



**Planning and Zoning Commission  
Public Hearing and Meeting  
July 23, 2024 at 7:00 P.M.**

**Guyton City Hall  
310 Central Boulevard  
Guyton, GA 31312**

---

**AGENDA**

- 1. Call to Order**
- 2. Public Hearing Regarding Ordinance 2024-02**
  - ☉ Amend Zoning Ordinance (Manufactured Homes)
- 3. Invocation and Pledge of Allegiance**
- 4. Consideration to Approve the Agenda**
- 5. Consideration to Approve the Minutes**
  - ☉ Public Hearing & Regular Meeting 06.25.24
- 6. New Business**
  - ☉ Consideration to Recommend Approval or Disapproval of Ordinance 2024-02 to City Council
  - ☉ Consideration to Recommend Approval or Disapproval of Major Subdivision Sketch Plan to City Council
- 7. Consideration to Adjourn**



### **Rules of Decorum for All Meetings**

The purpose of the Rules of Decorum is to foster an atmosphere of civil and courteous discourse, even and especially when discussing contentious topics, at all meetings held by the City of Guyton.

(A) General rules applicable to all (Mayor and City Council, Staff, Members of the Public)

- 1) Each speaker should refrain from personal attacks, foul or abusive language, and will maintain a civil and courteous manner and tone.
- 2) During designated times for members of the public to speak, members of the public will be permitted 10 minutes to discuss topics. After 10 minutes of discussion on a topic, members of the public will be limited to 3:00 minutes speaking time. The Mayor or presiding officer shall have the authority to grant additional speaking time. Notwithstanding the foregoing, during public hearings involving zoning decisions, members of the public will have no less than 10 minutes to speak in favor, and no less than 10 minutes to speak in opposition.
- 3) Members of the audience will respect the rights of others and will not create noise or other disturbances that will disrupt or disturb persons who are addressing the Mayor and Council or Committee or Board or Commission, or members of those bodies who are speaking, or otherwise impede the orderly conduct of the meeting.

(B) Additional Rules for Mayor and City Council, Committees, Boards or Commissions

1. The Mayor and City Council, Committees, Boards, Authorities, or Commissions will conduct themselves in a professional and respectful manner at all meetings.
2. Questions for staff or individuals or other Council, Committee, Board or Commission members will be directed to the appropriate person to answer. Members of the Mayor and City Council, Committees, Boards, Authorities, or Commissions will attempt to answer or address questions presented one at a time without attempting to talk over another member.
3. Members of the Mayor and City Council, Committees, Boards, Authorities, or Commissions are always free to criticize or question policies, positions, data, or information presented. However, members of the Mayor and City Council, Committees, Boards, Authorities, or Commissions will not attack or impugn the person presenting.

(C) Enforcement

The Mayor or presiding officer has the authority to enforce each of the Rules of Decorum regarding members of the public. If any Rule is violated, the Mayor or presiding officer will give the speaker a warning, citing the Rule being violated, and telling the speaker that a second violation will result in a forfeiture of the right to speak further. The Mayor or presiding officer also may have the offending speaker removed from the meeting if the misconduct persists. The Mayor or presiding officer shall not have any power under this provision regarding a Council, Committee, Board or Commission member.

**CITY OF GUYTON  
STATE OF GEORGIA**

**ORDINANCE NO. 2024-02**

**AN ORDINANCE BY THE MAYOR AND COUNCIL FOR THE CITY OF GUYTON TO AMEND THE CITY OF GUYTON, GEORGIA ZONING ORDINANCE; TO PROVIDE FOR NOTICE; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.**

**WHEREAS**, the duly elected governing authority of the City of Guyton, Georgia is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government;

**WHEREAS**, the Mayor and Council have authority to amend the City of Guyton, Georgia Zoning Ordinance from time to time and where necessary to maintain adequate regulations;

**WHEREAS**, the duly elected governing authority of the City of Guyton, Georgia hereby resolve to amend the City of Guyton, Georgia Zoning Ordinance; and

