considering applications for certificates of appropriateness for new or revised
33 signage in the historic district, the HPC shall use the criteria contained within this ordinance.
- 34 a. For the purposes of this section, the term signs shall include banners, fixed signage, free
35 standing signage, flags, sandwich board signs, push-in signs, streamers, balloons, canopy
36 advertising, umbrella advertising, mobile parked vehicle signage (but not including signs on
37 vehicles doing business within the district), and similar advertising media. Sign requests shall
38 be submitted on an application form as approved by the HPC with date of submission to the
39 Planning Department.
- 40 b. Signs shall strictly comply with this section of Ordinance 62.
- 41 c. Signs shall initially be reviewed by staff of the Planning Department as to completeness of
42 the submitted documents. Incomplete applications will not be accepted by the staff of the
43 Planning Department or reviewed by the HPC.
- 44 d. Complete applications for any signs shall then be submitted to the HPC for review in
45 public session with the HPC voting to approve or disapprove the submitted sign. The Owner
46 of the sign or representative authorized in writing to represent the owner, is required to be in
47 attendance to present the application to the HPC. Owner or Representative shall be authorized
48 to make decisions for - or on behalf of - the Owner.
- 49 e. Signs must not distract or detract from the visual historic character of the St. Marys
50 Historic District and shall not obscure architectural details of the building and property.
- 51 (6) Specific Regulations:
- 52 a. No more than two exterior signs per lot. Of the two exterior signs, only one may be pylon
53 or freestanding.
- 54 b. All freestanding or pylon signs shall be considered a special use, under the requirements of
55 a special use listed in Ordinance 110. In consideration of the special use, applicant shall note
56 the height, size (not to exceed 25 square feet on one side), location, photographs of the
57 location, type of construction, whether the pylon sign will block any historic features,

1 illumination, and whether the sign would create a safety or visibility problem with pedestrians
2 or vehicles as well as other factors that the HPC would need to consider before granting
3 approval. Materials for freestanding signs should use materials that coordinate with the
4 surrounding properties construction design. The base of said signs shall be shielded by plants.
5 Materials for freestanding signs should be of wood or a material that closely resembles wood
6 in appearance.

7 c. Other exterior wall signs shall either be attached flat against the wall or project at 90
8 degrees from the wall for maximum of 36 inches. Signs flat on the wall shall not project out
9 from the surface more than 6” and not create a safety or visibility problem with pedestrians or
10 vehicles. The total size of all wall and projecting signs is 40 square feet.

11 d. Multi-tenant buildings with separate doors to the exterior may post one sign at each main
12 entry not to exceed two square feet.

13 e. Multi-tenant buildings with one main door to the exterior shall post one sign at the main
14 entry not to exceed 6” by 18” for each tenant stacked vertically.

15 f. Signs may be illuminated from ground mounted up-lamps with no spillover of light that
16 will affect pedestrian and vehicle traffic.

17 g. Backlit, neon, digital, LED, flashing, or changing illumination is prohibited whether
18 located on the exterior or behind the glass and visible from the sidewalk or street

19 h. Non-illuminated signage in the windows of exterior windows shall be no more than 20
20 square feet to enable visibility into the building for security purposes.

21 i. Signs with changeable or moveable letters/messages are not permitted.

22 j. Roof signs are not permitted.

23 k. Billboards are not permitted.

24 l. Freestanding signs (similar to sandwich signs) may not be located on sidewalks or on
25 street right-of-ways or on medians.

26 m. One push-in real estate sign not to exceed four (4) square feet located OFF of the public
27 ROW is permitted.

28 n. Political signs not to exceed two (2) square feet per sign for any registered candidate (for
29 any City, County, or Federal election), one per candidate, only on privately owned property
30 with consent of the property owner but NOT within the Right of Way (ROW).

31 o. Yard sale signs are not permitted anywhere within the Historic District.

32 p. Signs advertising businesses or activities not located on the same site as the sign are not
33 permitted.

34 q. Businesses or activities located outside of the Historic District are not permitted to post
35 signage of any type within the Historic District.

36 r. Intensive holiday displays (such as but not limited to festivals/activities relating to
37 Christmas, New Years, Easter, July 4th, Rock Shrimp, Mardi Gras) shall receive a COA from
38 the HPC, as well a City review based on the Assembly portion of the City Ordinances prior to
39 sixty (60) days of the event. Any signage regarding sponsorship shall be limited to 8” by 24”.

40 s. Paintings or works of art that do not convey a commercial message are permitted upon
41 approval of the HPC.

42 t. There shall be no signs advertising alcohol or products containing alcohol.

43 u. Official flags. Official U.S. or GA flags shall be flown in accordance with protocol
44 established by the Congress of the United States for the Stars and Stripes, or State of GA as
45 applicable.

46 v. Traffic safety and traffic directional signs installed within the right-of-way of a public
47 street, and traffic safety and traffic directional signs along private streets driveways, and in
48 off-street parking lots that are installed per the requirements of the city engineer or per city,
49 state, or federal ordinance shall be permitted.

50 w. Street address numbers attached to buildings (maximum letter height 12 inches) to ensure
51 visibility for public service recognition shall be permitted.

52 x. Any sign not visible from a public street does not require Historic Preservation
53 Commission approval.

54 y. Signs pertaining to the time a business, activity, or establishment is open, and conditions
55 under which patrons may receive service, including credit card identification signs or stickers
56 up to a total of all such signs to a maximum of one square feet in area per main entry door.

57 z. Any signage regarding ‘official’ sponsorship of any event held on a private property shall
58 be limited to 8 inches by 24 inches and not be placed within the ROW. Sponsorship signs

1 shall be permitted to be placed only on the parcel containing the event a maximum of thirty
2 (30) days in advance of the event, with removal ten (10) days after the event.

