CITY OF MABLETON, GEORGIA

1245 Veterans Memorial Highway Suite 20 -
Hawthorne Plaza, Mableton, GA 30126
June 8, 2026 at 6:30 PM

The Honorable Michael Owens, Mayor
The Honorable Ron Davis, Mayor Pro Tem/District 1 Councilmember
The Honorable Michael McNeely, District 2 Councilmember
The Honorable Keisha Jeffcoat, District 3 Councilmember
The Honorable Cassandra Brown, District 4 Councilmember
The Honorable TJ Ferguson, District 5 Councilmember
The Honorable Debora Herndon, District 6 Councilmember

CITY COUNCIL WORK SESSION AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA ITEMS AND DISCUSSION**
   a. **Creekside Village Affordable Housing Project Presentation - Karaey Davis - Economic Development Program Manager, Jason Gaines - Mableton Development Authority Chairman , Dan Buyers - McWhirter Realty Partners, James Pitts - Greenwood CRE, and Adam Brock - Brock Built Homes**
   b. **Mableton Municipal Court - Biannual Municipal Court Report — Chief Judge Che A. Karega, II, Court Administrator Mallory Minor, and City Solicitor Flynn Broady**
   c. **Townhall Process - Communications Director Gregory Woods**
   d. **TLUP 2025-004 - 245 Hunnicut Rd- Parcel ID 18039100080 - Request for temporary land use permit for a dog sitting business in the RA-4 (Single Family Residential) zoning district. Community Development Director - Michael Hughes**
   e. **Presentation on GDOT Local Road Assistance Funds FY 2026 Application - Director Michael Hughes**
   f. **First Read - An Ordinance Amending Chapter 2, Administration, of the City Code of Ordinances and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby**
6. **PRE REGULAR MEETING AGENDA REVIEW**
7. **ANNOUNCEMENTS**
8. **EXECUTIVE SESSION (IF NEEDED) FOR LITIGATION (O.C.G.A. 50-14-3(B)(1)(A)REAL ESTATE(O.C.G.A. 50-14-3 (B)(1)) PERSONNEL (O.C.G.A. 50-14-3 (B)(2)) AND MISC. EXEMPTIONS (O.C.G.A. 50-14-3 (B)(4)&(5))**
   a. **Approval to authorize the Mayor to finalize and execute the agreement with Bell South Communications for the purchase of property in the City locataed on or about 946**

Mable Street, also known as 5445 Church Street, for a purchase price not to exceed $250,000 - City Attorney Walker-Ashby

9. ADJOURNMENT

Persons with special needs relating to handicapped accessibility, disability, or foreign language may contact the City Clerk at (404) 927-9502 or susan.hiott@mableton.gov at least three days prior to the meeting. The clerk can be located at the City of Mableton Administrative Offices, 1245 Veterans Memorial Highway, Mableton, Georgia 30126 during regular office hours.

AGENDA ITEM MEMORANDUM

MEETING OF: June 8, 2026
DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: Creekside Village Affordable Housing Project Presentation - Karaey Davis - Economic Development Program Manager, Jason Gaines - Mableton Development Authority Chairman , Dan Buyers - McWhirter Realty Partners, James Pitts - Greenwood CRE, and Adam Brock - Brock Built Homes

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:
1. Creekside Village PPP Affordable Housing Project 2-Pager

CREEKSIDE VILLAGE PPP AFFORDABLE HOUSING PROJECT

PARTIES

Mableton Development Authority

Brock Built Homes

PROGRAM

Minimum 209 housing units (mix of townhomes and single-family).

20% (min. 42 units) designated as Affordable Units (≤80% AMI), interspersed throughout and built to same standards as market rate.

LAND CONVEYANCE & FINANCING

Initial Transfer: Upon issuance of land disturbance permit (LDP), MDA conveys property to developer.
Security: Transfer subject to purchase money note, security deed, and restrictive covenants.
Financing:

- Developer finances horizontal development and trunk infrastructure.
- Property value may be pledged as equity; MDA's lien subordinated to first-position lender.

Post-Development Conveyances:

- Completed Market Rate Lots → BBH with new purchase money note & covenants.
- Completed Affordable Lots → BBH with new purchase money note & covenants.
- Common areas → Returned to MDA for HOA transfer at project completion.

LAND PAYMENTS & VALUATION

Total Land Value: $4,500,000 "as-is" (~$21,530 per lot).
Payment Structure:

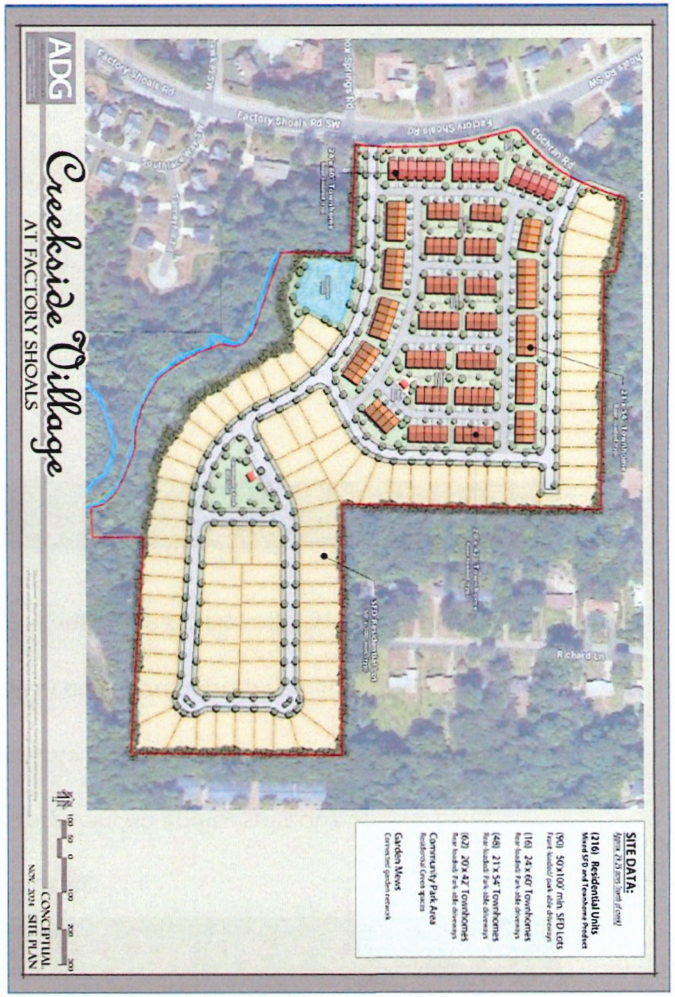
- May be part cash at conveyance, remainder via promissory note.
- Brokers paid 5% commission on total value at initial conveyance.

Market Rate Sales: At each closing, MDA receives higher of:

- Base Land Value per lot, OR
- 9.5% of gross sales price if sale price exceeds base price by $20K.

Affordable Sales:

- MDA receives no cash; instead, Affordable Buyer signs a 20-year subordinated Land Note (no payments/interest).
- Land Note transferable to future ≤80% AMI buyer.
- If sold at market rate during affordability period: Land Note repaid + 30% equity share to MDA.



CREEKSIDE VILLAGE PPP AFFORDABLE HOUSING PROJECT

SALES PRICING

Market Rate Units: Based on BBH's pre-agreed "Base Prices" by type.
Affordable Units: Price based on affordability for ≤80% AMI buyer, determined by lender qualifications and assistance programs.

AFFORDABILITY

Eligibility: ≤80% AMI at closing.
Term: 20 years.
End of Term: Land Note forgiven; no equity split owed.
Early Sale Options:

- Sell to another Affordable Buyer – Land Note rolls over; equity split pro rata.
- "Angel Purchase" – MDA can acquire property at cost in foreclosure.
- Sell to Market Buyer – Land Note repaid; equity split with MDA (example 70/30).

OTHER CONSIDERATIONS

Developer Obligations:

- Provide detailed budget before closing.
- Guarantee financing for public infrastructure.
- Fund and guarantee vertical construction for BBH's share.
- Enter construction management agreement with MDA for amenities/common areas.

Approvals: All terms contingent on Board/management approvals by both parties.
Non-Binding: Term sheet is preliminary and subject to negotiation.

AGENDA ITEM MEMORANDUM

MEETING OF: June 8, 2026
DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: Mableton Municipal Court - Biannual Municipal Court Report — Chief Judge Che A. Karega, II, Court Administrator Mallory Minor, and City Solicitor Flynn Broady

BACKGROUND/SUMMARY:

The attached report is submitted by the Municipal Court Administrator to provide the Mayor and City Council with an overview of the operations, accomplishments, and ongoing initiatives of the Mableton Municipal Court. The report highlights the Court's commitment to efficient and effective administration of justice, fiscal responsibility, customer service, and compliance with state laws and judicial mandates. It also outlines the Court Administrator's leadership and involvement in statewide court administration organizations, which provides valuable opportunities to bring best practices, innovative solutions, and professional resources to the City of Mableton. The report is intended to foster transparency, strengthen collaboration between the Court and municipal leadership, and keep elected officials informed of matters impacting court operations and the delivery of justice within our community.

BUDGETED/FINANCIAL IMPACT – FUND: None.

RECOMMENDATION: Enjoy.

ATTACHMENTS:
1. June Biannual Mableton Municipal Court Report_Submitted 06.05.2026

MUNICIPAL COURT OF MABLETON
JUNE 2026

BIANNUAL MUNICIPAL COURT REPORT



The Honorable Che A. Karega
Chief Municipal Court Judge
che.karega@mableton.gov

Mallory Minor, MPA, MPS, CCE, CCM, CMCC
Court Administrator
mallory.minor@mableton.gov

Municipal Court of Mableton
1245 Veterans Memorial Highway, Suite 30
Mableton, GA 30126
courtinfo@mabelton.gov
www.mableton.gov

Mailing address
Post Office Box 189
Mableton, GA 30126



Greetings Mayor and City Council:

It is with the utmost respect and appreciation that I submit this report regarding the operations of the Mableton Municipal Court and my professional service on behalf of the Court and the citizens of Mableton.

As Court Administrator, I am afforded a unique perspective on the day-to-day administration of justice and the impact that legislative and policy decisions have on our residents. My goal in providing this report is to keep you informed of the Court's ongoing efforts, accomplishments, and initiatives that support the efficient and effective administration of justice within our community.

I am pleased to share that I remain actively involved with both the **Georgia Municipal Court Clerks' Council (GMCCC**) and the **Georgia Council of Court Administrators (GCCA),** two premier organizations dedicated to advancing excellence in court administration throughout the State of Georgia. Within the GMCCC, I have the privilege of serving as an Officer and currently serve as the organization's Public Relations Chairwoman. The GMCCC is a nonprofit professional association committed to supporting municipal court clerks through education, networking, professional development, and the exchange of best practices. The organization also serves as a valuable resource for the public by promoting transparency and understanding of municipal court operations throughout Georgia.

Additionally, I currently serve as a third-year appointed member of the GCCA Board of Directors and hold the position of Secretary. The GCCA serves as a collaborative forum for court professionals to exchange ideas, develop best practices, and address emerging challenges facing the judiciary. Through its commitment to innovation, leadership, and professional development, the GCCA promotes consistency, efficiency, and accountability across all classes of courts throughout Georgia.

Through these leadership roles, I have had the opportunity to contribute to several statewide initiatives that strengthen Georgia's courts, improve access to justice, and enhance the professional development of court personnel. These experiences not only allow me to represent the City of Mableton at the state level but also provide valuable opportunities to bring innovative ideas, resources, and best practices back to our Municipal Court.

In keeping with the principle of separation of powers and the distinct roles of municipal government and judiciary, it remains essential that communication among all branches and departments of government be constructive, transparent, and collaborative. Many court functions are governed by state law, while matters reserved to the municipality should be clearly codified through local ordinances. Continued cooperation and mutual understanding of policies, procedures, and legal mandates are critical to effective governance and public service.

I am pleased to report that the Mableton Municipal Court continues to operate in an exemplary manner. The Court remains committed to judicial innovation, operational efficiency, fiscal responsibility, and exceptional service to the public. We continue to maximize available resources while fulfilling our legal obligations and maintaining the highest standards of professionalism, accountability, and integrity.

As laws, regulations, and judicial mandates continue to evolve, it is important that the City remain informed and proactive in addressing changes that may impact court operations. I welcome the opportunity to provide information, guidance, or clarification whenever needed.

Thank you for your continued support of the Municipal Court and for the opportunity to serve the citizens of Mableton. I remain committed to advancing excellence in court administration and ensuring that our Court continues to serve as a model of effective, efficient, and responsive local government.

