



120 North Essa Street, Lake  
Park, Georgia 31636  
City Hall 229-559-7470  
Fax 229-559-7499

City of Lake Park March 25 , 2019  
Work Session  
6:00 PM

### Agenda

Liberty National – Timothy Lucas

#### Department Reports

Police - vehicle bids, police chief applications, and officer applications  
Fire – Annual Appreciation Breakfast Saturday April 13 at fire station  
Maintenance  
Water – Emergency Repair payment

Parks and Recreation Committee Report

JAG Probation Service – Georgia Probation Management

Direct Deposit

Drainage Issue Update – Broadway  
Jackson Circle

Ordinance to amend zoning – Rob Plumb

Permit Signatures – Rob Plumb

Council Refresher Class

*\*Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator at 229-559-7470 promptly to allow the city to make reasonable accommodations for those persons.*



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City of Lake Park March 25 , 2019  
Work Session Minutes  
6:00 PM

Mayor Sandlin called the work session to order. Those present were as follows; Mayor Sandlin, Mayor Pro Tem Ronald Carter, Council Members Tom Barr, Tyler Davis, and Carl Taylor. Also present were Clerks Tabatha Fowler and Connie Martinez, Fire Chief David Brown, and Maintenance Supervisor Jeff Patterson.

Mayor called for the following agenda items:

Timothy Lucas, Liberty National, came forward with his presentation to Council. No action taken.

Department reports - No action taken

Fire - Chief David Brown came forward to give his department report. See attached

Maintenance – Jeff Patterson came forward to give his department report. See attached  
\*Patterson asked Council Member Davis to explain what they determined about the drainage issue on Jackson Circle. Member Davis went on to state he had spoken to Ben Futch, Broadway property owner, and said that Futch wouldn't mind meeting to discuss property in question

Police – No report, Mayor Sandlin requested to wait until the April Regular Meeting to open bids on vehicles.

Parks and Recreation Committee Report. Bob Wilbers came forward to give an update on the committee. No action taken.

JAG Probation Service – Georgia Probation Management, no action taken.

Direct Deposit – Clerk Fowler stated she still hadn't received the information from Synovus regarding the direct deposit for employees and members of Council. No action taken.

Drainage Issue Update – Broadway  
Jackson Circle

Ordinance to amend zoning - Rob Plumb, ordinance that was previous submitted by Attorney Plumb was discussed. Clerk Fowler asked for Council to consider postponing the ordinance until she can gather more information regarding permitting process with Valdosta, Lowndes County. She explained that there was no since in proceeding when if there were more changes to come, they could be done at the same time to decrease expense of advertising separately. Fowler stated she would set up phone conference or meeting with Valdosta, Lowndes County Permitting. Member Barr also stated he would like to attend the meeting. No action taken.

Permit Signatures – Rob Plumb, Fowler stated that this could also be addressed with the zoning amendment and permitting process. No action taken.

Council Refresher Class- Clerk Fowler stated she had been researching the refresher course for Council and found that the class is offered at the GMA Convention in Savannah at a cost of registration and class cost. She went on to say that GMA could cover this training at a district meeting that is held quarterly, at no charge to the city. No action taken.

Clerk Fowler asked Mayor Sandlin if she could make a few announcements, he approved. Fowler advised that Council also had the following information included in their Council packets for review;

Agronaut Insurance Policy Renewal- Premium Breakdown

Notice of litigation hearing date set for April 30, 2019 at 9:30 AM.

Notice of additional litigation pertaining to Veterans Memorial Refund.

No action taken.

Work session adjourned at 6:57 PM.

Read & approved Jacqueline Fowler Date 4-2-19

## **ORDINANCE NO. 123**

### AN ORDINANCE OF THE CITY OF LAKE PARK, GEORGIA

To amend certain provisions of Section 11 of the Zoning Ordinance for the City of Lake Park, Georgia (“Zoning Ordinance”) by amending Section 11-2 to modify the quorum requirements for the Board of Zoning Appeals (“Board”), establish voting rights of the chairperson, and for other purposes,

BE IT ORDAINED by the Mayor and Council of the City of Lake Park and it is hereby ORDAINED by the authority thereof:

#### I.

Section 11-2 of the Zoning Ordinance is amended by deleting Section 11-2 in its entirety and replacing it with a new Section 1.2 as follows:

#### **Section 11-2 Selection of Chair; Quorum and Voting; Rules and Procedures**

(a) Selection of Chair. The 5 members of the Board of Zoning Appeals, by a majority vote, shall select one of the members to serve as chairperson, who shall serve for one (1) year or until he/she is re-elected, or his/her successor is elected. The Board shall appoint a secretary who may be an officer of the City or of the Planning Commission. The chairperson shall preside over meetings of the Board. If the chairperson is absent because of sickness or disqualification, any one of the remaining Board members, chosen by the members present, shall be clothed with all the rights and privileges of the chairperson and shall perform the chair’s duties in the same manner.