3 (7) Prohibited signs. The following types of signs are prohibited in all zoning districts of the city,
4 except as otherwise specifically provided by this section:

- 5 a. Animated signs.
6 b. Automated changeable copy signs.
7 c. Flashing signs.
8 d. Any air- or gas-filled balloons.
9 e. Portable signs.
10 f. Pylon signs not otherwise permitted per this Section.
11 g. Roof signs not permitted.
12 h. Sidewalk signs not otherwise permitted per this Section.
13 i. Streamers and pennants.
14 j. Signs that imitate an official traffic sign or signal. This includes signs that use colored
15 lights at any location or in any manner so as to be confused with, or construed as, traffic
16 control devices.
17 k. Signs within the right-of-way, including those attached to traffic signs or telephone poles,
18 trees, the ground, or vehicles of any wheeled or wheel-less type.
19 l. Signs attached to trees, other natural features and utility poles.
20 m. Signs attached to courtesy benches, trashcans, and similar devices, with the exception of
21 signage related to the ownership of such items.
22 n. Trailer mounted signs.
23 o. Banners.
24 p. Any sign or outdoor advertising display that depicts any material which is obscene as
25 defined in O.C.G.A. § 16-12-80.
26 q. Any sign or outdoor advertising display that shows nudity as defined in O.C.G.A. § 32-6-
27 75.
28 r. Signs illuminated in such a way that they cast intense light onto any residential premises or
29 public roadways, or impair motorist vision, as determined by law enforcement personnel.
30 s. No exterior outdoor advertising or interior advertising visible from the exterior shall be
31 erected in the city advertising or promoting the sale of alcoholic beverages.
32 t. Signs shall not be erected, constructed or maintained so as to obstruct any fire escape, any
33 window, door or opening used as a means of egress.
34 u. State law prohibits the placement of any sign on city right-of-ways, including political
35 signs. Signs on
36 the city or state right of ways are considered littering and a misdemeanor and be subject to the
37 f nes for
38 littering and for removal costs as noted herein.
39 v. All signs prohibited by the Official Code of Georgia.
40 w. Consistent with the Internal Revenue Code of 1954 Rev. Rule 585-89(7)(b), a private club
41 should not advertise its facilities for nonmember patronage since this would be prima facie
42 evidence it was engaging in business.
43 x. Push in signs for any purpose (except real estate signs and signs not to exceed two (2)
44 square feet per sign for any registered candidate for any City, County, or Federal election) are
45 not permitted within the Historic District or on privately owned property or within the street
46 Right of Way (ROW).

47 (8) Administration

- 48 a. All signs erected within the St. Marys Historic District must have approval of the Historic
49 Preservation Commission.
50 b. A Certificate of Appropriateness (COA) application in a form approved by the HPC must
51 be completed, submitted to the Planning Director or designated staff member for
52 completeness at least fifteen (15) days in advance of the regularly scheduled monthly
53 meeting.
54 c. The Application will be reviewed and approved by the historic preservation commission at
55 their regularly scheduled monthly meeting.
56 d. The applicant for a COA must be in attendance to present their application. A written
57 letter of authorization for another to represent them can be provided should the applicant wish
58 to have another represent them.

- 1 e. Upon approval, all signs must conform to the regulations of this article.
 2 f. The director of planning or designated staff member shall be authorized to issue sign
 3 permits after approval by the HPC in accordance with the provisions of this article.
 4 g. The city shall process all sign permit applications within 30 business days of the city's
 5 actual receipt of both a completed and approved COA and a sign permit fee. In no event,
 6 except with permission of the applicant, may the director of planning or designated staff
 7 member delay acting upon a sign permit application.
 8 h. The director of planning or designated staff member shall reject any application
 9 containing any false material statements or omissions. Any rejected application later
 10 resubmitted shall be deemed to have been submitted on the date of re-submission, instead of
 11 original submission. Should it be determined that a sign permit was issued pursuant to an
 12 application containing a false material statement or omission, the director of planning or
 13 designated staff member shall revoke said application and the subject sign shall be removed.
 14 A revocation pursuant to this section shall be appealable pursuant to this article.
 15 i. Sign permit expiration date. A sign permit shall become null and void if the sign for which
 16 the permit was issued has not been completed within 12 months after the date of issuance. No
 17 refunds will be made for a permit after the permit is issued. If later an individual desires to
 18 erect a sign at the same location, a new application for the sign must be processed, the
 19 approval process restarted from the beginning, and another fee paid in accordance with the fee
 20 schedule applicable at such time.
 21 j. Sign permit fees. No sign permit shall be issued until the appropriate application has been
 22 filed with the director of the department of planning or designated staff member and fees have
 23 been paid as adopted from time to time by the St. Marys City Council.
 24 k. Upon failure of the sign owner, lessee, or property owner to comply with this article, the
 25 planning director shall give written notice of intent to obtain a removal order, by registered or
 26 certified mail with return receipt requested, to the sign owner, lessee, or property owner.
 27 Among other items, provided to the sign owner will be a written notice, certified and return
 28 receipt requested, to be and appear at the next regularly scheduled meeting of the HPC to
 29 show cause why said sign should not be subject to a removal order. At such meeting the
 30 following will transpire.
 31 (1) The planning and zoning director will provide the reasons why the sign should be
 32 removed and the sign owner will be awarded the opportunity to explain why the sign
 33 should remain.
 34 (2) Afterwards, members of the general public may be granted the opportunity to speak
 35 at the discretion of the planning commission chairman. Thereafter, any member of the
 36 planning commission may make a motion to take action.
 37 (3). upon the motion being seconded, discussion will follow customary meeting
 38 procedures as contained elsewhere in Section 62 – Historic Preservation.
 39 (9) Nonconforming signs.
 40 a. Nonconforming signs that met all legal requirements when erected may stay in place until
 41 the deterioration of the sign or damage to the sign makes it a threat to public safety, and no
 42 repairs have been effected within five days of receipt of registered or certified notice, return
 43 receipt requested, from the director of planning or building directing that immediate repairs
 44 are necessary to protect public safety. Any sign removed in accord with this section, shall not
 45 be replaced except in accord with the current requirements of this article.
 46 b. Any nonconforming sign shall either be eliminated, or made to conform to the
 47 requirements of this article, when any proposed change, repair, or maintenance would
 48 constitute an expense of more than 50 percent of the lesser of the original value or
 49 replacement value of the sign.
 50 (10) Enforcement. This article shall be administered and enforced by the director of the
 51 department of planning or building or his or her designee. In case any sign that is proposed to
 52 be erected, constructed, altered, converted, or used in violation of any provision of this article,
 53 the director of the department of planning or building may, in addition to other remedies, and
 54 after notice to the appropriate person, issue a citation for violation of the city ordinance
 55 thereby requiring the presence of the violator in municipal court; institute the filing of a
 56 petition for an injunction, or other appropriate action or proceeding to prevent such unlawful
 57 erection, construction, alteration, conversion, or use to correct or abate such violation.
 58 Additionally, the director of the department of planning or building may have the sign