Respectfully,

Mallory Minor, MPA, MPS, CCE, CCM, CMCC /s/

Court Administrator

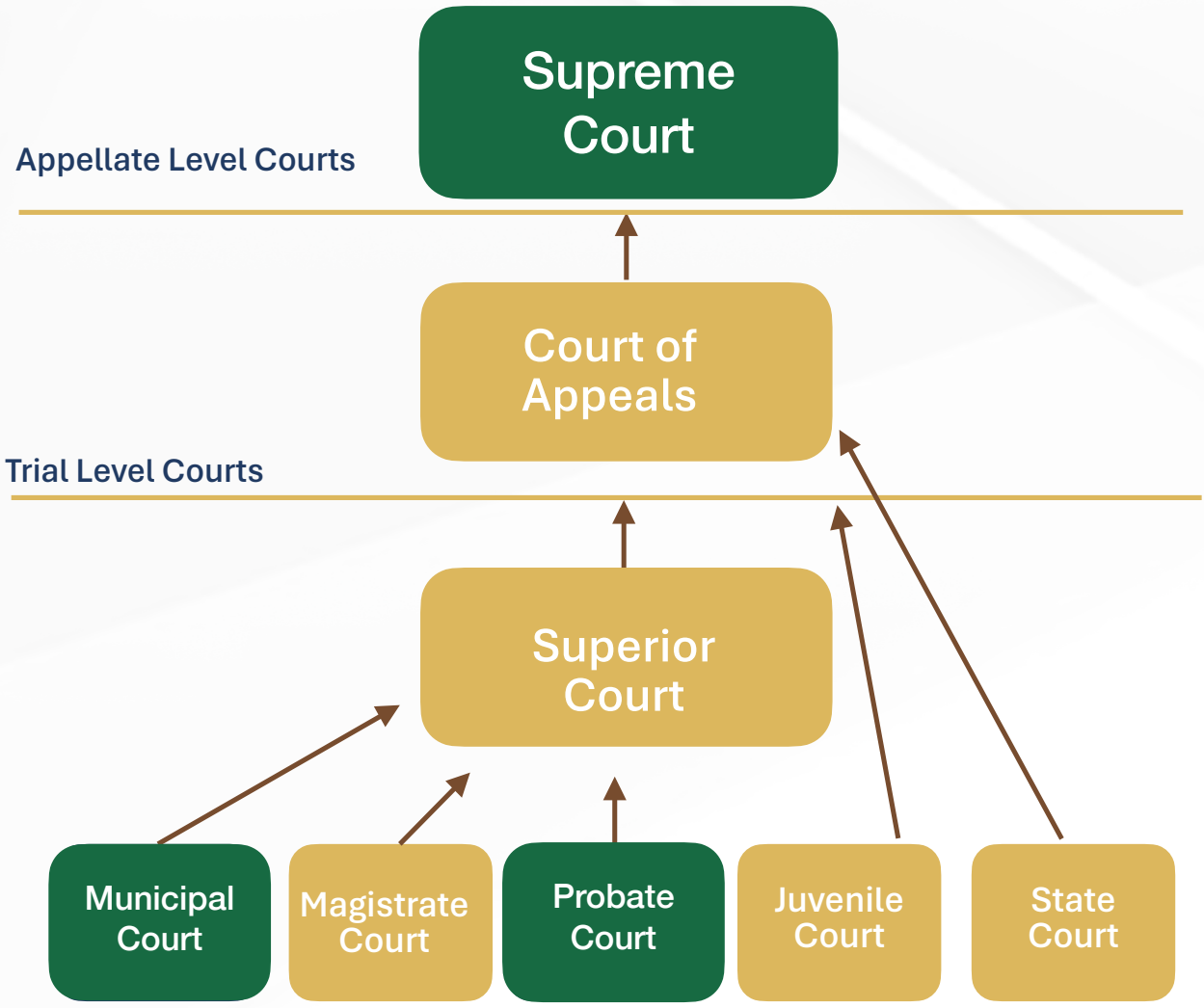
Municipal Court of Mableton



THE JUDICIARY

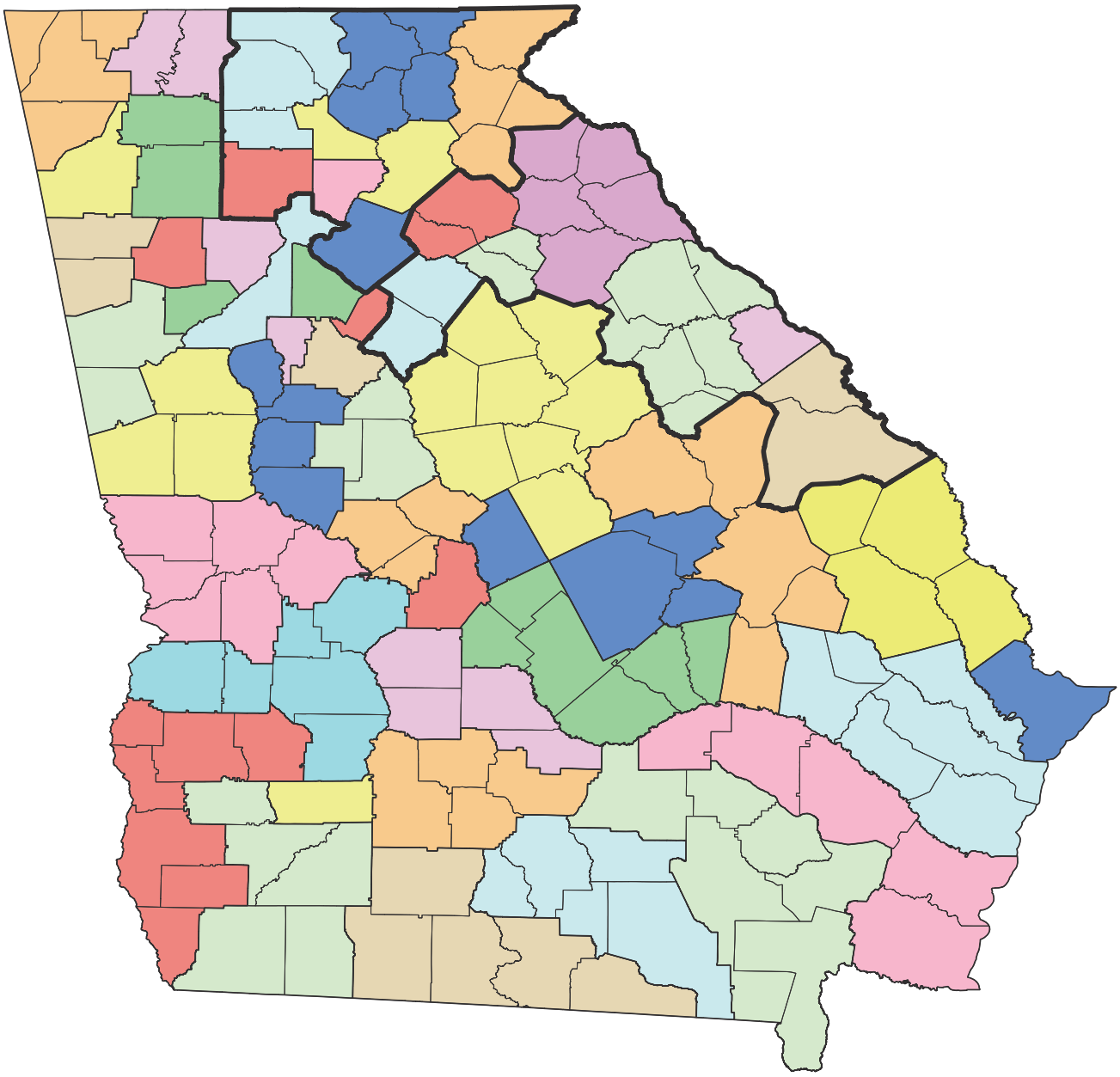


Georgia's Judiciary System



Georgia's judiciary system consists of three tiers, all of which are vested with the judicial power of the state. The first tier is considered the "trial level" and it includes municipal court, magistrate court, probate court, juvenile court, superior court and state court. Most courts at this level have limited jurisdiction, which means they only hear certain types of cases. At this level, evidence is first presented and considered. Municipal courts fall within this tier of courts. Unlike some other courts, municipal courts cannot have jury trials. If a defendant requests a jury trial in municipal court, the case must be bound over to a court which can have jury trials, typically state or superior court. Appeals from municipal court typically go to the Superior Court.

GA Judicial Boundaries Map



O.C.G.A. § 15-6-1

Copy Citation

Current through Act 375 of the 2026 Regular Session of the General Assembly but not including corrections and changes made by the Office of Legislative Counsel.

15-6-1. Composition of **judicial circuits**.

The entire state is divided into **judicial circuits**, in reference to the jurisdiction and sessions of the superior courts, as follows:

(1) Alapaha **Judicial Circuit**, composed of the Counties of Atkinson, Berrien, Clinch, Cook, and Lanier;

(2) Alcovy **Judicial Circuit**, composed of the Counties of Newton and Walton;

(2.1) Appalachian **Judicial Circuit**, composed of the Counties of Fannin, Gilmer, and Pickens;

(3) Atlanta **Judicial Circuit**, composed of the County of Fulton;

(4) Atlantic **Judicial Circuit**, composed of the Counties of Bryan, Liberty, McIntosh, Tattnall, Evans, and Long;

(5) Augusta **Judicial Circuit**, composed of the Counties of Burke and Richmond;

(5.1) Bell-Forsyth **Judicial Circuit**, composed of the County of Forsyth;

(6) Blue Ridge **Judicial Circuit**, composed of the County of Cherokee;

(7) Brunswick **Judicial Circuit**, composed of the Counties of Appling, Camden, Glynn, Wayne, and Jeff Davis;

(8) Chattahoochee **Judicial Circuit**, composed of the Counties of Chattahoochee, Harris, Marion, Muscogee, Talbot, and Taylor;

(9) Cherokee **Judicial Circuit**, composed of the Counties of Bartow and Gordon;

(10) Clayton **Judicial Circuit**, composed of the County of Clayton;

(11) Cobb Judicial Circuit, composed of the County of **Cobb**;

(11.1) Columbia **Judicial Circuit**, composed of the County of Columbia;

(12) Conasauga **Judicial Circuit**, composed of the Counties of Murray and Whitfield;

(13) Cordele **Judicial Circuit**, composed of the Counties of Dooly, Wilcox, Crisp, and Ben Hill;

(14) Coweta **Judicial Circuit**, composed of the Counties of Coweta, Meriwether, and Troup;

(14.1) DeKalb **Judicial Circuit**, composed of the County of DeKalb. The judges of the DeKalb **Judicial Circuit**, when the business of the circuit does not require their attention, may aid in the disposition of the business of the Atlanta

Judicial Circuit;

(15) Dougherty **Judicial Circuit**, composed of the County of Dougherty;

(15.1) Douglas **Judicial Circuit**, composed of the County of Douglas;

(16) Dublin **Judicial Circuit**, composed of the Counties of Laurens, Johnson, Twiggs, and Treutlen;

(17) Eastern **Judicial Circuit**, composed of the County of Chatham;

(17.1) Enotah **Judicial Circuit**, composed of the Counties of Towns, Union, Lumpkin, and White;

(18) Flint **Judicial Circuit**, composed of the County of Henry;

(19) Griffin **Judicial Circuit**, composed of the Counties of Spalding, Pike, Upson, and Fayette;

(20) Gwinnett **Judicial Circuit**, composed of the County of Gwinnett;

(21) Houston **Judicial Circuit**, composed of the County of Houston;

(22) Lookout Mountain **Judicial Circuit**, composed of the Counties of Catoosa, Dade, Chattooga, and Walker;

(23) Macon **Judicial Circuit**, composed of the Counties of Bibb, Crawford, and Peach;

(24) Middle **Judicial Circuit**, composed of the Counties of Emanuel, Jefferson, Washington, Toombs, and Candler;

(25) Mountain **Judicial Circuit**, composed of the Counties of Banks, Habersham, Rabun, and Stephens;

(26) Northeastern **Judicial Circuit**, composed of the Counties of Hall and Dawson;

(27) Northern **Judicial Circuit**, composed of the Counties of Elbert, Hart, Madison, Oglethorpe, and Franklin;

(28) Ocmulgee **Judicial Circuit**, composed of the Counties of Baldwin, Greene, Jasper, Jones, Morgan, Putnam, Wilkinson, and Hancock;

(29) Oconee **Judicial Circuit**, composed of the Counties of Dodge, Montgomery, Pulaski, Telfair, Bleckley, and Wheeler;

(30) Ogeechee **Judicial Circuit**, composed of the Counties of Bulloch, Effingham, Jenkins, and Screven;

(31) Pataula **Judicial Circuit**, composed of the Counties of Clay, Early, Miller, Quitman, Randolph, Terrell, and Seminole;

(31.1) Paulding **Judicial Circuit**, composed of the County of Paulding;

(32) Piedmont **Judicial Circuit**, composed of the Counties of Barrow and Jackson;

(32.1) Rockdale **Judicial Circuit**, composed of the County of Rockdale;

(33) Rome **Judicial Circuit**, composed of the County of Floyd;

(34) South Georgia **Judicial Circuit**, composed of the Counties of Baker, Calhoun, Decatur, Grady, and Mitchell;

(35) Southern **Judicial Circuit**, composed of the Counties of Brooks, Colquitt, Echols, Lowndes, and Thomas;

(36) Southwestern **Judicial Circuit**, composed of the Counties of Lee, Macon, Schley, Stewart, Sumter, and Webster;

(37) Reserved;

(38) Tallapoosa **Judicial Circuit**, composed of the Counties of Haralson and Polk;

(39) Tifton **Judicial Circuit**, composed of the Counties of Tift, Irwin, Worth, and Turner;

(40) Toombs **Judicial Circuit**, composed of the Counties of Glascock, Lincoln, McDuffie, Taliaferro, Warren, and Wilkes;

(40.1) Towaliga **Judicial Circuit**, composed of the Counties of Butts, Monroe, and Lamar;

(41) Waycross **Judicial Circuit**, composed of the Counties of Pierce, Coffee, Charlton, Ware, Bacon, and Brantley;

(41.1) West Georgia **Judicial Circuit**, composed of the Counties of Carroll and Heard; and

(42) Western **Judicial Circuit**, composed of the Counties of Clarke and Oconee.

History

Orig. Code 1863, § 46; Code 1868, § 44; Ga. L. 1869, p. 20, §§ 1, 3; Ga. L. 1870, p. 37, § 1; Ga. L. 1870, p. 38, § 1; Ga. L. 1871-72, p. 32, § 1; Code 1873, § 42; Ga. L. 1874, p. 43, § 1; Ga. L. 1880-81, p. 112, § 1; Code 1882, § 42; Ga. L. 1884-85, p. 108, §§ 1, 4; Ga. L. 1887, p. 48, §§ 1, 2; Ga. L. 1890-91, p. 95, § 1; Civil Code 1895, § 4339; Ga. L. 1897, p. 44, § 2; Ga. L. 1899, p. 49, § 1; Ga. L. 1905, p. 52, § 2; Ga. L. 1905, p. 55, § 2; Ga. L. 1905, p. 58, § 2; Ga. L. 1905, p. 60, § 2; Ga. L. 1905, p. 62, § 1; Ga. L. 1905, p. 63, § 2; Ga. L. 1906, p. 28, § 1; Ga. L. 1906, p. 50, § 1; Ga. L. 1907, p. 67, § 1; Ga. L. 1907, p. 70, § 1; Ga. L. 1909, p. 94, § 1; Ga. L. 1909, p. 102, § 1; Ga. L. 1909, p. 107, § 1; Ga. L. 1910, p. 63, § 1; Civil Code 1910, § 4870; Ga. L. 1911, p. 81, § 1; Ga. L. 1911, p. 87, § 1; Ga. L. 1912, p. 38, § 1; Ga. L. 1912, p. 41, § 1; Ga. L. 1912, p. 101, § 1; Ga. L. 1913, p. 64, § 1; Ga. L. 1914, p. 23, § 2; Ga. L. 1914, p. 27, § 1; Ga. L. 1914, p. 29, § 1; Ga. L. 1914, p. 33, § 1; Ga. L. 1916, p. 62, § 1; Ga. L. 1917, p. 44, § 1; Ga. L. 1917, p. 69, § 1; Ga. L. 1919, p. 68, § 1; Ga. L. 1919, p. 109, § 1; Ga. L. 1919, p. 110, § 1; Ga. L. 1920, p. 19, § 1; Ga. L. 1920, p. 34, § 1; Ga. L. 1920, p. 38, § 1; Ga. L. 1920, p. 48, § 1; Ga. L. 1920, p. 52, § 1; Ga. L. 1923, p. 68, § 1; Ga. L. 1923, p. 76, § 1; Ga. L. 1924, p. 39, § 1; Code 1933, § 24-2501; Ga. L. 1949, p. 266, § 7; Ga. L. 1950, p. 23, § 7; Ga. L. 1951, p. 184, § 6; Ga. L. 1952, p. 84, § 1; Ga. L. 1956, p. 95, § 5; Ga. L. 1958, p. 125, § 4; Ga. L. 1960, p. 110, § 6; Ga. L. 1963, p. 182, § 12; Ga. L. 1964, Ex. Sess., p. 7, § 7; Ga. L. 1964, Ex. Sess., p. 220, § 1; Ga. L. 1969, p. 427, § 7; Ga. L. 1972, p. 152, § 7; Ga. L. 1980, p. 563, §§ 1, 7; Ga. L. 1982, p. 439, §§ 1, 3; Ga. L. 1983, p. 761, § 2; Ga. L. 1984, p. 22, § 15; Ga. L. 1992, p. 1786, § 2; Ga. L. 1998, p. 220, § 1; Ga. L. 1999, p. 67, §§ 11, 12; Ga. L. 2002, p. 405, § 3-1; Ga. L. 2021, p. 5, § 4-1/SB 9; Ga. L. 2024, p. 738, § 2/HB 158, effective January 1, 2025; Ga. L. 2024, p. 919, § 2-1/SB 259, effective January 1, 2025; Ga. L. 2024, p. 961, § 3-1/SB 424, effective July 1, 2024.

Annotations

Notes

Amendments.

The 2021 amendment, effective July 1, 2021, deleted ", Columbia," following "Burke" in paragraph (5); and added paragraph (11.1).

The first 2024 amendment, effective January 1, 2025, added paragraph (14.1) and substituted "Reserved" for "Stone Mountain **Judicial Circuit**, composed of the County of DeKalb. The judges of the Stone Mountain **Judicial Circuit**, when the business of the circuit does not require their attention, may aid in the disposition of the business of the Atlanta **Judicial Circuit**" in paragraph (37).

