City of Douglas

Unified Land Development Code

"Working Together to Serve You Better"

Originally Adopted

February 28, 2011

(As Amended August 8, 2022)

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Chapter One
General Provisions

(1) Title
This document shall be entitled the "Unified Land Development Code, City of Douglas" and may be referred to as the Douglas Land Development Code or The Code.

(2) Authority
This Unified Land Development Code is enacted pursuant to the Georgia Planning Act of 1989, § 36 – 70 et seq.

(3) Applicability

a. General Applicability

Except as provided below, the provisions of this Code shall apply to all development in the City. No development shall be undertaken without prior authorization pursuant to the provisions in the Douglas Land Development Code.

b. Application of Zoning Regulations

1. Height and Density

No building or other structure shall hereafter be used or occupied and no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved or structurally altered, so as to:

i. Accommodate or house a greater number of persons or occupy a smaller lot area per person; or

ii. Occupy a greater percentage of lot area; or

iii. Have narrower or smaller rear yards, front yards, side yards, or other open spaces; unless in conformity with all of the regulations herein specified for the district in which it is located.

2. Yard Service to One Building

No part of a yard, or other open space, or off-street parking or loading space required in connection with any building for the purpose of complying with this Code shall be included as a part of a yard, open space, or off-street parking or loading space similarly required for any other building.

3. Only One Principle Building

Every building or structure hereafter in an R-15, R-12, R-M, R-I, or R-P zoning district shall be located on a lot or tract as defined herein; and in no case shall there be more than one principal building on one lot – plus its accessory structures.

4. Reduction of Lot Area

No lot, even though it may consist of one or more adjacent lots of record, shall be reduced so that the lot width or depth, front, side or rear yard, lot area per unit or other requirements of this Code are not maintained. This section shall not apply when a portion of a lot is subsequently acquired for public purposes.

5. Street Frontage

No building shall hereafter be erected on a lot which does not abut or have immediate frontage on a publicly dedicated, publicly approved, or publicly maintained street.

6. Traffic Flow

Development permits for new commercial structures, new multi-family dwelling units, or existing commercial structures shall be reviewed for adverse traffic impact by the City's Community Development Department. If it is determined upon review of a traffic study developed by a Georgia registered Engineer that there exists reasonable grounds to believe that specific improvements are needed to accommodate the perceived adverse traffic impacts of the development, such improvements shall be completed prior to and as a condition precedent to issuance of a certificate of occupancy. Such improvements may include, but are not limited to: roads, alleyways, sidewalks, curbing, drainage, directional signs, or any other device or construction for the benefit of the public.

c. Exceptions

1. Previously issued Development Permits

The provisions of this Code and any amendments hereto shall not affect the validity of any lawfully issued and effective development permit, if:

i. A building permit was issued for the development prior to adoption date of this Code on February 28th, 2011; and

ii. The development activity continues without interruption until the development is complete. If the development permit expires, any further development on that site shall occur only in conformance with the requirements of this Code.

d. Zoning in Progress

1. Purpose

The zoning in progress rule allows the City to make a text or map amendment to this Code, and apply that change to development applications submitted after the declaration has been made of a zoning in progress.

2. No Permits Issued and Period of Time

During the period of time that the City Commission is considering either a text or map amendment to this Code, no permit(s), license(s), or other development order(s) of any kind shall be issued if issuance would result in the non-conforming or unlawful use of the subject property should the text or map amendment change be enacted by the City Commission (rest period). The maximum freeze period allowed for a zoning in progress shall be three months, except that the City Commission may extend the period of up to an additional three months for good cause, and if it makes a finding that it is in the public interest to do so.

3. Notice of Declaration

The declaration of zoning in progress, and rest period on development orders, permit and licenses shall begin on the earlier of:

i. Publication of a notice of a public hearing before the City Commission to consider a resolution declaring a zoning in progress; or

ii. Public notice given as required by law for the initial public hearing on a text or map amendment to this Code.

4. Applicability

i. Upon adoption of a text or map amendment, all pending applications, permits, licenses, and other development orders shall conform to the new provisions.

ii. Notwithstanding anything contained in this section to the contrary, no application for a text or map amendment to this Code, or permit or development order, shall be held up by this procedure for more than six (6) months, including all time periods described herein.

iii. If it is determined by the City Community Development Director that an application for a text or map amendment, or permit, license, or other development order would not violate the provisions of a pending zoning measure, such application, and any subsequent permits, licenses and other development orders shall be exempt from this section.

(4) Findings

a. General Public Need

The City Commission of the City of Douglas finds that controlling the location, design and construction of development within the City of Douglas is necessary to maintain and improve the quality of life. The City Commission of the City of Douglas further finds:

1. A single set of administrative procedures for making all land use decisions promotes efficiency, predictability and citizen participation.

2. All development proposals excluding single family homes or the re-use of an existing building where the re-use does not create a greater impact, must undergo a development review process to assure compliance with the requirements of this Code.

3. All administrative decisions should be supported by a record with written findings to assure accountability and efficient appellate review.

4. A quick and efficient avenue of appeal should be available for all ministerial and administrative decisions.

5. Enforcement of development permits and the provisions of this Code should be through procedures that are efficient, effective and consistent with the code enforcement procedure established by state law.

(5) Purpose and intent

a. General Intent

The general intent of the Code is the implementation of the Coffee County/City of Douglas Comprehensive Plan as adopted.

b. Purposes

The City Commission of the City of Douglas deems it necessary to adopt the Code to accomplish the following purposes:

1. Guiding and accomplishing coordinated, adjusted, and harmonious development in accordance with the existing and future needs of the City.

2. Protecting, promoting, and improving the public health, safety, comfort, order, appearance, convenience, morals, and general welfare.

3. Conserving the value of land, buildings and resources, and protecting landowners from adverse impacts of adjoining developments.

4. Protecting the character and maintaining the stability of residential, agricultural, business, industrial, recreation, and public areas.

5. Promoting the orderly development of residential, agricultural, business, industrial, recreation and public areas.

6. Controlling and regulating the growth of the city, consistent with the Future Development Map and Character Areas in the adopted Comprehensive Plan.

7. Directing and controlling, through the establishment of appropriate standards, the type, distribution and intensity of development.

8. Balancing the interest of the general public in the City of Douglas and that of the individual property owner.

(6) Incorporation by Reference

a. Maps

The boundaries of the zoning districts of the City of Douglas are shown on the map entitled "Zoning Map, City of Douglas, Georgia", date and certified by the City Clerk. Said map is hereby incorporated into and made part of this Code by reference.

Regardless of the existence of purported copies of the "Zoning Map, City of Douglas, Georgia", which may from time to time be made or published, the zoning map of the City of Douglas, Georgia, in the office of the City Clerk shall be the final authority for zoning districts in the City.

b. Other Materials

These include, but are not limited to, the Future Development Map, and the Comprehensive Plan.

(7) Rules of Interpretation

a. Generally

In interpreting and applying the provisions of this Code, they shall be held to be the minimum requirements for the promotion of the public health, safety, morals and general welfare of the community. In the interpretation and application of this Code all provisions shall be liberally construed in favor of the objectives and purposes of the City of Douglas and deemed neither to limit nor repeal any other powers granted under state law.

b. Abrogation

It is not intended by this Code to interfere with or abrogate or annul any easements, covenants, or other agreements between parties.

c. Stricter Provisions Apply

Where this Code imposes a greater restriction upon the use of buildings or premises or upon the height of buildings; or requires larger open spaces than are imposed or required by other ordinances, rules, regulations or by easements, covenants or agreements, the provision of this Code shall control.

d. Interpretation

1. Responsibility

In the event that any question arises concerning the application of regulations, performance standards, definitions, development criteria, or any other provision of this Code, the City Community Development Director shall be responsible for interpretation and shall look to the Coffee County/City of Douglas Comprehensive Plan for guidance. Responsibility for interpretation by the City

Community Development Director shall be limited to standards, regulations and requirements of this Code, but shall not be construed to include interpretation of any technical code adopted by reference in this Code, nor be construed as overriding the responsibilities given to any commission, board or official named in other sections or articles of this Code.

2. Interpretation of district boundaries

Where uncertainty exists with respect to the boundaries of any of the aforesaid districts as shown on the "Zoning Map, City of Douglas, Georgia", the following rules shall apply:

i. Where district boundaries are indicated as approximately following the centerlines of streets or highway right-of-way lines, such centerlines, street lines, or highway right-of-way lines shall be construed to be such boundaries.

ii. Where district boundaries are so indicated that they approximately follow lot lines, such lot lines shall be construed to be such boundaries.

iii. Where district boundaries are so indicated that they are approximately parallel to the centerlines or street lines of streets, or the centerlines of highway right-of-way, such district boundaries shall be construed to being parallel thereto and at such distance there from as indicated on the zoning map. If no distance is given such distance shall be determined by the use of the scale on said zoning map.

iv. Where the boundary of a district follows a railroad line, such boundary shall be deemed to be located in the middle of the main tracks of said railroad line.

(8) Delegation of Authority

Whenever a provision appears requiring the head of a department or some other city officer or employee to do some act or perform some duty, it is to be construed to authorize delegation to professional level subordinates to perform the required act or duty unless the terms of the provision or section specify otherwise.

(9) Relationship of Specific to General Provisions

More specific provisions of this Code shall be followed in lieu of more general provisions that may be more lenient than or in conflict with the more specific provision.

(10) Conflict with other Regulations

Whenever this Code requires or imposes more restrictive standards than are required in or under any other statutes, the requirements of this Code shall govern. Whenever the provisions of any other statute require more restrictive standards than are required by this Code, the provisions of such statute shall govern.

(11) Severability

Should any section, subsection, sentence, clause, phrase or provision of this Code be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of the Code as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

(12) Effective Date

This Code shall be in full force and effective upon adoption by the City Commission and shall apply to any development for which the first submittal of development plans is received after the effective date of this Code.

Chapter Two
Definitions

(1) Rules of Interpretation

The Director of Community Development or his/her designee shall be responsible for the interpretation of the requirements, standards, definitions, or any other provisions of this ordinance, unless that authority is provided to another administrative official within a specific Chapter.

(2) Interpretations

In the interpretation and application of this ordinance, all provisions shall be considered minimum requirements. Where the literal interpretation is clear, it shall be construed literally. Where the Chapter, Section or Subsection has a statement of purpose and intent, such purpose and intent shall be considered in making the interpretation.

(3) Use of Words and Phrases

For the purpose of this Ordinance, the following shall apply to the use of words and phrases:

a. The word "person" is intended to include any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, state agency, municipality or other subdivision of this State, any interstate body or any other legal entity.

b. Words used in the singular include the plural and words used in the plural included the singular.

c. Words used in the present tense include the future tense. Words used in the masculine gender include the feminine and are intended to be gender neutral.

d. The words "shall" and "must" are always mandatory and not discretionary, while the word "may" is permissive.

e. The word "and" indicates that all of the conditions, requirements, and factors so connected must be met or fulfilled, while the word "or" indicates that at least one condition, requirement or factor so connected must be met.

f. The term "such as" is intended to introduce one or more examples in illustration of a requirement or point, and is intended to mean "including but not limited to the following,"

g. The word "day" shall mean a calendar day unless otherwise specified.

h. Where a term is defined in this Chapter, it shall be construed to have that meaning and application throughout this Ordinance.

i. Where a term is defined in any Chapter other than this Chapter, it is the intent that such definition only applies within the Chapter it appears.

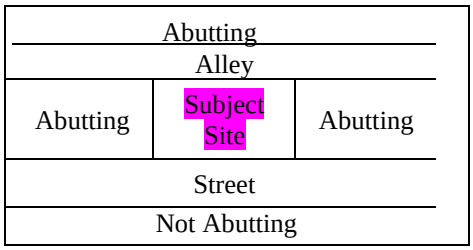
j. Except as specifically defined herein, all words use in this Code shall have their customary dictionary definitions.

k. Unless indicated otherwise, reference to zoning districts refer to the most recent copy of the "Official Zoning Map of the City of Douglas, Georgia".

(4) General Definitions

When used in this Code, the following shall have the meanings herein ascribed to them.

ABUTTING/CONTIGUOUS
Having property lines in common, or having property separated by only an alley. Separation by a street right-of-way is not considered abutting.



ACCELERATED EROSION
Erosion caused by development activities that exceeds the natural processes by which the surface of the land is worn away by the action of water, wind, or chemical action.

ACCELERATION/DECELERATION LANE
Paved exits and entrances off a major road onto private property for the purpose of enabling the free and safe flow of traffic.

ACCESS
A paved or unpaved area intended to provide ingress or egress of vehicular or pedestrian traffic from a public or private right of way or easement.

ACCESS, CONTROLLED

ACCESSORY
A use or detached structure that:
(1) Is located on the same lot as the principal structure or use;
(2) Is subordinate to an existing principal building or principal use;
(3) Is subordinate in area, extent and purpose to the principal structure or use;
(4) Contributes to the comfort, convenience or necessity of the occupant, business, or industry in the principal structure or use; and

ADDITION
Any walled or roofed expansion to the perimeter of a building in which the addition is connected by a common load-bearing wall other than a fire wall. Any walled and roofed addition that is connected by a fire wall or is separated by an independent perimeter load-bearing wall shall be considered "new construction".

ADULT ESTABLISHMENT/ENTERTAINMENT
Any commercial establishment that has as its primary purpose or business the rent, sale or presentation of any adult materials. Such establishments include, but are not limited to: Escort Services, Adult Arcade, Adult Bookstore, Adult Dancing, Adult Massage Parlor, Adult Motel/Hotel, Adult Motion Picture Booth, Adult Motion Picture Theater or drive-in, or Adult Theatre.

Adult materials shall mean any one or more of the following: books, magazines, periodicals or other printed matter, or photographs, films, motion pictures, DVD's, video cassettes or video reproductions, slides or other visual representations that have as their primary or dominant theme the depicting or describing of "specified sexual activities" or "specified anatomical areas"; or instruments, devices or paraphernalia which are designed for use in connection with "specified sexual activities".

ADVERSE IMPACT
A condition that creates, imposes, aggravates, or leads to inadequate, impractical, unsafe, or unhealthy conditions on a site proposed for development or off-site.

AGRICULTURE
Raising, harvesting or storing of products of the field or orchard; feeding, breeding or managing livestock or poultry; producing or storing feed for use in the production of livestock or poultry; growing plants, sod, and trees for sale; the production of horticultural, dairy, poultry, eggs, and apiarian products.

ALLEY
A right-of-way privately or publicly owned, primarily for secondary access to the back or sides of property.

ALTERATION
Any change in the supporting members of a building or structure such as bearing walls, columns, and girders, except such emergency change as may be required for safety purposes; and addition to a building; any change in use; or, any movement of a building from one location to another.
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Man-made trees, clock towers, bell steeples, light poles and similar alternative design mounting structures that camouflage or conceal the presence of antennas or towers and are compatible with the scale and character of the surrounding natural setting and/or structures.

ANTENNA
A transmitting and/or receiving device mounted on a tower, building or structure and used in telecommunications personal wireless services that radiates or captures electromagnetic waves, digital signal, analog signals, and radio frequencies, directional antennas such as panel and microwave dish antennas, and omni-directional antennas such as whips, but excluding radar antennas, amateur radio antennas, and satellite earth stations.

APARTMENT
A room or suite of rooms, with bathroom and culinary accommodations, used or designed for use as a residence, located in a building containing three or more independent, separated rooms or suites.

APPEAL
A request for a review of an administrative official's interpretation of any provision of this Unified Land Development Code, or a request for a review of an action taken by an administrative official in the application or enforcement of this Unified Land Development Code.

APPLICANT
A person or entity making an application for a permit as provided for under this Code, including a stormwater management permit. The applicant may be the owner, developer, project manager or contractor.

AWNING/ CANOPY
Any roof or other form that shelters from sunshine, rain, snow, or other forms of precipitation, open on at least one side. A canopy may be attached to a permanent building or it may be independent structure permitted in accordance with the International Building Code.

AS-BUILT PLANS
Amended plans specifying the location, dimensions, elevations, capacities and operational capabilities of facilities and structures, including storm drainage facilities and structures, as they have been constructed.

BLOCK
A parcel of land entirely surrounded by public highways or streets, other than alleys.

BOARD OF APPEALS
The City of Douglas Board of Zoning Appeals.

BUFFER
A strip of land located between a side or rear property line and a building, structure, or use, intended to separate and obstruct the view of the site on which the buffer is located from an abutting property. A buffer is usually intended to provide screening, as defined and as may be required by this Unified Land Development Code.

BUILDABLE AREA
The area of a lot remaining after the minimum front, side and rear yard setback requirements of the zoning district has been met.

BUILDING
A temporary or permanent building or structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of any individual, animal, process, equipment, goods, or materials of any kind and occupying more than 100 square feet of area. A modular home shall be considered a building for the purposes of this Code. A mobile or manufactured home shall not be considered a building for the purposes of this Code.

BUILDING HEIGHT
The vertical distance measured to the highest point of the building roof from the average finished grade across those sides of a building that face a street.

BUILDING PERMIT
Any permit for the erection, placement, or construction of any building, structure or related building system or building system component, or manufactured home, or portion thereof.

BUILDING, PRINCIPLE
The building in which is conducted the principal use of the parcel on which it is located. Parcels with multiple principal uses may have multiple principal buildings. However, storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.

BUILDING SETBACK LINE
A line beyond which no foundation wall or part of the structure of any building shall project, with the exception of roof overhang up to 24 inches and the subsurface projection of footings; provided, however that such overhang and footings do not encroach upon the adjacent property, right-of-way, or an easement.

CERTIFICATE OF COMPLETION
A written release from the Department that an uninhabited structure or system is complete and is released for use. These would include signs, fences, walls, and accessory buildings.

CERTIFICATE OF OCCUPANCY
A written release from the Department certifying that all requirements for development or redevelopment of a property or structure have been met and authorizing occupancy of buildings and structures for residential or commercial purposes. For one- or two-family dwellings, the approval of all final inspections may serve as the Certificate of Occupancy.

CHANNEL
A natural or artificial water course with a definite bed and banks that conducts continuously or periodically flowing water.

CITY
The City of Douglas, Georgia.

CITY COMMISSION
The City of Douglas, Georgia, Board of Commissioners.

CITY ENGINEER
The Director of Public Works, or the city's official responsible for implementing and enforcing the applicable engineering requirements of the City, or his/her designee.

CITY MANAGER
The City Manager of the City of Douglas, Georgia, or his/her designee.

CLEARING
The removal of trees, other vegetation and/or above ground improvements including, but not limited to, buildings and structures, walls, fences, steps, walks, curbs, gutters, concrete slabs, pavements (including bases for pavements) and surfacing.

CLUB, PRIVATE
A non-commercial establishment organized for a common purpose to pursue common goals, interests, or activities and usually characterized by certain membership qualifications, payment of fees and dues, regular meetings and a constitution or by-laws.

COMMERCIAL USE
A use that is carried on for profit by the owner, lessee, or licensee.

COMPREHENSIVE PLAN
The Coffee County and Cities Joint Comprehensive Plan adopted September 2007 or any updates thereafter.

COMMUNITY DEVELOPMENT DIRECTOR
The Director of Community Development, or the city's official responsible for implementing and enforcing the applicable zoning and planning requirements of the City, or his/her designee.

CONCENTRATED ANIMAL FEED LOT OPERATIONS (CAFO)
Factory farms are also known as concentrated animal feeding operations (CAFOs) confined animal feeding operations, or intensive livestock operations (ILOs). "A *confined animal feeding operation* means a lot or facility, together with any associated treatment works, where both of the following conditions are met: First, animals have been, are, or will be stabled or confined and fed or maintained for a total of 45 days or more in any 12-month period. And secondly, crops, vegetation, forage growth, or post-harvest residues are not sustained over any portion of the operation lot or facility." The definition is used as part of waste management and environmental protection laws to deal with the concentrated pollution from large quantities of animal waste. CAFOs and factory farms can be mostly indoor or mostly outdoor operations. The "confinement at high stocking density" aspect refers to lack of natural vegetation that the animals can eat and that can naturally process the resulting animal waste. High stocking density destroys the vegetation and produces unacceptable pollution from the animal waste in run-off and ground water unless it is handled appropriately, so laws have been enacted to deal with that; thus, the *legal* definition for the term CAFO.

CONCEPT PLAN
The conceptual site plan submitted with an application for development under this Code, which requires the applicant to show the intended development and its conceptual design. Approval of the application request does not constitute approval of the concept plan; said plan must be adjusted according to the requirements listed for submittal of civil plans and reviewed by the appropriate departments for permitting.

CONDITIONAL USE
A use that is generally compatible with the use characteristics of a zoning district, but that requires individual review of its location, design, and potential effect on nearby properties to determine the appropriateness of the use on any particular site in the zoning district.

CONSTRUCTION (erect, build, locate, relocate)
The building, erection, location, relocation or substantial improvement to any structure or the clearing, filling or excavation of any land. It shall also mean any alterations in the size or use of any existing structure or the appearance of any land. When appropriate to the context, "construction" refers to the act of construction or the result of construction.

CONTINUING CARE RETIREMENT COMMUNITY (CCRC)
A large-scale facility which has a primary purpose of providing housing and continuing care for older people, and which consists of Independent Living Units, Assisted Living Facilities, Skilled Care Nursing Facilities and related accessory uses, all as defined by this Code and as regulated by the Georgia Department of Community Health or other appropriate state agency. Continuing care means the provision of lodging, nursing, medical or other health related services at the same or another location to an individual pursuant to an agreement effective for the life of the individual or for a period greater than one year, including mutually terminable contracts, and in consideration of the payment of an entrance fee with or without other periodic charges to an individual.

INDEPENDENT LIVING UNIT
A dwelling unit within a CCRC containing living area(s), kitchen area and bathroom(s), including multi-family dwellings, single family detached or attached dwellings, which house one or more older persons in a manner in which they may live independently while receiving one or more meals per day in a congregate care setting.

ASSISTED LIVING FACILITY
A facility located within a CCRC that provides a residential living environment, assisted by congregate meals, housekeeping, and personal services for older persons, who have temporary or periodic difficulties with one or more essential activities of daily living., but do not require services in or of a Georgia Department of Community Health licensed long-term care facility or nursing facility. An ALF shall include dwelling units, dining rooms, bathing area(s), common area(s), offices and other spaces necessary to provide the above services, and shall be operated by a legal entity holding a license issued by the George Department of Community Health or other appropriate state agency permitting the operation of an ALF at the location of the facility.

SKILLED CARE NURSING FACILITY
A facility which provides board, shelter and 24-hour skilled nursing and medical care to chronic or convalescent patients. A Skilled Care Nursing Facility shall include nursing beds and/or individual rooms, dining rooms, bathing areas, common areas, offices, clinics, therapy areas, medical facilities and other space necessary to provide the above services and shall be operated by a legal entity holding a license issued by the Georgia Department of Community Health, or other appropriate state agency, permitting the operation of a nursing facility at the location of the facility.

COUNTY
Coffee County, Georgia

CUL-DE-SAC (see STREET, DEAD END)
A local street or road with one outlet and having an appropriate terminal for safe and convenient reversal of traffic movement.

CURB CUT
The opening along the curb line or edge of pavement of a public street at which point a driveway begins for vehicular ingress and egress from a property.

CUT (excavation)
A portion of land surface or area from which earth has been removed or will be removed by excavations; the depth of which is below the original ground surface ~~to the excavated surface~~.

DAY CARE CENTER (CHILD)
An establishment, licensed by the Georgia Department of Human Resources, operated by a person, society, agency, corporation or institution, or any group, wherein are received with or without pay, seven (7) or more children under 18 years of age for group care, for less than 24 hours per day, without transfer of custody.

DAY CARE CENTER (ADULT)
An establishment, licensed by the Georgia Department of Human Resources, operated by any person with or without compensation for providing for the care ,supervision, and oversight during daytime hours only of six or fewer adults who are elderly, physically ill or infirm, physically handicapped, or mentally handicapped.

DAY CARE FACILITY
Any place operated by any person with or without compensation, licensed by the Georgia Department of Human Resources, providing for the care, supervision, and protection of three (3) but no more than six (6) children who are under the age of 18 years for less than twenty-four hours per day, without transfer of custody. For the purpose of counting the number of children within the day care facility, all children who are related by blood, marriage, adoption or guardianship to the person or persons operating the facility shall be included.

DAY-NIGHT AVERAGE SOUND LEVEL (Ldn)
The average sound level over a 24-hour period.

DEDICATION
The deliberate appropriation of property by its owner for general public use.

DEMOLITION
The removal of any above ground improvements including, but not limited to, buildings and structures, walls, fences, steps, walks, curbs, gutters, concrete slabs, pavements (including bases for pavements) and surfacing.

DENSITY
The total number of square feet of a building or buildings, or the number of lots or dwelling units per acre of land.

DENSITY, GROSS
The total number of square feet of a building or buildings, or the number of lots or dwelling units per acre of land divided by the total acres of a parcel or tract of land.

DENSITY, NET
The total number of square feet of a building or buildings, or the number of lots or dwelling units per acre of land divided by the number of acres of a parcel or tract of land less the area for streets, right-of-way, common open space, floodplain, wetland, and surface water.

DESIGN REVIEW BOARD
The City of Douglas Design Review Board as it pertains to the review of design guidelines only as prescribed in specific zoning districts.

DETENTION
The temporary storage of storm run-off in a stormwater management practice with the goals of controlling peak discharge rates and providing gravity settling of pollutants.

DETENTION FACILITY
A detention basin or alternative structure designed for the purpose of temporary storage of stream flow or surface runoff and gradual release of stored water at controlled rates.

DEVELOPER
Any person, individual, firm, partnership, association, corporation, estate, trust, or any other group or combination acting as a unit undertaking any land development activities as defined in this Code, including, but not limited to the subdivision of land, the construction of buildings and/or other land disturbance activities.

DEVELOPMENT
Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating, drilling operations, or permanent storage of materials; any activity which alters the elevation of the land, removes or destroys plant life, or causes structures of any kind to be erected or removed other than for agricultural purposes.

DEVELOPMENT ACTIVITIES – see Land Disturbance Activities

DEVELOPMENT PLANS
The detailed and professional plans showing the layout and design, site work and construction activities proposed for a project (other than architectural/engineering building plans), including but not limited to: site plans, grading plans, erosion and sediment control plans, tree protection plans, landscape plans, street plans and profiles, water supply plans, sanitary and storm sewer plans and profiles, other site improvement plans. Such plans shall also include other appropriate sections, details, notes, schedules, legends and diagrams.

DEVELOPMENT PERMIT
An official authorization issued by the Director in accordance with this Code to proceed with land disturbance, construction and grading, as set forth in this Code.

DRAINAGE EASEMENT
The legal right granted by a landowner to a grantee allowing the use of private land for stormwater management purposes.

DRAINAGE IMPROVEMENTS
Those facilities and structures intended to control and direct the passage of stormwaters and other surface water flows from and across property; including but not limited to: modified natural drainage ways, modified creeks, streams, channels, swales, ditches flumes, culverts, cross drains and other piping, catch basins, area drains, drop inlets, junction boxes, headwalls, flared end sections, detention ponds and basins, rip rap, drainage way lining systems, and energy dissipation devices.

DRIVEWAY
Any public or private ingress or egress allowing access between a public street and abutting property.

DRIVEWAY, JOINT ACCESS
A driveway that provides vehicular access to two or more abutting properties from a public street.

DWELLING
Any building or structure or portion thereof, which is arranged, designed or used for residential occupancy on a permanent or long-term basis, not including transient use such as hotels and motels, and which comply with the provisions of this Code and the International Building Code.

DWELLING, ACCESSORY
A secondary dwelling established in conjunction with, and clearly subordinate to, a primary dwelling unit on the same lot, whether a part of the same structure as the primary dwelling unit or in a detached structure.

DWELLING, DUPLEX
A building containing two dwelling units, designed to be occupied by no more than two (2) families living independently from each other, each as a separate housekeeping unit.

DWELLING, LIVE-WORK
An owner –occupied dwelling unit in which a significant portion of the ground floor space includes a non-residential use which is operated by the property owners. Such dwellings shall not include Home Occupations.

DWELLING, MULTI-FAMILY
A building containing three (3) or more dwelling units, designed to be occupied by three (3) or more families living independently of each other, each as a separate housekeeping unit, i.e. apartments or condominiums.

DWELLING, SINGLE-FAMILY, ATTACHED (Zero Lot Line)
A building subdivided by a joint property line and wall which separates the structure into two (2) or more dwelling units, each occupying its own lot. An attached single-family structure must meet all front, rear and side yard setback requirements in the zoning district in which it is located, except for the joint property line and wall. Each unit must be separately metered for all utilities and the joint property wall must be fire-rated and extend from the foundation to the roof decking of the structure.

DWELLING, SINGLE- FAMILY DETACHED
An individual, detached dwelling unit that is designed to be occupied by no more than one (1) family, living as a separate household unit., excluding mobile homes and double-wide mobile homes.

DWELLING, TOWNHOUSE
Two (2) or more attached single-family dwellings which (1) may or may not have a common roof, (2) shall not have a common exterior wall; and (3) are separated from each other by fire resistant walls extending at least from the lowest floor level to the roof.

DWELLING, UNIT
A self-sufficient dwelling that is designed for or used as a residence by a single housekeeping unit with cooking, sleeping and sanitary facilities provided within the dwelling unit. Does not include rooms in a hotel, motel, boarding house, bed & breakfast, or extended stay hotel.

EASEMENT
A right given by an owner of land to another person or entity for specific limited uses of that land.

> **ACCESS EASEMENT**
> An easement created for the purpose of providing vehicular or pedestrian access across or to a property.
>
> **DRAINAGE EASEMENT**
> A legal right granted by a landowner to a grantee allowing the use of private land for stormwater management purposes.
>
> **UTILITY EASEMENT**
> A grant by a property owner for the use of real property for the specified purpose of constructing and maintaining utilities including but not limited to: sanitary sewers; water mains, electric lines, telephone lines, cable lines, storm sewer or storm drainage ways and gas lines.

ENGINEER
A professional civil engineer who is registered in the State of Georgia, and who has extensive education or experience regarding structural/mechanical design.

EROSION AND SEDIMENT POLLUTION CONTROL & PLAN
A plan and actions that are designed to minimize the accelerated erosion and sediment run-off at a site during construction activities.

EXTERIOR ARCHITECTURAL FEATURES
The architectural style, general design, and general arrangement of the exterior of a building or other structure including but not limited to the kind of texture of the building material and the type and style of all windows, doors, signs, and other appertainments, architectural fixtures, features, details, or elements relative to the foregoing.

FAA
Federal Aviation Administration

FAÇADE
The exterior of a building facing the principal street entrance, and extending the entire width of the building elevation.

FCC
Federal Communication Commission

FAMILY
A group of individuals related by blood, marriage, adoption, or guardianship, living together, or not more than three persons not so related, living together in a dwelling unit as a single housekeeping unit based on an intentionally structured relationship providing organization and stability.

FLOOR AREA
The sum of all square feet of each floor of a building, measured from the interior faces of the exterior walls. The following areas are excluded from the measurement of the floor area: unfinished attics and basements, attached garages or spaces used for off-street parking or loading, breezeways, and enclosed or unenclosed decks and porches.

FILL
A portion of land surface to which soil or other solid material has been added and where the depth is above the original ground surface or excavation grade.

FLEA MARKET
A temporary market held in an open area or structure where groups of individual sellers offer goods for sale to the public.

FLOOD INSURANCE RATE MAP (FIRM)
An official map of the community, issued by the Federal Insurance Administration, delineating the areas of special flood hazard and/or risk premium zones applicable to the community.

FLOODPLAIN
Any land area susceptible to flooding.

FLOOR
The lower horizontal finished surface of each story in a building that is intended to support the contents of the building and its occupants.

GASOLINE STATION WITH CONVENIENCE STORE
A gasoline station that includes a retail store that sells a limited line of groceries and household items.

GUEST HOUSE OR GUEST QUARTERS
An attached or detached accessory building that provides living quarters for guests that does not include a full kitchen facility.

GRADING
Altering the shape or topography of ground surfaces to a predetermined condition; this includes stripping, grubbing, cutting, filling, stockpiling and shaping or any combination thereof, and shall include the land in its cut or filled condition.

GRADE, NATURAL
The elevation of the ground surfaces in its natural conditions, prior to any man-made alteration resulting in an increase or decrease in elevation relative to Mean Sea Level (MSL).

GRADE, FINISHED
The elevation of the average finished surface level of the ground adjacent to the exterior wall(s) of a building or structure.

GROUP CARE HOME
A facility or dwelling unit licensed by the Georgia Department of Human Services housing persons unrelated by blood, adoption or marriage and operating as a single housekeeping unit under a common housekeeping management plan based on an internally structured relationship providing organization.

GRUBBING
The removal of vegetation from land by means of digging, raking, dragging or otherwise disturbing the roots of vegetation and the soil in which such roots are located.

HARDSHIP
A condition of significant practical difficulty in using a lot because of the physical problems relating solely to the size, shape or topography of the lot in question, which are not economic difficulties, and which are not self-imposed.

HEIGHT
When referring to a communications tower or other communications structure, the distance measured from ground level to the highest point on the tower or other structure, even if said highest point is an antenna.

HISTORIC RESOURCE OR HISTORIC PROPERTY
A building, site, district, object, or structure evaluated as historically significant by the City of Douglas. These are usually, but not necessarily, 50 years of age or older.

HOME OCCUPATION
A business, profession, occupation, or trade conducted within a residential building for gain or support by a resident of the dwelling that is incidental and secondary to the residential use of the building and does not change the essential residential character of the use.

HYDROLOGIC SOIL GROUP (HSG)
A Natural Resource Conservation Service classification system in which soils are categorized into four runoff potential groups. The groups range from soils with high permeability and little runoff production to D soils which have low permeability rates and produce much more runoff.

IMPERVIOUS
A material that water cannot pass through or be absorbed by.

IMPERVIOUS AREA
The number of square feet of hard-surface areas which either prevent or retard the entry of water into the soil, as is entered under natural conditions as undeveloped property, and /or cause water to run off the

surface in greater quantities or at an increased rate of flow from that present under natural conditions as undeveloped property.

INDUSTRIALIZED BUILDING
Any structure that is either wholly or in substantial part made, fabricated, formed or assembled in one or more factory-built sections or panels in manufacturing facilities for assembly and installation on a building site. An industrialized building is manufactured in such a manner that all parts or processes cannot be inspected at the installation site without disassembly, damage or destruction thereof, and which, when completed, meets or exceeds the requirements of and all development standards for conventionally constructed site-built structures as specified by the Department of Community Affairs and current code requirements. Any industrialized home must be designed to be permanently connected to a site-built foundation.

INDUSTRIALIZED HOME
Any residential structure that is either wholly or in substantial part made, fabricated, formed or assembled in one or more factory-built sections or panels in manufacturing facilities for assembly and installation on a building site. An industrialized building is manufactured in such a manner that all parts or processes cannot be inspected at the installation site without disassembly, damage or destruction thereof, and which, when completed, meets or exceeds the requirements of and all development standards for conventionally constructed site-built structures as specified by the Department of Community Affairs and current code requirements. Any industrialized home must be designed to be permanently connected to a site-built foundation.

IMPERVIOUS COVER OR SURFACE
Those surfaces that cannot effectively infiltrate rainfall such as building roof tops, pavement, sidewalks, driveways etc.

INFILTRATION
The process of percolating stormwater into the subsoil.

INFILTRATION FACILITY
Any structure or device designed to infiltrate retained water to the subsurface. These facilities may be above grade or below grade.

JUNK
Any scrap, waste, reclaimable material, debris, whether or not stored, for sale or in the process of being dismantled, destroyed, processed, salvaged, stored, baled, disposed, or other used or disposition.

JUNKED VEHICLE
Any wrecked or non-operable dismantled or abandoned automobile, truck, boat, motorcycle, or similar device.

JUNK YARD
Any parcel and/or building which is wholly or partly utilized for the parking, storage or dissembling of junked vehicles, wrecked or inoperable automobiles, trucks or other vehicles; storage, bailing or otherwise dealing in bones, animal hides, scrap iron and other metals, used paper, used cloth, used plumbing fixtures, old household appliances, scrap tires and used building materials. These uses shall be considered junkyards, salvage operations or recyclable material wholesalers.

JURISDICTIONAL WETLAND
An area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soul conditions, commonly known as hydrophytic vegetation.

LAND DISTURBANCE ACTIVITY
Any activity which changes the volume or peak flow discharge rate of rainfall runoff from the land surface. This may include the grading, digging, cutting, scraping, or excavating of soil, placement of fill materials, paving, construction, substantial removal of vegetation, or any activity which bares soil or rock or involves the diversion or piping of any natural or man-made watercourse.

LAND OWNER
The legal or beneficial owner of land, including those holding the right to purchase or lease the land, or any other person holding proprietary rights in the land.

LOADING SPACE
A space within the principal building or on the same lot, providing for the standing, loading or unloading of trucks and other carriers.

LOT (plot, parcel)
A parcel of land occupied or intended for occupancy by a use that includes or will include at least one (1) structure together with any accessory structure, yard, open space, buffer area, or parking spaces as required by this Code.

LOT AREA
The total area within the boundaries of a lot.

LOT, CONFORMING
A lot that meets all the requirements of this Code.

LOT, CORNER
A lot located at the junction of two (2) or more public rights-of-way.

LOT COVERAGE
The percentage of total area of a lot that is occupied by buildings.

LOT, DOUBLE FRONTAGE
A lot other than a corner lot that abuts two streets.

LOT, FLAG
A lot not meeting minimum road frontage requirements and where access to the lot from a public road is achieved by a narrow strip of land (flag pole).

LOT LINE
The boundary of a lot.

LOT WIDTH
The width of a lot at the required front setback line measured parallel to the street right-of-way.

LOT OF RECORD
Any contiguous parcel of land designed as a separate and distinct parcel of land on a legally recorded, approved subdivision plat or in a legally recorded deed as filed in the official records of the Clerk of Coffee County Superior Court prior to the date of the adoption of this Code.

LOT SPLIT
The platting of real property into no more than two parcels, lots, tracts, tiers, blocks, sites, units, or any other division of land.

MAINTENANCE AGREEMENT
A legally recorded document that acts as a property deed restriction, and which provides for long-term maintenance of stormwater management practices.

MANUFACTURED HOME
A dwelling fabricated in an off-site facility for installation or assembly at the building site, bearing a label certifying that it is constructed in compliance with the Federal Manufactured Home and Standards Act, 42 U.S.C. 5401 – 5445, and meeting each of the following standards:

1. The term "manufactured home" includes a structure, transportable in one or more sections;

2. Which in the traveling mode is 8 body feet or more in width or 40 body feet or more in length or, when erected on site, is 320 or more square feet in floor area;

3. Which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained therein; and

4. Which is manufactured after June 15, 1976.

MANUFACTURED HOME PARK
A parcel of land (or contiguous parcels) divided into two or more manufactured home lots for rent or sale.

MEAN SEA LEVEL
The average height of the sea for all stages of the tide. For purposes of this Code, the term is synonymous with the National Geodetic Vertical Datum (NGVD).

MINI-WAREHOUSE
A building or group of buildings that contain(s) individual, compartmentalized stalls or lockers used for storage, including accessory office, but not including retail sale on the premises, commercial repair or other services, manufacturing, outside storage, or any other commercial use.

MOBILE HOME
A dwelling manufactured prior to June 15, 1976, transportable in one or more sections, which, in the traveling mode, is 8 feet or more in width or 40 feet or more in length, and when erected on site, is 320 or more in square feet floor area, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained therein.

MODULAR HOME – see industrialized home

MIXED USE
A single building containing more than one type of land use or a single development of more than one building and use, where the different types of land uses are in close proximity, planned as a unified whole, and functionally integrated.

NATIVE VEGETATION
Any indigenous tree, plant or shrub adapted to soil and climatic conditions on site.

NON-CONFORMING LOT OF RECORD
A lot of record on the effective date of this Code that does not comply with the current requirements of this Code, but was lawfully established and authorized by the City of Douglas.

NON-CONFORMING STRUCTURE
Any lawfully existing structure or building on the effective date of this Code that does not comply with all of the provisions of this Code.

NON-CONFORMING USE
Any use lawfully being made of any land, building, or structure on the effective date of this Code that does not comply with the provisions of this Code.

NONPOINT SOURCE POLLUTION
Pollution from any sources other than from any discernible, confined and discrete conveyances, and shall include but not limited to, pollutants from agricultural, silvicultural mining, construction, subsurface disposal and urban runoff sources.

NON-RESIDENTIAL PROPERTY
Any property developed for commercial, industrial, governmental or institutional use including churches, hospitals, and other such institutions, but excluding undeveloped property and property used exclusively for agricultural purposes.

OBSTRUCTION OF FLOW
Any development that blocks the conveyance of floodwaters such that the development alone, or together with any future development, will cause an increase in the base flood elevation.

OFF-SITE FACILITY
A stormwater management measure located outside the subject property boundary described in the permit application for land development activity.

ON-SITE FACILITY
A stormwater management measure located within the subject property boundary described in the permit application for land development activity.

OPERATOR – see developer

OPEN SPACE
Any lot area not used for or occupied by a driveway, off-street parking or loading space, refuse storage, or structure.

OUTDOOR STORAGE
The keeping in an outdoor area, if not fully screened from public view, of any goods, material, merchandise, or vehicles in the same place for more than seven (7) consecutive days whether for storage, display, processing or sale.

OVERLAY ZONE
A defined geographic area that encompasses one or more underlying zoning districts and that imposes additional requirements above those required by the underlying zoning district. An overlay zone can have the same boundaries as the existing zoning districts or contain only parts of one or more such districts.

PARCEL OF LAND
Any plot, lot or acreage shown as a unit on the latest County tax assessment records.

PARKING SPACE
An area designed for the temporary storage of a motor vehicle.

PAVING
An area covered by asphalt, concrete, brick or pavers meeting the specifications of the City. Pervious paving materials are subject to approval by the City Manager.

PERMIT
The authorization necessary to conduct a land-disturbing activity, land development activity, building construction, or other activity regulated by the City of Douglas that requires an official authorization as provided in this Code.

PERSONAL CARE HOME
Buildings in which is provided for the housing, meals, and 24-hour continuous watchful oversight for one or more ambulatory adults and which is licensed as a personal care home by the State of Georgia Department of Human Resources, including:

1. Personal Care Home, Family: a personal care home which offers care to at least 4, but no more than 6 persons.
2. Personal Care Home, Group: a personal care home which offers care to at least 7, but no more than 15 persons.
3. Personal Care Home, Congregate: A personal care home which offers care to 16 or more persons.

PET
A domestic animal, not including bees, livestock or poultry, which is cared for by members of a household for companionship.

PLANNING COMMISSION
Douglas-Coffee County Planning Commission, as established by the City and County governments in accordance with Georgia General Act No 358, 1957, as amended.

PLAT
A map, plan or other graphic layout of a lot, lot tract, parcel or subdivision indicating the location and boundaries of one or more properties along with improvements subject to this Code.

PLAT, FINAL
A finished drawing or map of a subdivision or development site plan, meeting all of the requirements of this Code and approved by the City of Douglas and fully certified for recording.

PLAT, PRELIMINARY
A tentative plan of a proposed subdivision or development meeting the specified requirements of this Code and showing the layout in sufficient detail to allow an evaluation of the proposed project.

PORTABLE ON DEMAND STORAGE UNITS (PODS)
Portable sheds (hereinafter referred to as "PODS") that are loaded with materials and placed on a residential or commercial property for the purpose of storing materials.

PROPERTY LINE
The legal boundary that separates a lot or parcel of land from other lots or parcels or right-of-way as recorded by a graphic description on a subdivision plat of record or a survey.

PUBLIC HEARING
An official session of any elected or appointed board advertised according to law.

PUBLIC IMPROVEMENTS
Any improvement, facility, or service together with its associated public site or right-of-way. Public improvements differ from lot improvements because public improvements are constructed either on public property, or on the portion of a site undergoing development that is to be dedicated for public ownership and maintenance. **Common examples of public improvements include, but are not limited to, streets, sidewalks, curbs, traffic control devices, street lights, and utilities.**

PUBLIC USES
Buildings, structures and uses of land by a unit of government, including but not restricted to government administration, water treatment facilities, streets, libraries, public schools, parks, playgrounds, recreation centers and fire stations.

RECHARGE
The replenishment of underground water reserves.

RECREATIONAL VEHICLE
A camper, trailer, motor home or similar vehicle that is:

1. Built on a single chassis; and
2. Designed to be self-propelled or towable by a non-commercial vehicle; and
3. Designed primarily for use as temporary living quarters for recreational, camping, travel or seasonal use.

RECREATIONAL VEHICLE PARK
Any area that is occupied or intended for occupancy by transients using recreational vehicles, mobile trailers or tents as temporary living quarters for recreation, education or vacation purposes and is open to the public.

RELIGIOUS FACILITY
A building in which persons regularly assemble for religious worship, and that is maintained and controlled by a religious body organized to sustain public worship.

RECYCLABLE MATERIAL WHOLESALER – see Junk Yard

REDEVELOPMENT
A land development project on a previously developed site. Excludes ordinary maintenance activities, remodeling of existing buildings, resurfacing of paved areas, and exterior changes or improvements which do not materially increase or concentrate stormwater runoff or cause additional nonpoint source pollution.

RESERVE STRIP
A strip or parcel of land along, around, or between properties, the sole purpose of which is to restrict access.

RIGHT OF WAY (PUBLIC)
A strip of land dedicated to, designated, reserved or deeded to the City, County or State, on which facilities such as roads, railroads, canals, utilities, and other similar uses exist or may be constructed.

RIGHT OF WAY LINE
The dividing line between a lot, tract or parcel of land and a contiguous right-of-way.

RIGHT OF WAY WIDTH
The distance between property lines measured at right angles to the centerline of the street.

ROAD FRONTAGE
The length of the lot line of any one lot or parcel along a street on which it borders, including proposed streets within a subdivision of land approved by the City of Douglas.

SALVAGE OPERATION – see Junk Yard

SANITARY SEWER
A pipe or conduit that carries wastewater.

SETBACK
The shortest distance between the right-of-way of a street or an adjacent lot line and the nearest part of a building as prescribed in this Code for specific districts. Primary and accessory buildings may not be placed within a required setback.

SEWER, PUBLIC
A common sewer controlled by a government agency or public utility. A pipe or conduit that carries wastewater or stormwater.

SIDEWALK
That portion of the right-of way which is parallel to the street or road which is intended for pedestrian traffic.

SIGHT DISTANCE TRIANGLE
The area of property in the quadrant of an intersection located within a triangle formed by a diagonal line that connects two points at a certain distance away from the intersection of the right of way lines of two intersecting streets or the intersection of a street and a driveway. The dimensions of the triangle shall be determined using the Geometric Design of Highways and Streets published by the American Association of State Highway and Transportation Officials.

SIGN,

ABANDONED SIGN
A sign, including a sign structure, is abandoned if it is located on a parcel that was previously occupied, but the use has been discontinued or all buildings on the parcel containing the sign have been vacated for a period of more than 6 months and no building permit or occupational permit has been issued for the parcel during that six-month period.

ANIMATED SIGN
A sign that depicts action or motion or that changes color; an animated sign differs from a flashing sign in that it uses movement to create a special effect or scene.

AWNING/ CANOPY SIGN
Any sign that is suspended from, attached to, or forming a part of any canopy or awning, whether or not that canopy or awning is part of a permanent building or structure.

BANNER SIGN
Any sign having characters, letters, illustrations, or ornamentations applied to cloth, paper, balloons, or fabric of any kind. The foundation of such signs shall consist only of cloth, paper, balloons, plastic or fabric.

BUSINESS SIGN

COPY
The text or graphics on a sign surface either in permanent or removable form.

COPY AREA
The area in square feet of the smallest geometric figure that describes the total area enclosed by the actual copy of a sign. For wall or canopy signs, the copy area limits refer to the message, not to the illuminated background.

CONSTRUCTION SIGN
Any sign that is placed at a construction site that has received development plan approval.

DILAPIDATED SIGN
Any sign that is structurally unsound or potentially dangerous or any sign face that is illegible due to damage or lack of maintenance that is not prepared to meet City Codes within 30 days after written notification by the Community Development Department to the property owner or sign owner.

DIRECTIONAL SIGN
A sign which is intended only to provide directions for vehicular or pedestrian traffic. Other than a business logo, such signs shall contain no wording which does not provide directions.

DOUBLE-FACED SIGN (= back to back sign)
A sign with two (2) faces which are parallel, or in the case of a V-shaped sign has an interior angle of less than sixty (60) degrees.

ENTRANCE SIGN
A type of ground sign placed at the vehicular entrance or exit of an office park, institutional use, industrial park, residential development, shopping center or platted subdivision development where it accesses an external public roadway and is located within the platted portion of the development.

FACE
The portion of a sign on which the copy, message, or other visual image to be communicated is placed or is intended or designed to be placed.

FLASHING SIGN
Any sign utilizing a continually or intermittent or sequentially flashing light source.

FREESTANDING SIGN
A sign not attached to any building or structure and is entirely supported by structures that are permanently placed on or in the ground.

GROUND SIGN
Any sign that is permanently affixed to the ground, both flush to the ground or on poles and not attached to an adjoining building. Ground signs include pole signs, monument signs, freestanding signs and detached signs.

ILLUMINATED SIGN
Any sign designed to emit artificial light or designed to reflect light from one or more sources of artificial light.

MESSAGE SIGN
An electronically changeable sign upon which graphic displays, symbols, or words can be varied upon the face or faces of the sign to display time, temperature, public service, or other general information.

OFF-PREMISE/BILLBOARD SIGN
A sign that advertises a use, establishment, product or service sold, produced, manufactured, or furnished at a place other than on the real property on which said sign is located. Billboard signs are signs 300 sq.ft or larger in area.

POLITICAL SIGN
A temporary sign advertising a candidate for public office, a political party, or a measure or issue scheduled for an election or referendum.

PORTABLE SIGN
Any sign supported by its own frame or trailer, with or without wheels, which is designed to be transported from one place to another. This does not include typical sandwich or A-frame signs.

PROJECT MARKETING SIGN
A temporary sign indicating that real property which is located within the common development site on which such sign is placed, is available for rent, sale, or lease.

REAL ESTATE SIGN
A temporary sign indicating that the lot on which the sign is located, or any building or structure located thereon, is for sale, rent, or lease.

ROOF SIGN
Any sign erected over or on the roof of a building.

SNIPE SIGN
A sign of any material whatsoever that is attached in any way to a utility pole, tree, fence, rock, or any other similar object located on public or private property.

SPECIAL EVENT SIGN
A sign that calls attention to a civic event or meeting, or other similar activity of a temporary nature.

TEMPORARY SIGN
A sign, that advertises for a limited period of time political candidates, parties, or issues; a building under construction' real estate for sale, rent, or lease; business grand openings; or other special events.

WALL SIGN
A sign erected parallel and attached to the outside wall façade of any building or fence, including flat, painted, individual letter, or cabinet signs, no more than 12" beyond the wall.

WINDOW SIGN
Any sign, excluding identification and incidental signs, placed inside or upon a window, and intended to be seen from the outside. The term does not include merchandise included inside the window.

SPECIAL EVENTS
Events of a temporary nature including outdoor meetings, auctions, bake sales, car washes, yard sales from other than residential properties, carnivals, special outdoor entertainment and similar activities which are not part of the property's normal use and which are not otherwise permitted on the site. Outdoor displays or sales accessory to an established retail use are not considered special events.

STOP WORK ORDER
An order issued which requires that all construction activity on a site be stopped.

STORMWATER MANAGEMENT
The use of structural or non-structural practices that are designed to reduce stormwater runoff pollutant loads, discharge volumes, and/or peak flow discharge rates.

STORMWATER RETROFIT
A stormwater management practice designed for an existing development site that previously had either no stormwater management practice in place or a practice inadequate to meet the stormwater management requirements of the site.

STORMWATER RUNOFF
The flow on the surface of the ground, resulting from precipitation, which reaches a drainage system.

STORMWATER TREATMENT PRACTICES (STPs)
Measures, either structural or nonstructural that are determined to be the most effective, practical means of preventing or reducing point source or nonpoint source pollution inputs to stormwater runoff and water bodies.

STREET or ROAD
This term includes streets, roads, sidewalks, alleys, highways and other ways open to travel by the public including the roadbed, right-of-way, and all culverts, drains, sluices, ditches, water storage areas, waterways, embankments, slopes, retaining walls, bridges, tunnels, viaducts necessary for the maintenance of travel. This definition does not include any private street or way that is not constructed in conformance with the provision of this Code.

STREET or ROAD CLASSIFICATIONS

ARTERIAL (MAJOR / MINOR):
A road providing service that is relatively continuous and of a relatively high traffic volume, long average trip length, and a high operating speed. In addition, every United States numbered highway is an arterial road.

CONNECTOR/ COLLECTOR
A road providing service that is of relatively moderate traffic volume, moderate trip length and moderate operating speed. Such a road/street also collects and distributes traffic between local streets and arterial streets.

LOCAL ROAD
A road providing service which is of low average traffic volume, short trip length or minimal through traffic and high access for abutting property.

STREET, CONTROLLED ACCESS
The right-of-way of a public street, road or highway where curb cuts are prohibited or limited because of potential interference with safe and efficient movement of vehicles.

STREET, DEAD END (CUL-DE-SAC)
A local street or road with one outlet and having an appropriate terminal for safe and convenient reversal of traffic movement in compliance with Fire Marshal Safety Regulations.

STREET, GRADE
The percent change in vertical elevation of the street centerline measured along the finished surface of the street.

STREET, FRONTAGE
The width in linear feet of a lot or parcel where it abuts the right-of-way of any public street.

STREET, HALF
A street or road adjacent to a subdivision tract boundary where only half the required right-of-way and road improvements are provided within the proposed subdivision and the responsibility for the other half is undecided or is left to the adjacent property owner.

STREET, JOG
Where two streets or two portions of a single street are separated by a relatively short distance, usually at their intersection with another street.

STREET LIGHT
A pole or pedestal mounted luminary, 10 – 12 feet in height, with a metal halide or other full spectrum bulb.

STREET, PRIVATE
Any privately owned and maintained right-of-way set aside to provide vehicular access, including safety and emergency equipment, which is not dedicated to the City and which is not maintained by the City.

STREET, PUBLIC
Right-of-way dedicated to or owned by a public government agency for the purpose of providing principal access to abutting property.

STREET, SHOULDER
That portion of the street or road from the outer edge of the paved surface or back of curb to the inside edge of the ditch or gutter or original ground surface.

STREET, SUBSTANDARD
A street which does not meet the specifications of this Code.

STRUCTURE
Anything constructed or installed, the use of which requires location on a parcel of land. It does not include a movable structure, even when it is located on land that can be used for housing, business, commercial, agricultural, or office purposes. "Structure" also includes fences, billboards, swimming pools, and signs. Structures shall meet International Building Code Requirements and be permanently affixed.

STRUCTURE, PRE-CONSTRUCTED – see modular home and industrialized building

SUBDIVISION
The platting of real property into three or more parcels, lots, tracts, tiers, blocks, sites, units, or any other division of land.

SUBSTANTIAL DAMAGE
Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed fifty percent of the market value of the structure before the damage occurred.

SUBSTANTIAL RENOVATION
Renovation to a structure whereby the cost of renovating the structure would equal or exceed fifty percent of the market value of the structure before the renovation.

SURVEY, AS-BUILT
Drawings specifying the dimensions, location, capacities and operational capabilities of structures and facilities as they have been constructed.

SURVEYOR
A professional surveyor who is registered in the State of Georgia.

TEMPORARY USE/BUILDING
Land uses/buildings established for a limited duration with the intent to discontinue/remove such use within a designated time period.

TOWER
Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers. The term includes but is not limited to radio and television transmission towers, microwave towers, common-carrier towers, communication towers, alternative tower structures.

UTILITY
Public or private water, stormwater, or sewer piping systems, water or sewer pumping stations, electric power lines, fuel pipelines, telephone lines, roads, driveways, bridges, river/lake access facilities, stormwater system, railroads, similar services and all equipment and structures necessary to provide such services for utilities licensed or authorized to serve the City.

VARIANCE
A grant of relief from the dimensional requirements of this Code which permits construction in a manner otherwise prohibited by this Code where specific enforcement would result in unnecessary hardship. See Chapter 10 of this Code.

VISTA TERMINATION
A lot, building or monument site generally located at an intersection, or an end, of streets or active pedestrian ways, which is prominently visible from one or more streets, or ways, approaching said site.

WATERCOURSE
A permanent or intermittent stream or other body of water, either natural or man-made, which gathers or carries surface water.

YARD
An open space at grade between a building and the property lines of the lot on which the building is located. A yard is unoccupied and unobstructed from the ground upward, except as otherwise provided in this code.

YARD, FRONT
A yard extending the full width of a lot, bounded by the side lot lines, front property line and the front of the principal building or any projections thereof. In all cases, the main building and any projections thereof must be behind the line of minimum lot width.

YARD, REAR
A yard extending the full width of the rear of a lot between the side lot lines and the rear property lines and being the minimum required distance between the rear property line and the rear of the principal building or any projections thereof. On all lots the rear yard shall be the opposite end of the lot from the front yard.

YARD, REQUIRED
A yard situated between a lot line and the setback line established by the zoning district for the principal building or structure.

YARD, SIDE
A yard between the principal building and the side line of the lot, extending from the required front yard to the required rear yard, and being the minimum required distance between a side property line and the side of the principal building or any projections thereof.

ZONING DISTRICT
One or more sections of the City as set forth in this Code and delineated and designated on the zoning maps, within which the zoning regulations are uniform.

ZONING MAP (map, zoning map of City of Douglas, GA)

Chapter Three
Zoning Districts

(1) General Provisions

a. Purpose

The purpose of this section is to describe the specific uses and restrictions that apply to zoning districts in the City of Douglas. These regulations are intended to allow development and use of property in compliance with the goals and policies of the City as expressed in the Coffee County and Cities Joint Comprehensive Plan.

(2) Zoning Districts

a. Permitted Uses

Principal permitted uses and structures for each zoning district are listed in Table 3-1 "Table of Permitted Uses". In some instances, additional requirements and limitations on principal uses and structures are contained in the individual sections addressing each zoning district in this Chapter or are separately addressed under "Supplemental Standards".

b. Accessory Structures

Accessory uses and structures may be permitted in each zoning district in accordance with Table 3-1 "Table of Permitted Uses" and as provided in the standards of Chapter 5 and Chapter 6 of this Code.

c. Development Standards

Property may be developed in accordance with Chapter 5, Table 5-1, Development Standards, and Chapter 6, Supplemental Standards.

d. Supplemental Standards

Certain uses may be permitted in each zoning district as provided in the standards of Chapter 7.

e. Zoning Districts

The City of Douglas is hereby divided into thirteen (13) zoning districts. There is one agricultural zoning district (A-G), five (5) residential districts (R-15, R-12, R-M, R-I, R-P), four (4) commercial or mixed-use districts (TC-G, G-W, G-C, C-N), one (1) Planned Development District (P-D), and two (2) industrial districts (M-1, M-2).

A-G AGRICULTURAL DISTRICT

1. Purpose
The purpose of the A-G District is to provide and protect an environment suitable for productive commercial agriculture, together with such other uses as may be necessary to and compatible with productive agricultural surroundings. Residential densities are restricted to a maximum of one dwelling unit per two (2) acres.

2. Permitted Uses
See Table 3-1

3. Additional Development Standards
See Chapter 7 "Supplemental Standards"

4. Lot Size Requirements & Dimensional Standards
See Chapter 5, Table 5-1

5. Parking & Loading Requirements
See Chapter 5, Table 5-4

6. Landscaping Requirements
See Chapter 5, Table 5-7

R-15 RESIDENTIAL SINGLE-FAMILY DISTRICT (Formerly R-1)

1. Purpose
The purpose of the R-15 District is to provide for single family detached residential uses on lots with a minimum of 15,000 square feet.

2. Permitted Uses
See Table 3-1

3. Additional Development Standards
See Chapter 7 "Supplemental Standards"

4. Lot Size Requirements & Dimensional Standards
See Chapter 5, Table 5-1

5. Parking & Loading Requirements
See Chapter 5, Table 5-4

6. Landscaping Requirements
See Chapter 5, Table 5-7

R-12 RESIDENTIAL SINGLE-FAMILY DISTRICT (Formerly R-2)

1. Purpose
The purpose of the R-12 District is to provide for single family detached residences on moderately sized lots with a minimum of 12,000 square feet.

2. Permitted Uses
See Table 3-1

3. Additional Development Standards
See Chapter 7 "Supplemental Standards"

4. Lot Size Requirements & Dimensional Standards
See Chapter 5, Table 5-1

5. Parking & Loading Requirements
See Chapter 5, Table 5-4

6. Landscaping Requirements
See Chapter 5, Table 5-7

R-M RESIDENTIAL MIXED FAMILY DISTRICT (Formerly R-3 and R3-MH)

1. Purpose
The purpose of the R-M District is to provide for a balanced mix of single family detached, single family attached, duplex and multi-family housing on moderately sized lots.

2. Permitted Uses
See Table 3-1

3. Additional Development Standards
See Chapter 7 "Supplemental Standards"

4. Lot Size Requirements & Dimensional Standards
See Chapter 5, Table 5-1

5. Parking & Loading Requirements
See Chapter 5, Table 5-4

6. Landscaping Requirements
See Chapter 5, Table 5-7

R-I RESIDENTIAL INFILL DISTRICT (Gaskin Avenue Historic District)

1. Purpose

The purpose of the R-I District is to encourage redevelopment, in-fill development, small business development, affordable housing, historic preservation and restoration, and to promote stability within areas such as the Gaskin Avenue community by providing standards and development incentives that are not otherwise available. This Code provides development incentives, allows for the replications of historic buildings and calls for historically relevant, durable construction, which is harmonious with the architectural heritage of the area.

2. Permitted Uses

a) See Chapter 3, Table 3-1

b) Telecommunication facilities may only be permitted as stealth telecommunication facilities which do not exceed 45 feet in height or which are constructed as part of an existing architectural feature or tower structure provided its total height does not exceed 120 percent of the height of the architectural feature or structure.

3. Additional Development Standards

a) Procedures for Application

i) Pre-Application Meeting

Before beginning any new construction, substantial renovation, or demolition on private or public land, a pre-application meeting with the Community Development Department shall be held to include the applicant and the Community Development Director to determine the applicability of these standards.

ii) Preliminary Development Review

After the pre-application meeting, a preliminary design review may be requested by the Community Development Director to include a conceptual site plan and floor plans and elevations. A non-binding preliminary written response of the Community Development Director may be requested by the applicant.

iii) Application

After the pre-application meeting and the preliminary design review, if any, an application for development shall be submitted to the Community Development Department in accordance with the provisions below. Applications for development permits, excluding interior finishes, within the residential infill district shall meet the requirements of this Code. Completed applications shall include a general location map, legal description, map of existing vegetation/landscaping, proposed construction activities and design, building plans, front, rear, and side architectural elevations, floor elevations, documentation related to streets, parking, and loading; tree removal and protection, landscaping, signs, exterior color choices, and any other documentation as required by the Community Development Director in order to demonstrate compliance with the provisions of the Residential Infill District.

iv) Application Review and Approval
The application, in addition to the standard review and approval procedure for the specific type of development proposal, shall be reviewed and approved by the Design Review Committee (DRC) prior to review and recommendation by the Community Development Director and/or Planning Commission and/or City Council.

v) Amendment of Development Plan
Any amendment to the development plan shall be reviewed and approved by the Design Review Committee prior to final approval by City Council.

b) Accessory Buildings

i) Accessory buildings may be one or two stories if combined with a garage and shall be located behind the rear façade of the building and shall be subject to a minimum 5-foot side and rear yard setback from the property line. Two story accessory buildings shall have a minimum rear yard setback of no less than 10 feet. On corner lots the side setback shall be 10 feet. There shall not be less than 5 feet separation between an accessory building and the principal building. One story accessory buildings shall not exceed 12 feet in height, two story accessory buildings shall not exceed 25 feet in height.

ii) An accessory building may be used for a single detached accessory dwelling unit providing the following requirements are met:

1. It is located on the same lot as a single-family detached home.

2. A detached accessory dwelling unit shall not exceed one story in height, but the unit may be located on a second story if the first story is utilized as a garage or storage facility.

3. The accessory dwelling unit shall contain one full bath and kitchen facilities.

4. The accessory unit shall use the same street address as the primary dwelling unit.

iii. Fences located in the front yard shall have a maximum height of four feet along the front and side property lines to the front façade of the principal building. Along the side property lines behind the front yard and along the rear property line a fence may be six feet in height.