1 removed at the expense of the owner with a lien filed against the property, and may issue a
2 citation for violation of the city ordinance to the agent that placed the sign, as well as those
3 parties responsible for directing the agent, including the person or business owner whose
4 name, message, and/or address, and/or telephone number appears on the sign.

5 a. The City, without warning or notice to the sign owner, may remove any sign located
6 within a public street right-of-way immediately. Signs so removed shall be immediately
7 destroyed without any consideration of compensation to the sign owner, known or unknown.

8 b. Penalty for violation. Any person violating any provision of this article or conditions
9 of the issued permit, or stop-work order shall be subject to a fine up to \$1,000 per violation
10 per day or by imprisonment for a period not to exceed 60 days, or both.

11 c. City occupation taxes, public liability insurance required. It shall be a violation of
12 this article for any person to engage in the business of erecting or maintaining signs within the
13 city, unless and until such entity shall have paid a city occupational tax or furnished proof of
14 payment of an occupation tax to another municipality or county, reference section 22-24 of
15 the St. Marys Code of Ordinances, and a certificate of insurance from an insurance company
16 authorized to do business in the state evidencing that the person or entity has in effect public
17 liability and property damage insurance.

18 d. Termination of sign permit and/or city occupation license. Violation of any
19 provision of this article will be grounds for terminating the sign permit granted by the city to
20 the owner and/or the occupation tax certificate of the person or entity erecting the sign.
21 Except as otherwise provided in this article, no permit and/or occupation tax certificate shall
22 be suspended, revoked or canceled except for cause as hereinafter defined, and the permittee
23 is granted a public hearing before the planning commission. The permittee will be given ten
24 days' written notice, by certified mail and return receipt requested, of the time, place and
25 purpose of the hearing, with a statement of the reason for the suspension, revocation or
26 canceling of such permit and/or certificate. "Cause" is the willful and/or continued violation
27 of the provisions of this article. The termination of the permit and/or license does not in any
28 way preclude the person or persons alleged to have violated the provisions of this article from
29 being tried under the enforcement provisions of this article. Should a permittee fail to pick up
30 the certified mail, and said mail is returned, this failure to pick up will not delay the
31 termination action or create any defense to stay any enforcement action.

32 e. Removal of abandoned signs. It is the intent of this section to establish reasonable
33 time periods for the removal of abandoned signs. For purposes of this section, all signs
34 pertaining to a business, service, institution, industry, or other activity that ceases operations
35 shall be deemed to be abandoned. For purposes of this section, "ceases operations" shall be
36 interpreted literally and to include cases where there is substantial evidence that a business or
37 activity has vacated the building or grounds; provided, further, that this section shall not apply
38 to any case where a business or activity is temporarily suspended and there is evidence that
39 the business or activity will resume operations within a specifically designated period. It shall
40 be the responsibility of the property owner, the operator of a business or activity discontinuing
41 a lease if any, and the leasehold manager if any, ensuring compliance with the provisions of
42 this section and each owner, operator, or manager shall be considered individually responsible
43 for compliance with this section. Property owners will be given written notice, by certified
44 mail with return receipt requested, of the appropriate procedures necessary for abandoned
45 signs. Should a property owner fail to pick up the certified mail, and said mail is returned,
46 this failure to pick up will not delay the termination action or create any defense to stay any
47 enforcement action.

48 (1) All abandoned signs that meet the definition of a window sign, wall sign, off-
49 premises directional sign, marquee or canopy sign, temporary sign requiring a permit,
50 or temporary sign, shall be removed within ten days from the date of discontinuance.
51 The director of planning or building may permit an extension of this removal period
52 only in cases where special equipment is needed to remove the sign and removal of the
53 sign structure cannot reasonably be arranged by the sign owner within the ten-day time
54 period.

55 (2) All abandoned signs that meet the definition of a pylon sign shall be removed
56 within 60 days from the date of discontinuance. The director of planning or building
57 may permit one 30-day extension of this removal period only in cases where special

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equipment is needed to remove the sign or sign structures, and removal of the structure cannot reasonably be arranged by the sign owner within the 60-day time period.

