



AGENDA

WORK SESSION
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, OCTOBER 13, 2025

Publication Date: October 9, 2025

TIME: 6:30 p.m.

DATE: October 13, 2025

PLACE: City Hall Conference Room 145

I. CALL TO ORDER

II. REVIEW REGULAR BUSINESS MEETING AND PUBLIC HEARING AGENDA ITEMS

III. REVIEW CORRESPONDENCE

IV. CITY ATTORNEY'S REPORT

V. DISCUSSION ITEMS

- a) Update of Ongoing Projects [Bender]
- b) Discussion About Drone Delivery Programs [Bender]
- c) Discussion About Property Maintenance Ordinance Amendment [Warner]
- d) Update from the Towne Green Revitalization Committee [Carter]

VI. EXECUTIVE SESSION

An Executive Session may be called:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).
- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

VII. ADJOURNMENT



AGENDA

PUBLIC HEARING & REGULAR BUSINESS MEETING
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, OCTOBER 13, 2025

Publication Date: October 9, 2025

TIME: 7:30 p.m.

DATE: October 13, 2025

PLACE: Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE TO THE FLAG

IV. CEREMONIAL MATTERS

V. MINUTES

Approve the Minutes of the September 22, 2025 Meetings

VI. INVITED GUESTS

- a) Interim Chief Operations Officer Patrick Burke with Gwinnett County Public Schools
- b) Ann Mills with Overcomer's House

VII. COMMITTEE / DEPARTMENT REPORTS

VIII. APPROVAL OF THE AGENDA

IX. PUBLIC HEARING

None

X. CONSENT AGENDA (Please see *Note)

XI. OLD BUSINESS

XII. NEW BUSINESS

- a) Consideration and Action on Approval of Real Estate Purchase [Bender]

- b) Consideration and Action on Approval the Updated Americans with Disabilities Act (ADA) Transition Plan [Bender]

XIII. COUNCIL REPORTS

XIV. MAYOR'S REPORT

XV. PUBLIC COMMENTS

- Section 2-53
Each member of the public who wishes to address the Mayor and City Council in public session must submit their name, address and the topic (be as specific as possible) of their comments to the City Clerk prior to making such comments. Individuals will be allotted five minutes to make their comments and such comments must be limited to the chosen topic. Members of the public shall not make inappropriate or offensive comments at a City Council meeting and are expected to comply with our adopted rules of decorum.
- Decorum
You must conduct yourself in a professional and respectful manner. All remarks should be directed to the Chairman and not to individual Council Members, staff or citizens in attendance. Personal remarks are inappropriate.

XVI. EXECUTIVE SESSION

An Executive Session may be called:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).
- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

XVII. ADJOURNMENT

***Note: Items on the Consent Agenda may be read by title only. Upon the request of any Council Member, any item may be removed from the Consent Agenda and placed on the Regular Agenda prior to the adoption of the Regular Agenda. The Consent Agenda, or the remainder thereof omitting the challenged items, shall be adopted by unanimous consent.**

**CITY OF SNELLVILLE
MEETINGS AND LOCAL EVENTS
OCTOBER 13, 2025**

October 13

Council Meeting

Monday, October 13, 2025

**6:30 p.m. Work Session – Conference Room 145,
City Hall**

7:30 pm Meeting - Council Chambers, City Hall

October 14

Advance Voting Begins for the Nov. 4, 2025

General Election

Tuesday, October 14, 2025

9:00 a.m. until 5:00 p.m.