(b) Quorum and Voting. Three Board members and the chairperson or acting chairperson shall constitute a quorum and shall be authorized to transact business for the Board. The chairperson shall vote only in the event of a tie. The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Zoning Administrator or designated official and shall be a public record. The decisions of the Board shall be by resolution, which resolution shall contain a statement of the grounds of its decision or action. The affirmative vote of a majority of the Board members present and eligible to vote shall be required for the adoption of any resolution, or motion except as otherwise provided in this Code. No member of the Board shall abstain from voting on any matter properly brought before the Board for official action except when such member of council has a conflict of interest which is disclosed in writing prior to or at the meeting and made a part of the minutes. Any member of the Board present and eligible to vote on a matter and refusing to do so for any reason other than a properly disclosed and recorded conflict of interest shall be deemed to have acquiesced or concurred with the members of the majority who did vote on the question involved.

(c) New Appeal and Rehearing. No appeal requesting the same relief regarding the same property shall be received or heard by the Board for a period of 12 months following the date of said resolution, except that this limitation shall not affect the right of the Board to grant a rehearing as provided in the rules or procedures adopted by the Board.

II.

All other provisions of the Zoning Ordinance shall remain in full force and effect except as amended hereby.

III.

This Ordinance shall become effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IV.

All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Walter K. Sandlin, Mayor

ATTEST:

\_\_\_\_\_  
Tabatha Fowler, City Clerk

# City Council Fire Report for April 2019

Fire Calls: 6 so far

1 Assist EMS in the city

1 assist elderly in the city

1 smoke in the area (Enoch Lake)

2 false fire alarms in the city

1 Burn Ordinance violation in the city

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Station Needs: Air Packs were tested and we had 4 that failed that were bought used from Dalmatian fire equipment, they have filed bankruptcy (letter in hand) they used substandard parts and these packs cannot be used. We can get by with 2 that are used but have a lifetime warranty. (See quote)

Asking for 2263.00 to come from our budget.

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Truck Repairs: We got rescue 1 running still working on few issues

Pump testing is to be done March 23rd

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Community Events: Smoke detectors are available

Fire Department Annual Employee Breakfast will be Saturday April 13 @ 830 am

Need head count by April 10<sup>th</sup> open to city employees, committee representatives and their families.

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Grants: The Georgia Forestry 50/50 grant, equipment was ordered and has come in, copy of paid invoice has been sent to them

GMA grant has been applied for

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Feb 26 & 27 - Mowed Grass

Feb 28 - Got door from Mackey & returned it

March 2-3 Community Service Worker's -  
Took emblems off of police cars

March 4 - took all water samples to lab

March 6 - Spoke with RPI about water  
bid for O'Reillys "

March 11 & 12 - Mowed all city rideaways

March 13 - Meet with Larry about Jackson Circle

March 14 - Tyler Davis & I meet with residents  
of Jackson Circle

Talked with Lewis @ Langdale about poles  
being delivered

Had meeting with Council about water  
grant - with engineer & Dennis Jacobs

Fixed busted water line - Caused by  
Bennett Tree Service

Took water sample & pressure test in the area for grant

Replaced two Stop Signs

Mr Tom & I went to Mackey & they are going to fix problem with No cost

Tyler Davis & I received water complaints in area where we are getting a grant

March 20 & 21 - Mowed r/deways

March 23 - Community Service ~~to~~ set down poles @ Tom's Pond





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## Building Permit Checklist

Permit application for "new" construction must provide the following;

1. Copy of contractor's license
2. Copy of "local" business license
3. Total square footage
4. Sketch drawing of the proposed structure

Per attached application:

Residential or Commercial

Site address

Property owner name & address

Map and parcel number

Zoning code

Minimum gross floor area

Minimum lot area for development

Minimum lot width

Required setbacks

City water/septic/county water/sewer

Contractor name

Contractor address/contact

Comments: summary of work to be done

Permit application required to install, replace, remove, convert, or alter  
(Plat/Plan drawing NOT required)

Electrical

Gas

Mechanical

Plumbing

Roof, porches, siding replacement, driveways, etc.

Building Permits NOT required with any necessary or minor home repairs that you do yourself.