4. Lot Size Requirements & Dimensional Standards
a) See Chapter 5, Table 5-1

5. Parking & Loading Requirements
a) Except as otherwise provided below, required off-site parking shall comply with Chapter 5, Table 5-4

Single Family	1 space per unit
Duplex	1 space per unit
Multi-Family	1 space per unit
Retail sales & Service	1 space per 300 square feet of floor space
Bed & Breakfasts	.5 spaces per unit/room
Professional Office (excluding medical)	1 space per 350 square feet of floor space
Restaurants & Bars	1 space per four seats

b) On-street parking constructed to City Code may be used to off-set the required number of parking spaces. Such parking shall abut the proposed development, shall meet sound design standards, and shall be constructed at the cost of the applicant for development.

c) Historic buildings shall receive a parking credit for the existing use and shall provide at least 50 percent of the required parking on the site.

d) Modifications to the Parking Design Standards

i) Where alleyways are located along the side or rear property lines, said alleyways may be used as the required back-up dimension for parking spaces.

ii) For developments requiring eight or fewer parking spaces, parking areas may be constructed with mulch, gravel, turf blocks, paver blocks, or other alternative materials approved by the Community Development Director or other appropriate Department Head. Additional maintenance requirements may be required of a developer utilizing such alternative materials such as daily sweeping of gravel, mulched areas maintained at a certain depth.

iii) Up to two required parking spaces may be provided as "stacked" spaces, where one parking space is located behind the other.

iv) Boats, campers, and recreational trailers shall be parked in rear yard setbacks only and shall not be parked in vistas.

6. Landscaping Requirements
See Chapter 5, Table 5-7

R-P RESIDENTIAL/PROFESSIONAL DISTRICT (New, includes Institutional)

1. Purpose
The purpose of the R-P District is to provide for areas in which residential, professional, educational and institutional uses can be compatibly mixed while maintaining a safe and healthy living environment for the residents of that district. Limited accessory retail use is also permitted, but only as accessory uses within the same building. Primary retail uses are not permitted in the RP Zoning District. This district may serve as a transition between less intense residential and more intense commercial or industrial districts.

2. Permitted Uses
See Table 3-1

3. Additional Development Standards
See Chapter 7 "Supplemental Standards"

4. Lot Size Requirements & Dimensional Standards
See Chapter 5, Table 5-1

5. Parking & Loading Requirements
See Chapter 5, Table 5-4

6. Landscaping Requirements
See Chapter 5, Table 5-7

N-C NEIGHBORHOOD COMMERCIAL DISTRICT (Formerly Neighborhood Business District B-3)

1. Purpose
The purpose of the C-N District is to provide and protect an environment suitable for limited retail trade and service activities covering a relatively small geographic area and that are intended to serve the population in surrounding neighborhoods.

2. Permitted Uses
See Table 3-1

3. Additional Development Standards
See Chapter 7 "Supplemental Standards"

4. Lot Size Requirements & Dimensional Standards
See Chapter 5, Table 5-1

5. Parking & Loading Requirements
See Chapter 5, Table 5-4

6. Landscaping Requirements
See Chapter 5, Table 5-7

TC-C TOWN CENTER COMMERCIAL DISTRICT (Formerly Central Business District (B-1), Downtown Development Area, Town Center Overlay District, parts of US 441 Corridor Overlay District)

1. Purpose
a) The purpose of the TC-C District is to encourage redevelopment, historic restoration, and infill development, and generally to promote a sense of place within the downtown and surrounding area by providing standards and development incentives that are not otherwise available. This includes the promotion of traditional building types with arcades, balconies, railings, and porches and the enabling of social interaction on downtown streets. This mixed-use downtown type district provides for building alignments to define coherent streets spaces, the possible location of outbuildings at the rear of lots for affordable housing, the visual protection of the streetscape from parking lots, as well as traditional durable construction which is harmonious with the architectural heritage of downtown Douglas. The TC- C district is distinguished from other zoning districts by the following criteria:

- Stores and work places are located in proximity to each other;
- Buildings are modestly sized, front on streets and are aligned with streets in an orderly fashion, uninterrupted by street front parking lots;

- Green spaces and parks dedicated to collective social activity, recreation and visual enjoyment are interspersed throughout the area;
- Civic buildings for assembly and other civic purposes are placed to act as landmarks and symbols of identity within the community;
- A recognizable, functionally diverse, visually unified commercial center is aligned with traditionally important crossroads;

b) The provisions in these standards shall apply to development within the Town Center Commercial District. The architectural standards and regulations below shall apply to new construction, to substantial renovation (which affects more than 50 percent of the façade of a building) and to building exterior refinishing.

2. Permitted Uses

a) See Chapter 3, Table 3-1

b) Telecommunication facilities may only be permitted as stealth telecommunication facilities which do not exceed 45 feet in height or which are constructed as part of an existing architectural feature or tower structure provided its total height does not exceed 120 percent of the height of the architectural feature or structure.

c) Residential Uses

i) Residences are allowed within the TC-C above the first story of a commercial structure.

ii) Residential accessory uses are allowed.

d) Changing of Uses

i) A residential use may change to another residential use of equal or less density.

ii) A commercial use may change to any other commercial use listed as permitted in Table 3-1, Permitted Uses in the TC-C District of equal or less intensity.

iii) A residential use may not convert to a residential use with more density and a commercial use may not convert to a commercial use of more intensity without review and approval from the Community Development Director and/or Planning Commission and/or the City Council.

iv) Public/Semi Public used or zoned lands may change to other uses only upon review and approval of the Design Review Committee and City Council.

v) Prohibited Uses

1) Prisons, detention centers or half-way houses.

2) Manufactured Homes/Mobile Homes.

3) Outdoor Storage.

4) Pet Stores.

5) Storefront Churches.

6) Modular or Industrialized Pre-fabricated Buildings.

7) Adult entertainment-oriented businesses.

f) Prohibited Uses in Front Yard

1) Clothes lines and other clothes drying apparatus

2) Electrical meters

3) Air conditioning equipment including window units on the building façade

4) Antennas and Satellite Dishes

5) Fences greater than four (4) feet in height

6) Stockade Fences at any height.

3. Additional Development Standards

a) Procedures for Application

i) Pre-Application Meeting

Before beginning any new construction, substantial renovation, or demolition on private or public land, a pre-application meeting with the Community Development Department shall be held to include the applicant and the Community Development Director to determine the applicability of these standards.

ii) Preliminary Development Review

After the pre-application meeting, a preliminary design review may be requested by the Community Development Director to include a conceptual site plan and floor plans and elevations. A non-binding preliminary written response of the Community Development Director may be requested by the applicant.

iii) Application

After the pre-application meeting and the preliminary design review, if any, an application for development shall be submitted to the Community Development Department in accordance with the provisions below. Applications for development permits, excluding interior tenant finishes, within the Town Center Commercial District, shall meet the requirements this Code.

Completed applications shall include a general location map, legal description, map of existing vegetation, proposed development activities and design, building plans, front, rear, and side architectural elevations, floor elevations, documentation related to streets, parking, and loading; tree removal and protection, landscaping, signs, exterior color choices, and any other documentation as

required by the Community Development Director in order to demonstrate compliance with the provisions of the Town Center Commercial District.

iv) Application Review and Approval
The application, in addition to the standard review and approval procedure for the specific type of development proposal, shall be reviewed and approved by the Design Review Committee prior to review and recommendation by Planning Commission and/or City Council. A development application in the Town Center Commercial District shall be approved only upon a finding that the following standards have been met:

1) The proposed use is appropriate for the specific site; and

2) No factual evidence is presented to show that the proposed use will adversely affect the value of adjacent properties; and

3) The proposed use shall not create any undue nuisance or hazard, either to the community or to the pedestrian and vehicular flow.

v) Amendment of Development Plan
Any amendment to the development plan shall be reviewed and approved by the Design Review Committee prior to final approval by City Council or the Community Development Director.

b) Principal Building Placement

i) The front building façade shall be constructed parallel to the street along the front property line. Similar building and use types of similar intensities are to locate either abutting each other or facing each other.

ii) Buildings shall continue and maintain the existing spacing pattern on the street.

c) Location of Accessory Buildings

a) Accessory buildings shall be located behind the rear façade of the principal building or in the rear one-half of the property subject to a minimum five (5) foot side and rear yard setback from the property line. On corner lots the side setback shall be ten (10) feet. There shall not be less than five (5) feet separation between an accessory building and a principal building.

d) Setbacks

i) The maximum front setback of new construction should be similar to the average setbacks of existing adjacent buildings.

ii) The front street façade of a building may be set back to form a public court yard.

iii) The front street façade of the principal building shall not be less than 80 percent of the lot width. A twelve-foot driveway may be allowed if no alley access is available in the rear or side of the lot.

iv) The side setback may be zero feet.

v) The rear setback may be zero feet.

e) Principal Building Height

The maximum building height is three stories and 35 feet. No structure shall exceed thirty-five (35) feet in height except upon approval of the City of Douglas Fire Department and except those structures such as church steeples, belfries, cupolas, bell towers or flag poles.

f) Architectural Requirements

All following architectural standards shall apply to new construction, to substantial renovation, and to building exterior refinishing:

i) Lot Sizes

Lot sizes should be kept consistent with the surrounding pre-existing lot dimensions to provide for harmony in scale and help to retain the general development pattern of the community.

ii) Scale

A building's scale is the proportion of the structure relative to neighboring buildings, and to the general surroundings, including pedestrians.

1. Number of Stories
The number of stories shall be an average of adjacent buildings.

2. Floor Elevation
The first-floor elevation and subsequent interior floor elevations of new construction shall average that of the adjacent building where possible.

3. Cornice Line
The height of the cornice line of a new building shall be consistent with the cornice line of the adjacent buildings.

iii) Facades

Any new development, new construction, and substantial renovation shall be compatible with surrounding properties in terms of formal characteristics such as height, massing, roof shapes and window proportions. All developments shall incorporate a minimum of four of the following building design standards:

1) Overhangs

2) Arcades

3) Sculptured artwork and/or fountains

4) Raised cornice parapets over doors

5) Display Windows

6) Ornamental and structural architectural details, other than cornices, which are integrated into the building structure and overall design

7) Clock or bell towers

8) Peaked roof forms

9) Decorative light fixtures

10) Decorative landscape planters or planting areas, a minimum of five (5) feet in width, and areas for shaded seating consisting of a minimum of 100 square feet

11) Integration of specialty pavers, or stamped, colored concrete along the building's walkway to constitute a minimum of 60 percent of walkway area

12) Water elements, a minimum of 50 square feet in area

13) Court yards along the front building façade.

iv) Roofs

1) Materials
Roofs are of asphalt shingle, tin or built up.

2) Manner

a) Roofs shall be of consistent style with those of other similar uses in the District.

b) Flat roofs shall be hidden from public view by a parapet or railing.

c) Intrusive modern conveniences such as solar panels, skylights, ventilation wind turbines, satellite dishes and antennas also shall be hidden from public view.

d) For buildings which are located not more than five feet from the front property line, gutters must be shielded and may not drain onto the surface of public sidewalks. Gutters may be enclosed within a column or other architectural feature.

v) Windows and Doors

Any new construction, exterior refinishing and substantial renovation shall adhere to the historic nature of the windows and doors on existing adjacent buildings.

1) Materials
   a) Glass
      1) Clear, stained, leaded or beveled
      2) On the side and rear elevations, translucent glass may be used
      3) Tinted glass may be used; however, in no case shall a street side display window be of tinted glass other than to meet current energy efficiency codes.

   b) Frames
      1) Painted and stained wood
      2) Aluminum
      3) Steel

   c) Flat skylights in sloped roofs.

2) Configurations

   a) Square and vertical rectangular

   b) Circular and semi circular

   c) Octagonal and diamond

3) Operations

   a) Single and double hung

   b) Casement

   c) Fixed with frame

   d) Awning windows

   e) On side and rear elevations, sliders may be used

   f) Jalousie windows are prohibited, except as replacement windows to maintain historical character.

4) Options

   a) Screened windows and doors

   b) Operable wood shutters

   c) Fabric awnings

   d) Screened windows and doors

   e) Security grills of a pattern approved by the Architectural Design Review Board.

vi) Construction Materials

The majority of the buildings within the TC-C District are made of brick or cast cement block. Any new construction, and substantial renovation within the District shall be of masonry. Texture shall be generally subtle and compatible with the adjacent buildings.

vii) Location of Main Entrances

The primary building entrances for establishments in the Town Center Commercial District shall open to the front of the sidewalk.

viii) Building Illumination

1) Lights attached to buildings shall be in keeping with the period of the individual building.

2) Lights shall be attached to the building via wall brackets.

3) Light fixtures should be made of bras, copper or painted steel with clear lenses.

4) Neon exposed lighting on any property is prohibited.

ix) Accessory Buildings

Accessory buildings permitted within the Town Center Commercial District shall be constructed of the same materials used in the principal building. Accessory buildings may include fountains, barbecues, pavilions, arbors, detached garages and carports, greenhouses, pool and pool equipment structures, cabanas and detached garage apartments and "granny flats". Canvas structures are not permitted.

Accessory buildings shall conform to the following requirements:

1) Only one accessory building per principle building is permitted.

2) Accessory buildings shall not exceed a maximum building foot print of 1,000 square feet and a maximum gross floor area of 2,000 square feet.

3) Accessory buildings shall not exceed 35 feet in height and may not exceed the height of the principal building on the same property.

4) Accessory buildings may be connected to the principal building by a covered walkway element, trellis, or other structural link, which shall not be enclosed so as to create occupiable space.

x) Sidewalks

When a permit for new construction or substantial renovation is issued, the owner shall be responsible for the installation of a minimum five (5) foot wide, continuous sidewalk along the entire length of the parcel that abuts a public street.

xi) Signs
All signage in the Town Center Commercial District shall comply with the sign standards in Chapter Nine of this Code, with the following exceptions:

1) Backlit sign panels and internally illuminated cabinet signs shall be prohibited.

2) Signs affixed to the exterior of a building shall be architecturally compatible with the style, composition, materials, colors and details of the building and with other signs used on the building size.

xii) Building Codes

All buildings and structures within the Town Center Commercial District shall comply with all applicable City, County, State and Federal Building and Safety Codes as may be adopted by the City or as may otherwise be in effect in the City.

4. Lot Size and Dimensional Requirements
See Chapter 5, Table 5-1.

5. Parking & Loading Requirements
a) On-street parking is generally permitted along all streets. Where practical, head-in parking shall be required.

b) Off street parking spaces shall be provided in accordance with Chapter 5, except as follows:

1) Residential Uses	1 ½ spaces per unit
2) Bed & Breakfast	1 space per unit (guest room)
3) Retail Sales & Service	1 space per 300 square feet of floor space
4) Professional Office (excluding medical)	1 space per 350 foot per floor space
5) Restaurants & Bars	1 space per four seats

c) On street parking, constructed to city code, may be used to off-set the required number of parking spaces. Such parking shall abut the proposed development so that it is geometrically possible, and the cost of the pavement modifications shall be borne by the private development. An approved permit from the City Commission is required for such on-street parking.

d) Historic buildings shall receive a parking credit for the existing use and shall provide at least 50 percent of the required parking on the site.

e) Modifications to the Parking Design Standards
1) Where alleyways are located along the side or rear property lines, said alleyways may be used as the required back-up dimension for parking spaces.

2) For developments requiring eight or fewer parking spaces, parking areas may be constructed with mulch, gravel, turf blocks, paver blocks, or other alternative materials approved by the Community Development Director or other appropriate Department Head. Additional maintenance requirements may be required of a developer utilizing such alternative materials such as daily sweeping of gravel, mulched areas maintained at a certain depth.

3) Up to two required parking spaces may be provided as "stacked" spaces, where one parking space is located behind the other.

4) Boats, campers, and recreational trailers shall be parked in rear yard setbacks only and shall not be parked in vistas.

f) Parking lots with 10 or more spaces shall be planted with at least one tree per 10 spaces, no smaller than 3-inch caliper DBH (trunk diameter 4 feet from the ground). Each tree shall be surrounded by no less than 16 square feet of permeable, unpaved area. Screening shall consist of a landscaped area at least 6 feet wide, densely planted with a mixture of deciduous and evergreen trees and shrubs, and shall create an effective visual barrier.

g) Bicycle Parking
All uses other than single family and two-family residential uses that are required to provide off-street parking shall provide bicycle parking facility at a ratio of at least one bicycle parking space for every 20 automobile parking spaces. No such development shall have fewer than three bicycle parking spaces nor be required to exceed a maximum of 25 bicycle parking spaces. Bicycle spaces shall be located with 50 feet of the principal building entrance. Each bicycle space shall include a metal anchor sufficient to secure the bicycle frame using a user-supplied lock.

6. Landscaping Requirements
a) All development in the Town Center Commercial District shall comply with the landscaping requirements as described in Chapter 5, with the following exceptions:

1) The width of landscape buffers shall be determined by the required side and rear setbacks and buffer screens shall be 25 percent of those setbacks.

2) The width of the landscaped strip of land located between parking areas and an abutting public right-of-way shall be the required setback for parking areas.

3) The width of the landscaped area located along the sides of a building, which abuts any parking area, shall be two- and one-half feet (2.5) feet.

4) The width of the landscaped area located along the sides of a multi-family building, which abuts any parking area, shall be five (5) feet.

5) The street façade of a building shall contain potted plants or trees planted in the public right-of- way and shall be placed in a continuous sidewalk. The dimensions for such landscape materials shall comply with the landscaping section of this Code.

6) Terminal and interior islands within parking areas may be used for stormwater retention.

b) In the case of substantial renovation construction and where the location of required landscaping is precluded by existing buildings or permanent site improvements, the placement of landscaping may occur off-site, in planters, in openings within paved areas, or in other locations as determined by the Community Development Director.

G-C GENERAL COMMERCIAL DISTRICT
(Formerly General Business District B-2 and Roadside Business District B-4)

1. Purpose
The purpose of the G-C District is to provide and protect an environment for a wide variety of commercial uses for the various types of community and regionally oriented commercial activities including retail and wholesale that serve a large sector of the population. G-C districts are intended to be located along major arterial streets and at locations that are appropriate for larger or more intense commercial businesses.

2. Permitted Uses
See Table 3-1

3. Additional Development Standards
See Chapter 7 "Supplemental Standards"

4. Lot Size Requirements & Dimensional Standards
See Chapter 5, Table 5-1

5. Parking & Loading Requirements
See Chapter 5, Table 5-4

6. Landscaping Requirements
See Chapter 5, Table 5-7

G-W GATEWAY DISTRICT
(Formerly Gateway East and West Corridors and Part of US 441 Gateway Corridor Overlay Districts)

1. Purpose
The purpose of the Gateway District is to provide and protect an environment for a wide variety of higher intensity commercial activities including retail and wholesale that serve a large sector of the population while still maintaining a pedestrian friendly environment. The Gateway districts occur along both sides of the Hwy 32 and Hwy 441 corridors as they traverse the City of Douglas and serve as the entryways into the historic center of the City of Douglas. This district sets higher standards for the architectural appearance, but also allows for functionality, highway orientation, roadway capacity and safety.

2. Permitted Uses
See Table 3-1

3. Additional Development Standards

a. Procedures for Application

1) Pre-Application Meeting
Before beginning any new construction, substantial renovation, or demolition on private or public land, a pre-application meeting with the Community Development Department shall be held to include the applicant and the Community Development Director to determine the applicability of these standards.

2) Preliminary Development Review
After the pre-application meeting, a preliminary design review may be requested by the Community Development Director to include a conceptual site plan and floor plans and elevations. A non-binding preliminary written response of the Community Development Director may be requested by the applicant.

3) Application
After the pre-application meeting and the preliminary design review, if any, an application for development shall be submitted to the Community Development Department in accordance with the provisions below. Applications for development permits, excluding interior tenant finishes, within the Gateway district, shall meet the requirements of this Code. Completed applications shall include a general location map, legal description, map of existing vegetation, proposed development activities and design, building plans, front, rear, and side architectural elevations, floor elevations, documentation related to streets, parking, and loading; tree removal and protection, landscaping, signs, exterior color choices, and any other documentation as required by the Community Development Director in order to demonstrate compliance with the provisions of the Gateway District.

4) Application Review and Approval
The application, in addition to the standard review and approval procedure for the specific type of development proposal, shall be reviewed and approved by the Design Review Committee prior to review and recommendation by Planning Commission and/or City Council.

5) Amendment of Development Plan
Any amendment to the development plan shall be reviewed and approved by the Design Review Committee prior to final approval by City Council.

b. Principal Building Placement

1) Minimum height of facades shall be 18 feet. The maximum height is three stories and 35 feet.

2) Street Orientation of Buildings
The front building façade shall be constructed parallel to the street along the front property line. All buildings shall provide attractive, safe, and convenient pedestrian access from the sidewalk to the building entrance.

3) Trash receptacles, utility devices, mechanical equipment, outdoor storage, and loading docks shall only be located in rear yards and completely screened from view.

c. Accessory Building Placement

1) Accessory buildings shall be located behind the rear façade of the principal building or in the rear one half of the property subject to a minimum five-foot side and rear yard setback from the property line. On corner lots the side setback shall be ten feet. There shall not be less than five feet separation between an accessory building and the principal building.

d. Design Standards

1) Residential Buildings
Single Family and Two-Family Residential buildings shall be consistent with the architectural style typical of the residential character of the City of Douglas. All buildings shall have pitched roofs with a minimum 6:12 slope and shall use at least two of the following design features:

i) Dormers
ii) Gables
iii) Pillars
iv) Posts
v) Covered Front Porch
vi) Bay Windows

2) Articulation

i) No new building or group of attached buildings shall exceed a total building length of 300 feet without approval from the Design Review Committee.

ii) The building façade and massing shall be subdivided into a pleasing composition of building forms that incorporate changes in building facades, massing, and direction, multiple roof planes, recessed entrances, towers, cupolas, dormers, and other features that provide visual interest. All architectural elevations shall be approved by the Design Review Committee following a determination that the façade of the proposed development or buildings is compatible with the architectural character of surrounding properties.

iii) All construction shall be completed in accordance with the approved architectural elevation. No certificate of occupancy shall be issued unless all exterior building facades are completed in accordance with the approved architectural elevations.

3) Building Materials

i) Building exteriors shall not be finished in metal siding, exposed concrete masonry units or exposed concrete where visible from the street or sidewalk in either front or side yards. Textured, split faced or ribbed concrete masonry units, Drive–it (EIFIS) or stucco may be permitted with approval by the Design Review Committee.

ii) Chain link fence, barbed wire and razor wire is prohibited.

e. Street Connectivity

1) New development shall incorporate a grid of inter-connected public streets.

2) Driveway location

i) Along major collectors, driveways shall not be located closer than 75 feet from an intersecting street.

ii) Along side streets, driveways shall not be located closer than 35 feet from the intersection.

iii) Properties with less than 200 feet of frontage on the major roadway shall be permitted no more than one curb on the major roadway.

iv) Properties having more than 200 feet of frontage on the major roadway may have up to one additional curb cut on the major roadway, to be no closer than 100 feet from the first driveway.

v) Lots with more than one street frontage may have one curb cut on the principal frontage and one additional curb cut on each secondary street. Such corner lots are encouraged to provide additional access from secondary streets through an access road or easement placed parallel to the main highway and serving multiple properties from a single curb cut along the secondary street. Such parallel access road shall be placed in the rear yards of buildings facing the major thoroughfare.

vi) Inter-parcel access is required for all developments except single-family and two-family dwellings. Each new development except for single and two-family residences shall provide appropriate cross-access driveways connecting to adjacent lots.

vii) Interior lots are encouraged to seek additional access from secondary streets through a secondary access road or alley placed parallel to the main highway and serving multiple properties from a single curb cut along the secondary street.

viii) Curb cuts and driveways for properties having less than 200 feet of frontage shall not be permitted when access may be provided from a new interior street, a side street or a rear street.

ix) The Community Development Director may require a common or joint driveway for adjacent lots when such lots have common ownership.

3) Sidewalks

i) Public sidewalks are required.

ii) Sidewalks at least five feet in width shall be located along both sides of a street or as recommended by GDOT and shall be constructed per ADA guidelines.

iii) Sidewalks shall be located at least five feet from the back of the curb, where curb and gutter exists, or at least ten feet behind the edge of paving, where drainage swales or ditches are provided adjacent to the roadway.

iv) Sidewalks shall be separated from the roadway by a planted strip no less than 5 feet in width.

v) New sidewalks shall be aligned with existing sidewalks and shall include appropriate transitions where necessary to make a continuous alignment between existing and new sidewalks.

vi) Sidewalks of variable width and alignment may be permitted by the Community Development Director when necessary to preserve an existing tree or to align with an existing sidewalk.

vii) Each building or complex of buildings shall provide sidewalks or other marked pedestrian connections through parking lots to adjacent buildings. Such pedestrian access shall minimize conflicts with automobiles by such means as sidewalks, textured pavers, signage, bollards, and/or painted crosswalks.

4) Utilities

i) All utilities shall be located underground except where the Community Development Director and City Engineer determine that underground utilities are infeasible because of unique geologic or hydrologic conditions on the site.

f. Signs

No sign on a parcel shall be higher than the roofline of the principal structure on the parcel.

4. Lot Size Requirements & Dimensional Standards
See Chapter 5, Table 5-1

5. Parking & Loading Requirements
a) See Chapter 5, Table 5-4

b) Bicycle Parking
All uses other than single family and two-family residential uses that are required to provide off-street parking shall provide bicycle parking facility at a ratio of at least one bicycle parking space for every 20 automobile parking spaces. No such development shall have fewer than three bicycle parking spaces nor be required to exceed a maximum of 25 bicycle parking spaces. Bicycle spaces shall be located with 50 feet of the principal building entrance. Each bicycle space shall include a metal anchor sufficient to secure the bicycle frame using a user-supplied lock.

6. Landscaping Requirements
a) See Chapter 5, Table 5-7

b) The strip of land between the front building façade and the front property line shall be landscaped with a combination of trees, hedges, shrubs, vines, grass and ground cover as described in Chapter 5 of this Code. All newly planted trees shall be sprinklered until safely established and all trees that die within one year of planting shall be replaced.

c) Street trees shall not be planted closer than 25 feet from the curb line of intersecting streets or driveways and not closer than 10 feet from fire hydrants, street lights, traffic signs, or other existing trees.

P-D PLANNED DEVELOPMENT DISTRICT

1. Purpose

The purpose of the Planned Development District is to achieve development of superior quality through the encouragement of flexibility and creativity in design options that:

a) permit creative, responsible and sustainable approaches to the development;

b) allow for the efficient use of land, which can result in smaller networks of utilities and streets and thereby lower development costs;

c) allow design options that encourage an environment of stable character compatible with surrounding land uses; and

d) permit the enhancement of neighborhoods through the preservation of natural and/or cultural features, and the provision of recreation areas and open space.

2. Permitted Uses

a) Any combination of residential uses allowed in the present R-15, R-12, R-M, R-I zoning districts.

b) Any combination of residential uses and commercial uses allowed in the present R-15, R-12, R-M, R-I, R-P, N-C, G-C, G-W zoning districts providing the parcel abuts comparable zoning on at least two sides. The requirement that the parcel abut property with comparable zoning on at least two sides may be waived by the City Commission after a public hearing and due consideration by the Commission. The requirement shall not be waived unless the Commission makes specific findings that the proposed project is consistent with the purpose and intent of this chapter; that it promotes the welfare of the people of the City of Douglas, and that the project is otherwise of suitable character and compatible with its surroundings.

c) Residential uses not specifically set forth in any of the standard zoning districts, but which are compatible and of like nature and quality to those residential uses allowed in R-15, R-12, R-M, and R-I zoning districts.

d) Commercial uses not specifically set forth in any of the standard zoning districts, but which are compatible and of like nature and quality to those residential uses allowed in R-P, N-C, G-C, and G-W zoning districts.

3. Additional Development Standards

See Chapter 7 “Supplemental Standards”

4. Lot Size Requirements & Dimensional Standards

a) See Chapter 5, Table 5-1

b) The net density and intensity for a planned development (PD) shall not exceed those densities and intensities set forth in Table 5-1, unless a density bonus has been granted by the City Commission as part of a planned development approval.

5. Parking & Loading Requirements
See Chapter 5, Table 5-4

6. Landscaping Requirements
See Chapter 5, Table 5-7

M-1 WHOLESALE/LIGHT INDUSTRIAL DISTRICT

1. Purpose
The purpose of the M-1 District is to provide and protect an environment that is suitable for light manufacturing, wholesale, and warehousing activities that do not impose undesirable noise, vibration, odor, dust or other offensive effects on the surrounding area, together with such other uses as may be necessary to and compatible with light industrial surroundings.

2. Permitted Uses
See Table 3-1

3. Additional Development Standards
See Chapter 7 "Supplemental Standards"

4. Lot Size Requirements & Dimensional Standards
See Chapter 5, Table 5-1

5. Parking & Loading Requirements
See Chapter 5, Table 5-4

6. Landscaping Requirements
See Chapter 5, Table 5-7

M-2 INDUSTRIAL DISTRICT

1. Purpose
The purpose of the M-2 District is to provide an environment suitable for heavy manufacturing and other activities that may impose undesirable noise, vibration, odor, dust, or other offensive effects on the surrounding area together with such other non-residential uses as may be necessary to and compatible with heavy industrial surroundings.

2. Permitted Uses
See Table 3-1

3. Additional Development Standards
See Chapter 7 "Supplemental Standards"

4. Lot Size Requirements & Dimensional Standards
See Chapter 5, Table 5-1

5. Parking & Loading Requirements
See Chapter 5, Table 5-4

6. Landscaping Requirements
See Chapter 5, Table 5-7

(3) Table of Permitted Uses

1. The uses listed in Table 3-1 shall be permitted only in the zoning district where the uses are listed, and only in the manner so listed. No use shall be permitted and no structure associated with such use shall be constructed, altered or enlarged unless the use is permitted as one of the following:

"P": A permitted use in the zoning district

2. Any use not listed with the letter P in a particular zoning district shall be prohibited in that zoning district, unless it is a non-conforming use lawfully established prior to the effective of the regulation that rendered it non-conforming.

3. Public Utilities shall be allowed in all zoning districts within the city in order to serve the public health, safety, and welfare. Such use shall only be approved after a public hearing is held to the proposed public utility. Utility stations shall comply with applicable design standards in order to blend in with other adjacent land uses.

4. Public parks shall be allowed in all zoning districts within the city in order to serve the public health, safety and welfare.

5. Specific site design and development standards are contained in Chapters 5 and 7.

6. Any use listed with a "yes" in the column headed by the words "Suppl. Reg?" shall satisfy the applicable supplemental use standards as shown in Chapter 7, in addition to the development regulations of the district in which it is located as shown in Chapter 5.

Table 3-1 Table of Permitted Uses

P – Permitted Use
Y – Supplemental Standards
Blank – not allowed

Uses	Suppl. Reg?	AG	R-15	R-12	R-M	R-I	R-P	N-C	G-C	TC-C	G-W	P-D	M-1	M-2
Agricultural														
Agricultural & Farm Operations (Crops, Livestock & Specialties)		p												
Agricultural Manufacturing (such as chemicals, food & similar products, lumber & wood products except furniture)		p												
Agricultural Processing, Sales, Indoor and Outdoor Storage		p												
Agricultural Services		p												
Agricultural Retail (such as farm equipment & related accessories, road side farm stand)		p												
Commercial Greenhouse		p												
Fishing, Hunting		p												
Forestry		p												
Kennels		p												
Plant Nurseries		p												
Riding Stables	y (Min acreage)	p												
Residential														
Single Family		p	p	p	p	p	p				p			
Two-Family (Duplex)	y (R-12)			p	p	p	p				p			
Multi-Family					p	p	p			p	p			
Manufactured Home (Only allowed in AG and R-M	y	p			p									

on parcels that are allowed within Manufactured Home Overlay District. See Maps adopted with M-H-O District)														

Uses	Suppl. Reg?	AG	R-15	R-12	R-M	R-I	R-P	N-C	G-C	TC-C	G-W	P-D	M-1	M-2
Manufactured Home Park														
Modular Home	y	p	p	p	p	p	p							
Guest House/Mother-In-Law Apt														
Town Home										p	p			
Loft										p	p			
Institutional														
Colleges & Universities, public or private							p							
Family Personal Care Homes	y	p			p		p							
Group Care Homes	y	p					p							
Government & Civic Buildings including Library, Museum and other Cultural Facilities		p	p	p	p	p	p		p	p				
Police, Fire, EMS		p			p	p	p	p	p		p		p	p
Postal Services								p	p	p				
Recreational Facilities		p						p		p				
Religious Facilities	y	p	p	p	p	p	p	p	p	p				
School, Public or Private (Pre-K – 12)		p	p	p	p	p	p		p		p	p		
School, Business/ Vocational							p		p	p	p	p		
Commercial														
Adult Entertainment Uses	y													
Alcohol & Liquor Stores									p		p			
Amusement Arcade; Theme Park	y													
Animal Hospital (incl. Emergency)	y (RP)	p					p		p		p		p	
Animal Shelter & Kennels	y								p		p		p	
Automobile, Truck & other Motor Vehicle Sales & Service									p		p		p	
Bait & Tackle									p		p			

Uses	Suppl. Reg?	AG	R-15	R-12	R-M	R-I	R-P	N-C	G-C	TC-C	G-W	P-D	M-1	M-2
Bed & Breakfast Lodging	y		p	p	p	p	p							
Building Materials & Supply Store	y								p		p			
Business Services such as Mailing, Copying, Printing									p	p				
Cemeteries (Human, Pet)	y	p	p	p	p	p	p	p	p	p	p	p	p	p
Car Washes	y								p		p		p	
Club, Lodge or other similar non-commercial Association	y					p	p	p	p	p	p			
Commercial Recreation (such as Billiard Halls, Bowling Alley, Roller Skating Ring)	y								p		p		p	
Convenience Store								p	p		p		p	
Day Care Center	y		p	p	p	p	p	p	p	p			p	p
Dry Cleaner								p	p	p				
Department Store									p		p			
Farmer's Market		p							p		p			
Flea Market	y								p				p	
Financial Institutions							p	p	p	p	p			
Freight & Moving Company													p	p
Funeral Home									p	p	p		p	
Gasoline Service Station	y							p	p	p	p		p	p
Golf Club with Course		p	p						p				p	
Grain, Seed & Farm Supply Store		p							p				p	
Grocery Store									p	p	p			
Home Occupation	y	p	p	p	p	p	p							
Hospital		p					p		p		p			
Hotel, Motel									p	p	p			
Indoor Gun Range	y	p							p		p		p	p
Outdoor Gun Range	y												p	p

Uses	Suppl. Reg?	AG	R-15	R-12	R-M	R-I	R-P	N-C	G-C	TC-C	G-W	P-D	M-1	M-2
Laundromat								p	p					
Lounge, Bar, Nightclub									p	p	p			
Medical & Dental Clinic							p	p	p		p			
Medical & Research Laboratories							p		p		p		p	
Mini-Storage/Self Storage									p		p		p	p
Movie Rental								p	p	p	p			
Nursing Home		p					p		p		p			
Outdoor Recreation (such as Miniature Golf)									p		p			
Parking Garage									p	p				
Personal Services (such as Beauty Shop, Barber, Massage, Shoe Repair, Travel Agency)								p	p	p	p			
Professional Offices (such as Accountant, Lawyer, Realtor, Engineer, Architect, Surveyor, Tax Return, Detective)						p	p	p	p	p	p			
Restaurant								p	p	p	p		p	
Retail Stores up to 2,500.sq. ft.(such as Clothing, Furniture, Food Stores, Drug Stores). No outdoor storage.								p	p	p	p			
Retail Stores (General Retail, no size limitation, such as Drug Stores, Sporting Goods, Hobby, Toy & Games, Misc. Retail), No outdoor storage.									p		p			
RV Park and Camp Ground	y								p					
Small Appliance or Equipment Repair Shop									p	p	p			
Specialty Retail (such as small gift shops, antique stores, jewelry stores, book stores, Florists). No outdoor storage.	y							p	p	p	p			
Studios (such as Arts, Music, Dancing, Photography)							p	p	p	p	p			
Theaters, Movie or Performing Arts									p	p	p			

Uses	Suppl. Reg?	AG	R-15	R-12	R-M	R-I	R-P	N-C	G-C	TC-C	G-W	P-D	M-1	M-2
Trades and Repair Services (such as Electrical, Heating & Air Conditioning, Painting, Plumbing)									p		p		p	
Vehicle Sales (with outdoor storage such as Automobile, Truck, Motorcycle, ATV, Golf cart, Boat or RV sales)									p		p		p	
Veterinary Services	y (in residential)	p					p	p	p		p			
Industrial														
Bulk Storage Yard													p	p
Construction Services incl. heavy equipment sales & service													p	p
Fueling & Fuel Storage Facilities													p	p
Heavy Industrial Manufacturing (with odor, noise, vibration and other nuisance impacts on adjacent properties)														p
Industrialized Buildings, Non-Residential	y								p				p	p
Light Industrial Manufacturing (do not impose undesirable noise, vibration, odor, dust or other offensive effects on the surrounding area)													p	p
Millwork													p	p
Mining		p											p	p
Manufactured Home Dealers									p				p	
Motor Freight Transportation & Warehousing													p	p
Salvage Operations & Junk Yard	y													p
Scrap, Waste, land clearing and yard trash recycling	y													p
Warehousing (not including Mini-Storage)													p	p
Wholesale Trade													p	p

Uses	Suppl. Reg?	AG	R-15	R-12	R-M	R-I	R-P	N-C	G-C	TC-C	G-W	P-D	M-1	M-2
Utility														
Airport, public & private		p											p	p
Communication Tower/Facility	y	p								p	p		p	p
Compost Facilities														p
Landfill	y	p												p
Lift Station		p	p	p	p	p	p	p	p	p	p	p	p	p
Power Generation Plant	y (m1)												p	p
Utility Substation	y	p	p	p	p	p	p	p	p	p	p		p	p
Bus Passenger & Train Station									p	p				
Water and /or Sewer Plant													p	p

Chapter Four
Special Districts

(1) Downtown Historic Overlay District

Areas of the City of Douglas designated as "Historic Overlay Districts", but not designated as "Local Historic Properties" or "Local Historic Districts" specifically by Local Historic Property or Local Historic District Designation Ordinances (and therefore under the jurisdiction of the Historic Preservation Commission) fall under the jurisdiction of the Design Review Board.

An Application for Design Review approved by the Design Review Board shall be required before a building permit is issued on any improvement, grading, alteration of land or alteration of the exterior of any building commences, for all structures and uses in the Historic Overlay District (HOD).

a) A Historic Overlay District (HOD)

A Historic Overlay District (HOD) may overlap other districts on the official zoning district map. Pursuant to the establishment of a Design Review Board and the City of Douglas City Commission's adoption of a Historic Overlay District Ordinance, the Design Review Board shall review all proposed new construction, development, exterior remodeling (other than ordinary maintenance), re-occupancy and/or demolition within the Historic Overlay District (HOD), and shall approve or deny all such construction, development, exterior remodeling, re-occupancy and/or demolition in accordance with the requirements as set forth in the this Chapter.

b) Intent and Purpose

The intent and purpose of a Historic Overlay District Ordinance is to provide procedures and standards for review and approval of site, landscaping, and exterior architectural design plans for development within the Historic Overlay District (HOD) in order to ensure that such development complies with the provisions of this Chapter and meets design, development and preservation policies adopted by the City of Douglas in order to:

1) Enhance and preserve the aesthetic qualities of the City of Douglas as an attractive and progressive community;

2) Protect and maintain the value of existing buildings and property;

3) Ensure architectural harmony between buildings and landscaping in order to promote and protect the aesthetic qualities of the City of Douglas;

4) Lessen traffic congestion and minimize traffic safety problems;

5) Minimize any adverse impacts of new development on existing uses through provisions of screening, buffering, landscaping and other techniques;

6) Protect public investment by mitigating impacts generated by new development on existing public facilities and utilities; and

7) Enhance economic opportunities by maintaining the City of Douglas as an attractive community for prospective developers, businesses and residents.

c) Application for Design Review

An Application for Design Review approved by the Design Review Board shall be required before a building permit is issued on any improvement, grading, alteration of land or alteration of the exterior of any building commences, for all structures and uses in the Historic Overlay District (HOD).

d) Approval of Application for Design Review Duration and Extension

Approval of Applications for Design Review submitted under the provisions of this Chapter shall expire or be extended subject to the same provisions for building permits.

e) Approval Procedure – Pre-Application Meeting

Prior to the submittal of an Application for Design Review, the applicant may meet with the Building Inspector and/or the Design Review Board. The purpose of this informal meeting is to ensure the developer's understanding of this Chapter and to inform the applicant of community design policies and standards and to provide an opportunity for review of any preliminary drawings and site plans.

f) Application for Design Review Requirements

The specific administration requirements for any Pre-Application and Final Application for Design Review shall be established by the City of Douglas; however, the application shall contain at least the following three elements, as applicable:

1. Site Analysis
A site analysis, with appropriate topographic data, shall include information on significant man-made and natural features and features to be retained, moved or altered;

2. Site Plan
A site plan at an appropriate scale with accompanying supporting information shall include information on proposed improvements including internal circulation and parking, landscaping, grading, lighting, drainage, and amenities; and

3. Architectural Design
The architectural design element shall include scaled elevation drawings of proposed structures and information on building materials, colors, and items affecting exterior appearance, such as signs, air conditioning, grills, compressors and similar features.

Applicants may use the Historic Preservation Design Guidelines created by the Douglas Historic Preservation Commission and the City of Douglas as an informal guide, however the Design Review Board may develop its own specific requirements in addition to those contained in this Chapter.

g) Application Review

An Application for Design Review shall be submitted in triplicate to the Building Inspector for review to ensure compliance with provisions of this Chapter and for transmission of two (2) copies to the Design Review Board for review and final action. After the Application for Design Review is submitted and accepted, the Chairman of the Design Review Board shall call a formal meeting within 15 days of the application acceptance. Within 72 hours after the date of formal review meeting, the Design Review Board shall take final action on the Application for Design Review. If the Design Review Board shall fail to take final action upon the application, the application shall be deemed to be approved. The Design Review Board may extend this deadline if requested by the applicant. When circumstances necessitate, the Design Review Board may defer action on an application until its next regularly scheduled meeting, but under no circumstances shall a deferment exceed this provision.

h) Decision of the Design Review Board

The Design Review Board shall take final action by rendering one of the following decisions on the Applications for Design Review:

1. Approval
   The applicant shall be authorized to file for appropriate building permits in accordance with the Application for Design Review. Upon approval of the application, the Chairman of the Design Review Board shall notify the Building Inspector of the approval and transmit a copy of the approved application, with any conditions noted, to the Building Inspector;

2. Conditional Approval
   The applicant shall be authorized to file for appropriate building permits with approved conditions or modifications to the application. Conditions imposed by the Design Review Board shall be to achieve public purposes and shall still permit the developments as accorded high-quality similar developments within the City of Douglas; or

3. Denial
   The applicant shall not be granted a building permit. The Design Review Board shall specify in writing to the applicant and City of Douglas City Commission the reasons for denial. The reasons for denial shall be negative impacts on the environment, property values, surrounding properties, or public health, safety and welfare.

i) Enforcement

All exterior architectural design and landscaping and other on-site improvements shall be completed in accordance with the approved application. The Building Inspector shall make periodic field inspections as required. If a violation is found to exist, the Building Inspector shall take immediate appropriate action to ensure compliance. No Certificate of Occupancy shall be issued unless all on-site improvements, landscaping, and exterior building facades are completed (or guaranteed through the posting of an acceptable performance bond) in accordance with the approved application. A temporary Certificate of Occupancy may be issued not to exceed thirty (30) days wherein the on-site improvements can be completed within that time frame and such conditions present no safety hazard.

j) Waiver

The Design Review Board may waive administrative requirements of this Chapter as needed to facilitate the review process, where such requirements are inappropriate or unnecessary.

k) General Architectural Requirements

The general architectural requirements listed in this Chapter are minimum aesthetic standards for structures within the Historic Overlay District (HOD) regulated by the provisions of this Chapter. These requirements shall be used by the Design Review Board in reviewing applications and architectural design plans and drawings, and may be supplemented by specific architectural design policies and standards, as established by the Design Review Board and approved by the City of Douglas City Commission.

1. It shall not be the intent of the architectural requirements of this Chapter to prescribe a narrow range of exterior architectural design choices, but rather to encourage well designed structures compatible with existing high-quality development in the immediate vicinity and in the surrounding area, and to prohibit poor-quality, garish, and/or incompatible design, which would have adverse effects on public and private investment; and

2. Each Application for Design Review shall be reviewed by the Design Review Board, based upon, but not limited to, the following policies and standards:

    i. Design shall be in harmony with the general character of developments of high quality in the immediate vicinity and the surrounding area, considering factors such as mass, building materials, placement, height, changing land use patterns, and consistency of exterior architectural treatment;

    ii. Design components shall be planned in such a fashion that they are physically and aesthetically related and coordinated with other elements of the project and surrounding environment to insure visual continuity of design;

    iii. Design shall protect scenic views, particularly those of open space, and utilize natural features of the site;

    iv. Design shall protect adjacent properties from negative visual and functional impacts; and

    v. All exterior forms, attached to buildings or detached, shall be in conformity to and secondary to the building.

l) General Landscaping requirements

The landscaping requirements listed in this Chapter are the minimum design standards for all development regulated under the provisions for the Historic Overlay District (HOD). These requirements shall be used by the Design Review Board and the Building Inspector in reviewing applications and site plans, and may be supplemented by specific landscaping standards and specifications established by the Design Review Board and approved by the City of Douglas City Commission.

1. Landscape design and planning shall be integrated with the overall design concept for the project; therefore, the Design Review Board shall evaluate landscaping schemes as to their relationship to buildings and structures, as well as to the existing natural and developed landscapes, and to other adjacent landscaping on private property and public rights-of-way;

2. Existing tree cover and natural vegetation shall be preserved, whenever possible, or at the applicant's option, replaced with suitable vegetation;

3. Landscaping or privacy fences shall be used whenever possible to screen objectionable views or nuisances which are visible from the roadway, such as service areas, refuse containers, air conditioning units, transformers, and similar features;

4. Grassed areas shall be of sod or seeded with a variety suitable to the area that produces complete, permanent coverage;

5. No artificial plants, trees, or other vegetation shall be installed; and

6. All landscaped areas shall be provided with a sprinkler system or readily available water supply.

7. All landscape design shall incorporate recommended Best Management Practices (BMPs) for water conservation.

m) Tree Requirements

The following tree and planting and maintenance requirements shall be met within the Historic Overlay District (HOD):

1. Except as otherwise required by this Chapter and to meet specific community design policies established by the City of Douglas, trees shall be planted and/or retained in areas of the site to enhance the overall project design and to provide such amenities as visual attractiveness, natural resources protection and energy conservation;

2. All retained or planted trees shall be protected or situated so as to prevent damage from environmental changes resulting from any building or other improvement; and

3. The Design Review Board may vary the minimum landscaping and tree requirements of this Chapter, if specific circumstances and/or site conditions warrant such actions.

n) Agreement and Bonding

Prior to issuance of a Certificate of Occupancy, the developer or owner may be required to post a performance bond or cash escrow guaranteeing all landscaping materials and work for a period of one (1) year after approval or acceptance thereof by the City in a sum established by the Design Review Board, if specific circumstances and /or conditions warrant such action (such as intentional failure on the part of the owner or developer to comply with these provisions on a prior occasion or occasions). Such bond shall be in the amount of 100 percent of the estimated cost of replacing all landscaping required in the approved

design plan. At the end of one (1) year, the Building Inspector shall make an inspection and notify the owner or developer and the bond company of any replacements/ corrections required to be made.

o) Maintenance

The owner shall be responsible for the maintenance and protection of all landscaping and other features of the design plan approved by the Design Review Board.

p) Appeals

Any party aggrieved by the decision of the Design Review Board shall be entitled to file an appeal with the governing body.

1. Said appeal must be addressed and submitted in writing to the Mayor and City of Douglas City Commission;

2. Said appeal shall set forth each and every basis upon which the application was approved or denied, and shall set forth each and every reason that the approval or denial should be overruled;

3. The governing body shall then set a time and date at the next regular meeting of the City of Douglas City Commission whereby the aggrieved party may come before it and submit proof to the City of Douglas City Commission that the approval or denial is improper;

4. The City of Douglas City Commission shall afford the applicant sufficient time in which the applicant may address each reason that said aggrieved party contends the Design Review Board was in error. The City of Douglas City Commission shall then hear from a representative of the Design Review Board as to why said application was originally approved or denied, and what positive or negative impact said structures would have on the City;

5. The City of Douglas City Commission may question the aggrieved party, the applicant and/or the Design Review Board representative in order to clarify or expand upon the position taken by the aggrieved party, applicant and/or the Design Review Board; and

6. Thereafter, the Mayor and City of Douglas City Commission shall vote and decide whether to overrule the initial decision of the Design Review Board or whether to permit the decision of the Design Review Board to stand.

(2) Local Historic Properties/Local Historic Districts

Areas of the City of Douglas designated as "Local Historic Properties" or "Local Historic Districts" specifically by Local Historic Property or District Designation Ordinances fall under the jurisdiction of the Historic Preservation Commission.

The process for recommendation and designation of Local Historic Properties and Local Historic Districts is contained in Douglas Code Sec. 52-41 through 52-44.; Ord. No. 08-11.01-97, § IV (A-D) 8-11-97.

A Certificate of Appropriateness approved by the Historic Preservation Commission shall be required before a building permit is issued in these areas.

a) Purpose

In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of Douglas, Georgia is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the Citizens of Douglas, Georgia; and

In order to stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historical and aesthetic attractions to tourists and thereby promote and stimulate business; and

In order to enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law; and

In order to provide for the designation, protection, preservation and rehabilitation of historic properties and historic districts and to participate in federal or state programs to do the same;

Now, therefore, the Mayor and Board of Commissioners of the City of Douglas, Georgia hereby declare it to be the purpose and intent of the Historic Preservation Ordinance(s) cited and this Chapter, to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, objects, and landscape features having a special historical, cultural or aesthetic interest or value, in accordance with the provisions of the Historic Preservation Ordinances(s) cited and this Chapter.

b) Definitions

[For the purpose of the Historic Preservation Ordinance(s) cited and this Chapter, certain terms shall have the meanings ascribed to them, unless the context clearly indicated otherwise.]

1. *"Building"*- A building is a structure created to shelter any form of human activity, such as a house, barn, church, hotel or similar structure. Building may refer to a historically related complex such as a courthouse and jail or a house and barn;

2. "*Certificate of Appropriateness"*- Means a document evidencing approval by the Historic Preservation Commission of an application to make a material change in the appearance of a designated Historic Property or of a property located within a designated Historic District;

3. "*Exterior Architectural Features"*- Means an architectural style, general design and general arrangement of the exterior of a building, structure or object, including but not limited to the kind or texture of the building material and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or elements relative to the forgoing, as more fully described in the Historic Preservation Design Guidelines for the City of Douglas, a copy of which is identified as Appendix "A" (reserved) in the Historic Preservation Ordinance(s) cited and hereby incorporated by reference;

4. "*Exterior Environmental Features"*- Means all those aspects of the landscape or the development of a site which affect the historic character of the property;

5. "*Historical (or Historic) District"*- Means a geographically definable area, possessing a significant concentration, linkage, or continuity of sites, buildings, structures or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history. A Historical District shall further mean an area designated by the City of Douglas City Commission as a Historic District pursuant to the criteria established in Section IV, B. of the Historic Preservation Ordinance(s) cited;

6. *"Historic Property"*-Means an individual building, structure, site, or object including the adjacent area necessary for the proper appreciation thereof designated by the City of Douglas City Commission as a Historic Property pursuant to the criteria established in Section IV, C. of the Historic Preservation Ordinance(s) cited;

7. *"Material Change in Appearance"*-Means a change that will affect either the exterior architectural or environmental features of a Historic Property or any building, structure, site, object, or landscape feature within a Historic District, such as:

i. A reconstruction or alteration of the size, shape or façade of a Historic Property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements;

ii. Demolition or relocation of a historic structure;

iii. Commencement of excavation for construction purposes;

iv. A change in the location of advertising visible from the public right-of-way; or

v. The erection, alteration, restoration or removal or any buildings or other structure within a Historic Property or District, including walls, fences, steps and pavements, or other appurtenant features.

8. "*Object"*-Means a material thing of functional, aesthetic, cultural, historical or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

9. *"Site"*- A site is the location of a significant event, a prehistoric or historical occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing structure.

10. *"Structure"*-A structure is a work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by man, it is often an engineering project large in scale.

c) Application to the Historic Preservation Commission for a Certificate of Appropriateness

1. Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties: After the designation by ordinance of an Historic Property or of a Historic District, no material change in the appearance of such Historic Property, or of a historic or non-historic building, structure, site or object within such a Historic District, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the Application for a Certificate of Appropriateness has been submitted to and approved by the Commission;

2. Submission of Plans to the Historic Preservation Commission: An Application for a Certificate of Appropriateness shall be accompanied by drawings, photographs, plans and documentation required by the Historic Preservation Commission as further set forth on the Application for Certificate of Appropriateness attached thereto as Appendix "C" (reserved) of the Historic Preservation Ordinances(s) cited;

3. Additional Submissions Needed for Demolition Consideration: In addition to the normal Application for Certificate of Appropriateness, if a demolition is requested, the additional items below are required:

i) A consultation with the Historic Preservation Commission prior to the submission of a demolition request is required to discuss viable alternatives to demolition;

ii) Documentation of economic hardship including a financial report detailing the cost of rehabilitation and evidence that the existing building is incapable of producing a reasonable economic return on the investment;

iii) If the request for demolition is based on structural instability or deterioration, a Technical Report prepared by a preservation architect or professional engineer with knowledge of historic building construction should be submitted which details the nature and extent of the specific problems and provides accurate costs estimates for their correction; and

iv) A complete plan for the new development proposed on the site should be submitted.

1. Such a plan should include a timetable, a budget for both the demolition and new construction, plans for the proposed treatment of the site and satisfactory evidence that adequate financing is available; and

2. In cases of demolition when a building has lost its integrity of design, and its removal would result in a positive effect on the district, plans for new construction should relate to the Historic District rather than the existing building.

4. Timing: Applications for Certificates of Appropriateness must be submitted at least ten (10) days prior to the next scheduled meeting of the Historic Preservation Commission.

5. Interior Alterations: In its review of Applications for Certificates of Appropriateness, the Historic Preservation Commission shall not consider interior arrangement or use having no effect on exterior architectural features.

6. Technical Advice: The Historic Preservation Commission shall have the power to seek technical advice from outside its members on any application.

7. Public Hearings on Applications for Certificates of Appropriateness, Notices, and Right to be Heard: The Historic Preservation Commission shall hold a public hearing at which each proposed Certificate of Appropriateness is discussed. Notice of the hearing shall be published in the principal newspaper of local circulation in the City and written notice of the hearing shall be mailed by the Historic Preservation Commission to all owners and occupants of the proposed property. The written and published notice shall be provided in the same manner and time frame as notices are provided before a public hearing for rezoning. The Historic Preservation Commission shall give the property owners (including those property owners likely to be affected materially) and/or the applicant(s) an opportunity to be heard at the Certificate of Appropriateness hearing.

8. Acceptable Historic Preservation Commission Reaction for Certificate of Appropriateness:

The Historic Preservation Commission may:

i. Approve the Certificate of Appropriateness as proposed;

ii. Approve the Certificate of Appropriateness with any modifications it deems necessary; or

iii. Reject it.

9. Modifications and/or Mitigation: The Historic Preservation Commission may approve a Certificate of Appropriateness based on modifications or mitigation that it sees fit including, but not limited to:

i. Requiring the applicant to adequately document the historic building in its original setting through photographs and/or measured drawings prior to demolition. In such cases, the Historic Preservation Commission will review all recorded materials to ensure thorough documentation prior to granting a Certificate of Appropriateness for demolition;

ii. Only allowing the limited removal of structurally unsound construction on a building, in the interest of public safety, instead of the demolition of structurally sound additions which are not original to the building, but are significant examples of an accepted academic style and have become historic in their own right (50 years of age or older).

d) Approval of Certificates of Appropriateness

The Historic Preservation Commission shall approve the application and issue a Certificate of Appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, historic, or architectural significance and value of the Historic Property or the Historic District. In making this determination, the Historic Preservation Commission shall consider, in addition to any other pertinent factors, the following criteria for each of the following acts:

1. Reconstruction, Alteration, New Construction or Renovation: The Historic Preservation Commission shall issue Certificates of Appropriateness for the above proposed actions if those actions conform in design, scale, building material, setback and landscaping, as further specified in the Historic Preservation Design Guidelines for the City of Douglas, a copy of which is attached as Appendix "A" [reserved] to the Historic Preservation Ordinances(s) cited and to the Secretary of Interior's Standards For Rehabilitation and Guidelines for Rehabilitating Historic Buildings attached as Appendix "D" to the Historic Preservation Ordinance(s) cited and hereby incorporated by reference.

   As appropriate, the Historic Preservation Commission may utilize the Secretary of the Interior's Standards for Preservation, Standards for Restoration and/or Standards for Reconstruction.

   Also, to Include:

   i. Conformity of setback of nearby buildings;

   ii. Maintenance of existing relationship between buildings and open spaces;

   iii. Unobtrusiveness of parked vehicles from the street;

   iv. Signage (if any) complimentary to the style of the buildings and the district;

   v. Maintenance of the existing pattern of landscape features;

   vi. Fencing or screening (if any) compatible to the district;

   vii. Entrance of building being oriented in the same direction as those of nearby buildings;

   viii. Retention of original features;

   ix. Prevention of false historic features being added to the building;

   x. Retention of additions or changes over 50 years of age;

   xi. Preservation of examples of historic craftsmanship;

   xii. Repair, instead of replacement, of historic features if possible;

xiii. Avoidance of harsh cleaning methods;

xiv. The likelihood of the proposal helping the long-term physical condition of the building, trees, landscape and/or other buildings;

xv. Conformance of the height and width to nearby buildings;

xvi. Compatibility of the proportion and size of features to that of existing buildings;

xvii. Similarity of window and door openings patterns to that of nearby buildings;

xviii. Materials proposed being of common type to the district;

xix. Features used typical of the district;

xx. Style complimentary of other buildings within the district;

xxi. Contribution of project to the overall existing character of the district;

xxii. Conformance (if appropriate) with Design Guidelines to Protect Residential Rehabilitation Components concerning signs, roofs, windows, doors, porches, mechanical equipment, walls, foundations, landscaping, sidewalks, fences, garage and accessory buildings, exterior lighting, yard features, walkways and driveways;

xxiii. Conformance (as appropriate) with Design Guidelines for Historic Building Materials such as wood, masonry, and architectural metals;

xxiv. Conformance (if appropriate) with Design Guidelines to Protect Commercial Rehabilitation concerning storefronts, awnings and canopies, walkways and driveways, signage, adaptive use, parking and landscaping; and

xxv. Conformance (as appropriate) with Design Guidelines for New Additions & Construction Additions concerning materials, size and scale, shapes, rhythm, additions, accessibility and safety considerations, mechanical systems and energy retrofit, site planning, orientation and placement, building mass, scale and form, details and ornamentation, and decks and patios.

2. Relocation: A decision by the Historic Preservation Commission approving or denying a certificate of Appropriateness for the relocation of a building, structure, or object shall be guided by:

i. The historic character and aesthetic interest the building, structure or object contributes to its present setting;

ii. Whether there are definite plans for the area to be vacated and what the effect of those plans on the character of the surrounding area will be;

iii. Whether the building, structure or object can be moved without significant damage to its physical integrity; and

iv. Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure, site or object.

Douglas Code Sec. 52-66.; Ord. No. 08-11.01-97, § V(F), 8-11-97

3. Demolition: A decision by the Historic Preservation Commission approving or denying a Certificate of Appropriateness for the demolition of buildings, structure, sites or objects shall be guided by:

i. The historic, scenic or architectural significance of the building, structure, site or object;

ii. The importance of the building, structure, site or object to the ambiance of a district;

iii. The difficulty or the impossibility of reproducing such a building, structure, site or object because of its design, texture, material, detail, or unique location;

iv. Whether the building, structure, site or object is one of the last remaining examples of its kind in the neighborhood or the city;

v. Whether there are definite plans for use of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be;

vi. Whether reasonable measures can be taken to save the building, structure, site or object from collapse;

vii. Whether the building, structure, site or object is capable of earning reasonable economic return on its value; and

viii. Whether the building has lost its integrity of design; and/or

ix. Whether the building removal would result in a positive effect on the district.

4. Undue Hardship: When, by reason of unusual circumstances, the strict application of any provision of the Historic Preservation Ordinance(s) cited would result in the exceptional, practical difficulty, or undue economic hardship upon any owner of a specific property, the Historic Preservation Commission, in passing upon applications, shall have the power to vary or modify strict adherence to said provisions, or to interpret the meaning of said provisions, so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the Historic Preservation Commission may impose such reasonable and additional stipulations and conditions that will, in its judgment, best fulfill the purpose of this Historic Preservation Ordinance(s) cited. An undue hardship shall not be a situation of the person's own making.

5. Deadline for Approval or Rejection of Application for Certificates of Appropriateness: Certificates of Appropriateness must be decided upon by the Historic Preservation Commission within 45 days after the filing thereof. [However, please note that the cut-off date for the monthly application cycle is 10 days prior to the next scheduled meeting of the Historic Preservation Commission in order to avoid unscheduled meetings.]

    i. The Historic Preservation Commission shall approve or reject an Application for a Certificate of Appropriateness within 45 days after the filing thereof by the owner or occupant of a Historic Property, or of a building, structure, site or object located within a Historic District. Evidence of approval shall be by a Certificate of Appropriateness issued by the Historic Preservation Commission. Notice of the issuance or denial of a Certificate of Appropriateness shall be sent by United States Mail to the applicant and all other persons who have requested such notice in writing filed with the Historic Preservation Commission; and

    ii. Failure of the Historic Preservation Commission to act within said 45 days shall constitute approval, and no other evidence of approval shall be needed.

e. Necessary Action to be Taken by the Historic Preservation Commission upon Rejection of an Application for Certificate of Appropriateness

1. In the event the Historic Preservation Commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The Historic Preservation Commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so; and

2. In cases where the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of the Application for a Certificate of Appropriateness by the Historic Preservation Commission shall be binding upon the Building Inspector or other administrative officer charged with issuing building permits and, in such a case, no building permit shall be issued.

f. Requirement of Conformance with Certificate of Appropriateness

1. All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such Certificate. In the event work is performed not in accordance with such Certificate, the Historic Preservation Commission shall issue a Cease and Desist Order and all work shall cease; and

2. The Historic Preservation Commission or the City of Douglas City Commission shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated Historic Property or Historic District, except those changes made in compliance with the provisions of the Historic Preservation Ordinance(s) cited and this Chapter or to prevent any illegal act or conduct with respect to such Historic Property or Historic District.

g. Certificate of Appropriateness Void if Construction Not Commenced

A Certificate of Appropriateness shall become void unless construction is commenced within 6 months of date of issuance. Certificates of Appropriateness shall be issued for a period of 18 months and are renewable.

h. Recording Applications for Certificate of Appropriateness

The Historic Preservation Commission shall keep a public record of all Applications for Certificates of Appropriateness, and of all the Historic Preservation Commission's proceedings in connection with said Application(s).

i. Acquisition of Property -

The Historic Preservation Commission may, where such action is authorized by the City of Douglas City Commission and is reasonably necessary or appropriate for the preservation of a unique Historic Property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, of the property or any interest therein.

j. Appeals

1. Any person adversely affected by any determination made by the Historic Preservation Commission relative to the issuance or denial of a Certificate of Appropriateness may appeal such determination to the City of Douglas City Commission.

    i. Any such appeal must be filed with the Historic Preservation Commission within 15 days after the issuance of the determination pursuant to Section V, H.1. of the Historic Preservation Ordinance(s) cited; or,

    ii. In the case of a failure of the Historic Preservation Commission to act, within 15 days of the expiration of the 45-day period allowed for the Historic Preservation Commission action pursuant to Section V, H.2. of the Historic Preservation Ordinance(s) cited.

2. The City of Douglas City Commission may approve, modify, or reject the determination made by the Historic Preservation Commission, if the governing body finds that the Historic Preservation Commission abused its discretion in reaching its decision.

3. Appeals from decisions of the City of Douglas City Commission may be taken to the Superior Court of the City of Douglas (Coffee County) in the manner provided by law for appeals from conviction for the City of Douglas ordinance violations.

k. Ordinary Maintenance or Repair

Ordinary maintenance or repair of any exterior architectural or environmental feature in or on a Historic Property to correct deterioration, decay, or to sustain the existing form, and that does not involve a

material change in design, material or outer appearance thereof, does not require a Certificate of Appropriateness.

l. Failure to Provide Ordinary Maintenance or Repair

Property owners of Historic Properties or properties within Historic Districts shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair. The Historic Preservation Commission shall be charged with the following responsibilities regarding deterioration by neglect:

1. The Historic Preservation Commission shall monitor the condition of Historic Properties and existing buildings in Historic Districts to determine if they are being allowed to deteriorate by neglect. Conditions which allow the elements and vermin to enter (such as broken windows, doors and openings) and the deterioration of a building's structural system shall constitute failure to provide ordinary maintenance or repair;

2. In the event the Historic Preservation Commission determines a failure to provide ordinary maintenance or repair, the Historic Preservation Commission will notify the owner of the property and set forth the steps which need to be taken to remedy the situation. The owner of the property will have 30 days in which to do this; and

3. In the event that the condition is not remedied in the 30 days, the owner shall be punished as provided in Section VII of the Historic Preservation Ordinance(s) cited and, at the direction of the City of Douglas City Commission, the Historic Preservation Commission may perform such maintenance or repair as is necessary to prevent deterioration by neglect. The owner of the property shall be liable for the cost of such maintenance and repair performed by the Commission(s).

m. Affirmation of Existing Building and Zoning Codes

Nothing in the Historic Preservation Ordinance(s) cited or this Chapter shall be construed as to exempt property owners from complying with existing city or county building and zoning codes, nor to prevent any property owner from making any use of this property not prohibited by other statutes, ordinances or regulations.

n. Penalty Provisions

Violations of any provision of the Historic Preservation Ordinance(s) cited and this Chapter shall be punished in the same manner as provided for in the punishment of violations of validly-enacted ordinances of the City of Douglas, Georgia.