Community Room, City Hall

Voting is daily Oct 14 – Oct 31 except Sundays

October 15

Downtown Development Authority Meeting

Wednesday, October 15, 2025

**4:30 p.m. – 2nd Floor Conference Room 259, City
Hall**

October 16

Downtown Tunes – Free Concert at the Grove

Thursday, October 16, 2025

Free Music by Happy Hour

6:00 pm to 9:00 pm

The Grove at Towne Center

October 19

Broadcast of September 8, 2025 Council Meeting

Sunday, October 19, 2025

**Watch the broadcast on Comcast Channel 25 at
6:30 pm**

October 24

Trick or Treat & Movie Night at the Grove

Friday, October 24, 2025

Trick or Treat at local businesses

Movie under the stars - Hocus Pocus starts at dusk

6:00 pm to 9:00 pm

The Grove at Towne Center

October 25

Fall Festival on the Towne Greene

Saturday, October 25, 2025

12:00 pm to 6:00 pm

Towne Green

October 27

Council Meeting

Monday, October 27, 2025

**6:30 p.m. Work Session – Conference Room 145,
City Hall**

7:30 pm Meeting - Council Chambers, City Hall

October 28

Planning Commission Meeting - CANCELED

Tuesday, October 28, 2025

**7:00 pm Work Session – Conference Room 145,
City Hall**

7:30 pm Meeting - Council Chambers, City Hall

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GWINNETT COUNTY
BOARD OF COMMISSIONERS
LAWRENCEVILLE, GEORGIA

ORDINANCE ENTITLED: PROPERTY MAINTENANCE ORDINANCE

ADOPTION DATE: JUNE 6, 2023

At the regular meeting of the Gwinnett County Board of Commissioners held in the Gwinnett Justice and Administration Center, Auditorium, 75 Langley Drive, Lawrenceville, Georgia.

Name	Present	Vote
Nicole L. Hendrickson, Chairwoman	Yes	Aye
Kirkland Carden, District 1	Yes	Aye
Ben Ku, District 2	No	<u> </u>
Jasper Watkins III, District 3	Yes	Aye
Matthew Holtkamp, District 4	Yes	Aye

On the motion of Commissioner Carden, which carried by a 4-0 vote, the Code of Ordinances of Gwinnett County is hereby amended by repealing Article VII of Chapter 14, entitled "Property Maintenance," in its entirety and replacing it with a new Article VII of Chapter 14, entitled "Property Maintenance."

WHEREAS, the Board of Commissioners is authorized to adopt ordinances for the purpose of protecting and preserving the public health, safety, and welfare of Gwinnett County and its residents; and

WHEREAS, the Gwinnett County Board of Commissioners first adopted a Property Maintenance Ordinance in 1998 and most recently amended the Property Maintenance Ordinance in 2012; and

WHEREAS, the Property Maintenance Ordinance, as amended, provides minimum standards for the exterior condition of structures and properties in unincorporated Gwinnett County; and

WHEREAS, since the adoption of the Property Maintenance Ordinance, Gwinnett County has experienced a noticeable improvement in the maintenance and appearance of residential and non-residential structures and properties; and

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WHEREAS, Gwinnett County receives inquiries, concerns, and complaints from its residents regarding the interior condition of residential rental properties that Gwinnett County is unable to address because the Property Maintenance Ordinance currently does not regulate the interior condition of structures; and

WHEREAS, the Board of Commissioners believes it is necessary for the public health, welfare, safety, and quality of life of Gwinnett County and its residents to establish minimum standards for the interiors of residential rental properties and to update, strengthen, and clarify the standards applicable to the exteriors of residential and non-residential structures and properties to better meet the needs of its residents; and

WHEREAS, pursuant to O.C.G.A. § 8-2-25, Gwinnett County is authorized to adopt and enforce certain state minimum standard codes; and

WHEREAS, the International Property Maintenance Code, 2018 Edition with 2021 Georgia State Amendments (IPMC), is one of the state minimum standard codes Gwinnett County is authorized to adopt; and

WHEREAS, the IPMC addresses interior conditions, including the following: (1) structural maintenance, (2) light, ventilation and occupancy, (3) plumbing, heating and electricity, and (4) fire safety; and

WHEREAS, to meet the needs of individual local governments, O.C.G.A. § 8-2-25 provides a process for the adoption of local amendments to the state minimum standard codes, including the IPMC, upon a demonstration by the local governing body that local conditions justify such amended requirements that are not less stringent than those specified in the state minimum standard codes for the protection of life and property; and

WHEREAS, the process established by O.C.G.A. § 8-2-25 requires that proposed local amendments to the state minimum standard codes, legislative findings of the local governing body regarding the proposed amendments, and such other documentation as the local governing body deems helpful in justifying the proposed amendments be submitted to the Department of Community Affairs for review and recommendation prior to adoption of local amendments by the local governing body; and

WHEREAS, by Resolution adopted February 21, 2023, the Board of Commissioners made legislative findings regarding proposed local amendments to the IPMC and directed the Director of the Department of Planning and Development to submit the proposed local amendments to the Department of Community Affairs for review and recommendation pursuant to O.C.G.A. § 8-2-25; and

