

MINUTES
WORKSESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
AUGUST 11, 2025

The Board of Commissioners held a work session on Monday, August 11, 2025, at 6:00 PM in the City Hall Council Chambers. Mayor Tony L. Paulk presided over the meeting with Mayor Pro Tem Cindy McNeill, Commissioners Edwin Taylor, Steve Bailey, Brenda Moore, Mike Gowen, and Tony Paulk II in attendance.

REVIEWED JULY 28, 2025, MEETING MINUTES

Charlie Davis, City Manager, presented the first item, reviewing the Board of Commissioners meeting minutes on July 28, 2025. Mayor Tony L. Paulk asked the Commissioners to propose any changes to ensure accurate historical record-keeping.

The Commission agreed to move this item forward on the **Consent Agenda**.

DISCUSSED THE FIRST (1ST) READING FOR ANNEXATION OF 5 PARCELS FROM DOUGLAS COFFEE COUNTY INDUSTRIAL AUTHORITY OFF PETERSON AVE. S

Georgia Henderson, Assistant City Manager, appeared before the Commission to seek approval of the first reading with the annexation and zoning upon annexation of several vacant lots located off Peterson Ave. S. The parcels identified are:

Parcel 0118A 009A

Parcel 0118 134

Parcel 0118 1333

Parcel 0118 016C

Parcel 0118 016D

All parcels are to be zoned Light Industrial (M-1), as requested by the property owner, Douglas Coffee County Industrial Authority. The applicant has petitioned to annex these parcels into the city limits and their subsequent zoning to support future industrial development.

Mrs. Henderson stated that the Douglas Coffee County Industrial Authority has applied to annex these vacant parcels outside the city limits. The parcels are situated off Peterson Ave. South, are intended for future industrial use. Upon annexation, the applicant requests that the parcels be zoned Light Industrial (M-2) to align with the city's industrial development goals and ensure compatibility with surrounding uses.

The Commission agreed to move this item forward on the **Regular Agenda**.

DISCUSSED APPOINTMENT TO THE DOUGLAS AIRPORT COMMISSION

Georgia Henderson, the Assistant City Manager, presented to the Commission the appointment to the Douglas Airport Commission to fill the unexpired term of Mr. Byron Gillespie.

Mrs. Henderson explained that Mr. Byron Gillespie resigned due to relocation and could no longer fulfill his obligations as a member of the Douglas Airport Commission. To fill the vacancy, staff conducted a two-week advertising period.

MINUTES
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AUGUST 11, 2025

**DISCUSSED APPOINTMENT TO THE DOUGLAS AIRPORT COMMISSION-
CONTINUE**

As of the agenda's time, three applications have been received: Mr. Colton Rogers, Mr. Michael Boyles, and Mr. Ray Ricketson. Each person has expressed interest in serving and brings relevant experience that would benefit the Airport Commission. The person appointed will fill Mr. Gillespie's unexpired term until September 30, 2027. As a reminder, it is desired and encouraged that individuals serving on the Douglas Airport Commission possess aviation knowledge and experience.

The Commission agreed to move this item forward on the **Regular Agenda**.

**DISCUSSED AWARD OF AVIATION PLANNING SERVICES AT DOUGLAS
MUNICIPAL AIRPORT**

Georgia Henderson, Assistant City Manager, appeared before the Commission to secure professional aviation planning services with Michael Baker International under a multi-year, task-order-based agreement supporting the City's long-term planning, regulatory compliance, and capital project development at the Douglas Municipal Gene Chambers Airport. This contract will assist in updating the Airport Layout Plan, developing a complete Airport Master Plan, and preparing for future expansions and funding opportunities in coordination with FAA and GDOT requirements.

Ms. Henderson explained that the Qualifications were received on August 5, 2025, for Aviation Planning Services (Class 1.08 – Airport Master Planning) for the Douglas Municipal Gene Chambers Airport. This RFQ aimed to identify a qualified, GDOT-prequalified consulting firm capable of supporting the airport's long-term planning, environmental studies, and capital programming efforts.