(3) Manufactured Home Overlay District (M-O)

(a) Intent and Purpose

The Manufactured Home Overlay District is established to provide for existing and proposed neighborhoods, which include or will include manufactured homes. The requirements herein are intended to ensure compatibility with existing housing stock by imposing supplemental appearance standards for manufactured housing. It supplements the range of residential types permitted in the underlying district while limiting some accessory uses.

b) Permitted Uses

Uses Permitted by right

- All uses permitted by right in the underlying district, according to the standards of the underlying district.

Uses Permitted with conditions

- All uses permitted with conditions in the underlying district, according to the standards and conditions associated with the underlying district.

- Manufactured Homes, provided that:

(a) All manufactured homes shall be installed in accordance with O.C.G.A. section 8-2 160 through 8-2-168. The pier foundation shall be a 16"x16"x4"so1id concrete pad, precast or poured in place, or other approved methods/materials. Concrete footings shall have an ultimate compressive strength of not less than 2500 psi at 28 days. Footer size may vary on piers used with alternate anchoring systems when installed per system manufacturer's instructions and marriage wall piers as required by manufacturer's instructions. All manufactured homes shall be placed on a foundation, either slab or piers, in accordance with the manufacture's permanent installation instructions. If the manufacturer's instructions are no longer available, the rules and regulations of the Safety Division of the State Department of Insurance (chapter 120-3-7, as amended) shall be followed regarding installation.

- (b) Curtain Wall:

1) All manufactured homes or mobile homes shall be underpinned with a curtain wall. The wall shall be constructed of masonry material, at least 26-gauge sheet metal, a vinyl product, or a cement board type material. The wall shall be continuous except for ventilation vents and an access panel;
2) Skirting shall be installed in accordance with the manufacturer's instructions.
3) All curtain walls shall be maintained in good repair.

(c) The home will have all the wheels, transporting lights, and towing apparatuses removed.

(d) The structure must be at least 14 feet in width, along with the majority of its length.

(e) The roof shall have at least a 3:12 pitch. (f) Exterior wall and roofing materials and finishes shall be comparable in composition, appearance, and durability to those commonly used in conventional residential construction. As examples, exterior walls would be expected to be covered in wood, stucco, brick, stone, other masonry materials, or similar conventional exterior finishes. Roofing material should consist of wood shingles, wood shake, synthetic composite shingle, ceramic tile, concrete tile, or similar conventional roofing materials.

(f) All entrances to a manufactured home shall be provided with permanent steps, porch, or similar suitable entry.

c) Permitted Building and Lot Types

- All building and lot types permitted in the underlying zoning district

d) Permitted Accessory Uses

- All accessory uses permitted in the underlying zoning district

e) General Requirements

1. Along existing streets, new buildings shall respect the general spacing of structures, building mass and scale, and street frontage relationships of existing buildings.

- New buildings that adhere to the scale, massing, volume, spacing, and setback of existing buildings along fronting streets exhibit demonstrable compatibility.
- New buildings that exceed the scale and volume of existing buildings may demonstrate compatibility by varying the massing of buildings to reduce perceived scale and volume.
- Nothing in this subsection shall be interpreted to conflict with the building design element provisions, as found in Chapter 7 – Supplemental Standards – City of Douglas ULDC, Item (35) Manufactured Homes - Definitions.

2) On new streets, allowable building and lot types will establish the development pattern.

3) All subdivision standards shall be met.

4) In nonconforming subdivisions or manufactured home parks, any manufactured home may be replaced with another manufactured home of at least comparable width (i.e., a single-wide home may be replaced with a home of minimum 12 feet width or with a larger home, while a double-wide home can be replaced only by another double-wide home); a replacement home shall have been manufactured no earlier than 1974 and, with the exception of width, shall meet all design requirements.

5) Existing manufactured home parks that are not subdivided into individual deeded lots may continue operation but may not be expanded except in conformance with this ordinance and the subdivision ordinance.

6) For proposed neighborhoods, homes shall be a minimum of 14 feet wide and manufactured no earlier than 1976.

7) For proposed neighborhoods, an application to classify property to the MH-O district shall require a master plan that shows the location and hierarchy of streets and public spaces, location of residential, non-residential, and civic building lots, street sections and/or plans, phasing, and any other information which may be required to evaluate the subdivision's adherence to the standards of this ordinance and the subdivision ordinance.

8) See Chapter Five – Development Standards, Standards for Residential Lot Widths, Alleys, Garages, and Parking in Residential Districts.

f) MH-O Development Provisions

1) Minimum Development Size, Maximum Development Size, and Maximum Permitted Densities are determined by the standards of the underlying district.

g) Definitions

Manufactured Home – Manufactured (mobile) homes are factory built on a metal chassis which complies with the HUD federal code regulations. All manufactured homes must meet the National Manufactured Housing Construction and Safety Standards Act, effective June 15, 1976, (42 U.S.C. Section 5401-5426). Manufactured homes are not regulated by the building codes.

Manufacture Home Park – An area, under single ownership and not subdivided into customary lots planned for individual ownership, containing three or more manufactured homes used as living facilities, with each home having its own defined space; or an area containing three or more spaces designed or intended for the parking of manufactured homes to be uses as living facilities for rent or lease.

Mobile Home – A factory-built structure, transportable in one or more sections, designed to be used as a dwelling with or without a permanent foundation, constructed prior to the enforcement of the Manufactured Home Construction and Safety Act, effective June 15, 1976, (42 U.S.C. Section 5401-5426). Mobile homes, as defined herein, may not be placed within any zoning district in the City of Douglas.

Chapter Five
Development Standards

(1) Purpose
The purpose of this Chapter is to provide development design and improvement standards applicable to all development activity within the City of Douglas.

(2) Responsibility for Improvements
All improvements required by this Code shall be designed, installed, and paid for by the developer.

(3) Principles of Development Design
The provisions of this Chapter are intended to ensure functional and attractive development. All development shall be designed to avoid unnecessary impervious surface cover; to provide adequate access to lots and sites; to avoid adverse effects of shadow, glare, noise, odor, traffic drainage, and utilities on surrounding properties; and to increase public safety, health and welfare.

(4) Area, Setback, and Height Requirements

Table 5-1 – See Table below

Table 5-1 Dimensional Requirements

Zoning District		Maximum Density (units per acre)	Minimum Lot Size (sf)	Minimum Square Feet of Building	Minimum Lot Width	Minimum Road Frontage	Minimum Yard				Maximum Height	Max Impervious Lot Coverage (%)
							Front	Rear	Side	Side @ corner		
AG	Agricultural District	0.5	87,120 (2 acres)		150	60	40	25	25	30	50	20
R-15	Residential, Single Family	2	15,000	1,500 (a)	100	30	25	15(b)	10	20	35	20
R-12	Residential, Single Family	3	12,000		75	30	25	15(b)	10	20	35	30
	Two-Family (Duplex)	4	12,000	1,200 per unit	90	60	25	15	10	20	35	40
R-M	Residential, Mixed											
	Single Family	5	9,000		70	30	25	15	7.5	20	35	30
	Two-Family(Duplex)	5	9,000		90	60	25	15	10	20	35	40
	Multi-Family	9	15,000 plus 4,300 for each add'l unit over 3		100	60	25	15	10	20	35	40
R-I	Residential, Infill	9	None	None	None	None	15	20	5-10	10	35	65
R-P	Residential, Professional		10,000	900	75	60	25	20	10	20	65 (c)	40
N-C	Neighborhood Commercial		10,000	900	75	60	25	20	10	20	35	30 50
TC-C	Town Center Commercial	10 (d)	10,000	900	25		0 (e)	0/10 (f)	0/10 (f)	20(g)	35/80 (c)	50

Zoning District		Maximum Density (units per acre)	Minimum Lot Size (sf)	Minimum Square Feet of Building	Minimum Lot Width	Minimum Road Frontage	Minimum Yard				Maximum Height	Max Impervious Lot Coverage (%)
							Front	Rear	Side	Side @ corner		
C-G	General Commercial		20,000	900	100	60	25	20	10	20	60 (c)	50
G-D	Gateway District	See Chapter 3										
P-D	Planned Development	See Chapter 3										
M-1	Industrial, Light		20,000	900	100	60	25	20	15	20	65 (c)	50
M-2	Industrial, Heavy		43,560 (1 acre)	900	200	60	50	40	30	50	65 (c)	50
HOD	Historic Overlay District	See Chapter 4										

(a) The minimum useable floor area excluding attics, unfinished basements and porches for any residential dwelling unit in R-15 shall not be less than 1,500 sq.ft.
(b) For enclosed small garden sheds, greenhouses, children playhouses and gazebos, this dimension may be reduced to five (5) feet.
(c) Above 35 feet – with Fire Department Approval Only
(d) With water and sewer service only.
(e) Any application for rezoning to the Downtown Development District shall have the front setback determined by the Architectural Review Committee in accordance with the harmony of adjacent properties, subject to approval from the City Council.
(f) Where fire proof walls are used, no side yard is required.
(g) Any lot line along a street (other than an alley) shall be a front lot line, any lot line along an alley shall be a rear lot line, any lot line between two lots and intersecting a front lot line shall be a side lot line, and any lot line intersecting two other lot lines which are not a front lot line shall be a rear lot line.

(5) Impervious Surface Coverage

a. Maximum Coverage
Impervious surface coverage on a development site shall not exceed the maximum coverage amounts provided in Table 5-1 above.

b. Calculation
Impervious surface coverage is determined by calculating the total impervious surface area as a percentage of the gross site area. Water bodies are impervious and shall be included as such in the calculation of impervious surface coverage.

c. Pervious Concrete
If pervious concrete is proposed for a project, then 50 percent of the area covered with pervious concrete shall be considered as a pervious surface provided it is installed and maintained in accordance with manufacturer's guidelines.

(6) Building Setback Requirements

a. General
No person shall construct or erect a building or other permanent structure with the exception of fences, sidewalks, pools, walls, terraces, decks, driveways, or accessory structures on any lot or tract for which a setback line has been established, between such a setback line and the property line.

b. Exceptions
Architectural features such as cornices, eaves, gutters, fireplaces, flower boxes, bay windows, decorative molding and balconies, and front staircases designed complementary to the principal structure, which are part of or attached to the structure, may project no more than three feet into a required setback area. Equipment tanks, filters, stairwells, stairways attached post construction, and enclosed floor space are not considered architectural features and must meet principal structure setbacks.

c. Address and Front Door
The address of a house or location of the front door shall have no effect on the setback regulations outlined in Table 5-1.

(7) Building Height

a. Building Height
The vertical distance measured to the highest point of the building roof from the average finished grade across those sides of a building that face a street.

(8) Cottage Lots

a. Purpose

1. Provide a housing type that responds to changing household sizes and ages, for example to retirees, small families or single person households.

2. Provide opportunities for ownership of small, detached dwelling units within residential neighborhoods.

3. Provide guidelines to ensure compatibility with surrounding land uses.

b. Applicability

1. New single-family residential construction

2. Single-family residential redevelopment, including retrofitting/remodeling.

3. The cottage lot provisions shall be applicable in the Town Center Commercial District, the Residential Infill District and all other residential zoning districts.

c. Permitted Uses

1. Single family residential structures.

2. Accessory structures incidental to the principal use.

3. Home occupations.

d. Future Annexed Area

All residentially zoned land annexed into the City that does not meet minimum standards for development, such as minimum lot area or minimum lot width, shall be eligible for development under the provisions of these cottage lot provisions.

(9) Planned Development Standards

a. Purpose

1. The purpose of this section is to provide an alternative means of residential, commercial, public service, industrial and mixed-use land development and an alternative zoning/site plan review procedure that may be used to establish residential, commercial, public service, industrial and mixed-use zoning districts at appropriate locations and in accordance with the planning and development objectives of the City.

2. A Planned Development (PD) established according to the provisions of this Section may depart from the strict application of use, setback, minimum lot, parking, and other requirements of standard zoning districts. A PD shall be consistent with the overall planning and development goals of the City. It is the purpose of this Section to offer flexibility for development while maintaining and protecting the public health, safety and welfare of the City's residents.

3. This Section intends to establish a more holistic living and working environment by enabling the application of creative and imaginative approaches to development design and community planning. A PD should provide a variety of natural features and open spaces, efficient and economical land use, improved amenities, orderly development, and the protection of existing and future adjacent development and properties. Therefore, the PD alternative may allow uses and combination of uses which are not specifically allowed in standard zoning districts.

b. Prevailing Code
To the extent that any provisions of this Section conflict with other provisions of this Code, the provisions of this Section shall prevail.

c. Definition
A Planned Development (PD) may be a residential PD, a commercial PD, a mixed-use PD, an industrial PD, or a public service PD. A PD shall consist of land under unified control which may be planned and developed as a whole as a single development or as an approved programmed series of developments by multiple developers. A typical PD will include principal and accessory uses and structures that are substantially related to the character of the development itself and to the surrounding area of which it is a part.

Unified control, as used above, shall mean that all land to be included within a PD shall be owned or otherwise under the legal control of the person or legal entity which has applied for the PD zoning district. Such person or entity shall be legally capable of providing a commitment to the City that the PD development will comply with all PD documents, plans, standards, and conditions ultimately approved by the City of Douglas.

A PD zoning district shall consist of the approved PD classification, the PD Conceptual Master Plan and the PD Final Development Plan, as well as any other plans, drawings, renderings, elevations, maps and documents specifically included as development documents in the approval of the PD by ordinance by the City Commission. The ordinance approving a PD shall be deemed a zoning ordinance. The provisions of the individual PD zoning ordinance shall replace all conflicting development regulations set forth in this Code which would otherwise apply to the development. The PD ordinance shall be recorded in the public records of Coffee County and the City of Douglas.

The applicant may proceed with development or any land disturbing activities only after a plat, if required by the City Commission, is recorded and after certification by the Community Development Director that the building plans and other required documents and information substantially conform to all documents approved as part of the PD ordinance. The applicant must also provide evidence that would bind his successors in title to any commitments made for the approval of the PD.

d. Zoning Map
The boundaries of land zoned PD by ordinance of the City Commission shall be indicated as such on the official Zoning Map of the City.

e. Location
A PD may be located anywhere in the City.

f. Minimum Size
The minimum size of a PD is two acres.

g. General Requirements
1. PD standards for circulation, parking, utilities, drainage and other standards shall apply as described in this Code except as specifically modified by the City Commission as part of the PD ordinance.

2. Open Space
Not less than 25 percent of the PD shall be open space. Required open space may include all common vegetation and landscape areas.

3. Maximum Building Area
Not more than 50 percent of the total development site shall be covered by buildings.

(10) Procedures for PD Rezoning / Land Development approval

a) Initial Application
In addition to information required for an application for rezoning in general, an applicant for PD zoning/development approval shall submit the following materials and data to the Community Development Department:

1. Legal documents demonstrating unified control over the proposed PD.
2. A PD application, which includes
   i. The title of the project (name);
   ii. The names of the professional planners and engineers and the developers;
   iii. A Master Development Plan to include a boundary and topographic survey of the proposed PD site and an inclusive list of all uses proposed to be located within the PD and on each parcel thereof;
   iv. Computation of the gross acreage of each use and the proposed PD overall;
   v. Any other matter deemed relevant by the Community Development Director to the development and use of the property.

b) Fees
Each applicant for a rezoning/development approval to PD shall pay a fee to the City for examination of the proposed PD application and related materials and the inspection of all required improvements shown on such plans. Such fee shall be determined by the City Commission by resolution.

c) Procedure
Upon application for rezoning/development approval of land to a PD zoning district, submission of a Master Development Plan and other documents deemed appropriate by the applicant or required by the Community Development Director, appropriate City staff, the Planning Commission and City Commission shall process and review the application as a rezoning of land as follows:

1. Pre-Application Meeting
   The applicant and City staff shall jointly review the application, master development plan and all other documents associated with the application at a pre-application meeting. The purpose of this pre-application meeting is to discuss the application at an informal setting and identify all zoning and other regulations applicable to the property and to identify specifically those variations from the regulations which may be justified with this application.

2. Planning Commission
   i) Following the pre-application meeting, upon receipt of a complete application and completion of the review by the Community Development Department, a rezoning/development approval

review shall be conducted by the Planning Commission held as for other applications for rezoning.

ii) The Planning Commission will require, prior to its recommendation to the City Commission, evidence of the PD impact on traffic, water and sewer facilities in the area.

iii) The Planning Commission shall either recommend to the City Commission that the PD district rezoning be granted and that the application, the master development plan, individually or in combination with a final PD development plan, and any other required plans, drawings, renderings, elevations, maps and documents specifically included as part of the application, be approved, with or without conditions, or that the application be denied. In making the recommendation, the Planning Commission shall find that the application and the Master Development Plan, individually or in combination with a final PD development plan, and any other required plans, drawings, renderings, elevations, maps and documents specifically included as part of the application, does or does not meet the requirements of this Code and specifically this Section.

3. Conditions

In approving a rezoning of land to a PD district classification, the Planning Commission may recommend and the City Commission may approve a variation of the strict application of the development requirements of this Code and may instead impose appropriate conditions to otherwise attain the objectives of this Code. These conditions shall be binding upon the applicant and successors with interest in the PD. Deviations from approved plans except in a manner described in this Code or failure to comply with any conditions shall constitute a violation of the respective PD ordinance and of this Code.

4. City Commission

i) Upon completion of the Planning Commission review of the PD rezoning application, the Master Development Plan, individually or in combination with a final PD development plan, and any other required plans, drawings, renderings, elevations, maps and documents specifically included as part of the application, the City Commission shall schedule the application for public hearing.

ii) Notice of the public hearing shall be provided according to the law for rezonings generally.

iii) The City Commission shall either approve the application, the Master Development Plan, individually or in combination with a final PD development plan, and any other required plans, drawings, renderings, elevations, maps and documents specifically included as part of the application, with or without conditions or shall deny the application. Approval of an application shall take the form of an ordinance rezoning the property to a PD district. The Code shall identify the property by legal description, the Master Development Plan, individually or in combination with a final PD Development Plan, the development documents and all conditions of approval. The ordinance shall provide that no development permits or orders shall be issued by the City until a final PD Development Plan, if not included as part of the Master Development Plan, has been approved as provided in this Section. The ordinance shall also state the expiration date for the Final PD Development Plan, if applicable.

The City Commission may decide to deny the application. When an application is denied, the City Commission shall state the reasons for the denial and indicate what further modifications to the Master Development Plan or other submitted documents must be made for approval.

5. Final Development Plan

i) Following the approval of the rezoning application and the Master Development Plan not inclusive of a final development plan by adoption of a PD ordinance by the City Commission, the applicant shall submit a Final Development Plan to the City Commission for approval. The Final Development Plan shall be deemed a development approval. The Final Development Plan approval shall be submitted and approved by the City within two years of the effective date of the PD Zoning Ordinance unless a longer time is permitted by the City Commission. The Final Development Plan shall implement the Master Plan with all the changes, additions and conditions required and approved by the City Commission.

ii) Except for any areas of the PD site set aside and designated for future development, the Final Development Plan shall include:

- A designation of land uses; and
- The exact location and dimensions of all buildings, structures, infrastructure, utilities, and other improvements, including the number and location of all parking spaces and the location and dimension of landscape areas; and
- The location of areas to be set aside for open space and conservation areas; and
- Open space calculations and building pad areas, and calculations on attachments; and
- The location, dimensions and appearance of all signage, lighting, fencing and buildings and a description of all exterior building materials; and
- A statement of the covenants and restrictions proposed to be imposed upon the use of land, building and structures; and
- A proposed plan of maintenance shall be provided to assure the continuing operation and maintenance of such areas, functions, and facilities s are not to be provided, operated or maintained at general public expense. Such statements shall be approved by the City Attorney.

iii) Development Permits

Upon approval of the Final Development Plan, the City Commission shall adopt a development ordinance adopting the Final Development Plan. The ordinance shall also state the expiration date for the Final PD Development Plan, which shall expire two years from the effective date of the Development Ordinance if no development permits or orders have been issued to the development during that time. Two one-year extensions may be granted by the City Commission upon application by the applicant.

d) Change or Modification

Any major changes or amendments to a PD Master Development Plan, a PD Final Development Plan shall be processed as an amendment to the PD district zoning district under the same process as a new zoning application. Major changes or amendments shall include:

1. A change of twenty percent or more in the area of any land use designations shown on the Final Development Plan.

2. Any change in the list of proposed uses.

3. An increase in residential density of twenty percent or more.

4. An increase in non-residential square footage of twenty percent or more.

5. A change in the boundary of the PD district.

6. A change in the Final Development Plan or approval regarding any area(s) set aside and designated for future development.

7. Any other change determined by the Community Development Director to have a potentially significant impact on city services or the surrounding neighborhood.

8. An amendment of greater than 12 months to the originally approved time table of development.

9. Any change or amendment to a PD Master Development Plan, a Final Development Plan which is not a major amendment shall be a minor amendment. Minor amendments may be approved by the City Commission upon proper application for the amendment and after a public hearing. The City Commission may require that notice of the minor amendment and public hearing be given to the surrounding property owners by posting or publication in the local newspaper of general circulation.

(11) Subdivision Standards

a. Blocks

1. The length, width and shape of blocks shall be determined with due regard to:

   a. Provision of adequate building sites suitable to the special needs of the type of use contemplated.

   b. Zoning requirements as to lot sizes and dimensions.

   c. Needs for convenient access, circulation, control and safety of street and pedestrian traffic.

   d. Limitations and opportunities of topography.

2. Block lengths shall not exceed 1,200 feet or be less than 400 feet except where topography, property lines or other conditions peculiar to the site make such dimensions impracticable and are approved by the Community Development Director/City Commission.

3. In cases where block lengths are allowed to exceed 1,200 feet, easements, not less than 20 feet in width, shall be provided where needed for crosswalks and for the placement of utilities and they shall be deeded to the city for that purpose. In addition, the Community Development Director/City Commission may require the provision of crosswalks in special areas where they are deemed essential to provide circulation or access to schools, playgrounds, shopping centers and to other community services and facilities.

4. Blocks shall be wide enough to allow two tiers of lots of minimum depth, except where fronting on major streets or where prevented by topographical conditions or size of property, in which case the Community Development Director/City Commission may approve a single tier of lots when properly designed to meet at least the minimum requirements of this Code. This provision shall not prevent the inclusion within any subdivision of blocks of greater width or irregular outline, including super blocks, which blocks shall be indented by dead-end roads, looped access roads, or crosswalks, to provide access to the central areas thereof, and may contain at or near their centers, public or joint use areas such as parks and playgrounds when covered by agreements as to maintenance of such interior areas.

5. In cases where the platting is incomplete or disconnected, the City Engineer shall determine the outline of the block.

b. Lots

1. In no case shall the lot dimensions be less than the minimum requirements of Table 5-1 of this Code. Where the following subdivision standards require greater minimum dimensions than Table 5- 1, the requirements of this Section shall apply:

a. Residential lots served by a public sewerage system shall be not less than 7,200 square feet in area.

b. Residential lots served by a private sewerage system and a public water supply shall be not less than 80 feet in width and 15,000 square feet in area.

c. Residential lots served by a private sewerage system and a private water supply shall be not less than 100 feet in width and one-half acre in area.

d. In addition, any lot served by a private sewerage system shall conform to whatever greater area may be required by the Coffee County Health Department.

2. The depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate for the off-street loading and parking facilities required by the type of use and development contemplated. Furthermore, industrial lots shall be no less than 65 feet in width and one acre in area where served by public water and sanitary sewerage systems. Where either or both utilities are not provided by a public system, the minimum lot width and area shall be set by the Coffee County Health Department but in no case shall they be less than the above requirements.

3. Corner lots for residential use shall have extra width to permit appropriate building setback from an orientation to both streets.

4. Each lot shall have direct access to a public street and in no case shall any lot have less than 30 feet of street frontage.

5. Double frontage and reverse frontage lots shall be avoided except where desirable to provide separation of residential development from traffic arteries or to overcome specific disadvantages

of topography and orientation. A planting screen easement of at least 20 feet, across which there shall be no right-of-way access, shall be provided along the rear property line of lots abutting such a traffic artery or other disadvantageous use.

6. Side lot lines shall be substantially at right angles to straight street lines or radial to curved street lines.

7. Property numbers may be assigned to each lot in accordance with a property numbering system set up by the city.

c. Conformance To Utilities Master Plans.

1. All proposed subdivisions shall conform to any storm drainage and sanitary sewer master plans and development policies in effect at the time of submission to the City Commission.

d. Monuments

1. Monuments shall be placed at all block corners, angle points, points of curves in streets and at intermediate points as required by the City Engineer. Monuments shall be of reinforced concrete with dimensions at least 4" x 4" x 24" with bronze center pins of ¼" diameter and 4" length and the top 6 inches below the finished grade.

2. Lot corners shall be marked with solid steel rods not less than 5/8 inch in diameter and 24 inches in length and driven so as to be flush with the finished grade.

(12) Streets and Driveway Standards

Whenever any persons shall construct a road or street or alley to be used by the public generally, he shall first comply with all provisions of this Code pertaining to the development of roads and streets and alleys, and shall construct same in accordance with the standards fixed by this Code.

a. Streets.

1. The arrangement, character, extent, width, grade and location of all streets shall conform to state and/or local requirements, respectively.

2. Where such is not shown in any street or highway plan, the arrangement of streets in a subdivision shall either:

i. Provide for the continuation or appropriate projection of existing principal streets in surrounding areas by extending to the boundaries of the proposed subdivision, or

ii. Conform to a plan for the neighborhood approved or adopted by the City Commission to meet a particular situation where topographical or other conditions make continuance or conformance to existing streets impractical; or

iii. Demonstrate that the plan set forth in the design of the subdivision offers the best solution to the problem of circulation, safety, convenience, topography and service to abutting properties for the site and adjacent areas.

3. Where a subdivision abuts or contains an existing or proposed arterial or connector street, the Community Development Director or City Commission may require marginal access streets, reverse frontage with screen planting contained in the non-access reservation along the rear property line, deep lots with rear service alleys, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.

4. Where a subdivision borders on or contains a railroad right-of-way or limited access highway right-of-way, the Community Development Director or City Commission may require a street approximately parallel to and on each side of such right-of-way, at a distance suitable for the appropriate use of the intervening land, as for park purposes in residential districts, or for commercial or industrial purposes in appropriate districts. Such distances shall be determined with due regard for the requirements of approach grades and future grade separations.

5. Minor streets shall be laid out so that their use by through traffic will be substantially discouraged.

6. Private streets and reserve strips controlling access to streets shall be prohibited except where their control is definitely placed with the city under conditions approved by the Community Development Director or City Commission. Every lot in subdivided property shall be served from a publicly dedicated street.

7. On intersecting streets with their centerlines offset, where it is impossible to obtain continuous pavement alignment (by offsetting the pavement within the right-of-way), the minimum centerline offset shall be 200 feet.

8. The road pattern shall conform reasonably closely to the natural contours of the land. In order to discourage through and high-speed traffic and to increase the value and stability of the neighborhood, straight portions of residential roads of undue length shall be avoided in level or nearly level areas by the use of slight amounts of curvature.

9. When a deflection in the alignment of a street occurs, the street shall be connected by a curve with a radius adequate to meet the sight distance requirements. In no case shall an arterial street have a centerline radius of less than 500 feet or a minor street have a centerline radius less than 200 feet except upon written recommendation of the City Engineer.

10. A tangent shall be introduced between reverse curves on all streets and shall be designed by a civil engineer using the Geometric Design of Highway and Streets Manual as published by the American Association of State Highway and Transportation Officials or other approved sources.

11. The Community Development Director/City Commission shall have the right to reject any plan that provides for the intersection of more than two streets at any one location. A traffic circle or additional cutback of corners may be required to improve circulation and to avoid traffic hazards. Likewise, a leveling area shall be made at each intersection when the grade of the street exceeds

seven percent. The leveling area should have a grade not over four percent and should be at least 100 feet long.

12. Streets shall be laid out so as to intersect as nearly as possible at right angles and no street shall intersect any other street at an angle less than 80 degrees or more than 100 degrees.

13. Property lines at street intersections shall be rounded with a curb radius of 20 feet. The planning commission may permit comparable cutoffs or chords in the place of rounded corners.

14. Minimum street right-of-way widths shall conform to the following:

Table 5-2: Minimum street right-of-way widths

Street Category	**Minimum R-O-W**	**Lane Widths***
Principal Arterial		
Ditch section/20 ft. median	120 ft.	12 ft.
C&G/20 ft. median	120 ft.	12 ft.
C&G, undivided	120 ft.	12 ft.
Minor Arterial		
Ditch section	100 ft.	12 ft.
C&G section	100 ft.	12 ft.
Collector Street		
Ditch section	80 ft.	12 ft. standard; 11 ft. minimum
C&G section	80 ft.	12 ft. standard; 11 ft. minimum
Local Street		
Residential/Subdivision (C&G)	50 ft.	11 ft.*
Commercial/Industrial/Other	60 ft.	12 ft. standard; 11 ft. minimum
Cul-de-sac		
Commercial /Industrial /Other	75 ft. radius	65 ft. radius
Residential	50 ft. radius	40 ft. radius
Notes:		
*Lane widths include only pavement width. Example: 2 lanes @ 11 ft. with 2 ft. C&G would be 26 ft. back of curb to back of curb.		
Lane widths on collector streets and other local (non-subdivision) streets will be based on design speed and traffic volumes		
Number of lanes will be determined based on traffic volumes, except for subdivision streets which will be typically two (2) lanes only.		
Typical section details are show in Appendix B, Standard Drawings.		

(Note: Right-of-way in excess of 100 feet shall be acquired through normal right-of-way acquisition procedures.)

15. Half-width streets shall be prohibited except where recommended by the City Engineer as being essential to the reasonable development of the subdivision in conformity with the other requirements of these regulations and where the Community Development Director/City Commission finds it will be practicable to require the dedication of the other half when the adjoining property is

subdivided. Such portion of the street shall be distinctly designated upon the map or plat as being a portion of a street and no improvement shall be made other than rough grading until the full width shall be designated for public purposes. Whenever a tract to be subdivided is bounded by a previously dedicated half street, the other half of the street shall be platted within such tract.

Subdivisions that adjoin existing streets shall dedicate additional right-of-way if needed to meet the above minimum street width requirements. The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street. Then the subdivision is located on only one side of an existing street, one-half of the required right-of-way, measured from the centerline of the existing right-of-way shall be provided.

Dead-end streets, designed to be so permanently, shall be no longer than 600 feet, including the diameter of the turnaround, shall be provided at the closed end with a turnaround having an outside roadway diameter of at least 80 feet and a street property line diameter of at least 100 feet. Where it is desirable, to provide for street access to adjoining property, proposed streets shall be extended by dedication to the boundary of such property and the planning commission may require that a temporary, paved turnaround be provided, having a roadway diameter of at least 80 feet.

No street names shall be used which will duplicate or be confused with the names of existing streets. Street names shall be subject to the approval of the City Commission. Developer shall submit street names to 911 for approval prior to submission to Community Development Department.

. **b. Alleys**

1. Alleys shall be provided in commercial and industrial districts, except that the Community Development Director/City Commission may waive this requirement where other definite and assured provision is made for service access, such as off-street loading, unloading and parking consistent with and adequate for the uses proposed.

2. The right-of-way width of an alley shall be not less than 20 feet.

3. Alley intersections and sharp changes in alignment shall be avoided, but, where necessary, corners shall be cut off sufficiently to provide an inside turning radius of at least 20 feet.

Dead-end alleys are prohibited unless specifically approved by the City Engineer and City Commission, in which case a turnaround of approved design shall be provided.

c. Easements

1. Except where alleys are permitted for the purpose, the developer shall provide easements across lots or centered on rear or side lot lines for utilities and such easements shall be at least 20 feet wide.

2. Where a subdivision is traversed by a watercourse, drainage way, channel or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially to the lines of such watercourse, and such further width or construction, or both, as will be adequate for the purpose. Parallel streets or parkways may be required in connection therewith.

d. Street and Alley Improvements.

1. All streets shall be properly graded to their full width so that pavement and sidewalks can be constructed on the same level plane. All street shall be provided with a minimum of six inches of compacted, approved sand clay or soil cement base, a single surface treatment and one-inch plant mix top, all in accordance with city standards. Pavement widths shall be as follows, not including curb and gutter:

Alleys	14 feet
Cul-de-sac (Commercial)	65 feet radius
Cul-de-sac (Residential)	40 feet radius
Minor Street	22 feet
Connector	24 feet
Arterial	24 feet**

** Plus 16 feet where on-street parking is to be permitted

2. Storm sewers, catch basins and manholes required.
All streets shall be provided with the necessary storm drainage facilities including catch basins and manholes, built in accordance with city standards. No pipe sizes smaller than 18 inches in diameter shall be allowed. Culverts required to be placed under streets in the public right-of-way shall be provided and installed by the developer.

3. Alleys required.
All alleys shall be graded to a full 20-foot width and provided with concrete aprons at all street intersections, in accordance with city standards. All alleys shall be properly drained.

4. No street or alley grading shall be done on any land which is to be dedicated for public use, or which would cause a connection to be made to a public street or alley, until:

a. Acceptable plans and profiles prepared by a Georgia Registered Professional Engineer have been submitted to the Community Development Department; and

b. A street construction permit has been issued by the Community Development Department.

e. Utilities

1. Water mains for both domestic use and fire protection shall be properly connected either with the City of Douglas water system or an approved source of water supply. The lines shall conform with accepted standards of good practice for municipal water systems and shall meet, as a minimum, the specifications of the City of Douglas and/or the Coffee County Health Department. All materials, except fire hydrants, labor, equipment and other matters related to the water distribution system shall be provided or arranged for by the developer. Fire hydrants that meet city specifications shall be supplied by the developer. The developer shall be responsible for installation of the fire hydrants and shall reimburse the city for the cost and handling of each hydrant. All water plans shall be prepared by a Georgia Registered Professional Engineer and approved by GaEPD prior to construction.

2. When the subdivision is located within the service area of a public sewerage system, sanitary sewers shall be installed in such a manner as to serve adequately all lots with connection to the public system. Where lots cannot be economically connected with s sewerage system, they must contain adequate area for the installation of approved septic tank and disposal fields and must be approved in writing by the Coffee County Health Department.

For the purpose of this Code, it shall be considered economically feasible to connect a subdivision to a public sewerage system when the total cost per lot for sanitary sewers does not exceed the cost per lot for septic tanks by more than 100 percent.

All materials, equipment, labor and other matters related to the sanitary sewerage system shall be provided by the developer.

All sewer facilities shall be installed in accordance with the standards of the Department of Public Health of the State of Georgia, the City of Douglas and the Coffee County Health Department.

3. After rough grading is completed and approved and before any base is applied to the street, all of the underground work-water mains, gas mains, etc., and all service connections-shall be installed completely and approved throughout the length of the road and across the road bed. Where the water mains are installed in the shoulder of the road at least 5 feet away from the edge of the pavement, the developer may elect to omit the installation of service connections providing that at such time as these service connections are needed, they may be bored across using an acceptable City of Douglas method jacked across without breaking or weakening the existing pavement.

4. In order to meet future development needs the city may require a water or sewer line with greater capacity than is necessary to serve a single development or the minimum size noted in this code. The developer is required to provide only the capacity necessary to serve his development. The City will be responsible for the cost of the upgrades necessary to serve future development in excess of the development's needs.

(13) Parking and Loading Standards

a. Applicability
Parking spaces shall be provided for each permitted use established in accordance with this Code.

1. The construction of a new building or new structure;

2. The construction of a new addition to an existing building or structure; or

3. Changes in use including changes in the intensity of an existing use.

b. Time of Completion
Parking areas shall be completed, landscaped and ready for use prior to the issuance of a Certificate of Occupancy or Certificate of Completion.

c. Calculating Parking Requirements

1. In the event the calculation of the number of required parking spaces results in a fractional space, the number of required spaces is the nearest whole number.

2. The number of required parking and loading spaces for a use not specifically listed in Chapter 5 shall be determined by the Community Development Director based on a listed use most similar in parking and loading needs to the unlisted use.

3. For properties containing more than one use, the number of required parking spaces is the cumulative number of spaces for all uses, including approved shared parking.

4. Gross floor area shall be used for the calculation of required parking spaces relating to floor area.

5. The greatest number of employees, including owners and managers, present on premises at any one time during the largest shift shall be used for the calculation of required parking spaces relating to the number of employees.

d. Location of Required Parking Spaces

1. All required parking spaces shall be located on the same real property upon which the principal use is located. The term "same real property" means that the principal use site and the parking site are in the same ownership or in the same leasehold interest.

2. If the site of the principal use and the site of required parking are not contiguous, the nearest portion of the parking site shall be located within 400 feet of the front entrance to the principal use as measured by a safe and convenient pedestrian route. Contiguous for this purpose means a common boundary and does not include properties which are separated by a road, alley, or other public right- of-way.

3. The owner of the off-site parking site shall relinquish all development rights for said property until such a time that the required parking space is approved and provided elsewhere.

4. For a single-family dwelling, a driveway may be used to provide two parking spaces.

e. Shared Parking and Joint Use of Facilities

1. The Community Development Director may permit the required parking spaces for one use to be shared as required parking spaces by another use upon a finding that:

2. The shared parking spaces are in close proximity and readily accessible to the uses served; and

3. The uses served by the shared parking spaces have different peak parking demands and operating hours; and

4. There will be a reduction in vehicle movements by the users of the shared parking spaces; and

5. The design of the parking area in terms of traffic circulation, vehicular and pedestrian access, stormwater management, landscaping, open space preservation and public safety will be improved.
6. It shall be the responsibility of an applicant for shared parking approval to provide a description of the uses, a site plan, parking study and other necessary information to permit a finding by the Community Development Director regarding the request for shared parking.

f. Off Street Parking Schedule

Off-Street parking spaces shall be provided in accordance with the minimum standards contained in the following table:

Table 5-3 Off-Street Parking Schedule

Use	Number of Spaces Required
Residential Uses	
Residential Single Family	2 per unit
Residential Two Family	2 per unit
Residential – Multi Family (studios or 1 bedroom)	1.5 per unit
Residential – Multifamily (2 or more bedrooms)	2 per unit
Adult Care Facility	0.5 per resident plus 2 spaces per 3 employees
Bed and Breakfast	1 per unit plus 2 spaces for owner/manager
Nursing and Convalescent Homes, Congregate Care Facilities and Related Uses	1 space for 4 occupants, plus 1 space per 2 employees
Hotel & Motel	1 space per guest room plus 2 spaces per 3 employees plus 75% of required spaces for ancillary uses associated with the facility
Manufactured Home/RV Park	2 spaces per unit
Public & Institutional Uses	
Cemetery or Crematorium	0.25 per seat in place of assembly, plus 0.5 space per employee
Child Care and Nursery School	1 per 6 children plus 1 space per employee
Church, Temple, and Place of Worship	1 per 4 seats in main sanctuary, 50% of the required parking requirement may be in stabilized grass parking
Club and Lodge	1 per 3 persons based on the maximum seating capacity of the building or 1 space per 100 square feet whichever is greater
Miniature Golf Course	1 per golf hole
Country Club and Golf Course	3 per green, plus other parking requirements if applicable
Fire Station	1 per shift member, plus 2 spaces
Hospital	1 space per 4 beds plus 1 space per 2 employees
Library	4 per 1000 square feet

Public Assembly	1 space per 4 seats
Private/Parochial Elementary or Junior High School	3 per classroom, plus 1 space per employee, plus 1 space for each 6 seats in auditorium or other areas for public assembly; together with adequate stacking for pick-up/drop-off activities consistent with the student population
Private/Parochial Senior High School	0.5 per student, plus 1 space per employee, plus adequate space for ancillary uses
Private/Parochial Technical School	1 per 10 student stations, plus 1 space per each employee, plus 20 visitor spaces
Swimming Pool (Public & Private)	1 per 50 square feet of pool area
Transportation Terminal (Bus, Train, Airport, Railroad)	1 per 100 square feet of public waiting area plus 1 per two employees plus sufficient storage and unloading space for all commercial motor vehicles at the facility
Commercial Uses	
Adult Entertainment Business	1 per 200 square feet
Automobile – Used Car Lot	2 for the first 30 vehicles displayed, plus 1 space per next 20 displays, plus 1 space for manager
Automobile – Sales, Rental, Repair/Service	2 for every 1,000 square feet of gross floor area of sales/leasing, plus 1 space for every 4,500 square feet of outdoor display area, plus 1 storage space for each vehicle displayed outdoors, plus 2 spaces per repair bay
Automobile Service Station (Gas Station)	1 space per 200 square feet of sales area, plus 2 spaces per service bay, plus 1 space per employee
Barber & Beauty Shop	2 per barber or beautician
Bar/Cocktail Lounge	1 per 3 persons based on the maximum seating capacity of the building or 1 space per 100 square feet whichever is greater
Bowling Alley	4 spaces per Alley
Business Service Establishment	1 per 300 square feet
Car wash	3 spaces plus 1 space per employee
Catering	1 per employee plus 0.5 spaces per delivery truck, plus 2 spaces per 1,000 square feet
Flea Market	1 per 200 square feet of sales area or outdoor display area
Financial Institutions	1 per 300 square feet plus queuing spaces
Fitness Center, Health Club and Spa	1 space per 200 square feet
Funeral Home	0.25 per seat of chapel capacity plus 1 space per 3 employees
Kennel	1 per 300 square feet of office, administration and examination area
Self Service Laundry (Laundromat)	1 per 250 square feet
Museum, Art Galleries and similar Uses	2 per 1,000 square feet plus one bus parking stall (12 x 45)

Office – Business and Professional	1 per 300 square feet
Office – Medical, Dental, Veterinary and other Health Related Uses	1 per 200 square feet
Personal Service Establishment	1 per 200 square feet
Pool Hall/Billiard Parlor	1 per 200 square feet, plus restaurant/ bar seating requirements if applicable
Quick Oil Change Facility	1 space per employee, plus 1 space per service bay. Not less than 5 parking spaces may be provided.
Radio/TV studio	1 per employee
Service and Repair Shop	1 per 300 square feet
Restaurant – General	1 per 3 seats based on the maximum seating capacity, plus 1 space per employee
Restaurant – Fast Food, Convenience	1 per employee, plus 1 space of 100 square feet of service area, plus queuing spaces
Retail – Department Store	3 per 1,000 square feet
Retail – Furniture	1 per 500 square feet
Retail – Intensive sales and Service (including drive-through business, grocery stores, convenience stores, drug stores, gift shops, hardware stores, etc)	1 per 200 square feet
Retail – Non-intensive sales & Service (including Appliance Stores, Large Scale Home Improvement Centers, Lawn & Garden Supply, Office Equipment & Supply, etc)	1 per 250 square feet
Retail – Strip Shopping Center	1 per 250 square feet
Theater, Arena, Auditorium	1 per 4 seats
Warehouse – Mini-Storage	1 per employee plus 1 per 50 storage units
Warehouse – General Storage	1 per employee
Warehouse – Wholesale & Distribution	1 per 2 employees or 1 space per 1,000 square feet whichever is greater
Industrial and Manufacturing	
Hazardous Operations	1 per 1,000 square feet
Industrial – Light	1 per employee
Industrial – Heavy	1 per employee

(14) Design Standards for Parking Spaces

a) The minimum design of parking spaces and access ways as they relate to the angle of parking shall be as follows:

Table 5-4 Design for Parking Spaces

Parking Angle (Degrees)	Parking Space Dimensions (ft x ft)	Space to Curb (ft)	One-Way Traffic Aisle Width (ft)	Two-way Traffic Aisle Width (ft)
0	9 x 18	9	16	24
30	9 x 18	17	16	24
45	9 x 18	19	16	24
60	9 x 18	20	16	24
90	9 x 18	18	24	24

(15) Paving of Parking Surfaces

a. All required parking spaces, access ways and loading zones shall be paved and otherwise constructed in accordance with the applicable ordinances of the City. As an alternative to paving, parking spaces and access ways may be provided on stabilized grassed areas for uses requiring only occasional parking or transitory vehicle storage as needed for recreational facilities, vehicle dealerships, churches, assembly halls and flea markets. Transitory vehicle storage shall occur only in the rear of such facility and shall only be used by the specified vehicle dealership for their own saleable vehicles. Paved parking shall be provided, however for all full-time employees of such uses.

b. All parking spaces access ways and loading zones shall be maintained in good condition and be free of pot holes, loose or cracked pavement, broken wheel stops, and any other conditions which might be otherwise detrimental to the health or safety of the residents of the City as determined by the City Engineer.

c. Pervious parking surfaces are permitted when the following conditions are met:

1. Pervious paving materials and other soil stabilization techniques are used in a manner as to assure that parking will remain functional in heavy rains or drought.

2. Pervious paving materials are installed according to manufacturer’s specifications, including sub-surface preparation, composition, and density of compaction.

3. Sub-surface soil testing must demonstrate that the manufacturer's specifications will be met to allow for percolation and other stormwater functions. A registered professional engineer shall also make inspections and tests as necessary to certify that construction of the pavement is consistent with the approved plans as well as industry and manufacturer‘s standards.

4. Pervious parking areas shall allow stormwater to percolate into the ground as designed as part of an overall stormwater management system and in accordance with the approved site plan.

5. Such areas shall be provided with drainage facilities adequate to properly dispose of all surface water run-off.

6. Regular maintenance of pervious parking areas is necessary to ensure long-term integrity of function. Sweeping or other recommended maintenance procedures as per manufacturer's specifications must be implemented. If such areas cease to function in providing adequate parking, drainage or cause sedimentation within the drainage system, then paving to normal design standards will be required. In such an event, any credit given towards pervious surface area for the pervious parking will be revoked and pervious areas shall be installed which are comparable to the area credited.

(16) Off-Street Loading Requirements

In addition to the parking required for non-residential uses, loading spaces shall also be required. All loading spaces shall be located and screened to avoid nuisance impacts to adjacent areas with special consideration for noise. A sufficient number of loading spaces shall be provided to accommodate the maximum number of buses or trucks to be loaded or unloaded at any one time. Wheel stops or curbs shall be provided to prevent any vehicle using a loading space from encroaching upon unpaved areas or adjacent property.

a) Small commercial uses.

Commercial establishments of a type that do not deal in large quantities of goods, including but not limited to offices, restaurants, auditoriums, and hotels and motels, shall be required to provide off-street loading as follows:

Table 5-5 Required Number of Loading Spaces Commercial

Floor Area (square feet)	Minimum Number of Spaces
5,000 – 20,000	1
20,001 – 50,000	2
50,001 – 80,000	3

Each loading space shall be not less than ten feet in width and 25 feet in length.

b) Industrial and Large Commercial Uses

Uses of a type that deal in large quantities of goods, including but not limited to industrial, wholesale, storage warehouses, hospitals and retail establishments shall be required to provide off-street loading spaces as follows:

Table 5-6 Required Number of Loading Spaces Industrial

Floor Area (square feet)	Minimum Number of Spaces
0- 5,000	0
5,000 – 20,000	1
20,000 – 40,000	2
40,000- 100,000	3
100,000 – 250,000	4
For each additional 150,000	Plus 1

Each loading space shall not be less than 12 feet in width and 50 feet in length.

(17) Landscaping and Screening Standards

a. Applicability

1. The City of Douglas Landscaping requirements shall apply to all new development and to substantial renovation for which a building permit has been issued after February 28, 2011. No Certificate of Occupancy shall be issued for any portion or phase of a new development or substantial renovation to which this landscape code applies until all required landscaping has been installed pursuant to the requirements of this landscape code.

2. The City of Douglas Landscape Code applies to all development to which the City of Douglas Parking Code is applicable beginning February 28, 2011.

3. The City of Douglas Landscape Code applies to all landscaping installed on public or private residential or non-residential property after February 28, 2011.

4. All landscaping required by this Landscape Code shall be installed and maintained as required by this Code. The failure to do so shall constitute a violation of this Landscape Code subject to code enforcement procedures and regulations.

b. General Provisions

1. Plant Materials

i. At least 50 percent of all required landscaping in the form of trees, shrubs, ground cover, and grass shall collectively consist of vegetation native to the Region.

ii. Tree species identified by the Community Development Director as likely to cause damage to public roadways, public facilities or building foundations shall not be planted closer than 12 feet unless the tree root system is completely contained within a container or barrier five feet square and 5 feet deep.

iii. Trees of species whose canopy could be damaged by or could cause damage to overhead power lines shall not be planted closer than a horizontal distance from overhead power lines of 30 feet for large-sized trees (20 or more inches DBH) and 20 feet for medium-sized trees (ten to 20 inches DBH). Small trees (Six to ten inches DBH) can be planted adjacent to power lines. Plantings near pad mounted transformers shall not restrict access to or maintenance of the transformer and a five-foot clearance is recommended. For additional information, contact the local power company before planting.

iv. Vines, excluding invasive such as Kudzu, shall be a minimum of 30 inches in height at planting and may be used in conjunction with fences, screens or walls to meet physical barrier requirements. No vines shall be planted within utility easements or within five feet of any existing or proposed utility pole, guy wire or pad-mounted transformer.

v. Ground cover used in lieu of grass shall be planted so as to present a finished appearance and reasonable complete coverage within three months of installation. All landscaped areas shall be sodded or otherwise covered with ground cover.

vi. Grass areas shall be planted in species locally grown as permanent lawns.

2. Installation

i. All required landscaping installed pursuant to this landscape code shall be installed according to accepted good planting practices.

ii. Landscaped areas shall be protected from vehicular encroachment by car stops, curbs, or other appropriate manes.

iii. For a major development as defined in Chapter 11, a registered landscape architect or Georgia registered Professional Engineer shall inspect and certify that all required landscaping has been installed in accordance with the landscape plan and the requirements of this code. No certificate of occupancy or similar authorization will be issued until the required landscaping has been certified.

3. Irrigation

i. Landscaped areas shall be provided with an irrigation system of sufficient capacity to maintain the landscaping in a healthy growing condition. All irrigation systems shall be designed, installed and maintained in such a manner as not to be a nuisance to adjacent properties, adjacent uses and to the general public.

ii. All irrigation systems shall include a "rain switch" to monitor rain levels and irrigation needs.

iii. All areas with native vegetation or xeriscape areas must have a readily available water supply to provide temporary irrigation until plantings are established.

iv. Natural areas and native vegetation left undisturbed by development may be excluded from the irrigation system.

v. All landscaping and irrigation plans shall consider current Best Management Practices (BMPs) for water conservation.

4. Existing Native Vegetation

i. All native vegetation, which is not located in areas requiring their removal as part of the development plan, shall be retained in an undisturbed state.

ii. Existing healthy trees which have a caliper of 4.5-inch DBH, or larger, may be credited toward meeting the minimum number of required trees. Areas within a development may be designated as natural vegetation areas where the natural grade and existing native vegetation will remain undisturbed.

5. Landscape Design

i. For all developments requiring the submittal of a major site development plan, a landscape plan shall be submitted and approved as part of the approval process and prior to the issuance of a building permit. All landscape plans must show the location of existing or proposed utility lines that could be impacted by the vegetation being planted. All other developments shall incorporate landscaping consistent with the requirements of this Code, but are not required to submit a separate landscape plan.

ii. Landscape Standards

1. Not less than 20 percent of the total gross area of a development site shall be landscaped. The landscaped areas shall be located on the site in such a manner as to maximize preservation of existing specimen trees.

2. Impervious surfaces shall not be placed within 5 feet of the base of an existing tree.

3. Where possible, dumpsters, lift stations and back flow presenters shall be sited as to not be visible from public right-of-way. The location of all dumpsters and other trash receptacles, lift stations and back flow preventers shall be totally screened with an opaque, masonry wall, decorative or wood fence of appropriate height to conceal it from view from any public right-of-way or adjacent private residential or non-residential property or use. A hedge shall be installed around the perimeter of this screen and may in itself constitute the opaque screen subject to written approval of the Community Development Director. When practicable, all enclosed equipment shall be painted either black or dark green. Metal or wooden gates shall be used to screen trash receptacles from view.

4. A landscaped area not less than five feet wide, consisting primarily of shrubbery, shall be provided along all sides of a building which abut a parking area. A landscaped area not less than two feet in width shall be provided along the sides and rear of a building. The landscaping shall include a hedge, one tree for every 30 linear feet and ground cover. The landscaping may be clustered to allow for creativity and flexibility in design with the approval of the Community Development Director.

6. Maintenance

i. The owner and the lawful occupant of the real property are each responsible for the maintenance of all required landscaping in a healthy, growing condition in accordance with this Code.

ii. The City shall periodically inspect all areas of required landscaping for proper maintenance. Regular maintenance includes irrigation, fertilization and routine pruning of all trees and shrubs. The owner or lawful occupant of the real property shall be responsible for correcting any deficiencies reported by the inspection within a reasonable time frame. Failure to comply will result in code enforcement action.

iii. Landscaped areas shall be maintained in a neat and orderly appearance and kept free from refuse and debris. All walls and fences shall be maintained in good condition so as to present a neat and orderly appearance and shall be kept free from graffiti.

iv. Trees shall be pruned only as necessary to promote healthy growth, to avoid power lines, or to provide proper sight distances for roadways or intersections. Trees shall not be severely pruned or "hat racked" in order to permanently maintain growth at a reduced height.

c. Landscape Buffers for Multi-Family, Commercial and Other Non-Residential Uses

1. In order to reduce visual, light and noise impacts, a required landscape buffer shall be located along the length of the adjacent private property.

2. Buffers shall be provided for all developments seeking site plan approval as required by this Code.

d. Buffer Width Requirements

a) Except as modified below, buffer width requirements for one-story developments, including parking lots, shall be:

Table 5-7: Buffer Width Requirements

	Abutting Any Residential Use or Zone either directly abutting or separated by a street	
Type of Use	Side Yard (ft)	Rear Yard (ft)
Multi-Family, 0.5 acres or less	15	20
Multi-Family, other	25	25
Commercial and other Non-Residential	25	25
Industrial	30	30

b) For multi-story developments, the buffer width is an additional ten feet for each upper story.

e. Buffer Landscaping

1. A buffer shall consist of landscaping to include a dense landscape screen.

2. The buffer screen shall be at least 25 percent of the width of the required buffer. The screen shall include a 6-foot-high wall or fence with 5-foot-wide landscape area located along the property line. Where a proposed non-residential development will abut a residential development or zone, the 5-foot-wide landscape area shall be located outside the 6-foot-high wall or fence. A taller wall or fence may be required by the Community Development Director to adequately screen the proposed development site.

3. The fence or wall included in the buffer screen shall be constructed with the side of the fence or wall with the finished appearance facing the use of lesser intensity.

4. An opening through a buffer area may be provided to facilitate pedestrian or vehicular traffic between developments subject to the approval of the Community Development Director, however, no parking spaces shall be located within the buffer.

5. Excluding the buffer screen area, a dry retention area may be located in a buffer. Existing plant material within a dry retention area shall not be credited towards meeting the landscape requirements of this Code.

f. Parking Area Landscaping for Multi-family and all Non-Residential Developments

1. Parking Area Landscaping adjacent to Streets.
On the site of a multi-family or a non-residential development which includes a parking area, landscaping shall be installed as follows:

2. A landscaped strip of land not less than 10 feet in width shall be between the parking area and the abutting street or right-of-way.

3. The landscaping within that strip shall include:

i. One tree for every 30 linear feet of required landscape strip planted singly or in clusters, but not more than 50 feet apart, located between the common lot line and the parking area with no less than 50 percent of the trees being canopy trees; and

ii. Other landscaping such as shrubs or vines, planted five feet on-center of the strip towards the street side; and

iii. Grass, ground cover or other landscape treatment.

g. Parking Area landscaping adjacent to private property

a) A landscaped strip of land not less than five feet in width shall be located between the parking area and the abutting private property.

b) The landscaping within that strip shall include:

i. One tree for every 30 linear feet of required landscape strip planted singly or in clusters, but not more than 50 feet apart, located between the common lot line and the parking area; and

ii. Other landscaping such as shrubs or vines, planted five feet on-center of the strip towards the street side; and

iii. Grass, ground cover or other landscape treatment.

h. Parking Area Interior Landscaping

Interior landscaped areas shall be located in such a manner as to divide and break up the expanse of paving. Parcels requiring more than 10 off-street parking spaces shall contain landscaping and planting as follows:

1. Interior landscaped islands shall be provided between every 10 parking spaces. Each interior island shall be not less than 8 feet in width. Each interior island shall contain not less than one canopy tree and a combination of shrubs ground cover and grass. Any hedge materials located within an interior landscaped island shall be maintained at a height of not more than 24 inches.

2. Terminal landscaped islands shall be provided at the end of each parking row. Full terminal landscaped islands shall not be less than 10 feet in width. Each terminal island shall contain not less than two canopy trees and a combination of shrubs, groundcover and grass.

3. Interior landscaped medians shall be provided between each row of opposing spaces not separated by a circulation aisle. Such landscaped area shall not be less than 8 feet in width and shall be landscaped with one tree for every 30 linear feet of required landscape strip planted singly or in clusters, but not more than 50 feet apart, and a combination of shrubs, ground cover, grass and mulch.

4. Interior and terminal landscaped islands shall not be utilized for surface water storage and shall be filled or crowned. Such islands shall also be irrigated.

i. Development Landscaping Requirements

1. Single Family and Two-Family Developments
Newly constructed single-family and two-family development projects shall include the following minimum landscaping:

i. Grass, bark and gravel landscaped complete front, complete side and partial rear (within 20 feet of the residence) yards.
ii. One 1 ½ inch caliper (diameter) tree in the front yard and at least one tree in the rear yard of each new lot.
iii. Five shrubs with a minimum 18-inch spread. No trees or shrubs shall be installed within 5 feet of the building foundation wall.

2. Multi-Family Residential Development

i. Multi-Family residential development shall provide a landscaped strip of land of not less than ten feet in width between the building walls and the parking areas, planted as follows:

ii. Not less than one tree for every 20 linear feet of required landscape area, with no less than 50 percent being canopy trees, located between the building walls and parking areas; and

iii. A hedge or other durable landscape barrier not less than three feet in height at installation placed in a continuous manner along the building walls.

iv. Multi-family residential development shall provide not less than 1 tree for each 1,500 square feet or fraction thereof, of development site.

v. Not less than 20 percent of the development site shall be landscaped.

j. Commercial and other Non-Residential Development Landscaping

A commercial or other Non-Residential Development shall include one existing or planted tree for every 2,500 square feet, or fraction thereof, of the development site. Not less than 20 percent of the developed site shall be landscaped.

(18) Tree Preservation

a. Protected Tree Species and Criteria

Protected trees are those trees which warrant special consideration and encouragement for preservation. These trees may be designated for preservation because of rarity, aesthetic value, historical value, botanical importance, and importance to overall community planning and size. The size or condition of trees will be evaluated by the Community Development Director to determine if they qualify as specimen trees.

a. Protected Tree Species

1. Any tree native to the area which has reached a DBH of not less than 6 inches.

2. Historic trees, which are those that have achieved 50 percent or more of the typical DBH for that species.

b. Permit required

1. No protected tree shall be removed without a tree removal permit pursuant to Chapter 12 of this Code.

2. The tree protection requirements of this Section shall apply to all multi-family, non-residential, manufactured home park and subdivision developments. Building Permits for the construction of new detached single-family residences including manufactured homes not located in a manufactured home park are not subject to the requirements of this Section. Bona-fide agricultural uses and operations are also exempt from the provisions of this Section.

c. Tree Protection Requirements for Protected Trees

1. Trees that meet the requirements under **a.** and that are located within a development or redevelopment site or lot shall be protected to the maximum extent possible.

2. All practical measures shall be taken to leave protected trees in place and preserved within development sites.

3. Protected trees within parking areas shall be preserved with tree wells or other appropriate measures, if practical.

4. Any parking space requirement that would require the removal of a protected tree may be waived by the Community Development Director if no fewer than 90 percent of the required parking spaces will be provided. Otherwise, protected trees shall be relocated within the project site.

d. Tree Replacement Requirements for Protected Trees

1. Relocation
Protected trees within building envelopes or for which there is no practical alternative for preservation shall

i. Be relocated within the project site; or
ii. Be relocated to a site designated by the Community Development Director.

2. Replacement
Protected trees, for which relocation is not possible or is not expected to be successful, shall be replaced with like species or species having the potential for comparable size, quality, and longevity.

i. Physical
Protected trees shall be replaced at a ratio of 1:1 with respect to the DBH, for example a 6-inch DBH Protected Tree shall be replaced either with another 6-inch DBH tree or two 4.5-inch DBH trees. The minimum size for replacement trees is 4.5 inches DBH in order to ensure successful planting.

ii. Monetary
As determined by the Community Development Director, monies may be contributed as a portion of the tree replacement requirements in place of the physical replacement of trees. This tree replacement payment into the "City Tree Replacement Fund", shall only be applicable for a maximum 50 percent mitigation of the required number of trees to be replaced. The remaining 50 percent mitigation shall consist of 50 percent of the required trees planted.

3. Relocated trees that do not survive at least two years shall, in turn, be replaced. A mechanism for financial assurance that relocated and replacement trees will meet survival criteria shall be provided.

4. A site plan shall indicate the preservation of all Protected Trees in all areas of a development site or lot, including parking areas and open space. The site plan shall show protective actions to ensure the preservation and survival of all Protected Trees. Tree protection shall consist of chain link, orange laminated plastic, wooden post/or rail fencing or other equivalent material. All devices shall be installed prior to any clearing, grubbing, or grading. The Community Development Director shall inspect and approve the installation of protection control devices before a land disturbance permit is issued.

e. Protection during Development and Construction

To assure the health and survival of Protected Trees that are not to be removed, the developer shall avoid the following kinds of tree injuries during all development activities:

1. Prior to any land preparation or other development activities a protective barrier easily visible to equipment operators shall be placed around all Protected Trees so as to encompass the entire tree protection area.

2. No attachment, wires, signs or permits may be fastened to any Protected Tree.

3. No equipment, construction materials or debris of any kind shall be placed within the protective barrier.

4. Required protective barriers and perimeter lines shall remain in place until all construction activity, except landscaping within the protected area, is terminated.

5. No fuel, paint, solvent, oil, thinner, asphalt, cement, grout or any other construction chemical or other material or tools of any kind shall be stored, or allowed in any manner to enter, within a required protective barrier or perimeter line.

6. No equipment shall be cleaned within a required protective barrier or perimeter line.

7. Injuries by grade changes.

8. Water, sewer, and other utility lines should be routed around the tree protection zones of protected trees. If a line cannot reasonably be routed around the tree protection zone, the line shall be tunneled beneath the area within the zone. The tunnel shall be off-set to one side of the trunk to prevent damage to the main tap roots.

9. Injuries by paving.

f. Emergencies/Safety

In the case of emergencies such as hurricanes, windstorms, floods, freezes or other disasters or hazards, the requirements of this section may be waived by the City Manager or his/her designee upon a finding that such waiver is necessary so that public or private work to restored order in the community will not be impeded or that the safety of a residence or other building is not compromised.

g. Public Right-of-way

No trees shall be removed from the public right-of-way except under the direction of the Community Development Director and the City Engineer, excluding trees removed by City personnel or authorized agents for the City for maintenance or public safety purposes. No tree shall be planted in the public right-of-way without authorization from the City.

h. Clearance of Vegetation over Streets and Sidewalks

Trees and shrubbery shall be trimmed by the City and/or authorized agencies so that there shall be a clear space of eight feet over sidewalks and ten feet over all streets within the City.

i. City Tree Replacement Fund

1. Establishment of the City Tree Replacement Fund.
The City tree replacement fund is created in association with the City Finance Department for the purpose of accepting and disbursing payments made to the City as part of tree replacement mitigation and other monies deposited from penalties for tree removal, illegal grading, or illegal clearing. These monies shall be placed in an account and shall be used for the sole purpose of funding tree planting and replacement on public property within the City.

2. Term of Existence.
The City Tree Replacement Fund account shall be self-perpetuating from year to year unless specifically terminated by the City Commission.

3. Purpose
Funds received shall be utilized for acquiring and planting trees for public purposes within the City. Acquired trees shall be suitable to site conditions and listed within the City tree list. Public lands selected for plantings shall be publicly owned or managed lands in public right-of-way.

4. Source of funds.
Fund monies may consist of the following:

1. All monies collected pursuant to the penalties outlined this Chapter.
2. All monies collected as part of tree replacement mitigation allowances.