WHEREAS, by letter dated April 18, 2023, Ted Miltiades, Director of the Office of Construction Codes for the Department of Community affairs, notified the Director of the

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Department of Planning and Development that the Department of Community Affairs had completed its review of the proposed local amendments and had no comment on the proposed amendments; and

WHEREAS, the Board of Commissioners finds that it is in best interests of Gwinnett County to amend the Property Maintenance Ordinance to include adoption of the IPMC, with the local amendments reviewed by the Department of Community Affairs, to establish minimum standards for the interiors of residential rental properties; and

WHEREAS, the Board of Commissioners further finds that it is in the best interests of Gwinnett County to make additional amendments to the Property Maintenance Ordinance to update, strengthen, and clarify the standards applicable to the exteriors of residential and non-residential structures and properties.

NOW, THEREFORE, BE IT ORDAINED that the Gwinnett County Board of Commissioners hereby repeals Article VII of Chapter 14 of the Code of Ordinances of Gwinnett County, entitled "Property Maintenance", in its entirety and replaces it with a new Article VII of Chapter 14, entitled "Property Maintenance", which is attached hereto as Exhibit A and incorporated by reference herein.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this ordinance shall become effective on July 31, 2023.

BE IT FURTHER RESOLVED that all ordinances, regulations or parts of the same in conflict with this Resolution are hereby rescinded to the extent of said conflict.

GWINNETT COUNTY BOARD OF COMMISSIONERS

BY: Nicole L. Hendrickson
NICOLE L. HENDRICKSON, CHAIRWOMAN

ATTEST:

Tina M. King
TINA KING, COUNTY CLERK

APPROVED AS TO FORM:

Jenny S. Carter
JENNY S. CARTER
DEPUTY COUNTY ATTORNEY



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EXHIBIT "A"
PROPERTY MAINTENANCE ORDINANCE
ARTICLE VII OF CHAPTER 14

Sections 14-255 through 14-415 shall be deleted in their entirety and replaced with the following:

Article VII. – Property Maintenance

Division 1. - Generally

Sec. 14-255. - Title.

The title of this article shall be the Gwinnett County Property Maintenance Ordinance, and may be cited hereinafter as this article.

Sec. 14-256. - Purpose.

The purpose of this article is to establish minimum requirements and standards for premises and structures in order to promote and protect the public health, safety, convenience, order and general welfare of the citizens of the county.

Sec. 14-257. - Scope.

This article shall apply to all commercial, office, industrial, multifamily, and single-family residential structures and premises and shall constitute the minimum requirements and standards for existing structures and premises.

Sec. 14-258. - Definitions.

Unless otherwise noted, terms not defined herein shall have their meaning as defined in the Unified Development Ordinance and the Gwinnett County Construction Code, or in the absence of such definition, words shall have their common dictionary definition. Whenever the term "dwelling unit," "premises," "building," "rooming house," "rooming unit" or "story" are stated in this article, they shall be construed as if they were followed by the words "or any part thereof." The following definitions shall apply in the interpretation and enforcement of this article:

Bathroom means a room containing plumbing fixtures, including a bathtub or shower.

Bedroom means a separate room planned or intended for sleeping, separated from other rooms by a door, and accessible to a bathroom without crossing another bedroom.

Boarding-up means erecting, installing, placing, or maintaining boards over the doors, windows, or other openings of any building or structure or otherwise securing such openings by a means other than the conventional method used in the original construction and design of the building or structure.

Dwelling unit means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

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Exterior property means the open space on the premises and on adjoining property under the control of owners or operators of such premises.

Garbage means the animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

Habitable space means space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, garages, and similar areas are not considered habitable spaces.

Junk vehicle means any vehicle, automobile, truck, van, trailer of any kind or type, or contrivance or part thereof which is wrecked, dismantled, partially dismantled, stripped, partially stripped, inoperative, abandoned, discarded, or kept parked, stored or maintained on any premises or public right-of-way without a current license plate and/or decal displayed on the vehicle.

Local agent means any person or entity empowered by a creditor, mortgagee, or transferee to:

- (1) Ensure security and maintenance;
- (2) Comply with code enforcement orders issued by the county;
- (3) Provide a trespass authorization upon request of an enforcement officer;
- (4) Conduct inspections; and
- (5) Serve as an agent authorized to receive any citation under this article and notice pertaining to any court or enforcement proceeding in connection with the enforcement of this article.