The second 2024 amendment, effective January 1, 2025, inserted "Banks" in paragraph (25); and substituted "and Jackson" for ", Jackson, and Banks" in paragraph (32).

The third 2024 amendment, effective July 1, 2024, substituted "Coweta," for "Carroll, Coweta, Heard," in paragraph (14); deleted "and" from the end of paragraph (41); and added paragraph (41.1).

Code Commission notes.

Pursuant to Code Section 28-9-5, in 1998, paragraph (18.1) was redesignated as paragraph (5.1).

Pursuant to Code Section 28-9-5, in 2008, "and" was added at the end of paragraph (41).

Editor's notes.

Ga. L. 1983, p. 761, § 1, not codified by the General Assembly, provided for creation of a new **judicial circuit** of the superior courts of this state, to be known as the Appalachian **Judicial Circuit**, which circuit shall be composed of the Counties of Fannin, Gilmer, and Pickens, and further provided for the offices of the judge of the superior court and district attorney of the Appalachian **Judicial Circuit**.

Ga. L. 1992, p. 1786, § 1, not codified by the General Assembly, provided for creation of the Enotah **Judicial Circuit**, for the offices of the judge and district attorney, and for the transfer of pending litigation from the superior courts of Towns, Lumpkin, and White counties.

Ga. L. 1992, p. 1786, § 5, not codified by the General Assembly, provides: "For the purposes of the appointment of the judges and district attorney of the Enotah **Judicial Circuit** to take office on July 1, 1992, this Act shall become effective upon its approval by the Governor or upon its becoming law without his approval. For all other purposes, this Act shall be effective on July 1, 1992." The effective date of this Act was April 6, 1992.

Ga. L. 1998, p. 220, § 9, not codified by the General Assembly, creates the Bell-Forsyth **Judicial Circuit** and provides for transfer of certain matters to the superior court of that circuit from the superior court of Forsyth County which were pending at such time as it was part of the Blue Ridge **Judicial Circuit**.

Ga. L. 1998, p. 220, § 10, subsections (b) and (c), not codified by the General Assembly, provide that: "(b) If there is no judge of the Blue Ridge **Judicial Circuit** in office on July 1, 1998, who is a resident of Forsyth County, this Act shall become effective upon its approval by the Governor or upon its becoming law without such approval for the purposes of the appointment of the initial judge of the Bell-Forsyth **Judicial Circuit** pursuant to subsection (d) of Section 8 of this Act, except that the provision of Section 1 of this Act which decreases the number of judges in the Blue Ridge Circuit shall become effective December 31, 2000, upon the expiration of the terms of office of the judges of the Blue Ridge **Judicial Circuit**.

"(c) Except as provided in subsections (a) and (b) of this section and notwithstanding the provisions of Code Section 1-3-4.1, this Act shall become effective July 1, 1998." The references to Section 1 and Section 8 of this Act in Ga. L. 1998, p. 220, § 10, should probably be to Section 2 and Section 9, respectively, of that Act.

Ga. L. 1999, p. 67, §§ 1–10, not codified by the General Assembly, provided for creation of the Towaliga **Judicial Circuit**, for the offices of the judge and district attorney, for the transfer of pending litigation from the superior courts of Butts, Monroe, and Lamar counties, and other similar matters.

Ga. L. 2002, p. 405, §§ 1-1 through 2-4, not codified by the General Assembly, provided for the creation of the Paulding **Judicial Circuit**, for the offices of the judge and district attorney, for the transfer of pending litigation from the Superior Court of Paulding County at the time it was a part of the Tallapoosa **Judicial Circuit**, and other similar matters.

Ga. L. 2021, p. 5, §§ 1-1 through 3-4/SB 9, not codified by the General Assembly, provided for creation of the Columbia **Judicial Circuit**, which circuit shall be composed of Columbia County, provided for the transfer of pending litigation from the Superior Court of Columbia County at such time as it was a part of the Augusta **Judicial Circuit**, and provided for terms, election of successors, powers, duties, dignities, jurisdiction, privileges, immunities, and other similar matters.

Ga. L. 2024, p. 738, § 1/HB 158, not codified by the General Assembly, provides: "On and after January 1, 2025, the Stone Mountain **Judicial Circuit** shall be known and may be referred to as the DeKalb **Judicial Circuit**. Any reference in local law to the Stone Mountain **Judicial Circuit** shall be deemed to refer to the DeKalb **Judicial Circuit**."

Ga. L. 2024, p. 919, §§ 1-1 through 3-2/SB 259, not codified by the General Assembly, provided for transfer of Banks County from the Piedmont **Judicial Circuit** to the Mountain **Judicial Circuit**, provided for the transfer of pending litigation from the Superior Court of Banks County at such time as it was a part of the Piedmont **Judicial Circuit**, and provided for terms, election of successors, powers, duties, dignities, jurisdiction, privileges, immunities, and other similar matters.

Ga. L. 2024, p. 961, §§ 1-1 through 2-5/SB 424, not codified by the General Assembly, provided for creation of the West Georgia **Judicial Circuit**, which circuit shall be composed of Carroll County and Heard County, provided for the transfer of pending litigation from the Superior Courts of Carroll County and Heard County respectively, at such time as each was part of the Coweta **Judicial Circuit**, and provided for terms, election of successors, powers, duties, dignities, jurisdiction, privileges, immunities, and other similar matters.

Ga. L. 2024, p. 961, §§ 1-1 through 2-5/SB 424, which moved the Counties of Carroll and Heard from the Coweta **Judicial Circuit** to the newly created West Georgia **Judicial Circuit**, became effective January 1, 2025, while the amendment to this Code section is effective July 1, 2024.

JUDICIAL DECISIONS

Code section is an alphabetical list of circuits. —

This section simply listed in alphabetical order the various **judicial circuits** and gave the counties composing the different circuits. Norris v. McDaniel, 207 Ga. 232, 60 S.E.2d 329, 1950 Ga. LEXIS 402 (1950).

Banishment as condition of probation must be to at least one entire judicial circuit. —

Although the legislature has expressly provided that banishment is a valid term and condition of probation, the trial court cannot banish a probationer to any area within the state that does not consist of at least one entire **judicial circuit**. Because Toombs County was part of the five-county Middle **Judicial Circuit**, which also included Emanuel, Jefferson, Washington, and Candler Counties, the trial court was not statutorily authorized to banish the defendant from the entire state, except for Toombs County. Regent v. State, 333 Ga. App. 350, 774 S.E.2d 213, 2015 Ga. App. LEXIS 426 (2015), rev'd, 299 Ga. 172, 787 S.E.2d 217, 2016 Ga. LEXIS 408 (2016), vacated in part, 339 Ga. App. 885, 795 S.E.2d 190, 2016 Ga. App. LEXIS 689 (2016).

Research References & Practice Aids

Cross references.

Authority of General Assembly as to composition of **judicial circuits**, Ga. Const. 1983, Art. VI, Sec. I, Para. VII.

Hierarchy Notes:

O.C.G.A. Title 15

O.C.G.A. Title 15, Ch. 6

O.C.G.A. Title 15, Ch. 6, Art. 1

Content Type: Statutes and Legislation

Terms: cobb judicial circuit

Narrow By: custom: custom Sources: Official Code of Georgia Annotated

Date and Time: Jun 03, 2026 02:51:52 p.m. EDT

LexisNexis®

Print

Cookie Policy

Terms & Conditions

GEORGIA BUREAU OF INVESTIGATION

Georgia Crime Information Center
CJIS Compliance Specialist Territory Map
2025-2028 Audit Cycle



Compliance Specialist	Email
Katrice Elder	Katrice.Elder@gbi.ga.gov
Melanie Harris	Melanie.Harris@gbi.ga.gov
Megan Lindley	Megan.Lindley@gbi.ga.gov
Lacy Martin	Lacy.Martin@gbi.ga.gov
Karen Pace	Karen.Pace@gbi.ga.gov
Kelli Rennert	Kelli.Rennert@gbi.ga.gov
Unassigned	Unassigned

Subject to Change **Revised 09/05/2025**

Georgia Crime Information Center
CJIS Compliance Program
Pre-Audit Instructions

Review the GCIC website for documents, instructions, and policy examples.

Section 1: Within 5 business days of the agency receiving the audit announcement, the following documents must be provided, if applicable.

- ☐ **1. Agency Personnel/Volunteer Roster**
  - *Include name and date of hire for all employed full/part-time personnel, volunteers, and interns. If possible, please include assignment area.*
- ☐ **2. Management Control Personnel Roster** *(for each MCA agency)*
  - *Include name of employed full/part-time personnel, volunteers, and interns.*
- ☐ **3. CJIS User Agreement**
  - *Current agreement signed by the current agency head and GCIC Division Director Rhonda Westbrook.*
- ☐ **4. TAC Notification Letter (if direct/terminal) or POC Notification Letter (if indirect/non-terminal)**
  - *Instructions located on the GCIC website.*
- ☐ **5. LASO Notification Letter**
  - *Instructions located on the GCIC website.*
- ☐ **6. List of CJIS Network Operators (CNO)**
  - *Provide a list of active CNOs, their most recent assignment date as a CNO.*
- ☐ **7. List of Vendors**
  - *Provide a list of vendors the agency uses that has access to the Georgia CJIS network or data from the network.*

Section 2: The agency must have the following available during audit, if applicable:

- ☐ **1. Information Exchange Agreement(s)** *Have copies for CS; may be emailed prior to the audit.*
- ☐ **2. Management Control Agreement(s)(MCA)** *Have copies for CS; may be emailed prior to the audit.*
- ☐ **3. TAC Certificate** *Not applicable if indirect/non-terminal agency.*
- ☐ **4. TAC Five Year Refresher Certificates** *Not applicable if an indirect/non-terminal agency.*
- ☐ **5. LASO Training Certificate(s)**
- ☐ **6. Disaster Policy**
- ☐ **7. Disciplinary Personnel Sanctions Policy**
- ☐ **8. Commercial Dissemination Policy**
- ☐ **9. Media Protection Policy** *Includes access, storage, transport, sanitization, and disposal/destruction for digital and non-digital media; may be separated into separate policies.*
- ☐ **10. Incident Handling and Reporting Policy**
- ☐ **11. Applicant Privacy Rights Notification Policy**
- ☐ **12. Validation Procedure and Policy** *For records under agency's ORI.*
- ☐ **13. Agency Personnel/Volunteer Fingerprint Results** *Include both FBI and GA returns. These must not be provided prior to the audit date.*
- ☐ **14. Agency Applicant Privacy Rights Signature Form** *Applicants fingerprinted on or after 9/1/2021*
- ☐ **15. MCA Personnel Fingerprint Results** *Include both FBI and GA returns. These must not be provided prior to the audit date.*
- ☐ **16. MCA Applicant Privacy Rights Signature Form** *Applicants fingerprinted on or after 9/1/2021*

☐ **17. Copy of Consent Form Templates created or developed by the agency for running purpose codes, E, M, N, U, or W.**

The CS will review the **CJIS Security Policy Awareness and Training/Awareness Statement** and the **CNO Training** through the Learning Management System (LMS). The agency must ensure the information is current and accurate.

- The agency must ensure an LMS Agency Coordinator is assigned.

Section 3: The following will be provided to the agency to have documentation for review at the audit:

☐ **1.** A sample of **III/CHRI Requests** made by the agency, if applicable.
  - *The III/CHRI Requests will be reviewed for proper format in the attention (ATN) field. Requests by purpose code C and/or F must have documentation to show the request was authorized and the name and/or SID/FBI UCN query are referenced in the agency reference number (ARN) field. Documentation may be in the agency's record management system, or the warrant/citation. For other purpose code queries, the completed consent form must be available for review. For Purpose Code J, the fingerprints may be used in lieu of a consent form.*

☐ **2. Wanted, Missing, Protection Order, and Sexual Offender records**, when applicable, will be provided through encrypted email to the agency's primary TAC. Should the agency utilize an electronic "paperless" case management system, electronic files for records requested must be easily available for review; however, these may be requested by the CS to have pertinent information printed for audit.

Ensure the following items are available, when applicable:

- GCIC record entry files, to include all documentation related to entries, modifications, and HITs.
- Arrest warrant.
- Initial missing person report.
- Copy of final protection order.
- Last set of IQ/DQ **used during the validation process** for wanted, missing, and protection orders and any IQ/DQ ran after the validation cycle used to update the record.
- If a record has been cleared or cancelled, provide documentation to support the removal.
- Sexual offender registration forms.
  - All documentation related to the last registration. If a sexual predator, all documentation related to the last two registrations.
  - Documentation related to any record modification made in SORT since the most recent annual registration.
  - IQ/DQ/FQ for sexual offender records.

Review the ***CJIS Audit Notebook*** located on the **GCIC website**.

Georgia Crime Information Center
CJIS Compliance Program
Pre-Audit Instructions

Section 4: National Instant Criminal Background Check System (NICS) Audit
Probate Courts must follow the above Sections (1, 2 and 3(1)) of these Pre-Audit Instructions. In addition, the Probate Court must have the following items for review during the audit, if applicable.

Georgia Mental Health File Survey

- Tab the following documents on the right-hand side of the page for ease of use:
  - Signed petition, where the request was made to become a guardian or conservator.
  - Signed order, which granted guardianship/conservatorship.
  - The page which contains the identification information of the ward found under item 2 of original petition and includes Name, DOB, and SOC, if available.
  - Notification form sent to GCIC for entry.
  - For involuntary hospitalizations, documentation which provides the HID and PNU.
  - Notices of revocations/dismissals of orders.
  - Death certificate/other notification, such as an obituary or a petition to probate the estate.

Weapons Carry License (WCL) Fingerprint Survey

- WCL application pulled for review.
- All information used by the court to issue/deny the license must be within the file.
- Applicant Privacy Rights Signature Form. *If GAPS is used, the form is not required.*

Guardianship/Conservatorship (G/C) Fingerprint Survey

- Guardianship/Conservatorship application pulled for review.
- Applicant Privacy Rights Signature Form. *If GAPS is used, the form is not required.*

Review the ***NICS User Manual*** located on the **GCIC website**.

SAMPLE

GEORGIA BUREAU OF INVESTIGATION
3121 Panthersville Road
P.O. Box 370808
Decatur, Georgia 30037-0808

Christopher E. Hosey
Director

September 4, 2024

Clerk of Court, Mallory Minor
Stonecrest Municipal Court
3120 Stonecrest Blvd
Ste. 155
Stonecrest, GA 30038

Dear Clerk of Court Minor:

The Rules of the Georgia Crime Information Center (GCIC) Council mandate performance audits of criminal justice agencies that access the Georgia Criminal Justice Information System (CJIS) network to assess and enforce compliance with the Rules of the GCIC Council, O.C.G.A. § 35-3-30 through 35-3-40, other relevant Georgia code sections and pertinent federal statutes and regulations. In addition, the Federal Bureau of Investigation (FBI) requires GCIC to triennially audit criminal justice agencies to ensure compliance with applicable statutes, regulations, and policies. In addition, agencies that utilize the National Instant Criminal Background Check System (NICS) Indices will receive a NICS audit.

An audit was conducted on August 30, 2024 to assess compliance with the above-cited references. The audit report reflected that the agency was compliant in all areas evaluated during the audit. GCIC recognizes the efforts made to achieve full compliance. The agency deserves to be recognized for this significant accomplishment. The audit is considered closed.

A copy of this letter will be incorporated in the audit file. Completed audit documentation is subject to release under the Georgia Open Records Act.

If further assistance is needed, contact me via email or phone.

