



**CITY OF RICHMOND HILL  
MEETING OF THE MAYOR AND COUNCIL**

**Tuesday, January 5, 2021  
7:00 PM**

**Richmond Hill City Hall Council Chambers  
40 Richard Davis Drive  
Richmond Hill, Georgia  
31324**

**Present from City Council:** Russ Carpenter, *Mayor*; *Councilmembers:* Kristi Cox, Steve Scholar, and Robbie Ward

**Staff Present:** Chris Lovell, *City Manager*; Scott Allison, *Assistant City Manager*; Dawnne Greene, *City Clerk*.

Mayor Carpenter called the meeting to order at 7:00 PM. Councilmember Scholar gave the opening invocation. Councilmember Ward led the pledge of allegiance.

**APPROVAL OF MEETING AGENDA**

**Councilmember Scholar made a motion to approve the Meeting Agenda. The motion was seconded by Councilmember Cox. Motion carried in the affirmative by councilmembers Cox, Scholar, and Ward.**

**CONSENT AGENDA**

1. Approval of Minutes of meeting December 1, 2020
2. Approval of Minutes of workshop December 15, 2020
3. Approval of Council and Staff Retreat Summary October 16 & 17, 2020
4. Approval of 2021 Qualifying Fees
5. Approval of administrative assistant job description
6. Approval of financial institution resolutions (to update finance director information)
7. Approval of 2021 CVB Board

**Councilmember Ward made a motion to approve the Consent Agenda. The motion was seconded by Councilmember Scholar. Motion carried in the affirmative by councilmembers Cox, Scholar, and Ward.**

## Planning and Zoning: Scott Allison

### City Council Items

1. Approval/Disapproval of the petition filed by the City of Richmond Hill to amend the following articles and appendices of the Unified Development Ordinance (UDO) of the City of Richmond Hill, Georgia; Article 7 – Commercial Districts; Article 8 – Industrial District; Article 9 – Mixed Use Districts; Article 10 – Planned Unit Development Districts; Article 12 – General Provisions; Article 13 – Conditional Uses; Article 14 – Parking and Loading; Article 15 – Landscaping and Tree Protections; Article 16 – Signs; Article 17 – Site Development Plan; Article 21 – Subdivision - Purpose and Procedures; Article 32 – Definitions; Appendix A – Combined Table of Uses; and Appendix D – Review Authority, and to repeal conflicting ordinances; to provide for an effective date; and for other purposes.

**Councilmember Scholar made a motion to approve the petition filed by the City of Richmond Hill to amend the following articles and appendices of the Unified Development Ordinance (UDO) of the City of Richmond Hill, Georgia; Article 7 – Commercial Districts; Article 8 – Industrial District; Article 9 – Mixed Use Districts; Article 10 – Planned Unit Development Districts; Article 12 – General Provisions; Article 13 – Conditional Uses; Article 14 – Parking and Loading; Article 15 – Landscaping and Tree Protections; Article 16 – Signs; Article 17 – Site Development Plan; Article 21 – Subdivision - Purpose and Procedures; Article 32 – Definitions; Appendix A – Combined Table of Uses; and Appendix D – Review Authority, and to repeal conflicting ordinances; to provide for an effective date; and for other purposes. The motion was seconded by Councilmember Cox. Motion carried in the affirmative by councilmembers Cox, Scholar, and Ward.**

2. Approval/Disapproval of the petition filed by the City of Richmond Hill to amend Article 11 – Overlay Districts and Article 28 – Architectural Review Board of the Unified Development Ordinance (UDO) of the City of Richmond Hill, Georgia, to add Appendix E – Ford Avenue Historic District Design Guidelines to the Unified Development Ordinance (UDO) of the City of Richmond Hill, Georgia; for the purpose of providing for Historic Preservation Commission review authority, Ford Avenue Historic District, and Historic District Design Guidelines; to repeal conflicting ordinances; to provide for an effective date; and for other purposes.

**Councilmember Ward made a motion to approve the petition filed by the City of Richmond Hill to amend Article 11 – Overlay Districts and Article 28 – Architectural Review Board of the Unified Development Ordinance (UDO) of the City of Richmond Hill, Georgia, to add Appendix E – Ford Avenue Historic District Design Guidelines to the Unified Development Ordinance (UDO) of the City of Richmond Hill, Georgia; for the purpose of providing for Historic Preservation Commission review authority, Ford Avenue Historic District, and Historic District Design Guidelines; to repeal conflicting ordinances; to provide for an effective date; and for other purposes. The motion was seconded by Councilmember Cox. Motion carried in the affirmative by councilmembers Cox, Scholar, and Ward.**

3. Approval/Disapproval of the petition filed by the City of Richmond Hill to adopt a new, revised Official Zoning Map of The City of Richmond Hill, which includes the Ford Avenue Historic District; to provide for an effective date; and for other purposes.