5. Fund Administration

i. Funds shall be expended, utilized and disbursed only for the purposes designated herein.

ii. The fund shall be a separate set of self-balancing accounts established and maintained by the City of Douglas.

iii. Funds shall be managed in accordance with the City's Code of Ordinances as they relate to financial matters.

iv. Monies obtained pursuant to this Section may be accepted on behalf of the City of Douglas by the Community Development Director, and upon receipt shall be delivered to the City of Douglas Finance Department, which shall cause the same to be credited to the account.

j. Violations and Penalties

1. Violations shall constitute offenses punishable by the City.

2. It shall be unlawful to remove or destroy a tree without first obtaining a permit where applicable.

3. It shall be unlawful to begin construction or development without a land disturbing permit, and/or tree removal permit, where applicable.

4. It shall be unlawful to fail to protect and preserve trees designated for preservation during development.

5. It shall be unlawful to fail to replace any dead plants or trees after sixty days written notice.

k. Notification of Violations

1. Where it is determined that a violation of this section has occurred, the Community Development Director shall give a written notice to the occupant or owner of the violation and a statement advising that upon failure to fulfill the requirements of the notice, enforcement procedures may be required.

2. All remedial actions must occur no more than 60 days from the date of the written notice.

l. Enforcement Procedures

1. Routine Inspections: The following inspections shall be conducted in conjunction with all development activities under this section.

2. Initial Inspections: Any inspection by the Community Development Director or their designee shall be conducted prior to approval of any permit application.

3. Tree Protection Inspection: An inspection by the Community Development Director will be performed to ensure proper installation of tree protection devices before site disturbance.

4. Final Inspection, Notice of Completion: This inspection reveals that all work has been installed in accordance with the approved permit and tree protection or removal activity has been carried out according to the approved permit and plan.

m. Stop Work Order

1. When development is being implemented without approved permits.

2. When non – complying work is not stopped upon receipt of a written notice of violation.

Chapter Six
Stormwater Management

(1) Purpose

Land development projects and associated increases in impervious cover alter the hydrologic response of local watersheds and increase stormwater runoff rates and volumes, flooding, stream channel erosion, and sediment transport and deposition; this stormwater runoff contributes to increased quantities of water- borne pollutants, and; stormwater runoff, soil erosion and nonpoint source pollution can be controlled and minimized through the regulation of stormwater runoff from development sites.

Therefore, the City of Douglas establishes this set of water quality and quantity policies applicable to all surface waters to provide reasonable guidance for the regulation of stormwater runoff for the purpose of protecting local water resources from degradation. It is determined that the regulation of stormwater runoff discharges from land development projects and other construction activities in order to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff is in the public interest and will prevent threats to public health and safety.

The purpose of this ordinance is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing in watersheds within this jurisdiction. This ordinance seeks to meet that purpose through the following objectives:

a. Minimize increases in stormwater runoff from any development in order to reduce flooding, siltation, increases in stream temperature, streambank erosion and maintain the integrity of stream channels;

b. Minimize increases in nonpoint source pollution caused by stormwater runoff from development which would otherwise degrade local water quality;

c. Minimize the total annual volume of surface water runoff which flows from any specific site during and following development to not exceed the pre-development hydrologic regime;

d. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, wherever possible, through stormwater management controls and to ensure that these management controls are properly maintained and pose no threat to public safety.

e. To provide a guideline of minimum stormwater requirements for developers and property owners;

f. To assist in maintaining eligibility in the National Flood Insurance Program.

(2) Applicability

This ordinance shall be applicable to all projects causing an increase in stormwater runoff quantity by the addition of impervious surfaces, unless eligible for an exemption or granted a variance by the City of Douglas under the specifications of this Code. This Code also applies to land development activities that are smaller than the minimum applicability criteria if such activities are part of a larger common plan of development that meets the following applicability criteria, even though multiple separate and distinct land development activities may take place at different times on different schedules.

To prevent the adverse impacts of stormwater runoff, the City of Douglas has developed a set of performance standards that must be met at new development and redevelopment sites. These standards apply to any construction activity disturbing 1.0 acres or more and to construction activity disturbing less than 1.0 acres that increases the amount of impervious area by 10 percent.

The following activities may be exempt from these stormwater performance criteria:

a. Any logging and agricultural activity which is consistent with an approved soil conservation plan or a timber management plan prepared or approved by the State of Georgia or other applicable regulatory authority, as applicable;

b. Single-family structures if the lot is not part of a common development; Additions or modifications to existing single family structures;

c. Developments that do not disturb more than 1.0 acres of land and do not increase the amount of impervious surface area by at least 10%, provided the developments are not part of a larger common development plan. Documentation must be provided by the developer or his qualified representative as determined by the City of Douglas;

d. Repairs to any stormwater treatment practice deemed necessary by and/or approved by the City of Douglas.

When a site development plan is submitted that qualifies as a redevelopment project as defined in Section 2 of this Code, decisions on permitting and on-site stormwater requirements shall be governed by this Section. These stormwater requirements are dependent on the amount of increase in stormwater runoff created by the redevelopment and its impact on water quality. Final authorization of all redevelopment projects will be determined after a review by Code Enforcement – Community Development Department, in no case shall the stormwater runoff be increased by more than 1.0 cubic foot per second for a 10-year frequency storm event, without providing adequate stormwater management.

(3) Compatibility with Other Permit and Code Requirements

This section is not intended to interfere with, abrogate, or annul any other section of the Code, rule or regulation, statute, or other provision of law. The requirements of this section should be considered minimum requirements, and where any provision of this Section imposes restrictions different from those imposed by any other section of this Code, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher protective standards for human health or the environment shall be considered to take precedence.

(4) Permit Required

No landowner or operator shall receive any of the permits required without first meeting the requirements of this Code prior to commencing the proposed activity.

(5) Application Requirements

Unless specifically excluded by this Code, any landowner or operator desiring a stormwater management permit for a land disturbance activity shall submit to the City of Douglas a permit application on the form provided for that purpose.

Unless otherwise accepted by this Code, a permit application must be accompanied by the following in order that the permit application can be considered:

a. a stormwater management concept plan, and

b. a maintenance agreement, and

c. a non-refundable permit review fee.

The stormwater management plan shall be prepared to meet the requirements of this Code, the maintenance agreement shall be prepared to meet the requirements of Code, and fees shall be those established by the City Commission by Ordinance.

(6) Application Review Fees

The fee for review of any land development application shall be based on the amount of land contained within the entire tract of land on which the new development or redevelopment is to be constructed.

(7) Application Procedure

The Community Development Department is designated responsible for the administration of this Code. The Community Development Department or its authorized representative in cooperation with the City Engineer shall be responsible for reviewing and approving/denying the development plans, on-site inspections of construction and maintenance, and initiation of enforcement actions when violations occur. The following procedures and/or requirements shall be followed:

a. Application Submittal:
The owner-developer or design engineer shall submit three (3) copies of plans and three (3) sets of computations to the Community Development Department.

b. Application fees:
A fee shall be charged for review of each application, according to the following schedule:

Table 6-1: Fee Schedule for Stormwater Management Review

PROJECT AREA	FEE
Less than 1 acre	$200.00
1 acre to 4 acres	$250.00
Over 4 acres to 10 acres	$300.00
Over 10 acres	$300.00 plus $1.00 for each additional acre

c. Review:
The Community Development Department will review plans and computations for compliance with this Ordinance. A decision will be made within 45 days from time of submittal.

d. Disapproval:
Plans not meeting all requirements will be disapproved. Disapproved Plans will be returned along with a statement as to reasons for disapproval. After plans are revised they shall be resubmitted to the Community Development Department for review. There is no fee for review of resubmitted plans if resubmittal is within 30 calendar days of initial submittal.

e. Approval:
After approval, one (1) approved copy of the plans and one copy of the computations will be returned to the design engineer or owner/developer. One (1) copy of the approved plan and computations shall remain on file in the office of the Community Development Department.

(8) Inspection.

The Community Development Department or their authorized representative or any other authorized City of Douglas representative shall make inspections as necessary to determine if construction and maintenance conforms to the plans, studies and other related ordinances.

No person shall refuse entry or access to any authorized City of Douglas representative who requests entry for purposes of making inspections, nor shall any person obstruct, hamper or interfere with any such representative while in the process of carrying out their official duties.

(9) Violation

If, through inspection, it is determined that construction or maintenance does not comply with the plans or the developer has not complied with other requirements of this Code, a written notice to comply shall be served upon the developer. The notice shall set forth the deficiencies and actions necessary to comply with the plans or other requirements of this ordinance, and shall state the time, not to exceed thirty (30) days, within which such actions must be completed.

If the developer fails to comply within the stated time, he will be deemed in violation of this ordinance.

(10) Enforcement

The Community Development Department, or its designee, may upon any owner/developer being deemed in violation, cause enforcement and penalty provisions to be enacted as described in this Code.

(11) Appeal Procedure

In the event the owner/developer and the Community Development Department cannot reach a satisfactory resolution to disputed points within the drainage plans, the plans shall be deemed disapproved by the Community Development Department. The Community Development Department shall immediately notify the owner/developer in writing of such disapproval. The owner/developer shall have ten (10) days from the Community Development Department's notice of disapproval to file an appeal to be submitted to the City Manager. If such action is not taken within a 10-day period, the owner/developer shall forfeit the right to appeal as provided in the ordinance and the plans will be deemed disapproved until plans have been revised and resubmitted to the Community Development Department for a review.

Step 1: Appeals submitted to the City Manager shall be written for presentation which supports the owner/developers position as to why certain regulations should be waived or modified, or other reason why the owner/developer disagrees with the decision of the Community Development Department disapproving said plans and/or computations.

Upon receipt of the appeal, the City Manager will review and meet with both the Community Development Department and the owner/developer and hear both sides. Following the presentation, the City Manager will render a decision within fifteen (15) days.

Step 2: Following receipt of the City Managers decision, the owner/developer has fifteen (15) days to appeal the City Managers decision to the Douglas City Commission. The Notice of Appeal shall be filed with the City Clerk.

The appeal to the Douglas City Commission shall be on the evidentiary record as developed before the appeal to the City Commission. The City Commission shall not hear or allow additional evidence. The owner/developer and the City Manager may submit a written argument or brief and may request oral argument. The decision to grant or deny oral argument shall be at the discretion of the City Commission.

The City Commission shall review the record and evidence at either a special called meeting or a regularly scheduled meeting within thirty (30) days of the filing of the Notice of Appeal. The City Commission shall render a decision within a reasonable period of time thereafter. The decision of the City Commission shall be the final decision of the City of Douglas.

Judicial Review: Any person aggrieved by a decision or order of the City of Douglas, after exhausting his administrative remedies, shall have the right to appeal denovo to the Superior Court of Coffee County.

(12) Waivers for Providing Stormwater Management

The following activities may be exempt from these stormwater performance criteria:

a. Any logging and agricultural activity which is consistent with an approved soil conservation plan or a timber management plan prepared or approved by the State of Georgia or other applicable regulatory authority, as applicable;

b. Single-family structures if the lot is not part of a common development. Additions or modifications to existing single family structures;

c. Developments that do not disturb more than 1.0 acres of land and do not increase the amount of impervious surface area by at least 10%, provided the developments are not part of a larger common development plan. Documentation must be provided by the developer or his qualified representative as determined by the City of Douglas;

d. Repairs to any stormwater treatment practice deemed necessary by and/or approved by the City of Douglas.

(13) General Performance Criteria for Stormwater Management

Unless judged by the City of Douglas to be exempt or granted a waiver, the following performance criteria shall be addressed for stormwater management at all sites:

a. All site designs shall establish stormwater management practices to control the peak flow rates of stormwater discharge associated with specified design storms and reduce the generation of stormwater. These practices should seek to utilize pervious areas for stormwater treatment and to infiltrate stormwater

runoff from driveways, sidewalks, rooftops, parking lots, and landscaped areas to the maximum extent practical to provide treatment for both water quality and quantity.

b. All stormwater runoff generated from new development shall not impact a jurisdictional wetland or local water body. Where such discharges are proposed, the impact of the proposal on wetland functional values shall be assessed using a method acceptable to the U. S. Army Corp of Engineers. In no case shall the impact on functional values be any less than allowed by the U. S. Army Corp of Engineers (ACE).

c. The proposed improvements shall, if possible, promote infiltration through the use of structural and non-structural methods. The proposed improvements shall, if possible, mimic the post development site annual groundwater recharge rates to the pre-development site annual groundwater recharge rate.

(14) Basic Stormwater Management Design Criteria

a. Minimum Control Requirements
Unless the City of Douglas grants the applicant a waiver or the applicant is exempt from the requirements, this Ordinance shall control the release of stormwater runoff. All new developments or redevelopments shall provide controlled release of stormwater runoff generated by the 2-year, 5-year, 10-year, 25-year, 50-year and 100-year 24-hour frequency storm events. The peak release rate of stormwater runoff from a new development or redevelopment shall not exceed the peak stormwater runoff rate of the pre-developed site for all storm intensities listed above. In addition, if hydrologic or topographic conditions warrant greater control than that provided by the minimum control requirements, the City of Douglas reserves the right to impose any and all additional requirements deemed necessary to control the volume, time and rate of runoff.

b. Site Design Feasibility
Stormwater management practices for a site shall be chosen based on the physical conditions of the site. Among the factors that should be considered:

1. Topography

2. Maximum Drainage Area

3. Depth to Water Table

4. Soils

5. Slopes

6. Terrain

7. Location in relation to environmentally sensitive features or ultra-urban areas

c. Conveyance Issues
All stormwater management practices shall be designed to convey stormwater to allow for the maximum removal of pollutants and reduction in flow velocities. This shall include, but not be limited to:

1. Maximizing flow paths from inflow points to outflow points;

2. Protection of inlet and outfall structures;

3. Elimination of erosive flow velocities;

4. Providing of underdrain systems, where applicable.

d. Maintenance Agreements
All stormwater treatment practices shall have an enforceable operation and maintenance agreement to ensure the system functions as designed. This agreement will include any and all maintenance easements required to access and inspect the stormwater treatment practices, and to perform routine maintenance as necessary to ensure proper functioning of the stormwater treatment practice. In addition, a legally binding covenant specifying the parties responsible for the proper maintenance of all stormwater treatment practices shall be secured prior to issuance of any Stormwater Management permits.

e. Non-Structural Stormwater Practices
The use of non-structural stormwater treatment practices is encouraged in order to minimize the reliance on structural practices.

(15) Engineering Requirements - Design Standards

Two hydrological methods for computing surface runoff are hereby adopted:

a. The Rational Method (Shall not be used on sites greater than 25 acres)

b. U.S. Department of Agriculture Soil Conservation Service Technical Release No. 55(TR-55) An Urban Hydrology for Small Watersheds

Alternative computer models may be utilized if such models are approved in advance of application submittal to the City of Douglas.

The runoff coefficient for a development site in its natural undeveloped state (having no impervious areas) shall be assigned a runoff coefficient for woodlands land use for the natural slope and soil present on the property, but in no case shall the coefficient exceed 0.30.

The rainfall intensity for the various storm frequencies is defined by the rainfall intensity duration curves for the City of Thomasville as published in the Manual for Erosion and Sediment Control in Georgia, Georgia Soil and Water Conservation Commission, latest edition, or other locally developed, approved and accepted intensity curves.

(16) Requirements of Engineering Drawings

a. Scale
The site plan shall be drawn on a scale of one-inch equals fifty feet [1" = 50' (max)]. Other scales may be acceptable if pre-approved by the Community Development Department. North arrow shall be provided.

b. Contours
The site plan shall illustrate both existing and proposed contours on a one-foot increment.

c. Elevation Datum
Mean Sea Level.

d. Spot Elevations
Grate, throat and invert elevations shall be provided for all storm drainage structures.

e. Drainage Basins

1. Earthen slopes shall not exceed 3:1.

2. Wet detention basins shall have a permanent pool depth of not less than four feet to reduce bottom vegetation growth.

3. Dry basins must be designed with access to allow for efficient maintenance of the basin bottom and side slopes.

4. An overall map of the drainage area of study with total acreage.

5. The calculations shall clearly show how the times of concentrations were determined.

6. V- notched Weir, rectangular Weir or Orifice outlets are recommended to achieve detention storage.

7. Design data for storage volume and detention outlet requirements shall be submitted and approved.

8. The principal outlet must convey the 100-year storm flow without emergency overflow. However, design peak flow can be exceeded and because outlet structures can become partially blocked, an emergency overflow must be provided. The emergency overflow should direct flows to minimize property damage and avoid risk to people.

9. Where discharge velocities exceed five feet per second, Rip Rap shall be provided. Where Rip Rap is not desirable, energy dissipation devices of concrete may be utilized.

f. Details

The engineering drawings shall contain construction details of the drop inlets, catch basins, junction boxes, headwalls, spillways, outlet control structures, basin dam, etc.

g. Fencing

Permanent chain link fencing of at least six feet in height shall be installed around all detention facilities having a maximum water depth greater than 4.0 feet in depth. Fencing shall include a lockable gate of adequate width to allow access for maintenance equipment and labor.

h. Flood Plain

The site plan shall exhibit the limits and flood elevation (if published by FEMA) of the 100-year flood plain.

i. Engineers Seal

All required plans, computations, studies, etc. shall have the seal and signature of the design engineer, who shall be a professional engineer registered to practice in the State of Georgia.

(17) Stormwater Management Plan Required for All Developments

No application for development will be approved unless it includes a stormwater management plan detailing in concept how runoff and associated water quality impacts resulting from the development will be controlled or managed. This plan must be prepared by an individual approved by the City of Douglas and must indicate whether stormwater will be managed on-site or off-site and, if on-site, the general location and type of practices. The stormwater management plan(s) shall be referred for comment to all other interested agencies, and any comments must be addressed in a final stormwater management plan.

This final plan must be signed by a licensed professional engineer (PE), who will verify that the design of all stormwater management practices meet the submittal requirements. No other permits shall be issued until a satisfactory final stormwater management plan, or a waiver thereof, has undergone a review and been approved by the City of Douglas after determining that the plan or waiver is consistent with the requirements of this Ordinance.

(18) Stormwater Management Concept Plan Requirements

A stormwater management concept plan shall be required with the permit application and will include sufficient information (e.g., maps, hydrologic calculations, etc) to evaluate the environmental characteristics of the project site, the potential impacts of all proposed development of the site, both present and future, on the water resources, and the effectiveness and acceptability of the measures proposed for managing stormwater generated at the project site. The intent of this conceptual planning process is to determine the type of stormwater management measures necessary for the proposed project, and ensure adequate planning for management of stormwater runoff from future development. To accomplish this goal the following information shall be included in the concept plan:

a. Maps
A map (or maps) indicating the location of existing and proposed buildings, roads, parking areas, utilities, structural stormwater management and sediment control facilities. The map(s) will also clearly show proposed land use with tabulation of the percentage of surface area to be adapted to various uses; drainage patterns; locations of utilities, roads and easements; the limits of clearing and grading; a written description of the site plan and justification of proposed changes in natural conditions may also be required.

b. Engineering analysis
Sufficient engineering analysis to show that the proposed stormwater management measures are capable of controlling runoff from the site in compliance with this ordinance and other applicable regulations.

c. Inventory of Natural Resources
A written or graphic inventory of the natural resources at the site and surrounding area as it exists prior to the commencement of the project and a description of the watershed and its relation to the project site. This description should include a discussion of soil conditions, forest cover, topography, wetlands, and other native vegetative areas on the site. Particular attention should be paid to environmentally sensitive features that provide particular opportunities or constraints for development.

d. Maintenance
A written description of the required maintenance burden for any proposed stormwater management facility.

e. Concept Plan
The City of Douglas may also require a concept plan to consider the maximum development potential of a site under existing zoning, regardless of whether the applicant presently intends to develop the site to its maximum potential.

For development or redevelopment occurring on a previously developed site, an applicant shall be required to include within the stormwater concept plan measures for controlling existing stormwater runoff discharges from the site in accordance with the standards of this Ordinance to the maximum extent practicable.

(19) Final Stormwater Management Plan Requirements

After review of the stormwater management concept plan, and modifications to the plan as deemed necessary by the Community Development Department, a final stormwater management plan must be submitted for approval. The final stormwater management plan, in addition to the information from the concept plan, shall include all of the information required in the final stormwater management plan. This includes:

a. Contact Information

The name, address, and telephone number of all persons having a legal interest in the property and the tax reference number and parcel number of the property or properties affected.

b. Topographic Base Map

A 1" = 200' topographic base map of the site which extends a distance as determined by the design engineer beyond the limits of the proposed development and indicates existing surface water drainage including streams, ponds, culverts, ditches, and wetlands; current land use including all existing structures; locations of utilities, roads, and easements; and significant natural and manmade features not otherwise shown which may have an impact or be impacted by the proposed project.

c. Calculations

Hydrologic and hydraulic design calculations for the pre-development and post-development conditions for the design storms specified in this ordinance. Such calculations shall include (i) description of the design storm frequency, intensity and duration, (ii) time of concentration, (iii) Soil Curve Numbers or runoff coefficients, (iv) peak runoff rates and total runoff volumes for each watershed area, (v) infiltration rates, where applicable, (vi) culvert capacities, (vii) flow velocities, (viii) data on the increase in rate and volume of runoff for the design storms, and (ix) documentation of sources for all computation methods and field test results.

d. Soils Information

If a stormwater management control measure depends on the hydrologic properties of soils (e.g., infiltration basins), then a soils report shall be submitted. The soils report shall be based on on-site boring logs or soil pit profiles. The number and location of required soil boring or soil pits shall be determined based on what is needed to determine the suitability and distribution of soil types present at the location of the control measure.

e. Maintenance and Repair Plan

The design and planning of all stormwater management facilities shall include detailed maintenance and repair procedures to ensure their continued function. These plans will identify the parts or components of a stormwater management facility that need to be maintained and the equipment and skills or training necessary. Provisions for the periodic review and evaluation of the effectiveness of the maintenance program and the need for revisions or additional maintenance procedures shall be included in the plan.

f. Landscaping Plan

The applicant must present a detailed plan for management of vegetation at the site after construction is finished, including who will be responsible for the maintenance of vegetation at the site and what practices will be employed to ensure that adequate vegetative cover is preserved.

g. Maintenance Easements

The applicant must ensure access to all stormwater treatment practices at the site for the purpose of inspection and repair by securing all the maintenance easements needed on a permanent basis. These

easements will be recorded with the plan and will remain in effect even with transfer of title to the property.

h. Maintenance Agreement
The applicant must execute an easement and an inspection and maintenance agreement binding on all subsequent owners of land served by an on-site stormwater management measure in accordance with the specifications of this Ordinance.

i. Erosion and Sediment Control Plans for Construction of Stormwater Management Measures
The applicant must prepare an erosion and sediment control plan in accordance with the City of Douglas Soil Erosion and Sedimentation Control Ordinance.

j. Other Environmental Permits
The applicant shall assure that all other applicable environmental permits have been acquired for the site prior to approval of the final stormwater design plan.

(20) Performance Bond/Security

The City of Douglas may, at its discretion, require the submittal of a performance security or bond prior to issuance of a permit in order to ensure that the stormwater practices are installed by the permit holder as required by the approved stormwater management plan. The amount of the installation performance security shall be the total estimated construction cost of the stormwater management practices approved under the permit, plus 25%. The performance security shall contain forfeiture provisions for failure to complete work specified in the stormwater management plan. The installation performance security shall be released in full only upon submission of as-built plans and written certification by a professional engineer registered in the State of Georgia that the stormwater practice has been installed in accordance with the approved plan and other applicable provisions of this ordinance. The City of Douglas will make a final inspection of the stormwater practice to ensure that it is in compliance with the approved plan and the provisions of this ordinance. Provisions for a partial pro-rata release of the performance security based on the completion of various development states can be done at the discretion of the City of Douglas.

(21) Notice of Construction Commencement

The applicant must notify the Community Development Department in advance before the commencement of construction. Regular inspections of the stormwater management system construction shall be conducted by the City of Douglas or their designee who has been approved by the City of Douglas. All inspections shall be documented and written reports prepared that contain the following information:

a. The date and location of the inspection;

b. Whether construction is in compliance with the approved stormwater management plan;

c. Variations from the approved construction specifications;

d. Any violations that exist.

If any violations are found, the property owner shall be notified in writing of the nature of the violation and the required corrective actions. No additional work shall proceed until any violations are corrected and all work previously completed has received approval by the City of Douglas.

(22) As-Built Plans

All applicants are required to submit actual as-built plans for any stormwater management practices located on-site after final construction is completed. The plan must show the final design specifications for all stormwater management facilities and must be certified by a professional engineer registered in the State of Georgia. A final inspection by the City of Douglas is required before the release of any performance securities can occur and before a Certificate of Occupancy is issued by the City of Douglas.

(23) Maintenance And Repair of Stormwater Facilities

a. Maintenance Easement
Prior to the issuance of any permit that has a stormwater management facility as one of the requirements of the permit, the applicant or owner of the site must execute a maintenance easement agreement that shall be binding on all subsequent owners of land served by the stormwater management facility. The agreement shall provide for access to the facility at reasonable times for periodic inspection by the City of Douglas, or their contractor or agent, and for regular or special assessments of property owners to ensure that the facility is maintained in proper working condition to meet design standards and any other provisions established by this Ordinance. The easement agreement shall be recorded by the developer at no expense to the City of Douglas.

b. Maintenance Covenants
Maintenance of all stormwater management facilities shall be ensured through the creation of a formal maintenance covenant that must be approved by the City of Douglas and recorded prior to final plan approval. As part of the covenant, a schedule shall be developed for when and how often maintenance will occur to ensure proper function of the stormwater management facility. The covenant shall also include plans for periodic inspections to ensure proper performance of the facility between scheduled cleanouts.

c. Requirements of Maintenance Covenants
All stormwater management facilities must undergo, at the minimum, an annual inspection to document maintenance and repair needs and ensure compliance with the requirements of this ordinance and accomplishment of its purposes. These needs may include: removal of silt, litter and other debris from all catch basins, inlets and drainage pipes, grass cutting and vegetation removal, and necessary replacement of landscape vegetation. Any maintenance needs found must be addressed in a timely manner at the expense of the owner, as determined by the City of Douglas, and the inspection and maintenance requirement may be increased as deemed necessary to ensure proper functioning of the stormwater management facility.

(24) Inspection of Stormwater Facilities

Inspection programs may be established on any reasonable basis, including but not limited to: routine inspections; random inspections; inspections based upon complaints or other notice of possible violations; inspection of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants; inspections of businesses or industries of a type associated with higher than usual discharges of contaminants or pollutants or with discharges of a type which are more likely than the typical discharge to cause violations of state or federal water or sediment quality standards or the NPDES stormwater permit; and joint inspections with other agencies inspecting under environmental or safety laws. Inspections may include, but are not limited to: reviewing maintenance and repair records; sampling discharges, surface water, groundwater, and material or water in drainage control facilities; and evaluating the condition of drainage control facilities and other stormwater treatment practices.

(25) Right of Entry for Inspection

When any new drainage control facility is installed on private property, or when any new connection is made between private property and a public drainage control system, the property owner shall grant to the City of Douglas the right to enter the property at reasonable times and in a reasonable manner for the purpose of inspection. This includes the right to enter a property when it has a reasonable basis to believe that a violation of this ordinance is occurring or has occurred, and to enter when necessary for abatement of a public nuisance or correction of a violation of this ordinance.

(26) Records of Installation and Maintenance Activities

Parties responsible for the operation and maintenance of a stormwater management facility shall make records of the installation and of all maintenance and repairs, and shall retain the records for at least three (3) years. These records shall be made available to the City of Douglas during inspection of the facility and at other reasonable times upon request.

(27) Failure to Maintain Practices

If a responsible party fails or refuses to meet the requirements of the maintenance covenant, the City of Douglas, after reasonable notice, may correct a violation of the design standards or maintenance needs by performing all necessary work to place the facility in proper working condition. In the event that the stormwater management facility becomes a danger to public safety or public health, the City of Douglas shall notify the party responsible for maintenance of the stormwater management facility in writing. Upon receipt of that notice, the responsible person shall have ten (10) days to correct, repair and/or repair of the facility in an approved manner. After proper notice, the City of Douglas may assess the owner(s) of the facility for the cost of repair work and any penalties; and the cost of the work shall be a lien on the property, or prorated against the beneficial users of the property, and may be placed on the tax bill and collected as ordinary taxes by the county.

(28) Violations

Any development activity that is commenced or is conducted contrary to this Code may be restrained by injunction or otherwise abated in a manner provided by law.

(29) Notice of Violation

When the City of Douglas determines than an activity is not being carried out in accordance with the requirements of this Code, it shall issue a written notice of violation to the owner of the property. The notice of violation shall contain:

a. The name and address of the owner or applicant;

b. The address when available or a description of the building, structure or land upon which the violation is occurring;

c. A statement specifying the nature of the violation;

d. A description of the remedial measures necessary to bring the development activity into compliance with this Ordinance and a time schedule for the completion of such remedial action;

e. A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;

f. A statement that the determination of violation may be appealed to the municipality by filing a written notice of appeal within fifteen (15) days of service of notice of violation.

(30) Stop Work Orders

Persons receiving a notice of violation will be required to halt all construction activities. This stop work order will be in effect until the City of Douglas confirms that the development activity is in compliance and the violation has been satisfactorily addressed. Failure to address a notice of violation in a timely manner can result in civil, criminal, or monetary penalties in accordance with the enforcement measures authorized in this Code.

(31) Civil Penalties

In addition to or as an alternative to any penalty provided herein or by law, any person who violates the provisions of this Code shall be punished by a fine of not less than $500.00 dollars or by imprisonment for a period not to exceed five (5) days, or both such fine and imprisonment. Such person shall be guilty of a separate offense for each day during which the violation occurs or continues.

(32) Restoration of Lands

Any violator may be required to restore land to its undisturbed condition. In the event that restoration is not undertaken within a reasonable time after notice, the City of Douglas may take necessary corrective action, the cost of which shall become a lien upon the property until paid.

(33) Holds on Occupation Certificates

Occupation Certificates will not be granted until corrections to all stormwater practices have been made and accepted by the City of Douglas.

(34) Criminal Penalties

Any person who violates any provisions of this ordinance, or any permit condition or limitation established pursuant to this Code, or who negligently or intentionally fails or refuses to comply with any final or emergency order of the Director issued as provided in this ordinance shall be liable for a civil penalty not to exceed $2,500.00 per day. For the purpose of enforcing the provisions of this ordinance, notwithstanding any provisions in any City charter to the contrary, municipal courts shall be authorized to impose penalties not to exceed $2,500.00 for each violation. Notwithstanding any limitation of law as to penalties which can be assessed for violations of county ordinances, any magistrate court or any other court of competent jurisdiction trying cases brought as violations of this ordinance under county ordinances approved under this Code shall be authorized to impose penalties for such violations not to exceed $2,500.00 for each violation. Each day during which violation or failure or refusal to comply continues shall be a separate violation.

(35) Stormwater Management Permit Design Check List

Disclaimer:
This check list is to serve as a guide to the design professional to aid in plan submittal. Additional information not shown on this list may be required.

Submittal Check List

- Stormwater Management Permit Application filled out completely & signed
- Plan review fee submitted
- Maintenance Agreement – if applicable
- 3 sets of plans – 3 sets of calculations submitted
- Pre & post development stormwater calculations provided
    - If post development runoff exceeds pre-development run-off, then stormwater detention is required

Plan Review Check List

- Project name, owner/developers name, address, telephone number, location map and 24-hour erosion control contact name and telephone number shown on cover sheet
- North arrows and scales shown on all applicable plan sheets
- Total site acreage and disturb acreage clearly shown on the plans
- Existing and proposed contours shown at 1 foot interval
- All existing and proposed features clearly shown
- Areas for all types of existing and proposed ground covers and runoff coefficient used for each
- Grate, throat, and invert elevations of existing and proposed drainage structures
- Maximum water elevation and footprint for the 100-year storm event
- Construction details for drainage structures and outlet control structures
- Fencing around detention pond where applicable
- Identify the project receiving waters and describe adjacent areas such as streams, lakes, residential area, etc., which might be affected
- Show certification number, signature and seal of qualified plan designer and provide Level II Introduction to Design certification (House Bill 285) after December 31, 2006.

Calculations Review Check List

- Project name, owner/developers name, address, telephone number and 24 erosion control contact name and telephone number shown on cover sheet
- Statement of existing conditions including ground covers, buildings, paved areas, drainage patterns, soil types, etc.
- Statement of proposed improvements including ground covers, buildings, paved areas, drainage patterns, soil types, etc
- Statement of method utilized to determine surface runoff including intensities used for each storm, runoff coefficients used for various ground covers, time of concentrations, and stage- storage relationship
- Summary of pre-developed and post-developed runoff rates for the 2, 5, 10-, 25-, 50-, and 100-year storm events
- Pipe sizing calculations
- Show certification number, signature and seal of qualified plan designer

Chapter Seven
Supplemental Standards

The uses in this Section are listed in alphabetical order. The purpose of these Supplemental Use Standards is to provide more specific standards for certain uses for which site development and design standards are necessary to ensure that they will be compatible with surrounding uses, have minimal impact on the environment, and promote the health, safety, and welfare of the City.

These standards shall apply to specific uses in all zoning districts and shall be enforced by the Community Development Department.

Any use that is regulated by this Section, and is authorized in a zoning district shall be developed in conformance with the applicable Supplemental Use Standards

(1) Accessory Uses and Structures
(2) Adult Entertainment Uses
(3) Amateur Radio Antenna
(4) Amusement Arcade, Amusement Theme Park, Commercial Recreation
(5) Animal Shelter & Kennels – see Veterinary Services
(6) Automobile, Boat, RV Sales
(7) Bed and Breakfast Lodging
(8) Car Washes
(9) Cemeteries, Human and Pet
(10) Clubs, Lodges and Similar Non-commercial Associations
(11) Communication Tower/ Facilities
(12) Concentrated Animal Feedlot Operations (CAFO)
(13) Continuing Care Retirement Community or Aggregate Congregate Care Living Facility
(14) Day Care/Child Care Centers
(15) Distance Requirements for Alcoholic Beverages
(16) Drive-Through Facilities
(17) Dwelling, Live-Work
(18) Dwelling, Loft
(19) Dwelling, Two-Family (Duplex) in R-12 Zoning District
(20) Fences, Walls and Hedges
(21) Flea Market
(22) Gasoline Service Station with or without Convenience Store
(23) Golf Courses and Country Clubs
(24) Home Occupation
(25) Ice Vending Machines
(26) Indoor Gun Range
(27) Outdoor Gun Range (Municipal)
(28) Industrialized Buildings (Modular Homes), Residential
(29) Industrialized Buildings, Non-Residential
(30) Internet Café and Similar Uses relating to Online Gambling

(31) Kennel, Pet Boarding – see Veterinary Services
(32) Landfill, Inert Waste
(33) Landfill, Solid Waste
(34) Livestock in Residential Districts
(35) Manufactured Homes
(36) Manufactured Home Parks
(37) Mobile Food Vendors & Services
(38) Outdoor Storage in residential and commercial Districts
(39) Parking Garages
(40) Portable On Demand Storage Units (PODs)
(41) Recreational Vehicle Park and Campground
(42) Religious Facilities & Accessory Uses
(43) Riding Stables
(44) Salvage Yard, Junk Yards
(45) Satellite Dish Antennas
(46) School K-12, Private
(47) Scrap, Waste and Yard Debris Recycling Operations
(48) Store Front Religious Facilities
(49) Swimming Pools, Spas and Hot Tubs
(50) Temporary Uses (such as Special or Seasonal Events)
(51) Trash and Refuse Areas
(52) Utility Substation
(53) Veterinary Services/Animal Hospitals in Residential Districts, Pet Boarding
(54) Mini-Storage/Self-Storage

(1) Accessory Uses and Structures

a. No accessory uses and structure shall be constructed unless there exists a permitted principal use on the parcel, located in full compliance with all standards and requirements of this Code.

b. The principal permitted use on the property shall be owner occupied.

c. Accessory uses and structures shall not be located in any required front yard and shall only be permitted in side and rear yards, subject to minimum five feet side and rear setbacks from the property line. On corner lots the side setback shall be ten feet.

d. There shall not be less than five feet separation between an accessory structure and the principal building, but has to be in compliance with minimum fire code.

e. An accessory dwelling unit may be in the same building or separate building from the primary dwelling unit.

f. In a residential district the height of an accessory use and structure shall not exceed the height of the principal structure and the footprint of an accessory use and structure shall not exceed 50 percent of the footprint of the principal structure and 35 percent of the maximum permitted building area of the entire lot.

g. The architectural design and materials shall be consistent with the principal structure, neighborhood and use conventional/historical residential windows and doors.

h. Accessory uses and structures and detached accessory dwelling units shall be included in all calculations of impervious surface and stormwater run-off.

i. An accessory dwelling unit shall have at least one parking space in addition to the required parking space(s) for the primary dwelling unit.

(2) Adult Entertainment Uses

a. Adult Business Premise Regulations

1. All adult materials shall be located and the activities of employees which include the exposure of specified anatomical areas shall take place within the adult business premises.

2. No adult materials or activities of employees which include the exposure of specified anatomical areas shall be visible from the exterior of the adult business premises in any way including but not limited to exterior apertures such as opened doors and unobscured windows.

3. No merchandise, advertising or depictions of the activities of an adult business shall be displayed on the exterior of the adult business premises or in any location where they are visible from public right-of-way.

4. No adult business shall display a sign:

i. Advertising the presentation of any activity prohibited by Georgia Statute law or any applicable city ordinance.

ii. Capable of leading a reasonable person to believe that the establishment engages in an activity prohibited by Georgia Statutes law or any applicable city ordinance.

5. Additional landscaping shall be provided adjacent to public right-of-way and adjacent to private property:

i. A landscaped strip at least five feet wide shall be provided along the boundary of adjacent public right-of-way between the right-of-way and all on-site parking areas and other vehicular use areas to consist of one tree every 50 feet or portion thereof and a fence, wall or hedge not less than four feet in height at planting; and

ii. An opaque fence, wall or hedge shall be provided along the boundary of adjacent private property of a height of not less than four feet and more than eight feet at planting.

b. Distance Requirements

1. No adult business shall commence operation within 1,000 feet of the R-15, R-12, R-M, R-I and RP residential zoning districts.

2. No adult business shall commence operation within 1,000 feet of any other adult entertainment establishment.

3. No adult business shall commence operation within 1,000 feet of any church or school.

4. No adult business shall commence operation within 250 feet from the nearest right-of-way line of US 441, Peterson Avenue, Madison Avenue, Ward Street and Ashley Street.

c. Prohibited Activities

1. It shall be unlawful for an employee of an adult business to engage in specified sexual activities within the adult business premises in the presence of a patron or spectator of the business or for any form of compensation.

2. It shall be unlawful for an employee of an adult business to physically touch a patron or spectator of an adult business while simultaneously revealing specified anatomical areas.

d. Amortization of non-conforming Adult Businesses

1. An adult business in violation of the location or distancing requirements of this ordinance at the time of its enactment on February 28, 2011 shall be deemed a non-conforming use which may remain in operation until February 28, 2014. No such non-conforming uses shall continue to operate as an adult business after February 28, 2014, except in compliance with the requirements of this ordinance.

2. If any non-conforming adult business ceases to do business for a continuous period of six months, it shall be deemed abandoned and shall not thereafter re-open except in conformance with these regulations.

(3) Amateur Radio Antenna

a. No such antenna structure, including any support upon which it may be constructed, shall exceed a combined height of 50 feet.

b. Amateur radio service antenna structures exceeding 50 feet in height shall be permitted only by the Zoning Board of Appeals subject to a variance requirement of this Code.

c. Amateur radio service antenna shall be located a distance of at least one-half the height of the tower (antenna) from all property lines.

(4) Amusement Arcade; Amusement Theme Park, Commercial Recreation

a. An outdoor recreation facility consisting of amusement rides, games, water slides, amusement vehicles, golf driving ranges, miniature golf, batting cages, water slides or any similar commercial outdoor recreation shall be limited as follows:

1. The minimum lot size shall be 5 acres.

2. The maximum lot size shall be 15 acres.

3. All such facilities must be enclosed within an 8 feet high fence with unpierced gates that are to be locked except when the facility is open to the public.

4. Outdoor activities are limited to the hours from 10 a.m. to 10 p.m.

5. A site plan shall be required in accordance with **Chapter 12, Section (13)**, to indicated entrances and exits, type location and height of recreation facilities, buildings and other structures and lights, parking areas, landscaping, buffers and drainage. The site plan shall also illustrate surrounding property uses and the location of the nearest residence.

6. Lighting must be designed to direct light downward and away from adjacent properties.

7. An environmental acoustical study shall be submitted to the Community Development Director as part of the site plan approval. It shall identify and analyzes all sources of noise emanating from the site including outdoor speakers, sound effects or sound systems as well as rides, vehicles, and mechanical equipment. Noise levels shall not exceed 65 decibels, dbA measured at the property lines.

8. A 100 feet buffer shall be maintained adjacent to all abutting residentially zoned property.

(5) Animal Shelter & Kennels

Any outside kennel or kennels with access to the outside shall be at least 200 feet from any residential district.

(6) Automobile, Boat, RV Sales (new and pre-owned)

a. A 10-foot-wide landscape buffer shall be required abutting public right-of-way. All landscaping shall be in conformance with the requirements of Chapter 5, Landscaping.

b. A 15-foot-wide landscape buffer shall be required abutting all side and rear property lines. All landscaping shall be in conformance with the requirements of Chapter 5, Landscaping.

c. All vehicles shall be parked on paved surfaces or approved pervious paving materials.

d. All outdoor display areas shall be at least 50 feet from the right-of-way line and no closer than 100 feet from the nearest residence.

e. Maintenance, repair, painting and body work must take place within an enclosed building.

f. The property shall contain a sales building with a minimum of 2,500 square feet of heated floor area.

(7) Bed and Breakfast Lodging

a. The Bed and Breakfast must be secondary to the use of the premises for a dwelling. All operators of a Bed and Breakfast Residence must own and occupy the building where said use will occur as their principal residence.

b. Only one sign, for the purposes of identification, no advertisement, shall be permitted. The identification sign shall have a maximum of four-square feet in sign area and shall not be illuminated.

c. The maximum number of guest rooms made available for rent shall be five.

d. One off-street parking space shall be provided per guest room and shall meet the requirements of this Code.
e. No food preparation or cooking shall be conducted within any bedroom nor other individual rented rooms. Meals shall only be provided to overnight guests and employees of the inn.

f. The exterior appearance of the structure shall not be altered from its single-family character.

g. A Tourist Accommodation Permit is required from the Coffee County Health Department.

(8) Car Washes

a. A car wash operation is considered to be a drive through facility and is subject to site plan submission requirements.

b. The property on which the car wash is to be located shall be a minimum of 10,000 square feet in size.

c. The car wash, and all related activity areas shall be screened from all adjoining side and rear properties with a 15-foot landscape buffer with 1 tree for every 30 linear feet and a continuous hedge along the entire length of the property. All landscaping shall be in accordance with this Code.

d. No more than 7 car wash bays and 7 vacuum stations shall be allowed in any self-serve car wash facility.

e. All car wash bays shall be enclosed on two sides and covered by a permanent roof.

f. All on-site lighting fixtures shall be directed so that adjacent properties are not illuminated.

g. Mobile Car washes shall meet the following criteria:

1. No Mobile Car wash shall wash a car on a public street or within a public right of way.

2. A Mobile Car wash operating on private property shall have the written permission of the property owner.

3. The mobile car/vehicle wash business must catch all water coming off the vehicle if such vehicle is washed on an impervious surface and dispose of this water at an approved facility.

4. A maximum of five (5) vehicles may be washed on a non-paved or pervious surface, provided there is a good stand of live ground cover such as grass and the grass is able to absorb the run-off into the ground without any water run-off from the site.

5. All Mobile Car washes shall be permitted as a home occupation and shall not operate without a permit issued by the Community Development Director.

(9) Cemeteries, Human and Pet

a. Cemeteries are permitted in any zoning district provided they front on an arterial or connector street.

b. A cemetery may include one or more of the following: a burial park for earth interments, a mausoleum for vault or crypt interments and a columbarium.

c. A cemetery may include a chapel when operated in conjunction with and within the boundaries of the cemetery.

d. Registered cemeteries per State Law must have a minimum size of 10 acres; other cemeteries must have a minimum land area of two acres.

e. The minimum setbacks for any structures to the front property line must be 40 feet, to the side and rear property lines must be 20 feet and adjacent to any residentially zoned property must be 50 feet.

f. Must have a 25-foot planted buffer strip around their entire perimeter except for ingress and egress points.

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(10) Clubs, Lodges and similar non-commercial Associations

a. The serving of food is limited to club members on a non-profit basis;

b. Ingress and egress are situated so that the added traffic, lights, noise etc. are not objectionable to the surrounding residences;

c. No structures are within 50 feet of an adjacent residential structure; and

d. A planted buffer strip is provided and maintained to screen off-street parking areas, trash, service entrance, and other potential offensive features from adjacent residential properties.

(11) Communication Tower/Facility

a. The purpose and intent are to provide a uniform and comprehensive set of standards for the development and installation of communication towers, antenna support structures, antennas and related facilities. These standards are designed to protect and promote public health, safety and community welfare and the aesthetic quality of the city, while at the same time not unduly restricting development of needed telecommunication facilities nor denying wireless communications suppliers' access to the public switched telephone network. These standards encourage managed development of telecommunication infrastructure.

b. All applications shall include a statement of need or necessity, showing that the service cannot be provided through other means, i.e. co-location.

c. All applications shall include the intended service area and existing coverage by service providers.

d. Telecommunication towers shall comply with applicable Federal Aviation Administration and Federal Communications Commission regulations. Evidence of compliance must be submitted prior to issuance of building permits for construction. The Douglas Municipal Airport Manager shall be notified by the applicant of all applications no less than 10 days prior to filing.

e. All certifications required for the construction of telecommunication facilities shall be sealed by a Georgia registered engineer.

f. All telecommunication towers, and accessory and support structures including guy anchors shall comply with the applicable zoning district setbacks. For guyed towers, applicants should submit certified break-apart calculations in order for the property boundary setbacks of the tower to be determined. If the applicant does not submit break-apart calculations, the minimum setback from all property lines or the nearest inhabited building shall be 150 percent of the height of the tower, but not less than 200 feet.

g. A wall or fence no less than ten feet in height from finished grade shall be constructed around each telecommunication tower and ground related support or guy anchors. Access to the tower shall be controlled.

h. The City may require, as a condition of approval, the dedication of space on a tower for communications equipment required for public safety. The need for such public use shall be indicated to the applicant prior to formal approval of an application. In the case of co-use with the City, the applicant shall certify that none of the proposed or future users of the tower shall interfere with its use by the City for public safety.

i. In addition to the landscaping requirements per Chapter 5 of this Code, landscape buffers shall be required around the perimeter fencing of the telecommunication tower and any accessory uses, including

guy anchors. Landscape buffers shall be located outside and within ten feet of the required fence and shall include not less than one tree and suitable ground cover for every 20 linear feet of fence. In addition, a hedge shall be installed around the exterior perimeter of the fence.

j. A 12-foot wide stabilized access driveway is acceptable to a telecommunication tower, unless the Community Development Director determines, based on public safety concerns, that circumstances require paved access. The turn-around area shall be approved by the City Engineer, Police Chief and Fire Chief.

k. A minimum of one on-site parking space shall be provided. The parking area shall be paved if the access road is paved.

l. Telecommunications towers and accessory structures shall be unoccupied.

m. A tower may constitute an accessory use on a lot containing a separate principal use. If the tower constitutes a principal use, then it must be located on a property which meets the minimum lot size requirements of the district in which the tower is located and is large enough to accommodate the tower, accessory structures, landscaping, parking and other required improvements.

n. The use of any portion of a tower for signs or advertising is prohibited.

o. The following distances shall be measured by a straight-line measurement without regard to intervening buildings from the nearest point of the building or unit within a building in which the proposed telecommunications tower is to be located to the nearest point of the lot, use, right-of-way line or district from which the proposed telecommunications tower is to be separated.

1. No telecommunications tower shall be constructed within 500 feet of the R-15, R-12, R-M, R-I zoning district within the City or within 500 feet of a residential area outside of the City.

2. No telecommunications tower shall be constructed within 500 feet of a school.

p. An unused tower shall be removed within three months of cessation of all telecommunications uses.

q.Existing non-conforming towers may be replaced one time by a tower of equal or lesser height.

r. Temporary facilities known as “cells on wheels” shall be allowed for periods up to 30 days during documented states of emergency as declared by the City Manager, and for special events subject to review and approval of the airport manager and the Community Development Director.

(12) Concentrated Animal Feedlot Operations (CAFO)

Are prohibited within the City of Douglas.

(13) Continuing Care Retirement Community or Adult Congregate Care Living Facilities

a. The provisions of this section only apply to facilities which provide housing for more than 10 persons or which are more than 1 acre in size. Any adult congregate care facility which may house four or fewer unrelated persons in a single family detached dwelling shall be a use by right in all residential zones. Licensed CCRCs or ACLFs shall be a use allowed within Planned Development Districts.

b. Standards

1. For facilities within a Planned Development District, the provisions of that district shall apply.

2. For facilities not within a Planned Development Districts, a site plan drawn to scale, in accordance with Chapter 5 of this Code shall be provided.

3. The permitted density shall be that of the underlying zoning district. For facilities within the Planned Development District, the maximum density shall be 20 units per acre.

4. Off-street parking shall be provided on a minimum basis of one space per every four occupants and one space for every two employees as determined by the maximum working shift. The City Commission may require the provision of additional parking in the reasonable exercise of its discretion.

5. For all facilities, each unit in the facility to be occupied by one person shall be a minimum of 250 square feet; each unit in the facility to be occupied by two persons shall be a minimum of 450 square feet. Additionally, at least 100 square feet of interior common area shall be provided for each unit.

6. All facilities shall provide facilities sufficient, as determined by the City Commission, in size to serve meals to the residents and shall provide at least two meals a day to its residents which shall be included in the monthly fee.

7. All facilities shall also provide the following amenities or services for its residents:

i. An office or examination room for the purpose of housing a qualified and properly licensed nurse or nursing staff.

ii. T.V. and game room, library, arts and crafts center or other similar facility to provide leisure activities for facility residents.

iii. Laundry facilities for the residents.

8. All facilities shall be subject to a 45-foot height maximum

9. All facilities shall be subject to the regulations in the residential zoning districts which pertain to lot coverage and setbacks.

10. At least 20 percent of each facility shall be maintained as open space to be either a lawn or landscaped area which can be used for recreation and other leisure activities. Facilities intended for Planned Development Districts shall be subject to a 30 percent open space requirement.

11. All signs in conjunction with the facility shall meet the applicable requirements pertaining to the zoning district in which the facility is located.

12. Accessory uses shall be limited to those normal and incidental to residential dwelling units, including a small convenience store to provide personal items such as toiletries, magazines, a small selection of groceries, prescriptions. Said facility shall be self-contained within the structure and open only to the residents of the facility.

13. Each facility and its units shall be served by one master meter for water, sewer, gas and electric utilities.

14. Any plan for a facility must not only establish compliance with the above requirements, but also that such use will be reasonably compatible with the surrounding neighborhood on the basis of the following considerations:

i. Ingress and egress to the property and proposed structures on the property with particular reference to automotive and pedestrian safety, traffic flow and control, and access in case of fire or other emergency.

ii. Off-street parking and loading areas where required, with particular attention to the noise, glare, or odor effects, or property value effects of the proposed facility on adjoining properties and properties in the neighborhood.

iii. Refuse and service areas.

iv. Utilities with reference to location, availability and compatibility.

v. Screening and buffering with reference to type, dimensions and character.

vi. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, compatibility and harmony with the neighborhood and adjacent properties.

(14) Day Care/ Child Care Center

a. In the M-1 and M-2 Districts, a day care center shall be allowed as an accessory to the business for use by employees of that business only.

b. In the R-15, R-12, R-M, R-I and RP Districts, the use shall maintain a residential appearance compatible with the neighborhood and not be detrimental to adjacent properties as a result of traffic, noise, light, refuse, parking or other activities.

c. The principal and accessory buildings shall meet all yard setback and height requirements of this district.

d. The use shall comply with all state day care requirements for standards, licensing and inspections.

e. The use must provide at least 200 square feet of outdoor recreation per child.

f. The outdoor play area must be enclosed with a six (6) foot high fence.

g. The use shall provide paved driveways with drop-off areas and turn-arounds to be reviewed by the Community Development Department, so that traffic associated with the use does not impede flow of traffic on adjacent streets.

h. A City of Douglas Occupational Tax Certificate shall be required for this business.

(15) Distance Requirements for Alcoholic Beverage Sales

No alcoholic beverage license shall be granted or issued to any applicant for such license nor shall any person knowingly and intentionally sell or offer to sell, give or distribute:

a. Any distilled spirits in or within 100 yards of any church building;

b. Any distilled spirits within 200 yards of any school building, educational building, school grounds or college campus;

c. Any wine or malt beverages within 100 yards of any school building, school grounds or college campus;

d. Any distilled spirits, wine or malt beverages within 100 yards of an alcoholic treatment center owned and operated by the State of Georgia or any county or municipal government therein.

1.. As used in this subsection, the term "school building" or "educational building" shall apply only to state, county, city, or church school buildings and to such buildings at such other schools in which are taught subjects commonly taught in the common schools and colleges of this state, and which are public schools or private schools.

e. No person knowingly and intentionally may sell any alcoholic beverages for consumption on the premises within 100 yards of any housing authority property.

1. As used in this subsection, the term 'housing authority property" means any property containing 300 housing units or fewer owned or operated by a housing authority created by Article 1 of Chapter 3 of Title 8, the "Housing Authorities Law."

f. This section shall not be applicable to sales or transfers by any license holder whose use of his premises for such sale existed before the establishment of the use of the religious facility, school, or public playground, or when the religious facility is located in a storefront in a commercial zoning district as a temporary use.

Those distance measurement prohibitions stated above shall be measured in the following manner:

g. *Churches, library/branch:* In a straight line from the premises of the site for which an alcoholic beverage license is applied for to the premises (property line) of any church, library/branch premises thereof.

h. *College campus, schoolgrounds:* In the nearest traveled pedestrian way from the front door of the structure on the premises for which an alcoholic beverage license is applied for, to the nearest right-of- way line or a sidewalk or street or public way and proceeding to the premises (property line) of the college campus and/or school grounds along such nearest public right-of-way.

i. Notwithstanding anything contained in the section above to the contrary, "restaurants" which offers alcoholic beverages for consumption on the premises, are exempt from the requirements contained above provided that the serving of such beverages is incidental to the principal business conducted.

(16) Drive-Through Facilities

a. Drive-Through facilities shall not be permitted in residential zoning districts (R-15,R-12, R-M, R-I, R-P) or C-N.

b. Each stacking space shall be a minimum of 26 feet in length and ten feet in width along the straight portions of the stacking lane. Stacking spaces and stacking lanes shall be a minimum of 12 feet in width along curved segments.

c. Stacking lanes shall be delineated from traffic lanes, other stacking lanes and parking areas with striping, curbing, landscaping and the use of alternative paving materials or raised medians. If curbing or a raised median is used, an emergency by-pass or exit shall be provided.

d. Entrances to the stacking lane(s) shall be clearly marked and a minimum of 60 feet distance from the side property line.

e. Stacking lanes shall be designed to prevent circulation congestion, both on site and on adjacent public streets. The circulation shall separate the drive-through traffic from the circulation on site, not impede or restrict access into or out of parking spaces, and minimize conflicts between pedestrian and vehicular traffic with physical and visual separation of the two.

f. Stacking lanes shall not interfere with required loading and trash storage areas and loading or trash operations shall also not interfere with on-site vehicle movement.

g. Any outdoor service facility, including menu boards, speakers, etc, shall be a minimum of 100 feet from any residentially zoned district or residentially used property.

h. Menu boards shall be a maximum of 24 feet square feet, with a maximum of seven feet in height and shall be screened from the view of any public street or residential properties.

i. Standards for drive through facilities

1. A drive-through or walk-through facility shall be designed, constructed and used so as not to interfere with the public use of public ways, streets, alleys or other public areas. The Community Development Director shall specifically approve such facility. In making such determination, the type of business, the existing and projected traffic flow of nearby public areas and the nearness of other like facilities shall be considered.

j. The minimum number of queuing or stacking spaces required shall be as follows. Variations from these minimums may be allowed by the Community Development Director on the basis of a traffic study as provided by the applicant.

Table 7-1 Required Stacking Spaces

Use Type	Minimum Spaces	Measured From
Bank Teller Lane	3	Teller or Window
Automated Teller Machine	3	Teller Machine
Restaurant Drive Through	8	Order Box*
Other	TBD	TBD

* An additional four vehicle queue from the pick-up window to the order box shall be provided.

k. Each queue space shall be a minimum of ten feet by 26 feet. Queuing lane dimensions shall be measured from the point indicated in the queue space schedule to the end of the queuing lane. Dimensions of queuing lanes shall be shown on the site plan.

l. Each queue lane shall be clearly defined and designed so as to not conflict or interfere with other traffic using the site. A bypass lane with a minimum width of 12 feet shall be provided if a one-way traffic flow is used in the parking lot. The bypass lane shall be clearly designated and distinct from the queuing area.

(17) Dwelling, Live-Work

The following standards shall apply to all live-work dwelling units.

a. The dwelling unit must be owner occupied.

b. Only one business may be operated in each dwelling.

c. The business owner shall be the owner of the dwelling unit in which the business is located.

d. The business shall be located on the ground floor only and shall have direct entry from the sidewalk along the street frontage.

e. No more than 40 percent of the dwelling unit may be used for conducting the business.

(18) Dwelling, Loft

a. Loft dwellings shall be located in mixed use buildings.

b. No loft dwelling shall be located on the ground floor.

c. Residential portions of a building shall have at least one entrance/exit to the ground floor that is separate from the entrance/exit used by the occupants of the non-residential portion of the building.

d. Each loft dwelling shall have at least 800 square feet of heated/ac living area.

(19) Dwelling, Two-Family (Duplex) in R-12 Zoning District

a. The following standards are intended to provide for areas of two-family development that are consistent in design and in development patterns with typical single-family detached development.

b. The two units of a duplex shall share a common roof and a common wall for at least 50% of the maximum depth of the building, as measured from the front to the to the rear of the lot and prohibit the separation of the two units by a breezeway, carport, or other open building element; instead of a shared common wall, the two units can share a common floor and ceiling.

c. Each dwelling unit shall contain a two-car garage in addition to required parking spaces. The garage space shall not be eliminated by enclosing the garage with a stationary wall. If the lot is alley served, garages shall be set back a minimum of 20 feet from the rear property lines.

d. Each dwelling unit shall have access to the street with a concrete driveway or any other alternative material consistent with this Code.

(20) Fences, Walls and Hedges

a. The requirements in this section shall be in addition to and shall supersede in the event of a conflict those contained in the building code, relating to type of construction and materials of walls and fences.

b. Any fence or wall, except a chain link fence, in height over six feet must be designed and sealed by a licensed professional engineer or architect.

c. Fences and walls shall be constructed of concrete, cement blocks, brick, chain link, wood, ornamental wrought iron, stone, or any alternate material as approved by the Community Development Director. Concrete or cement block walls shall be stucco or provided with a textured finish.

d. Metal fences shall be of non-corrodible metal or galvanized wire fabric, having a minimum of 11 gauge, mounted on steel posts.

e. Fences or walls should be generally in harmony and compatible with their surroundings.

f. All fences shall be maintained in good repair on both sides in order to remain structurally sound.

g. All fences and walls on the same property shall be continuous in alignment and of uniform construction and appearance.

h. No fence shall be constructed of materials which easily corrode, decay or rust, unless specifically treated to inhibit such corrosion, decay or rust.

i. The height of fences and walls shall be measured from existing natural elevation of a lot, prior to any construction or alteration.

j. Any entryway arbor or trellis, constructed in conjunction with a fence or wall, shall not exceed a maximum height of nine feet, measured from existing grade.

k. The height of all fences, walls, hedges, signs or any other objects located within the Sight Distance Triangle for intersections shall meet the sight distance requirements as defined in the Geometric Design of Highway and Streets as published by the American Association of State Highway and Transportation Officials.

l. Plans for fences or walls shall be included as a part of the site and/or building plans and shall be erected during or immediately after the erection of the principal building, and in any event prior to the certificate of occupancy of the principal building is issued.
n. Electrically charged fences are prohibited, except in prisons, jails or to contain livestock in agricultural areas.

m. Barbed wire or razor wire fences are prohibited, except in prisons or jails.

n. In no case shall a fence or wall restrict the natural sheet flow of water or impede movement of drainage water from swales, drainage ditches etc.

o. All major development projects shall be allowed to install a construction fence with a temporary six-foot chain link fence with obscure fabric that may include graphics depicting the development project, or other visual barrier material around the site prior to the initiation of the construction phase.

In residential districts (R-15, R-12, R-M, R-I and R-P):

p. Fences, walls and hedges may be located in any required yard.

q. The maximum height of fences and walls shall be four feet in any required front yard and six feet in any required side or rear yard. Hedges of any height may be located within any required front, side or rear yard, provided it complies with #11.

r. For a multi-family development or unit, fences and walls shall be set back a minimum of three feet from any abutting street right-of-way for the purpose of landscape beautification. Landscaping materials shall consist of a hedge and groundcover or other grounded landscape treatment.

s. Where a residential lot abuts a non-residential zoned lot, fence height in side or rear yards may be increased to eight feet.

In commercial or industrial districts:

t. Fences or walls erected in commercial districts shall be no higher than eight feet. Fences shall be set back a minimum of five feet from any abutting street right-of-way for the purpose of landscape beautification. Landscaping materials shall consist of a hedge and groundcover or other grounded landscape treatment.

u. Fences or walls erected in an industrial (M1 and M-2) zoning district shall be no higher than ten feet. Fences shall be set back a minimum of five feet from any abutting street right-of-way for the purpose of landscape beautification.

v. Where an industrial zoned use abuts any other non-industrial zoning district, there shall be a masonry buffer wall erected, with a minimum of six feet, but no higher than 10 feet, along the full length of the property line adjoining such other district in addition to a six-foot landscape buffer on the outside of the wall.

(21) Flea Market

a. The market must provide adequate off-street parking for its employees, vendors and customers;

b. The market must provide adequate restroom facilities located within a structure or building on the grounds; and

c. A building permit shall be required for structural interior spaces.

(22) Gasoline Service Station with or without Convenience Store

a. Gasoline and other motor fuel stations, excluding principal use signs, but including storage tanks and gas pumps, must be placed not less than 50 feet from any side or rear property lines, except when the side or rear property lines abut a street, in which case the setback shall be that required for such streets.

b. All structures, including gas pumps and buildings comply with the setback requirements from the abutting streets, but shall be at a minimum 25 feet from the property line.

c. All points of ingress and egress shall be arranged so as to minimize interference with normal street traffic flow.

d. No building or structure shall be placed within 100 feet of a residential property line.

e. All repair and maintenance, if permitted, shall be carried on entirely within an enclosed building.

f. No outdoor storage is permitted.

g. All drives, parking, storage and service areas shall be paved and curbed.

h. Outside above ground tanks for the storage of gasoline, liquefied petroleum gas, oil and other flammable liquids or gases shall be prohibited.

i. Overnight accommodations, showers or parking are prohibited.

j. The use shall not be combined with any other use or facility to create a truck stop.

(23) Golf Courses and Country Clubs

a. If in a residential district or abutting a residential district, the following standards shall apply:

1. Hours of operation shall be limited to the hours of 6 AM to 11 PM

2. Outdoor recreation activities shall be limited to the hours of 8 AM to 10 PM

3. Not outdoor loudspeakers or sound amplification systems shall be permitted.

4. No outdoor storage shall be permitted.

5. No building, swimming pool, tennis court, ball field or other form of outdoor recreation shall be closer than 50 ft from abutting property zoned for residential use.

6. Outdoor lights shall be no more than 10 ft in height and not closer than 25 ft from a property line. Outdoor light fixtures shall be cut-off luminaries designed to cast light downward and away from adjacent property.

7. Property lines abutting properties used for residential dwellings shall provide a minimum 25 ft continuous vegetative buffer, except where penetrated by a driveway or utility lines.

b. When the use is accessory to a residential subdivision, the following standards shall apply in addition to a.:

1. The facility shall be owned by the subdivision's property owner or homeowner association.

2. To limit impacts from traffic, membership shall be limited to residents of the subdivision.

c. When the use is a primary use, the following standards shall apply in addition to a.:

1. The use shall have direct access to a roadway designated as a collector or higher category roadway system.

(24) Home Occupation

a. No person shall be employed other than members of the immediate family residing on the premises plus one additional employee.

b. The use of the dwelling unit or an accessory building on the property for the home occupation shall be clearly incidental and secondary to the residential use and shall under no circumstances change the residential character of the dwellings and the property.

c. There shall be no outside display or storage of materials or supplies in residential districts. Outside parking of one trade vehicle is permitted. No business vehicles larger than a van, panel truck or 1-ton pick-up truck are permitted to park overnight on the property.

d. No signage of any kind shall be displayed other than what is permitted in Chapter 9 of this Code.

e. The home occupation shall not constitute a fire hazard to neighboring residences, or adversely affect neighboring property values, or constitute a nuisance or otherwise be detrimental to the neighbors because of excessive traffic, noise or odors.

f. A home occupation shall produce no noise, obnoxious odors, vibrations, glare, fumes or electrical interference detectable to normal observation outside the dwelling or building.

g. No traffic shall be generated by such home businesses in greater volumes than would normally be expected in a residential neighborhood and any need for parking generated by the home occupation shall be met off-street and not in the front yard.

h. The use can qualify for all local, state and federal licenses, certificates and permits.

i. Any violation of these regulations may result in the revocation of any home occupation license, in addition to any other remedy for such violation.

j. The issuance of a license to engage in a home occupation in accordance with this ordinance shall not be deemed to be a change in zoning nor an official expression of opinion as to the proper zoning for the particular property.