Submittals were received from the following firms: Michael Baker International, Passero, and Delta Airport Consultants. All submissions were reviewed and evaluated following FAA AC 150/5070-6B, GDOT planning protocols, and the City of Douglas procurement policy. The review committee recommends awarding the contract to Michael Baker International, based on the firm's demonstrated experience in developing airport master plans, updating Airport Layout Plans (ALPs), and supporting environmental assessments at comparable general aviation airports in Georgia.

This selection will result in a five-year, task-order-based contract, with services to be assigned as needed. The recommendation letter and evaluation documentation are attached for your review. This award aligns with previously approved GDOT planning grants and the City's efforts to ensure the airport remains eligible for future FAA and state funding. This award aligns with previously approved GDOT planning grants and the City's efforts to ensure the airport remains eligible for future FAA and state funding.

The Commission agreed to move this item forward on the **Consent Agenda**.

MINUTES
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AUGUST 11, 2025

DISCUSS AWARD OF ARCHITECTURAL/ENGINEERING SERVICES AT DOUGLAS MUNICIPAL AIRPORT

Georgia Henderson, the Assistant City Manager, sought approval to establish a multi-year, on-call agreement for Architectural and Engineering Services (Classes 2.09a – Airport Design (Civil), 2.09b – Airport Design (Electrical), and 8.02 – Airport Construction Administration and Observation) at the Douglas Municipal Gene Chambers Airport.

Mrs. Henderson reported that Qualifications were received on August 5, 2025, for Architectural/Engineering Services (Class 2.09a – Airport Design (Civil), Class 2.09b – Airport Design (Electrical), and Class 8.02 – Airport Construction Administration and Observation) for the Douglas Municipal Gene Chambers Airport. This RFQ aimed to identify a qualified, GDOT-prequalified consulting firm capable of supporting future airport improvement projects' design, engineering, and construction oversight.

Mrs. Henderson stated that submittals were received from the following firms: Michael Baker International and Passero Associates. All submissions were reviewed and evaluated by FAA AC 150/5100-14E, GDOT Aviation Program requirements, and the City of Douglas procurement policy. The evaluation committee scored each firm based on weighted criteria, including relevant experience, qualifications of key personnel, in-house capabilities, familiarity with FAA and GDOT standards, past performance, project approach, quality assurance programs, geographic proximity, DBE participation or reasonable faith efforts, and E-Verify compliance.

Mrs. Henderson also stated that the review committee recommends awarding the contract to Michael Baker International, based on the firm's extensive experience with FAA- and GDOT-funded projects, strong in-house capabilities, and a demonstrated understanding of the operational needs of small to mid-sized general aviation airports in Georgia. This selection will result in a five-year, task-order-based contract, with services to be assigned as needed. The recommendation letter and evaluation documentation are attached for your review. This award aligns with previously approved GDOT grant procedures and supports the City's ongoing capital improvement and infrastructure planning efforts at the airport.

The Commission agreed to move this item forward on the **Consent Agenda**.

DISCUSSED ENFORCEMENT OF OCCUPATIONAL TAX CERTIFICATE (BUSINESS LICENSE) COMPLIANCE AND DELINQUENT DEBT

Georgia Henderson, Assistant City Manager, appeared before the Commission to obtain support and policy direction from the Mayor and Commission regarding the severity of consequences for businesses operating without a license - particularly those disqualified due to unpaid taxes - and to determine how aggressively the City should enforce compliance moving forward.

MINUTES
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CITY OF DOUGLAS, GEORGIA
AUGUST 11, 2025

DISCUSSED ENFORCEMENT OF OCCUPATIONAL TAX CERTIFICATE (BUSINESS LICENSE) COMPLIANCE AND DELINQUENT DEBT-CONTINUE

Mrs. Henderson explained that this item addresses ongoing issues with businesses operating without a valid occupational tax certificate due to failure to renew or ineligibility caused by delinquent taxes. Several companies remain noncompliant despite multiple outreach efforts - including phone calls, mailed notices in February and April 2025, and certified letters to businesses with delinquent taxes.

Mrs. Henderson also stated that staff recommend the following actions: (1) We send a letter notifying businesses, one last time, they are delinquent and the penalty this could cause them; (2) We issue a warning followed by a citation; (3) If not paid following the warning or the citation, the business will face a penalty of \$500 - \$1,000 per day they continue to operate without a license; (4) allow the appeal process; (5) the city manager or designee have the discretion to disconnect utilities services.