**NOW THEREFORE, IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF GUYTON**, in a regular meeting assembled and pursuant to lawful authority thereof, as follows:

**Section 1.** Article 4 – Interpretation of Terms and Definitions, Section 401(36) “LOT OF RECORD” shall be amended to read as follows:

(36) LOT OF RECORD. A lot which is part of a subdivision, a plat of which has been legally recorded in the records of the Clerk of Effingham County Superior Court, or a parcel of land, the deed of which has been legally recorded in the same office ~~as of the effective date of this ordinance.~~

**Section 2.** Article 6 – Intent of Land Use Districts and Specific Land Use District Regulation, Section 604 shall be amended in its entirety to now read as follows:

**Section 604. R-4, Single Family Residential District**

District Intent

The intent of this district is to provide distinct areas within the city where single family dwellings are allowed by right and single-family manufactured housing are allowed on a special permit use basis. It is intended that R-4 land use districts be limited to those areas of the city where manufactured homes and single-family dwellings have historically existed together but where single-family dwellings are the dominant housing type.

A. Uses Permitted

The following uses shall be permitted in the R-4, single Family Residential District:

- (1) Single family dwellings; except that single family residences are not required to meet the standard listed in Section 601(D)(5);
- (2) Parks and playgrounds;
- (3) Country clubs and golf courses;
- (4) General purpose farm or garden, but not the keeping of poultry or non-domestic animals;
- (5) Accessory uses and structures; and
- (6) Home business offices.

#### B. Special Permit Uses

The following uses may be permitted in accordance with the provisions contained in Article Ten, and if any additional conditions which may be required are met:

- (1) Manufactured houses (subject to O.C.G.A. § 36-66-7);
- (2) Modular homes (subject to O.C.G.A. § 36-66-7);
- (2) Public and private schools;
- (3) Public buildings and utilities;
- (4) Churches;
- (5) Day care centers and kindergartens;
- (6) Clubs, lodges, or fraternal organizations;
- (7) General purpose farm or garden that includes the keeping of poultry or non-domestic animals;
- (8) Home occupation.

#### C. Area Regulations

Unless otherwise specified in this ordinance, uses permitted in the R-4, Single Family Residential District shall conform to the following requirements:

- (1) Minimum lot area for uses other than manufactured houses: 0.5 acres;
- (2) Minimum lot area for manufactured houses on a Lot of Record existing as of the effective date of this ordinance: 0.5 acres;
- (3) Minimum lot area for manufactured houses: 1 acre;
- (4) Minimum lot width at the building line: 75 feet;
- (5) Minimum front yard setback from street: 25 feet;
- (6) Minimum side yard, setback from street: 25 feet, setback from other property line: 10 feet;
- (7) Minimum rear yard, setback from street: 25 feet; setback from other property line: 15 feet;
- (8) Maximum percentage of lot coverage: 30%;
- (9) Maximum building height: 35 feet.



**Section 3.** Article 12 – Amendments to the Zoning Ordinances, Section 1205 shall be amended in its entirety to now read as follows:

**Section 1205. Public Hearings, Public Hearing Procedure, and Rezoning Standards**

(1) Required Public Hearings

No official action shall be taken on any proposed zoning amendment unless a public hearing has been held. The public hearing shall be conducted by the Planning and Zoning Commission.

(2) Procedure for Calling a Public Hearing

(a) Prior to scheduling of the required public hearing, applicants shall first complete all submission requirements provided by the Planning and Zoning Director (e. g., forms, deeds, maps, etc.) Incomplete applications shall not be processed. There shall be no amendment made to the application once submitted.

(b) The Planning and Zoning Director shall then notify the applicant of the date, time, and place of the required public hearing. Notice of such hearing shall be provided via mail to the owner of the property that is the subject of the proposed action at least ~~30~~15 days prior to the hearing.

(c) At least ~~30~~15, but not more than 45, days prior to scheduled public hearings, the Planning and Zoning Director shall publish in the newspaper of general circulation, notice of the date, time, place, and purpose of the public hearing.