(3) This section shall not apply to the structure of a monument sign, provided that it might reasonably be used by a future tenant or property owner, complies with the provisions of this article, and is maintained in good condition; provided further, that the following shall be met:

a. If an abandoned monument sign contains a message panel that is removable from the monument structure without disassembling the monument, then within 30 days of the date of discontinuance said panel shall be removed and the portion of the monument structure that previously held the message panel shall be covered with durable cloth or canvas to avoid the appearance of blight, until such time as a new sign permit is applied for and granted and an approved sign panel is installed in said monument.

b. If an abandoned monument sign contains a sign copy area that is not removable without disassembling the monument, then said sign copy area shall be modified (e.g., painted over) or covered with durable cloth or canvas so that the sign copy pertaining to the business or activity discontinued is no longer visible, until such time as a new sign permit is applied for and granted and approved sign copy is affixed on the sign copy area of said monument.

c. Removal of signs not maintained. All signs shall be maintained by the property owner in good condition so as to present a neat and orderly appearance. The director of the department of planning or building may remove or cause to be removed, after proper written notice, any sign that shows gross neglect, becomes dilapidated, or in the opinion of the chief building inspector poses a threat to public safety. The director of the department of planning or building or his designee will give the owner 45 days written notice, by certified mail with return receipt requested, to correct the deficiencies or to remove the sign or signs, except signs that pose a threat to public safety which shall be removed in accord with this section. If the owner refuses to correct the deficiencies or remove the sign, the director of the department of planning or building or his designee will have the sign removed at the expense of the owner, with a lien filed against the property. Should a permittee fail to pick up the certified mail, and said mail is returned, this failure to pick up will not delay the termination action or create any defense to stay any enforcement action.

Section 62-179. Enforcement and Penalties

REPLACE existing paragraph 'a' and ADD the following NEW paragraph 'a':

This article shall be enforced by the Code Compliance Officer and/or Building Director of the City of St. Marys or their duly authorized representatives, as applicable.

These Amendments shall become effective upon passage.

**ST. MARYS CITY COUNCIL
ST. MARYS, GEORGIA**

JOHN F. MORRISSEY, MAYOR
ATTEST:

DEBORAH WALKER-REED, CITY CLERK
CITY OF ST. MARYS, GEORGIA

CITY COUNCIL MEETING

March 17, 2014

NEW BUSINESS: To approve a resolution regarding the REVISED Short Term Work Program.

PURPOSE: After our original submission of the STWP, the Department of Community Affairs (DCA) had minor administrative comments regarding the submission that did not affect the content or status of any item. This data was resubmitted and the City was notified on Feb. 27, 2014 that the resubmittal was approved by DCA. DCA, however, requires a new resolution that reflects the approval of Council for these changes.

RECOMMENDATION: Planning staff and Interim City Manager recommend approval.

HISTORY/ANALYSIS: DCA requires a 'clean' copy of the STWP, and a new resolution. This revised listing does not commit the City to expend and funds on the items, but rather gives the City the necessary data to prioritize the future work of the City.

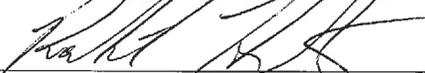
ATTACHMENTS: *Copy of the revised STWP document incorporating all of the minor comments of DCA; Copy of REVISED Form of Resolution.*

Department Director:



Roger A. Weaver, Planning Director

City Manager:



Robby Horton, Interim City Manager



CITY OF ST. MARYS

418 OSBORNE STREET
ST. MARYS, GEORGIA 31558

1 CAMDEN COUNTY, GEORGIA
2 CITY OF ST. MARYS

3 **A RESOLUTION**
4 **ADOPTING THE CITY OF ST. MARYS**
5 **FIVE YEAR, 2013-2018 SHORT TERM WORK PROGRAM**

6
7 **WHEREAS**, the Georgia Planning Act of 1989 established the Minimum Planning Standards and
8 Procedures for Local Comprehensive Planning; and
9

10 **WHEREAS**, the Georgia Planning Act requires that local governments prepare a Five Year Short Term
11 Work Program; and
12

13 **WHEREAS**, the Five Year Short Term Work Program identifies specific actions local governments intend
14 to implement in accordance with approved plans such as Comprehensive Plans, Solid Waste Plans, Storm water
15 Plans, etc.; and
16

17 **WHEREAS**, the City of St. Marys has completed its 2013-2018 Short Term Work Program for adoption;
18 and
19

20 **WHEREAS**, the City St. Marys held a public hearing on its 2013-2018 Short Term Work Program on
21 November 18, 2013 at its regular City Council Meeting at 418 Osborne Street, St. Marys, Georgia; and
22

23 **WHEREAS**, the Coastal Regional Commission and the Georgia Department of Community Affairs
24 determined in its regional review that the 2013-2018 Short Term Work Program as per the revised and
25 resubmitted Jan. 22, 2014 was compliant with Local Planning Requirements as per email from the Coastal
26 Regional Commission dated Feb. 26, 2014.
27

28 **NOW BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. MARYS** that the Five Year, 2013-2018 Short
29 Term Work Program, as revised, be adopted and transmitted per the requirements of the Georgia Planning Act
30 of 1989.
31

32 **SO PASSED AND APPROVED** this _____ day of March, 2014.
33

34 **SPONSORED BY:**

35 _____
36
37
38 John F. Morrissey, Mayor

39 **ATTEST:**

40 _____
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45 Deborah Walker-Reed, City Clerk