Maintenance means the act of keeping property, structures or vegetation in a proper condition so as to prevent their decline, failure or uncontrolled growth.

Occupancy means the purpose for which a building is utilized or occupied.

Occupant means any individual living or sleeping in a building; or having legal possession of a space within a building.

Operator means any person who has charge, care or control of a structure or premises which is let or offered for occupancy. A real estate broker or salesperson licensed pursuant to O.C.G.A. title 43, ch. 40 (O.C.G.A. § 43-40-1 et seq.) is not an operator for the purposes of this article unless such broker or salesperson is under contract to provide property management services to the owner of such structure or premises.

Owner means any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state or county as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Premises means a lot, plot or parcel of land including any structures thereon.

Property means any unimproved or improved residential or nonresidential real property, or portion thereof, situated in unincorporated Gwinnett County and includes the buildings or structures located on the real property regardless of condition.

Rubbish means discarded waste paper, cartons, boxes, wood, tree branches, yard trimmings, furniture, appliances, metals, cans, glass, crockery, and/or similar materials.

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Securing means such measures as may be directed by the director of the department of planning and development or his designee that render the property inaccessible to unauthorized persons, including, but not limited to, the repairing of fences and walls, chaining or padlocking of gates, the repairing of doors, windows or other openings.

Swimming pool means a water filled enclosure, permanently constructed or portable, having a depth of more than 18 inches below the level of the surrounding land, or an aboveground pool, having a depth of more than 30 inches, designed, used, and maintained for swimming and bathing.

Toilet room means a room containing a water closet or urinal but not a bathtub or shower.

Trash means combustible and noncombustible waste material, except garbage, including paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, cans, metals, bricks, lumber, concrete, mineral matter, glass, crockery, and including the residue from the burning of wood, coal, coke or other combustible material.

Weeds means all rank vegetative growth, including, but not limited to, kudzu, poison ivy, jimsonweed, burdock, ragweed, thistle, cocklebur, dandelion, plants of obnoxious odors, or other similar unsightly vegetative growths; however, the term "weeds" shall not include cultivated flowers, fruits and vegetables, and gardens.

Yard trimmings means leaves, brush, grass clippings, pruned shrub and tree debris, discarded Christmas trees, nursery and greenhouse vegetative residuals, and vegetative matter resulting from landscaping development and maintenance other than mining, agricultural, and silvicultural operations.

Sec. 14-259. - Penalties.

(a) *Fine and/or sentence.* Any person convicted by a court of competent jurisdiction of violating any provision of this article shall be guilty of violating a duly adopted ordinance of the county and shall be punished either by a fine not less than \$250.00 per day and not to exceed \$1,000.00 per day, or by a sentence of imprisonment not to exceed 60 days in jail, or both a fine and jail or work alternative. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

(b) *Powers of the court.* The court shall have the power and authority to order the violation corrected in compliance with this article and the court may require payment of restitution or impose other punishments allowed by law.

(c) *Other legal remedies.* In any case in which a violation of this article has occurred, the county, in addition to other remedies provided by law, may petition for a restraining order, injunction, abatement, or take any other appropriate legal action or proceeding through a court of competent jurisdiction to prevent, restrain, or abate such unlawful use or activity.

Sec. 14-260. - Transfer of ownership

It shall be unlawful for the owner of any building or structure who has received a notice of violation to sell, transfer, mortgage, lease or otherwise dispose of such building or structure until the provisions of the notice of violation have been complied with, or until such owner shall furnish to the director of planning and development or designee a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such notice of violation and fully accepting the responsibility, without condition, for making the

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corrections or repairs required by such notice of violation. Any citation for violation of this section shall be issued to the transferor of the property listed on the face of the document evidencing conveyance of the property.

Secs. 14-261 – 14-283. – Reserved.

Division 2. – Property

Sec. 14-284. - Fences and walls.

(a) Fences and walls shall be maintained in a structurally sound condition and in good repair. Fences shall be free from loose or rotting materials and shall have braces and supports attached or fastened in accordance with common building practices. Fences shall be maintained free of nails protruding more than 1/16 -inch beyond the face of any uncovered fence member.

(b) Wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Paint that is peeling, flaking, chipped, or faded to the extent that it no longer protects the underlying surface shall be eliminated and surfaces repainted.