Sincerely,

Lacy Martin

Lacy Martin
CJIS Compliance Specialist
Georgia Crime Information Center

AOC
CASE REPORT

Printed:06/04/2026 12:34:21

CY 2026 Municipal Court Caseload Report
(January 01 - June 04, 2026)

City Mableton Municipal Court

Name, Title

Criminal	Cases			Manner of Disposition			Case Characteristics	
	Open	Filed	Disposed	Benchtrial	Bindover	Other	Self-Represented	Translator
Serious Traffic - DUI								
Serious Traffic - Other								
Misdemeanor - Traffic								
Misdemeanor - Drugs								
Misdemeanor - Other								
Parking Violations								
Ordinance	33	301	182				181	6

Civil Cases	Cases			Manner of Disposition			Case Characteristics	
	Open	Filed	Disposed	Benchtrial	Bindover	Other	Self-Represented	Translator
Non-Criminal Traffic								

PROFESSIONAL PROBATION SERVICES

JCS Quarterly Report

Mableton Municipal Court

1/1/2026 - 3/31/2026

Probationer Data (Does not include Pre-Trial)	
Active Reporting	0
Pay Only	0
Warrants	0
Tolled Warrants	0
Non-Reporting	0

Collections/Community Service	
Restitution	$0.00
Court Money	$0.00
Crime Victim Fund	$0.00
CS Worked	0.00
CS Converted	0.00

JCS Revenue	
Supervision Fees	$0.00
Class Fees	$0.00
ELEC Monitoring	$0.00
Drug Screens	$0.00

Terminations	
Successfully Closed	0
Unsuccessfully Closed	0

GEORGIA GENERAL ASSEMBLY

House Bill 304 (AS PASSED HOUSE AND SENATE)

By: Representatives Yearta of the 152nd, Gullett of the 19th, Gunter of the 8th, Kelley of the 16th, Reeves of the 99th, and others

A BILL TO BE ENTITLED

AN ACT

To amend Chapter 32 of Title 36 of the Official Code of Georgia Annotated, relating to municipal courts, so as to provide for the office of senior municipal court judge; to provide for qualifications, application and approval procedures, and amenities and privileges of such judges; to preserve local actions establishing senior judges for particular municipal courts; to create the Georgia Municipal Court Clerks' Council; to provide for definitions; to provide for the membership, powers, and duties of the council; to provide for funding of the council; to provide for the status of the council and its members; to provide for related matters; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

SECTION 1.

Chapter 32 of Title 36 of the Official Code of Georgia Annotated, relating to municipal courts, is amended in Code Section 36-32-40, relating to creation of council, membership and organization, purpose, expenses, contracts, assistance to council, members not ineligible to hold office of judge and notifications, by revising subsection (a) as follows:

"(a) There is created a council of municipal court judges to be known as the 'Council of Municipal Court Judges of Georgia.' The council shall be composed of the judges of the

municipal courts of this state together with the senior municipal court judges of this state as provided for in Code Section 36-32-42. The council is authorized to organize itself and to develop a constitution and bylaws. The officers of said council shall consist of a president, a first vice president, a second vice president, a secretary, a treasurer, and such other officers as the council shall deem necessary. The council shall have an executive committee composed of two representatives from each judicial administrative district."

SECTION 2.

Said chapter is further amended by adding a new Code section to read as follows:

"36-32-42.

(a) There is created the office of senior municipal court judge of this state. Any former judge of a municipal court of this state or any former judge of a court of this state exercising municipal court jurisdiction may apply to become a senior municipal court judge if such former judge is no longer serving as a municipal court judge and had previously served in such capacity for an aggregate period of not less than ten years. The president of the Council of Municipal Court Judges, shall prescribe the form for such applications, review applications, and notify applicants as to whether or not he or she will be appointed as a senior municipal court judge. The approval or denial of an application shall be made within 30 days of the submission of such application.

(b)(1) A senior municipal court judge appointed pursuant to subsection (a) of this Code section shall:

(A) Comply with the mandatory training required by subsection (c) of Code Section 36-32-27 in order to maintain the status as a certified municipal court judge or a certified judge of a court exercising municipal court jurisdiction;

(B) Be licensed to practice law in the State of Georgia; and

(C) Be an active member in good standing of the State Bar of Georgia.

(2) Any former municipal court judge who is not licensed to practice law in this state may apply for senior municipal court judge status if such former judge otherwise meets the qualifications required by Code Section 36-32-1.1.

(c) A senior municipal court judge shall not be required to pay any support or registration fees related to the mandatory training required by subparagraph (b)(1)(A) of this Code section, but such judge shall be responsible for all other costs attendant to said mandatory training.

(d) Senior municipal court judges shall enjoy all of the amenities and privileges of judges of other classes of courts of this state that are otherwise accorded to municipal court judges. Senior municipal court judges shall not be required to sit as a judge in any court or be required to comply with the requirements of subsection (b) of this Code section in order to enjoy the amenities and privileges accorded pursuant to this Code section.

(e) This Code section shall not supersede any local law, Act, ordinance, resolution, or other official action by a municipality establishing the office of senior judge of a particular municipal court."

SECTION 3.

Said chapter is further amended by adding a new article to read as follows:

"ARTICLE 4

36-32-50.

(a) As used in this Code section, the term:

(1) 'Council' means the Georgia Municipal Court Clerks' Council.

(2) 'Municipal court staff' means the primary person most directly responsible for the administration of a municipal court, other than a judge of the municipal court, and his or her support staff.

(b) There is created the Georgia Municipal Court Clerks' Council. The council shall be composed of the municipal court staff of all municipal courts within this state. The council is authorized to organize itself and to develop a constitution and bylaws. The council is authorized to elect such officers, including an executive committee, as it shall deem advisable to carry out its duties and responsibilities. The council is authorized to appoint advisory committees and establish the membership and duties thereof. In addition to the members of the council, the council is authorized to provide for special classes of nonvoting memberships for honorary members and those persons who have retired from positions involving the administration and management of municipal courts.

(c) It shall be the purpose of the council to effectuate the responsibilities conferred upon it by law, to further the improvement of the municipal courts and the administration of justice, to assist the municipal court staff throughout the state in the execution of their duties, and to promote and assist in the training of municipal court staff.

(d) Expenses of the administration of the council shall be paid from state funds appropriated for such purpose and from other appropriate sources.

(e) The council shall be a legal entity and an agency of the State of Georgia; shall have perpetual existence; may contract; may own property; may accept funds, grants, and gifts from any public or private source for use in defraying the expenses of the council; may adopt and use an official seal; may establish a principal office; may employ such administrative or clerical personnel as may be necessary and appropriate to fulfill its necessary duties; and shall have other powers, privileges, and duties as may be reasonable and necessary for the proper fulfillment of its purposes and duties.

(f) A member of the council shall not be ineligible to hold the office of municipal court staff by virtue of his or her position as a member of the council and membership in the council shall not constitute the holding of a public office.″

SECTION 4.

All laws and parts of laws in conflict with this Act are repealed.

House Bill 1452 (AS PASSED HOUSE AND SENATE)

By: Representatives Cummings of the 39th, McQueen of the 61st, and Sanchez of the 42nd

A BILL TO BE ENTITLED

AN ACT

To authorize the assessment and collection of a technology fee by the Municipal Court of the City of Mableton; to identify the authorized uses of such technology fee; to provide for related matters; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

SECTION 1.

(a) The clerk of the Municipal Court of the City of Mableton is hereby authorized to charge and collect a technology fee to be set by the judge of the municipal court in an amount not to exceed $10.00 as a surcharge to each criminal and quasi-criminal fine paid to the court. Such technology fees shall be used exclusively to provide for technological needs of the Municipal Court of the City of Mableton and the city's police department. Such uses shall include only the following:

(1) The purchase, lease, maintenance, and installation of computer hardware and software;

(2) The purchase, lease, maintenance, and installation of equipment and software used for imaging, scanning, facsimile, communications, projections, and printing; and

(3) Police department hardware and software, including, but not limited to, associated equipment for body-worn, mobile, stationary, or vehicle mounted cameras; drones; and

operations of 9-1-1 emergency response through its dedicated public safety answering point system.

(b) Funds collected pursuant to this section shall be maintained in a segregated account by the clerk of the municipal court and the chief financial officer of the city, subject to audit by an auditor approved by the governing authority of the City of Mableton, and shall be used only for the purposes authorized in this section. Such funds may be used to reimburse the city's information technology department for services provided to the court or police department.

SECTION 2.

All laws and parts of laws in conflict with this Act are repealed.



Support:

HB 304

Establishes the Georgia Municipal Court Clerks' Council (GMCCC).

WRITE LETTERS OF SUPPORT TODAY!

#SupportHB304 #PassHB304 #HB304
#SupportGMCCC #EstablishGMCCC
#GeorgiaLegislation #GeorgiaCourts
#GeorgiaMunicipalCourts #MunicipalCourtClerks
#CourtProfessionals #ClerksMatter



We are pleased to announce that the

MABLETON MUNICIPAL COURT HAS PARTNERED WITH CIVICS ACADEMY

to provide an online learning platform for our mandated courses.



Court Administrator Mallory Minor
Mableton Municipal Court
770.380.6033 (c)
courtinfo@mableton.gov

City of Mableton

Welcome to the Team!



Alma Gonzalez *Court Administrative Assistant*

We are thrilled to welcome ***Alma*** to our growing team! She previously worked for the City of Acworth, where she served as a Senior Court Clerk after beginning her career there as a Customer Service Representative. Alma brings valuable municipal court experience along with multiple certifications, including Court Clerk Certification, GCICI, TAC, GMCCC Level I & II, and Notary certification. We are excited to have her join the City of Mableton team!

Together, we achieve more. Let's give her a warm welcome and show the spirit of collaboration that defines us!

Get to know ALMA

Fun fact #1
She was born and raised in Houston, Texas.

Fun fact #2
She loves gardening and finds peace in nurturing plants and working in the soil.

City of Mableton

Welcome to the Team!



Justin Leverette *Deputy Clerk of Court*

We are thrilled to welcome ***Justin*** to our growing team as Deputy Clerk of Court! Justin brings more than 10 years of Court Administration experience, having served with Fulton County Government, the Georgia Department of Public Safety, and the Administrative Office of the Courts. He holds a Master's degree in Public Administration from Kennesaw State University and is excited to help shape Mableton's judiciary from the ground up while serving our community with integrity and excellence.

Together, we achieve more. Let's give her a warm welcome and show the spirit of collaboration that defines us!

Get to know JUSTIN

Fun fact #1
He is a proud member of Kappa Alpha Psi Fraternity, Inc.

Fun fact #2
He can sing!

REGISTER TODAY!



Municipal Court of Mableton in collaboration with Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) is offering a

FREE
VIRTUAL NOTARY TRAINING

Free Notary Training is open to all Mableton citizens, staff, current and prospective Georgia Notaries. Learn about the practices, laws, and guidelines surrounding the duties of a Georgia Notary Public.

March 20th at 10am
REGISTRATION IS REQUIRED!

https://gsccca-org.zoom.us/meeting/register/Pd5naMxgRLKCx4iDEguuLw

For questions, please email courtinfo@mableton.gov
Court Administrator Mallory Minor - 404.902.3244 -


MUNICIPAL COURT OF MABLETON | PUBLIC NOTICE
COURT CLOSURE NOTICE
Monday, March 23, 2026
The Municipal Court of Mableton will be CLOSED on this date to observe:
CMuCJ & GMCCC
LUNCH & LEGISLATIVE DAY
at the Capitol
What You Need to Know
• No court sessions or administrative services will be available.
• Normal operations will resume on Tuesday, March 24, 2026.
Online Services
While our offices are closed, you can still access online fine payments and case information at our website.
mableton.gov/municipal-court
MABLETON GEORGIA
For all other inquiries, please call 404-902-3244 or email courtinfo@mableton.gov and we will get back to you after 8:30 AM on March 24th.


MUNICIPAL COURT OF MABLETON
EQUAL JUSTICE FOR ALL
2025
COBB COUNTY GEORGIA
ADMINISTRATIVE PROFESSIONALS DAY
THANK YOU FOR ALL YOUR HARD WORK!


Mableton Municipal Court
MABLETON GEORGIA










CITY OF SMYRNA
1872
GEORGIA


OFFICE OF THE


City of MABLETON




MUNICIPAL COURT OF MABLETON
EQUAL JUSTICE FOR ALL
2025
COBB COUNTY GEORGIA

AGENDA ITEM MEMORANDUM

MEETING OF: June 8, 2026
DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: Townhall Process - Communications Director Gregory Woods

BACKGROUND/SUMMARY:

Presentation of the proposed Town Hall Request Process & Protocol for review and discussion. The protocol is intended to establish a clear process for Council-led town halls, including advance notice expectations, required request details, staff roles, and planning considerations to support effective coordination, promotion, and execution.

BUDGETED/FINANCIAL IMPACT – FUND:

No immediate budget or financial impact. Any future costs associated with individual town halls or related events would be handled through normal operational planning and available departmental resources.

RECOMMENDATION:

For review and discussion.

ATTACHMENTS:

1. Town Hall Request Process & Protocol



TOWN HALL REQUEST PROCESS & PROTOCOL

A CLEAR PROCESS TO SUPPORT WELL-PLANNED AND WELL-EXECUTED COUNCIL TOWN HALLS

MABLETON
GEORGIA
Est. 2022

PURPOSE

This protocol intends to help the city support Council-led town halls in a consistent, professional, and well-coordinated manner.

By establishing a clear process, the city can better ensure that each town hall is the following:

- Properly staffed
- Appropriately promoted
- Well prepared
- Responsive to residents





STANDARD ADVANCE NOTICE

Town hall requests should be submitted at least six weeks in advance.

This advance notice allows adequate time for:

- Staff coordination
- Departmental scheduling
- Presentation preparation
- Marketing and public outreach
- Event logistics and final readiness

REQUIRED BEFORE SUBMISSION

Before a town hall request is submitted, the requesting council member should already have the following identified:

- Proposed location
- Proposed date
- Proposed time
- Purpose of the town hall
- Topics expected to be discussed

This helps ensure staff can use the planning window effectively and move immediately into coordination, outreach, and preparation.



INFORMATION REQUIRED IN THE INITIAL REQUEST

Requests submitted to the Executive Assistant to Council, Jasmin Owens, should include:

- Name of requesting council member
- Event name/title
- Date
- Time
- Location
- Reason for the town hall
- Topics expected to be discussed
- Directors or departments requested
- Whether those directors are expected to:
  - Answer questions, or
  - Provide formal presentations
- Any other pertinent information related to the request

ROLE OF THE EXECUTIVE ASSISTANT TO COUNCIL

Once a complete request is submitted, the Executive Assistant to Council will serve as the lead coordinator for the town hall.

Responsibilities include:

- Confirming the event details
- Confirming the location is ready to host the meeting
- Confirming necessary equipment is available
- Coordinating any additional support needed for setup or AV
- Organizing the event internally so staff can move forward in a coordinated way

ROLE OF COMMUNICATIONS

Once the town hall details are confirmed, Communications will support the event by:

- Marketing the event
- Creating flyers and promotional materials
- Sharing the event through appropriate city channels
- Attending for photography
- Sharing event photos with the respective council member(s)

A NOTE ON EVENT REQUESTS MORE BROADLY

While this presentation is focused on town halls, the same planning principles apply to event requests more broadly.

Submitting a request with complete and thoughtful information helps staff move more efficiently from intake to execution and helps ensure the final product reflects the intent of the event.



WHAT HELPS COMMUNICATIONS BEST SERVE YOU

Beyond providing the basic event details already requested on the form, it is also helpful to complete the sections of the form that give Communications creative direction to effectively promote the event.