151	Prepare PRECISE inventory of all City property, easements, and ROW in data base							DONE									DONE - This has been completed.
152	Acquire the Rookery and sufficient surrounding property as an ecological preserve and study area.													Property Owner, City	Property Owner		This manmade rookery has become a major stopover on the Northern Bird Flyway. The fresh water lake, combined with appropriate access would be a definite tourist draw.
153	Complete scanning of backlogged materials													City	General Funds		The City is in real time scanning for documents. Past document scanning is ongoing until completion.
154	Complete Sea Grant for contracts to prepare the City for future sea rise from hurricanes, flooding, surge, and Climate Change													City, OGA	City in line with NOAA through OGA		This is a two + year grant to provide ideas and data for the City to survive any sea level rise, whether from a hurricane, surge, Climate change, flooding etc. for 30, 50, 100 years out.
155	Acquire the pond at the corner of Meeting Street and ...													City	General Funds		Acquisition of this pond at the very entrance to the traditional downtown portion of the City would provide a good entry feature.
	at the old Bayer Chemical Plant on Harriet's Bluff Rd.													IBD	IBD		long shot at its best.
157	ADDENDUM TO TABLE	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Responsible Party	Funding Source	Comments		
81A	Reconstitute the Housing Authority to utilize possible HUD funding for affordable housing opportunities	x	x	x	x	x	DONE						City	General Fund	The City now has appointed a representative to the Authority Board to represent the City's interest in public housing.		
82A	If airport relocation occurs, then Community Agenda items relating to the Airport shall be modified to support planning studies to identify the best and highest use of the former airport lands, consistent with surrounding uses and the goals for the City of St. Marys	x	x	x	x	x	x	*	*	*	*	*	City, FAA, GaDOT	General Fund and other sources to be determined	The City has completed a best and highest use study if the airport moves, and is in the process (2013) completing a Joint Land Use Study with the US Navy regarding the Airport and other issues. At this time it appears that the airport will either be totally closed or relocated to an unknown site.		

Reference Numbers - Yellow Shading - headers for each group of activities as per the prior STWP

Reference Numbers - Green Shading - Items already completed or deleted.

Reference Numbers - Blue Shading - NEW Items for this STWP 2014-2018.

Reference Numbers - Pink Shading - Items from the 2008-2012 STWP from the approved report - The Pink runs under all of the other colors.

LEGEND FOR MAP SYMBOLS

- This designates items that can be accomplished via the rewrite of the Zoning Ordinance 110 and the related new zoning map and land use map.
- These are items that are related to Community Development and/or Economic Development.
- These items will require either a new ordinance or rewriting of an existing ordinance.
- These items are related to the Emergency Management system and their related responsibilities.
- These items defy categorization and are stand alone as noted.
- These items are already covered by Ordinance, and require continuous conscious review and discussion.
- These items are potential capital improvement projects if approved specifically by City Council.
- These items are transportation items and involve GaDOT and others to work in a realistic manner.

March 17, 2014

NEW BUSINESS: Authorize a Change Order for Additional Surveying at the Gateway portion of the Transportation Enhancement Grant.

PURPOSE: The US Corps of Engineers has requested additional survey data on the Marsh area adjacent to the work area on the portion of the Gateway Parcel that is to be used for the T-E grant for public access. This will require an addition to the Contract to the Consultant (Thomas and Hutton) in the amount of \$460.

RECOMMENDATION: Planning Department recommends approval.

HISTORY/ANALYSIS: Our Contract with Thomas and Hutton did not include any funds for this work based on data provided by GaDOT.

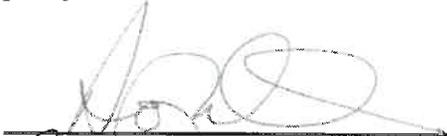
However, the US Corps of Engineers is requiring more detailed data on the marsh in front of the existing to remain bulkhead. This request is quite puzzling in that the project does not extend any farther than the face of the existing bulkhead. The project will not affect the marsh or river in any way. The City must comply with the direction of the Corps.

The project would be accomplished by Bennett Surveying at a cost of \$460, and would be taken from the T/E grant portion of the project (not the City portion). It is my understanding that the work has been done in order to continue the project and that this change is administrative in nature.

The quote from Thomas and Hutton is as per the attached request for a Change Order. The work will be accomplished by a Camden County surveyor.

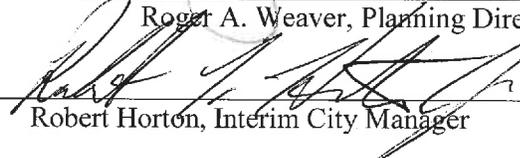
ATTACHMENTS: *Request from Thomas and Hutton.*

Department Director:



Roger A. Weaver, Planning Director

City Manager:



Robert Horton, Interim City Manager

**CONTRACT AMENDMENT
CITY OF ST. MARYS**

PROJECT NAME: ST. MARYS MULTI-USE TRANSPORTATION
PATHWAY, PHASE III

CONTRACTOR/CONSULTANT: THOMAS & HUTTON ENGINEERING CO.

AMENDMENT NO.: 3

DATE: 1/7/14

The Contractor/Consultant is hereby requested to comply with the following changes to the Contract.

Item No.	Description of Change	Decrease in Contract Price	Increase in Contract Price
1	Add'l Survey of Dock as req'd by USACE		\$460.00
	TOTAL DECREASE		
	TOTAL INCREASE		\$460.00
	NET INCREASE/DECREASE IN CONTRACT PRICE		\$460.00

The sum of **\$460.00** is hereby added to the total contract price of **\$74,600.00** and the total Contract price to date is **\$75,060.00**.

The time provided for completion of the Contract shall be **unchanged**. This document shall become and amendment to the contract and all provisions of the Contract will apply hereto.