Zoning administrator signature/City Clerk/Deputy Clerk



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## Application for Building Permit

Lowndes County Permit Office 259-3506 Fax 333-1829

Residential

Commercial

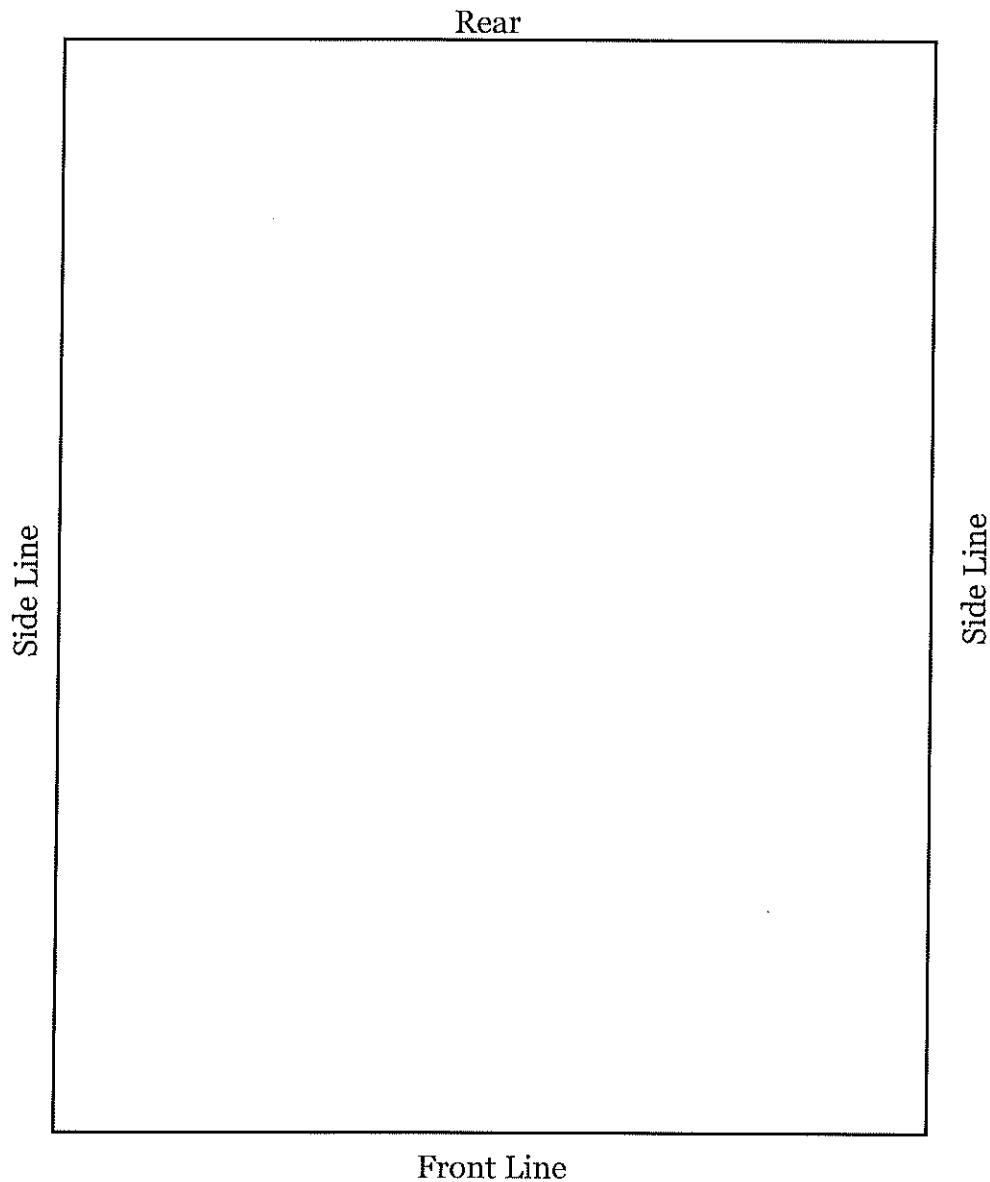
<b>Application Number:</b>	<b>Date:</b>		
Property Site Address:			
Property Owner:	Phone:		
Map & Parcel Number:			
Zoning:			
Minimum Gross Floor Area: (heated/cooled Sq. Ft.) _____			
Minimum Lot Area For Development: (Sq. Ft.) _____			
Minimum Width: (Sq. Ft.) _____			
Required setbacks: Front: _____ Side: _____ Rear: _____			
City water:	County water:	County sewer:	Approved septic tank:
Contractor:			
Address:		Phone:	
Comments:			
Authorization to issue permit:			
Printed name:			
Date:			

Lot No: \_\_\_\_\_ Block No: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Please show the following:

1. Lot Size
2. Location of proposed building and size
3. Location of existing building and proposed addition
4. If new building, show distance from building to property lines
5. If addition, distance of addition to property lines
6. Indicate North with arrow



Street No: \_\_\_\_\_ Name of Street: \_\_\_\_\_

Right-of-Way Width \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date