Helpful information includes:

- A brief description of the event
- Event features, such as activities, entertainment, food, or speakers
- Whether there is a registration link or if an Eventbrite needs to be created
- Any general idea for how the design should look
- Any required messaging that must be included
- Any supporting materials, such as external logos, photos, agendas, or draft content



WHAT HELPS COMMUNICATIONS BEST SERVE YOU

Examples:

- "This is a black-tie event. Please make it formal and elegant."
- "This is a children's event, so please make it bright, playful, and fun."
- "Please include this exact tagline and registration link."
- "These partner logos must appear on the flyer."

ROLE OF DIRECTORS

Directors will make themselves available for town halls when they have been given proper notice and clear expectations.

This includes understanding:

- Whether attendance is requested
- Whether they are expected to answer questions
- Whether they are expected to prepare and present information

Advance notice allows departments to prepare thoughtfully and participate effectively.





BEST PRACTICE FOR ANNUAL PLANNING

As a best practice, anticipated town halls should be discussed and tentatively planned during the annual budget cycle whenever possible.

This helps:

- Place major events on the calendar early
- Improve staff planning
- Support stronger outreach
- Reduce last-minute scheduling challenges

BEST PRACTICE FOR ANNUAL PLANNING

Aside:

Although this presentation is focused on town hall protocol, the same principle applies more broadly. To the extent possible, town halls — and other council events, or as many as can reasonably be anticipated — should be planned and placed on the calendar during the budget cycle.



A NOTE ON QR CODES

QR codes are best used for print and physical materials; for mobile-first social media, clickable links are usually the more effective and accessible option.





This protocol is intended to create a clear and respectful process that supports Council's engagement with residents while allowing staff adequate time to prepare and execute each town hall successfully.

THANK YOU

MABLETON
GEORGIA
Est. 2022

ATTACHMENT A

Received 7/25
Fee Amt $215.00

Application for Temporary Land Use Permit Mableton, Georgia

Application No. LUP-25-002

PC Hearing Date: 10/9

M&C Hearing Date: 10/22

Applicant Kevin Ortega Negrón Phone # 470-585-0543 E-mail kevin@pawssiondoghouse.com

(representative's name, printed) Address 245 Hunnicutt Rd SE Mableton GA 30126

(representative's signature) Phone # 470-585-0543 E-mail kevin@pawssiondoghouse.com

Signed, sealed and delivered in presence of: Nyree Simpson (Notary Public)

NYREE SIMPSON Notary Public State of Georgia Carroll County My Comm. Expires Jan. 27, 2026

My commission expires: January 27, 2026

Titleholder Pawssion Pet Care LLC Phone # 470-585-0543 E-mail kevin@pawssiondoghouse.com

Signature Kevin Ortega Negrón (attach additional signature, if needed) Address 245 Hunnicutt Rd SE Mableton, GA 30126

Signed, sealed and delivered in presence of:

_____ My commission expires: _____

Notary Public

Present Zoning _____

Type of Permit

Temporary Land Use ✓; Poultry on less than two acres ____; Other _____

Renewal - Yes _____ No ✓ first application

For the Purpose of providing premium pet sitting services for dogs in a safe, structured, home-based environment. Services include supervised play, rest areas, and enrichment activities with a focus on holistic care and wellness. All services by appointment only.

Location 245 Hunnicutt Rd SE Mableton GA 30126

(street address, if applicable; nearest intersection, etc.)

Land Lot(s) _____ District _____

Size of Tract 1.2 Acre(s)

Will any site improvements (i.e., grading, tree removal, paved parking, detention facilities, additions to house or other permitted structure, etc.) be undertaken on the subject property? _____ Yes _____ No X

ATTACHMENT B1

Application for Temporary Land Use Permit Mableton, Georgia

Application # _____

PC Hearing Date _____

M&C Hearing Date _____

For Business Use or for a Use Not Permitted

1. Type of business or request? home-based pet sitting
2. Number of employees? 1 (Kevin)
3. Days of operation? mon. through sun.
4. Hours of operation? 8a - 8p (Goal: 8a - 6p)
5. Number of clients, customers or salespersons coming to the property per day? 0-1 Per week? 5-7 many days out of every month we don't expect anyone some months are lighter/busier than others
6. Where do clients, customers and/or employees park? Driveway: _____ Street: _____ (Other) (explain): We have a large gravel parking lot outside our yard by the mailbox
7. Signs? No: ✓ Yes: _____ If Yes, then how many, size and location:

   _____
8. Number of vehicles related to this request? (Also state type of vehicle, i.e. dump truck, box truck, passenger cars) Personal Vehicle (2010 Honda Element)
9. Deliveries? No: ✓ Yes: _____ (If Yes, then how many per day or week, and is the deliver via semi-truck, USPS, Fedex, UPS, etc) _____
10. Does the applicant live at the property? Yes: ✓ No: _____
11. Any outdoor storage? No: ✓ Yes: _____ (If Yes, state what is kept outside):

    _____
12. Length of time requested (24 months maximum): 24 mos.
13. Is the application a result of a Code Enforcement action? No: _____ Yes: ✓ (If Yes, attache a copy of the Notice of Violation and/or tickets to this form.) @ Kevin's screenshots, 05/19/25
14. Any additional information? (Attach additional sheets if needed.)

    _____

Applicant Signature Kevin Ortega Negrón Date: 07/10/25

Applicant Name (printed) Kevin Ortega Negrón

ATTACHMENT B2

Application for Temporary Land Use Permit Mableton, Georgia

Application # _____

PC Hearing Date _____

M&C Hearing Date _____

For Number of Adults and/or Vehicles

1. Number of unrelated adults in the house? _____
2. Number of related adults in the house? _____
3. Number of vehicles at the house? _____
4. Where do the residents park? Driveway: _____ Street: _____ Garage: _____
5. Does the property owner live in the house? Yes: _____ No: _____
6. Any outdoor storage? No: _____ Yes: _____ (If Yes, state what is kept outside:

   _____
7. Length of time requested (24 months maximum): _____
8. Is the application a result of a Code Enforcement action? No: _____ Yes: _____ (If Yes, attache a copy of the Notice of Violation and/or tickets to this form.)
9. Any additional information? (Attach additional sheets if needed.)

   _____

pplicant Signature _____ Date: _____

pplicant Name (printed) _____

ONING STAFF USE ONLY BELOW THIS LINE

oning of property: _____

ize of house per Cobb County Tax Assessor records: _____

lumber of related adults proposed: _____ Number permitted by code: _____

lumber of unrelated adults proposed: _____ Number permitted by code: _____

lumber of vehicles proposed: _____ Number permitted by code: _____

lumber of vehicles proposed to be parked outside: _ Number permitted by code: _____

PERTY/FINANCIAL DISCLOSURE REPORT[1] BY APPLICANT[2]

(A separate form must be completed by each applicant* - please see definition below)

Does any member of the Mayor and Council or Planning Commission have a property interest (direct or indirec ownership, including any percentage of ownership less than total) in the subject property? no

If so, describe the nature and extent of such interest: n/a

Does any member of the Mayor and Council or Planning Commission have a financial interest (direct owners interests of the total assets or capital stock where such ownership interest is ten percent (10%) or more) o corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a prope interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subj property? no

If so, describe the nature and extent of such interest: n/a

Does any member of the Mayor and Council or Planning Commission have a spouse, mother, father, brothe sister, son or daughter who has any interest as described above? no

If so, describe the relationship and the nature and extent of such interest: n/a

I certify that the foregoing information is true and correct, this 10 day of July, 2025.

Kevin Ortiz-Negrón
Applicant's Signature

[1]If the answer to any question is "Yes," then the Mayor or the member of the Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the City Council of Mableton, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

[2]Applicant means any person who applies for a rezoning action and any attorney, or other person representing or acting on behalf of a person who applies for a rezoning action

ATTACHMENT C2

CAMPAIGN DISCLOSURE REPORT[1] BY APPLICANT[2]

(A separate form must be completed by each applicant* - please see definition below)

Has the applicant[2] made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars ($250.00) or more or made gifts having in the aggregate a value of two hundred fifty dollars ($250.00) or more to a member or members of the Mayor and Council or Planning Commission who will consider the application? no

If so, the applicant and the attorney representing the applicant must file a disclosure report with the Mayor and Council of Mableton within ten (10) days after this application is first filed.

Please apply the following information that will be considered as the required disclosure:

The name of the member(s) of the Mayor and Council or Planning Commission to whom the campaign contribution or gift was made: n/a

The dollar amount of each campaign contribution made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application and the date of each such contribution: n/a

An enumeration and description of each gift having a value of two hundred fifty dollars ($250.00) or more made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two
(2) years immediately preceding the filing of this application:
n/a

I certify that the foregoing information is true and correct, this 10 day of July, 2025

Kevin Olga Negron.

Kevin Ortega Negrón

Applicant's Signature

[1]If the answer to any question is "Yes," then the member of the Mayor and Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the City Council of Mableton, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

[2]Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action.

)F
Y OF

LIMITED WARRANTY DEED

THIS INDENTURE, made on **October 13th, 2022**, between

BENNETT HUTCHINSON IV

ter referred to as "Grantor") and

PAWSSION PET CARE LLC

fter referred to as "Grantee"), the words "Grantor" and "Grantee" to include the heirs, executors, legal atives, successors and assigns of said parties where the context requires or permits; WITNESSETH:

THAT Grantor, for and in consideration of the sum of TEN DOLLARS ($10.00) AND OTHER AND VALUABLE CONSIDERATIONS, in hand paid, at and before the sealing and delivery of esents, the receipt of which is hereby acknowledged by Grantor, has granted, bargained, sold and d, and by these presents does grant, bargain, sell and convey unto Grantee,

SEE ATTACHED EXHIBIT A

ITHER WITH all and singular the rights, members and appurtenances thereto, to the same being, g, or in anywise appertaining (hereinafter collectively referred to as the "Premises").

O HAVE AND TO HOLD the Premises, subject to the Exceptions, to the only proper use, benefit and Grantee, forever, in FEE SIMPLE, and Grantor will, subject to the Exceptions, warrant and forever e right and title to the Premises unto Grantee against the claims of all person claiming by, through or ntor, but not otherwise.

DEED TO SECURE DEBT

[Second Lien Position Loan]

TATE OF
OUNTY OF

THIS SECURITY DEED is given effective the 13th day of OCTOBER, 2022 by and between AWSSION PET CARE, LLC, a Georgia Limited Liability Company, as party(ies) of the first art (hereinafter referred to as "Grantor"), and

ENNETT HUTCHINSON, IV, as party of the second party (hereinafter referred to as Grantee"), whose address is 100 Fred Vinson Rd., Otto, NC 28763.

WITNESSETH:

FOR CONSIDERATION hereinafter set forth and other good and valuable consideration delivered to Grantor by Grantee at and before the execution, sealing and delivery hereof, the receipt and sufficiency of which is hereby acknowledged, Grantor has and hereby does grant, bargain, sell and convey unto Grantee and the heirs, legal representatives, successors and assigns of Grantee all that tract or parcel of land known by its common street address as **245 HUNNICUTT ROAD S.E., MABLETON, GA 30126**, and being more specifically and completely described in the Exhibit "A" attached hereto and incorporated herein by reference (hereinafter referred to as the "Property").

THIS CONVEYANCE is made under the provisions of the existing Code of the State of Georgia to secure a debt (and interest thereon and other indebtedness as described herein) evidenced by a promissory note, dated **October 13, 2022** and made by Grantor to order of Grantee, for the initial principal sum of **THREE HUNDRED FORTY-FIVE THOUSAND DOLLARS ($345,000.00)** with the maturity date of October 13, 2025 or the occurrence of the sale or transfer of the Property, whichever comes first. However, at the option of Grantee, Grantee may extend the maturity date for a period of three (3) months, not to exceed two (2) such extensions. In the event such extension is granted by Grantee, Grantor will owe an additional 1.000% of the principal sum of this Security Deed for each month, or part thereof, so extended and the additional amounts will be considered secured by this Security Deed.

TO HAVE AND TO HOLD said Property, together with any and all of the rights, members and appurtenances thereof to the same being, belonging or in any way appertaining to the only proper use, benefit and behalf of Grantee and the heirs, legal representatives, successor and assigns of Grantee, forever, in **Fee Simple**.

Should the indebtedness secured hereby be paid according to the tenor and effect the promissory note and hereof when the same shall become due and payable, and should Grantor perform all covenants herein contained, then this Security Deed shall be canceled of record and the Property surrendered, it being intended by the parties hereto that this Security Deed shall operate as a deed, and not as a mortgage.

EXHIBIT "A"
LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 391 OF THE 18TH DISTRICT, 2ND SECTION OF COBB COUNTY, GEORGIA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

BEGINNIG AT A POINT ON THE NORTHERLY SIDE OF HUNNICUTT ROAD TWO HUNDRED TWO AND FIVE TENTHS (202.5) FEET EASTERLY, AS MEASURED ALONG THE NORTHERLY SIDE OF HUNNICUTT ROAD; FROM THE NORTHEAST CORNER OF THE INTERSECTION OF HUNNICUTT RAOD AND GORDON ROAD; SAID POINT OF BEGINNING, BEING AT THE EAST SIDE OF A PROPOSED STREET; THENCE EASTERLY ALONG THE NORTHERLY SIDE OF HUNNICUTT ROAD TWO HUNDRED EIGHTY (280) FEET; THENCE NORTH ONE HUNRED NINETY-FOUR (194) FEET; THENCE WEST TWO HUNDRED EIGHTY (280) FEET TO THE EAST SIDE OF THE ABOVE MENTIONED PROPOSED STREET; THENCE RUNNING SOUTH ALONG THE EAST SIDE OF SAID PROPOSED STREET, TWO HUNDRED AND EIGHT TENTHS (200.8) FEET TO THE NORTHELRY SIDE OF HUNNICUTT ROAD AND THE POINT OF BEGINNING.

SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

Parcel ID # 18039100080

Control Number : 22142398

STATE OF GEORGIA

Secretary of State

Corporations Division
313 West Tower
2 Martin Luther King, Jr. Dr.
Atlanta, Georgia 30334-1530

CERTIFICATE OF ORGANIZATION

I, **Brad Raffensperger**, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

Pawssion Pet Care LLC
a Domestic Limited Liability Company

has been duly organized under the laws of the State of Georgia on **06/24/2022** by the filing of articles of organization in the Office of the Secretary of State and by the paying of fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta and the State of Georgia on **06/30/2022**.