ACCEPTED BY: _____
(Contractor/Consultant)

DATE: 1/7/14

REVIEWED BY: _____
(City of St. Marys Planning Director)

DATE: _____

APPROVED BY: _____
(Chairman, City of St. Marys Commission)

DATE: _____

CITY COUNCIL MEETING

March 17, 2014

TITLE: SEASONAL MOWING POSITIONS IN PUBLIC WORKS

PURPOSE: To authorize the Public Works Department to hire two seasonal positions to perform right of way maintenance on Highway 40 and Spur 40.

RECOMMENDATION: Approval.

HISTORY/ANALYSIS: A Department of Transportation (DOT) contract for the mowing of State Highways within St. Marys went into effect on February 1, 2013. Based on this contract, the DOT will pay the City the amount of \$2,625 per year per mile for the mowing, edging, weeding, and litter pickup along Highway 40 and Spur 40 (within St. Marys City Limits). The annual amount of the contract (at 11.03 miles) equals \$28,953.75. The City invoices DOT monthly in the amount of \$2,412.81.

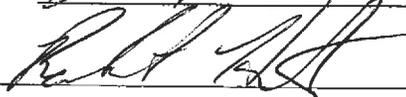
In an effort to increase the cleanliness along the State Highways within the City, the Public Works Department would like to propose the hiring of two seasonal employees. These employees would work five days per week (40 hours each) for up to 6 months (26 weeks). The total maximum annual salaries for these two positions would be \$22,817.60 (\$11,408.80 each). It is proposed that these salaries be funded from the DOT contract for mowing state highways. This would leave a remainder of \$6,136.15 in the DOT contract to cover other expenses related to these positions.

The Public Works Department would also like to propose that these positions be recurring each year as long as the DOT contract is in effect. These positions could be incorporated into the Public Works budget yearly and identified as being offset by the revenue from the DOT contract.

Department Director:



City Manager:



CITY COUNCIL MEETING

March 17, 2014

TITLE: Special Election Call

PURPOSE: Council consideration to approve the required Call for Special Election under Georgia Law.

RECOMMENDATION: Approval of the Call for Special Election regarding a referendum on Redevelopment Powers in the City of St. Marys.

HISTORY/ANALYSIS: A Special Election for the purpose of presenting voters with the referendum on "Redevelopment Powers" on May 20, 2014.

Department

Director:



City

Manager:



City of St. Marys

CALL FOR SPECIAL ELECTION

Notice is hereby given that, in accordance with O.C.G.A. § 21-2-540 and Act No. 348, House Bill 814, signed by Governor Deal on February 26, 2014, a special election shall be held in the City of St. Marys to submit that act Authorizing the City of St. Marys to Exercise all Redevelopment Powers under Article IX, Section II, Paragraph VII(b) of the Constitution and Chapter 44 of Title 36 of the Official Code of Georgia Annotated to the voters. The special election will be held on May 20, 2014.

All persons who are not registered to vote and who desire to register to vote in the special election may register to vote through the close of business on April 21, 2014.

Polls will be open from 7:00 a.m. until 7:00 p.m. on election day.

Judge Robert C. Sweatt, Jr.
Election Superintendent
City of St. Marys

CITY COUNCIL MEETING

March 17, 2014

TITLE: 2nd Quarter Town Hall Meeting

PURPOSE: To schedule a Town Hall Meeting for Thursday, April 3, 2014.

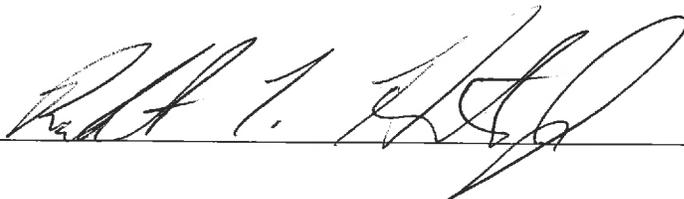
RECOMMENDATION: Schedule a meeting to comply with the City's Code of Ordinance.

HISTORY/ANALYSIS: A "Town Meeting" designated and advertised as such will be held at 6:00 p.m. on the first Thursday of each quarter (January, April, July and October) which is not a City recognized holiday, to solicit input and requests from the general public. The issues coming before the town meeting will require no formal agenda.

**Department
Director:**



**City
Manager:**



CITY COUNCIL MEETING

March 17, 2014

TITLE: Request for Tourism funds for Ward Hernandez/Welcome Center project completion.

PURPOSE: The CVB was granted use of up to \$15,000 towards projects at the Ward Hernandez Building at the September 16, 2013 City Council meeting to make the building ready the for use as the welcome center location, with the note that we could come back with further requests at a later date. The CVB would request an additional amount of up to \$5,000.00 to assist in landscaping, painting of exterior door and shutters, replacement of welcome center signs and recreation of St. Marys' history timeline.

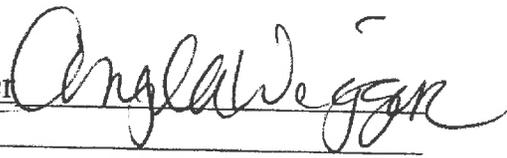
RECOMMENDATION: Ask City Council members to approve up to \$5,000 in additional funding.

HISTORY/ANALYSIS:

Initial rough estimates for what could have been done at the Ward Hernandez Building were at a rough expense estimate of \$40,000.00 with some work being contracted out and some work being done in-house by Public Works. We were asked to shift the project allowing \$15,000 to start and could ask for consideration of additional funds at later date, if required. Project was streamlined to fall at the projected \$15,000 budgeted amount, however, unexpected increases in some areas required more than their share of the budgeted amount, leaving other things undone. Some of the unexpected issues/fees were experienced as follows: in the concrete work of the handicap ramp, changing out the footers and direction of the front porch slats to meet code, four of five existing toilets were cracked, and the bathroom stall partitions had to be replaced as the existing configuration did not meet code.