(25) Ice Vending Machines

a. Ice Vending Machines are permitted in the CG, GW, M-1 and M-2 zoning districts.

b. The lot shall include a 15-foot landscape buffer around the ice vending machine excluding ingress and egress.

c. The Ice Vending Machine shall be set back a minimum of 50 feet from any residentially zoned property.

d. Two parking spaces shall be provided, plus one additional ADA accessible parking space.

(26) Indoor Gun Range

a. Indoor Gun Ranges are allowed in AG, CG, GW, M-1 and M-2 Zoning Districts.

b. The facility must be located along arterial and collector roads.

c. A Gun Range shall not be located within a quarter-mile of residential or government structures.

d. All operations shall be entirely within an enclosed building which shall be constructed according to the National Rifle Association Sourcebook and must comply with all applicable building codes.

e. Sound absorbing material must be used inside the facility to suppress the sounds from the firearms.

f. Lead from the range must be recycled and the brass and debris shall be cleaned up daily using special vacuum equipment.

g. Parking requirements shall follow the standards for warehousing as outlined in Chapter Five of this Code.

h. A noise study shall be submitted demonstrating that gun sounds will not be audible outside of the property range.

i. An Indoor Gun Range shall only be used when the proprietor or designee of the site is present.

j. Such a site would be inspected on at least a semiannual basis on the order of the police chief.

(27) Outdoor Gun Range (Municipal)

a. Municipal Outdoor Gun Ranges are allowed in M-1 and M-2 Zoning Districts. Municipal Gun Ranges for police and fire training purposes are essential services areas for the community.

b. The discharge of firearms shall be conducted only within the range and or bays specifically designated for such use on an approved site plan.

c. Firing positions shall be separated a minimum of 200 feet from the boundary of the subject property with any adjacent parcel in separate ownership and in addition, firing positions shall be separated a minimum of 500 feet from any permitted residence existing at the time of site plan approval for the proposed shooting range.

d. An impenetrable backstop, a minimum of 20 feet in height, shall be constructed down range of any authorized range or bay, and side berms a minimum of 8 feet in height shall be provided along the sidelines.

e. The perimeter of the shooting range, including the firearm discharge area and surrounding berms, shall be enclosed by a fence or wall, a minimum of six feet in height to prevent unauthorized access. Warning signs of at least one square foot each shall be attached to the perimeter fence at the rate of once at every corner and at least one for every 100 lineal feet plus one at each entry gate.

f. The applicant's range complex design shall be consistent with the NRA Source Book latest edition for the construction of outdoor shooting ranges. To assure the protection of groundwater from lead and other contaminants associated with the discharge of firearms the range shall comply with USEPA's Best Management Practices (http://www.epa.gov/region2/waste/leadshot/).

g. The applicant shall demonstrate compliance with all applicable state and local regulations and how safety and noise factors have been addressed through the site plan and other special features of the proposed development.

h. A shooting range sites are a community asset that once sited and in operation, needs to be protected. To that end is a requirement that properties to be sold within 2 miles of the range, once the site has been approved, that the seller must disclose of the existence of said shooting range to the prospective buyer.

(28) Industrialized Buildings (Modular Homes) (Residential)

All industrialized homes must comply with the following regulations for dwelling units:

a. The building permit application must be accompanied by the following:

1. The serial number of the home as provided by the manufacturer.

2. Proof of the identity of the manufacturer.

3. Proof of inspection of the home at the date of manufacture, including DCA seal.

b. No industrialized home shall be in a state of disrepair at the time of its installation at the intended location within the City.

c. All industrialized homes shall receive all applicable inspections necessary to ensure the following:

a) External connections to gas, plumbing, electric and any other utility systems shall be constructed and installed in a manner that meets all City building codes.

b) Each industrialized home site shall include an approved potable water source and an approved sewage disposal system meeting the requirements of the Coffee County Health Department.

c) Steps, landings, porches shall meet the requirement of the International Building Code.

d. All industrialized homes shall meet all requirements of the zoning district in which the home is located.

e. No industrialized home may be attached to another industrialized home by means of a breezeway, corridor or hallway. Industrialized homes designed to be part of a multi-family structure are prohibited.

(29) Industrialized Buildings (Non-Residential)

a. All industrialized buildings located in the M-1 and M-2 districts shall meet the following design requirements:

1. Permitted Exterior Building Materials
   i. Brick
   ii. Glass, including glass storefront construction
   iii. Stone
   iv. Split-face block/concrete masonry units (CMU) limited to 33% of the surface area of the façade
   v. Exposed pre-cast concrete limited to 15% of exterior wall surface
   vi. High grade stucco limited to 50% of the surface area of the façade
   vii. Natural wood and/or cement-based siding are allowed only for residential buildings in M-1 and M-2 (security residences).

2. Prohibited Exterior Building Material
   i. Tilt-up concrete and precast “T’s”
   ii. Exposed concrete block and tile
   iii. Metal siding

(30) Internet Cafes or Similar Use Relating to Online Gambling

a. No Internet Cafe or Similar Use shall be permitted except as noted below, within one thousand-six hundred feet, measured by a straight line between the nearest corners of the facilities, of a religious facility, school, or public playground. No application for an Internet Café or Similar Use shall be approved which does not include or have attached thereto a current certificate from a registered surveyor of this state, showing a scale drawing of the premises, and the location at which applicant desires to

operate, as well as the straight-line distance in lineal feet from the nearest church, public park, schoolground, college campus, public library and private dwelling lot of such proposed premises.

b. Any person whose location or place of business does not meet the distance requirements above, and who is proposing to operate an Internet Cafe may have this distance waived in the following manner:

1. A request for a waiver may be initiated by filing an application in writing with the Community Development Director.

2. The Community Development Director will schedule a public hearing before the City Commission if the application for a waiver meets the following criteria:

3. Service is available only to persons patronizing the establishment for the main purpose of ordering and consuming food.

4. Have permanent kitchen facilities located within the premises in which meals are regularly prepared for service of patrons of the establishment.

c. A waiver of distance requirements under this section shall be granted only in the event it does not adversely affect community health, safety or general welfare and in connection with that shall be considered the following:

1. The actual location and distance of the proposed establishment with respect to other internet cafes, as well as churches, schools, or public playgrounds.

2. The type and size of the establishment, including bar floor space and seating capacity, capable of seating not fewer than (32) persons simultaneously for the purpose of consuming food, and whether, in view of such type or size, the proposed establishment is likely to create a public nuisance or traffic impediment by drawing crowds or persons milling about outside the building.

3. Whether adequate parking and landscaping for the facility is provided so as to meet the applicable requirements of this Code.

4. Whether the facility is physically or sufficiently well buffered from all adjacent residentially zoned areas, schools, churches, and public playgrounds.

(31) Kennel, Pet Boarding

a. The lot size shall not be less than two acres.

b. Any building or enclosed structures for the housing of animals shall have minimum side and rear setbacks of at least 100 feet from the property lines.
c. All areas maintaining animals outside shall be completely enclosed by wall or fences at least six ft in height and shall be located no closer than 200 feet from property lines or street right of way.

(32) Landfill, Inert Waste

a. The minimum acreage of the site shall be twenty-five acres.

b. No facility shall be permitted within 500 ft of a residential dwelling, private or public well or school.

c. A minimum 100 ft. wide buffer, meeting the requirements of this Section shall be maintained on all property lines including property lines abutting a public street.

d. All facilities shall be enclosed with an opaque security fence at least 6 ft in height with openings of not more than those in two-inch mesh wire of some other similar fencing materials. This fence shall be located inside the buffer. A minimum 6 ft high solid wall or fence is required inside the buffers adjacent to property zoned or used for residential purposes. A sight line study shall be submitted to the Community Development Director for approval.

e. Access to inert waste landfills shall be limited to authorized entrances that shall be closed when the site is not in operation. Access shall not be through any residential subdivision or development. Routes and entrances shall be approved by the Community Development Director to ensure that access is derived from paved streets and that such streets will withstand maximum load limits established by the City.

f. Materials placed in inert waste landfills shall be spread in layers and compacted to the least practical volume.

g. A uniform compacted layer of clean earth no less than 1 ft in depth shall be placed over all exposed inert waste material at least monthly.

h. The inert waste landfill site shall be graded and drained to minimize runoff onto the landfill surface, to prevent erosion and to drain water from the surface of the landfill.

i. The property owner shall obtain a land disturbing permit for any inert waste landfill.

j. No hazardous wastes, industrial wastes, demolition wastes, biomedical wastes, asbestos, or liquid waste shall be allowed in an inert waste landfill.

k. Suitable means, such as stockpiled soil, shall be provided to prevent and control fires.

l. A uniform compacted layer of final cover not less than two ft in depth and a vegetative cover shall be placed over the final lift not less than one month following the final placement of inert waste within the lift.

m. Notice of final closure must be provided to the Department of Public Works within 30 days of receiving the final load of waste. Any site not receiving waste in excess of 180 days shall be deemed abandoned and in violation of this Section unless properly closed. Notice of closure must include the date of final waste receipt and an accurate legal description of the boundaries of the landfill.

(33) Landfills, Solid Waste

a. The minimum size of a Solid Waste Landfill shall be 100 acres.

b. No facility shall be permitted within 500 ft of a residential dwelling, private or public well, or school.

c. A minimum 200 ft wide buffer, meeting the requirements of this Section, shall be maintained against all property lines including property lines abutting a public street.

d. All facilities shall be enclosed with an opaque security fence at least six feet high with openings of not more than those in 2-inch wire mesh or some other similar fencing materials. The fence shall be placed inside the buffer. A minimum six feet high wall or solid fence is required inside the buffers adjacent to property zoned or used for residential purposes. A sight line study shall be submitted to the Community Development Director for review.

e. A gate or other barrier shall be maintained at potential vehicular access points to block unauthorized access to the site when an attendant is not on duty. Access to the site shall not go through any residential area or uses. Routes and entrances shall be approved by the City Engineer to ensure that the access to the site is on paved streets and that such streets are designed to carry the maximum load limits as established by the City.

f. The property owner shall obtain all applicable local, state and federal permits.

g. The site must be designed with adequate soil buffers or artificial liners and leachate collection and treatment systems to prevent the contamination of drinking water supplies.

h. All surface runoff from disturbed areas must be controlled and contained on site by the use of appropriate erosion and sedimentation control measures or devises. Sediment basins must be designed to handle both the hydraulic loading for the 25-year 24-hour storm event and the sediment loading from the drainage basin for the life of the site.

i. The site plan for the facility must call for revegetation of any disturbed area that will remain exposed for more than three months. Revegetation of final cover must take place within two weeks after final cover placement.

j. The site plan must also define a sequence of filling the entire site that minimizes any problems with drainage or provides for all-weather access roads to the working area.

k. The composition of daily cover shall meet the following standards:

1. Must be capable of preventing disease vectors, odors, blowing litter and other nuisances.

2. Must be capable of covering solid waste after it is placed without change in its properties and without regard to the weather.

3. Must be capable of allowing loaded vehicles to successfully maneuver over it after placement.

4. Must be non-combustible.

5. 40% by weight of fragments in the daily cover shall pass through a 2-millimeter, No. 10 sieve.

6. Must not include rock fragments that are greater than six inches in diameter.

l. The composition of intermediate or monthly cover shall meet the same criteria for daily cover and be capable of supporting the germination and propagation of vegetative cover.

m. The composition of final cover shall meet the same criteria as for monthly cover and must compact well and preclude the excessive infiltration of surface water.

n. The grade of final slopes shall be designed, installed and maintained to:

1. Ensure permanent slope stability.

2. Control erosion due to rapid water velocity and other factors.

3. Allow compaction, seeding and revegetation of cover material placed on slopes.

4. Ensure minimal percolation of precipitation into and surface runoff onto the disposal area.

5. The grade of the final surface of the facility may not be less than 3% or greater than 33%.

o. Fire protection, groundwater monitoring, methane gas control, liners and leachate collection, closure, post-closure care and financial responsibility shall be in conformance with Chapter 391-3-4, as amended, Solid Waste Management Rules of the Environmental Protection Division of the State Department of Natural Resources.

p. Any operator of any solid waste landfill shall comply with the performance requirements of Chapter 391-3-4, as amended, Solid Waste Management Rules of the Environmental Protection Division of the State Department of Natural Resources.

q. No regulated quantities of hazardous waste may be accepted. The operation must have a plan for excluding regulated quantities of hazardous waste.

r. No person in responsible charge of a solid waste landfill which has a leachate collection system shall perform the duties of a Solid Waste landfill operator without being duly certified by the State.

s. No solid waste landfill which has a leachate collection system shall be operated in the State unless the person in charge is duly certified by the State.

(34) Livestock in Residential Districts

a. Except as provided below, no animals shall be kept in any residential district except those animals generally recognized as household domestic pets, such as dogs, cats, caged birds etc. In any residential district, no more than a total of three dogs and/or cats four (4) months or older shall be allowed for each dwelling unit.

b. Animals as described below, other than household domestic pets, may be kept provided they are not housed within one hundred feet of any property line.

c. The property must be at least two acres.

d. Hens may be permitted, roosters shall not be allowed in residential districts.

e. The horses are for the private and personal use of the resident and his/her family.

f. Manure must be disposed of or composted in a way that does not produce offensive odor.

g. Noise complaints will be addressed using barking dog's guidelines.

Table 7-2 Animal Schedule

Type of Adult Animal	Number per Acres
Horses	2
Goats	4
Chickens (no roosters)	6

(35) Manufactured Homes

Definitions.
The following words, terms, or phrases shall have the meanings ascribed to them in this Section.

a. *Applicant* means any person seeking to install a pre-owned manufactured home in the City of Douglas.

b. *Building Inspector* means the person appointed, employed, or otherwise designated as the director of planning, permits and inspections, or the city building official, or his or her designee, including the Community Development Director.

c. *Certificate of Occupancy* means a document issued by the building inspector certifying that a pre-owned manufactured home is in compliance with applicable requirements set forth by this Ordinance, and indicating it to be in a condition suitable for residential occupancy.

d. *Guarantee of Condition Bond* means a surety bond to guarantee that the affidavit and photographs required by paragraphs (1) and (2) of subsection (a) of Section 3 of this ordinance reasonably portray or represents the existing condition of the pre-owned manufactured home proposed for relocation. In lieu of the bond, a cash deposit may be deposited with the City.

e. *Install* means to construct a foundation system to place or erect a manufactured home on such foundation system. Such term includes, without limitation, supporting, blocking, leveling, securing, or anchoring such manufactured homes and connecting multiple or expandable sections of such manufactured home.

f. *Jurisdiction* means the incorporated areas of the City of Douglas, Georgia.

g. *Manufactured home* means a structure, transportable in one or more sections, which, in the travelling mode, is eight body feet or more in width or 40 body feet or more in length or, when erected on site, is 320 or more square feet and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained therein; except that such term shall include any structure which meets all the requirements of this paragraph except the size requirements with respect to which the manufacturer voluntarily files a certification required by the Secretary of Housing and Urban Development and complies with standards established under the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. Sections 5401, *et seq.*

h. *Pre-owned manufactured home* means any manufactured home that has been previously used as a residential dwelling and has been titled.

Conditions.
All pre-owned manufactured homes located in the jurisdiction shall bear a label certifying that it was constructed in compliance with the National Manufactured Housing Construction and Safety Standards (MHCSS) Act of 1974, 42 U.S.C. Sections 5401, *et seq.* (the HUD Code), and shall be installed in accordance with O.C.G.A. § 8-2-160, *et seq.*

Permitting, Inspection, Certificate of Occupancy and Fees.
A permit shall be required to locate a pre-owned manufactured home in the jurisdiction.

a. Permit. To obtain a permit, Applicants shall provide to the Community Development Director:

1. An affidavit signed by the applicant that the pre-owned manufactured home meets health and safety standards required by the MHCSS Act and this ordinance.

2. Photographs of the interior and exterior of the pre-owned manufactured home providing evidence that the home meets the minimum health and safety standards of Section 4 of this ordinance.

3. A $250 refundable guarantee of condition bond or $250 refundable cash deposit; and

4. The permit and inspection fee required by sub-section (d) of this Section.

b. Inspection. Upon receipt of a permit, Applicants may relocate the manufactured home on a residential site for the purposes of inspection. Applicant shall arrange for an inspection to be held once the installation of the manufactured home is complete.

c. Certificate of Occupancy. A certificate of occupancy shall only be issued to the Applicant after such time that the building inspector certifies that the requirements of this ordinance have been met.

d. Fee. A permit and inspection fee of $25 shall be charged to the applicant to cover the cost to the City to process the permit application and inspect the pre-owned manufactured home. Such fee shall cover the initial inspection and one follow up inspection. The applicant shall be charged $25 for each additional follow up inspection that is necessary.

e. Alternative Inspection. At the request of the Applicant, the building inspector may, at his or her discretion, inspect a pre-owned manufactured home prior to its being relocated if the home is then located at another site within the city within 90 days from the date of the inspection.

Minimum Health and Safety Standards.
All pre-owned manufactured homes shall comply with the following before being issued a certificate of occupancy by the building inspector.

a. HUD Code. Every pre-owned manufactured home located in the jurisdiction shall be in compliance with the Federal Manufactured Housing Construction and Safety Standards Act, 42 U.S.C. 5401-5445 (the HUD Code), and shall not be altered in such a way that the home no longer meets the HUD Code.

b. Interior Condition. Every floor, interior wall, and ceiling of a pre-owned manufactured home shall be in sound condition. Doors and windows shall be operable, watertight and in good working condition. The floor system shall be in sound condition and free of warping, holes, water damage, or deterioration.

c. Exterior Condition. The exterior of all pre-owned manufactured homes shall be free of loose or rotting boards or timers and any other conditions that might admit rain or moisture to the interior portions of the walls or to occupied spaces. The exterior siding shall be free of rot and rust. Roofs shall be structurally sound and have no obvious defects that might admit rain or cause moisture to collect on the interior portion of the home.

d. Sanitary Facilities. Every plumbing fixture, water, and waste pipe of a pre-owned manufactured home shall be in a sanitary working condition when properly connected, and shall be free from leaks and obstructions. Each home shall contain a kitchen sink. Each bathroom shall contain a lavatory and water closet. At least on bathroom shall contain a tub and/or shower facilities. Each of these fixtures shall be checked upon being connected to ensure they are in good working condition.

e. Heating Systems. Heating shall be safe and in working condition. Un-vented heaters shall be prohibited.

f. Electrical Systems. (switches, receptacles, fixtures, etc.) shall be properly installed and wired and shall be in working condition. Distribution panels shall be in compliance with the approved listing, complete with required breakers, with all unused openings covered with solid covers approved and listed for that purpose. The home shall be subject to an electrical continuity test to assure that all metallic parts are property bonded.

g. Hot Water Supply. Each pre-owned manufactured home shall contain a water heater in safe and working order.

h. Egress Windows. Each bedroom of a manufactured home shall have at least one operable window of sufficient size to allow egress if necessary.

i. Ventilation. The kitchen in the home shall have at least one operating window or other ventilation device.

j. Smoke Detectors. Each pre-owned manufactured home shall contain one operable battery-powered smoke detector in each bedroom and in the kitchen, which must be installed in accordance with the manufacturer's recommendations.

k. Exterior door. Each exterior door shall have a landing with steps. The landing shall be at least 3' x 3' in size. There shall be affixed handrails on each side of the landing and steps.

l. Curtain Wall.

4) All manufactured homes or mobile homes shall be underpinned with a curtain wall. The curtain wall shall be masonry material, at least 26-gauge sheet metal, a vinyl product, or a cement board type material. The wall shall be continuous except for ventilation vents and an access panel.

5) Skirting shall be installed in accordance with the manufacturer's instructions.

6) All curtain walls shall be maintained in good repair.

Enforcement.

a. Permanent connection to utilities shall not be approved until the building inspector has issued a certificate of occupancy.

b. Owners of pre-owned manufactured homes that are not in compliance upon a third inspection shall have their permit revoked and shall be required to remove the home from the jurisdiction.

c. The guarantee of condition bond or cash deposit will be forfeited after 90 days from the date of inspection, unless all conditions and standards are met prior to the end of the 90 days or an extension has been issued in writing by the building inspector.

Penalties

Failure to remove a pre-owned manufactured home from the jurisdiction upon failure to receive a certificate of occupancy shall be punishable by a fine of $500. Each day any violation under this ordinance continues shall be considered a separate offense.

(36) Manufactured Home Park

a. Size of Park
A Manufactured Home Park shall be no less than 5 acres in size and is divided in two or more manufactured home lots for rent or sale and shall have a minimum frontage of 100 feet along a paved public road.

b. Density of Park
A Manufactured Home Park shall not exceed a density of more than 5 units per acre. 20 percent of the site shall be provided in common open space.

c. Water Supply
Each Manufactured Home Park shall be provided with an adequate supply of water of safe, sanitary quality

and shall be connected to the City Water System.

d. Waste and Sewage Disposal
Each Manufactured Home Park shall be provided with safe and adequate means for the collection of waste and garbage, and shall be connected to the City Sewer System.

e. Size, condition of Manufactured Home Site

1. Each site reserved for the accommodation of any Manufactured Home shall not be less than 3,200 square feet.

2. The minimum width of the site shall not be less than 70 feet.

3. The site shall be level, free from rocks and weeds, and well drained.

4. The site shall be landscaped in accordance with Section 5.7. Landscaping.

f. Distance between Manufactured Homes and setbacks of Manufactured Homes

1. No Manufactured Home shall be located on any site where there is less than 20 feet between the Manufactured Home and another structure or another Manufactured Home.

2. No Manufactured Home shall be placed or erected within less than 10 feet from the side lot line.

3. No Manufactured Home or other structure in the Manufactured Home Park may be placed or erected within 35 feet from any public right-of-way.

g. Buffering

In order to reduce visual, light and noise impacts, a required landscape buffer of no less than 15 feet shall be located along the length of the adjacent private or public property. The landscaped buffer shall meet the requirements of Section 5.6, but shall at a minimum, after 5 years of planting, be 6 feet in height and obscure objects behind the landscape buffer at a distance of 50 feet.

h. Roadways, entrances and exits

1. All internal circulation systems for roads and sidewalks shall meet the City's standards for road and street construction.

2. The minimum right-of-way for all internal roadways shall be 50 feet.

3. Each Manufactured Home site shall be accessible by a paved driveway with a minimum width of 20 feet.

4. All internal circulation systems for roads and sidewalks shall be lighted to provide safe and convenient access to all parts of the Manufactured Home Park during evening hours.

i. Parking
All Parking and loading shall be in accordance with Chapter 5- Off-Street Parking and Loading.

j. The Manufactured Home Park shall be in accordance with Section 5.7, the City's Stormwater Regulations.

k. Utilities

1. All internal power lines shall be at a minimum 15 feet above each Manufactured Home.

2. All utilities will require a public utility easement.

l. Accessory uses shall be limited to those normal and incidental to residential dwelling units, including a small convenience store to provide personal items such as toiletries, magazines, a small selection of

groceries, prescriptions. Said facility shall be self-contained within the structure and open only to the residents of the facility.

m. No manufactured home shall be in a state of disrepair at the time of its installation at the intended location within the City. Proof of an approved US HUD insignia may be accepted as evidence of a new manufactured home's compliance with this subsection. The state of repair of a pre-owned manufactured home shall be determined based on the home's compliance with the following provisions:

1. Every manufactured home shall contain not less than a kitchen sink, a lavatory sink, a tub or shower, and a toilet, all in working condition upon proper connection to an approved water and sewer system. Every plumbing fixture and water and waste pip shall be in a sanitary working condition free from leaks and obstructions.

2. Every manufactured home shall have water heating facilities in safe working condition.

3. Every manufactured home shall have heating facilities in safe working condition. Where a central heating system is not provided, each manufactured home shall be provided with facilities where heating appliances may be connected.

4. Unvented fuel burning heaters shall be prohibited in bedrooms.

5. Every manufactured home shall have a smoke detector approved by the State and which is installed in accordance with the manufacturer's recommendations.

6. Every habitable room excluding bathrooms, kitchens and hallways shall have at least one window that can be opened, facing directly to the outdoors. All window panes shall be intact and free of cracks or other structural flaws.

7. Every habitable room shall have at least one window or skylight which can be opened, or such other device that will ventilate the room.

8. Electrical distribution panels shall be in compliance with the approved listing, complete with required breakers or fuses, with all the unused openings covered with blank covers approved and listed for that purpose. Connections shall be checked for tightness. Panels shall be accessible.

9. The electrical system, including but not limited to switches, receptacles, and fixtures, shall be properly installed and wired and in safe working condition. The manufactured home may be subjected to an electrical continuity test to assure that all metallic parts are properly bonded.

10. The exterior of the manufactured home shall be free of loose or rotting boards or timbers and any other condition that might admit rain or moisture to the interior portions of the walls or to the occupied spaces of the manufactured home.

11. The exterior siding of the manufactured home shall be free of rot and rust and must be uniform in appearance.

12. Roofs shall be structurally sound and have no obvious defects, which might admit rain or cause moisture to collect on the interior portion of the home.

n. For a manufactured home that is to be located in the City from a site outside the City, an inspection for compliance with each of the applicable requirements set forth in subsection (10) a. – l. shall be conducted prior to the home being brought into the City. Non-compliance with any of the provisions of this subsection shall cause a pre-owned manufactured home to be found in a state of disrepair for purposes of this section. The installation of such home shall not be permitted in the City absent correction of the defect(s) by the applicant and approval by the Community Development Director.

o. On any manufactured home to be located within the City, inspections staff shall conduct any inspections that are necessary to ensure the following:

1. External connections to gas, plumbing, electric and any other utility systems shall be constructed and installed in a manner that meets all City building codes and regulations.

2. An approved potable water source and an approved sewage disposal system meeting the requirements of the Georgia Department of Human Resources and the Coffee County Health Department.

3. All manufactured homes shall be installed in accordance with O.C.G.A. §§ 8-2-160 through 8-2-168. The pier foundation shall be a 16"x16"x4"so1id concrete pad, precast or poured in place, or other approved methods/materials. Concrete footings shall have an ultimate compressive strength of not less than 2500 psi at 28 days. Footer size may vary on piers used with alternate anchoring systems when installed per system manufacturer's instructions, and marriage wall piers as required by manufacturer's instructions. A11 manufactured homes shall be placed on a foundation, either slab or piers, in accordance with the manufacturer' s permanent installation instructions. If the manufacturer's instructions are no longer available, the rules and regulations of the Safety Division of the State Department of Insurance (chapter 120-3-7, as amended) shall be followed regarding installation.

p. No manufactured home may be attached to another manufactured home by means of a breezeway, corridor or hallway.

(37) Mobile Vendors

a. Mobile vendors, including mobile food vendors, (a mobile food dispensing vehicle that sells prepared food products) and mobile units that sell agricultural produce may be permitted, subject to the approval of a Mobile Vendor Permit by the Community Development Director and the presentation of written permission from the property owner on whose property the mobile vendor is to be located. All mobile vending businesses shall be subject to the following criteria:

1. A mobile vending business shall be treated and permitted as a home occupation and subject to the regulations of a home occupation.

2. All business activities associated with the operation of the mobile vending business are to be conducted away from the home.

b. A minimum of six parking spaces shall be required for the use of the mobile vendor.
c. No mobile vendor shall operate in the following areas:

1. Within ten feet from the right-of-way of any public street or roadway.

2. Within a required landscape buffer or improvement setback.

3. Within ten feet of any street intersection or cross walk.

4. Within ten feet of any driveway or other curb cut access, loading zone or bus stop.

5. In any area within 15 feet of a building entrance.

6. On the median strip of a divided roadway.

7. In front of display windows of a fixed location business.

8. Within ten feet of a fire hydrant or fire escape.

9. Within ten feet of any parking space or access ramp designated for persons with disabilities.

d. No vending cart or stand, or any other item related to the operation of a mobile vendor use shall be located on any city sidewalk or other public way during non-vending hours. Nor shall any vehicle be parked, stored or left overnight other than in a lawful parking space.

e. Vendors shall keep the sidewalks, roadways and other spaces adjacent to their vending sites or locations clean and free of paper, peelings, and refuse of any kind generated from their business. All trash or debris accumulating within 25 feet of any vending stand shall be collected by the vendor and deposited in a trash container provided by the vendor. The trash container shall be emptied regularly and marked as being for litter.

f. Mobile Vendors may not do any of the following:

1. Obstruct pedestrian or motor vehicle traffic flow.

2. Obstruct traffic signals or regulatory signs.

3. Obstruct adequate access to emergency and sanitation vehicles.

4. Interfere with access to abutting properties.

5. Sound any device that produces a loud noise or operate any loudspeaker, public address system, radio, sound amplifier, or similar device to attract public attention.

(38) Outdoor Storage in Residential and Commercial Districts

a. In all commercial zoning districts, and except as noted below, all business activities shall be in a completely enclosed structure.
b. Exceptions to the regulation shall be for the display of motor vehicles, marine craft, aircraft, recreational vehicles, manufactured homes, farm and construction equipment and vehicles, farm and garden supplies, stone products, and any other product designed for outdoor use.

c. An outdoor storage area may not be located in any required off-street parking area, required off-street

loading area, required landscape area, designated environmental protection area, or any adjacent public right-of-way.

d. An outdoor storage area may be located adjacent to a structure but shall not be located in the front yard setback area.

e. An outdoor storage area shall be kept neat and orderly and shall not be permitted to take on the characteristics of a junk yard.

f. An outdoor storage area shall be visually screened from adjacent uses by a fence, or a masonry wall or a chain-link fence with green or black slats. In the discretion of the Community Development Director, an opaque landscape buffer may be used instead of a wall or fence provided the area is visually screened from adjacent property as effectively as though a fence or wall were used.

g. The screening used shall not be less than six feet in height. Access through the fence or wall shall be limited through opaque gates that shall be closed when not in use.

h. Outdoor eating areas are permitted as an accessory to any permitted eating establishment in any commercial district, subject to the following standards:

1. The outdoor eating area does not occupy an area greater than 50% of the building area of the business to which the eating area is accessory;

2. The outdoor eating area is not located in any required parking area, service area, landscape area, and drainage area or public right-of-way;

3. If the outdoor eating area is located along, or astride a sidewalk or other pedestrian accessway, a minimum of five-foot unobstructed passage shall be maintained through h the outdoor eating area.

4. All outdoor eating areas shall be designed and located in such a manner as to prevent them from becoming a nuisance to any adjacent property or use. All outdoor eating areas shall be located so that there is no adverse noise, lighting, trash or other negative impacts onto any adjacent property or use.

5. All outdoor eating areas shall be treated for parking computations as if they were fully enclosed.

(39) Parking Garages

a. Parking structures shall be designed so that the only openings at street level are those to accommodate vehicle entrances and pedestrian access to the structure. Any openings for ventilation, service or emergency access located on the first-floor level in the building façade must be decorative and must be an integral part of the overall building design or screened from view with landscaping that is at least ten feet in height.
b. The balance of the street frontage of a parking structure shall be occupied by retail/office space or designed with exterior materials, structural elements, and external openings having proportions similar to those of upper floors of occupied buildings. External openings shall be screened with decorative elements such as grillwork, brick or louvers.

c. Parking structures which have a total length of 250 feet or more shall provide and lighted and signed 10 feet wide pedestrian arcade/walkway passing completely through the parking structure near the midpoint

of the longest side. This arcade/walkway shall connect with other adjacent sidewalks and to the surrounding public streets.

(40) Portable On Demand Storage Units (PODs)

a. Before placing a PODS unit on his or her property, a person must submit an application and receive a permit from the City. An insurance certificate providing liability insurance in the amount of $100,000 provided by the company supplying the POD must accompany the application.

b. There is a fee of $25 for a thirty-day permit. Applications can be required from the Community Development Director.

c. Permits will be granted for a period of 30 days. At the expiration of the thirty-day period, applicants may seek to extend their permits one time for an additional 30 days by seeking an extension for cause from the Community Development Director. Extension of a permit will cost $25 for the additional 30 days granted.

d. PODS units are prohibited from being placed in the road right-of-way streets or the front yard of a property.

e. All locations must be paved off-street surfaces. Portable Storage Units shall only be placed the property owner's driveway or a parking area or, if access exists at the side or rear of the site, the side or rear yard. The required parking space(s) shall at all times be maintained if temporary storage units are placed in parking areas.

f. The portable storage unit is no larger than eight feet in height by ten feet in width by 20 feet in length.

g. No more than two portable storage units are approved for any address at any one time.

h. The Applicant, as well as the Supplier, shall be responsible for ensuring that the Portable Storage Unit is maintained in good condition, free from evidence of deterioration, weathering, discoloration, graffiti, rust, ripping, tearing or other holes or breaks, at all times.

i. No Portable Storage Unit shall be used to store solid waste, construction debris, demolition debris, recyclable materials, business inventory, commercial goods, goods for property other that at the residential property where the Portable Storage Unit is located (i.e. used for retail sales) or any other illegal or hazardous material.

j. No Portable Storage Unit shall be occupied as a dwelling or office/business location.

(41) Recreational Vehicle Parks and Campgrounds

a. No new Recreational Vehicle Park and Campground may be located in any zoning district other than G-C.

b. A Recreational Vehicle Park shall be permitted only on tracts of land consisting of a minimum of four acres and having a minimum frontage of at least 60 feet on a paved public road.

c. The maximum number of recreational vehicle lots shall not exceed 14 lots per gross acre.

d. The minimum dimensions for any lot in any Recreational Vehicle Park developed after February 28, 2011, or any additions to any existing Recreational Vehicle Park made after February 28, 2011 shall be 40 feet wide by 70 feet long.

e. The minimum building setbacks for any lot in any Recreational Vehicle Park developed after February 28, 2011, or any additions to any existing Recreational Vehicle Park made after February 28, 2011 shall be as follows:

Front Yard Setback	Side Yard Setback	Corner Side Setback	Rear Yard Setback
20 feet	10 feet	8 feet	10 feet

f. The coverage by accessory buildings in the Recreational Vehicle Park shall be no greater than 20 percent of the total acreage of the park.

g. Each lot shall provide a stabilized vehicular parking pad, measuring no less than 10 x 20 feet; the pad shall be composed of shell, marl, paving or stone screenings. Exposed ground surfaces in every space not protected by the vehicular parking pad shall be protected with vegetative growth such as ground cover or shrubbery that is capable of preventing soil erosion and the creation of dust.

h. At least 20 percent of the gross site area shall be set aside and developed as open space, recreation space and buffering between recreational vehicle spaces. Such areas may provide recreation opportunities such as swimming pools, tennis courts, picnic areas, playgrounds, playing fields. Open space shall not include streets, parking lots, lease or rental lots, buildings, right-of-way or sites for water and sewer treatment. Up to 50% of the required open space may be used for stormwater retention areas.

i. There shall be a landscape buffer around all Recreational Vehicle Parks of at least 25 feet in width. Landscaping in this area shall conform to the requirements of this Code.

j. All parks shall be provided with safe, convenient, paved vehicular access from a paved road to each lot.

k. All streets internal to the park shall have a minimum right-of-way of 30 feet, and shall be paved to City specifications.

l. Park entrance paving shall be at least 36 feet wide.

m. No entrance or exit from a park shall be permitted through a residential district.
n. In addition to those generally permitted accessory uses, a Recreational Vehicle Park may also provide for the following:

1. One permanent residence, intended for occupation by the manager of the park; and

2. In parks with 100 or more lots, a retail and personal service establishment, intended exclusively for the use of the occupants of the on-site recreational vehicles and travel trailers.

o. All Recreational Vehicle Parks shall undergo Major Site Plan Review.

p. All Recreational Vehicle Parks shall be required to be served by centralized water and sewer services.

(42) Religious Facilities and Related Uses

When located in a residential district, the following standards shall be met:

a. The property shall contain at least two acres and be located on an arterial or connector street.

b. A 50 feet vegetative landscape buffer to adjacent residential zoning or residential uses is required.

c. Driveways and parking areas must be set back a minimum of 25 feet from side property lines.

d. The scale, intensity and operation of the use shall not generate unreasonable noise, traffic, congestion or other potential nuisances or hazards to contiguous residential properties.

e. Any buildings or structures shall be harmonious with the surrounding character of the residential neighborhood.

f. Permitted related uses in addition to customary accessory uses include a chapel, library, administrative offices including storage areas, educational facilities, fellowship hall, related kitchen and dining area, ornamental garden, and outdoor recreational facilities occupying less than 10,000 square feet.

g. No signage shall be permitted for accessory uses or facilities.

h. Outdoor activities shall be limited to the hours from 10 AM to 10 PM.

i. Retail and commercial sales uses shall be prohibited as accessory uses to a religious facility that is located in a residential zoning district.

j. Schools, K-12, in addition shall meet the standards as listed in this Section under Schools, K-12, Private.

(43) Riding Stables

a. The keeping of horses and use of stables shall be limited to property within the AG and R-15 and R-12 zoning districts on lots having a minimum lot area of two acres.

b. The entire parcel shall be fenced.

c. The maximum number of adult horses shall be two per acre.

d. Any structure or building to house the horses must be located a minimum of 100 feet from the property line.

(44) Salvage Yard, Junk Yard

a. The yard must be a minimum of five (5) acres but no more than 15 acres, with a maximum slope of five percent.

b. The yard shall be located no closer than 300 feet to a residential or commercial district boundary line.

c. The property on which the collection activity is taking place shall be surrounded by a fence, wall or vegetative screening eight feet in height. Such fence or wall shall be of similar composition, construction, and color throughout and shall be constructed without openings except for one entrance and one exit. The entrance and exit shall be equipped with unpierced gates which shall be closed and securely locked outside of business hours. In no case shall the fence be less than a height necessary to screen effectively all storage and other operations from view.

d. The yard is to be located no closer than 100 feet from the right-of-way of any major arterial roadway as defined by the City of Douglas.

e. Junked or wrecked vehicles shall not be stacked.

f. All sides of each individual stockpile areas shall be accessible by fire lanes. Fire lanes shall be a minimum of 1 ½ times the height of the pile, but in no case shall the fire lane be less than 20 feet wide.

g. All stockpiles shall be surrounded with a network of fully operating fire hydrants spaced at intervals of no more than 250 feet. No portion of a stockpile yard shall be more than 200 feet away from a fire hydrant.

h. The total site that may be covered with debris storage areas shall not exceed 60% of the site.

i. The base area on which the stockpiles are located, and the access aisles between the stock piles, must be constructed of either a concrete surface, asphalt surface, or other clean all weather stabilized surface that is acceptable to the City.

j. All recycling, scrap, waste and salvage/ junkyard operations shall submit to an annual fire prevention inspection by the City Fire Chief.

k. Every recycling, scrap, waste and salvage/ junkyard operation authorized under this section, shall establish a cash security fund, bond or provide the City with an irrevocable letter of credit based on the schedule below, to secure the cost of removing of all accumulated debris and materials from the site if it has been determined by the City Commission, following a duly noticed public hearing, that the recycling, scrap, waste or salvage/ junkyard operation has been abandoned or operations have ceased for a period in excess of six months or the permit has been revoked for any reason. The provisions of this paragraph shall not apply to and recycling, scrap, waste or salvage/junkyard operation operated by any unit of local government within the City.

Yard Size	Required Security
Less than 5 acres	$ 75,000
7.5 to 12.5 acres	$125,000
12.5 to 15 acres	$175,000

(45) Satellite Dish Antennas

a. All satellite antennas shall meet all manufacturers' specifications, be located on non-combustible and corrosion-resistant material and be erected in a secure, wind resistant manner, in accordance with the latest version of the International Building Code and designed to withstand winds in accordance with ANSI/EIA/TIA 222 standards (latest revision), as applicable.

b. All satellite antennas shall be adequately grounded for protection against a direct strike of lightning.

c. No satellite antenna shall be allowed within a required front yard.

In residential districts:
d. No dish may be larger in size than 36 inches in diameter.

e. No satellite antenna shall be closer than five feet from the real property lines.

f. No advertisements of any sort shall be allowed.

g. In the event that usable satellite communication signals cannot be received in a permitted location, such antenna may be placed in the front yard or on the roof of the dwelling upon approval by the Community Development Director.

In non-residential districts:
h. Satellite dishes may be installed above ground level and on building roofs, but the combined height of any such antenna system and the building shall not exceed the overall height of 35 feet. All antenna systems installed on a building roof shall be located so that they may not be seen from street level. A ground mounted satellite dish shall not exceed a height of 20 feet including any platform or structure on which it is mounted.

i. All antenna systems shall be installed at least 20 feet (measured from the edge of the dish) from any adjoining residential property line.

j. If useable satellite signals cannot be obtained from an antenna installed in any permitted yard or with the height limitation in #8, such antenna may be installed in a required front yard or at a greater height upon approval by the Community Development Director. Under no circumstance shall such satellite antenna exceed a height of 50 feet.

k. All satellite television antenna systems shall be deemed accessory uses and structures and shall require a building permit before construction. An application for the permit shall be made to the Community Development Department accompanied by a site plan sketch showing the dimensions and location of the proposed satellite television antenna system in relation to the boundaries, setback lines and existing structures on the property.

(46) Schools, K-12, Private

a. This use shall be located with direct access to an arterial or connector street.

b. The minimum lot size shall be as follows:

1. Elementary School: 2 acres, plus 1 acre for each 100-student capacity

2. Middle School: 3 acres, plus 1 acre for each 100-student capacity

3. High School: 5 acres, plus 1 acre for each 100-student capacity

c. A 50-foot landscape buffer is required adjacent to residential zoning districts or residential uses.

d. Driveways and parking areas must be set back 25 feet from side property lines.

e. The scale, intensity and operation of the use shall not generate unreasonable noise, traffic, congestion or other potential nuisances or hazards to contiguous residential properties.

f. Any buildings or structures shall be harmonious with the surrounding character of the residential neighborhood.

g. Permitted accessory uses in addition to customary accessory uses include a chapel, library, administrative offices, educational facilities, fellowship hall, related kitchen and dining area, ornamental garden, and outdoor recreational facilities occupying less than 10,000 square feet.

h. No signage shall be permitted for accessory uses or facilities.

i. Outdoor activities shall be limited to the hours from 10 AM to 10 PM.

j. Recreational facilities and associated outdoor lights shall be located at least 100 feet from property lines with adjacent residential properties and uses.

k. Retail and commercial sales uses shall be prohibited as accessory uses to a private school that is located in a residential zoning district.

(47) Scrap, Waste and Recycling Operations

a. The collection operations shall be limited to the acceptance of glass, plastic, paper, cardboard, metal cans, non-ferrous materials and yard waste.

b. The property on which the collection activity is to take place, shall be at least one acre and not more than four acres in total area.

c. The property on which the collection activity is taking place shall be surrounded by a fence, wall or vegetative screening eight feet in height. Such fence or wall shall be of similar composition, construction, and color throughout and shall be constructed without openings except or one entrance and one exit. The entrance and exit shall be equipped with unpierced gates which shall be closed and securely locked outside of business hours.

d. The reprocessing of the collected material into any other product, by-product or other use or form is not allowed, unless the reprocessing is allowed in conjunction with manufacturing of a new product or material as would otherwise be permitted in M-1 or M-2.

e. No junked vehicle or any other junk or scrap shall be located for storage, dismantling or any other purpose.

f. All sides of each individual stockpile areas shall be accessible by fire lanes. Fire lanes shall be a minimum of 1 ½ times the height of the pile, but in no case shall the fire lane be less than 20 feet wide.

g. All stockpiles shall be surrounded with a network of fully operating fire hydrants spaced at intervals of no more than 250 feet. No portion of a stockpile yard shall be more than 200 feet away from a fire hydrant.

h. The total site that may be covered with debris storage areas shall not exceed 60% of the site.

i. The base area on which the stockpiles are located, and the access aisles between the stock piles, must be constructed of either a concrete surface, asphalt surface, or other clean all weather stabilized surface that is acceptable to the City.

j. All recycling, scrap, waste and salvage/ junkyard operations shall submit to an annual fire prevention inspection by the City Fire Chief.

k. Every recycling, scrap, waste and salvage/ junkyard operation authorized under this section, shall establish a cash security fund, bond or provide the City with an irrevocable letter of credit based on the schedule below, to secure the cost of removing of all accumulated debris and materials from the site if it has been determined by the City Commission, following a duly noticed public hearing, that the recycling, scrap, waste or salvage/ junkyard operation has been abandoned or operations have ceased for a period in excess of six months or the permit has been revoked for any reason. The provisions of this paragraph shall not apply to and recycling, scrap, waste or salvage/junkyard operation operated by any unit of local government within the City.

Yard Size	Required Security
Less than 5 acres	$ 75,000
7.5 to 12.5 acres	$125,000
12.5 to 15 acres	$175,000

(48) Store Front Religious Facilities

These are Religious Facilities in existing structures in C-G (Commercial General) and G-W (Gateway Commercial) zoning districts. Such use shall be limited to the worship activities of the named applicant for the temporary used permit including educational programs conducted in conjunction with the worship service, but shall not include child care programs conducted independently from the worship service or the establishment of schools. The temporary used shall be valid for a period of One (1) year. One extension of maximum one (1) year to the initial one (1) year period shall be granted only if the Commission determines that the religious facility has made a good faith effort to relocate to a permanent facility. Alcohol distance requirements shall not apply.

(49) Swimming Pools, spas and hot tubs

a. All swimming pools, unless entirely screened in, shall be completely enclosed with a fence or wall at least four feet high and so constructed as to be not readily climbable by children. All gates and doors providing access to the pool area shall be securely locked when the pool area is not in actual use or shall be equipped with a self-closing and self-latching device installed on the pool side. The fence and gate shall be installed prior to filling the pool with water.

b. All swimming pools must be consistent with Appendix G of the International Residential Code.

(50) Temporary Uses, including Special Events & Structures

a. Temporary Uses are permitted in any zoning district subject to the following standards, provided that all temporary uses shall meet the dimensional and parking requirements for the zoning district in which the use is located.

b. Permitted Temporary Uses

1. Garage Sales

2. Indoor and Outdoor Craft Shows, bazaars, carnivals, revivals, circuses, sports events and exhibits provided that no more than 4 events of 10 days each are conducted on the same property during any calendar year.

3. Tents for temporary uses and functions that are used as temporary cover during special events or sales provided that the applicant secures a written statement from the Fire Chief that the tents under which the use is to be held are fireproof material and will not constitute a fire hazard.

4. Christmas Tree Sales

5. Construction offices, which may also be used for security purposes, and equipment sheds in which erection, addition, relocation or structural relocation is taking place provided that such use shall be limited to the period of actual construction.

6. Manufactured Homes may be used as construction offices in any district in which erection, addition, relocation, or structural relocation is taking place provided that such use shall be limited for the period of actual construction, tie down permits shall be obtained; all such manufactured homes shall comply with applicable regulations; and the manufactured home in which the security employee lives shall not remain after the period of actual construction.

7. Religious Facilities in existing structures in C-G (Commercial General) and G-W (Gateway Commercial) zoning districts. Such use shall be limited to the worship activities of the named applicant for the temporary used permit including educational programs conducted in conjunction with the worship service, but shall not include child care programs conducted independently from the worship service or the establishment of schools. The temporary used shall be valid for a period of 5 years. Extensions to the five-year period shall be granted only if the Commission determines that the religious facility has made a good faith effort to relocate to a permanent facility. Alcohol distance requirements shall not apply.

8. Temporary On-Site Real Estate Offices.
Included as part of site plan approval, specific authorizations may be granted permitting the installation or construction of a temporary on—site sales office prior to the issuance of any building permits for the primary portions of a development project. All on-site sales offices shall be constructed in accordance with applicable City regulations and shall be required to obtain all necessary permit approvals, including but not limited to Stormwater management permits, driveway permits and all required building and public health permits. All temporary on-site sales offices shall be removed from the development site upon the completion of the last phase or unit of the approved development.

9. Special vehicle and boat sales events on sites not approved for the permanent display vehicle and boat sales may be approved by the Community Development Director provided that these events shall be conducted on property having a CG, G-W, M-1 or M-2 designation or on property approved and designated by the City as special events sites. Such events shall be conducted on property with existing, permanent and permitted driveways and access points. The event shall have a duration of 4 or fewer consecutive days and shall be conducted by one or more dealers having a valid local business license. Sanitary facilities shall be provided in accordance with applicable Health Department regulations. Used Motor Vehicle Dealers must have a Temporary site permit issued by the Georgia State Board of Used Motor Vehicle Dealers before the city issues a local occupational license.

(51) Trash and Refuse Areas

Trash and refuse shall either be stored inside a building or within an opaque screened area, which shall be at least six (6) feet high.

(52) Utility Substation

a. Structures shall be placed no less than 50 ft from any property line.

b. Structures are to be enclosed by a solid or chain-link fence or wall at least six feet in height above finished grade.

c. The lot shall be suitably landscaped, including a buffer strip at least 10 ft wide along the front, side and rear property lines; planted with one tree for every 30 feet and a continuous hedge or shrubs that will grow 8 feet tall and provide an effective visual screen.

(53) Veterinary Services/Animal Hospitals in Residential Districts/ Kennels, Pet Boarding

a. Any structure used as an animal hospital or veterinary clinic shall be located and its activities conducted at least 50 feet from any property line in any residential district.

b. Medical treatment or care shall be practiced only within an enclosed building or structure.
c. Kennel or boarding operations incidental to the principal use shall be permitted only within an enclosed building or structure located at least 100 feet from the property line in any residential zoning district. Sound proofing of the building is required.

d. Outdoor runs are permitted in any other zoning district. Drains need to be connected to an approved sanitary facility. Odor and pest control are required. Hours of operation for outdoor runs are 8 AM to 7 PM.

e. All kennels must be licensed by the Georgia Department of Agriculture.

(54) Mini-storage or Self-storage Facilities

a. Mini-storage or self-storage facilities are allowable in the G-W, Gateway Zoning District, subject to the standards of the zoning district and the supplemental standards outlined in this section.

b. The following activities or uses are prohibited on the grounds or within the buildings of mini-storage or self-storage facilities:

1. Wholesale sales;
2. Retail sales, including garage sales, or other commercial activities;
3. Manufacturing, fabrication, processing, or other industrial activity;
4. Service or repair of vehicles, engines, electronic equipment, or similar activities;
5. Rehearsal or practice of musical instruments; and
6. Residential use.

c. Notwithstanding the limitations described in Item (B) above, the following activities may be conducted:

1. Rental of storage bays;
2. Truck rental business limited to a maximum of twenty-five (25) percent of the gross site area;
3. Sales of boxes or goods related directly to the operation of a self-service storage facility; and
4. Sales by the owner or manager of the facility of abandoned items for reclamation of rental costs.

d. Except as specifically provided in Item (G), all property stored on the site shall be entirely within enclosed buildings.

e. Storage of flammable liquids, highly combustible or explosive materials, or hazardous chemicals are prohibited.

F. The mini-storage or self-storage facility buildings shall comply with the standards outlined in the following table:

Development Feature	Standard
Building separation (2 or more buildings on the site)	12 feet
Overhead access doors	Shall not be visible from the residentially zoned property, commercially zoned property, or the public right-of-way
Storage bays Minimum size Maximum size	4 feet by 4 feet (16 s.f.) 20 feet by 80 feet (1,600 s.f.)
Exterior facade	Entirely consistent with color, materials, and design of buildings in the surrounding area. Metal exterior walls shall be finished with brick or stone, as approved by the Design Review Committee or its designee.

Roof design	Type of roof, roofline, and roofing materials shall be entirely consistent with buildings in the surrounding area
Fence required	Minimum of 6 feet Maximum of 8 feet

Outdoor storage may be permissible on the same lot as the mini-storage or self-storage facility buildings. Outdoor storage shall comply with the standards in Table

Standards for Outdoor Storage with Mini-storage Facilities

Development Feature	Standard
Types of goods to be stored	Limited to boats on trailers and recreational vehicles Dry stacking of boats when covered to provide screening from view Abandoned, wrecked, or junked vehicles are prohibited
Maximum area devoted to outdoor storage	25 percent of the buildable area of the site
Screening	Fully-screened from view from adjoining residentially zoned districts, from adjacent office areas, and public right-of-way Screening may be a solid fence, solid wall, other similar structure, or landscaping
Fencing Minimum height Maximum height Type	6 feet 8 feet decorative wall or fence required, with brick, stone, masonry, wood, or similar material. Chain-link allowed with privacy slates but shall be approved by Design Committee or its designee.
Security	Gate, equipped with alarm and keyless opening required

Traffic circulation standards are outlined in the following Table

Traffic Circulation Standards for Mini-storage/Self-Storage Facilities

Travel Aisles	Standard
Serving individual storage units One-way	1 10-foot wide lane for parking and loading and 1 12-foot wide travel lane
Two-way	1 10-foot wide lane for parking and loading and 2 10-foot wide travel lanes
Other travel aisles	12. feet wide

Chapter Eight
Environmental Protection

(1) Protected River Corridors

a. Under the Mountain and River Corridor Protection Act, the City of Douglas is required to adopt a "Corridor Protection Plan" for these river segments in accordance with the minimum criteria contained in the Act and as adopted by the Georgia Department of Natural Resources.

The City of Douglas shall review the provisions of the Act and propose implementation of its provisions by adoption of amendments to its erosion and sedimentation control ordinances, zoning ordinances, building permit requirements, and a septic tank permitting program, as appropriate.

b. The River Corridor Protection Area extends from the top of the riverbank on both sides of the river for a distance of 150 feet landward. The top of the riverbank is the uppermost part of the riverbank, usually marked by a break in the slope. All land that lies within this corridor is part of the river corridor protection area.

c. A natural vegetative buffer area shall be maintained for a distance of 100 feet on both sides of the river as measured from the riverbanks and all construction within the buffer shall be prohibited.

(2) Watershed Protection Areas or Water Resource Protection Districts Ordinance

The Water Resource Protection Ordinance protects water resources managed by the Water District by regulating modifications, entry, use or access to water district facilities and/or water district easements.

(3) Wetlands Protection (adopted in 2004)

a. The purpose is to recognize and require adherence to federal regulations and procedures that govern the development of land that contain wetlands within the city. The regulations contained in this article are created under the requirement of the Clean Water Act (33 U.S.C. § 1344), ("CWA"). Any city government action does not relieve the landowner from federal or state permitting requirements. In the event of a conflict between or among any provisions of this article, the Clean Water Act or any other ordinance, resolution or regulation of the city, the most restrictive requirement shall apply. It is not the intent to regulate individual properties where activities will not impact wetlands and do not require a land- disturbing permit.

b. All wetlands shall be determined by the U.S. Army Corps of Engineers or a qualified Environmental Engineer.

c. If determined that jurisdictional wetlands on site will be disturbed the applicant shall first obtain a wetlands alteration section 404 permit from the U.S. Army Corps of Engineers.

Chapter Nine
Building Regulations and Construction Standards

(1) Authority

This Chapter is adopted under the authority of the Constitution of the State of Georgia and laws enacted pursuant thereto.

(2) Purpose

These regulations are intended to serve the following purposes.

a. To protect and promote the health, safety and general welfare.

b. To encourage economically sound and orderly land development in accordance with the Comprehensive Plan and other policies and objectives of the City.

c. To assure the provision of required streets, utilities, and other facilities and services to new developments and to redevelopments in conformance with public improvement policies of the City.

d. To assure adequate provision of safe and convenient traffic access and circulation, both vehicular and pedestrian, in new land developments and in redevelopments.

(3) Intent and Application

It is the intent of this Chapter that it will apply to and provide guidance for the development of lands within the incorporated limits of the City of Douglas, Georgia, whether the developments involve the subdivision of land or the construction of buildings and/or other improvements on a single parcel. Any land development activity must first comply with this Code.

(4) General Provisions

a. Zoning Ordinance

Whenever there is a discrepancy between minimum standards or dimensions required under this Section and those contained in the building codes or other ordinances or regulations of the City of Douglas, the most restrictive shall apply.

b. Required Public Improvements

Every developer of lands within the jurisdiction of this Code shall provide the public improvements included in this Code, in accordance with this Code and other pertinent ordinances, codes, and regulations of the City of Douglas. These public improvements together with associated rights-of-way, easements, and other lands shall be provided at no cost to the City and shall be dedicated or otherwise transferred, as required, to the public in perpetuity and without covenant or reservation.

c. Plan Review and Approval

Any developer of land within the City of Douglas shall first submit to the Community Development Department such plans, plats, or construction drawings as may be required by these Regulations and receive approval of those documents by the City prior to the initiation of development activities. Approval of plans, plats, or construction drawings by the City shall not imply nor transfer acceptance of responsibility for the application of the principles of engineering, surveying, architecture, landscape architecture, or any other profession, from the professional corporation or individual under whose hand or supervision the plans, plats, or construction drawings were prepared and sealed.

d. Other Permits

Nothing in this Code shall impose any obligation on the City to obtain or assist in obtaining permits, approvals, and/or clearances from other local, state or Federal agencies having jurisdiction over elements of a project. It is solely the developer's responsibility to obtain all such required permits, approvals, and/or clearances. The developer shall furnish the Community Development Department with copies of all such permits, approvals and/or clearances before authorization to proceed with development is requested.

e. Standard Specifications

In addition to the construction standards found in the text of this Code, the City will maintain on file for consultation and distribution a series of standard specifications for construction of improvements required for the development of land in accordance with this Code.

In conjunction with this Code, the standard specifications describe minimum acceptable standards for the construction of required improvements, but shall not supersede more restrictive prudent design requirements or good engineering practice as applied to specific situations on a case- by-case basis.

The standard specifications are included in this Code as Appendix A.

f. Standard Drawings

The City will maintain on file for consultation and distribution a series of standard drawings illustrating details of construction of public improvements, and other elements related to the development of land in accordance with this Code.

The standard drawings illustrate minimum acceptable construction standards for public improvements required under this Code, but shall not supersede more restrictive prudent design requirements or good engineering practice as applied to specific situations on a case-by-case basis.

The standard drawings are included in this Code as Appendix B.

(5) Street Improvement Standards

Streets, whether abutting or internal, existing or new, public or private, shall be constructed or improved under those circumstances and to the standards as established in this Section. Roadway improvements shall be in accordance with the street classification system defined in Section 6. Specific street classification designations shall be as shown in adopted transportation plans of the City.

a. Right-of-Way Requirements

1. Minimum Right-of-Way and Pavement Widths:

i. The minimum widths for public rights-of-way or private street ingress/egress easements and pavements shall be as shown in "Table of Minimum Right-of-Way and Lane Widths." See Appendix B, Standard Drawings for detailed dimensions. Total width of streets includes land width plus curb and gutter (back of curb to back of curb) or from edge of pavement if no curbs exist. Local streets will use a 24-inch curb and gutter. Other road/street classifications will use a 30-inch curb and gutter. If an existing street is used for access, the developer shall conform to the existing street width.

ii. Minimum widths of right-of-way and lanes shall be as shown in the "Table of Right-of-Way and Lane Widths."

Table 9-1: Minimum Right-of-Way and Lane Widths

Street Category	Minimum R-O-W	Lane Widths*
Principal Arterial		
Ditch section/20 ft. median	120 ft.	12 ft.
C&G/20 ft. median	120 ft.	12 ft.
C&G, undivided	120 ft.	12 ft.
Minor Arterial		
Ditch section	100 ft.	12 ft.
C&G section	100 ft.	12 ft.
Collector Street		
Ditch section	80 ft.	12 ft. standard; 11 ft. minimum
C&G section	80 ft.	12 ft. standard; 11 ft. minimum
Local Street		
Residential/Subdivision (C&G)	50 ft.	11 ft.*
Commercial/Industrial/Other	60 ft.	12 ft. standard; 11 ft. minimum
Cul-de-sac		
Commercial /Industrial /Other	75 ft. radius	65 ft. radius
Residential	50 ft. radius	40 ft. radius
Notes:		
*Lane widths include only pavement width. Example: 2 lanes @ 11 ft. with 2 ft. C&G would be 26 ft. back of curb to back of curb.		
Lane widths on collector streets and other local (non-subdivision) streets will be based on design speed and traffic volumes		
Number of lanes will be determined based on traffic volumes, except for subdivision streets which will be typically two (2) lanes only.		
Typical section details are show in Appendix B, Standard Drawings.		

2. Right-of-Way Dedication:

i. The minimum width of right-of-way shall be dedicated based upon the street classification, as provided in this section and approved by the City Engineer.

ii. On any existing street abutting a proposed development, one-half of the required width of right-of-way shall be dedicated, at no cost to the City of Douglas, as measured from the centerline of the roadway along the entire property frontage. Right-of-way widths for existing streets shall be based on the current classification as determined by the City Engineer.

iii. Additional right-of-way may be required at intersections or other locations fronting the property where turning lanes, storage lanes, medians, re-alignments or other traffic safety improvements are required.

iv. If a new street or thoroughfare is proposed by the City of Douglas or the State of Georgia to adjoin or traverse the property, the proposed road shall be accommodated into the development plans of the property in accordance with these Regulations. These right-of-way requirements shall govern except where there exist clearly defined plans of the Georgia Department of Transportation (GDOT) or the City of Douglas that require additional right-of-way. In that case, the greater right-of-way requirements shall govern.

3. Clear Zone Requirements:

All new roads/streets should utilize the concepts, designs, and philosophies in the Federal Highway Administration (FHWA) Roadside Design Guide, where practical and feasible to use the latest state-of-the-practice in roadside safety. New roads/streets should also use context-sensitive design concepts in the applications of clear zone. Context-sensitive design concepts are also on the GDOT web site (www.dot.state.ga.us). The application of clear zone concepts on existing roads/streets needs to be used where the greatest safety benefit can be realized. Crash reports, site investigations, and maintenance records offer starting points for identifying these locations.

b. Access Management

1. Applicability: Except for development projects consisting of single-family dwelling units or industrial development, land development that takes its primary access from a state or federal highway or a thoroughfare classified as a collector, principal arterial or minor arterial shall comply with these standards. These standards shall apply unless a more restrictive standard is required by the GDOT.

2. Joint and Cross Access:

i. Adjacent commercial or office properties on collector, principal arterial or minor arterials shall provide a cross access drive and pedestrian access to allow circulation between sites.

ii. Joint driveways and cross access easements shall be established for multi-parcel commercial, office or industrial development, wherever feasible, along collector, principal arterial or minor arterial corridors. The building site shall incorporate the following:

a. Continuous service drives or cross access corridor connecting adjacent parcels along the thoroughfare.

b. A design speed of 15 mph and a two-way travel aisle width of 24 ft. to accommodate automobiles, service vehicles and loading vehicles.

c. Driveway aprons, stub-outs and other design features to allow abutting properties to be connected and provide cross access via a service drive.

3. Minimum Driveway Setbacks from Street Intersections:

i. Driveway connections shall not be permitted within the functional area of the intersection, of two public streets. The functional area includes the longitudinal limits of auxiliary or turning lanes.

ii. Minimum Standards. No driveway access shall be allowed within 150 ft. of the centerline of an intersecting major collector or arterial street, or within 100 ft. of any minor collector street. The City Engineer may reduce these required distances where they prove impractical due to lot frontages of less than 100 ft.

4. Minimum Access Requirements:

i. All developments shall have one or more driveways or entrances to a public right-of-way.

ii. The number of such access points shall be as shown in "Table of Minimum Number of Access Points."

Table 9-2: Minimum Number of Access Points

Type of Development	**Minimum Number of Driveway Access Points**	**Type of Primary Access**
Residential, less than 100 units	1	Local Street or Collector Street
Residential, 101 -200 units	2	Local Street or Collector Street
Residential, more than 200 units	3	Collector
Non-Residential, less than 50 required parking spaces	1	Collector
Non-Residential, 50-300 required parking spaces	2	Collector
Non-Residential, 301 – 1,000 required parking spaces	3	Minor Arterial
Non-Residential, more than 1,000 required parking spaces	4 or more	Principal Arterial

5. Separation of Access Points:

i. Subdivisions located along existing City roads shall be required to provide reverse frontage lots or parallel frontage roads where feasible. All other lots must comply with the following:

ii. Along state or federal highways, no more than one point of vehicular access from a property shall be permitted for each 300 ft. of lot frontage, or fraction thereof, although requirements of the GDOT shall apply whenever more restrictive.

iii. Along arterial or collector roads other than state or federal highways, no more than two points of vehicular access from a property to each abutting public street shall be permitted for each 300 ft. of lot frontage, or fraction thereof; provided, however, that lots with less than 200 ft. of frontage shall have no more than one point of access to any one public street. The City Engineer shall determine whether the points of access may be unrestricted or will have to be designed for right-in, right-out traffic flow. To make this determination the City Engineer may require a traffic study to be performed by the owner.

iv. No point of access shall be allowed within 35 ft. of the right-of-way line of any street intersections for single-family and two-family residential lots and within 50 ft. for multi-family and non-residential properties.

v. Corner lot access shall be located as far from the intersection as reasonably possible to reduce turning movement conflicts and to promote proper traffic circulation.

vi. The separation of access points on any street or road shall be determined by the established speed limit of the street or road, with the following minimum spacing requirements as provided in "Table of Minimum Driveway Spacing."