Brad Raffensperger

Brad Raffensperger
Secretary of State

ARTICLES OF ORGANIZATION

Electronically Filed
Secretary of State
Filing Date: 6/24/2022 11:09:06 PM

BUSINESS INFORMATION

CONTROL NUMBER	22142398
BUSINESS NAME	Pawssion Pet Care LLC
BUSINESS TYPE	Domestic Limited Liability Company
EFFECTIVE DATE	06/24/2022

PRINCIPAL OFFICE ADDRESS

ADDRESS	2000 Stratsford Pl SE, Marietta, GA, 30067, USA

REGISTERED AGENT

NAME	ADDRESS	COUNTY
Kevin Ortega Negron	2000 Stratsford Pl. SE, Marietta, GA, 30067, USA	Cobb

ORGANIZER(S)

NAME	TITLE	ADDRESS
Kevin Ortega Negron	ORGANIZER	2000 Stratsford Pl. SE, Marietta, GA, 30067, USA

OPTIONAL PROVISIONS

N/A

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE	Kevin Ortega Negron
AUTHORIZER TITLE	Member

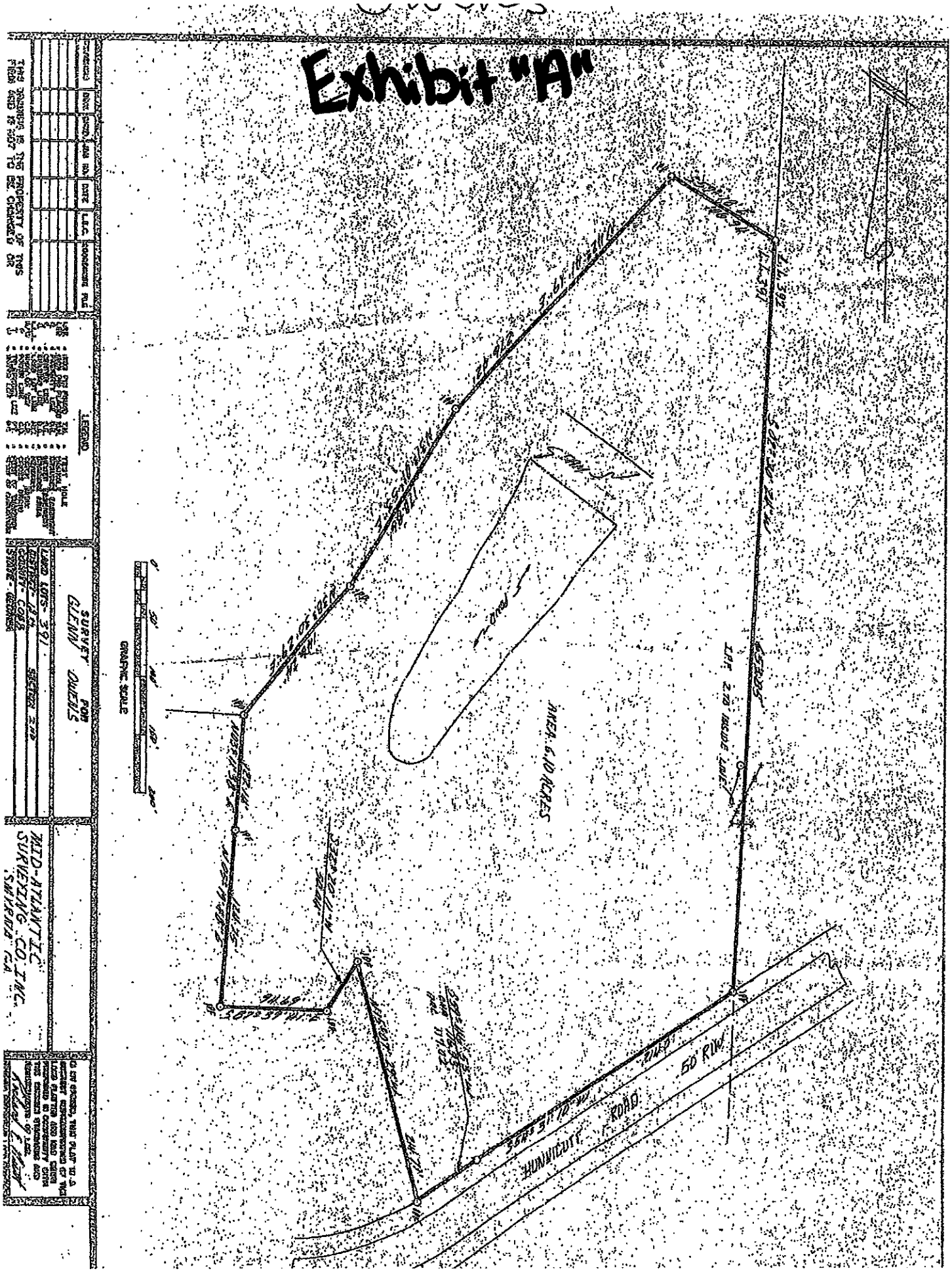
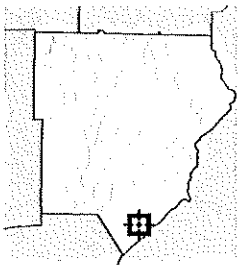


Exhibit "A"
SURVEY FOR GLENN OWENS
MID-ATLANTIC SURVEYING CO. INC.
AREA 6.10 ACRES
HUNNICUTT ROAD
50' R/W
GRAPHIC SCALE
LEGEND

qPublic.net™ Cobb County, GA



Overview



Legend

- Cobb Tile Index

Cities

- Acworth
- Austell
- Kennesaw
- Marietta
- Powder Springs
- Smyrna
- Unincorporated
- Adminstrative Facilities
- Libraries
- Police Stations
- Fire Stations
- County Parks
- Federal Parks
- House Number Labels
- Parcels

Roads

- ARTERIAL
- INTERSTATE
- LOCAL
- MAJOR
- MINOR
- PRIVATE
- RAMP

Parcel ID	18039100080	Physical Address	245 HUNNICUTT RD	Last 2 Sales			
Class Code	R4 - Residential Small Tracts	Owner	OWENS DOROTHY	Date	Price	Reason	Qual
Taxing District	(9) UNINCORPORATED		245 HUNNICUTT RD	n/a	0	n/a	n/a
Acres	1.2		MABLETON GA 30126	n/a	0	n/a	n/a

Date created: 8/26/2020
Last Data Uploaded: 8/26/2020 6:08:51 AM

Developed by Schneider GEOSPATIAL

screened
backroom

back door

Office

Laundry room

Kitchen

side door

bath
room

DECK

Master bedroom
+ bathroom

Living Room
+
dog sleeping space

front door

City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
404-854-4904
www.mableton.gov

CITY OF MABLETON PLANNING COMMISSION

SUMMARY REPORT

The applicant is requesting a Temporary Land Use Permit (TLUP2025-002) for a property located in Mableton, Georgia.

Application Overview

- Application Number: TLUP25-002
- Applicant: Kevin Ortega Negrón
- Property Owner: Pawssion Pet Care LLC
  - *(Note: 2022 Warranty Deed on file confirms transfer to LLC; City records should be updated from previous owner Dorothy Owens.)*
- Property Address: 245 Hunnicutt Rd SE, Mableton, GA 30126
- Parcel ID: 18039100080
- Acreage: 1.2 Acres
- Land Lot / District: Land Lot 391, 18th District
- Current Zoning: R-20 (Single-Family Residential District)

Request Summary

The applicant is requesting a Temporary Land Use Permit (LUP) to operate a home-based pet sitting business (Pawssion Pet Care LLC). The business provides premium, appointment-only pet care including supervised play and holistic enrichment.

- Duration Requested: 24 Months
- Site Improvements: None. No physical additions or land disturbances are proposed.
- Code Enforcement: This application is submitted in response to an active Code Enforcement action initiated on May 19.

Operational Details

- Staffing: 1 employee (the applicant).
- Operating Days: Monday through Sunday.
- Operating Hours: * *Current:* 8:00 AM – 8:00 PM
  - *Proposed Goal:* 5:00 AM – 6:00 PM
- Client Traffic: Low volume; 0–1 clients per day (averaging 5–7 clients per week).
- Parking: Utilizes the existing driveway and a large gravel parking area located by the mailbox outside the fenced yard.
- Vehicles: One personal business-related vehicle (2010 Honda Element).

Public Hearing Schedule

- Planning Commission: May 7
- Mayor & Council: May 27

City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
404-854-4904
www.mableton.gov

ZONING MAP



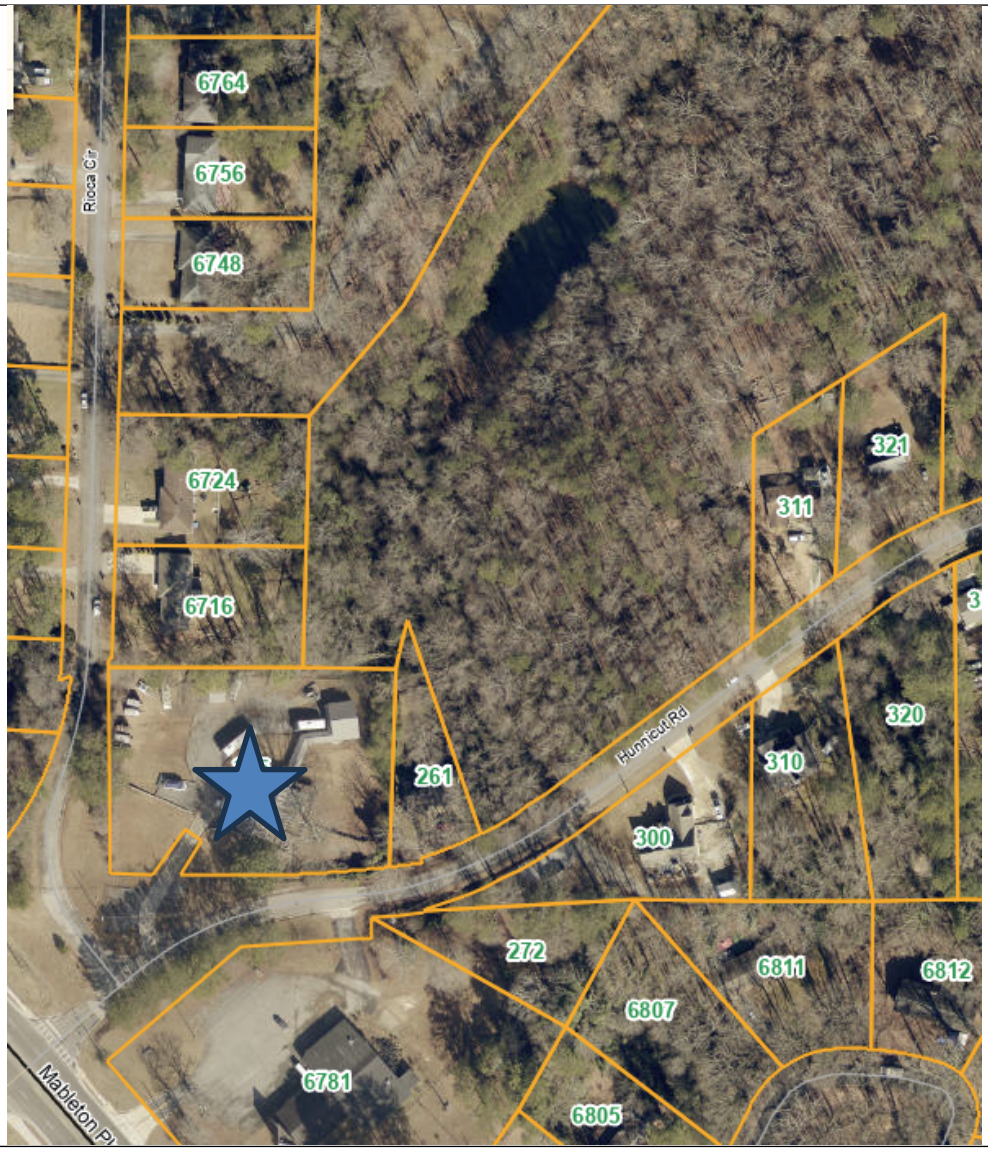
City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
404-854-4904
www.mableton.gov

FUTURE LAND USE MAP



City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
404-854-4904
www.mableton.gov

AERIAL MAP



TLUP 2025-004 / 245 HUNNICUT ROAD

CASE NUMBER: TLUP 2025-004
APPLICANT: Kevin Ortega Negrón
REQUEST: Applicant is requesting a temporary land use permit to operate a dog pet sitting service.
PROPERTY LOCATION: 245 Hunnicut Road, Mableton, Georgia 30126
PARCEL ID: 18039100080
ACREAGE: 1.2
P.C. HEARING DATE: June 4, 2026
DISTRICT: 3; Councilwoman Keisha Jeffcoat

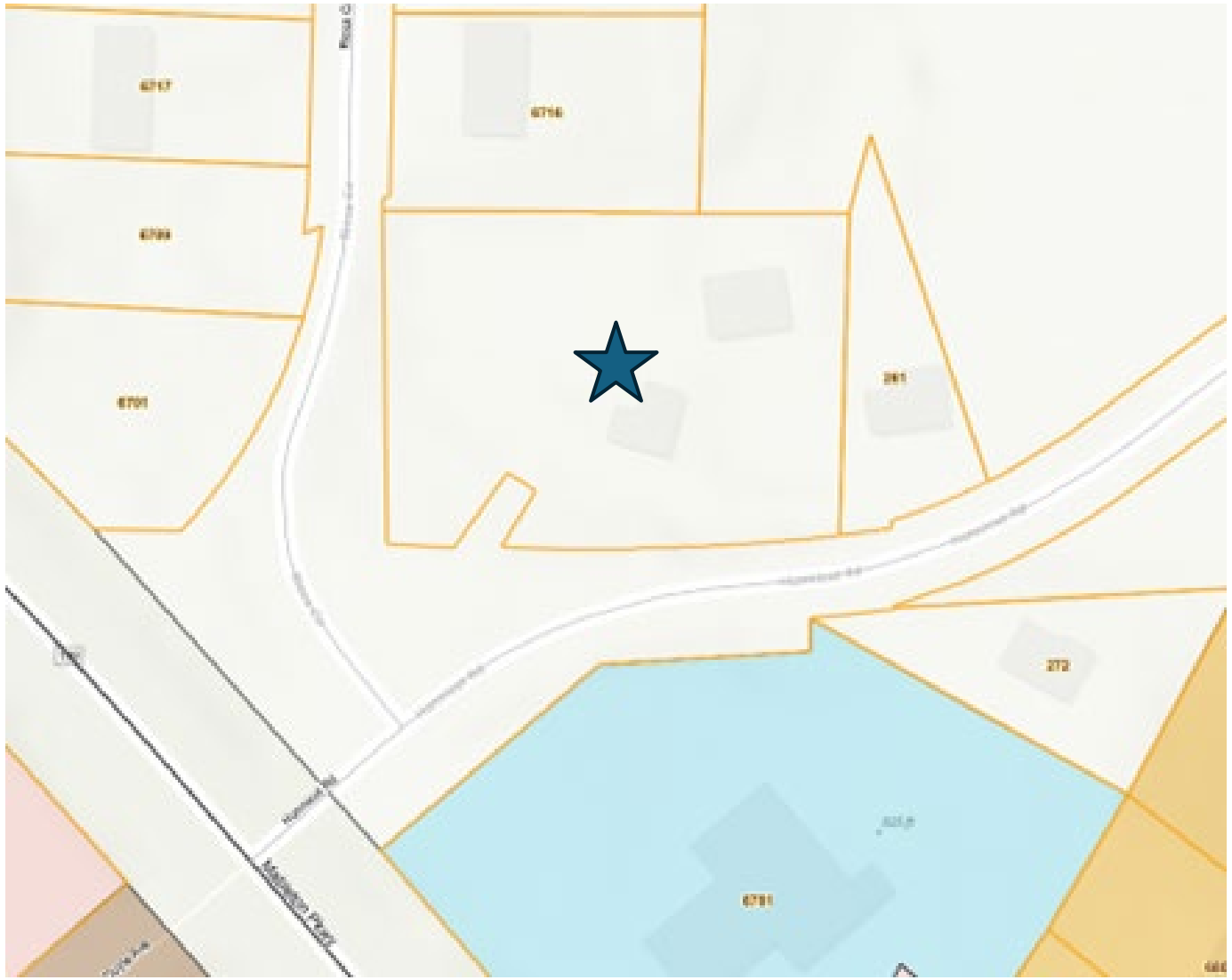
ZONING MAP



Legend	
	RA-6 (Single Family Residential)
	RM-12 (Multiple Family Residential)
	R-20 (Single Family Residential)
	NRC (Neighborhood Retail Commercial)

Star = Location of Subject Property

FUTURE LAND USE MAP



Legend	
	Low Density Residential
	Public Institutional
	Medium Density Residential
	High Density Residential
	Neighborhood Activity Center