Department Director: Angela Wigger

City Manager: Robert T. Hoff



CITY COUNCIL MEETING

March 17, 2014

TITLE: Introduction and request for support of a City owned tourism product development project by the working name of "St. Marys History & Maritime Heritage Walk" to be located at the corner of W. St. Marys Street and Bartlett Street.

PURPOSE: Provide the citizens of St. Marys and its visitors an opportunity to discover St. Marys' culture and heritage in a descriptive and pictorial trail environment. The interpretive walk would cover a timeline from the 1500's to modern day.

RECOMMENDATION: We request that City Council support this Cultural & Heritage Tourism project to include further project exploration and a financial commitment of a minimum of \$15,000. A GDEcD Tourism Product Development Grant will be applied for in July of 2014 in the amount of \$15,000. The TDP requires a local match. The match can be a 100% cash match, or may contain up to 40%, or \$6,000, in-kind service or materials. Applications not showing a committed match will be ineligible. Estimated total for project is approximately \$30,000 including pathways, entrance kiosk, interpretive displays, benches, trash and recycling receptacles, technical educational aspect, landscaping and finishing touches.

HISTORY/ANALYSIS: A planning group began meeting on December 14, 2013 to discuss the possibility of creating a cultural/heritage site that relates to St. Marys. The goal is to create a site that would share the story of St. Marys' history and St. Marys' maritime heritage. The site would include a suggested eighteen to twenty-four interpretive signs that would present a historically accurate and visually interesting depiction of the area. This site would enhance visitor experience, provide another choice of attraction to entice a longer visitor stay (which encourages additional spending), and provide connectivity to other areas in downtown St. Marys. A fact sheet on the project will be provided to further explain the vision of the site.

We would like to have an opening ceremony/opening event in January 2015 to coincide with the 200 year anniversary of the War of 1812. At this event we would highlight the War of 1812 exhibit signs and provide living history presentations relating to the War of 1812. One of the last battles of the War of 1812 was held on Cumberland Island and Pt. Peter in St. Marys.

Initial planning committee has included Angela Wigger, Mayor Morrissey, Cheri Richter and Fred Boyles. We anticipate opening this planning committee up for a larger team to take from concept to design to implementation and we also would want to solicit public input on the project.

**Department
Director:**

Angela Wigger

**City
Manager:**

Paul A.A.

CITY COUNCIL MEETING

March 17, 2014

TITLE: Proposed amendment to 2014 Municipal Court Schedule.

PURPOSE: Due to mandatory training for Judge Loeffler, the approved June 27, 2014 court date must be rescheduled to June 20, 2014.

RECOMMENDATION: I recommend approval.

HISTORY/ANALYSIS: City Council must approve any amendments to the Municipal Court Schedule.

Judge Kathe Loeffler

2014 - St. Marys Municipal Court Calendar

*JANUARY 10, 2014	PLEA & ARRAIGNMENTS	
*JANUARY 24, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
FEBRUARY 07, 2014	PLEA & ARRAIGNMENTS	
FEBRUARY 21, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
MARCH 07, 2014	PLEA & ARRAIGNMENTS	
MARCH 21, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
April 04, 2014	PLEA & ARRAIGNMENTS	
*APRIL 25, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
MAY 02, 2014	PLEA & ARRAIGNMENTS	
MAY 16, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
*JUNE 13, 2014	PLEA & ARRAIGNMENTS	
JUNE 20, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
*JULY 11, 2014	PLEA & ARRAIGNMENTS	
July 18, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
AUGUST 01, 2014	PLEA & ARRAIGNMENTS	
August 15, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
SEPTEMBER 05, 2014	PLEA & ARRAIGNMENTS	
SEPTEMBER 19, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
OCTOBER 03, 2014	PLEA & ARRAIGNMENTS	
OCTOBER 17, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
NOVEMBER 07, 2014	PLEA & ARRAIGNMENTS	
NOVEMBER 21, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
DECEMBER 05, 2014	PLEA & ARRAIGNMENTS	
DECEMBER 19, 2014	PLEA & ARRAIGNMENTS, & TRIALS	
COURT DATES ARE NORMALLY 1ST & 3RD FRIDAYS OF THE MONTH		
*COURT DATE CHANGED NOT ON NORMAL COURT DATE		
AMENDED MARCH 2014		

CITY COUNCIL MEETING

March 3, 2014

TITLE: Aquatic Center purchases/repairs

PURPOSE: Address needs at the Aquatic Center

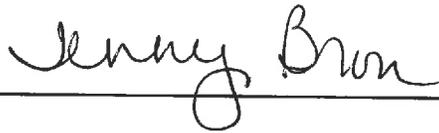
RECOMMENDATION: Approval

HISTORY/ANALYSIS: The St. Marys Aquatic Park has been operational since 2002. It is a great asset to this community. The Aquatic Park has been making progress in covering the day to day expense of the operation and some major repairs; however, the Park is still not fiscally able to cover all repairs and major purchases. The Park needs to make some necessary purchases and repairs before it can be opened for the new season. Repairs include replacement of the kiddie structure platform panel, replacement of "funbrella" tops and replacement of water temperature controllers. It is necessary to purchase lounges, chairs and tables. I have attached a Memo from Deby Walker, Manager of the park, which addresses these items in the amount of \$18,299.54.

Also, there was an unbudgeted insurance claim that was paid out in the amount of \$1,848.00 which needs to be covered.

The total of all items are \$20,147.54. It is recommended that funds are transfers from General Fund contingency to cover the expense.