(d) If a zoning amendment is for the rezoning of property, the public notice shall also include: (1) the location of the property; (2) the present zoning classification of the property; and (3) the proposed zoning of the property.

(e) Not less than ~~30~~15 days prior to the date of a public hearing, the Planning and Zoning Director shall post in a conspicuous location on the property in question a sign which shall contain information regarding the proposed rezoning (specifically, the date, time, place, and purpose of the public hearing).

(f) No official action shall be taken on a proposed amendment by the City Council until after the required public hearings have been conducted.

(g) The primary goal of conducting public hearings on proposed zoning amendments shall be to solicit pertinent factual information which will be beneficial in helping the Planning and Zoning Commission and the City Council evaluate the merits of each specific proposed amendment.

(3) Notice to Property Owners.

The Planning and Zoning Commission shall give notice of the date, time, place, and purpose of public hearings to be held by it on proposed amendments or supplements by mail to the owners of all properties abutting any part of the property proposed to be changed. The failure to notify as provided in the Section shall not invalidate any recommendations adopted hereunder.

(4) Action on Planning and Zoning Commission.

The Planning and Zoning Commission may recommend that the application be granted as requested, or it may recommend a modification of the zoning

amendment requested in the application, or it may recommend that the application not be granted. These recommendations shall then be certified to the City Council.

(5) Action of the City Council.

The City Council shall consider the recommendations of the Planning and Zoning Commission and vote on the proposed amendment to the text or map of the Zoning Ordinance after the Planning and Zoning Commission's public hearing. If the proposed amendment is not recommended by the Planning and Zoning Commission, the favorable vote of a majority of the entire membership (3 of 4 members) of the City Council shall be required to make the amendment effective. The applicant and others so requesting shall receive notice of the decision of the City Council through the Planning and Zoning Director.

(6) Conditions of Zoning Amendments.

Upon consideration of the standards listed below, the Planning and Zoning Commission may recommend and the City Council may require such conditions, in addition to those required by other provisions of this Ordinance. Violation of any of those conditions shall be a violation of this Ordinance. Such conditions may include, but are not limited to, specifications for: type of landscaping/vegetation, increased setbacks and yards, specified sewage disposal and water supply facilities, hours of operation, operational controls, professional inspection and maintenance, sureties, location of piers, docks, parking and signs, and types of construction.

(7) Denial of Rezoning.

If the decision of the City Council is to deny the rezoning of property, then the same property may not again be considered for rezoning until the expiration of at least six (6) months immediately following the denial of the rezoning by the City Council.

(8) Action by City to Rezone Property to Original Zoning.

When an amendment (rezoning) has been granted for a parcel of land on request by the owner or his agent and no building permit has been applied for within twelve (12) months of the date of the rezoning, the Planning and Zoning Director will initiate action to rezone the parcel to its original zoning. The procedures in this article shall be followed, except that no fees shall be paid.

(9) Procedure for Conducting a Public Hearing

- (a) All public hearings on zoning amendments shall be chaired by either the Chairman of the Planning and Zoning Commission or the Mayor of Guyton or their designees.
- (b) A secretary shall record the proceedings of the public hearing. If requested by any party, verbatim transcripts of the public hearing can be prepared, but only if requested and purchased in advance by the requesting party.
- (c) The record of the public hearing and all evidence submitted at the public hearing shall be recorded as such and become a permanent part of the particular zoning amendment's file.
- (d) The Chairman of the Planning and Zoning Commission or his or her designee shall preside at the public hearing and shall identify speakers, maintain order, and conduct the public hearing.
- (e) The process to be followed in conducting these hearings shall be as follows:

1. The presiding officer shall open the hearing by setting the specific zoning amendment being considered at the public hearing.
2. Speakers at the public hearing shall be allowed no less than ten (10) minutes per side for the presentation of data, evidence, and opinions, provided, however, that the presiding officer may at his or her discretion elect to extend this time period equally to proponents and opponents. .
3. The presiding officer shall recognize the individual parties wishing to testify or present evidence and allow them to present this information.
4. Once all parties have concluded their testimony, the presiding officer shall adjourn the public hearing.