Star = Location of Subject Property

AERIAL MAP



Star = Location of Subject Property

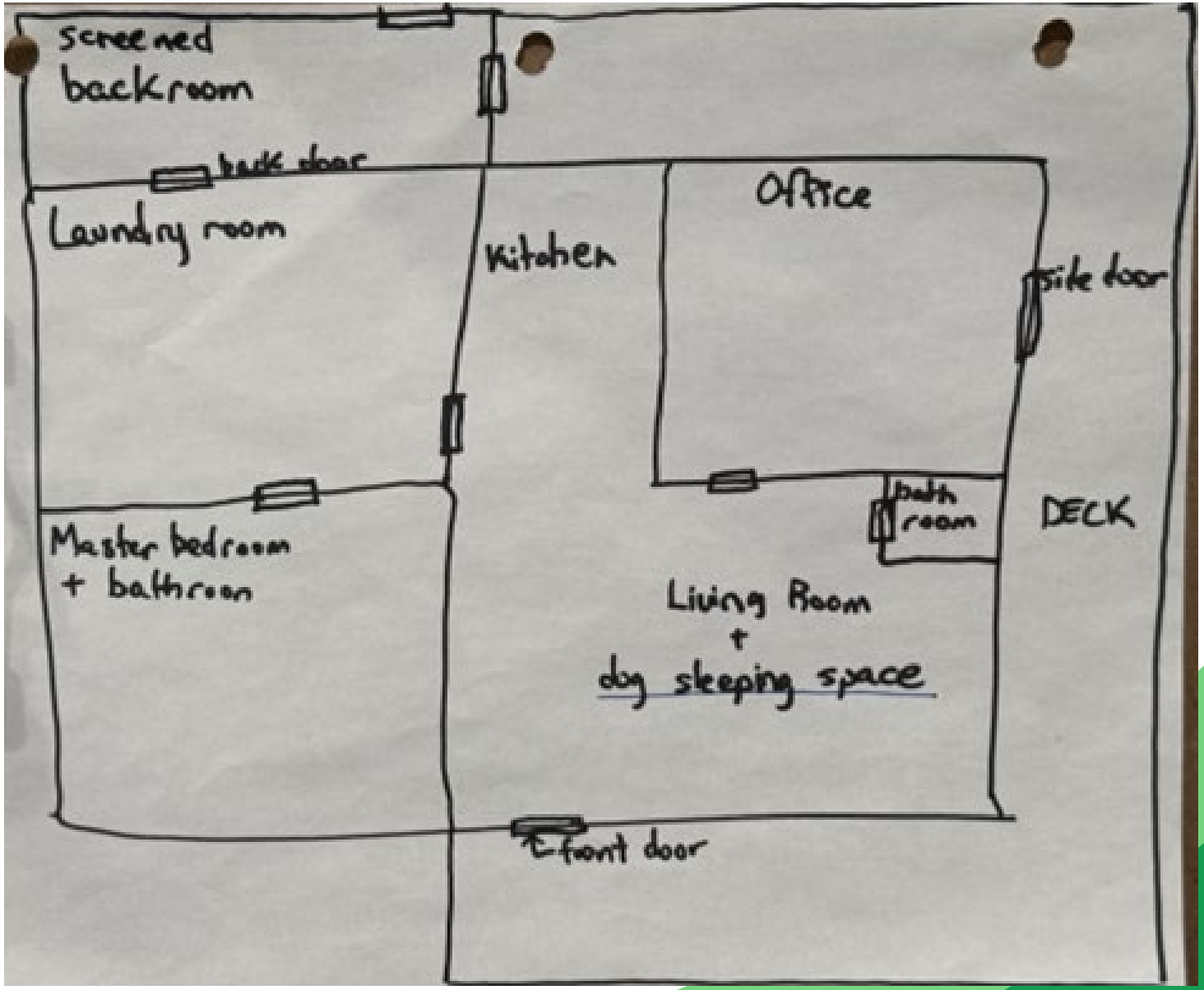
SURROUNDING AREA







INTERIOR PLAN



Section 5.04(9) a-l of the Zoning Criteria

i. **Safety, health, welfare and moral concerns involving the surrounding neighborhood.**

ii. **Parking and traffic considerations.**

iii. **Number of nonrelated employees.**

iv. **Number of commercial and business deliveries.**

v. **The general presumption of the Mayor and City Council that residential neighborhoods should not allow noncompatible business uses.**

vi. **Compatibility of the business use to the neighborhood.**

Section 5.04(9) a-l of the Zoning Criteria

vii. Hours of operation.

viii. Existing business uses in the vicinity.

ix. Effect on property values of surrounding property.

x. Circumstances surrounding neighborhood complaints.

xi. Intensity of the proposed business use.

xii. Location of the use within the neighborhood.

PLANNING STAFF RECOMMENDATION

Based on the analysis, staff recommends ***DENIAL*** of the Temporary Land Use Permit Request.

City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
(404) 854-4904
www.mableton.gov

PLANNING COMMISSION STAFF REPORT – Temporary Land Use Permit
Public Hearing Date: June 4, 2026

Case Number: TLUP-2025-004

Current Zoning: RA-4 (Single Family Residential) District

Proposed Request: Applicant is requesting a temporary land use permit to operate a dog pet sitting service.

Staff Report Compiled By: Latemia Richards, Planner I

Staff Recommendation: Denial

APPLICANT & PROPERTY INFORMATION

Name: Kevin Ortega Negrón

Property Address: 245 Hunnicutt Road

City/State: Mableton, GA 30126

Acreage: 1.2

District: 3; Councilwoman Keisha Jeffcoat

Parcel Identification: 18039100080

Future Land Use: Low Density Residential

City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
(404) 854-4904
www.mableton.gov

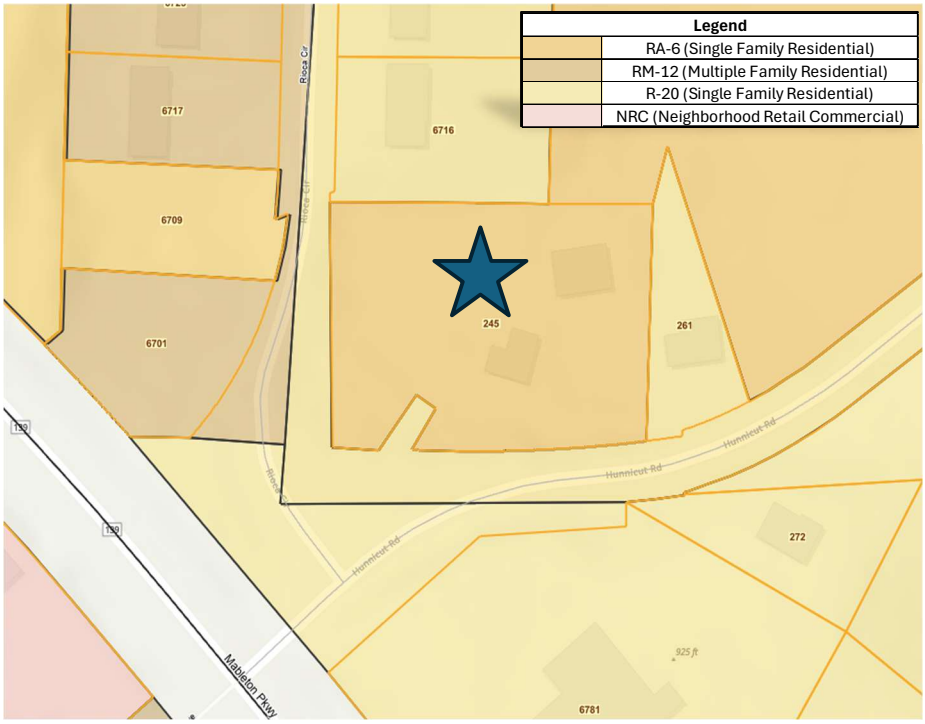
PURPOSE OF REQUEST

The applicant, Kevin Ortega Negrón, is requesting a temporary land use permit to operate a home-based pet sitting service known as Pawssion Pet Care LLC at 245 Hunnicutt Rd SE. The subject property is a 1.2-acre parcel located within a Single-Family Residential District and features a primary dwelling unit connected to a garage by a breezeway. The proposed business offers premium, supervised pet sitting focused on holistic care, enrichment activities, and wellness, with operating hours for appointments scheduled from 8:00 a.m. to 6:00 p.m., Monday through Sunday. In addition to daytime activities, the business services include overnight stays, providing a safe and structured environment for dogs to rest. All client visits for pickups and drop-offs are strictly by appointment only.

The property has a prior zoning history involving case petition 2021Z-69 for a single-family subdivision. This application was initiated following a neighborhood complaint to Code Enforcement on Friday, May 16, 2025, which cited potential unlicensed business operations and the outdoor storage of multiple trucks and trailers. Following a notice of violation for outdoor storage, the applicant engaged with the Community Development Department to seek formal approval and has since indicated that no outdoor storage will be utilized for the pet sitting operation.

City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
(404) 854-4904
www.mableton.gov

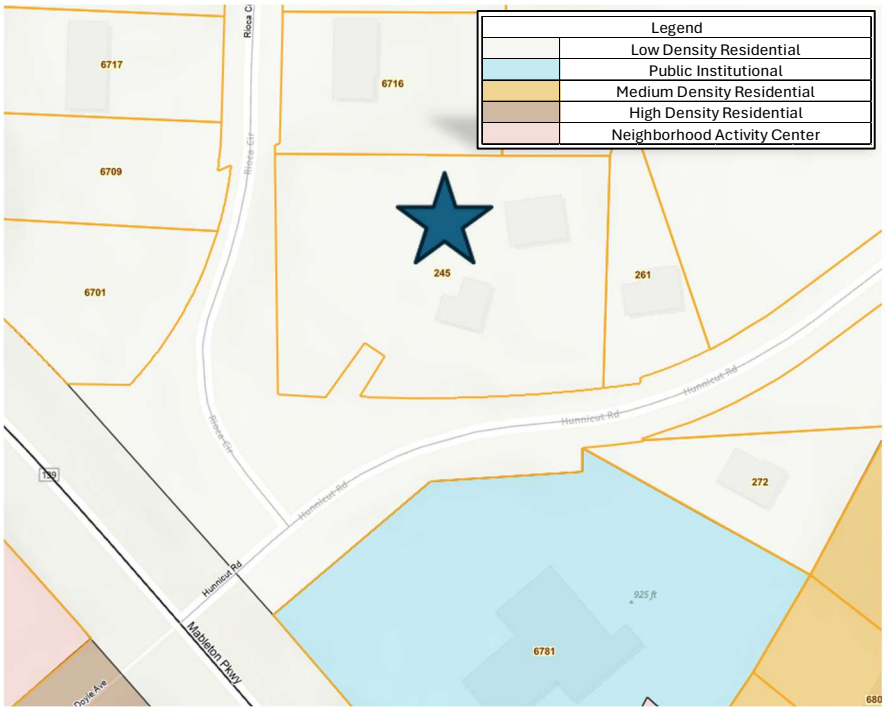
ZONING MAP



Star = Location of Subject Property

City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
(404) 854-4904
www.mableton.gov

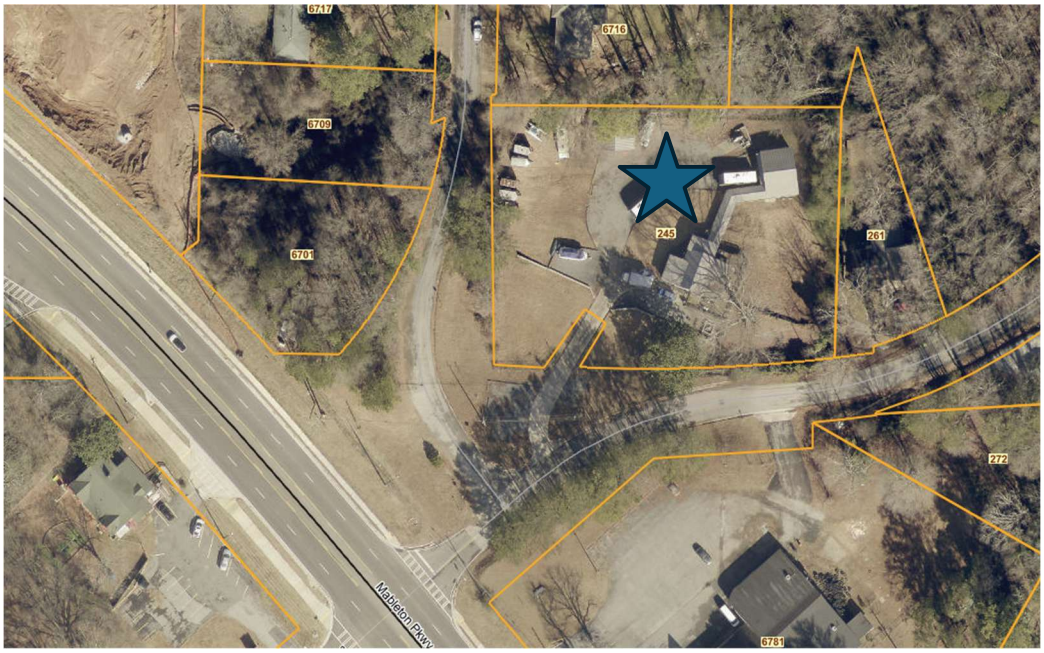
FUTURE LAND USE MAP



Star = Location of Subject Property

City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
(404) 854-4904
www.mableton.gov

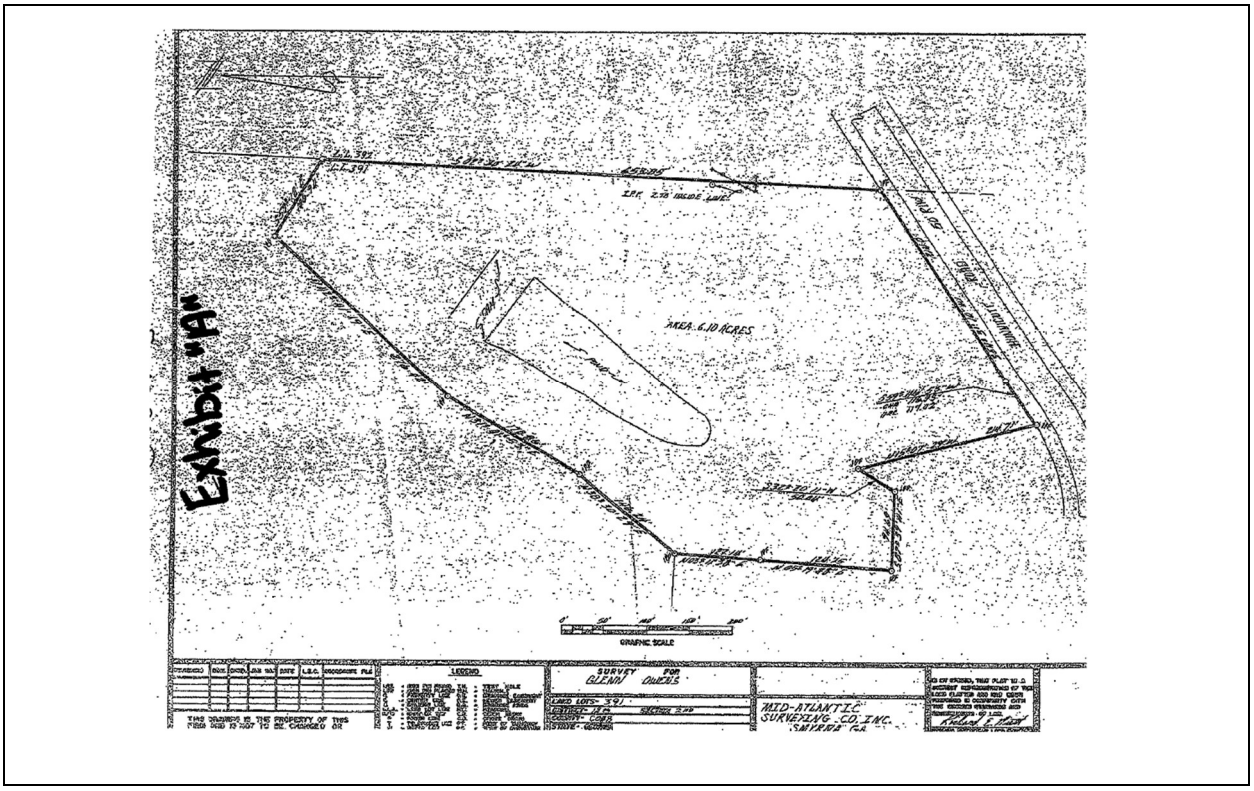
AERIAL MAP



Star = Location of Subject Property

City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
(404) 854-4904
www.mableton.gov

SITE PLAN



City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
(404) 854-4904
www.mableton.gov

SITE PHOTOS









City of Mableton
Community Development | Planning and Zoning Division
6116 Mableton Parkway, Suite 144
Mableton, GA 30126
(404) 854-4904
www.mableton.gov

STAFF ANALYSIS

The Mayor and Council may grant temporary land use permits for uses that are uniquely located and are considered compatible with adjoining zoning districts and nearby uses for designated period of time for uses, exceptions or professions in areas, along roadways and within districts where the zoning regulation would otherwise prohibit such operations. The Mayor and City Council may grant temporary land use permits for limited periods of time for occupations or businesses compatible with the neighborhood from which such business or occupation is operated and where no nuisance as defined in state law or other significant adverse effect would result in the area or district zoned.