**Department
Director:**



**City
Manager:**



AN ORDINANCE TO AMEND THE FISCAL YEAR 2014
BUDGET ORDINANCE, CITY OF ST. MARYS, GEORGIA

BE IT AND IT IS HEREBY ORDAINED by the Mayor and Council of the City of St. Marys, Georgia in regular session lawfully assembled for City purposes:

That it is necessary to amend the FY14 Budget to Aquatic Center purchases repairs.

That the above transaction can be fulfilled by changing the following budget accounts in the General Fund and Aquatic Center:

<u>Budget Account</u>	<u>Adopted Budget</u>	<u>Net Change</u>	<u>Proposed</u>
General Fund			
100-51510-61.1050 Operating Transfers Out Aquatic	\$ 0	+\$20,148	\$ 20,148
100-51510-57.9100 Contingency	\$ 61,339	-\$20,148	\$ 41,191
Aquatic Center			
555-56110-52.2209 Aquatic Center Repairs	\$ 10,500	+\$ 1,872	\$ 12,372
555-56110-52.3110 Property/Liab. Insurance	\$ 0	+\$ 1,848	\$ 1,848
555-56110-53.1600 Small Equipment	\$ 4,500	+\$ 2,050	\$ 6,550
555-56110-53.1620 Small Equipment - Furniture	\$ 2,500	+\$14,378	\$ 16,878

ADOPTED in legal assembly this _____ day of _____, 2014.

CITY OF ST. MARYS, GEORGIA

By: _____
John Morrissey, Its Mayor

Attest: _____
Deborah Walker-Reed, Its City Clerk



St. Marys Aquatic Center

301 Herb Bauer Drive
St. Marys, Georgia 31558

Phone (912) 673-8118

Fax (912) 673-8294

www.ci.st-marys.ga.us

Memo

Date: March 11, 2014

Re: Needs to Open for the 2014 Season

The St. Marys Aquatic Center is scheduled to open to the public on weekends beginning May 3rd. We have numerous Rental s scheduled during the week until we open full time on May 21st. We will have to have everything up and running for our State Inspector in the middle of April. These are the things that we must have to open for the 2014 Season.

The replacement Kiddie Structure platform panel installed: \$1,872.00

We already have the panel here and it needs to be professionally installed. Installing the panel will require removing one of the main structure supports.

Replacement resin lounges, chairs and tables \$7,550.76

We have removed over 100 lounges, chairs and tables that were broken and a liability last year. Most of our furniture is old and past it's usable life span.

Replacement Funbrella tops \$6,826.78

I have been sewing and patching our existing Funbrella tops each year since I came to work here. The patching and re-stitching will no longer hold due to the material degrading from the sun.

2 Replacement Water Temperature controllers \$2,050.00

Our current units are no longer working and must be replaced to keep the showers from scalding our guests.

Total \$18,299.54

Respectfully,

Deby

CITY COUNCIL MEETING

March 17, 2014

TITLE: Budget Ordinance to receive LMIG funds

PURPOSE: Increase the Capital Projects Fund to reflect receipt of LMIG funds

RECOMMENDATION: Approval

HISTORY/ANALYSIS: The city was awarded funds from the Georgia Department of Transportation's Local Maintenance Improvement Grant (LMIG) for the improvement of streets and roadways. It is necessary to amend the FY14 Budget to reflect the receipt of these funds.

**Department
Director:** _____

Key B

**City
Manager:** _____

Paul T. [Signature]

AN ORDINANCE TO AMEND THE FISCAL YEAR 2014
BUDGET ORDINANCE, CITY OF ST. MARYS, GEORGIA

BE IT AND IT IS HEREBY ORDAINED by the Mayor and Council of the City of St. Marys, Georgia in regular session lawfully assembled for City purposes:

That it is necessary to amend the FY14 Budget to reflect the receipt of funds from the Georgia Department of Transportation's Local Maintenance Improvement Grant (LMIG) for the improvement of streets and roadways.

That the above transaction can be fulfilled by changing the following budget accounts in the Capital Improvements Fund:

<u>Budget Account</u>	<u>Adopted Budget</u>	<u>Net Change</u>	<u>Proposed</u>
335-54220-54.1415 Paving and Overlay	\$ 0	+\$ 150,855	\$ 150,855
335-31.3200 State Government Grant	\$ 0	+\$ 150,855	\$ 150,855

ADOPTED in legal assembly this _____ day of _____, 2014.

CITY OF ST. MARYS, GEORGIA

By: _____
John F. Morrissey, Its Mayor

Attest: _____
Deborah Walker-Reed, Its City Clerk

City Manager Comments

MEMORANDUM



Budget FY 2015

TO: CITY MANAGER AND ALL DEPARTMENTS

FROM: FINANCE DEPARTMENT

DATE: FEBRUARY 11, 2014

If you need salary information, debt service, etc. please do not hesitate to contact me.

February 1st: Finance Dept. - Forward electronic files to Department Heads to use in preparation of proposed 2015 budget.

March 10th: Departments – Submit budget projections FY2015 for inclusion in preliminary package.

March 19th until: Meet with Interim City Manager and Finance Director.

March 28th: Finance Dept. - Complete revenue projections for FY 2015.

April 7th: Finance- Prepare working papers for budget work shop meeting.

April 7th: Submit Performance Measures (9 months – July 1st to March 31st)

April 22nd from 9:00am to 3:00pm & 23rd 9:00am until - Budget Workshop with Mayor/Council.

May 6th: Finance - Advertise budget for Public Hearing

May 19th: Departments- Attend Public Hearing and be prepared to respond to Mayor/Council on budget submissions.

June 2nd: Departments- Attend Council Meeting to present budget for approval.

June 30th: Finance – Prepare budget book.

June 30th: Distribute budget book and input FY 2015 budget in system.

August 31st: Finance – Submit for budget award.