(10) Zoning Amendment Criteria

The following factors will be used to determine whether the rezoning is appropriate:

- (a) Whether the rezoning is a logical extension of a zoning boundary which would improve the pattern of uses in the general area;
  - (b) Whether the rezoning is an illogical extension of a zoning boundary;
  - (c) Whether the rezoning is likely to lead to neighborhood deterioration, the spread of blight, and requests for additional zoning of a similar nature which would expand the problem;
  - (d) Whether the rezoning would result in spot zoning or generally be unrelated to either existing zoning or the pattern of development of the area;
  - (e) Whether the rezoning would create traffic which would traverse established single-family neighborhoods on minor streets, leading to congestion, noise and traffic hazards;
  - (f) Whether the rezoning conforms to the general expectations for population growth and distribution;
  - (g) Whether the rezoning would limit options for the acquisitions of future planned public facility sites, roads, open-space, etc.;
  - (h) Whether the rezoning would result in major changes in existing levels of public service, and/or fiscal stability;
  - (i) Whether the rezoning would achieve short term goals at the expense of long-term development goals;
  - (j) Whether the rezoning will adversely affect property values in the adjacent areas;
  - (k) Whether the rezoning will have an adverse physical impact on surrounding properties;
  - (l) Whether there are substantial reasons why the property cannot be used in accordance with its present zoning classification; and
  - (m) Whether the rezoning conforms to policies and recommendations contained in the Guyton and/or Effingham County Comprehensive Plan.
- A negative finding on one or more of these criteria shall not preclude approval of a rezoning.

**Section 4.** If any section, clause, sentence, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

**Section 5.** This ordinance shall become effective immediately upon its adoption by the City Council.

**Section 6.** All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Approved this the \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF GUYTON**

\_\_\_\_\_  
ANDY HARVILLE, Mayor

**ATTEST:**

\_\_\_\_\_  
FABIAN MANN, City Clerk





**City of Guyton  
Planning and Zoning Commission  
Public Hearing and Regular Meeting  
June 25, 2024 — 7:00 PM**

MINUTES OF MEETING

---

**Call to Order** — The City of Guyton Planning and Zoning Commission held a public hearing and regular meeting on June 25, 2024, at Guyton City Hall, 310 Central Boulevard, in Guyton. The meeting was called to order by Lon Harden at approximately 7:09 PM. Mike Gerwig and Diann Hicklen were also present at this meeting.

**Administrative Staff Present** — City Clerk Fabian Mann was present.

**Guest Present** — The guest sign-in sheets are filed in the Office of the City Clerk.

---

**Consideration to Approve the Agenda** — **Hicklen** made a motion to approve the agenda. **Gerwig** seconded the motion. **Motion passed unanimously.**

---

**Public Hearing**

- ⊕ Variance at 5 Azalea Drive, Guyton, GA 31312 ( Parcel Number G0110062)
  - ⊕ Special Use Permit for a Day Care Center at 18 Belvedere Drive, Guyton, GA 31312 (Parcel Number G0210192)
- 

**Invocation** — The invocation was led by **Hicklen**.

**Pledge of Allegiance** — The Pledge of Allegiance was led by **Gerwig**.

**Consideration to Approve the Minutes** — **Hicklen** made a motion to approve the minutes. **Gerwig** seconded the motion. **Motion passed unanimously.**

04/23/24

Public Hearing & Regular Meeting

---

**New Business**

Consideration of a Variance at 5 Azalea Drive, Guyton, GA 31312 — **Hicklen** made a motion to deny the variance at 5 Azalea Drive, Guyton, GA 31312. **Gerwig** seconded the motion.  
**Motion passed unanimously.**

Consideration of a Special Use Permit for a Day Care Center at 18 Belvedere Drive, Guyton, GA 31312 — **Hicklen** made a motion to approve a special use permit for a day care center at 18 Belvedere Drive, Guyton, GA 31312. **Gerwig** seconded the motion.  
**Motion passed unanimously.**

---

**Consideration to Adjourn** — **Hicklen** made a motion to adjourn. **Gerwig** seconded the motion.  
**Motion passed unanimously.** The meeting adjourned at approximately 7:47 PM.