Mrs. Henderson concluded by presenting Sections 1-11, 10-21, and 10-47, which define that the city manager or his designee has the authority to deny, suspend, or revoke licenses and permits. In addition to the process, staff seek to know if the commission would be inclined to allow the city manager or his designee to disconnect utility services and, if so, at what point.

The Commission agreed to move this item forward on the **Consent Agenda**.

DISCUSSED FIRST (1ST) READING ON TEXT AMENDMENTS TO CHAPTER 111, UNIFIED LAND DEVELOPMENT CODE, ARTICLE V – DEVELOPMENT STANDARDS – SECTION 111-129 AREA, SETBACK AND HEIGHT REQUIREMENTS

Georgia Henderson, Assistant City Manager, appeared before the Commission to discuss the first reading of the text amendments to eliminate inconsistencies and ambiguities in dimensional standards across residential zoning districts, provide more predictable development parameters for new construction and redevelopment, ensure development patterns align with the goals of the City's Comprehensive Plan, particularly in the Gateway District where strategic investment and aesthetic standards are key, and support orderly growth by balancing development flexibility with design expectations.

Mrs. Henderson stated that the City of Douglas is proposing targeted text amendments to Section 111-129 of the Unified Land Development Code (ULDC) to clarify and modernize dimensional requirements—specifically setbacks, height limits, and minimum building and lot sizes—for several zoning districts. These changes are designed to ensure internal consistency within the Code, address practical application issues identified by staff, and provide more precise guidance for developers, property owners, and design professionals.

MINUTES
WORKSESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
AUGUST 11, 2025

DISCUSSED FIRST (1ST) READING ON TEXT AMENDMENTS TO CHAPTER 111, UNIFIED LAND DEVELOPMENT CODE, ARTICLE V – DEVELOPMENT STANDARDS – SECTION 111-129 AREA, SETBACK AND HEIGHT REQUIREMENTS -CONTINUE

The proposed amendments involve the following zoning districts:

#1 AG (Agriculture), Minimum Square Feet of Building: Establish a minimum of 1,000 square feet for single-family.

#2 R-15 and R-12 (Residential Single-Family), Maximum Height: Clarify and standardize the maximum building height at 50 feet. R-12 (Residential Single-Family) Minimum Square Feet of Building: Clarify and standardize the minimum square feet of building at 1,200.

#3 R-M (Residential Mixed – Single-Family & Two-Family (Duplex)) Minimum Square Feet of Building: Establish a minimum of 1,000 square feet for single-family. Minimum Square Feet of Building: Establish a minimum of 1,000 square feet/unit for duplex dwellings.

Minimum Square Feet of Building: For multi-family, 1/3 of units must be at least 550 square feet/unit.

Maximum Height: Set a uniform maximum height of 50 feet for all housing types (single-family, duplex, and multi-family).

#4 R-I (Residential Infill): (h) – Varies depending on lot size

#5 TC (Town Center): Minimum Road Frontage: (h)

#6 G-W (Gateway District): Comprehensive dimensional requirements have been updated better to reflect this district's intended transitional and mixed-use character. The proposed standards include Minimum Lot Size: 15,000 square feet; Minimum Square Feet of Building: 800 square feet; Minimum Lot Width: 100 feet; Minimum Road Frontage: 60 feet; Minimum Yards: Front: 25 feet, Rear: 20 feet, Side: 10 feet, Side at Corner: 20 feet, Maximum Impervious Lot Coverage: 80%

SEE ARTICLE III OF THIS CHAPTER. (h) Depending on the type of development, the Building Inspector & the Community Development Director will consult with the developer and determine the best setbacks and dimensions.

The Commission agreed to move this item forward on the Regular Agenda.

DISCUSSED THE AGENDA

Mayor Tony Paulk recommended that the Mayor's Youth Council be moved up to #5 on the agenda instead of the end of the regular meeting.

GENERAL COMMENTS (3 MINUTES)

No Comments


CITY MANAGER'S UPDATE

No Comments

MINUTES
WORKSESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
AUGUST 11, 2025

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:20 p.m.



Mayor Tony L. Paulk I



Wynetta T. Bolder, CMC