Table 9-3: Minimum Driveway Spacing

Speed Limit	Minimum Driveway Spacing
25	125 ft.
30	125 ft.
35	150 ft.
40	185 ft.
45	230 ft.
50	275 ft.
55	350 ft.
60	450 ft.
65	550 ft.

vii. The distance between access points shall be measured from the centerline of the proposed driveway to the centerline of the nearest adjacent driveway or roadway.

viii. Driveways shall be located so that the radius return is a minimum of 4 ft. from a property line that intersects the right-of-way line.

ix. The City Engineer may reduce the required separation distance of access points where the minimum required distance proves impractical, provided all of the following requirements are met:

a. Joint-access driveways and/or cross-access easements are provided in accordance with this Section.

b. The site plan incorporates a unified access and circulation system for vehicles and pedestrians.

x. The requirements of this Section are not intended to eliminate all access to a parcel of land that was legally subdivided prior to the enactment of this Section.

6. Emergency Access:
All public streets, private and residential drives shall be designed and maintained so as to provide safe and convenient access for emergency vehicles, as required by the City of Douglas Fire Chief. New developments with restricted access, such as gated subdivisions, must receive a variance from this requirement based on review and approval of the City of Douglas Police Department.

c. Driveway Design Standards

1. Permits Required
No driveway shall be constructed abutting a City-maintained road or street until all applicable driveway permits have been approved and issued by the City. For driveways that abut a state or federal highway, all applicable permits shall be obtained from the GDOT prior to construction.

2. General Requirements.

i. Joint access driveways are permitted in order to achieve minimum driveway spacing requirements.

ii. No property may have a curb cut in excess of 50 ft. in width without approval of the City Engineer.

iii. If a non-residential driveway design is one-way in or one-way out, then the driveway shall be a minimum width of 16 ft. and shall have appropriate signage designating the driveway as a one-way connection.

iv. For two-way, non-residential access, each travel lane shall have a minimum width of 11 ft. When more than two lanes are proposed, a specific driveway design must be approved by the City Engineer.

v. Driveways that enter an arterial or collector street at traffic signals must have at least two outbound lanes of at least 11 ft. in width and one inbound lane with a maximum width of 12 ft.

vi. Except for single-family and two-family residences, driveway grades shall conform to the requirements of the Georgia Department of Transportation Design Standards.

vii. Driveways shall intersect roads or streets with no more than a 10-degree skew from a 90-degree angle.

viii. Driveway aprons shall slope from the right-of-way to the edge of pavement or gutter flow line. For all non-single-family driveways and entrances, a storm sewer inlet or grade break shall be provided at the right-of-way line to prevent discharge of stormwater onto the public right-of- way.

ix. Driveways shall comply with the minimum requirements of the City of Douglas Standard Drawings Appendix B, based on projected use and classification.

x. Driveways serving single-family detached or duplex residences may be no less than 10 ft. wide at the right-of-way line and shall provide a radius to the back of the curb or edge of the pavement of the roadway of no less than 5 ft. All other driveway curb cuts on public streets shall conform to the standards shown on the driveway details contained in the Standard Drawings, Appendix B.

xi. All driveways and driveway curb cuts on state highways shall conform to GDOT Standards.

3. Driveway Construction Standards:

i. Sidewalks and curbs adjacent to driveways shall meet requirements of the Americans with Disabilities Act.

ii. Portions of driveways within the public rights-of-way shall be 6 inches thick, 4000 psi fiber-reinforced concrete or asphalt. Pavement requirements of asphalt driveways located in the City ROW shall meet the design requirements of the adjoining street.

iii. Driveways shall be no closer than 3 ft., at the closest point, to an at-grade utility structure, including, but not limited to, curb inlets, drainage structures, streetlights, telephone and electrical poles, boxes and transformers, manholes, handholes and fire hydrants.

iv. Driveways shall be no closer than 10 ft. from a street tree or fire hydrant.

v. Water and sewer lines shall be located outside of driveways, except for generally perpendicular crossings.

vi. Commercial driveways shall provide a 35-ft. minimum radius at intersection with a public street. If designed for tractor-trailer trucks, the minimum radius shall be 75 ft.

4. Auxiliary Lanes:

i. Along any arterial or major collector street, a deceleration lane, acceleration lane, left turn lane, larger turning radius, traffic islands or other devices or designs may be required to avoid specific traffic hazards that, otherwise, would be created by the proposed driveway location, except in instances where the driveway is for a one- or two-family residence.

ii. Deceleration lanes shall be required by the City of Douglas at each access point on roads classified as arterials or collectors when the posted speed limit is 30 mph or higher and otherwise where considered necessary by the City Engineer based on traffic volumes. Deceleration lanes are required on City roads classified as arterial and major collector streets when the posted speed

limit is 30 mph or higher. Minimum deceleration lengths are specified in the "Table of Deceleration Lane Requirements." The City Engineer may vary length requirements based upon a consideration of available sight distance and traffic volumes. For state routes and federal highways, GDOT requirements shall apply whenever more restrictive

Table 9-4: Deceleration Lane Requirements

Operating Speed	Min. Length of Lane
30 mph	75' + 50' taper
35 mph	100' + 50' taper
40 mph	150' + 50' taper
45 mph	175'+ 100' taper
55 mph	250' + 100' taper
60 mph	300' + 100' taper
65 mph	350' + 100' taper

Deceleration lane length and taper lengths in Table 9-4 are considered minimum design values Actual lengths may be greater when all design constraints are considered. Refer to the American Association of State Highway and Transportation Officials Manual.

iii. When a new deceleration lane required by this Section is proposed to begin or end within 50 ft. of an existing deceleration lane, driveway or street intersection, then the new deceleration lane shall be extended as needed to provide a safe, continuous connection with adjacent or nearby deceleration lanes, driveways and intersections.

5. Sight Distance: All roads, streets, and driveways shall provide adequate sight distance as shown in the Table of Intersection Sight Distance Requirements.

Table 9-5: Intersection Sight Distance Requirements

Design Speed (mph)	Sight Distance, Feet						
	2 lanes	3 lanes		4 lanes		5 lanes	
	SDL=SDR	SDL	SDR	SDL	SDR	SDL	SDR
30	335	310	355	335	375	335	400
35	390	365	415	390	440	415	465
40	445	415	475	445	500	475	530
45	500	465	530	500	565	530	600
50	555	515	590	555	625	590	665
55	610	570	650	610	690	650	730
60	665	620	710	665	750	710	795
65	720	670	765	720	815	765	860
SDR means Sight Distance Required for vehicles approaching from right side of driveway.							
SDL means Sight Distance Required for vehicles approaching from left side of driveway.							

The sight distances given in Table 9-5 are for undivided highways. If the highway is divided, the effect of the median should be considered in determining the required sight distance. See American Association of State Highway and Transportation Officials manual for adjustments due to grades greater than 3% and design vehicles other than passenger cars.

d. Requirements for New Streets and Roadways

1. All new streets proposed to be constructed in a subdivision or other development shall be designed and constructed to the minimum standards contained in these Regulations, in accordance with the classification of streets.

2. If a new street or thoroughfare is proposed by the City of Douglas or the State of Georgia to traverse the property, the proposed road shall be designed and constructed in accordance with the street classification as shown in these Regulations or as shown on plans proposed by the City or State of Georgia. The specific vertical and horizontal alignment of the proposed roadway shall be as established or approved by the City of Douglas and/or the State of Georgia, as applicable.

3. Street Widening: When property fronting on an existing City street is to be developed and when the property is to be accessed from the existing City street, roadway improvements (pavement, curb and gutter and drainage) are required along the existing road across the entire property frontage. Required improvements shall not be less than provided in these Regulations for the designated street classification.

4. Widening, curb and gutter and drainage shall be provided from the centerline of the existing roadway along the side of the road upon which the property abuts. In lieu of installation of curbs and gutters and/or related improvements, the Developer must have presented to and received approval by the City for a Street Improvements and Storm Water Drainage Plan for the development and its affected environs. Said plan must provide for adequate storm water drainage, and will further address as a minimum, street grading, paving, and curbs and gutters, and or other innovative provisions for said drainage. This plan must conform to the applicable standards and specification established by the City and be prepared, signed, and sealed by a Georgia registered professional engineer.

5. The Developer shall be responsible for the relocation and/or modifications of public and/or private utilities as necessitated by the required street improvements.

6. Substandard Streets

i. If a substandard street (dirt or gravel road or inadequate width of pavement or right-of-way) provides a means of access to a development, the street shall be upgraded to the street classification standard required by this Article. These improvements shall extend from the entrance of the development to the nearest standard paved road of an equivalent or higher classification, along the route of primary access.

ii. In the event that a development has access to a substandard street and if that substandard street is other than the primary means of access to the development, the substandard street, except as indicated below, shall be fully upgraded only along the entire property frontage and shall be paved on the opposite side of the road from the development, 12 feet from the street centerline.

iii. The upgrading of substandard streets used for access will not be required if any of the following conditions are met:

a. The development consists of a single one- or two-family residence on an existing recorded lot within the City;

b. Total traffic on the substandard street is less than 2000 vehicles per day including projected traffic volume from the development.

7. Improvements along State Highways:

For any development which abuts a State or Federal highway, improvements to the roadway and the location and design of any street or driveway providing access from the state highway shall comply with the standards and requirements of the Georgia Department of Transportation and these Regulations. A permit for the proposed access or improvements shall be required to have been

approved by the GDOT and incorporated into the construction drawings for the project prior to issuance of a development permit by the City.

8. Permanent Dead-end Streets:

New streets shall connect at both ends to existing streets unless the City Engineer determines that unique parcel configuration or terrain make a fully connected street pattern infeasible or unsafe.

i. When necessary, streets designed to have one end permanently closed shall provide a cul-de-sac turnaround and may be no more than 600 ft. in length, unless otherwise approved by the City Engineer.

ii. The length of a cul-de-sac street shall be measured from the center of the cul-de-sac to the center of the intersection with another street.

iii. Cul-de-sacs shall conform to the standard drawings found in Appendix B.

9. Temporary Dead-end Streets:

i. A temporary dead-end street shall be provided to the boundary of a subdivision to provide access to abutting property for planned continuity of future circulation, improved access for public safety vehicles or for the extension of public water or other utilities to neighboring properties. Such dead-end streets shall be designed to meet the requirements of these Regulations and to allow their reasonable extension and shall be located so as to be reasonably incorporated into a street design for the neighboring property. A temporary vehicular turnaround shall be provided as required by the Subdivision Regulations Section IV B 17.

ii. Existing dead-end streets on abutting property shall be extended into a proposed subdivision and incorporated into the street design of the development.

iii. Paragraphs (A) and (B) of this subsection may be modified by the City Engineer in cases of serious topographical hardship or unacceptable land use conflicts between the two developments. This modification may be conditioned on the provision of easements necessary for the extension of public utilities, the provision of a cul-de-sac or other permanent turnaround on the dead-end street or the removal of the dead-end street back to its nearest intersection.

iv. Where a dead-end street (other than a cul-de-sac) serves four or more lots in a multi-phase subdivision and such street is to be extended later, the Developer shall be required to provide a temporary vehicular turnaround complying with paragraph (1) above. This requirement may be waived if extension of the dead-end street is approved and under construction prior to its inclusion in a final plat.

10. Access Roads: Where a development borders on or contains a railroad right-of-way, major utility easement, limited access highway right-of-way or a major thoroughfare; a public street may be required to be constructed and dedicated within the development approximately parallel to and on each side of such right-of-way. Locations of such service roads shall be aligned with similar service roads on adjacent properties.

11. Construction Access Drives: Construction access drives are required for vehicles with gross weight of 10,000 lbs. or more.

i. On multi-phase developments, the Developer shall be required to dedicate, install, maintain and remove temporary construction access drives for the ingress and egress of construction vehicles, personnel and equipment.

ii. Temporary construction access drives shall be shown on the concept plan and preliminary plat and shall access an existing City road where possible. Construction access drives shall be permitted through the City, and shall comply with sight distance requirements in Section 403(E) Sight Distance.

iii. Temporary construction access drives shall be utilized as the sole means of ingress and egress during the construction of subsequent phases of the development, to prevent the flow of construction and heavy vehicular traffic on newly constructed streets completed under earlier phases.

iv. If the City Engineer determines that a temporary construction access drive cannot be provided, due to site-specific restrictions, then the Developer shall provide a maintenance bond for those portions of the newly constructed roadway utilized for construction access.

12. Half Streets: Both the construction of new half streets and the extension of access to existing half streets shall be prohibited. Whenever a street is planned adjacent to the proposed development tract boundary, the entire street right-of-way shall be platted within the proposed development.

13. Reserve Strips: Land in private ownership adjacent to public rights-of-way, which could control or is intended to control access to streets, alleys or public lands, shall not be permitted unless control is given to the City under ownership, dedication or easement conditions approved by the City Attorney or acceptable to the City Engineer. No development shall be designed so as to deny access to abutting properties.

14. Alleys: Alleys are to be constructed to the following standards:

i. Minimum width of right-of-way or easement: 20 feet.

ii. Minimum 14-foot wide paved travel lane.

iii. 24-inch rolled curb and gutter.

iv. Minimum 4-foot building setback from the edge of the pavement. No obstructions are permitted in this clear zone.

v. Utility easements as required by the City Engineer.

vi. Maximum length, 1,200 feet with a minimum of two points of access/egress to a local street or higher classification. No dead-end alleys may be longer than 200 feet.

a. Maximum grade of 8 percent.

b. Paving and base must be constructed to standards of public streets.

c. Alleys shall be signed, “Fire Lanes – No Parking.”

15. Street Jogs:

i. Local streets shall either directly align or have offsets of a minimum of 125 ft. for residential subdivision streets and a minimum of 200 ft. for non-residential subdivision streets, as measured between the centerlines.

ii. Where it is not feasible to align new streets or entrances with an existing street intersecting nearby on the opposite side of a collector or arterial street, then the new street intersection shall be no less than 600 ft. from the intersection of the existing street, as measured between centerlines of the two opposing streets.

15. Traffic-Calming Measures: Street layout and configuration should include a series of relatively short interconnected roadways in lieu of longer straight roads, to discourage excessive speeds. Additional traffic-calming measures may be required by the City Engineer. Any specific measures employed shall be approved by the City Engineer. .

e. Street Intersection

1. Angle of Intersections: Intersections of two public streets shall form an angle that is between 80 and 100 degrees, unless otherwise approved by the City Engineer. If the intersection is signalized, the angle of the intersection may be reduced subject to the review and approval of the City Engineer.

2. Intersection Approaches.

i. The approaching street at any intersection shall be designed and constructed to provide both the minimum horizontal and vertical approach distances, as defined in this section and indicated in the "Table of Intersection Approach Distances" contained in this section.

ii. Minimum horizontal approach distance is defined as the minimum distance required along the centerline of an approaching street, perpendicular or no less than 85 degrees to the intersected street, as measured from the edge of pavement of the intersected street to the point of horizontal curvature on the approaching street.

iii. Minimum vertical approach distance is defined as the minimum distance required along the centerline of the approaching street, at a grade less than or equal to the recommended grade indicated in the "Table of Intersection Approach Distances," as measured from the edge of pavement of the intersected street to a point on the profile of the approaching street where grades exceed recommended values.

iv. The use of vertical curves, drainage boxes or other approved methods shall be used in the design of the approaching street at any intersection to prevent drainage of surface water from draining into the travel lanes of the intersected street.

Table 9-6: Intersection Approach Distances

Approaching Street Classification	Minimum Horizontal Approach Distance[1]	Minimum Vertical Approach Distance[1]	Recommended Approach Grade[2]
Principal Arterial	300 Ft.	200 Ft.	2.0%
Minor Arterial	200 Ft.	150 Ft.	2.0%
Collector Street	150 Ft.	100 Ft.	2.5%
Local Street	75 Ft.	50 Ft.	4.0%

1. Distance of the approach is measured from edge of pavement of the intersected street to the point of curvature in the approaching street.
2. Recommended approach grades shall be considered as the maximum allowable grades, unless otherwise approved by the City Engineer. No grade shall be less than 1.5 %.

3. Crown Taper: The typical crowned street cross section shall be tapered over a distance of not less than 50 ft. on the approaching street at all intersections, in order to connect flush with the line and grade of the edge of pavement on the intersected street. The cross-section taper shall be designed and constructed so as to provide for the adequate drainage of surface water from all portions of the travel surface and gutter.

4. Intersection Radii: Intersection radii for roadways measured at back of curb and for the right-of- way lines shall be as shown in the "Table 9-7 of Intersection Radii." For intersecting streets of different classification, the larger radii shall be provided. Larger radii may be required for streets intersecting at angles less than 90 degrees. In all cases, adequate right-of-way shall be provided to maintain a minimum of 12 ft. from back of curb to right of way line. Miters are acceptable. The Engineer should utilize design radii in accordance with the Geometric Design of Highways and Streets Manual, but they should not be less than shown in Table 9-7.

Table 9-7: Intersection Radii

Street Category	Radius at Intersection
Principal Arterial	30 ft.
Minor Arterial	30 ft.
Collector Street	25 ft.
Local Street–Rural or Urban	25 ft.
Commercial/Industrial	35 ft.

5. Islands: In no case shall anything in an island extend more than 3 ft. above the street grade within the right-of-way; except traffic regulatory devices, street trees and other infrastructure erected or approved by the City of Douglas. No island shall be approved that contains less than 100 sq. ft. Irrigation or other private systems shall not be installed within public right-of-way.

6. Intersection Corner Sight Distance.

i. Intersections shall be designed with adequate corner sight distance for each approaching street. Where necessary, back slopes shall be flattened and horizontal or vertical curves lengthened to provide the minimum required sight distance.

ii. The minimum corner sight distance from the approaching street shall be calculated using latest edition of AASHTO "Policy on Geometric Design of Highways and Streets."

7. Obstructing Visibility at Intersections: On all corner lots located at a street intersection, a clear sight zone shall be maintained at all times. The design and location of new intersections shall meet the standards of Section 403(E).

8. Turning Lanes at Intersections: Both center left-turn and right-turn lanes shall be provided on all new internal project streets, and on all existing City roads, where traffic volumes and turning movements warrant the installation. At the request of the City Engineer, the Developer or applicant shall prepare and submit a detailed traffic study (as defined herein), outlining projected traffic volumes, turning movements and auxiliary lanes required. The methodology and conclusions presented in the traffic study are subject to the review and approval of the City Engineer.

i. Center Turn Lane Storage. A minimum storage length of 150 ft. shall be provided for center left turn lanes on any arterial streets. A minimum storage length of 100 ft. shall be provided on all collector streets. Additional storage capacity shall be provided as required, based on projected peak traffic volumes and turning movements.

ii. Taper Length: The taper length shall be in accordance with AASHTO design standards, based on the lane widths and design speed of the subject street.

iii. The design, right-of-way acquisition, drainage system improvements, roadway widening, asphalt construction, traffic control, traffic striping, signage and all other improvements required or incidental to the installation of auxiliary turn lanes required to support any proposed development shall be completed by the Developer or Applicant, at no cost to the City of Douglas.

iv. Under the following conditions, left storage lanes shall be added to two-lane collectors or arterials with speed limits of 30 MPH or more, at unsignalized locations where left turning vehicles will leave the arterial or collector street and enter major driveways or development entrances. See the "Table of Left Storage Lane Requirements."

Table 9-8: Left Storage Lane Requirements

If average peak hour left turn volume is :	And collector/arterial traffic is: (vehicles per lane in peak hour):	Left turn storage lane
Over 25	All volumes	Required
16-25	51-100	Required
13-15	101-200	Required
1-12	Over 200	May be required
Any volume	Any volume	May be required by City Engineer if sight distance (in feet) in either direction is less than 10 times the posted speed limit.
Source: Institute for Traffic Engineers, Traffic Engineering Handbook. Note: Traffic volume shall include all additional vehicles from proposed development.		

v. The length of left turn storage lanes and tapers shall be as prescribed in the Table 4-9, "Minimum Design Elements of Left Turn Lanes", GDOT "Regulations for Driveway and Encroachment Control", and the latest edition.

f. Geometric Design Standards

1. All streets and roadways shall be designed in accordance with the AASHTO Standards, as provided in "A Policy on Geometric Design of Highways and Streets," latest edition and any amendments thereto. All applicable signage, markings or other traffic control measures shall be designed in accordance with the Manual of Uniform Traffic Devices (MUTCD), latest edition and any amendments thereto.

2. Horizontal Curvature and Super-elevation: All new streets shall adhere to the standards governing horizontal curvature and super-elevation in "Table of Horizontal Curvature and Super-elevations," unless otherwise specified by AASHTO Standards:

Table 9-9: Horizontal Curvature and Super-Elevations

Street Category	Design Speed	Minimum Radius	Maximum Super-elevation
Principal Arterial	55 mph	1190 ft.	0.04
Minor Arterial	45 mph	711 ft.	0.04
Collector Street	30 mph	348 ft.	0.04

3. Tangents: Between reverse horizontal curves there shall not be less than the minimum centerline radii and tangents shown in the "Table of Horizontal Alignment and Reverse Curves," unless otherwise specified by AASHTO Standards. Compound radii are prohibited.

Table 9-10: Horizontal Alignment and Reverse Curves

Street Category	Desirable Tangent Length (ft.)	Minimum Tangents Between Reverse Curves
Principal Arterial	400	250 ft.
Minor Arterial	280	200 ft.
Collector Street	150	100 ft.
Local Street	120	50 ft.

4. Vertical Alignment.

i. All changes in street profile grades having an algebraic difference greater than that shown the latest edition of the GDOT Design Manual shall be connected to a parabolic curve having a minimum length in feet (L), which is equal to the algebraic difference between the grades in percent (A) multiplied by the design constant (K) assigned to the street according to its classification and design speed (i.e. L = KA).

ii. (K) values shown in the Table of Constant (K) Values for Vertical Alignments shall be utilized in all cases, and in no case shall the constant K value be less than the minimum permitted.

Table 9-11: Constant (K) Values for Vertical Alignments

Street Category	Design Speed	Crest Vertical Curves (K Value)	Sag Vertical Curves (K Value)
Principal Arterial	55 mph	114	115
Minor Arterial	45 mph	61	79
Collector Street	30 mph	19	37
Local Street	25 mph	12	26

5. Street Centerline Grades.

i. Street or road grades exceeding 10 percent for a minor collector and 12% for local streets are prohibited, unless otherwise approved by the City Engineer. The City Engineer may grant limited exceptions on maximum grades, based on conclusive evidence that shows a lesser grade is impractical due to topographic or site-specific limitations.

ii. The minimum centerline grade for any street or roadway shall not be less than 1.5 percent, without exception, due to drainage concerns. A desirable minimum centerline grade of 2 percent shall be provided where possible.

iii. The maximum centerline grade across any cul-de-sac turnaround shall be 5 percent.

6. Crown Slope: Unless super-elevated, all streets and roadways, except alleys, shall be designed and constructed with a crown slope of 1/4 inch per ft., to provide for the adequate drainage of surface water from the street centerline to the gutter or edge of pavement.

7. Super-elevation: The design of arterial and major collector roadways may require the super-elevation of the travel surface on horizontal curves in accordance with AASHTO Standards. The design and horizontal alignment of minor collectors and local streets serving residential areas should avoid the use of super-elevation where possible. In all instances, the maximum super-elevation rates shall be in accordance with paragraph (B) above. Under no circumstance is a curved street of any classification to be reverse super-elevated.

8. Pavement Design.

i. Pavement sections shall be constructed in accordance with the standards in the "Table of Standard Pavement Sections."

Table 9-12: Standard Pavement Sections

Street Type [1,2]	9.5 mm Superpave		Superpave			GAB[3]
	Type I	Type II	12.5 mm	19 mm	25 mm	
Residential Streets						
< 250 VPD	1¼"			2"		6"
250-1,000 VPD	1¼"			2¼"		6"
1,001-5,000 VPD		1½"		2½"		8"
Commercial/Industrial Streets						
< 250 VPD		1½"	2½"	3"		10"
251- 1,000 VPD		1½"		2½"	3"	10"
1,001-5,000 VPD			2½"	3"	4"	12"

Notes:
1. Only roads that serve strictly residential uses (<1% trucks) shall use the sections listed above as residential. All other developments shall use the commercial/industrial sections.
2. All streets designated as "arterial" shall have a pavement design submitted that meet the requirements below.
3. Graded Aggregate Base (GAB).

Add a column to above table Street Type-Soil Cement-6", 6", 8", 8", 8", N/A

ii. The Developer may submit for review and approval an alternative pavement design, prepared at the Developer's cost. This submittal shall meet the following requirements:

a. Design prepared by a Professional Engineer licensed in Georgia.

b. Soils testing results prepared by a Professional Engineer licensed in Georgia.

c. Design shall be completed using the GDOT's "Asphalt Pavement Design Procedures," latest edition.

d. Design shall be based on 15-year pavement life.

e. Traffic shall be calculated using the Trip Generation Manual, by the Institute of Transportation Engineers, latest edition.

f. Traffic projections shall be made for any streets that serve areas outside of the proposed development.

g. Traffic counts, including truck traffic, shall be made as required on existing roads.

h. The City of Douglas will require written certification that material used in sub-base conforms to the soils test results used in the design.

i. Cores of pavement and base will be made as necessary to verify actual thickness of each pavement layer (surface, base, and sub-base). Test results shall be certified by a 3rd party contractor at the expense of the developer. Copies of the test reports will be made available to the City Engineer. The minimum number of cores of surface, binder, base, and sub-base is one core per 100 ft. of each street (or one core with streets less than 100 ft. in length).

g. Street Construction Standards and Specifications

Unless otherwise specifically set forth herein, all of the materials, methods of construction, and workmanship for street construction shall conform to the latest edition of the Georgia Department of Transportation Standard Specifications - Construction of Transportation Systems including all amendments.

1. Clearing and Grubbing: Before grading is started, the entire right-of-way area shall be first cleared and grubbed of all trees, stumps, roots, brush, debris and other objectionable materials per GDOT specifications A - Clearing and Grubbing Specifications). All erosion control measures shall be installed as required by the approved plans and in accordance with Chapter 38, Article III – Erosion & Sedimentation Control of the Code of Ordinances of the City of Douglas. For specific technical requirements reference is made to Georgia DOT Specifications Section 201-Clearing and Grubbing Right-of-Way. Combustible material generated from clearing and grubbing operations may be burned only when authorized and permitted by the City of Douglas Fire Chief.

2. Rough Grading: Conduct street earthwork construction in accordance with Georgia DOT Specification Sections 205 - Roadway Excavation and 208 - Embankments.

i. For purposes of these Regulations, the maximum density of soil material shall be determined by ASTM D 698 (Standard Proctor) test procedures.

ii. Complete rough street sub grade construction before starting utility and drainage installation.

3. Final Grading and Subgrade Preparation.

i. Perform sub grade construction in accordance with Georgia DOT Specification Section 209 - Subgrade Construction.

ii. The developer shall provide quality control testing during earthwork and subgrade construction as necessary to assure the entire earthwork, including all fill layers and subgrades, meet the minimum requirements of these Regulations. The minimum quality control testing to be provided consists of the following:

a. Moisture - density relationship curve for each type soil encountered.

b. One in-place density test (ASTM D 1556 or other recognized method) per 1,200 square yards or fraction thereof of subgrade or base to be paved.

c. One in-place density test (ASTM D1556 or other recognized method) per 1000 cubic yards or fraction thereof of fill placed.

iii. Earthwork which falls below specified minimum quality control limits shall be removed, reconstructed and retested until compliance with specified requirements is achieved.

iv. After completing street earthwork operations and before beginning street base construction, the Developer shall file a copy of the quality control test results demonstrating compliance with these requirements with the City. At any time during the construction process, representatives of the City may request to review and the Developer shall provide quality control test results.

4. Street and Alley Base Construction.

i. Street and alley bases shall be constructed in accordance with Georgia DOT Specification Section 300 - Specifications Applying to All Base and Subbase Courses.

ii. The following Georgia DOT Specification Sections shall apply to base materials indicated on the Standard Detail Typical Street Sections: Graded Aggregate Base - Section 310 - Graded Aggregate Construction.

5. Surface and Binder Asphaltic Paving Course Construction: Surface and binder asphaltic paving courses, including prime, shall be constructed in accordance with Georgia DOT Specification Section 400 - Hot Mix Asphaltic Concrete Construction.

6. Post-Construction Stabilization of Disturbed Areas: When earthwork and paving are complete, the Developer shall grass and stabilize all disturbed areas including roadway shoulders which are not covered by paving or other improvements per GDOT Specifications for Grassing. It shall be the Developer's responsibility to maintain grassed areas by watering, fertilizing, weeding, mowing, trimming, regrading and replanting as required to establish a smooth, acceptable stand of grass free of eroded or bare areas. Grassed areas will be considered acceptable when a viable stand of grass covers at least 90 percent of the total area with no bare spots exceeding one square foot and the ground surface is fully stabilized against erosion. Grassing operations shall meet the technical requirements of Georgia DOT Specification Section 700 - Grassing for Planting Zone 4.

7. Quality Control Testing Required:

i. The Developer shall provide quality control testing during base and pavement construction as necessary to assure the entire pavement structure meets the minimum requirements of these Regulations. The minimum quality control testing to be provided consists of the following:

a. Moisture-density relationship curve for each base material used on project.

b. For soil cement base, conduct mix design to determine Portland cement content (percent of dry weight of the soil) to achieve a minimum compressive strength of 300 psi at seven days when testing in accordance with ASTM D 1632 and D 1633.

c. One in-place density test (ASTM D 1556 or other method acceptable to the City) per 1200 square yards or fraction thereof of base.

d. One thickness measurement normal to base surface per 1200 square yards or fraction thereof of base.

e. One surface tolerance measurement using a 15-foot straight edge per 250 square yards or fraction thereof of base.

f. One asphalt extraction (ASTM D 2172) and aggregate gradation analysis (ASTM C 136) per 2400 square yards or fraction thereof of surface course and per 2400 square yards or fraction thereof of binder course (if any). Obtain samples for extraction and gradation tests in accordance with ASTM D 979. 7) One density and compacted thickness measurement per 1200 square yards or fraction thereof of each course placed. Density determined to be made in accordance with ASTM D 1188. Remove not less than 3-inch diameter nor larger than 12-inch square test specimens. Repair test specimen holes with full depth application of fresh hot asphaltic plant mix.

g. One surface tolerance measurement using 15-foot straight edge per 250 square yards or fraction thereof of surface course.

ii. Base and/or paving construction which falls below specified minimum quality control limits shall be removed, reconstructed and retested until compliance with specified requirements is achieved.

iii. After completing base and paving construction, the Developer shall file a copy of the quality control test results demonstrating compliance with these Regulations with the City. At any time during the construction process, representatives of the City may request to review and the Developer shall provide quality control test results.

8. Use of Non-specified Base or Paving Materials or Systems: In the event the Developer desires to utilize base or paving materials or systems not included in these Regulations, the Developer shall provide an engineering study prepared by a Georgia registered professional engineer comparing the proposed material or system to the appropriate system which is included in these Regulations. The

engineering study will include a pavement structural design based on the AASHTO "Guide for Design of Pavement Structures" and suggested specifications for the materials and construction of the proposed system. The City will treat the Developer's request through the appeals process described elsewhere in this Code.

h. Curb and Gutter

1. All new streets or street widening sections shall be provided with curb and gutter, except as provided herein under. All gutters shall drain smoothly with no areas of ponding.

2. In lieu of installation of curbs and gutters and/or related improvements, the Developer must have presented to and received approval by the City for a Street Improvements and Storm Water Drainage Plan for the development and its affected environs. Said plan must provide for adequate storm water drainage, and will further address as a minimum, street grading, paving, and curbs and gutters, and or other innovative provisions for said drainage This plan must conform to the applicable standards and specification established by the City and be prepared, signed, and sealed by a Georgia registered professional engineer.

3. All concrete curb and gutter shall be GDOT Standard 9032B, Type 2 (except in subdivisions, where the curb and gutter shall be 24 inches wide, while all other dimensions remain).

4. Curbing shall conform to the following standards:

i. Concrete shall be Class "A" as defined by the GDOT, and have a minimum strength of 3,000 PSI at 28 days; a 2 inch to 4-inch slump (ASTM C 143) and, 3 to 6 percent air content (ASTM C 231 or C 173) and shall comply with ASTM C 94.

ii. One-half inch expansion joints or pre-molded bituminous expansion joint material shall be provided at all structures and radius points and at an interval not to exceed 250 ft. in the remainder of the curb and gutter. Contraction joints also shall be provided at 10 ft. intervals along the curb line.

iii. When the development ties into existing curbing, the curb and gutter shall transition to match the existing width and profile at the connection point.

iv. Termination or curb tapers shall be provided at the end of any gutter. The curb height shall be tapered from 6 inches to 0 inches over a distance of 6 ft.

5. The Developer shall use a standard curb and gutter section. The section is shown in Appendix B, Standard Drawings.

6. Curb and gutter shall be set true to the line and grade of the street on a properly prepared subgrade with application of Georgia DOT Type 2 membrane curing compound, horizontally and vertically field staked and finished to the section shown on the plans. Line and grade shall be established by the Developer's engineer or surveyor. Offset staking shall be provided at 50-ft. intervals.

7. Curbing not installed in accordance with the requirements of this section or Appendix B, Standard Details shall be removed and replaced at the Developer's expenses. The City may require and the Developer shall provide core samples to verify concrete thickness.

8. Disturbed areas along curbing shall be back-filled, compacted, stabilized and grassed.

i. Street Lighting

The developer shall provide a street lighting standard at each street intersection and at an interval not exceeding 400 feet. The developer shall provide lighting standards at no cost to the City.

1. The developer or other person developing a residential subdivision shall be required to provide street lights that conform to all of the standards provided for in this Section and, in addition thereto, shall be required to obtain approval of the street light layout from the City Engineer prior to the construction of any street light facilities. Approval or final acceptance of the subdivision requires compliance with this Section.

2. The developer or other person developing a shopping center, industrial park, office park, apartment complex or like development within a designated street light district shall provide street lights along public rights-of-way adjoining that property that conform to all standards provided for in this Section; and the Developer shall obtain approval of the street light layout from the City Engineer prior to commencing any construction of any street light facilities.

3. The City Engineer shall not recommend the acceptance of any public streets or roads proposed to be dedicated to the City for perpetual ownership and maintenance until such time as the street lights conform to the approved street light layout.

4. Street Lights: Street lights shall be required to be provided by the Developers of all new subdivisions or other developments utilizing new streets or roads to be dedicated to the City or existing City streets or roads or any combination, unless waived by City Commission. Unless so waived, the Developer, at the time of submitting the final plat to the City shall:

i. Submit a final street light layout prepared by the utility company, which will provide the lighting service showing exact location of street lights within the development or subdivision. For residential and non-residential subdivisions, this drawing must be approved by the City Engineer prior to obtaining any building permit within the subdivision. Fixtures and standards/poles installed or used shall be approved by the utility company, which will be responsible for the maintenance of the facilities, and by the City Engineer. The fixtures shall be mounted a minimum of 25 ft. above the ground, and each fixture shall have appropriate arm length to illuminate the street. Lights must be located at any or all street intersections within the subdivision or other development and 400 feet apart along any streets with the subdivision or other development.

ii. Pay all costs for standards/poles, fixtures and any other related items or materials necessary for the installation.

iii. Submit proof of payment for complete installation to the City.

iv. Submit a copy of an executed agreement with the utility company for complete maintenance of all installations.

5. Standards of Installation and Operation.

In order to ensure adequate illumination of public rights-of-way and promote safety and security, the American National Standard Practice for Roadway Lighting of the Illuminating Engineering Society, as approved by the American National Standards Institute (1983), as from time to time amended, is hereby adopted as the standard for the installation and operation of lighting in the City of Douglas, with the following exceptions:

i. Except for Principal Arterials, lighting fixtures installed within the public rights-of-way to be operated for the purpose of street illumination shall comply with these standards. The minimum average horizontal foot-candle illumination level by roadway classification shall be as shown in "Table of Minimum Average Street Illumination Levels"

Table 9-13: Minimum Average Street Illumination Levels (foot-candles)

Roadway Classification	Commercial Area	Intermediate Area	Residential Area
Minor Arterial	1.2	0.9	0.6
Collector Street	0.8	0.6	0.4
Local Street	0.6	0.5	0.3
*Note: Illumination of Principal Arterials shall be determined by GDOT.			

ii. The uniformity of illumination shall be such that the point of lowest illumination shall have at least one-third of the average horizontal foot-candle required illumination level, except that on local or residential streets it may be no less than one-sixth of this average.

iii. Any party requesting permission to install or operate lighting fixtures within public rights-of-way shall furnish plans and specifications to the City Engineer for approval showing how the proposed lighting meets the standards, and no lighting shall be installed or operated without this approval.

iv. Should the City Engineer disapprove the request to install or operate lighting fixtures within any public right-of-way, he shall communicate the disapproval in writing to the party requesting approval. The written communication shall include the specific reasons for disapproval.

v. Any disapproval of a light or lighting system by the City Engineer may be appealed to the Board of Zoning Appeals. If any party desires to appeal an adverse decision by the City Engineer, a notice of appeal shall be filed within 30 days from the date following the written notice of disapproval. It shall be the responsibility of the City Engineer to transmit forthwith to the Building Inspector Board of Zoning Appeals all papers and allied documents constituting the record upon which the action appealed from was taken. The Board of Zoning Appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination being appealed.

vi. Roadway or street lighting luminaries or fixtures installed within the public rights-of-way as security lights or for the purpose of lighting areas other than the public streets shall be mounted on the side of the pole opposite from the street, and shall be oriented in such a manner to ensure that the lateral light distribution pattern is parallel to the street and the vertical light distribution, at the initial light source, is perpendicular to the street, so as to protect the users of the street from objectionable glare. The approval of the City Engineer shall be obtained before installation of these lights.

vii. Other lighting fixtures to be installed within or outside of public rights-of-way, for whatever purpose, shall be installed and operated in such a manner to prevent glare from being a hazard to or interfering with the normal use of the public rights-of-way.

j. Sidewalks and Bikeways

Sidewalks shall be provided along public streets for all developments and in such other locations as deemed necessary by the City for safe pedestrian movement.

1. Sidewalks shall be located on both sides of the street or road and on existing or new street frontage that is part of any new development and shall meet all current ADA requirements.

2. Sidewalks in subdivisions shall be continued to the nearest arterial street.

3. All new sidewalks shall match and provide a smooth transition to any existing sidewalk.

4. Sidewalks shall be installed on an individual lot basis at the time of building construction. The City shall inspect the location and construction of the sidewalk and shall not issue a Certificate of Occupancy until the required sidewalk is properly installed.

5. A strip of grass or other approved landscape material at least 4 ft. in width shall separate all sidewalks from adjacent curbs on public streets. Sidewalks shall be concrete and a minimum of 5 ft. wide and 4 inches thick. Concrete shall be Class "A," as defined by the GDOT, and have strength of 3,000 PSI at 28 days. Disturbed areas along sidewalks shall be backfilled, compacted, stabilized and grassed. The City may require and the Developer shall provide core samples to verify core thickness.

6. Additional sidewalks and/or pedestrian easements may be required in subdivisions or developments where deemed essential to provide circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities.

7. Bicycle lanes, where provided, shall be a minimum of 4 ft. in width and placed between the outside lane of a roadway and the curb or shoulder. When on-street parking is permitted, the bicycle lane shall be between the parking lane and the outer lane of moving vehicles. Lanes shall be delineated with appropriate markings, as required by MUTCD Standards. Bikeways and bicycle lanes must be pre-approved by the City Engineer and meet the requirements of AASHTO "Guide for the Development of Bicycle Facilities," latest edition.

k. Traffic Calming Devices

1. Traffic calming devices and associated signage may be required by the City Engineer.

2. The City Engineer may establish specific standards for the design, construction, placement, and if applicable, planting plan for traffic calming devices. These standards shall be known as "Traffic Calming Device Design and Placement Standards for the City of Douglas," further referred to and known as the design and placement standards and are hereby made a part of this section by reference. The City will maintain on file for consultation and distribution a series of design and placement standards for traffic calming devices. The City Engineer may, from time to time, modify these technical standards.

3. Traffic calming devices for all local streets shall be placed, designed and installed in accordance with the design and placement standards.

4. Other designs or types of traffic calming devices not included in the design and placement standards may be approved at the discretion of the City Engineer, provided that such devices meet the following minimum criteria:

i. The proposed traffic calming device must be recognized as such by the transportation industry, i.e., it must be recognized by the Institute of Transportation Engineers, American Association State Highway Transportation Officials, the Federal Highway Administration, the American Traffic Safety Services Association or other nationally recognized transportation industry organization or guiding authority.

ii. The proposed traffic-calming device must be designed, located and constructed in accordance with the minimum standards of the approving organization or guiding authority. The City Engineer may impose additional design, location or construction criteria prior to approving such a device.

iii. The proposed traffic-calming device must include plantings, water quality or other environmental enhancements or beautification elements.

iv. Traffic calming may be accomplished via proper geometric design of the streets. Such designs may be accepted by the City Engineer in lieu of other structural traffic calming devices.

v. The City Engineer may disallow the use of devices that meet the criteria set forth in subsections (A) through (D) of this section if, in his judgment, the installation of such a device would create unusual or costly maintenance, create a safety hazard, restrict movement of emergency vehicles, or would otherwise not be in the best interest of the city.

5. Islands that are not specifically for traffic calming, such as entrance islands, cul-de-sac islands, tree save islands or other decorative islands may be approved for construction by the City Engineer, if they conform to the design principles contained in the design and placement standards.

6. All plant materials included in islands shall be installed at the expense of the Developer and shall be maintained by the subdivision's homeowner's association. A notification to this effect shall be included on the final plat recorded for the subdivision.

7. The City Engineer may, at his or her discretion, approve unusually shaped islands or innovative designs.

l. Traffic Control Devices

1. Traffic control devices consisting of street name signs, traffic control signs, traffic markings and traffic signals shall be provided by the Developer as appropriate to serve each development. All traffic control devices and installation thereof shall conform to the Federal Highway Administration "Manual on Uniform Traffic Control Devices".

i. For residential developments, minimum traffic control devices shall consist of street name signs at each street intersection, stop or yield signs at each intersection, one speed limit sign per block, school or pedestrian crossing signs where appropriate, and limited pavement marking such as crosswalk lines for school or pedestrian crossings.

ii. Minimum traffic control devices for non-residential developments shall include those devices for residential developments and lane and centerline markings, stop lines, and parking space markings. Additionally, appropriate other signs and signals shall be provided by the Developer.

m. Street Improvement Plans

1. Plans Required: Street improvement plans for all new streets, street widening and existing street upgrades shall be prepared by a Georgia registered professional engineer. At least three copies of the plans shall be submitted to the City for review and comment. An electronic copy (in PDF format) may be submitted in addition to other plans. Within thirty days of submittal of the plans, the City will either approve the plans or make comment on items requiring changes and/or additional information. When not approved, the cycle of plan submittal and review will be repeated until the plans can be approved by the City.

2. Required Information: All plans shall consist of not less than the following:

i. Profiles of existing ground levels along street centerlines and each right-of-way. Field determined elevations shall be indicated at intervals not exceeding 25 feet. Where cross sections are provided at least every 25 feet, only centerline elevations need be shown on the profile.

ii. Existing facilities and features within and adjacent to rights-of-way which affect or could be affected by street improvement construction. Items include, but are not limited to, streets, rights-of-way, sidewalks, buildings, parking lots, driveways, fences, tree lines, and railroads.

iii. All drainageways, lakes, streams, creeks, channels, wetlands, and drainage facilities.

iv. All existing utilities and appurtenances within and adjacent to rights-of-way which affect or could be affected by street improvement construction. Items include, but are not limited to, sanitary and storm sewers, water mains, gas lines, fire hydrants, electric and telephone poles and street lights. The utility type, size, depth, material and location in relation to street improvements should be indicated.

v. Existing and proposed property and easement lines and land lot and land district lines intersecting street rights-of-way.

vi. Limits of new construction.

vii. New road improvements, including but not limited to, curbs and gutters, sidewalks, pavements, driveways, wheel chair ramps, traffic control devices, and street lights (if any).

viii. Profiles of each pavement edge or line of curb and gutter with new finished grade elevations at intervals not exceeding 50 feet.

ix. Horizontal and vertical street geometry including street centerline angles of deflection, radii, degree of curvature, design speed, tangent lengths, arc lengths, bearings street grades, and lengths of vertical curves. Stations for all points of curve, points of tangency, points of intersection, both horizontal and vertical, should be shown.

x. Benchmarks for vertical control.

xi. Name of the development, names, addresses and telephone numbers of Developer and Developer's engineer, engineer's seal, north arrow, scale, and date.

3. Plans shall conform to the following standards:

i. Where specific design guidance is not given in these regulations or other City of Douglas regulations, rules, or ordinances the AASHTO publication "A Policy on Geometric Design of Highways and Streets", latest edition shall be followed.

ii. All elevations shall be based on and tied to U.S. Coast and Geodetic Survey mean sea level datum.

iii. Plan drawings shall be at a scale of at least 1-inch equals 50 feet. In developed or congested areas, the City may require a scale of 1-inch equals 20 feet or less to be utilized.

iv. For profile drawings, the horizontal scale shall be the same as that used for associated plan drawings. The vertical scale shall be at least 1-inch equals 10 feet. A 1-inch equals 5 feet vertical scale is often necessary to properly depict grade changes in flat areas.

v. The desired drawing size is 18 inches by 24 inches. In no case shall drawings be larger than 30 inches by 42 inches nor smaller than 11 inches by 17 inches.

vi. One set of Mylar drawings are to be provided.

(6) Utilities

All authorized public utilities must be installed by a Georgia Licensed Underground Utility Contractor who must meet minimum bonding and insurance requirements as determined by the City.

a. Placement of Utilities

All authorized public and private underground or overhead utilities shall be located within the right-of- way of a public street or within an easement designated for such use. Within public street rights-of-way, placement of the various authorized utilities (water, sanitary sewer, natural gas, power, telephone, and cable TV) shall conform to the specific locations for such use designated by the City. Private underground utilities such as lawn sprinkler systems, septic tanks and drain fields, exterior lighting systems, and heating and cooling piping are not permitted within public street rights-of-way.

b. Easements

1. Easements Required:
Permanent easements for public water, drainage and sanitary sewer facilities shall be dedicated to the City.

2. Easement Widths:
The minimum width permanent easements for a single utility shall be 15 feet. Where more than one utility has a common easement, the minimum easement width shall be increased by 5 feet for each additional utility. However, additional easement widths may be required by the City where the depth of the utility is excessive or other conditions will cause difficulty in accessing the utility.
3. Dedication Requirements:
Before dedication, the developer shall grass and stabilize all disturbed areas within and adjacent to easements which are not covered by paving or other improvements. An acceptable stand of grass free of eroded or bare areas must be achieved before the City will consider dedication.

c. Utility Line Extension Requirements

If existing water mains and or sanitary sewers must be extended to serve a development, the developer shall install or have installed the necessary extensions at no cost to the City under the existing City policy and procedures at plan approval time.

d. Water Distribution System Design Criteria

1. Pressure: All water mains, including those not designed to provide fire protection, shall be sized after hydraulic analysis performed by a Georgia registered Professional Engineer to maintain a minimum pressure of 40 psi at ground level under all conditions of design flow. Regardless of Water System Design Pressure and Flows, all water mains shall be a minimum of eight (8) inches.

2. Design Flow: The design flow is to consist of projected peak demand plus fire flow (where applicable). To determine projected peak flow for residential developments, utilize values in “Table of Peak Water Demands for Residential Developments.” For developments other than residential, utilize AWWA "Manual of Water Supply Practices M22, Sizing Water Service Lines and Meters" to estimate peak demand. For fire flow, select proper value from the “Table of Minimum Design Fire Flows”.

3. Sprinkler Connections: For each fire protection sprinkler connection to the City's water system, the developer must provide a double detector check valve installation consisting of not less than two detector check valves with by-pass meter on the second unit and two gate valves all enclosed in an accessible, non-floodable concrete pit. The pit is to have a double leaf aluminum access hatch which should be sized for easy access for maintenance.

4. State Approval: It is the developer's responsibility to obtain the approval of the Environmental Protection Division of the Georgia Department of Natural Resources of all water distribution system additions and extensions. In addition to the other requirements, the City must receive a copy of the approval before the developer will be allowed to proceed with construction.

e. Location of Water Mains, Fire Hydrants and other Fixtures

1. Water Mains: Water mains shall be located along City streets on the south and west side of the street, five feet from the back of the curb. The minimum cover is to be 42 inches. Locate water service laterals with a minimum cover of 24 inches within street rights-of-way. Within 5 feet of the water meter, service lateral cover may be reduced to not less than 18 inches

Table 9-14: Peak Water Demands for Residential Developments

Number of Dwelling Units	Required Flow (GPM)
5	8
10	5
20	4.3
30	3.8
40	3.4
50	3.0
60	2.7
70	2.5
80	2.2
90	2.1
100	2.0
150	1.6
200	1.3
200	1.2
400	0.9
500	0.8
250	0.7
1000	0.6

Table 9-15: Minimum Design Fireflows (1)

Zoning District		Gallons Per Minute
R-15	Single Family Residential	1000
R-12	Single Family Residential	1000
R-M	Mixed Residential	1000
R-I	Residential Infill	1000
R-P	Residential Professional	1500
TC-C	Town Center Commercial	1250
G-C	General Commercial	1250
N-C	Neighborhood Commercial	1250
PD	Planned Development	1000 - 3500
M-1	Light Industrial	3500(2)
M-2	Heavy Industrial	3500(2)
AU	Agricultural	1000

(1) Values given in this table represent minimum requirements. Should Fire Chief or Insurances Services Office, Inc. recommend higher fire flows, use the largest values.
(2) To meet ISO recommendations, calculated using multiple hydrants.

2. Fire Hydrant Spacing: Provide fire hydrant spacing as requested by the Fire Chief and as follows:

i. One- and Two-Family Residential Uses: Space fire hydrants not more than 500 feet apart with additional fire hydrants located as necessary so that the maximum hose lay from a hydrant to the furthermost part of any building does not exceed 500 feet.

ii. Multiple-Unit Residential Uses: Space fire hydrant not more than 500 feet apart with additional fire hydrants located as necessary so that the maximum hose lay from a hydrant to the farthermost part of any building does not exceed 400 feet.

iii. Office, Institutional, Commercial and Industrial Uses: Space fire hydrants not more than 400 feet apart so all portions of buildings can be reached by hose lays of not more than 400 feet.

iv. Except when waived by the Fire Chief, a fire hydrant shall be located at all street intersections in all Zoning Districts.

v. Locate fire hydrants between the water mains and right- of-way and within 5 feet of the right-of-way.

3. Valves: Locate valves at not more than 1,000-foot intervals in residential areas and 500-foot intervals in non-residential areas. At water main junctions, the minimum number of valves to be provided shall equal the number of pipes extending from the junction minus one.

4. Meters: Locate water meters in public rights-of-way within six inches of the right-of-way except where alternate location is approved by the Water Department. Water meters will be furnished and installed by the City upon payment of appropriate fees.

f. Sanitary Sewer Design Criteria

1. Design Capacity: Design sewer systems for the estimated ultimate development tributary population and/or area. In establishing design capacity, the following factors must be considered.

i. Maximum hourly residential sewage flow.

ii. Maximum hourly commercial/institutional sewage flow.

iii. Maximum hourly industrial sewage flow.

iv. Ground water infiltration.

v. Topography of the area.

vi. Pumping requirements.

vii. Design new sewers in residential areas on the basis of an average daily flow of sewage of not less than 400 gallons per household per day. A peaking factor of not less than 2.5 must be applied to the average daily flow to establish peak design flow. Sewers shall be designed to carry peak design flow when flowing one-half full.

viii. In non-residential developments, base sewer design on the estimated peak flow from the development but in no case less than 0.4 gallon per square foot of gross building areas. Sewers shall be designed to carry peak flow when flowing one-half full.

2. Size and Shape: The minimum size sanitary sewer shall be 8 inches. Design sewers to give mean velocities, when flowing half full, of not less than 2.0 feet per second based on the Manning formula using an "n" value of 0.013. The “Table of Minimum Sewer Slopes” contained in this section gives the minimum as built slopes which must be provided to allow dedication of sewers to the City, however, where possible greater slopes are desirable. Sewers shall be placed with a uniform slope between manholes.

3. Manholes.

i. Install manholes at the following locations

a. End of each sewer.

b. At all changes in grade, size, or alignment.

c. At all sewer intersections

d. At distances not greater than 400 feet for sewer 15 inches and smaller.

ii. When pipe sized change at a manhole, the 0.8 depth point of both sewers shall be aligned at the same elevation.

iii. When the same size pipe enters and leaves a manhole, at least a 0.1-foot drop in elevation shall be provided between the entering and the exiting inverts.

iv. U-shaped flow channels shall be constructed through manholes.

4. Relation to Water Mains.

i. Whenever possible, lay sewers at least 10 feet horizontally from any existing or proposed water main. Should conditions prevent a separation of 10 feet, lay the lines in separate trenches. In either case, construct the elevation of the crown of the sewer at least 18 inches below the bottom of the water main.

ii. When sewers cross under water mains, lay the sewer so that the top of the sewer is at least 18 inches below the bottom of the water main. Install the two pipes such that a full length of pipe will be centered over the crossing so that all joints will be separated as much as possible. Install ductile iron pipe for both lines when the crossing is less than two feet of separation.

Table 9-16: Minimum Sewer Slopes

Nominal Minimum	Sewer Size (inches)

Slope	Feet Per 1000 Feet
0.4	8
0.28	10
0.22	12
0.15	15
0.12	18
0.10	21
0.08	24
0.067	27
0.058	30
0.046	36

iii. 5. Sewer Locations: When sewers are laid in public streets, construct the sewer along the approved right-of-way or easement at a depth of not less than 5 feet from the road surface to the top of the pipe. In curved streets, install the sewer between gutter lines to avoid conflicts with other utilities.

iv. State Approval: It is the Developer's responsibility to obtain the approval of the Environmental Protection Division of the Georgia Department of Natural Resources for sanitary sewer collection system additions and extensions. In addition to other requirements, the City must receive a copy of the approval before the Developer will be allowed to proceed with construction.

g. Natural Gas System

All gas mains and services will be installed in accordance with the City of Douglas Natural Gas Department Operations and Maintenance Manual.

h. Electrical System

All electrical systems will be installed according to the latest edition of the National Electrical Code and the City of Douglas Electric Service Manual.

i. Preparation of Utility Plans

1. Plans required: Utility plans for all extensions, additions, improvements and/or modifications for the water distribution and sanitary sewer collection systems shall be prepared by a Georgia registered professional engineer. At least three copies of the plans shall be submitted to the City for review and comment. Within thirty days of submittal of the plans, the City will either approve the plans or make comment on items requiring changes and/or additional information. When not approved, the cycle of plan submittal and review will be repeated until the plans can be approved by the City.

2. Information to be shown on the plans shall consist of not less than the following:

i. Existing facilities and features in the vicinity of utility construction which affects or could be affected by such construction. Items include but are not limited to streets, rights-of-way, buildings, driveways, parking lots, fences, tree lines and railroads.

ii. All drainageways, lakes, streams, creeks, channels, wetlands, and drainage facilities.

iii. All existing utilities and appurtenances in the vicinity of utilities construction which affect or could be affected by such construction. The utility type, size, depth, material and location in relation to utilities improvements should be indicated.

iv. Existing and proposed property and easement lines and land lot and land district lines intersecting utility line construction.

v. New utilities construction including as applicable, but not limited to, pipelines, manholes, lift stations, force mains, valves, fittings, fire hydrants, meters, casings, services facilities, special construction and details for connections to existing utilities. Pipe sizes and materials shall be indicated on the plans. Include horizontal geometry as necessary to define location of new utilities.

vi. Profiles of sanitary sewers showing existing ground surface, sewers, manholes with top and invert elevations, line lengths and grades, crossing utilities, and limits for special construction.

vii. Benchmarks for vertical control.

viii. Name of the development, names, addresses and telephone numbers of Developer and developer's engineer, engineer's seal, north arrow, scale and date.

3. Plans shall be prepared in conformance with the following:

i. All elevations shall be based on and tied to U.S. Coast and Geodetic Survey mean sea level datum.

ii. Plan drawing shall be at a scale of at least 1-inch equals 50 feet. In developed or congested areas, a scale of 1-inch equals 20 feet or less shall be utilized.

iii. For profile drawings, the horizontal scale shall be the same as that used for associated plan drawings. The vertical scale shall be at least 1-inch equals 10 feet. A 1-inch equals 5 feet vertical scale is often necessary to properly depict pipeline conditions.

iv. The desired drawing size is 24 inches by 36 inches. In no case shall drawings be larger than 30 inches by 42 inches nor smaller than 11 inches by 17 inches.

v. Utilities construction may be shown on street improvement plans provided the resulting drawings are clear, legible and plainly show all necessary information.

j. Construction Record Drawings

At the completion of utilities construction and before dedication to the City, the developer shall furnish two copies of construction record drawings for the development to the City. The record drawings shall be made from the original drawings of the approved development drawings revised to reflect actual construction. Drawings shall be signed/sealed by Georgia licensed surveyor.

(7) Grading and Drainage

a. Site Grading

1. Site grading shall be done in accordance with the finished grades shown on the approved development plans. Site grades shall direct surface drainage away from buildings without causing adverse impact on adjacent properties.

2. The maximum slopes for soil cut or fill shall be two feet of horizontal run for each foot of vertical rise or fall except for stable rock slopes. If actual soils encountered require a flatter slope for stability, the lesser slope shall be used.

3. Soil erosion and sediment control measures shall be provided as required in Chapter 38, Article III – Erosion, Sedimentation and Pollution Control of the Code of Ordinances of the City of Douglas.

b. Drainage

Provisions for storm water drainage and detention designs are to be in accordance with the City of Douglas Stormwater Management Ordinance.

c. Specifications for Drainage Construction

Refer to Georgia Department of Transportation, Standard Specifications for Construction of Roads and Bridges, latest Edition for specifications for drainage construction.

d. Preparation of Grading and Drainage Plans

1. Plans Required: Grading and drainage plans for all developments except individual one and/or two-family dwelling units, shall be prepared by a Georgia registered professional engineer or landscape architect.

2. Plan Submittal Requirements: At least three copies of the plans and detention study shall be submitted to the City for review and comment.

3. Plan Review Process. Within thirty days of submittal of the plans, the City will either approve the plans or make comment on items requiring changes and/or additional information. When not approved, the cycle of plan submittal and review will be repeated until the plans can be approved by the City.

4. Required Plan Information: Information to be shown on the plans shall consist of not less than the following:

i. Topographic map of the existing conditions for the development showing existing facilities and features which affect or could be affected by grading and drainage improvements. Utilize a contour interval of not greater than two feet with spot elevations as necessary to define existing ground surfaces.

ii. All drainageways, lakes, streams, creeks, swales, ditches, channels, wetlands, and drainage facilities.

iii. All existing utilities and appurtenances which affect or could be affected by grading and drainage improvements. The utility type, size and location in relation to grading and drainage improvements should be indicated.

iv. Existing and proposed property and easement lines and land lot and land district lines intersecting or bounding grading and drainage improvements.

v. Finished grades depicted by finished contours and/or spot elevations as necessary to define finished grade surfaces.

vi. New drainage improvements including, but not limited to, pipes, culverts, catch basins, area drains, drop inlets, junction boxes, headwalls, berms, dikes and detention basins with outlet works. The drainage areas tributary to each drainage structure, design flow, and time of concentration shall be indicated.

vii. Profiles of storm drains showing existing and finished ground surfaces, pipes, drainage structures with top and flow line elevations, distances from centerline to centerline of drainage structures, pipe and ditch grades, crossing utilities, and limits of special construction.

viii. Pipe design chart including:

a. Drainage area

b. Runoff coefficient

c. Rainfall intensity

d. Design flow

e. Pipe size

f. Pipe material

g. Pipe slope

h. Full flow capacity

i. Flow velocity

ix. Benchmarks for vertical control.

x. Name of the development, names, addresses and telephone numbers of Developer and Developer's design professional, design professional's seal, north arrow, scale and date.

5. Plans shall be prepared in conformance with the following:

i. All elevations shall be based on and tied to U.S. Coast and Geodetic Survey mean sea level datum.

ii. Plan drawings shall be at a scale of at least 1-inch equals 50 feet. In developed or congested areas, a scale of 1-inch equals 20 feet or less shall be utilized.

iii. For profile drawings, the horizontal scale shall be the same as that used for the associated plan drawings. The vertical scale shall be at least 1-inch equals 10 feet. A 1-inch equals 5 feet vertical scale is often necessary to properly depict drainage conditions.

iv. The desired drawing size is 24 inches by 36 inches. In no case shall drawings be larger than 30 inches by 42 inches nor smaller than 11 inches by 17 inches.

v. Drainage construction may be shown on street or utilities improvements plans provided the resulting drawings are clear, legible and plainly show all necessary information.

(8) Schedule Of Fees

If applicable, the schedule of fees for development plan review, appeals, waivers, re-inspections, and other items is on file with the City Clerk and may be altered or amended from time-to-time by the City Commission to help defray the costs of the administration of these Regulations.

Development plan review fees, if any, shall be paid at the time development plans are submitted for review. A development plan review fee shall be paid each and every time development plans or parts thereof are submitted or resubmitted.

(9) Administration And Enforcement

This Code shall be administered, interpreted, and enforced by the City Manager.

It shall be the duty and responsibility of the City Manager to maintain an accurate and up-to-date compilation of this Code, including Appendices, and all amendments, and to publish said compilation and make it available to the public for a fee set by the City Commission.

In any case in which activities are undertaken in violation of this Code, not in compliance with the provisions of a permit issued by the City, or without authorization of a permit which would otherwise be required, the City Manager is hereby authorized to order that all unauthorized or improper work be stopped, direct correction of deficiencies, or take any other legal or administrative action appropriate to the severity of the violation and degree of threat to the public health, safety and welfare. The stop work order shall be posted on the property and delivered or mailed to the Developer.

(10) Variances

Requests of for variances to requirements of this Chapter shall be submitted in a form as prescribed by the City Manager along with such fee as shall be established by the City Commission.

The City Manager shall coordinate the review of each variance request by all other affected City departments and shall summarize such comments and/or recommendations as may be received in a report to the Board of Zoning Appeals for final action in their normal course of business.

In granting variances and modifications, the Board of Zoning Appeals may require such conditions as will secure substantially the objectives of the standards or requirements so varied or modified.

(11) Appeals

a. Appeals, Hearings, and Notice

It is the intention of this Chapter that all questions arising in connection with the interpretation and enforcement of this Code shall first be presented to the City Manager, and that such questions shall be presented to the Board of Zoning Appeals only on appeal from the decision of the City Manager, and that from the decision of the Board of Zoning Appeals, recourse shall be to the courts as provided by the law.

Appeals to these Regulations may be taken to the Board of Zoning Appeals by any person aggrieved or by any officer, department, board or bureau of the City. Such appeal shall be taken within a reasonable time, as provided by the rules of the Board by filing with the officer from whom the appeal is taken and with the Board of Zoning Appeals' notice of said appeal specifying the grounds thereof. The City Manager shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken.

An appeal stays all legal proceeding in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board, after the notice of appeal shall have been filed with the officer, that by reason of facts stated in the certificate a stay would, in the officer's opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board or by a court of record on application, on notices to the officer from whom the appeal is taken, and on due cause shown.

The Board shall fix a reasonable time for the hearing of the appeal or other matter referred to it, and give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. At the hearing any party may appear in person or by agent or by attorney.

(12) Penalties for Violations

Any person, firm or corporation violating any provision of this Code shall be upon conviction and shall be punished for each offence according to Section 1-12 of the Code of the City of Douglas, Georgia.

Each day such violations continue shall constitute a separate offense.

Nothing herein contained shall prevent the City from taking such other lawful action as is necessary to prevent or remedy any violation.

Chapter Ten
Signs

(1) General Provisions

a. Purpose

The purposes of these sign regulations are to encourage the efficient and effective use of signs as a means of communications in the City; to balance, maintain and enhance the aesthetic environment of the City and its ability to attract sources of economic development and growth; to improve pedestrian and traffic flow and safety; to minimize the possible adverse effects of signs on nearby public and private property; and to enable the fair and consistent enforcement of these sign regulations. These concerns are reflected by the City actively participating in and regulating the size, location and number of signs and the overall appearance and design of signs.

