



**Development and Planning Services Committee Meeting  
Minutes for Tuesday, March 12, 2024 at 8:30 AM  
Evans Government Center Auditorium, Evans, Georgia**

Present at the meeting included:

Donald Skinner, Sr., Chairman  
Connie M. Melear, Vice Chairman  
Douglas R. Duncan, Jr., Member  
Commissioner Alison G. Couch  
County Manager Scott Johnson  
Deputy County Manager Glenn Kennedy  
Deputy County Manager Matt Schlachter  
County Attorney Chris Driver  
County Clerk Patrice R. Crawley

Division Directors:  
Leanne Reece - Internal Services  
Paul Scarbary - Development Services  
Kyle Titus - Engineering Services  
Scott Sterling - Planning Services  
John Luton - Community Services  
Chief Jeremy Wallen - Fire Services  
Michael Blanchard - Technology Services  
County Staff

Members of the Media and Public

**A. CALL TO ORDER**

*Chairman Skinner called the meeting to order at 8:57 a.m.*

**B. INVOCATION**

*The Invocation was held at the previous meeting.*

**C. PLEDGE OF ALLEGIANCE**

*The Pledge of Allegiance was held at the previous meeting.*

**D. ROLL CALL / QUORUM**

*Chairman Skinner declared a quorum with three members of the committee present.*

**E. APPROVAL OF THE MINUTES OF PREVIOUS MEETING**

**(E1) February 13, 2024**

*Vice Chairman Melear made a motion to approve the minutes of the February 13, 2024 Development and Planning Services Committee meeting as presented. Member Duncan seconded the motion. The motion carried unanimously.*

**F. APPROVAL OF THE AGENDA**

*Chairman Skinner presented the agenda.*

**G. PRESENTATION**

**H. CONSENT AGENDA**

**I. DEBATE AGENDA**

**(I1) New Business**

**(I1a) Deputy County Manager**

**(I1a1) Change Order 002 with SD Clifton for the Sheriff's Administration Building**

*Approved forwarding to the March 19, 2024 Board of Commissioners Consent Agenda Change Order 002 with SD Clifton or the Sheriff's Administration Building to deduct \$120,535.42 from the contract sum and an additional 242 days to the contract time.*

**(I1b) Planning Services**

**(I1b1) Easement Encroachment Agreement, 229 Corley Circle, Tax Map 062 Parcel 1327 0.28 +/- acres, and currently zoned PUD (Planned Unit Development).**

*Approved forwarding to the March 19, 2024 Board of Commissioners Consent Agenda the easement encroachment agreement for property located at tax map 062 parcel 1327.*

**(I1b2) Acceptance of Permanent Utility Easement, 4975 Gateway Boulevard, Tax Map 068 Parcel 960, and currently zoned P-1 (Professional).**

*Approved forwarding to the March 19, 2024 Board of Commissioners Consent Agenda the utility easement as shown on the plat prepared by Cranston dated February 14, 2024 and revised on February 27, 2024 for property located at tax map 068 parcel 960 contingent upon staff's approval.*

**(I1b3) Acceptance of Permanent Utility Easement, Off William Few Parkway, Tax Map 062 Parcel 3140, and currently zoned PUD (Planned Unit Development).**

*Approved forwarding to the March 19, 2024 Board of Commissioners Consent Agenda permanent easement "1" shown on the plat prepared by H&C Surveying, dated February 12, 2024, contingent upon staff's approval.*

**(I1c) Other Committees**

**(I2) Items Added at the Meeting**

**J. LEGAL MATTERS**

**K. STAFF REPORTS**

**(K1) Planning Services**

**(K1a) February 2024 Planning Department Work Load measurement monthly report**

*Planning Services Director Sterling provided as information the February 2024 Planning Department Work Load measurement monthly report.*

**(K1b) January 2024 Plan Review Work Load measurement monthly report**

*Planning Services Director Sterling provided as information the January 2024 Plan Review Work Load measurement monthly report.*

**(K2) Development Services**

**(K2a) Development Services Division Monthly Report**

*Development Services Director Scarbary provided as information the Development Services Division monthly report.*

**(K2b) Development Services Division Financial Report**

*Development Services Director Scarbary provided as information the Development Services Division financial report.*

**(K2c) Temporary Event Alcohol Permits**

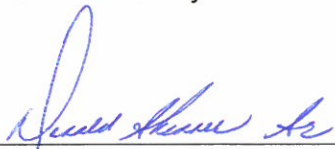
*Development Services Director Scarbary provided as information the Development Services Division temporary event alcohol permits.*

**L. COMMISSIONERS' AND PUBLIC COMMENTS AND PARTICIPATION**

**M. EXECUTIVE SESSION**

**N. ADJOURNMENT**

*Chairman Skinner adjourned the meeting at 9:02 a.m.*



Donald Skinner, Sr., Chairman



Patrice R. Crawley, County Clerk