There are twelve criteria that must be considered for a Temporary Land Use Permit (TLUP). The Mayor and City Council shall consider, at minimum, the following in its determination of whether to grant a temporary land use permit:

1. **Safety, health, welfare, and moral concerns involving the surrounding neighborhood.**
   The request involves dog pet sitting services on a residential property. The subject site is zoned RA-6 (Single Family Residential) District and is adjacent to single family residences to the north, south, and east. To the west, a vacant and undeveloped parcel is zoned RM-12 (Multiple Family Residential) District.

ADJACENT ZONING AND CURRENT LAND USE			
Direction	**Address**	**Current Zoning**	**Existing Land Use**
North	6716 Rioca Circle	R-15 (Single Family Residential)	Single Family Residential Home
South	6781 Mableton Pkwy	R-20 (Single Family Residential)	Single Family Residential Home
East	261 Hunnicut Rd	R-15 (Single Family Residential)	Single Family Residential Home
West	6701 Roica Circle	RM-12 (Multiple Family Residential)	Vacant; undeveloped

2. **Parking and traffic considerations.**
   The applicant states that all services are by appointment only and on average, there are 5 to 7 clients per week coming to the property for pickups and drop-offs.

3. **Number of nonrelated employees.**
   The applicant stated that he will be the only employee for his pet sitting service.

4. **Number of commercial and business vehicles.**
   There are no heavy commercial trucks associated with the request. The applicant uses a personal vehicle, a 2010 Honda Element, for business-related purposes.

5. **The general presumption of the Mayor and City Council that residential neighborhoods should not allow noncompatible business uses.**
   The Temporary Land Use Permit (TLUP) process for this property was initiated following a neighborhood complaint to Code Enforcement on Friday, May 16, 2025. The complaint cited a business possibly operating without a business license and outdoor storage of multiple trucks and trailers. Applicant was issued a notice of violation for outdoor storage, and the applicant later visited the Community Development Department to determine if a dog petting service on a residential property is allowed.

6. **Compatibility of the business use to the neighborhood.**
   The proposal request is not compatible business use to the neighborhood as the proposed business use would allow boarding kennels within a single-family residence and is not a permitted use for single family zoning districts.

7. **Hours of operation.**
   The applicant has indicated that the pet sitting service on the property will occur between the hours of 8:00 a.m. to 6:00 p.m., Monday through Sunday.

8. **Existing business uses in the vicinity.**
   There is an existing church and administrative home office for basement remodeling in the immediate vicinity of the subject property. The surrounding neighborhood consists of single-family residential homes.

9. **Effect on property values of surrounding property.**
   The request may not negatively impact property values as the service is conducted within a structured, home-based environment. The applicant is not proposing any new site improvements, grading, or additions to the house that would alter the residential appearance of the property.

10. **Circumstances surrounding neighborhood complaints.**
    The proposed request will have at least six (6) to ten (10) dogs on the subject property at a time, and some dogs may stay for extended periods, which may create a noise nuisance to adjacent property owners.

11. **Intensity of the proposed business use.**
    The intensity of the proposed business use may be low intensity; however, based on the volume of dogs and the duration of their stays, the intensity of the proposed business use will increase.

12. **Location of use within the neighborhood.**
    The proposed request is within a single-family residence and surrounded by single and multiple family residential uses.

STAFF RECOMMENDATION

The planning and zoning staff recommend **DENIAL** of the temporary land use permit for TLUP-2025-004.

AGENDA ITEM MEMORANDUM

MEETING OF: June 8, 2026
DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: Presentation on GDOT Local Road Assistance Funds FY 2026 Application - Director Michael Hughes

BACKGROUND/SUMMARY: The Georgia Department of Transportation has announced that the Governor and the State Legislature included Local Road Assistance Administration funds (LRA) in the amended fiscal year 2026 budget. These funds are administered and distributed using the GADOT GRANTS (LMIG) application system. LRA funds require NO local match.

GADOT is currently accepting applications for the LRA funding through June 15, 2026. Based on the city's 2024 census population estimate of 78,314 and 320.04 roadway miles within the city limits the estimated FY 2026 formula amount would be $1,068,453.37. Staff is pleased to present this item for your information, request authorization to add this item to the consent agenda for June 10, 2026, and authorize the Mayor to sign an application cover letter as well as the application.

BUDGETED/FINANCIAL IMPACT – FUND: NA

RECOMMENDATION: To receive a presentation from staff as it relates to the FY 2026 LRA grant application, authorize staff to add this item to the consent agenda for June 10, 2026, and authorize the Mayor to sign the application cover letter to include the appropriate parts of the application itself.

ATTACHMENTS:
1. LMIG_APPLICATION_SIG_PAGE

SIGNATURE PAGE INSTRUCTIONS

1. For a Fiscal Year 2026 LRA Application, please sign and attach the Signature Page on Page 2 below, that has Fiscal Year 2026 LRA in the title. Also sign and attach page 3, titled "Certification of Compliance with Annual Immigration Reporting Requirements/No Sanctuary Policy/Federal Law Enforcement Cooperation". Complete and include the "Previous Grant Completion Status" document on Page 4.

2. For a Fiscal Year 2026 LMIG Application, please sign and attach the Signature Page on Page 5 below, that has Fiscal Year 2026 in the title. Also sign and attach page 6, titled "Certification of Compliance with Annual Immigration Reporting Requirements/No Sanctuary Policy/Federal Law Enforcement Cooperation". Complete and include the "Previous Grant Completion Status" document on Page 7.

GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG) APPLICATION FOR FISCAL YEAR 2026 LRA Supplemental

TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

I, Michael Owens (Name), the Mayor (Title), on behalf of City of Mableton (Local Government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), Immigration Sanctuary Policies; prohibition; penalties (O.C.G.A. § 36-80-23), and the Local Government Budgets and Audits Act (O.C.G.A. § 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment Act (TIA) (O.C.G.A. § 48-8-240).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a project shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department's Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

Local Government:

_____ (Signature)

Mayor _____ (Print)
Mayor / Commission Chairperson

_____ (Date)

LOCAL GOVERNMENT SEAL (required):

2555723
E-Verify Number

Sworn to and subscribed before me,

This _____ day of_____, 20____.
In the presence of:

NOTARY PUBLIC

_____
My Commission Expires:

NOTARY PUBLIC SEAL (required):

CERTIFICATION OF COMPLIANCE WITH
ANNUAL IMMIGRATION REPORTING REQUIREMENTS/
NO SANCTUARY POLICY/FEDERAL LAW ENFORCEMENT COOPERATION

By executing this document, the undersigned duly authorized representative of the Local Governing Body, certifies that the Local Governing Authority:

1) has filed a compliant Annual Immigration Compliance Report with the Georgia Department of Audits & Accounts ("GDA&A") for the preceding calendar year required by O.C.G.A. § 50-36-4(b), or has been issued a written exemption from GDA&A from doing so;

2) has not enacted a "Sanctuary Policy" in violation of O.C.G.A. § 36-80-23(b); and,

3) is in compliance with O.C.G.A. §§ 35-1-17 et seq. regarding its obligation to cooperate with federal immigration enforcement authorities to deter the presence of criminal illegal aliens.

As an ongoing condition to receiving funding from the Georgia Department of Transportation, the Local Governing Body shall continue to remain fully compliant with O.C.G.A. §§ 50-36-4, 36-80-23 and 35-1-17 et seq. for the duration of time the subject agreement is in effect.

_____
Signature of Authorized Officer or Agent

Michael Owens
_____
Printed Name of Authorized Officer or Agent

Mayor
_____
Title of Authorized Officer or Agent

_____
Date

Form Date - May 10, 2024

Previous Grant Completion Status

(for FY 2026 LRA Supplemental)

Fiscal Year	Grant Type	Percent Complete (%)	SFE Submitted (Y/N)	Comments
2026	LMIG		N	
2025	LRA		N	
2025	LMIG		N	
2024	LRA		N	
2024	LMIG		N	
2023	LMIG		N	
2022	LMIG		N	
			N	

For the FY 2026 LRA Application: Please complete and attach this page with your Signature Page.

1. Grant Type: (LMIG or Local Road Assistance 'LRA')
2. Percent Complete: (0% - 100%)
3. SFE Submitted: For grants that are 100% complete, indicate whether the Statement of Final Expenditures (SFE), with supporting documents, has been submitted to the Georgia Department of Transportation, by a "Y" for yes or a "N" for no.

GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG) APPLICATION FOR FISCAL YEAR 2026 LMIG

TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

I, _____(Name), the_____(Title), on behalf of _____ (Local Government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), Immigration Sanctuary Policies; prohibition; penalties (O.C.G.A. § 36-80-23), and the Local Government Budgets and Audits Act (O.C.G.A. § 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment Act (TIA) (O.C.G.A. § 48-8-240).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a project shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department's Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

Local Government:

_____ (Signature)

_____ (Print)
Mayor / Commission Chairperson

_____ (Date)

LOCAL GOVERNMENT SEAL (required):

_____
E-Verify Number

Sworn to and subscribed before me,

This _____ day of_____, 20____.
In the presence of:

NOTARY PUBLIC

_____
My Commission Expires:

NOTARY PUBLIC SEAL (required):

CERTIFICATION OF COMPLIANCE WITH
ANNUAL IMMIGRATION REPORTING REQUIREMENTS/
NO SANCTUARY POLICY/FEDERAL LAW ENFORCEMENT COOPERATION

By executing this document, the undersigned duly authorized representative of the Local Governing Body, certifies that the Local Governing Authority:

1) has filed a compliant Annual Immigration Compliance Report with the Georgia Department of Audits & Accounts ("GDA&A") for the preceding calendar year required by O.C.G.A. § 50-36-4(b), or has been issued a written exemption from GDA&A from doing so;

2) has not enacted a "Sanctuary Policy" in violation of O.C.G.A. § 36-80-23(b); and,

3) is in compliance with O.C.G.A. §§ 35-1-17 et seq. regarding its obligation to cooperate with federal immigration enforcement authorities to deter the presence of criminal illegal aliens.

As an ongoing condition to receiving funding from the Georgia Department of Transportation, the Local Governing Body shall continue to remain fully compliant with O.C.G.A. §§ 50-36-4, 36-80-23 and 35-1-17 et seq. for the duration of time the subject agreement is in effect.

_____
Signature of Authorized Officer or Agent

_____
Printed Name of Authorized Officer or Agent

_____
Title of Authorized Officer or Agent

_____
Date

Form Date - May 10, 2024

Previous Grant Completion Status

(for FY 2026 LMIG)

Fiscal Year	Grant Type	Percent Complete (%)	SFE Submitted (Y/N)	Comments
2025	LRA		N	
2025	LMIG		N	
2024	LRA		N	
2024	LMIG		N	
2023	LMIG		N	
2022	LMIG		N	
			N	

For the FY 2026 LMIG Application: Please complete and attach this page with your Signature Page.

1. Grant Type: (LMIG or LRA)
2. Percent Complete: (0% - 100%)
3. SFE Submitted: For grants that are 100% complete, indicate whether the Statement of Final Expenditures (SFE), with supporting documents, has been submitted to the Georgia Department of Transportation, by a "Y" for yes or a "N" for no.

AGENDA ITEM MEMORANDUM

MEETING OF: June 8, 2026
DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: First Read - An Ordinance Amending Chapter 2, Administration, of the City Code of Ordinances and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:
1. Chapter 2, Article 4, City Department Ordinance Rev. 6.8.26

STATE OF GEORGIA **ORD 2026-04-**
COBB COUNTY
CITY OF MABLETON

AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, OF THE CITY CODE OF ORDINANCES AND FOR OTHER LAWFUL PURPOSES

WHEREAS, the City of Mableton ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council ("City Council") thereof;

WHEREAS, the City Council is authorized by the city Charter Sec. 1.13 and O.C.G.A. § 36-35-3 to adopt ordinances relating to its operations, affairs and local government;

WHEREAS, the City Council desires through this Ordinance to update Chapter 2, Administration, of the City Code of Ordinances as set forth herein; and

WHEREAS, the City Council finds this Ordinance to be in the bests interest of the health, safety and welfare of the City.

IT IS HEREBY ORDAINED by the governing authority of the City of Mableton as follows:

Section 1. Chapter 2, Administration, of the City Code of Ordinances is hereby amended by adding a new Article 4, Personnel, to read as follows:

Sec. 2.4.1 City Departments.

The City is comprised of departments, as authorized, identified and set forth in the city's charter and ordinances, and as further identified annually in the city's budget ordinance. Each department shall have duties and functions as authorized and set forth in the city's charter, ordinances, resolutions, policies, rules and procedures, and as further prescribed by the mayor, city council and city manager as authorized under the city charter and other applicable laws. The city manager may remove, suspend or discipline at any time any directors and/or employees of the city, except for the city clerk, judges of the municipal court and the city attorney.

****

Section 2. It is hereby declared to be the intention of the City Council that:

(a) All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.
(b) All sections, paragraphs, sentences and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
(c) To the greatest extent allowed by law, each and every section, paragraph, sentence or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.
(d) In the event any portion of this Ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City that such adjudication shall

in no manner affect the other sections, sentences, clauses or phrases of this Ordinance which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of the Ordinance.

Section 3. The City Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Ordinance for proofing and renumbering purposes.

Section 4. The effective date of this Ordinance shall be its date of adoption otherwise by the City Charter, state and/or federal law. In the event that any effective date herein is determined by a Court of law to be invalid, said effective date shall instead be the earliest date allowed by law.

SO ORDAINED this _____ day of _____, 2026.

ATTEST: CITY OF MABLETON, GEORGIA:

_____ _____

Susan D. Hiott, City Clerk Dr. Michael Owens, Mayor

APPROVAL AS TO FORM:

_____

Emilia Walker-Ashby, City Attorney