

City of Woodbury  
Planning & Zoning Commission Meeting  
Wednesday, June 23, 2021  
6:00 pm

Attending the meeting:

Chairman Doug Matthews  
Co-Chairman Alan Kendrick  
Secretary Vicky Matthews  
Mayor Steve Ledbetter  
City Clerk Angel Fowler

Absent: Member Sam Summers

CALL TO ORDER AND WELCOME

Chairman Doug Matthews called the meeting to order at 6:00 pm

APPROVAL OF AGENDA

Co-Chairman Alan Kendrick made a motion to approve the agenda. Secretary Vicky Matthews seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

Co-Chairman Alan Kendrick made a motion to approve the minutes from the May 19, 2021 meeting. Secretary Vicky Matthews seconded the motion, and the vote was unanimous.

OLD BUSINESS

Legal counsel has clarified for the Commission the definition of Antique Mall as it relates to the City of Woodbury chart Table 2-B: Principal Uses Allowed by Zoning Districts. Legal counsel verified that an "Antique Mall" which consists of various dealers who rent space and operate under one business license is considered a "Flea Market" for zoning purposes.

Legal counsel has clarified City of Woodbury existing zoning requirements as related to outdoor storage or display of merchandise or other items. Per Sec. Z3-8., Standards for Non-residential Uses, Exterior Storage and Display. No exterior storage or display of items is permitted; provided, however, that the exterior display of produce and plants for sale shall be permitted during the hours of operation.

The Commission discussed the immediate need to ensure that city sidewalks are ADA compliant. This will require that all city sidewalks are cleared of merchandise for sale or display, tables, chairs etc. that is not owned by the City of Woodbury.

Furniture and items required for future outside dining would be accommodated and regulated by the City though a permitting process in order to allow the particular business to assume liability while allowing the City to ensure ADA compliance.

Co-Chairman Alan Kendrick made a motion to recommend that Chief Webb enforce the "Outdoor Storage and Display" ordinance as it is written and contact all downtown business owners and inform them that they are now required to clear all merchandise for sale or display, tables, chairs, etc. from the city sidewalk in front of their businesses. Secretary Vicky Matthews seconded the motion, and the vote was unanimous.

Tamekie Whitehead- move house from Newnan to lot on Dogwood St.- Ms. Whitehead was not present to answer questions. Co-Chairman Alan Kendrick made a motion to table the discussion, Secretary Vicky Matthews seconded the motion, and the vote was unanimous.

#### HEARING OF CASES

Willie Ralph Stevenson-building permit, 375 Society Circle. Applicant is not current owner of property. Owner of property is deceased and will has not been probated. Applicant was informed that once will is probated and ownership is transferred to family members, they may apply for building permit. Commission can extend permit to applicant who is the owner of the property but cannot extend permit without owner permission.

Co-Chairman Alan Kendrick made a motion to table the discussion. Secretary Vicky Matthews seconded the motion, and the vote was unanimous.

#### New Business

Laticia Tennison- Applicant discussed plans for potential Child Care/Tutoring Center to be located at former Upson Regional Med Bldg., 17438 Main St. Building will be leased from current owner and small (aprox 12ft) easement/agreement will be needed from owner of back property to allow fence placement.

Applicant will consult with fire marshal to determine capacity. No plans at this time to add kitchen, but this may change later. Current zoning allows for this type of business at this mixed use location. Will need to apply for fence permit with commercial business exemption to allow 4ft fence for child safety. Applicant has example of signage. Vinyl banner cannot be used as permanent sign. This location already has a 4x8 wood sign in front which can be used for new signage.

Secretary Vicky Matthews made a motion to recommend approval of permanent sign using existing 4x8 wood sign in front of the location. Member Alan Kendrick seconded the motion, and the vote was unanimous.

Co-Chairman Alan Kendrick made a motion to recommend City of Woodbury Zoning Commission support for Ms. Tennison's Child Care business project as it has been described to the Commission at this time. Secretary Vicky Matthews seconded the motion, and the vote was unanimous.

Discuss and establish deadline (cut off time) for adding items/cases to agenda.—Co-Chairman Alan Kendrick made a motion to require that the deadline for adding items/cases to the P&Z agenda is the Wednesday before the Wednesday meeting of the P&Z Commission. Secretary Vicky Matthews seconded the motion, and the vote was unanimous.

The Commission discussed the importance of top leadership support of the 5 year Strategic Plan and Downtown Master Plan. Last year, this plan was presented to City Council by GA Tech and City Council voted unanimously in support. Secretary Vicky Matthews noted that there is a need to reaffirm top leadership support for the work that is being done by members of City Staff, Development Authority, Planning & Zoning Commission and Historic Preservation Commission to facilitate this 5 year Strategic Plan and Downtown Master Plan on behalf of the City of Woodbury. This reaffirmation would allow us to know if top leadership approves of the work we are doing. Also, this would allow our citizens and community members to know if our Council leaders are still unanimously supportive of our Strategic Plan and Downtown Master Plan.

Co-Chairman Alan Kendrick made a motion to recommend that Secretary Vicky Matthews pose the question to top leadership at the next scheduled council meeting: Will our City Council reaffirm their support of the 5 year Strategic Plan and Downtown Master Plan that is being implemented by our City Staff members and Commissions?? Secretary Vicky Matthews seconded the motion, and the vote was unanimous.

ADJOURNMENT

Co-Chairman Alan Kendrick made a motion to adjourn the meeting. Secretary Vicky Matthews seconded the motion, and the vote was unanimous.

The minutes were read and approved on September 22, 2021

  
Chairperson

  
Secretary