The following goals are incorporated into the regulations:

1. Communication – signs should not deny other persons or groups the use of sight lines on or to public rights-of-way, should not obscure important public messages or warnings, and should not overwhelm readers with too many messages.

2. Preservation of the City's beauty – The City includes a historic district, as well as commercial centers and residential areas. The City relies heavily on the beautification efforts of its active population to obtain and maintain an economic advantage in the region.

3. Property Value Protection – Signs should not create a nuisance to the occupancy or use of other properties as a result of their size, height, brightness or movement. They should be in harmony with buildings, the neighborhood, and other conforming signs in the area.

(2) Permit Required

It shall be unlawful for any person to post, display, and change or erect a non-exempt sign or any structure that requires a permit, without first having obtained a permit. Signs or sign structures erected without a valid permit shall be in violation, and it shall be mandatory to obtain a permit, based on this chapter, or failing which the sign or sign structure then shall be removed by the owner or occupant, or by the City, as provided herein. All signs not expressly allowed by these regulations are prohibited.

(3) Non-conforming Signs

Signs erected, under a valid permit, prior to February 28, 2011, which have since become non- conforming, shall be allowed to remain in accordance with the time limitation and structure requirements as specified in this Code.

(4) Permit Procedures

a. Permit applications

Permit applications shall be reviewed by the Community Development Director within 30 days of submission of the permit application. Upon satisfactory compliance with the minimum submission requirements of the Code and a determination that the proposed sign meets all applicable standards as set forth in this Code, the Community Development Director shall cause a sign permit to be issued to the applicant. The permit shall be valid for 180 days from its approval, during which period the sign maybe

be erected. The Community Development Director may extend the period by an additional 90 days upon payment of 100 % of the original application fee, provided, there have not been standards enacted in the previous 180-day period, with which the permit would be in violation. Permits shall be required for all signs not listed within this code as either exempt or prohibited.

b. Application Form

Permits for all lawful signs shall be on a form developed and provided by the Community Development Director.

c. Application Information

The application form and corresponding submission materials shall include, at a minimum, the following:

1. The type of sign and/or sign structure as described in this Code.

2. The street address of the property on which the sign and/or sign structure is to be located along with identification of where on the specific property the sign will be located.

3. The area per sign face and the aggregate area of the sign and/or sign structure.

4. The name of the owner or other person in control or possession of the real property on which the sign and/or sign structure is to be located.

5. Written consent of the owner, or his designated agent, granting permission for the construction, operation, maintenance, or display of the sign and/or sign structure.

6. Two copies of a detailed drawing (CAD), blueprint, sketch, blue line print or similar presentation, drawn to scale and dimensioned, showing elevations of the sign as proposed and its relationship to other existing and proposed signs or sign structures in the area. In the case of a freestanding sign, the drawing shall include a sketch site plan showing the location of the sign and the immediately surrounding landscape.

7. Signs in excess of 10 feet in height need to be signed and sealed by a Georgia registered engineer.

8. State GDOT permit if sign location is adjacent to a State or Federal Hwy.

(5) Aesthetic Qualifications

a. The overall effect of the lettering, configuration or color of a sign shall not be too bright, gaudy, showy, glaring, and/or cheaply brilliant or involving excessive ornamentation. These signs are not in harmony with and are not compatible with the building or adjacent surroundings.

b. The scale of the sign in terms of area shall be consistent with the scale of the building on which it is to be placed or painted and the neighborhood or streetscape where it is located. Scale shall also be considered in terms of site design standards as described in this Code with respect to height and area.

c. All signs shall be of a professional quality and have a professional appearance that enhances the visual aesthetics of the area.

The following sections describe basic standards which apply to sign.

(6) Types of Signs Permitted

a. Freestanding/ Ground Sign:

A ground sign shall not be affixed to any structure and is limited to no more than two faces.

1. All freestanding signs shall be wood or composite material supported by one or two wood or composite posts, with the top edge of the sign no more than 20 feet above the finished grade and shall contain post caps or covers.

2. All monument signs shall be no higher than they are wide, composed of textured brick, concrete block, or other masonry, and finished with stucco or other textured material. The top edge of the sign shall be no higher than ten feet above the finished grade, or as specified otherwise in this code.

3. All freestanding/ground signs shall have a landscaped area around the base which extends a minimum distance of three feet in all directions. Such landscape area shall be completely covered by natural drought tolerant ground cover and shrubs, hedges or similar vegetative materials.

b. Projecting Sign:

A projecting sign is affixed to a structure and extends at a right angle from the structure and is limited to no more than two faces.

1. A projecting sign must clear sidewalks by at least nine feet, clear vehicular driveways by at least 14 feet, and be no closer than two feet from the curb.

2. Signs must not project more than six feet from the wall face of a building.

3. The permitted size of a fixed projecting sign shall not exceed one-half square foot per linear foot (50%) of the front wall of the building, measured in a straight parallel line to the building street.

4. All businesses in the Historic Downtown are encouraged to have a projecting sign. Projecting signs are not permitted on Peterson Avenue, Madison Avenue, Ashley Street, and Ward Street without a GDOT permit.

c. Under Canopy Sign:
A sign hanging from a canopy or ceiling of an arcade covered walkway. It may be rigid or may swing. The swinging sign must be removed during a storm event. Such sign is limited to not more than two faces and shall not extend beyond the face of the canopy to which it is attached.

d. Wall Sign:

A wall sign may be flush mounted or hand painted. Such a sign may be applied to a canopy/awning, mansard or building face. A wall sign may not extend more than 18 inches from the wall or façade of the building to which it is attached and shall not extend more than 24 inches above the roof or parapet of a building.

e. Off-premise Sign and Billboard:

1. Off-premise signs and billboards shall not be erected except on property located adjacent to State or Federal highways and which are zoned Industrial or Commercial General or Commercial Gateway.

2. Off-premise signs and billboards shall not exceed a size of 100 square feet per sign face and shall be limited to not more than two faces and shall be one continuous sign face on each side.

3. Off-premise signs and billboards shall not be located closer than 300 feet to any residentially zoned land or an approved residential Planned Development, nor less than 1,000 feet from each other (on the same or opposite sides of a road), with such measurement to be made from the point of location of the sign structure to the nearest point of residentially zoned land or to the nearest point of location of the next sign structure, as applicable.

4. Off-premise signs designed to serve properties without direct frontage on a public road, exclusive of easements for ingress and egress, shall be subject to the zoning regulations of the applicable district in which the sign is located.

5. Prior to the issuance of a permit for such an off-premise sign, the applicant shall furnish a certified copy of the recorded ingress/egress easement upon which the site shall be placed.

6. No Off-premise sign or billboard face shall exceed 20 feet in width or 6 feet in height, with the overall height of the sign and structure not to exceed 20 feet.

7. Shall be located a minimum of 25 feet from any street right-of-way or property line.

(7) Sign Area and Height

a. The sign area shall be expressed in square feet or square inches that are allowed in accordance with this Code for each sign face. The sign face includes any background material, panel, trim, color and direct or self-illumination used that differentiates the sign from the building, structure, backdrop surface, or object upon which or against which, it is placed. When there is no such differentiation, the sign face shall be a rectangle just large enough to enclose all lettering, illustrations, ornamentation, symbols, or logos. A sign structure shall not be computed in sign area provided that no message, symbol, or any of the aforementioned is displayed on, or designed a part of, the sign structure.

b. The vertical distance measured from the highest point of the sign to the finished grade at the base of the sign, where the finished grade is defined as the grade adjacent to the sign, not including any artificial berm or swale.

(8) Setback Requirements

The setback for a ground sign shall be a minimum of ten feet from the property line. The setback is measured from the closest portion of the sign, sign structure or sign footer to the property line. No sign, sign structure on sign footer shall extend into the right-of-way. Relief from the ten-foot setback requirements up to five feet may be obtained by administrative variance, for good cause shown, which causes may include, but are not limited to sign encroachment into required parking, provision for additional landscape area and materials, a smaller sign, and less than permitted total signage.

(9) Location, Safety, Illumination and Design Requirements and Restrictions

a. Whenever a sign requires a permit and is allowed within a setback area or easement, the person erecting the sign shall be required to execute an agreement, which shall be countersigned by the property owner, providing that it is the obligation of the owner of the sign and/or the property owner to relocate the sign at such time that the City determines that additional right-of-way or setback is required, or if conflicts occur with it being located in an easement.

b. A sign shall not be located in such a manner as to obscure another sign or to be obscured by an existing sign, a structure, or existing vegetation, unless provisions are made for the removal of the obscuring sign, structure or vegetation.

c. No sign shall be located in such a manner that it is a hazard to automotive or pedestrian traffic nor shall any sign or lighting of a sign be so placed as to obstruct the vision of the driver of any motor vehicle where vision is necessary for safety.

d. The height of a sign within an intersection sight triangle shall be consistent with the recommendations of the "Geometric Design of Highways and Streets Manual".

e. Signs may be illuminated directly or indirectly unless specifically prohibited elsewhere in the Code. In residential zoning districts, all illumination shall be "cut off luminaries" or equivalent so that the light is not directed toward adjacent residentially zoned property. Illumination of monument or free-standing signs shall be external and directed from the ground via "plighting" or from behind individual letters via "backlighting". Illumination of signs shall exclude exposed neon tube lighting, or similar, and electronic changeable copy, unless permitted elsewhere in this Code.

f. A sign shall not involve or contain intermittent lighting, animation, motion or rotation of any part of a sign or sign structure or display; except for governmental traffic signals, traffic devices and traffic signs, as required by law.

g. A sign shall not produce noise or sounds.

h. A sign shall not produce or emit smoke, vapor, particles or odor.

i. Only two types of signs of either wall, monument and freestanding signs shall be permitted per street frontage per property.

j. Each separate building or location shall have the street number address located on a sign that is identifiable and readable (using normal 20/20 vision) from the adjacent roadway.

(10) Design Standard Matrix

Table 10-1 Design Standard Matrix

Signs in R-15, R-12, R-I and R-M , AU					
Type of Sign	**Quantity**	**Max Area**	**Location**	**Max Height**	**Illumination**
Nameplates	1 per dwelling unit	3 sq.ft	On building face	-	Not allowed
Wall or Ground Sign	1 per entrance to subdivision, farm or ranch	32 sq.ft.	entrance	6 feet	Allowed
Directional Sign	As needed	6 sq. ft	10 ft front yard setback	-	Not Allowed

Signs in C-N, R-P and TC-G					
Type of Sign	**Quantity**	**Max Area**	**Location**	**Max Height**	**Illumination**
Wall	1 per Occupant	24 sq. ft	On building face	-	Allowed
Projecting	1 per business (max 4 sq.ft per face)	0.5 sq.ft per linear foot of building	From building	-	Allowed
Under Canopy	1 per business	4 sq. ft per face	Under canopy	-	Allowed
Monument	1 per road frontage	24 sq. ft per face	10 ft front yard setback	10 feet	Allowed
Freestanding/Ground	1 per road frontage	24 sq. ft per face	10 ft front yard setback	10 feet	Allowed
Directory	1 per building	16 sq. ft	On building face	-	Allowed
Name Plates	1 per business	3 sq. ft	At the entrance of the business	-	Not Allowed
Directional	As needed	6 sq. ft	10 ft front yard setback	-	Not Allowed

Signs in C-G, G-W, M-1 and M-2					
Type of Sign	**Quantity**	**Max Area**	**Location**	**Max Height**	**Illumination**
Wall	2 per occupant	1.5 sq.ft for first 25 linear feet of occupancy; then 1 sq.ft. per linear foot over 25 linear feet of occupancy (up to a max. 200 sq.ft per occupancy	Building face	-	Allowed
Projecting	1 per road frontage per occupant	0.5 sq.ft per linear foot of building; max 16 sq.ft. per face	From building	-	Allowed
Under Canopy	1 per road frontage per occupant	4 sq.ft. per face	Under canopy	-	Allowed
Monument	1 per road frontage	1 sq.ft per linear foot of road frontage up to a max of 600 sq.ft. with a minimum of 300 ft separation	10 ft front yard setback	20 feet	Allowed
Freestanding/ Ground	1 per road frontage	1 sq.ft per linear foot of road frontage up to a max of 100 sq.ft. with a minimum of 100 feet separation	10 ft front yard setback	48 feet	Allowed
Directory	1 per building	24 sq.ft.	Building	-	Allowed

			face		
Tenant	1 per business	2 sq.ft	At the entrance of the business	-	Allowed
Billboard	1000 ft separation in all directions and 300 ft from residential zoning	100 sq.ft. per sign face with 2 face max per sign. Only single stack billboards are allowed.	20 feet from road right-of-way	20 feet	Allowed
Directional Sign	As needed	6 sq. ft	10 ft front yard setback	-	Not Allowed

(11) Special Purpose Signs

a. Gas Station Fuel Pricing Signs

1. One Fuel Pricing sign shall be permitted per road frontage with a maximum of two signs per Gas Station. It shall be affixed to a permanent sign structure or to a building and shall not be located closer than 10 feet to any property line. The price sign shall be included in the total areas of signage otherwise permitted.

2. Prohibited lighting for electronic fuel price signs shall include: lamps or bulbs in excess of 30 watts; exposed reflectorized lamps or bulbs; lamps or bulbs that are not covered by a lens, filter or sunscreen; and lamps or bulbs that scroll, flash, zoom, twinkle or sparkle.

3. No more than 12 square feet per sign face.

4. If part of a ground sign, the fuel price sign shall be included in the total area of the sign.

5. Signs placed on fuel pumps shall not exceed three square feet per sign face and a total of six square feet per sign.

b. Grand Opening Banner

One banner may be placed on the building of a newly opened location pursuant to the following:

1. Display is limited to four weeks.

2. The banner shall not exceed one square foot per linear frontage of occupancy, up to a total of 50 square feet.

3. The banner shall not be higher than 15 feet above finished grade, and must be placed on the building on the dominant street front.

4. Banners shall be made of color fast material, and shall be securely fastened so as not to become a safety hazard.

c. Drive-Through Window Signs

Signs used at locations in conjunction with service at a drive-through window may be permitted as long as the size of the menu board does not exceed seven feet in height or 24 square feet in size. A maximum of two signs per drive-through window is allowed.

d. Special Event Non-Roadway Banner Signs

Special banner signs for special events, in accordance with this section may be permitted by the Community Development Director if it is determined that the sign meets the following criteria:

1. The sign provides notice to the general public of a public meeting or other public event; and
2. The sign shall be temporary, for a limited period of no more than 14 days prior to the advertised event and it must be removed no later than the second day after the event.

3. Each sign shall be limited to 20 square feet in area.

4. The sign will not conceal or obstruct adjacent land uses or signs.

5. The sign will not conflict with the principal permitted uses of the site or adjoining sites.

6. The sign will not interfere with, or obstruct the vision of, or distract, motorists, bicyclists or pedestrians.

7. The sign will be installed and maintained in a safe manner.

8. The approval or disapproval of such sign shall not be based on the content of the message contained in the sign.

9. The Community Development Director shall render a decision within 10 days after an application is made for this type of sign for a special event. Such a decision shall be deemed an administrative decision and any person adversely affected has the right to appeal the decision to the City Manager in writing within 10 days of the written rendering of the decision by the Community Development Director.

e. Subdivision Identification/Entrance Signs

Residential subdivision identification/entrance signs shall be located only at the entrance to the subdivision and subject to the following standards:

1. Such signs may either be one double faced sign or two signs where there are two walls at the entrance and where the signs are permanently affixed to the walls at each entrance of the subdivision.

2. Each sign area shall be no greater than 36 square feet in area.

3. Such subdivision entrance signs are permitted in all residential zoning districts.

4. Such subdivision entrance sign may be erected within rights-of-way or median strips adjacent to the subdivision if approved by the Community Development Director. A subdivision entrance sign may also be located within the setbacks of private property within the subdivision or adjacent to the subdivision.

5. Any such sign erected within a right-of-way or setback shall be at least ten feet from a paved roadway and signs located within a median shall be at least five feet from any pavement.

6. Any such signs approved by the Community Development Director for location within the right-of-way or median, if such right-of-way or median is not within the jurisdiction of the City, shall obtain written permission from the governmental entity controlling the right-of-way or median to erect the sign in the requested location.

7. Any signs proposed to be located on adjacent private property shall be approved and permitted by the owners of the adjacent property. Any such signs lying on private property shall be considered an additional permitted sign without regard to other applicable sections of this Code.

f. Construction Signs

Temporary construction signs identifying where an approved active on-site development project is underway, provided that such signs meet the following criteria:

1. One temporary free-standing sign per road frontage, non-illuminated, with a sign area of not more than 32 square feet and not more than seven feet in height; or

2. One temporary wall sign per street frontage, which shall have a non-illuminated sign area of no more than 32 square feet.

3. All major development projects shall be allowed to install a construction fence with a temporary six-foot chain link fence with obscure fabric that may include graphics depicting the development project, or other visual barrier material around the site prior to the initiation of the construction phase.

4. Signs approved in Planned Developments (PD) projects are additionally subject to any conditions specified in the Planned Development Agreement.

5. Construction signs may be installed at the time of submission of a building permit application. It must be removed upon expiration of the building permit or building permit application or when the project obtains certificate of occupancy.

g. Awning Signs

1. No portion of any sign projecting over a public sidewalk shall be less than nine feet above the grade of the sidewalk, with the exception of awning valances which shall not be less than eight feet above the sidewalk.

2. Signs consisting of one line of letters not exceeding nine inches in height may be painted, placed or installed upon the hanging border only of any awning erected and maintained in accordance with this Code. Any identification emblem, insignia initial or other similar feature not exceeding an area of eight square feet, may be painted, placed or installed elsewhere on any awning provided that any sign, insignia or other such similar item shall comply with all other provisions of this Code.

h. Window Signs

1. Plastic signs or signs painted on the glass may be placed upon windows when limited to 20 percent of the aggregate glass area, per tenant space or main use space.

2. Signs displayed from the inside of the glass, but which are visible from the outside shall be considered window signs.

i. Time and Temperature Signs

Signs giving time and temperature information shall be permitted when attached to or made part of an otherwise permitted sign. Such signs shall not be larger than 20 percent of the permitted area of the sign to which they are attached. Such signs shall be counted as part of the permitted area of the sign to which they are attached.

j. Manual Changeable Copy Signs:

Changeable copy information signs shall be permitted when attached to or made part of an otherwise permitted monument sign. Such signs shall be limited to two manual changeable copy message signs per parcel and shall be counted as part of the permitted sign area of the sign to which it is attached. The changeable copy element of the sign shall not exceed 50% of the total sign area.

k. Changeable Copy Marquee Event Signs for theatres, auditoriums, convention centers, sports fields and arenas, and regional attraction facilities:

1. Content: the name, logo, address of the field or building and occupant to which the sign is accessory and other information pertinent to on-site events and performances.

2. Maximum total area of changeable copy event signage shall be pursuant the zoning district regulations in Table 5.1 of Chapter Five

3. Each individual location or business shall not have more than two manual or electronic message sign faces.

4. Maximum height of changeable copy event signage shall be pursuant the zoning district regulations in Table 5.1 of Chapter Five.

5. Monument event signs shall not be closer than 10 feet to any property line.

6. Prohibited lighting includes lamps or bulbs in excess of 30 watts; exposed reflectorized lamps or bulbs; lamps or bulbs not covered by a lens, filter, louver or sun screen; modes of operation that scroll, flash, zoom, twinkle, or sparkle.

l. Landmark or Historic Signs

Approval of the restoration, rehabilitation, or reconstruction of landmark or historic signs shall be based upon documentation of at least 25 years prior existence and shall have existed as a character-defining feature of a landmark or historic building and/or historic event. Any landmark sign is subject to the final approval by the Community Development Director.

1. Landmark signs shall be classified as legal signs and shall be permitted to be maintained and repaired.

2. Landmark signs shall maintain not greater than the historic square footage dimensions.

3. Landmark signs placement shall leave street corners free of obstructions to allow for safe movement of traffic and placement of utilities.

4. Landmark signs shall be exempt from dimensional, height and area requirements of this section.

m. Mural Signs:

Mural signs shall be painted only on the side or rear walls of a building, and shall be of such a design as to compliment the architectural style of the subject building and shall be in keeping with the general character of the zoning district. There shall be a maximum of only one mural sign per building.

n. Commercial and Non-commercial Messages :

Notwithstanding anything contained in these sign regulations to the contrary, any sign erected pursuant to the provisions of this Code may, at the option of the applicant, contain either a non-commercial message unrelated to the business located on the premises where the sign is erected, or a commercial message related to the business located on the business premises. Either the commercial or non-commercial message may occupy the entire sign face or a portion thereof. For the purposes of these regulations, non- commercial messages, by their very nature, shall never be deemed "off-premise" signs.

(12) Exempt Signs (not requiring a permit)

a. Sidewalk Signs

Use of sidewalk signs, not exceeding two square feet per face, for uses in the Historic District and the Downtown Development District, shall be allowed, on the sidewalk portion of the public right-of-way, subject to meeting the following criteria:

1. Valet parking signs. The location of such a sign must be approved by the Community Development Director and the Police Chief. The sign must be removed during hours when the approved valet parking queue is not in use. Plain, unmarked traffic control cones may be used for queuing purposes, but must be removed when the valet parking queue is not in use.

2. Ground floor uses only may have one sidewalk sign immediately adjacent to the building they occupy in areas where the sidewalk is not less than four feet in width, after the sign is placed, and subject to review and approval by the Community Development Director. All such signs must be removed when the use is not open.

3. In the event that a sidewalk sign does not strictly conform to any of the above requirements, it may be removed from the public right-of-way by the City, and held by the City until the owner of the sign shall pay a fine to the City as follows: first offense = $25.00, second offense = $50.00, third and any additional offenses $100.00 each.

b. Automated Teller Machine (ATM) Panels

c. Directional Signs, with a maximum height of five feet and six square feet sign area.

d. Flags

Flags may be displayed on any real property in the City in accordance with the following rules:

1. One United States national and two additional flags may be flown on any individual parcel of property. The United States national flag may be any United States national flag officially approved by Congress. The additional flag or flags shall not be greater in area or in vertical or horizontal dimension than the United States flag.

2. A flag pole shall not exceed 50 feet in height. Not more than two flags may be flown on such a single pole. Three flags may be flown from a single pole with a yard arm designed for such purpose. The maximum area of each flag shall be determined by the height of the flag pole.

e. Hours of Operation Signs with a maximum area of one square foot.

f. Traffic or other municipal signs, legal notices, danger signs, such as “no trespassing”, “danger”, and such temporary emergency or non-advertising signs as may be approved by the Chief of Police.

g. Residential and Professional Name Plates, one per building with a maximum area of two square feet.

h. Real Estate Signs – one sign per parcel, establishment, dwelling unit, shall not be illuminated and removed within 10 days after the transaction is completed.

i. Temporary Signs denoting the architect, engineer, contractor, lending agency or subcontractor on the premises of work under construction, no more than 16 square feet in area.

j. Tenant Panels

k. Temporary Political Signs shall be removed within 10 days after the date of the election.

l. Bulletin Boards and directories for public, non-profit or religious facilities, located on the premises of the facility and not exceeding 12 square feet in area, attached to the building.

m. Memorial Signs or Tablets.

n. Signs not visible from the street, such as inside a building or backyard.

o. Signs erected by the City on public right-of-way.

p. Seasonal displays or decorations not advertising a product, service or establishment.

q. Garage Sale Signs

r. Non-illuminated religious emblems

(13) Prohibited Signs

The following signs, or sign features, are prohibited within the City of Douglas. However, certain exceptions as noted here are allowed. It shall be unlawful for any persons to erect prohibited signs or use prohibited sign features. Further, any sign not expressly permitted or provided for in this Code, is also prohibited.

a. Banners and Wind Signs other than special event banners.

b. Off-Premises Signs other than billboards and double or triple stacked billboards.

c. Roof Signs – A sign erected on the roof, or above the roof, or on the parapet.

d. Snipe Signs

e. Signs causing traffic confusion.
This would be a sign or other advertising matter erected at any intersection or street right-of-way in a manner obstructing free and clear vision; or at any location where, by any reason of position, shape, or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, a traffic signal, or traffic device, or which makes use of the words "stop", "look", "drive-in", "danger" or any other word, phrase, symbol, or character in a manner as to interfere with, mislead, or confuse vehicular traffic.

f. Vehicular Signs (Portable or Trailer Signs)
Signs placed on vehicles or trailers that are parked in the street, public right-of-way or private property for the primary purpose of displaying the sign for advertising a commercial enterprise.

g. Private signs in public right-of-way

h. Signs attached to trees, shrubs, or plants.

(14) Removal and Disposition of Signs

It shall be unlawful to erect, use or maintain a sign or sign structure when it does not comply with the requirements of this Code. The City is authorized to remove unlawful signs and sign structures pursuant to the provisions of this Code. Unauthorized signs are subject to removal pursuant to the following provisions:

a. Temporary Signs

The City finds that, in view of the inexpensive nature of these signs and the administrative burden which would be imposed by elaborate procedural prerequisites prior to removal, any procedure other than summary removal of these signs when unlawfully erected and maintained would defeat the purpose of regulating such signs. The Community Development Director, or designee, or any code enforcement officer, is hereby authorized to remove such signs when unlawfully erected and maintained, subject to the provisions contained herein. After removal of a sign pursuant to this section, and in addition to any notice of violation, citation or summons issued, a notice will be sent, either by hand delivery or by first-class mail to the occupant of the property from which the sign was removed, or if the sign identifies a party other than the occupant of the property, the party so identified. The notice shall advise that the sign has been removed and shall state that the sign may be retrieved within 30 days of the date of the notice upon payment of the fee established therefore, and that, if the sign is not retrieved within 30 days, it will be disposed by the City.

b. Permanent Signs
Signs and sign structures not subject to removal pursuant to the provisions above, which are or have been erected or maintained unlawfully, are subject to all remedies available at law or equity to it to remove signs or sign structures which are or have been unlawfully erected or maintained.

c. Unsafe Signs
Notwithstanding the provisions above, any sign which is declared to be an unsafe sign by the Community Development Director, shall be removed or made to conform to the current Building Code immediately, upon notice, by the Community Development Director.

d. Responsibility of Maintenance; Abandoned Signs

1. All signs must be maintained in good structural condition at all times. All signs must be neatly painted, including all metal parts and supports that are not galvanized or of rust-resistant metal. All signs must be free from rust or holes on or in the sign or sign structure; broken, missing, loose, or bent parts; faded or flaking paint; nonoperative or partially nonoperative.

2. If any sign regulated in this section is found to be abandoned or the business advertised has moved from the property where the sign is located, the owner, agent or responsible person shall be responsible to remove the sign, cover the sign with a plain fabric cover or place a blank copy panel in the sign frame within 30 days of the abandonment or relocation of the business.

3. Upon the failure, neglect or refusal of any owner, agent, or responsible person to remove or repair any sign in violation of the provisions of this Code, within 30 days after written notification by the Community Development Director, the City is hereby authorized and empowered to affect the removal of the sign which is in violation.

e. Responsibility for Cost of Repair or Removal; Lien Right

When the City has affected the repair or removal of a sign or has paid for the repair or removal of the sign, the actual cost of the action, plus an administrative charge, shall be charged to the owner of the property. The charge shall be due and payable to the City within 30 days following written notice, given to the property owner, of the amount due. If the amount sis not paid by the property owner, then such amount due to the City shall become a lien upon the property of the owner, and the City Manager may cause the filing of such lien with the Clerk of the Court.

(15) Amortization of Non-Conforming Signs

a. All lawfully existing signs or sign structures on February 28, 2011, which are not otherwise permitted herein (non-conforming), shall be allowed to remain operational including change of copy, and may be repaired, but not replaced, for five years following their installation date, which in no event shall be later than February 28, 2016, at which time the sign or sign structure be removed, replaced or modified to comply with then-current sign requirements.

b. Any non-conforming off-premise or billboard sign constructed prior to February 28, 2011 shall be brought into compliance with the provisions of this section by February 28, 2012. The existence of an off-premise sign or billboard that does not comply with the provisions of this Code shall be deemed a violation of this Code.

c. The Community Development Director shall be responsible for notifying the owner of each existing non-conforming sign of this provision and the expected removal date.

(16) Procedure for Permit Denial

Permit applications may be denied for the following reasons:

a. The application for the permit is not complete or executed.

b. The application is not accompanied by the required application fee.

c. The applicant has not complied or cannot comply with the applicable licensing requirements, Codes or ordinances of the City.

(17) Permit Denials, Appeals and Notice

If a permit is denied, written notice of such denial shall be given to the applicant within 5 days of the decision. The applicant may appeal the decision to the City Commission by giving written notice thereof, specifying grounds for the appeal within 30 days of the decision, to the City Clerk, who shall, upon receipt of the notice of appeal, cause the same to be place upon the Commission agenda for public hearing.

Chapter Eleven
Hardship Relief

The purpose of this Chapter is to provide mechanisms for obtaining relief from the provisions of this Code, where hardship would otherwise occur. Two forms of hardship are addressed: (1) addresses hardship that would be caused if non-conforming development were required to immediately come into compliance with this Code and (2) addresses the hardship that may be caused in particular cases by the imposition of the Code's development design standards.

(1) Existing Non-Conforming Development

Existing land uses or structures which are inconsistent with the character, natural resources, and adopted Future Development Map of the City shall be eliminated upon redevelopment. Historic and archaeological resources as identified in the Historic Preservation Ordinance are deemed to be consistent with the character of the City, its natural resources and the Future Development Map and are therefore considered to be conforming development.

Exceptions may be made if all three of the following conditions are met:

a. The existing use or structure is destroyed by accident or act of God; and

b. Neighboring land owners within a 300 feet radius support the rebuilding to prior state; and

c. Such rebuilding does not pose a serious health or safety threat to the public.

(2) Continuation of Existing Non-Conforming Development

a. Non-Conforming Lot of Record

A legal non-conforming Lot of Record in any district may be used for development, provided all required setbacks can be met.

b. Non-Conforming Uses

1. A lawful use of a building or land existing on February 28, 2011, may be continued although such use does not conform to the provisions of this Code, and such use may be extended throughout the building. If such a use is discontinued for a continuous period of not less than six months (180 days), every future use of such building or land shall be in conformance with the provisions of this Code.

2. For the purpose of this Chapter, a use shall be deemed discontinued if all activities related to such use have ceased for a continuous period of not less than six months (180 days). The determination that a used has ceased shall be made by the Community Development Director, who shall consider, among other things, the consumption of utility services at the property, the existence and maintenance of any required business licenses, and advertising to the public of any activities on the property.

3. Such non-conforming uses of land, buildings and structures shall not be enlarged, expanded, moved or otherwise altered in any manner except in conformance with this Code.

c. Non-Conforming Buildings and Structures

1. No non-conforming building shall be enlarged, expanded, moved or otherwise altered in any manner except in conformance with this Code.

2. A non-conforming building destroyed by more than 50 percent of its assessed value shall not be reconstructed except in accordance with the provisions of this Code. A non-conforming building destroyed by a declared natural disaster to less than 50 percent of its assessed value may be reconstructed as originally constructed.

3. Nothing in this Chapter shall prevent the strengthening or restoration to a safe condition of any part of any building or structure declared unsafe by the Community Development Director.

d. Buildings and Structures under Construction

To avoid undue hardship, nothing in this Code shall be deemed to require a change in the plans, construction, or designated use of any building or structure for which a development or building permit was lawfully applied and issue, or a preliminary or final subdivision plat or site plan was approved, prior to the effective date of this Code, or amendment hereto, unless

1. Such permit or approval has not on its own terms expired prior to this effective date.

2. Actual building construction commenced prior to the expiration of such permit or approval.

3. Actual building construction is carried on pursuant to such permit or approval.

e. Prior Variances

Variances lawfully authorized and granted prior to the effective date of this Code shall continue to be utilized provided the terms and conditions of that authorization are followed.

f. Reversions and Changes

1. Any non-conforming use, structure, building or non-conforming Lot of Record that is changed to a conforming state shall not be permitted to revert back to a non-conforming situation.

2. Any non-conforming use shall not be changed to another non-conforming use.

(3) Variances

a. Authority

The Board of Appeals may grant a variance from the strict applications of the dimensional requirements of Chapter 5, Table 5.1 of this Code, as well as dimensional requirements as described in Chapter 7, Supplemental Standards, of this Code. Use variances are not eligible under this Code.

b. Applicability

Any person desiring to undertake a development activity not in conformance with this Code may apply for a variance in conjunction with the application for development review. Such variance must be

approved by the Board of Appeals prior to any further development approvals. In granting the variance, the Board of Appeals may prescribe appropriate conditions and safeguards.

c. Standards for Granting Variances

The Board of Appeals shall have the power to authorize upon application in specific cases such variances from the provisions as described in 10.3 (1), where, in each case, the Board made specific findings of fact based directly upon the particular evidence presented supporting the written findings that:

1. The variance requested arises from a condition that is unique and peculiar to the land, structures and buildings involved; that the particular physical surroundings, the shape, or topographical condition of the specific property involved would result in unnecessary hardship for the owner, lessee or occupant, as distinguished from a mere inconvenience, if the provisions of this Code are literally enforced; that it is a condition not ordinarily found in the same zoning district, and the condition is created by the regulations of this Code, and not by an action or actions of the property owner or the applicant; and

2. The granting of the variance will not impair or injure other property or improvements in the neighborhood in which the subject property is located, nor impair an adequate supply of light or air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, create a hazard to air navigation, endanger the public safety, or substantially diminish or impair property values within the neighborhood; and

3. The granted variance is the minimum variance necessary that will make possible the reasonable use of the land, buildings or structures; and

4. The variance is not opposed to the general spirit and intent of this Code or the Comprehensive Plan.

(4) Review by the Board of Appeals

a. Responsibility

The Board of Appeals shall have the power to hear and decide appeals of allege error in a decision of the Community Development Director made in the enforcement of the provisions of this Code.

b. Hearings, Appeals, Notice

Appeals to the Board of Appeals may be taken by a person aggrieved or by an officer or department of the City affected by a written decision of the Community Development Director in the interpretation of the City regulations covered in this Code.

Any such appeal shall be taken not more than 30 days from the date of mailing or hand delivery of the written decision by the Community Development Director by filing a written notice of appeal with the Community Development Director and the Secretary to the Board of Appeals. Every written notice of appeal shall refer specifically to the provision of the City's regulation and the interpretation claimed by the appellant which contradicts that of the Community Development Director. Upon receipt of the notice of appeal, the Community Development Director shall transmit to the Secretary of the Board of Appeals any and all papers constituting the record upon which the appeal is filed. A public hearing shall be set within 30 days of the date of receipt of notice.

(5) Appeals from the Board of Appeals

a. General

Any person who appeared before the Board of Appeals who is aggrieved by any decision of the Board, may present to the Court of Competent Jurisdiction a petition of issuance of a writ of certiorari, duly verified, setting forth that such a decision is illegal in whole or in part, specifying the grounds of the illegality. Such petition may also be filed by the City Commission upon a finding that the decision of the Board is illegal. A petition for a writ of certiorari shall be filed in the manner and within the time provided by the Georgia Appellate Rules.

b. Petition for Rehearing by the City Commission

1. Any person who appeared before the Board of Appeals and who is aggrieved by the issuance of a variance by the Board of Appeals may, prior to filing a petition of writ of certiorari in the Court of Competent Jurisdiction, present a petition to the City Commission for a rehearing of the case. The petition of rehearing shall be filed with the City Clerk within 30 days of the decision of the Board of Appeals. The petition shall be accompanied by the filing fee as required by law. The filing of the petition shall stay all proceedings in relation to the variance including the issuance of building permits and certificates of occupancy by the City and construction of improvements to the subject property by the owner.

2. The City Commission shall rehear the matter at a quasi-judicial hearing within 30 days of the filing of the petition. Notice of the time, place and subject matter of the rehearing shall be provided by the Community Development Director by regular mail to all persons to whom notice of the hearing before the Board of Appeals was sent. The notices shall be mailed not less than 15 days prior to the hearing scheduled before the City Commission.

3. The rehearing shall be conducted in accordance with the quasi-judicial procedures set forth in Chapter 12 of this Code. The applicant for the variance shall have the burden of proving by a preponderance of the evidence that competent substantial evidence exists to support each of the required findings set forth in Chapter 10.3 of this Code. Based upon evidence presented at the hearing, the City Commission shall decide, whether or not competent substantial evidence exists to grant the variance.

4. Any person who appeared before the City Commission who is aggrieved by the decision of the City Commission may present to the Court of Competent Jurisdiction a petition for issuance of a writ of certiorari, duly verified, setting forth that such decision is illegal in whole or in part, specifying the grounds of illegality. A petition of a writ of certiorari shall be filed in the manner and within the time provided by the Georgia Appellate Rules.

(6) Notice of Variance Hearings

A variance hearing scheduled before the Board of Appeals shall be preceded by a notice in a newspaper of general circulation within the territorial boundaries of the City of Douglas at least 15 days but not more than 45 days prior to the hearing. The notice shall state the time, place, and purpose of the hearing. A sign containing this information must also be placed in a conspicuous location of the property not less than 15 days prior to the hearing.

(7) Administrative Variance

The Community Development Director is hereby granted the power and authority to vary the Land Development Code for the City, only as provided in this Section. Generally, this procedure is to provide for an efficient and effective review and approval process for certain minor aspects of development in the City. Pursuant to the following, the Community Development Director may review and approve, approve with conditions, or deny:

a. Yard Setbacks

Any yard setback variance request which does not exceed 110 percent of the code requirement (for example: where a rear yard setback is 15 feet and the variance request does not exceed 1.5 feet of relief for a reduction to a 13.5-foot setback).

b. Fences, Walls and Hedges

Any variance request for a fence, wall or hedge height or location, or other buffer screening matter.

c. Other Minor Code Variances and Minor Site Plan Amendments

Any other minor technical or land use code variance or any minor site plan revision or amendment for items including, but not limited to, signage, landscape, lighting, parking, driveways; and a change of use from one permitted use to another permitted use.

A minor code variance or site plan revision is one in which the requested change:

1. Does not increase or enlarge the density, intensity of use, foot print, or any dimension of the overall plan by more than five percent; and

2. Does not increase or enlarge the exterior foot print of commercial, industrial or multi-family residential buildings (five or more units) by more than 1,000 square feet of building; or more than 1,000 square feet of additional impervious area is requested; or

3. Does not increase or enlarge the foot print of single family or small multi-family (four or fewer dwelling units) buildings by more than 360 square foot of building, or nor more than 360 square foot of additional impervious area is requested; and

4. Where the scope and intent of any variance approved by the Board of Appeals, or scope and intent of any site plan previously approved by the City Commission is not violated.

d. City Commission Intent

By adopting this Section, the City Commission intends that the Community Development Director shall use the provisions of this Chapter of this Code as a guide. Because the nature of the variances permitted are minor, the strict adherence to the hardship requirements shall not pertain to a variance granted by the Community Development Director. The Community Development Director shall be free to use reasonableness, as well as an awareness of community needs and aesthetics as a basis for all decisions.

Chapter Twelve
Administration, Procedure and Enforcement

(1) Purpose

This chapter sets forth the application and review procedures for obtaining development permits, and certain types of permits. This chapter also specifies the procedures for the enforcement of Code provisions.

(2) Withdrawal of Applications

An application for development review may be withdrawn at any time. There shall be no refund of any applicable fees unless such refund is approved by the City Manager.

(3) Planning Commission

a. Membership/Residency

The City of Douglas-Coffee County Planning Commission shall consist of seven regular members. Four of the members shall be residents or business owners of the City, appointed by the City Commission and three of the members shall be residents of the County, appointed by the Coffee County Board of County Commission. The terms of the members shall be for four years. Any vacancy in City – appointed membership shall be filled for the unexpired term by the City Commission which shall also have the authority to remove any city – appointed member for cause, on written charges, after a public hearing.

All members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties.

All members shall have been continuous residents, property owners or business owners within the City for not less than six months prior to appointment.

b. Authority, Officers, and Meetings

1. The Planning Commission shall be an advisory board to the City Commission and to the City administration in performing the duties and responsibilities as described in Section c. below.

2. The Planning Commission shall elect a chairperson and vice-chair from among its members. The term of the chairman shall be one year with eligibility for re-election. The Chairperson shall preside at all meetings of the Planning Commission and other meetings and public hearings called by the Commission. The Chairperson shall call special meetings when required, transmit reports, plans and recommendations to the appropriate governing authority, and in general act as spokesperson for the Planning Commission. In the absence of the chairperson, the vice-chairperson shall act as chair.

3. Community Development Staff shall serve as Secretary to the Planning Commission and assist the Chairperson in the preparation of the agenda for the meetings, send out notices for regular and special called meetings, prepare and distribute minutes of the meetings and maintain files for the Commission.

4. The regular meeting shall be held on the 3rd Thursday of each month at 6:00 p.m. at a place designated by the Planning Commission.

5. A quorum shall consist of four (4) members.

6. The order of business at all meetings shall be as follows:

i. Call to order
ii. Invocation
iii. Roll Call
iv. Approve minutes of previous meetings
v. Reports of Committees and Staff
vi. Old Business
vii. New Business
viii. Adjournment

7. All meetings of the Planning Commission shall be open to the Public in compliance with the Georgia Open Meetings Act of 1988 and all records of the Planning Commission shall be public records.

c. Duties and Responsibilities

The Planning Commission shall:

1. Make recommendations to the City Commission regarding proposed amendments to the Joint Coffee County- City of Douglas Comprehensive Plan;

2. Make Recommendations to the City Commission regarding proposed amendments to the text of the City of Douglas Unified Land Development Code;

3. Make recommendations to the City Commission regarding proposed amendments to the Character Area Maps of the Joint Coffee County – City of Douglas Comprehensive Plan;

4. Make recommendations to the City Commission regarding proposed amendments to the City of Douglas Zoning Map in the form of zoning and rezoning;

5. Make recommendations to the City regarding proposed annexations into the City;

6. Consider and make recommendations regarding the proposed consistency of proposed developments with the various elements of the Joint Coffee County – City of Douglas Comprehensive Plan and the City of Douglas ULDC. Properly submitted requests to the Planning Commission which have not received an official action from the Planning Commission within sixty (60) days of the Planning Commission meeting at which the application was heard, shall be considered forwarded to the City Commission with a recommendation of approval.

7. Conduct such public hearings as may be required to gather information necessary for the preparation, establishment and maintenance of the comprehensive plan;

8. Make other recommendations to the City Commission and City administrative staff upon the request of either regarding zoning in the City and the regulation thereof by the City.

9. Conduct such hearings as may be necessary to perform the foregoing duties and responsibilities.

10. Attend and complete the required Planning Commission training within 1 year from appointment.

11. Have no more than three unexcused absences within a year. The Chair and Community Development Staff shall be notified of the cause of absence. Failure to comply will result in a recommendation by the Planning Commission to the proper governing authority that the seat be vacated.

12. Changes may be made to the By-Laws by the affirmative vote of a majority of four members.

(4) Zoning Board of Appeals

a. Membership/Residency

The Zoning Board of Appeals shall consist of three regular members, and two alternate members, appointed by the Mayor. The members shall serve for overlapping terms of three years. The Chair shall be elected by the Board from its membership. The Board shall adopt rules in accordance with the provisions of this ordinance for the conduct of its affairs.

Members shall have been continuous residents, property owners or business owners within the City for not less than six months prior to appointment.

b. Appeals, Hearings, and Notice

It is the intention of this Chapter that all questions arising in connection with the interpretation and enforcement of this Code shall first be presented to the City Manager, and that such questions shall be presented to the Board of Zoning Appeals only on appeal from the decision of the City Manager, and that from the decision of the Board of Zoning Appeals, recourse shall be to the courts as provided by the law.

Appeals to these Regulations may be taken to the Board of Zoning Appeals by any person aggrieved or by any officer, department, board or bureau of the City. Such appeal shall be taken within a reasonable time, as provided by the rules of the Board by filing with the officer from whom the appeal is taken and with the Board of Zoning Appeals' notice of said appeal specifying the grounds thereof. The City Manager shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken.

An appeal stays all legal proceeding in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board, after the notice of appeal shall have been filed with the officer, that by reason of facts stated in the certificate a stay would, in the officer's opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board or by a court of record on application, on notices to the officer from whom the appeal is taken, and on due cause shown.

The Board shall fix a reasonable time for the hearing of the appeal or other matter referred to it, and give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. At the hearing any party may appear in person or by agent or by attorney.

The Zoning Board of Appeals shall be a quasi-judicial Board of the City and shall accordingly perform the duties and responsibilities in Section C. below.

c. Duties and Responsibilities

The Board of Zoning Appeals shall have the following powers and duties:

1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the City Manager in the enforcement of this Code.

2. To authorize, upon appeal, in specific cases a variance from the terms of this Code as will not be contrary to the public interest, where, vowing to special conditions, a literal enforcement of the provisions of this Code will in an individual case, result in unnecessary hardship, so that the spirit of this Code shall be observed, public safety and welfare secured, and substantial justice done. Such variance may be granted in such individual case of unnecessary hardship upon a finding by the Board of Zoning Appeals that:

3. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography;

4. The application of this Code to this particular piece of property would create an unnecessary hardship;

5. Such conditions are peculiar to the particular piece of property involved; and

6. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of this Code, provided, however, that no variance may be granted for a use of land or building or structure that is prohibited in a given district by this Code.

7. -To decide on other matters where a decision of the Board of Zoning Appeals may be specifically required by the provisions of this Code. In exercising these powers, the Board of Zoning Appeals may be reversed or affirm, wholly or in part, or may modify the order, requirements, decision, or determination, and to that end shall have all the powers of the officer from whom the appeal is taken and may issue or direct the issuance of a permit. The Board, in the execution of the duties for which appointed, may subpoena witnesses and in case of contempt may certify such fact to the Superior Court.

d. Certiorari from Decisions

Any person aggrieved by any decision of the Board of Zoning of Appeals shall have the right of certiorari to the Superior Court within thirty (30) days after the decision of the Board is rendered.

(5) Design Review Committee

Areas of the City of Douglas designated as “Historic Overlay Districts”, but not designated as “Local Historic Properties” or “Local Historic Districts” specifically by Local Historic Property or District Designation Ordinances under the jurisdiction of the Historic Preservation Commission, fall under the jurisdiction of the Design Review Committee (DRC). The DRC shall review and approve or disapprove development as set forth in Chapter 3.

a. Membership/Residency

The DRC shall consist of three regular members who shall have been continuous residents, property owners, business owners or employed within the City limits for not less than six months. Desirable

special qualifications of the members include an understanding of skills in architectural design, landscape architecture, urban planning, real estate, and urban development. Members of the DRC may be City and County staff or any other volunteer person with the desired qualifications.

b. Duties and Responsibilities

Regular meetings of the DRC shall be held once a month and at such other times as the DRC may determine. Meetings may be suspended if there is no business. All meetings shall be open to the public. The DRC shall review and recommend to the Community Development Director, Planning Commission and City Commission approval, approval with conditions, or denial development as set forth in Chapter 3.

(6) Historic Preservation Commission (HPC)

Areas of the City of Douglas designated as "Local Historic Properties" or "Local Historic Districts" specifically by Local Historic Property or District Designation Ordinances are under the jurisdiction of the Historic Preservation Commission (HPC). The HPC shall review and approve or disapprove Certificates of Appropriateness as set forth in Chapter 4.

a. Membership/Residency

The Commission shall consist of five (5) members appointed by the Mayor and ratified by the Commission. All members shall be residents of the City of Douglas and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources.

To the extent available, at least three (3) members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions; one member shall be appointed from among professionals in the disciplines of building construction or real property appraisal; and one (1) member shall be appointed from among professionals in the disciplines of building construction or real property appraisal.

Members shall serve three-year terms and may not serve more than two (2) consecutive terms. In order to achieve staggered terms, initial appointments shall be: one (1) member for one (1) year, two (2) members for two (2) years and two (2) members for three (3) years. Members shall not receive a salary, although they may be reimbursed for expenses.

b. Authority

There is hereby created a council whose title is "Douglas Historic Preservation Commission" (hereinafter "Commission").

c. Duties/Responsibilities

The Preservation Commission shall be part of the planning functions of the City of Douglas. The Preservation Commission shall be authorized to:

1. Prepare and maintain an inventory of all property within the City of Douglas having the potential for designation as historic property;

2. Recommend to the City Commission specific districts, sites, buildings, structures or objects to be designated by ordinance as historic properties or historic districts;

3. Review applications for Certificates of Appropriateness, and grant or deny same in accordance with the provisions of the ordinance;

4. Recommend to the City Commission that the designation of any district, site, building, structure or object as a historic property or as a historic district be revoked or removed;

5. Restore or preserve any historic properties acquired by the City of Douglas;

6. Promote the acquisition by the City of Douglas of facade easements and conservation easements in accordance with the provisions of the "Façade and Conservation Easements Act of 1976" (O.C.G.A., Section 44-10.1 through 5) (as amended);

7. Conduct educational programs related to historic properties located within the City of Douglas and on general historic preservation activities;

8. Make such investigations and studies of matters relating to historic preservation including consultation with historic preservation experts, that the City Commission or the Commission itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources;

9. Seek out local, state, federal or private funds for historic preservation, and make recommendations to the City Commission concerning the most appropriate uses of any funds acquired;

10. Submit to the Historic Preservation Section of the Department of Natural Resources a list of historic properties or historic districts designated;

11. Perform historic preservation activities as the official agency of the Douglas Historic Preservation Program;

12. Employ persons, if necessary, to carry out the responsibilities of the Commission;

13. Receive donations, grants, funds, or gifts of historic property and acquire and sell historic properties. The Commission shall not obligate the City of Douglas without prior consent;

14. Review and make comments to the Historic Preservation Section of the Department of Natural Resources concerning the nomination of properties within its jurisdiction to the National Register of Historic Places; and

15. Participate in private, state and federal historic preservation programs and with the consent of the City Commission enter into agreements to do the same.

16. The Preservation Commission shall adopt rules and standards for the transaction of its business and for consideration of applications for designations and Certificates of Appropriateness, such as by- laws, removal of membership provisions, land design guidelines and criteria. The Commission shall have the flexibility to adopt rules and standards without amendment to the ordinance. The Commission shall provide for the time and place of regular meetings and a method for the calling of special meetings. The Commission shall select such officers as it deems appropriate from among its members. A quorum shall consist of a majority of the members.

d. Conflict of Interest

The Commission shall be subject to all conflict of interest laws set forth in Georgia Statutes and in the City of Douglas Code of Ordinances and Code of Ethics, the provisions of which are hereby incorporated by reference.

e. Commission's Authority to Receive Funding from Various Sources

The Commission shall have the authority to accept donations and shall insure that these funds do not displace appropriated governmental funds.

f. Records of Commission Meetings

A public record shall be kept of the Commission resolutions, proceedings and land actions.

g. Enforcement

Violations of any provision of the Historic Preservation Ordinance(s) cited shall be punished in the same manner as provided for in the punishment of violations of validly-enacted ordinances of the City of Douglas, Georgia.

(7) Development Review Required Prior To Undertaking Any Development Activity

a. Generally
No development activity may be undertaken unless the activity is authorized by a development permit.

b. Prerequisites to issuance of a Development Permit
Except as provided in Section 16.c. below, a development permit may not be issued unless the proposed development activity is authorized pursuant to a development review.

c. Exceptions
A development permit may be issued for the following development activities in the absence of a development review:

1. Development activity necessary to implement a valid site plan/planned development plan on which the start of construction took place prior to the adoption of this Code and has continued in good faith. Compliance with the development standards in this Code is not required if in conflict with the previously approved plan.

2. The construction or alteration of a one- or two-family dwelling on a lot of record approved prior to the adoption of this Code. Compliance with the development standards in this Code is not required if in conflict with the previously approved plat.

3. The alteration of an existing building or structure so long as no change is made to its gross floor area, its use, or the amount of impervious surface on the site.

4. The resurfacing of a vehicle use area that conforms to all requirements of this Code.

d. Post Permit/ Development Order Changes

After a permit or final site development approval has been issued, it shall be unlawful to change, modify, alter or otherwise deviate from the terms or conditions of the permit without first obtaining a modification to the permit. A modification may be applied to in the same manner as the original permit. A written record shall be entered upon the original permit/approval and maintained in the files of the Community Development Department.

(8) Procedures for Review of Development Plans

a. Pre-Application Conference

Prior to filing for a major development review, the developer shall meet with the Community Development Director and city staff to discuss the development review process. No person may rely upon any comment concerning a proposed major development, or any expression of any nature about the proposal made by any participant at the pre-application conference as a presentation or implication that the proposal will be ultimately approved or rejected in any form. No pre-application conference is required for minor development plans.

b. Designation of Plans as Minor or Major Development Site Plans

For purposes of these review procedures, all development plans, including Planned Developments, shall be designated by the Community Development Director as either minor or major site plans according to the criteria below.

1. Exempt Development

A single family or duplex project of not more than four units for single family residences, not more than five units for multi-family residences and up to 5,999 square feet of non-residential development, and which is not part of a residential, mixed use, or non-residential subdivision are specifically excluded from being designated either minor or major development.

2. Minor Site Development

A plan shall be designated as a minor site development if it is:

i. A single-family residential project of between five and ten lots;
ii. A duplex or multi-family residential project of between six and 24 units;
iii. A non-residential development of between 6,000 and 14,999 square feet;
iv. A lodging project (hotel/motel/inn) of five units or less.

3. Major Site Development

A plan shall be designated as a Major Site Development if it is not an Exempt Development or a Minor Site Development.

(9) Review of Exempt Development

a. General Procedures

1. The applicant shall submit a residential development plan or building permit application and applicable supporting documentation pursuant to Section 13 to the Community Development Department.

2. After receipt of the above, the department shall have 5 working days to

i. determine if the application is complete and proceed with the review; or
ii. determine that the application is incomplete and notify the applicant of the deficiencies.

3. The Community Development Department shall review the residential development plan/building permit within 14 days and shall determine whether the application complies with the requirements of this Code and the current edition of any applicable Georgia State minimum standard codes as required by the Georgia Uniform Codes Act.

4. Within five days of completion of review, the Community Development Director shall either:

i) issue a development/building permit, with conditions as may be necessary; or

ii) Deny the application for failure to meet requirements of this Code.

5. Expiration of Development Permit for Exempt Development
A development permit/building permit for a residential development shall be valid for a period of six months.

(10) Review of Minor Site Development Plans

a. General Procedures

1. The applicant shall submit a minor site development plan and applicable supporting documentation pursuant to this Chapter to the Community Development Department along with the applicable fee as established by the City Commission.

2. After receipt of the above, the Community Development Department shall have ten working days to:

i. determine that the application is complete and proceed with the review; or

ii. determine that the application is incomplete and inform the applicant of the deficiencies. The applicant must submit a revised application, correcting the deficiencies, within 45 days, to proceed with the review.

3. The Community Development Department shall then review the minor development plan for compliance with this Code within ten working days. This preliminary development review shall consist of land use and zoning compliance.

4. Upon completion of this preliminary development review, a copy of the minor development plan and supporting documentation shall be submitted to each reviewing department including, but not limited to: Engineering, fire, building, utilities. Notice may also be sent to other agencies including the Health Department for intergovernmental review. Each departmental reviewer shall then submit written comments to the Community Development Department within 15 working days of receipt.

5. The Community Development Department shall then commence final development review of the minor site development. Comments from reviewing departments and agencies shall be used to formulate a recommendation to the City Commission whether or not the application complies with the requirements and with the site design standards of this Code. The Department shall have five working days to complete compliance review.

6. The Community Development Department shall recommend that the development plan is either incompliance or not in compliance. If not in compliance, the Community Development Director shall

specify in writing to the applicant the reasons therefore and the manner whereby the development plan may be brought into compliance.

7. Within 30 days of the completion of the compliance review by the Community Development Department, the applicant may submit an amended application to comply with the requirements and the site design standards of this Code. In this event the compliance review recommendation of the Community Development Department shall be amended accordingly.

8. If the Department determines that the minor site development plan conforms to the requirements of this Code, it shall place the plan on the next available consent agenda of the City Commission, allowing for required notice. If it does not conform, the Community Development Director shall explain the deficiency in the plan to the developer and inform him that a corrected plan may be submitted for approval.

b. Expiration of Minor Site Development Plan Approval

A development permit for a Minor Site Development Plan shall be valid for a period of one year and shall not be renewed.

(11) Review of Major Site Development Plans

a. General Procedures

1. The applicant shall submit a major site development plan and applicable supporting documentation to the Community Development Department.

2. After receipt of the above, the Department shall have ten working days to:

i. Determine that the application is complete and proceed with the review; or

ii. Determine that the application is incomplete and inform the applicant of the deficiencies. The applicant must submit a revised application, correcting the deficiencies, within 45 days, to proceed with the review.

3. The Community Development Director shall review the Major Site Development Plan within ten working days for compliance with this Code. This preliminary development review shall consist of land use and zoning compliance.

4. Upon completion of this preliminary development review, a copy of the minor development plan and supporting documentation shall be submitted to each reviewing department including, but not limited to: Engineering, fire, building, utilities. Notice may also be sent to other agencies including the Health Department for intergovernmental review. Each departmental reviewer shall then submit written comments to the Community Development Department within 15 working days of receipt.

5. The Community Development Department shall then commence final development review of the major development. Comments from reviewing departments and agencies shall be used to formulate a recommendation to the City Commission whether or not the application complies with the requirements and with the site design standards of this Code. The Department shall have 10 working days to complete compliance review.

6. The Community Development Department shall recommend that the development plan is either incompliance or not in compliance. If not in compliance, the Community Development Director shall specify in writing to the applicant the reasons therefore and the manner whereby the development plan may be brought into compliance.

7. Within 30 days of the completion of the compliance review by the Community Development Department, the applicant may submit an amended application to comply with the requirements and the site design standards of this Code. In this event the compliance review recommendation of the Community Development Department shall be amended accordingly.

8. Upon completion of the compliance review by the Community Development department, the Community Development Director shall notify the Planning Commission and City Commission of the compliance recommendation of the Department and shall set a time and place for a public hearing to consider whether the development plan complies with the requirement and with the site design standards of this Code.

9. Notice of the public hearing shall be provided in the following format:

i. At least 15 but not more than 45 days prior to the date of the hearing, the notice of the hearing shall be published within a newspaper of general circulation within the boundaries of the City of Douglas.

ii. The subject property shall be posted in a conspicuous location on the property not less than 15 days prior to the date of hearing.

iii. The notice shall state the time, place and purpose of the hearing.

10. At the hearing, the City Commission shall hear from all interested parties, whether the Major Site Development Plan complies with the requirements and site design standards of this Code. The City Commission shall consider the application, the written comments of each responding department, the recommendation of the Community Development Department, the recommendation of the Planning Commission, and the comments presented to the City Commission during the course of the public hearing.

11. During the public hearing, the City Commission may decide that additional information is necessary to complete its review and may continue the public hearing for this purpose. A continuance shall be to a date and time certain, shall not exceed 60 days and shall be announced at the public hearing. Not more than one continuance shall be granted for this purpose.

12. At the conclusion of the public hearing or within 30 days thereafter, the City Commission shall determine whether the application is in compliance with the requirements and with the site design standards of this Code. The City Commission shall adopt a resolution setting forth its determination.

13. The determination of the City Commission shall be to either find the application:

i. In compliance;
ii. In compliance subject to stated conditions or modifications; or
iii. Not in compliance.

14. In the event of a determination of compliance, the plan shall be deemed approved and other necessary development permits may be issued.

15. In the event of a determination of in compliance subject to stated conditions or modifications, the applicant may submit a revised major site development plan with supporting documentation within 45 days which complies with those conditions and modifications.

16. In the event of a determination of not in compliance, the application shall be rejected and the specific reasons for such determination with reference to the requirements or site design standards of this Code shall be stated in the resolution. The applicant may resubmit a revised major site development plan to the department within 45 days without fee or charge to recommence major site development plan review.

b. Expiration of Major Site Development Plan Approval

A development approval for a major site development plan shall be valid for a period of one year and may be renewed by the City Commission for one additional year.

(12) Project Phasing

A conceptual master plan for the entire development site must be approved for all developments that are to be developed in phases. The master plan shall be submitted simultaneously with an application for review of the site development plan for the first phase of the development and shall, at a minimum, clearly show the land use, density and general access to the site. The conceptual master plan must be approved as a condition of approval of the development plan for the first phase. A detailed site development plan must be approved for each phase of the development under the procedures for development review as described above.

(13) Submittal Standards for Site Development Plans

a. Application

Applications for site development plan review shall be available from the Community Development Department. A completed application shall be signed by all owners, or their agent, of the property subject of the application. Signatures by other parties will be accepted only with notarized proof of authorization by the owners.

b. Submittal Requirements based on Site Development Plan Designation

A tiered approach will be used to determine the information which must be submitted at the time of application. The greater the intensity of a project, based on its designation as exempt, minor or major, the greater the amount of information required. The following list describes the applicable submittal requirements for each specific category:

1. General plan requirements: mandatory for all development plans.
2. Minor review requirements: mandatory for minor and major site development plans.
3. Major review requirements: mandatory only for major site development plans.
4. Optional review requirements: these may be required for the review of any development plan on a case by case basis at the discretion of the Community Development Director or the City Engineer when additional data is needed.

c. General Plan Requirements

1. All plans shall be drawn to scale of one-inch equals 100 feet, unless the Director determines that a different scale is sufficient or necessary for proper review of the proposal.

2. The plans shall be 24 x 36 inches in size.

3. If multiple sheets are used, the sheet number and total number of sheets must be clearly marked on each.

4. The front cover of each plan shall include:

i. A general location map drawn to scale showing the location of the proposed development together with principal roads, city limits and/or other pertinent information.

ii. A complete legal description of the property.
iii. The name, address and telephone number of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be known.

iv. Name, business address and telephone number of those individuals responsible for the preparation of the drawing.

v. Each sheet shall contain a title block with the name of the development, stated and graphic scale, a north arrow and date.

vi. The area of the property shown in square feet and acres.

vii. The total number and type of residential units categorized according to number of bedrooms. The total number of residential units per acre (gross density), and also the total floor coverage calculations shall be given.

5. Unless a format is specifically called for below, the information required may be presented as text, graphically, on a map, plan, aerial photograph, or by other means which most clearly conveys the required information. It is the responsibility of the developer to submit the information in a form that allows ready determination of whether the requirements of this Code have been met.

6. Restrictions pertaining to the type and use of existing or proposed improvements, open spaces, building lines, buffer strips and walls, and other restrictions of similar nature, shall require the establishments of restrictive covenants and such covenants shall be submitted with the final development plan.

7. A digital site plan and digital boundary survey are required to be submitted with the site plan application. The required digital file format for the site plan and boundary survey shall be specified by the Community Development Director. The digital version of the site plan and boundary survey must batch the hard copy of the version as submitted. Updated digital site plan files shall be submitted by the applicant as they occur during the development review process. The survey shall be prepared and sealed by a licensed Georgia professional surveyor.

8. For fire prevention review, a floor plan that includes all pertinent fire protection features must be submitted in hardcopy and digitally on a separate disc in the required format specified by the Fire Chief. The digital plans submitted must match the hard copy version.

9. Hand drawings or raster images, including scanned documents, are not permitted as a substitute for the digital site plan and boundary survey requirement.

10. Screening and buffering
Fences, walls and vegetative screening shall be provided where needed to protect the occupants of the site from undesirable views, lighting, noise, and other adverse effects of nearby property, and to protect the occupants of nearby property from like adverse effects produced by the development of the site.

11. Emergency access
Buildings, walls, landscaping and other site features shall be arranged and constructed to permit access by emergency vehicles to all buildings.

12. Location and design of entrances
Entrances to the site shall be located and designed to maximize public safety and convenience and to minimize negative traffic impacts on the property and surrounding areas. Access and lane improvements located both on and off-site shall be provided if necessary for public safety. Entrances shall also be coordinated with the existing and planned street pattern of off-site public and private roads.

13. Exterior lighting
Exterior lighting shall not produce glare on nearby property or otherwise interfere with the quiet enjoyment of nearby property or with public safety and convenience.

14. Other documentation as necessary to permit satisfactory review under the requirements of this Code and other applicable law as required by special circumstances in the determination of the Community Development Director.

d. Minor Site Development Plan Review Requirements

In addition to General Development Review Requirements, additional requirements are:

1. Location, names and widths of existing and proposed streets, highways, easements, building lines, alleys, parks, green spaces and other public spaces.

2. Proposed development activities and design

i. Area and percentage of total site area to be covered by impervious surface.
ii. Grading plans specifically including perimeter grading.
iii. Construction phase lines (if applicable), including total acreage in each phase and gross intensity (square feet) for non-residential and gross density (units) for residential in each phase.

3. Buildings and other structures

i. Building plan showing the location, dimensions, gross floor area and proposed use of buildings.
ii. Architectural elevations of all sides of all buildings.

iii. Building setback distances from property lines, abutting right-of-way centerlines, and adjacent buildings and structures.
iv. Minimum floor elevations of buildings.
v. Number, height and type of residential units.
vi. Floor area, height and types of office, commercial, industrial or other proposed uses.

4. Location of the nearest available public water supply and wastewater system and the proposed tie-in points, or an explanation of alternative systems to be used.