City of Guyton

---

Lon Harden, Chairperson

Attest:

---

Fabian M. Mann, Jr., City Clerk



36 Courtland Street  
Suite B, Statesboro GA 30458  
Phone: 912-764-7722  
Email: wesley@parker-engineering.com

July 3, 2024

Fabian Mann, Jr.  
310 Central Blvd  
Guyton, GA 31312

**RE: Alexander Farms Subdivision (PE24189) Sketch Plan Approval Recommendation**

Dear Mr. Mann,

Parker Engineering has reviewed the sketch plan above named project. The revised sketch plan issued on July 3, 2024, along with previously issued documents, address all our outstanding concerns and comments related to the sketch plan of this project.

Parker Engineering, Inc., recommends approval of the sketch plan for this project. **Please note that this recommendation of approval is for the sketch plan only.** The developer will still need to issue the preliminary plat and related permitting documents for review and approval prior to any construction activity.

Please call with any questions.

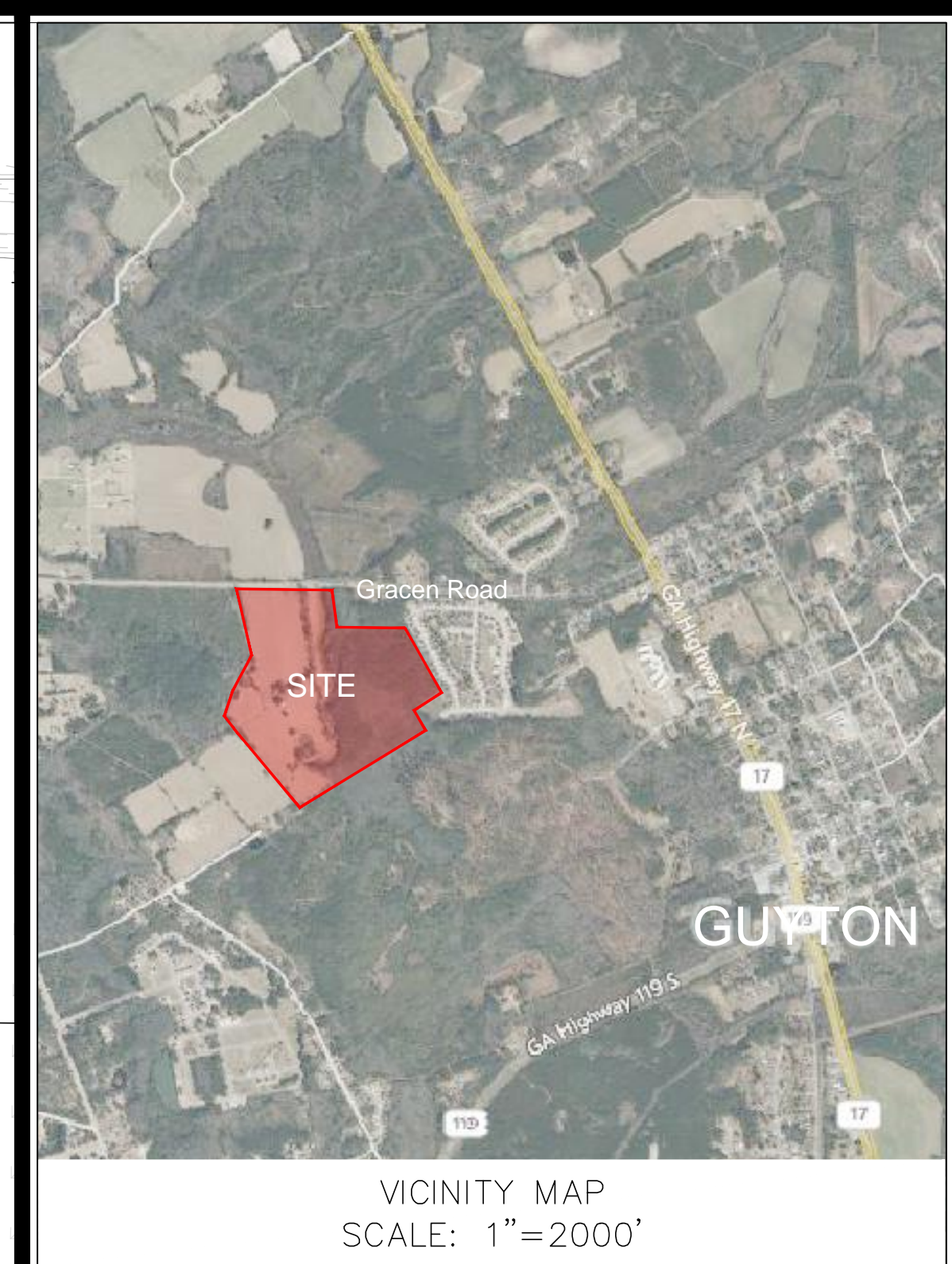
Sincerely,

A handwritten signature in black ink that reads "Wesley Sherrod". The signature is written in a cursive, flowing style.