**Councilmember Scholar made a motion to approve the petition filed by the City of Richmond Hill to adopt a new, revised Official Zoning Map of The City of Richmond Hill, which includes the Ford Avenue Historic District; to provide for an effective date; and for other purposes. The motion was seconded by Councilmember Cox. Motion carried in the affirmative by councilmembers Cox, Scholar, and Ward.**

*Councilmember Ward recused himself from the following agenda item.*

4. Approval/Disapproval of the Preliminary Plat for Ogeechee Station to be located at Kroger Drive and US 17 adjacent to Ways Station Senior Apartment.

**Councilmember Scholar made a motion to approve the Preliminary Plat for Ogeechee Station to be located at Kroger Drive and US 17 adjacent to Ways Station Senior Apartment. The motion was seconded by Councilmember Cox. Motion carried in the affirmative by Mayor Carpenter and councilmembers Cox and Scholar.**

*Councilmember Ward rejoined the meeting.*

5. Approval/Disapproval of the Preliminary Plat for Raydient Places Phase 1A located off of Great Ogeechee Parkway and Belfast Keller.

**Councilmember Scholar made a motion to approve the Preliminary Plat for Raydient Places Phase 1A located off of Great Ogeechee Parkway and Belfast Keller. The motion was seconded by Councilmember Cox. Motion carried in the affirmative by councilmembers Cox, Scholar, and Ward.**

6. Approval/Disapproval of the payment of fee in lieu of tree mitigation to City Tree Fund for Buttonwood Subdivision.

**Councilmember Ward made a motion to approve the payment of fee in lieu of tree mitigation to City Tree Fund for Buttonwood Subdivision. The motion was seconded by Councilmember Cox. Motion carried in the affirmative by councilmembers Cox, Scholar, and Ward.**

7. Approval/Disapproval of the Department of Planning and Zoning Inspections Division proposed reorganization to add a Chief Building Official position, add a Building Inspector B3 position, revise the Senior Building Inspector position, and revise the Building Inspector B1 and B2 position.

**Councilmember Scholar made a motion to approve the Department of Planning and Zoning Inspections Division proposed reorganization to add a Chief Building Official position, add a Building Inspector B3 position, revise the Senior Building Inspector position, and revise the Building Inspector B1 and B2 position. The motion was seconded by Councilmember Ward. Motion carried in the affirmative by councilmembers Cox, Scholar, and Ward.**

#### **CITY MANAGER TOPICS**

1. Approval/Disapproval of the Intergovernmental Agreement (IGA) automatic aid agreement with Bryan County (RHFD and BCES).

**Councilmember Ward made a motion to approve the Intergovernmental Agreement (IGA) automatic aid agreement with Bryan County (RHFD and BCES). The motion was seconded by Councilmember Cox. Motion carried in the affirmative by councilmembers Cox, Scholar, and Ward.**

2. Approval/Disapproval of a SPLOST VII allocation of \$16,867.50 for the Richmond Heights Drainage Improvements Project Change Order #1.

**Councilmember Cox made a motion to approve the SPLOST VII allocation of \$16,867.50 for the Richmond Heights Drainage Improvements Project Change Order #1. The motion was seconded by Councilmember Scholar. Motion carried in the affirmative by councilmembers Cox, Scholar and Ward.**

3. Executive session for legal matters.

**Councilmember Ward made a motion to enter Executive Session for legal matters only. The motion was seconded by Councilmember Scholar. Motion was carried in the affirmative by Councilmembers Cox, Scholar and Ward.**

#### **NEW BUSINESS**

1. None.

#### **COMMUNICATIONS**

1. Due to COVID-19 concerns, the annual Martin Luther King, Jr. Parade will be held virtually on Saturday, January 16th at 10:00 am on the RHMLK parade Facebook and YouTube pages. More information can also be found on the City of Richmond Hill's social media.

#### **PUBLIC COMMENTS**

1. None.

**Council entered into Open Session at 8:36 p.m. There being no further business, the Council adjourned at 8:36 p.m. in a motion by Councilmember Cox. The motion was seconded by Councilmember Ward. Motion carried in the affirmative by Councilmembers Cox, Scholar, and Ward.**

Attest:

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Russ Carpenter  
City Clerk

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Dawnne Greene  
City Clerk