5. Exact locations of on-site and nearby existing and proposed fire hydrants.

6. Streets and Parking

i. The layout of all streets, sidewalks, bike paths, and driveways with paving and drainage plans and profiles showing existing and proposed elevations and grades of all public and private paved areas.

ii. A parking and loading plan showing the total number and dimensions of proposed parking spaces, spaces reserved for handicapped parking, loading areas, proposed ingress and egress and projected on-site traffic flow.

iii. The location of all exterior lighting.

iv. The location and specifications of any proposed garbage dumpsters.

7. Tree Removal and Protection

i. A map of vegetative cover including the location and identity by common name of all protected trees. Groups of trees may be shown as clusters.

ii. All protected trees to be removed and a statement of why they are to be removed.

iii. Proposed changes in the natural grade and any other development activities directly affecting trees to be retained.

iv. A statement of the measures to be taken to protect the trees to be retained.

v. A statement of tree relocations and replacements proposed.

8. Landscaping

i. Location and dimensions of proposed buffer strips and landscaped areas.

ii. Description of plant materials existing and to be planted in buffer strips and landscaped areas.

9. Signs

i. A blue print or ink drawing showing the specifications of regulated signs, method of their construction and attachment to the building or ground. The plan shall show all pertinent structural details, wind pressure requirements, and display materials in accordance with the requirements of this Code, including building and electrical codes. The plan shall clearly illustrate the type of

sign or sign structure as defined in the Code, the design of the sign, including dimensions, colors and materials; the total sign area, the dollar value of the sign; maximum and minimum heights of the sign; and sources of illumination.

ii. For ground signs and building signs, a plan, sketch, blueprint or similar presentation drawn to scale which clearly shows the location of the sign relative to property lines, rights-of-way, streets, alleys, sidewalks, vehicular access and parking areas and other existing ground signs on the parcel.

iii. For building signs, the number, size, type and location of existing signs on the same parcel, except a single business unit in a multiple occupancy complex shall not be required to delineate the signs of other business units.

10. Location of all land to be dedicated or reserved for all public and private uses including rights-of-way, easements, special reservations and the like.

11. Location of any on-site wells, and wells within 1,500 feet of any property line.

e. Major Site Development Plan Review Requirements

In addition to General and Minor Site Development Plan Review Requirements, additional requirements are:

1. Every development shall be given a name by which it is legally known.

2. A master plan is required for a major development which is to be development is phases. A master plan shall provide the following information for the entire development:

i. A development plan for the first phases or phases for which current approval is sought.

ii. A phasing schedule including the sequence of each phase, approximate size of the area in each phase; and proposed phasing of construction of public recreation and common open space areas and facilities.

iii. Total land area, and approximate location and amount of open space included in each residential, office, commercial and industrial area.

iv. Approximate location of proposed and existing streets, sidewalks, bike paths as well as points of ingress and egress.

v. A vicinity map of the area within 300 feet surrounding the site showing:

v.1 Land use designations and boundaries.
v.2 Traffic circulation systems.
v.3. Major public facilities.
v.4 Municipal boundary lines

3. A topographic survey of the site clearly showing the location, identification and elevation of benchmarks, including the 100-year flood elevation and drainage or watershed boundaries.

4. An erosion and sedimentation control plan that describes the type and location of control measures, the stage of development at which they will be put into place or used, and maintenance provisions.

5. Stormwater drainage shall be accommodated on site or shall be removed from the site in a manner which does not adversely affect nearby property or the public storm drainage system.
A description of the proposed stormwater management system, including:

i. Channel, direction, flow rate, and volume of stormwater that will be conveyed from the site, with a comparison to existing or natural conditions.

ii. Detention and retention areas, including plans for the discharge of contained waters, maintenance plans, and predictions of surface water quality changes.

iii. Area of the site to be used or reserved for percolation including an assessment of the impact on groundwater quality.

iv. Location of all water bodies to be included in the surface water management system (natural and artificial) with details of hydrography, side slopes, depths, and water-surface elevations or hydrographs.

v. Linkages with existing or planned stormwater management systems.

vi. On- and off-site rights-of-way and easements for the system including locations and a statement of the nature of the reservation of all areas to be reserved as part of the stormwater management system.

vii. The entity or agency responsible for the operation and maintenance of the stormwater management system.

6. The location of off-site water resource facilities such as works, surface water management systems, wells, or well fields that will be incorporated into or used by the proposed project, showing the names and addresses of the owners of the facilities.

7. Run-off calculations.

(14) Platting

a. Generally

Where a proposed minor development includes the subdivision of land, the issuance of a development shall be made contingent upon approval by the Community Development Director of a plat conforming to the site development plan.

Where a proposed major development includes the subdivision of land, the issuance of a development shall be made contingent upon approval by the City Commission of a plat conforming to the site development plan.

b. Filing

After receiving plat-contingent site development plan approval, the developer shall submit to the Community Development Department a plat conforming to the plan. Alternatively, the developer may

submit a plat at any point during the development review to be processed concurrently. Six copies of the preliminary plat and any required supplementary material shall be submitted to the Community Development Department with a written request for preliminary approval.

c. Data for Preliminary and Final Approval

Preliminary and Final Plats shall contain the following information:

1. Boundary lines, bearings and distances; a legal description of the tract proposed to be subdivided according to the records in the Clerk of Superior Court of Coffee County.

2. Easements-location, width and purpose.

3. Streets on and adjacent to the tract-name; right-of-way width; location type, width and elevation of surfacing; any legally established centerline elevations, walks, curbs, gutters, culverts, etc.

4. Utilities on and adjacent to the tract – location, size and invert elevation of sanitary and storm sewers: location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles and street lights; if water mains and sewers are not on or adjacent to the street, indicate the direction and distance to and size of nearest ones, showing invert elevation of sewers.
5. One soil percolation test hole per acre where the subdivision is not to be served by a public sewerage and, if required by the Community Development Department, other subsurface and soil conditions studies of the tract as specified by the Coffee County Health Department or the City Engineer.

6. Other conditions on the tract-watercourses, marshes wooded areas, tree masses, major rock outcroppings, houses, barns, shacks and other significant features.

7. Other conditions on adjacent land-character and location of buildings, railroads, power lines, towers and other nearby nonresidential land uses or adverse influences; owners of adjacent unplatted land; for adjacent platted land refer to subdivision plat by name recordation data and number.

8. Proposed public improvements; highways or other major improvements planned by public authorities for future construction on or near the tract.

9. Topography of the area to be subdivided with a contour interval of five feet or less, based on sea level datum plane.

10.A vicinity map showing location of the tract with distances to intersections or to other obvious geographical locations.

11. Present tract designation according to official records, title under which proposed subdivision is to be recorded with names and addresses of owners and any mortgagor or holder of an encumbrance on the property to be subdivided, name and address of subdivision designer, notation stating acreage, scale, north arrow, datum, benchmarks, certification of registered land surveyor, date of survey.

d. Preliminary Plat

1. The subdivision plat shall be at a minimum scale of 200 feet to one inch. It shall show all existing conditions required above in B-1, and shall show al proposals including the following:

i. Streets: Names, right-of-way and roadway widths; similar data for alleys, if any.
ii. Other rights-of-way or easements; location, width and purpose.
iii. Location of utilities, if not shown on other exhibits.
iv. Lot lines, lot numbers and block numbers.
v. Sites, if any, to be reserved or dedicated for playgrounds or other public use, together with their purpose and the limitations or conditions of such dedications, if any.
vi. Sites, if any, for multiple-family dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family dwellings.
vii. Minimum building setback lines.
viii. Site data, including number of residential lots, typical lot size and areas in parks, etc.
ix. Title, numerical scale, graphic scale, north arrow, indicating both magnetic and true north, date.

2. Other preliminary plans.
When required by the City Engineer, the preliminary plat shall be accompanied by profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; typical cross sections of the proposed grading, roadway and sidewalk; and preliminary plan of the proposed sanitary and stormwater sewers with grades and sizes indicated. All elevations shall be based on sea level datum plane approved by the City Engineer.

3. Draft of protective covenants, whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.

4. Spaces shall be provided for approval of all agencies listed herein, with wording the same or similar to the following:

APPROVAL BY HEALTH DEPT.

CITY ENGINEER

COMMUNITY DEVELOPMENT DIRECTOR

I hereby certify that this subdivision will meet all requirements of the Coffee County Health Dept. if installed in accordance with this plan and other written agreements.

e. Final Plat

1. The final plat shall be drawn in ink on tracing cloth or other acceptable material, on sheets 18 inches wide by 24 inches long and shall be drawn to a minimum scale of 200 feet to one inch. Where necessary, the plat may be drawn on several sheets accompanied by an index sheet showing the entire subdivision. The final plat shall show the following:

a. Primary control points and benchmarks with necessary descriptions and locations of such control points, including all dimensions, angles, bearings and similar data necessary for proper location.

b. Track boundary lines, rights-of-way lines of streets, easements and property lines of residential lots and other sites with sufficient data to determine readily and to reproduce on the ground the location, bearing and length of every street line, lot line, boundary line and building line, whether curved or straight. This shall include, but not be limited to, the radius; length of arc; internal angles; bearings of the tangents and tangent distances for the centerline of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be given to the nearest 1/100 of a foot and all angles shall be given to the nearest minute.

c. Name and right-of-way width of each street or other right-of-way.

d. Location, dimensions and purpose of any easements.

e. Number or letter to identify each lot and block.

f. Purpose for which sites, other than residential lots are dedicated or reserved.

g. Minimum building setback lines on all lots and other sites.

h. Location and description of monuments and markers.

i. Names of record owners of adjoining unplatted land.

j. Reference to recorded subdivision plats of adjoining platted land by record, name, date and number.

k. Title, numerical scale, graphic scale, north arrow and date.

l. Location map showing site in relation to city.

m. Certification by surveyor or engineer licensed in the State of Georgia, certifying to accuracy of survey and plat.

n. Certification of title showing that applicant is land owner and that he dedicates streets, right-of-way and any sites for public uses, similar to the following:

"The undersigned hereby acknowledge(s) this plat and allotment to be_____free act and deed and hereby dedicate(s) to public use as streets, alleys, easements, parks, and open spaces forever, all areas so shown or indicated on said plat."

Signed

_____

2. Restrictive covenants in form for recording.

3. A complete listing of the deviations from the approved preliminary plans by the subdivider.

4. Other data: Certificates of approval from the Coffee County Health Department and the City Engineer. The City engineer's Certificate shall also indicate that all required improvements and installations required by these regulations have been completed in accordance with these standards; or a performance bond or certified check has been provided by the developer to satisfy the requirements of this Code.

5. After all other approvals and certifications have been met, the City Commission shall execute the following certificates, indicating final plat approval:

"APPROVAL BY CITY COMMISSION

We hereby approve this plat to be recorded by the Clerk of Superior Court of Coffee County

Chairman, Douglas City Commission".

f. Review by the Community Development Department

The Community Development Department shall, within 30 days of receiving the plat, determine whether the plat conforms to the approved site plan. The plat shall be forwarded to the City Engineer, the Coffee County Health Department and the Coffee County Board of Education for comment during that time frame. If the Department determines that the plat so conforms, it shall place the plat on the next available consent agenda of the City Commission, allowing for required notice. If it does not conform, the Community Development Director shall explain the deficiency in the plat to the developer and inform him that a corrected plat may be submitted for approval.

The original shall be drawn on sheets of cloth to a scale of one-inch equals 200 feet as a minimum and shall correspond to plat book dimensions. (Where possible, a scale of one-inch equals 100 feet is still desirable.) When more than one sheet is required, an index sheet of the same size shall be filed showing the entire subdivision with sheets lettered in alphabetical order as a key. A two-inch margin shall be provided on the left side of the drawings and a one-half-inch margin shall be left on the other three sides.

g. Review by the City Commission

Review of the plat by the City Commission shall be strictly limited to whether the plat conforms to the requirements of the Code. The Community Development Department shall make a recommendation regarding the plat to the City Commission. A conforming plat shall be approved and the Community Development Department shall issue the development order allowing the development to proceed. The City Commission shall return non-conforming plats to the developer with an explanation of the deficiencies and a notice that a corrected plat may be resubmitted for approval.

h. Relief from Platting Requirements due to Hardship.

1. Where the City Commission finds that because of topographic or other conditions peculiar to the site, literal enforcement of a provision of this ordinance may result, in an individual case, in unnecessary hardship to the developer, it may vary the regulations where, in the opinion of the City Commission, such variation will not have the effect of nullifying the intent and purpose of these regulations. Any relief from the platting requirements shall be recorded in the minutes of the City Commission meeting together with the reasoning used to justify it.

i. Conditions.

In granting relief from and modifications to the platting requirements, the City Commission may require such conditions as will secure substantially the objectives of the standards or requirements so varied or modified.

j. Recordation

Plats approved by the City Commission shall be submitted to the Clerk of Superior Court of Coffee County along with the appropriate filing fee within 45 days for recordation into the public records of Coffee County and the City of Douglas, Georgia. If the applicant fails to comply, the plat approval is rendered invalid.

When the plat has been approved by the City Commission, the original will be returned to the developer with the approval of the governing authorities certified thereon for filing with the Clerk of the Superior Court of Coffee County, the original and one copy will be returned to the developer for his records, the reproducible will be forwarded to the city engineer, one copy will be forwarded to the Coffee County Health Department and one copy will be retained in the records of the Community Development Department.

In lieu of the completion of all improvements prior to submission of the final plat, the developer may post a bond, certified check, letter of credit, or other surety with the city, providing for and securing to the city the actual construction and installation of such improvements within a period specified by the planning commission and stated in the surety. The surety shall be with a company entered and licensed to do business in Georgia and it shall contain a provision for the maintenance of installations and improvements required by these regulations in the subdivision for a period of one year following the date of final acceptance. Said surety shall be approved by the city attorney prior to its acceptance. Said surety shall be made payable to the city and be in an amount equal to no less than 110 percent of the improvement and installation cost.

k. Enforcement.

1. The owner or agent of the owner of any land to be subdivided within the City of Douglas who transfers or sells or agrees to sell or negotiates to sell such land by reference to or exhibition of or by other use of a plat to subdivide such land before such plat has been approved by the City Commission and recorded in the office of the Clerk of the Superior Court of Coffee County, shall be punished as provided in section 1-12 of the Code of the City of Douglas, Georgia; and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transfer shall not exempt the transaction from such penalties. The city, through its attorney or other official designated by the City Commission may enjoin such transfer or sale or agreement by appropriate action.

2. No plat or plan of subdivision within the City of Douglas shall be filed or recorded in the office of the Clerk of the Superior Court of Coffee County until it has been approved by the City Commission and such approval entered in writing on the plat by the chairman of the City Commission. The clerk of the superior court shall not file or record a plat of a subdivision which does not have the written approval of the City Commission thereon. The filing or recording of a plat of a subdivision without such approval shall be punishable as provided in section 1-12 of the Code of the City of Douglas, Georgia.

3. Any violation of this ordinance shall be punishable as provided in section 1-12 of the Code of the City of Douglas, Georgia.

4. No building permit shall be issued for and no building or other structure shall be erected on any lot within the City of Douglas unless the street giving access to the lot upon which said building is proposed to be placed shall be accepted or opened as, or shall have otherwise received the legal status of, a public street prior to that time, or unless such street corresponds in its location and line with a street shown on a subdivision plat approved by the City Commission or with a street located and accepted by the City. Any building erected in violation of this section shall be deemed an unlawful structure, and the Building Inspector, City Attorney or other official designated by the City Commission may bring appropriate action to enjoin such erection or cause it to be vacated or removed.

(15) Procedures for Obtaining Miscellaneous Permits

Applications for a development permit shall be made to the Community Development Department on a form provided by the department and may be acted upon by the Community Development Director without public hearing or notice.

(16) Building Permits

a. Generally

The erection, alteration, or reconstruction of any building or structure shall not be commenced without obtaining a building permit from the Community Development Director. Work activities shall not proceed without obtaining all the inspections required by the Community Development Department and the applicable Building Codes.

b. Need for Survey

No building permit shall be issued for development unless the application for a building permit is accompanied by a copy of a survey of the property on which the requested activity is to be permitted. The survey shall show the following:

1. The location of the proposed development activity.

2. The relationship of the proposed activity to all adjacent property lines, and as may be required, to all adjacent structures, improvements and natural features.

3. A minimum of two elevations along each roadway on which the proposed activity borders, the existing ground elevation at the approximate center of the proposed structure, the existing ground elevation along the side property lines adjacent to the proposed structure, and the proposed finished floor elevation of the proposed structure.

4. The location of all protected trees of 20 inches DBH or greater, with the specific diameter and type of tree clearly identified.

All surveys shall have been prepared, signed and sealed by a Georgia Registered Land Surveyors.

Exempt from the survey requirement are detached single family residential lots or parcels of land with an area of one acre or less, applications for interior modifications or construction, roof permits, and any other permit required activity that does not result in the expansion of any portion of the existing structure.

Accessory structures with a building value of less than $10,000 shall also not be required to submit a survey, but shall instead be required to submit a scaled drawing indicating the location of the accessory structure and its compliance with minimum setback standards.

Copies of original surveys meeting the above requirements may be submitted with any application for building permit, provided that the survey still depicts the accurate location of all structures and improvements on the property.

c. Time Limitations of Building Permits

Building Permits shall expire and become null and void if work authorized by such building permit is not commenced, having called for and received a satisfactory inspection within six months from the date of issuance of the permit, or if the work is not completed within eighteen months from the date of issuance of the building permit, except that the time may be extended by the Community Development Director if any of the following occur:

1. a time schedule has been submitted and approved by the Community Development Director, predicated upon customary time for construction of similar buildings, prior to the issuance of the building permit, indicating a completion of construction in excess of 18 months; or

2. the developer furnishers the Community Development Director satisfactory written evidence that the delay is due to the unavailability of construction supplies or materials, and every effort has been made to obtain substitute materials equal to those called for in the specifications; or

3. the delay is due in to delay in delivery of construction supplies or materials; or

4. the delay is due to fire, weather conditions, civil commotion or strike.

d. Notwithstanding the provisions of Section 18.c.1. above, an owner builder building permit shall expire within 24 months from the date of issuance of the building permit if the work has not been completed. The time may be extended by the Community development Director for a period not to exceed 18 months if any of the conditions outlined in Section 18 c. 2-4 above occur.

e. If construction, having called for an received a satisfactory inspection, has commenced within 6 months from the date of issuance of the permit, and is subsequently abandoned or suspended, not having called for and received a satisfactory inspection within the last 6 months, for reasons other than those enumerated in 18 c. 2-4 above, the permit shall expired and become null and void unless the applicant demonstrates food cause at a hearing before the Board of Appeals as to reasons for the suspension or abandonment of the project. If the Board finds that good cause has been shown for the suspension or abandonment of the project, the applicant shall be allowed to continue the construction under the original permit. The decision of the Board shall be final.

f. If the building permit becomes null and void or expires, the Community Development Director shall inspect the development and determine whether the development is unsafe and /or constitutes a nuisance. If the Community Development Director determines that the development is unsafe and constitutes a

nuisance, the Community Development Director shall submit a report of this inspection to the City Commission for action by the City Commission.

g. In order to continue construction once a building permit becomes null and void or expires, the applicant shall reapply and obtain a new building permit covering the proposed construction before proceeding with construction. The applicant shall comply with all regulations in existence at the time application is made for a new building permit.

(17) Sign Permit

The erection, alteration, reconstruction, or conversion of any sign shall not be commenced without obtaining a Sign Permit from the Community Development Director.

(18) Driveway Permit

Any person seeking to construct or reconstruct any curb cut or driveway on any County maintained public road in the City of Douglas shall submit a permit application to the City Engineer accompanied by a non-refundable application fee as established by the City Commission.

a. Application

Any person seeking a driveway permit shall submit the original and one copy of an application to the City Engineer. The application shall include the following information:

1. Name and address of the owner of the property on which the driveway is proposed to be located.

2. Except for one-and two-family residences, a set of detailed plans for he proposed driveway or curb cut.

3. Except for one and two-family residences, estimated cost of construction/alteration.

4. Approval from Georgia Department of Transportation, if applicable.

5. All other information deemed necessary by the City Engineer for the reasonable review of the proposed driveway connection.

b. Procedure for Review

1. Within 10 working days after the application has been submitted, the City Engineer shall review the application and determine if it is complete.

2. If the City Engineer determines that the application is not complete, he shall notify the applicant in writing specifying the deficiencies. The applicant may resubmit the application correcting the deficiencies within 30 days of the notification without paying an additional application fee.

3. Within 15 working days after the City Engineer has determined that an application is complete, the City Engineer shall approve, approve with conditions or deny the application based on the standards in Chapter 8 of this Code. Notification of the decision shall be made to the applicant and filed in the office of the City Engineer.

c. Approval

Following approval of an application, the City Engineer shall issue a driveway permit which shall take effect on the date issued.

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d. Curb cuts, driveways and culverts constructed without driveway permit

1. The City Engineer shall notify the Community Development Director of the existence of any curb cut, driveway or culvert on any City maintained public road, which was constructed after DATE OF ADOPTION, without the approval of the City Engineer and which the City Engineer has specifically found to be detrimental or injurious to surrounding property, substantially increases traffic and/ or endangers the public safety.

2. Upon receipt of such notification, the Community Development Director shall notify the owner of the curb cut, driveway or culvert by certified mail of the Engineer's finding of fact and that the curb cut, driveway or culvert must be brought into compliance with the requirements of this Code within 30 days of receipt of the notice. The notice shall specifically identify the nature of the violation. A permit issued pursuant to this Section shall be required. If the violation is not corrected within 30 days, the Community Development Director may initiate code enforcement action.

(19) Excavation and Fill Permit

a. No person in control of a lot, parcel or tract of land within the City shall alter, excavate, fill or remove any of the land on its surface without first obtaining a permit to do so from the Community Development Department. A separate excavation and fill permit is not required if the excavation and/or fill is to be done in the course of a construction project for which a building permit is required and the details of such excavation and/or fill are clearly shown in the building permit application.

b. Application for an excavation and/or fill permit shall be submitted to the Community Development Director and shall contain the following:

1. The name and address of the person seeking the permit.

2. The legal description of the property.

3. A map showing the location and boundaries of the tract of land in question.

4. Where a survey or other topographical information is not available to the City, the applicant shall submit a statement of the topography, including the location of water courses or water bodies, of the property proposed to be excavated or filled.

5. The location and means of vehicular ingress and egress to the proposed excavation/fill.

6. The application shall include a statement for the proposed reclamation of any of the property at the conclusion of the excavation/fill operation.

7. The plans shall be accompanied by a statement indicating the nature, purpose and method of the proposed excavation/fill.

c. Permits to alter, excavate, fill or remove land on its surface within the limits of the City, or building permit which include such work, shall not be issued by the Community Development Director without

first obtaining the approval of the City Engineer. The City Engineer shall not give his approval unless and until the applicant for such a permit shall have submitted to the Community Development Director plans and specifications covering the project and a description of the intended result. The City Engineer shall deny the application or permit if, in his judgment, the work will create a drainage problem.

d. No excavation of soil within the City shall be permitted except in the following specific cases:

1. Installation of utilities

2. Foundations of any building or structure or other on-site leveling or excavation where approved under a valid building permit.

3. Excavations relating to the accessory use of land and designed to be filled upon completion such as septic tanks, burial sites, etc.

4. Swimming pools where a building permit has been issued for the construction of the pool.

5. Excavation in conjunction with agricultural use of lands, where no excavation materials are sold, whether directly or indirectly, or transferred from one parcel of land to a non-contiguous parcel.

6. Subdivisions complying with this Code.

7. Excavation or leveling for private drives to provide ingress or egress.

e. Mining for minerals, stone or soil shall be unlawful within the City limits.

(20) Satellite Antenna Permit

All ground mounted satellite television antenna systems shall be deemed accessory uses and structures and shall require a permit before construction. An application for the permit shall be made to the Community Development Department accompanied by a site plan sketch showing the dimensions and location of the proposed satellite television antenna system in relation to the boundaries, setback lines and existing structures on the property.

(21) Temporary Events Permit

a. The following outdoor uses and activities shall be permitted only with a special permit obtained from the Community Development Department.

1. Temporary commercial sales activities;

2. Exhibitions, displays, performances;

3. Fairs, carnivals, bazaars, contests, rodeos;

4. Grand opening events for new businesses;

5. Any other activity tending to create or cause abnormally large or excessive crowds or traffic and posing a detrimental effect on the public health, safety and welfare.

b. An applicant shall provide the Community Development Department with the following written information no less than 14 working days prior to the proposed event or activity in support of its application for a permit:

1. Name and business address of the applicant;

2. Specific location of activities for which the permit is sought;

3. Nature and purpose of activities for which the permit is sought;

4. Specific location and physical dimensions of any structure, vehicle, tent or apparatus sought to be used in conjunction with permitted activities;

5. Specific days and hours of activities sought to be permitted.

6. Letters of objections and/or no objections as to the activities as described under a. (1.) through (5.) signed by all tenants and/or owners of businesses located on the property for which the permit is sought;

7. No permit shall be issued for the requested activity unless the applicant reasonably establishes that the following concerns have been addressed in a manner that is consistent with the interests of the public health, safety, and welfare:

i. traffic control
ii. Sanitation and litter control
iii. Restroom facilities
iv. Parking
v. Crowd Control
vi. Liability insurance
vii. Signage
viii. Noise levels and noise control

c. Permits for temporary events within the limits of the City shall not be issued by the Community Development Director without first obtaining the approval of the Fire Chief. The Fire Chief shall not give his approval unless and until the applicant for such a permit shall have submitted to the Community Development Director plans and specifications covering vii 1 – 8 above. The City Engineer shall deny the application or permit if, in his judgment, the work will create a fire hazard or hazard to public safety.

d. Not more than four temporary events in any 12-month period shall be held at the same location. Each event shall not exceed 10 consecutive days.

e. Each application seeking a temporary event permit shall be accompanied by a $25.00 permit processing fee.

(22) Temporary Construction Trailers and Containers Permit

a. Temporary Construction Trailers

1. A temporary or portable structure may be erected, or a trailer used, for business occupancy purposed during the construction of a permanent main building, street, utility or other structure. A permit for the erection or use of any such temporary business office shall be obtained from the

Community Development Director, provided, that no such temporary permit shall be issued unless and until sufficient bond, as established by the City Commission, to insure removal of the temporary structure, has been posted and a building permit for the construction of the permanent structure has previously been obtained. Every temporary business office permit issued, shall become invalid and the temporary structure shall be removed, within two weeks after the issuance of the certificate of occupancy on the permanent structure o within one year, whichever is earlier. A one six-month extension of time may be allowed, and such extensions shall be in writing by the Community Development Director. In addition, in the event of unavoidable circumstances such as acts of God, strikes or similar hardships, other than financial or inability to obtain financing, a second extension not to exceed six months may be granted by the City Commission.

2. A temporary or portable structure, or trailer, may be used for a temporary construction office and for the housing of tools, equipment, and materials. Any of the above used may be combined to meet the requirements of a job site. Permits for the erection or use of such temporary construction offices shall be obtained from the Community Development Director, provided that sufficient bond, as established by the City Commission, to insure removal of the temporary structure, has been posted and a building permit for the construction of the permanent structure has previously been obtained. Every temporary construction office permit shall continue in force for a reasonable period so long as construction of the permanent structure is commenced and continued without delay.

3. Subdivision sales offices may be erected only after approval by the City Commission as part of the site development plan approval, subject to such conditions as may be determined by the Commission to be necessary to insure termination of the use after a reasonable period by removal or conversion to a conforming use.

b. Temporary Construction Storage or Storage Containers

1. A temporary construction storage or storage container may be erected or place at the site for the purposed of storage during the construction of a permanent building, street, utility, or other structure in any zoning district or during such special events as moving/relocation. Such a container shall only be used for the storage of tools, equipment, furniture or other materials during the construction of a permanent structure or for the duration of the moving event.

2. A temporary construction storage or storage container shall not be erected or placed at a site unless a permit has been issued by the Community Development Director. No more than three containers shall be permitted at a single construction site and not more than one container at a moving location.

3. No permit shall be issued unless the container removal date has been posted at the site. A permit shall expire 15 days following the issuance of a certificate of occupancy for the primary building or 15 days after the moving event and the container shall be removed at that time.

4. Only one temporary construction storage or storage container permit in any 12-month period shall be issued for a given site.

5. A temporary construction storage or storage container shall be placed either on a driveway, in an approved parking area, or in the buildable portion of a construction site. The location shall not be within ten feet of a public right of way and shall interfere with or jeopardize the safety of the public.

6. The name, current phone number and current address of the company providing the container, and the date the container was placed on site, shall be clearly posted on the exterior of the container.

(23) Tree Removal Permit

A tree removal permit must be issued by the Community Development Department for work undertaken pursuant to Chapter 5 of this Code. Application for such permit shall be on forms prescribed by the Community Development Director. The fee for such permit shall be as established by the City Commission.

(24) Walls and Fences Permit

a. No fence or wall shall be built, constructed, substantially rebuilt or reconstructed in the City unless a building permit has been issued for the wall or fence. Normal repair and maintenance do not require a permit. Application for such permit shall be on forms prescribed by the Community Development Director. The fee for such permit shall be the same as for a regular building permit for the same const of construction. Such permits shall be subject to all provisions applicable to regular building permits. Temporary vegetable or flower garden fences not exceeding three feet in height shall not require a permit.

b. If the Community Development Director shall determine that a wall or fence is unsightly or deteriorated, the owner or occupant of the property where the fence or wall is located shall be notified of that fact by certified mail. If the owner or occupant of the wall or fence is unknown and cannot be located, such notice may be posted on the wall or fence. If the wall or fence is not removed or repaired within 10 days of notice being given, then the Community Development Director may cause such wall or fence removed or repaired and the City shall have a lien on the property for the cost of such removal and repair.

c. The mandatory fencing or walling provisions in Chapter 6 shall only be applicable to property after application is made for the issuance of a building permit for a new principal building on the property, unless the City Commission determines that, as to a building or buildings existing on the effective date of this Code, the lack of such fencing creates an unwarranted interference with the property use and enjoyment of neighboring properties and thus constitutes a public nuisance, which must be abated by the erection of the fence or wall mandated for new principal buildings in that zoning district.

1. Before the City Commission may declare such a public nuisance, it shall hold a public hearing to consider the matter.

2. Notice of such public hearing shall be sent at least 15 days prior to the hearing, by certified mail, to the owner of the affected property, as shown on the most recent tax roll and the notice shall be published in the newspaper of general circulation no less than 15 and no more than 45 days prior to the public hearing.

3. If at such public hearing, the City Commission determines that a public nuisance exists, it shall order the property owner or occupant to erect the required fence or wall within six months.

4. If such wall or fence is not built within six months, the City's remedies shall include, but not be limited to the following:

i. Appropriate legal action against the owner and/or occupant to compel compliance;
ii. Appropriate legal or administrative action against the owner and/or occupant for code violation

(25) Procedures for Annexations into the City

a. Application by Petition for Voluntary Annexation

An application for voluntary annexation of real property to be included within the corporate limits of the City shall be made by petition of the owner or owners of said real property.

1. A petition for voluntary annexation shall be filed with the Community Development Director accompanied by satisfactory evidence of ownership. The petition for voluntary annexation shall not be further considered by the City until the City Attorney has made a determination that all the owners of the subject property have appropriately signed the petition.

2. Upon a determination that the petition has been appropriately signed, the Community Development Director may require additional information of the petitioner including but not limited to:

i. a development plan for the subject property and a list of anticipated uses;

ii. a schedule of development for the subject property;

iii. an estimate of the direct public costs to provide capital facilities for City Utilities and other municipal services required by the development;

iv. an estimate of the ad valorem taxation revenues to be generated by the subject property at the current mileage rate both prior to and after development;

v. an estimate of the residential population increase of the City after development.

b. Involuntary Annexation

The process and requirements for involuntary annexation are set forth in this Code. These provisions shall be followed in cases of involuntary annexation.

c. Review by the Community Development Department

The Community Development Director shall form an opinion as to whether or not it is in the best public interest of the City for the City to annex the subject property. In forming such opinion, the Community Development Director shall consider, among other things, the potential impact of development upon surrounding properties both within and outside the City, the cost to the City to provide municipal services to and within the subject property and the estimated ad valorem tax revenues and other revenues payable to the City to be generated by the subject property. The opinion of the Director shall be reported to the Planning Commission for its consideration.

d. Review by Planning Commission

The Planning Commission shall review the proposed annexation and shall make an advisory recommendation to the City Commission as to the opinion of the Community Development Director and the consistency of the proposed annexation with the City's Comprehensive Plan. The Planning Commission shall include in its recommendation to the City Commission any information which it deems is relevant to issues relating to the proposed annexation including the opinion of the Community Development Director and consistency with the City Comprehensive Plan.

e. Public Hearing before the City Commission

A public hearing shall be conducted by the City Commission to review and consider a proposal for voluntary annexation. Such hearing may be scheduled on the agenda of a regular City Commission meeting.

f. Annexation Ordinance

1. Notice of the annexation shall be published at least 15 days, but not more than 45 days prior to the Public Hearing by the Commission, in a newspaper of general circulation published in the City. The notice shall give a brief general description of the subject property and shall include a map clearly showing the subject property. The notice shall also advise that the complete legal description of the property by metes and bounds and the draft ordinance itself may be obtained from the Community Development Department.

2. The proposed annexation ordinance shall be adopted with or without amendment after two readings either by title or in full on two separate days.

(26) Procedures for Amending the Text of this Code

a. Generally

1. A proposal to amend the text of this Code, which does not change the actual zoning map designation of a parcel or parcels of land, shall be referred to the Planning Commission by the Community Development Director as a Text Amendment.

2. Initiation of Amendments:
A proposed amendment to the Development Regulations may be initiated by the City Commission, Board of Zoning Appeals, the Planning Commission, the City Manager or by application filed with the City Manager by a developer or citizen.

b. Application Procedure

Each request for amendment of this Code shall be submitted in a form as prescribed by the City Manager along with such fee as shall be established by the City Commission.

c. Notice of Planning Commission Consideration

The Planning Commission shall consider the proposed ULDC Text Amendment at a meeting of the Planning Commission. The agenda of the meeting shall include a topical reference to the proposed amendment.

For each amendment to this Code, notice of the nature of the proposed change and the date, time and place of the public hearing before the City Commission shall be published in a newspaper of general circulation within the City in which are carried the legal advertisements of the City at least fifteen 15 days prior to the meeting with the Planning Commission and not more than 45 days prior to the public hearing before the City Commission.

d. Review by Planning Commission

1. Upon the receipt of an application as noted above, the City Manager shall submit, at the next following meeting of the Planning Commission, provided such application shall precede said meeting by a minimum of 25 days, any and all information submitted by the applicant. In addition, the City representative may submit any additional information deemed appropriate to the amendment.

2. Upon receipt of the required information, the Planning Commission shall consider the proposed amendment at a regular or special called meeting and shall determine at that time if the applicants request merits further consideration.

3. All applicants seeking amendments to this Code shall have an opportunity to present facts, reports and/or evidence to the Planning Commission at the time of either their regularly scheduled meeting or at a special meeting. The Planning Commission shall hold and conduct, as appropriate to the requirements of this resolution, public meetings in accordance with the Georgia Open Meetings Act of 1988 (O.C.G.A. 50-14-1)

4. Upon consideration of the request, the Planning Commission shall determine, by a majority vote, their recommendation to the Douglas City Commission and shall transmit that recommendation to the City Commission forthwith.

5. The Planning Commission may determine that additional specific technical information is needed regarding any potential environmental, fiscal or public service impacts. If such determination is made, the Planning Commission shall have the discretion to defer its recommendations upon preparation of a special study intended to analyze the potential impacts or the specific areas of concern. Where preparation of a special study has been required, no recommendation will be forwarded to the City Commission until such study has been received and reviewed by the Planning Commission. The cost of any special study shall be borne by the applicant, unless the City Commission approves the participation of public funds, as necessary or as being in the public interest.

6. Where no special studies are required, the Planning Commission shall then have 30 days from the date of the scheduled regular or special meeting at which the review of an application for ordinance text changes were conducted to submit final recommendations on the technical merit of the application to the City Commission for consideration. If the Planning Commission fails to render a final recommendation within the 30-day period, the application shall be forwarded to the City Commission for a public hearing and subsequent final action as appropriate to the requirements of this resolution.

e. Public Hearing before the City Commission

The Community Development Director shall prepare and submit a written report to the City Commission, which includes the recommendation of the Planning Commission. The report may also include a draft ordinance, which, if adopted by the City Commission, would affect the proposed amendment.

1. Notice of Commission consideration.
At least fifteen days, but not more than 45 days prior to the public hearing of the ordinance, the ordinance shall be advertised in a newspaper of general circulation in the City. The notice shall state:

i. The date, time and place of the public hearing;
ii. The title of the proposed ordinance;
iii. The place within the City where the proposed ordinance may be inspected;
iv. Interested persons may appear at the public hearing and will be heard with respect to the ordinance;

v. Any person who decides to appeal the determination may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based;
vi. The necessary arrangements will be made by the City for any handicapped person to attend the public hearing provided notice of the need to do so, is provided to the City not less than 48 hours prior to the public hearing;

2. Following review and recommendation from the Planning Commission, the City Commission, after conduct of a public hearing with public notice as is required by this Article, shall vote to:

i. Approve the proposed amendment; or
ii. Approve the proposed amendment with conditions; or
iii. Deny the proposed amendment; or
iv. Defer the proposed amendment to a certain time; or
v. Refer the decision or application back to the Planning Commission for further investigation.

If the City Commission shall vote to refer the amendment back to the Planning Commission for further investigation, the City Manager shall re-advertise the dates of the public hearings before the Planning Commission and the City Commission in accordance with Section 1202 (C), above. No proposed amendment to these Regulations shall be approved except by the majority vote of the members of the City Commission.

3. Public Hearings
Public hearings held by the City Commission for consideration of proposed amendments shall be accomplished with the policies and procedures listed below:

i. The Chairman shall indicate that a public hearing has been called for the consideration of the proposed amendment. Thereupon each application shall be considered on an individual basis.

ii. When an application comes up for review, the Chairman may request that a spokesperson for the group be chosen so that the entire presentation of the positions of those in support of/opposition to the petition shall not exceed 30-minutes.

iii. The City Manager shall present a report on the application and present the recommendations.

iv. The applicant shall be allowed a reasonable amount of time in which to present evidence to support the proposed amendment.

v. Those in favor of the proposed amendment shall be allowed a minimum of 10 minutes, or the amount of time as prescribed by State of Georgia law, to speak in favor of the proposed amendment.

vi. Those who oppose the proposed amendment shall be allowed a minimum of 10 minutes, or the amount of time as prescribed by State of Georgia law, in which to speak in opposition to the proposed amendment.

vii. The applicant may be allowed a reasonable amount of time in which to respond to any issues raised.

viii. The City Manager may make additional comments.

ix. The City Attorney may be asked to discuss any legal issues that have been raised.

x. The City Commission may then propound questions to any party present and may discuss the proposed amendment.

xi. After the above procedures have been completed, the Chairman will indicate that the public hearing is formally closed.

xii. Each speaker at the public hearing shall speak only to the merits of the proposed amendment under consideration and shall address remarks only to the City Commission. Each speaker shall refrain from personal attacks on any other speaker or the discussion of facts or opinions irrelevant to the proposed zoning decision under consideration. The Chairman may limit or refuse a speaker the right to continue if the speaker, after first being cautioned, continues to violate this subsection.

xiii. Nothing herein shall be construed as prohibiting the Chairman from conducting the hearing in an orderly and decorous manner to assure that the public hearing on a proposed zoning decision is conducted in a fair and orderly manner.

f. Clerk of the City Commission

The Clerk of the City Commission shall, within 10 days from action of the City Commission on each proposed amendment to these Regulations provide to the City Manager a signed and certified copy of each such ordinance.

(27) Procedures for Zoning Map Changes (Rezoning)

The term "rezoning" as used herein means the initial zoning of a parcel or parcels of land within the City as well as a change in the zoning classification of a parcel or parcels indicated on the City's zoning map.

a. Application for a Rezoning

1. An application filed by or on behalf of the owner of land which proposes a rezoning of the parcel of land shall be filed with the Community Development Director accompanied by the required application fee as established by the City Commission. Such Application may not be filed if the City Commission has denied a similar application for rezoning on the subject property within the previous 12 months.

2. The applicant shall provide to the Community Development Department the following submittal information:

i. Legal names of each of the owners of the subject property including their contact addresses (no P.O. Boxes) and telephone numbers;

ii. If any owner is a business entity such as a partnership, corporation or joint venture, the names and addresses of all partners and officers, as appropriate and their phone numbers;

iii. The legal description of the subject property.

iv. A copy of the deed or deeds conveying the subject property to the current owner;

v. A current survey of the property or portion of the property prepared by a Georgia registered professional surveyor.

vi. If the applicant for a rezoning is a representative of the owner, evidence of agency in the form of a letter, affidavit or other document satisfactory to the City Attorney must be provided: and

vii. Any other information required by the Community Development Director.

3. A submittal deemed complete by the Community Development Director shall be forwarded to the Planning Commission for consideration.

b. Review by Planning Commission

1. Upon the receipt of an application as noted above, the Community Development Director shall submit, at the next following meeting of the Planning Commission, provided such application shall precede said meeting by a minimum of 25 days, any and all information submitted by the applicant. In addition, the City representative may submit any additional information deemed appropriate to the amendment.

2. Upon receipt of the required information, the Planning Commission shall consider the proposed amendment at a regular or special called meeting and shall determine at that time if the applicants request merits further consideration.

3. All applicants seeking amendments to this Code shall have an opportunity to present facts, reports and/or evidence to the Planning Commission at the time of either their regularly scheduled meeting or at a special meeting. The Planning Commission shall hold and conduct, as appropriate to the requirements of this resolution, public meetings in accordance with the Georgia Open Meetings Act of 1988 (O.C.G.A. 50-14-1)

4. Upon consideration of the request, the Planning Commission shall determine, by a majority vote, their recommendation to the Douglas City Commission and shall transmit that recommendation to the City Commission forthwith.

5. The Planning Commission may determine that additional specific technical information is needed regarding any potential environmental, fiscal or public service impacts. If such determination is made, the Planning Commission shall have the discretion to defer its recommendations upon preparation of a special study intended to analyze the potential impacts or the specific areas of concern. Where preparation of a special study has been required, no recommendation will be forwarded to the City Commission until such study has been received and reviewed by the Planning Commission. The cost of any special study shall be borne by the applicant, unless the City Commission approves the participation of public funds, as necessary or as being in the public interest.

6. Where no special studies are required, the Planning Commission shall then have 30 days from the date of the scheduled regular or special meeting at which the review of an application for ordinance text changes were conducted to submit final recommendations on the technical merit of the application to the City Commission for consideration. If the Planning Commission fails to render a final recommendation within the 30-day period, the application shall be forwarded to the City Commission for a public hearing and subsequent final action as appropriate to the requirements of this resolution.

The following zoning standards and criteria shall be utilized in making this recommendation:

A. Whether the proposed rezoning request will permit a use that is suitable, in view of the existing land use pattern of adjacent and nearby property.

B. Whether the proposed rezoning would result in the possible creation of an isolated district unrelated to adjacent and nearby districts.

C. Whether the proposed development would affect the existing population density pattern and lead to the possible increase or overtaxing of the load on public facilities.

D. Whether changed or changing conditions make the passage of the proposed amendment reasonable.

E. Whether the proposed change will adversely influence existing conditions in the neighborhood or the county at large.

F. Whether the proposed amendment would result in potential impacts on the environment, including but not limited to drainage, soil erosion and sedimentation, flooding, air quality, and water quality and quantity.

G. Whether the costs required of the public in providing, improving, increasing or maintaining public utilities, schools, streets and public safety necessities would be reasonable when considering the proposed change.

H. Whether the proposed change will be detrimental to the value or improvement of the development of adjacent or nearby property in accordance with existing requirements.

I. Whether the proposed change will constitute a grant of special privilege to the individual owner as contrasted with the adjacent or nearby neighborhood or with the general public.

J. The extent to which the zoning decision is consistent with the Coffee County/City of Douglas Comprehensive Plan as currently adopted.

The Planning Commission shall include in the recommendation to the City Commission any information which it deems is relevant to issues relating to the proposed rezoning.

c. Notice of Planning Commission Consideration

The Planning Commission shall consider the proposed rezoning at a meeting of the Planning Commission. The agenda of the meeting shall include a topical reference to the proposed amendment.

For each amendment to this Code, notice of the nature of the proposed change and the date, time and place of the public hearing before the City Commission shall be published in a newspaper of general circulation within the City in which are carried the legal advertisements of the City at least seven (7) days prior to the meeting with the Planning Commission and not more than 45 days prior to the public hearing before the City Commission.

d. Review and Consideration by City Commission

A proposal for rezoning shall be reviewed and considered by the City Commission. The Community Development Director shall prepare a written report to submit to the City Commission which includes the

recommendation of the Planning Commission. The report may include a draft ordinance which, if adopted by the City Commission, would affect the proposed rezoning.

e. Notice of City Commission Consideration

Notice of consideration of a proposed rezoning by the City Commission shall be provided in accordance with the provisions of this Section:

1. Notice of Commission Consideration:
At least fifteen days, but not more than 45 days prior to the public hearing of the ordinance, the ordinance shall be advertised in a newspaper of general circulation in the City. The notice shall state:

i. the time, purpose and location of the public hearing;
ii. the location of the subject property;
iii. the present zoning classification of the property;
iv. the proposed zoning classification of the property.

2. Posting
Notice of the proposed rezoning shall be posted not less than 15 days but not more than 45 days prior to the date of the hearing in a conspicuous location of the property.

f. Public Hearing before the City Commission

One public hearing shall be conducted by the City Commission to consider the proposed rezoning. Such hearing may be scheduled on the agenda of a regular City Commission meeting. The public hearing held by the Planning Commission and City Commission for consideration of proposed amendments shall be accomplished with the policies and procedures listed below:

1. The Chair shall indicate that a public hearing has been called for the consideration of zoning decisions. Thereupon each application shall be considered on an individual basis.

2. When an application comes up for review, the Chair may request that a spokesperson for the group be chosen so that the entire presentation of the positions of those in support of/opposition to the petition shall not exceed 30-minutes.

3. The Community Development Director shall present a report on the application and present the recommendations.

4. The applicant shall be allowed a reasonable amount of time in which to present evidence to support the proposed zoning amendment.

5. Those in favor of the proposed amendment shall be allowed a minimum of 10 minutes, or the amount of time as prescribed by State of Georgia law, to speak in favor of the proposed amendment.

6. Those who oppose the proposed amendment shall be allowed a minimum of 10 minutes, or the amount of time as prescribed by State of Georgia law, in which to speak in opposition to the proposed amendment.

7. The applicant may be allowed a reasonable amount of time in which to respond to any issues raised.

8. The Community Development Director may make additional comments.

9. The City Attorney may be asked to discuss any legal issues that have been raised.

10. The City Commission may then propound questions to any party present and may discuss the proposed amendment or conditional use permit.

11. After the above procedures have been completed, the Chair will indicate that the public hearing is formally closed.

12. Each speaker at the public hearing shall speak only to the merits of the proposed amendment under consideration and shall address remarks only to members of the City Commission. Each speaker shall refrain from personal attacks on any other speaker or the discussion of facts or opinions irrelevant to the proposed zoning decision under consideration. The Chair may limit or refuse a speaker the right to continue if the speaker, after first being cautioned, continues to violate this subsection.

13. Nothing herein shall be construed as prohibiting the Chair from conducting the hearing in an orderly and decorous manner to assure that the public hearing on a proposed zoning decision is conducted in a fair and orderly manner.

g. Rezoning in Conjunction with Annexation

If the rezoning is for property to be annexed into the City, then:

1. The City shall complete the rezoning procedures as required by this Section, except for the final vote of the City Commission, prior to adoption of the annexation ordinance, but no sooner than the date the notice of the proposed annexation is provided to the Coffee County Commission;

2. The rezoning public hearing shall be conducted prior to the annexation of the subject property into the City;

3. In addition to the other notice requirements of this Code Section, the City shall cause to be published within a newspaper of general circulation within the County wherein the property to be annexed is located, a notice of the hearing and as required shall place a sign on the property as required.

4. The zoning classification approved by the City following the hearing required by this Code shall become effective on the later of:

i. The date the zoning is approved by the City;
ii. The date that the annexation becomes effective; or
iii. Where a County has interposed an objection, the date provided for in the resolution of the objection.

h. Rezoning Consideration for a Halfway House, Drug Rehabilitation Center or other Facility for Treatment of Drug Dependency

1. When a proposed zoning decision relates to or will allow the location or relocation of a halfway house, drug rehabilitation center, or other facility for treatment of drug dependency, a public hearing shall be held on the proposed action. Such public hearing shall be held at least six months and not more than nine

months prior to the date of final action on the zoning decision. This hearing shall be in addition to any other hearing required by this Code. The City shall give notice of such hearing by:

i. Posting notice on the affected premises in the manner prescribed by Georgia Code; and
ii. Publish in a newspaper of general circulation within the City a notice of the hearing at least 15 days and not more than 45 days prior to the date of the hearing.
iii. Both the posted notice and the published notice shall include a prominent statement that the proposed zoning decision relates to or will allow the location or relocation of a halfway house, drug rehabilitation center or other facility for treatment of drug dependency. The published notice shall be at least six column inches in size and shall not be located in the classified section of the newspaper.

(28) Public Notice Requirements

a. Notice by Mail

1. Method of Mailing
Where notice of a hearing or of a public hearing is required to be provided by mail, such notice shall be mailed by regular US Mail. Notice shall be deemed complete upon mailing regardless of whether or not the notice was actually received by the addressee.

2. Property Owners to Receive Mailed Notice
The City shall mail notices to property owners within 400 feet of the subject property, whose names and addresses appear on the latest ad valorem tax rolls maintained by the Coffee County Tax Assessor. For property in condominium ownership, both the property owner's association and the owners of the individual dwelling units located within the prescribed distance must be notified.

3. Content of Notice
The notice shall advise the addressee of the time, place and purpose of the hearing or public hearing and shall state the substance of the proposed action as it affects the addressee.

4. Proof of Mailing
The Community Development Director shall maintain a file including a copy of the mailed notice, the date of mailing, and the list of the addressees and their addresses.

b. Notice by Posting

1. Manner of Posting
Where a notice of a hearing or of a public hearing is required to be provided by posting, city staff shall cause the subject property to be posted with a sign, clearly visible from the nearest public street. The sign shall not be less than 24 x 24 inches in dimension.

2. Content of Public Notice
The sign shall advise of the time, place and purpose of the hearing or public hearing, the substance of the proposed action and the address, telephone number and business hours of the Community Development Department to which questions regarding the subject matter of the hearing or public hearing may be addressed.

3. Duration of Posting
Failure to provide posted notice continuously from the time posted notice is to begin until the public hearing or the hearing which is the subject of the notice shall not be deemed as failure to give notice required by this Code and action taken by the City Commission subsequent to such notice shall not be

deemed void for lack of public notice. Lost signs or signs which become illegible for any reason shall be replaced by the applicant or petitioner as reasonably as soon as possible upon notification to do so by the City. Signs shall be removed within five days of the conclusion of the noticed public hearing or hearing.

4. Proof of Posting
The Community Development Director shall maintain a file including a photograph of the posted notice and the date the posted notice commenced.

c. Notice by Publication

1. Manner of Publication
Where notice of a hearing or public hearing is required to be provided by publication, city staff shall cause an advertisement to be published in accordance with the applicable provisions of this Code.

2. Proof of Publication
The affidavit of the publisher is appropriate for this purpose. Alternatively, a copy of the published notice and the date the notice was published may be used as evidence.

3. Costs
All costs of publication shall be paid by the applicant or petitioner, and the costs so incurred by the City shall be included in the application fee to be charged upon submittal of the application.

(29) Enforcement of Code Provisions

The City Commission shall enforce this Code according to the procedures set forth herein.

(30) Other Penalties and Remedies

a. Generally
If the Community Development Department determines that the code enforcement process would be an inadequate response to a given violation, it may pursue the following penalties and remedies:

b. Penalties for Violation of this Code
Any person or entity, including the contractor, who knowingly and willfully performs, or causes to be performed, any construction or development activity, without a permit as required by the City's Code, shall be subject to the following penalties:

1. A fine of $500.00 for any first violation of the City's adopted Building Code.

2. A fine of $1,000.00 for any second violation of the City's adopted Building Code.

3. Upon the commission of three or more violations of the City's adopted Building Code by the same person or entity, the City Commission shall revoke the business license of said contractor and forward the matter to all appropriate state agencies for disciplinary action.

Notwithstanding the above, all other remedies available to the City shall be preserved, and the filing of appropriate legal actions in the appropriate court of local jurisdiction to abate a nuisance.

(31) Appeals from Decisions of Administrative Departments

a. Applicability

A developer or adversely affected person may appeal a final decision of any administrative department. Appeals are made to the City Commission by filing a notice of appeal with the department within 30 days of the decision.

b. Contents of Notice of Appeal

The notice of appeal shall contain:

1. A statement of the decision to be reviewed, and the date of the decision.

2. A statement of the interest of the person seeking review.

3. The specific error alleged as the grounds of the appeal.

c. General Rules and Procedures for Appeals

1. All appeals shall be in writing on forms prescribed by the City and accompanied by fees as established by the City Commission.

2. The appealing party assumes the responsibility of all required notification procedures.

3. The City Commission shall hear the appeal and shall have 30 days from the date of the hearing to render a decision.

4. The City Commission may affirm, reverse or modify in whole or in part a determination or requirement of the decision that is under review.

5. Action shall be decided by a majority vote of the City Commission.

6. A notice of the decision on appeal shall be submitted to the appellant and to the Department Director of the administrative department involved in the appeal.

7. The decision by the City Commission shall be final and binding to all parties.

(32) Quasi-Judicial Proceedings

The intent of this section is to provide an efficient and equitable procedure for the consideration by the City Commission, the Zoning Board of Appeals and the Planning Commission of quasi-judicial matters in the course of quasi-judicial proceedings.

a. Definitions

As used in this section, the following terms have the following meanings:

Affected person is the owner, resident or other occupant of the real property which is the subject of a quasi-judicial proceeding, or an "aggrieved or adversely affected party" as defined by State Law.

Board is the City Commission, the Zoning Board of Appeals and the Planning Commission, all of the City of Douglas.

Ex-parte communication is a private communication made to a member of a board which pertains to a quasi-judicial matter then pending before that board.

Party is the petitioner, the City and any affected person who files a notice of intent to be a party as provided in this Section.

Petition is an application made by a petitioner to initiate a quasi-judicial proceeding.

Petitioner is the individual, corporation or other entity which files a petition.

Quasi-judicial matter is a matter which involves the application of a land use standard established by local law to specific real property and its impact upon the owners, residents and other occupants thereof and upon other affected persons, and includes, but is not limited to, a site-specific land use amendment or rezoning, a major development site development plan review, a variance, and a plat review.

Quasi-judicial proceeding is the process which comports with constitutional due process requirements whereby a board adjudicates the private rights of the parties thereto in a quasi-judicial matter.

Secretary of the Board is the City Clerk for the City Commission and, for the Planning Commission and the Zoning Board of Appeals, is the employee appointed by the City Manager to act in such capacity.

Subject property is the real property which is the subject matter of a quasi-judicial proceeding.

b. Ex-Parte Communications.

Any person not otherwise prohibited by statue, charter provision, or ordinance may discuss with any city official the merits of any quasi-judicial matter on which action may be taken by a City board on which the city official is a member. Further, a city official may conduct investigations and site visits and may receive expert opinions regarding a quasi-judicial matter pending before the Board on which the city official is a member.

The written ex-parte communication shall be a public record of the City and shall be made a part of the record of the pending quasi-judicial proceeding. An ex-parte communication, investigation, site visit or expert opinion shall be disclosed by the city official who is a party thereto at the commencement of the hearing and shall include the substance of the communication, investigation, site visit or expert opinion as well as the identity of the person, group, or entity with whom any communication took place. Persons with opinions contrary thereto shall be given a reasonable opportunity to refute or otherwise respond to the information acquired by the communication, investigation, site visit or expert opinion.

c. Commencement Of Quasi-Judicial Proceedings

A quasi-judicial proceeding shall commence at such time as the Community Development Department certifies that it has received a complete petition. A complete petition shall include the appropriate filing fee and shall be date stamped by the department when properly filed. Each proceeding shall be given a case number and each case file shall be separately maintained by the Community Development Department as a public record of the City.

The petition shall identify the subject property by legal description and by street address, if available. The petition shall also identify the owner of the subject property, and all known residents and other occupants thereof at the time of application, by name, address and telephone number.

The petitioner shall be identified by name, address and telephone number. If the petitioner is not an individual, the petition shall contain the name, address and telephone number of the corporation or other entity in whose behalf the petition is filed and of the authorized representative of the petitioner.

If the petitioner is not the sole owner of the subject property, the petition shall be accompanied by a letter or other written notarized authorization from each owner that the applicant is authorized to file the specific petition.

d. Notice Of Quasi-Judicial Hearings.

Notice of the date, time and place of a quasi-judicial hearing shall be given as required by this Code for the type of quasi-judicial proceeding being commenced.

Mailed notice, if required, and published notice shall also advise that any affected person may become a party to such proceeding entitled to present evidence at the hearing including the sworn testimony of witnesses and relevant exhibits and other documentary evidence and to cross-examine all witnesses by filing a notice of intent to be a party with the secretary of the appropriate board not less than five days prior to the hearing.

e. Parties

The parties to a quasi-judicial proceeding shall be the petitioner, the City, and any affected person who files a notice of intent to be a party with the Community Development Department not less than five days prior to commencement of the hearing. Forms for a notice of intent shall be provided by the department upon request.

A party shall be entitled to participate at the hearing and may present evidence to the Board. A party may call witnesses, present relevant exhibits and other documentary evidence, cross-examine witnesses, make motions and objections, and present a summary statement to the Board at the conclusion of the evidence.

Any person who files a notice of intent to be a party shall be presumed to be an affected person unless the status of that person is challenged by another party. In this event, the Board shall determine whether or not the person who claims to be an affected person is an affected person as defined herein.

f. Quasi-Judicial Hearings

1. Generally.
A party in any quasi-judicial proceeding may be represented by legal counsel. Statements of counsel presented as argument during a quasi-judicial hearing shall not be considered as evidence. Counsel for a party shall not be subject to cross-examination.

The City Attorney shall act as attorney to the Board. Any motions or objections made by a party may be referred to the City Attorney for advisory ruling. The presiding officer shall act on behalf of the Board and shall respond to motions and other matters with the assistance of the City Attorney.

All testimony presented to the Board shall be under oath administered by the City Attorney or other person authorized to administer oaths. All parties shall have the opportunity to present evidence to the

Board and to call and cross-examine witnesses. A member of the Board may question a witness at any time during the testimony of that witness.

Any person may present personal testimony to the Board. Evidence relied upon by reasonably prudent persons in the conduct of their daily affairs shall be admissible in a court of law. Irrelevant or unduly repetitious evidence may be excluded by the presiding officer.

2. Order of presentation.
A quasi-judicial hearing shall begin with a statement by the City Attorney which shall include a summary of the petition, the standards to be applied to the evidence by the Board, the burden of proof, and the identity of all parties and the order of their presentations. The City Attorney also shall read any ex-parte communication reports filed with the Secretary of the Board into the record of the hearing.

The first party to present evidence to the board shall be the City. The City shall begin the hearing with an analysis of the petition which includes a consistency determination with regard to the City comprehensive plan and a determination of compliance with the procedural requirements of law. The City shall advise the Board specifically as to whether the petition meets all applicable standards of local law and any conditions which should be imposed in order to meet those standards. The City shall conclude its presentation with a specific recommendation to the Board to approve, to approve with conditions, or to deny the petition.

Following the presentation of the City, the petitioner shall make a presentation to include evidence relating to the applicable standards for review of the petition. The petitioner may include a description of the nature of the petition if there is additional information that has not been previously provided.

Other parties shall follow the petitioner in the order of their filed notices. Thereafter, persons who are not parties may testify. Last, the City and the petitioner shall be permitted to provide additional evidence to rebut the evidence presented by any other party or person.

At the conclusion of the evidence, each party shall be permitted to make a brief summary statement in the order of their appearance. Considering the complexity of the issues presented, the presiding officer may limit the time of summary statements.

g. Burden Of Proof; Conditions; Rezoning.

The petitioner shall have the burden of proof at the hearing to show by the greater weight of the evidence that the petition is consistent with the city comprehensive plan and complies with all procedural requirements of law. Conditions may be suggested by the petitioner, the City or any party, or may be imposed by the Board, which are intended to assure consistency and compliance.

If the quasi-judicial matter petitioned is a rezoning of land, once the petitioner satisfies the burden of proof at the hearing, the burden shall shift to the City or other party to show by the greater weight of the evidence that maintaining the existing zoning classification accomplishes a legitimate public purpose. In such event, the rezoning petition shall be denied.

h. Continuances.

A continuance of a quasi-judicial proceeding may be requested by any party at any time prior to the conclusion of the hearing. Such request may be granted by the board in the interests of justice and

fairness. If granted, the hearing shall be continued by the Board to a specific date and time considering the reason for the continuance.

i. Cross-examination.

After each witness testifies directly, each party shall be permitted to question the witness on cross-examination. The order of cross-examination shall be the same as the order of presentation established for the hearing. Cross-examination may include matters and issues which are not related to the direct testimony of the witness.

j. Deliberation By the Board.

The Board shall publicly deliberate on the evidence and shall limit its deliberation to the evidence presented at the hearing. During deliberation, no further testimony shall be taken and the Board members shall not ask for additional information of parties or witnesses.

The Board shall determine whether the petitioner has met the burden of proof by a showing that the petition is consistent with the city comprehensive plan and complies with all other applicable standards of review and procedural requirements of law. The Board shall also consider any lawful conditions which may be imposed necessary to meet the applicable standards of review. Deliberations shall conclude with a determination by the Board to approve, to approve with conditions, or to deny the petition.

k. Order

The determination of the Board shall be reduced to a written order in the form of an ordinance, resolution or other appropriate document. At the discretion of the Board, the order may be recorded in the public records of Coffee County, City of Douglas, Georgia. The costs of recording shall be paid by the petitioner.

The order shall be prepared by the City Attorney to conform exactly to the evidence presented at the hearing and to the determination of the Board. The order shall contain a clear statement of approval or denial, and shall include any and all conditions of approval necessary to assure consistency with the City comprehensive plan and compliance with other applicable standards of review and all procedural requirements of law.

l. Record of Proceedings.

A quasi-judicial hearing shall be tape recorded by the secretary of the Board. The tape recording shall be preserved by the secretary as a public record of the City. All evidence presented at the hearing in the form of documents, photographs, maps and other written documents shall be preserved with the tape of the hearing. Large exhibits may be preserved by the City in a place and manner convenient for preservation of the document.

m. Judicial review.

A final determination of the Board is subject to judicial review in the appropriate court of local jurisdiction. The record of the quasi-judicial proceedings conducted by the City shall be available to any person who seeks review of a final decision of a board until the expiration of the appeal period.

The time for appeal shall commence on the date the written order of the Board which sets forth its final determination is filed with the City Clerk.

Table 12- 1 Responsibilities for Recommending (X) and Final (XX) Action

Type of Application		Staff	Design Review Committee (DRC) or Historical Preservation Commission (HPC)	Planning Commission/ Board of Appeals	City Commission
Site Development Plan (SDP)	SFR: 4 lots or less MF: 5 units or less Non-Res: 5,999 sf or less bldg (all thresholds are cumulative)	**XX** **If 100% code compliant only; in case of unresolved issues after 60 days forward to City Commission for action**	**if required by Code**	**n/a**	**n/a**
	Minor: SFR: 5-10 lots; MF: 6 - 24 units or less without platting; Non-Res: 6,000 to 14,999 sf bldg Lodging: 5 units or less	**X**	**if required by Code**	**n/a**	**XX** **Regular agenda** **No public Hearing**
	Major: SFR:11 or more lots MF: 25 or more units NonRes: 15,000 sf or more of bldg Lodging : 6 or more units	**X**	**if required by Code**	**X**	**XX** **Regular Agenda**
Amendments to Site Dev. Plan	Minor	**XX**	**n/a**	**n/a**	**n/a**
	Major	**X**	**if required by Code**	**X**	**XX**
Minor Plats 4 lots or less		**XX**	**n/a**	**n/a**	**n/a**
Major Plats (Preliminary & Final):		**X**	**n/a**	**n/a**	**XX**
Exempt Plats		**X**	**n/a**	**n/a**	**n/a**
Permits: Building Permits, sign permits, land clearing permits etc		**XX**	**if required by Code**		
Telecommunications towers and antennas		**X**	**if required by Code**		**XX**
PD (Preliminary & Final)		**X**	**if required by Code**	**X**	**XX**
Zoning Map Amendment		**X**		**X**	**XX**
ULDC Text Amendment		**X**		**X**	**XX**
Variance		**X**		**XX (Board of Appeals)**	
Annexations		**X**		**X**	**XX**
Administrative Variance (10% or less of requirement)		**XX**			
Appeal of Administrative Decisions				**XX (Board of Appeals)**	