Wesley Sherrod, PE

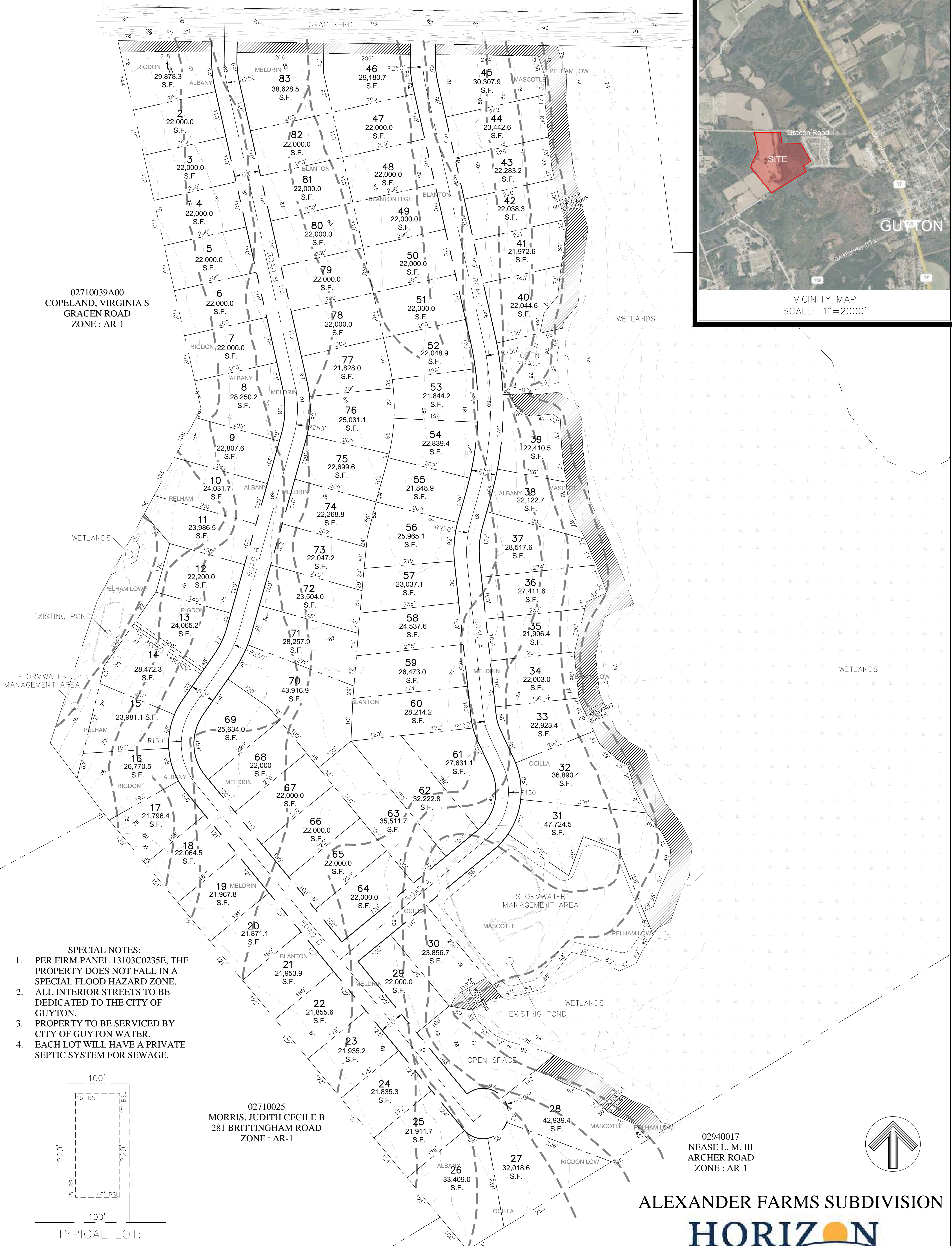
cc: file



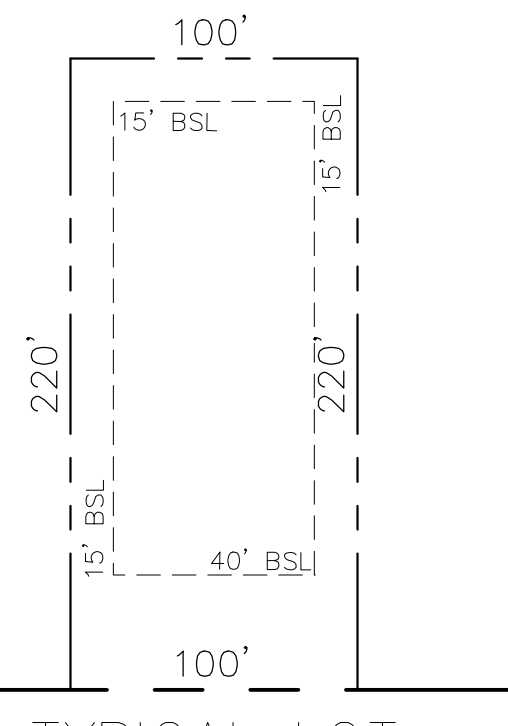


VICINITY MAP  
SCALE: 1" = 2000'

02710039A00  
COPELAND, VIRGINIA S  
GRACEN ROAD  
ZONE : AR-1



- SPECIAL NOTES:**
1. PER FIRM PANEL 13103C0235E, THE PROPERTY DOES NOT FALL IN A SPECIAL FLOOD HAZARD ZONE.
  2. ALL INTERIOR STREETS TO BE DEDICATED TO THE CITY OF GUYTON.
  3. PROPERTY TO BE SERVICED BY CITY OF GUYTON WATER.
  4. EACH LOT WILL HAVE A PRIVATE SEPTIC SYSTEM FOR SEWAGE.



TYPICAL LOT:

02710025  
MORRIS, JUDITH CECILE B  
281 BRITTINGHAM ROAD  
ZONE : AR-1

02710029  
BRIAN WAYNE NUTTER AND  
CHERYL DENISE  
434 BRITTINGHAM ROAD  
ZONE : AR-1

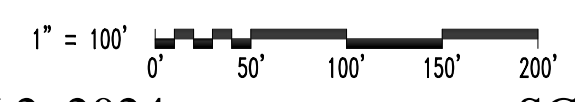
02940041  
NEASE L. M. III  
ARCHER ROAD  
ZONE : AR-1

02940017  
NEASE L. M. III  
ARCHER ROAD  
ZONE : AR-1

ALEXANDER FARMS SUBDIVISION



SKETCH PLAN  
GRAPHIC SCALE



DATE: JULY 2, 2024 SCALE: 1" = 100'

**HUSSEY GAY BELL**

Established 1958

329 COMMERCIAL DRIVE/SAVANNAH, GA 31406/T:912.354.4626