(c) All damaged or missing portions of a fence shall be replaced with comparable materials and shall be attached to the existing portion of the fence. Fences shall not be externally braced in lieu of replacing or repairing posts, columns or other structural members.

(d) Exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.

Sec. 14-285. - Graffiti.

It shall be a violation of this article for any person having a legal or equitable interest in a parcel of real property to permit graffiti to remain on a structure located thereon for a continuous period of more than 72 hours. For purposes of this section, the term "graffiti" shall have the same meaning as set forth in O.C.G.A. § 17-15A-2.

Sec. 14-286. - Grass, weeds, and uncultivated vegetation.

(a) Premises and exterior property shall be maintained free from grass, weeds, or uncultivated vegetation in excess of 12 inches in height.

Exceptions:

(1) Any parcel zoned RA-200 (Agriculture-Residence District) that is greater than one acre in size.

(2) Any parcel within a single-family residential zoning classification that is greater than three acres in size.

(b) Property owners abutting a right-of-way shall not allow yard trimmings to accumulate on a public street or sidewalk.

(c) The unpaved areas of front yards shall be maintained with grass, ground cover or other type of landscaping to such an extent that the soil is not subject to erosion.

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Sec. 14-287. - Junk vehicles.

Junk vehicles shall not be kept, permitted, parked, stored or maintained on any premises or public right-of-way.

Exceptions:

- (1) Junk vehicles which are kept within a fully enclosed building on property in residential zoning districts provided the owner or occupant of the property is in the process of reconditioning the junk vehicle for personal use;
- (2) Junk vehicles which are kept on property in zoning districts authorized by the UDO for repairing, reconditioning or remodeling junk vehicles and provided that such junk vehicles are not stored for the purpose of salvage of parts but are in the continual process of repair, reconditioning or remodeling;
- (3) Junk vehicles which are kept on property in zoning districts as authorized by the UDO for a junk or salvage yard.

Sec. 14-288. - Driveways and walkways.

All private driveways and walkways connecting a driveway to a building shall be maintained in a passable condition so as to allow safe vehicular and pedestrian ingress and egress to the building served. For purposes of this section, there is a rebuttable presumption that a private driveway or walkway is impassable if the driveway or walkway contains a grade separation of six inches or more.

Sec. 14-289. – Outdoor storage.

Outdoor storage of any goods, materials, merchandise, equipment, appliances, building material, other materials, or similar items shall not be permitted or maintained on any premises. Outdoor storage shall include portable moving or storage containers and tractor trailers.

Exceptions:

- (1) Property where outdoor storage is authorized by the Unified Development Ordinance;
- (2) Cut wood which is neatly stacked in lengths not to exceed three feet for the personal use of the owner or occupant and which is stored in a side or rear yard;

Sec. 14-290. - Trees.

(a) *Dead trees.* Dead trees shall not be allowed to exist or to be maintained on any premises which are hazardous to persons on adjacent property or to adjacent property. A finding by a registered forester or certified arborist shall constitute prima facie evidence that a tree is in danger of falling upon adjacent lots or public streets due to the death of the tree.

(b) *Tree stumps.* Tree stumps greater than 12 inches in height above ground level shall not be permitted or maintained on any premises for more than 14 days after the tree has been cut.

Exceptions:

- (1) Property covered by a valid land disturbing permit;
- (2) Property zoned RA-200 (Agriculture-Residence District).

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(c) *Tree debris*. Felled trees, slash, or removed tree limbs shall not be permitted or maintained on the ground on any premises for more than 14 days.

Exceptions:

- (1) Property covered by a valid land disturbing permit;
- (2) Cut wood which is neatly stacked in lengths not to exceed three feet and which is stored in a side or rear yard;
- (3) Property zoned RA-200 (Agriculture-Residence District);
- (4) Composting activities which comply with state law.

Sec. 14-291. - Swimming Pools, Spas, and Hot Tubs

(a) *Swimming Pools*. Swimming pools shall be maintained in a clean and sanitary condition and shall be structurally and mechanically sound.

(b) *Enclosures*. Private swimming pools, hot tubs, and spas containing water more than 24 inches in depth shall be completely surrounded by a fence or barrier not less than 48 inches in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches from the gatepost. An existing pool enclosure shall not be removed, replaced, or changed in a manner that reduces its effectiveness as a safety barrier. When the sides of an above ground pool are used as the barrier, the ladder or steps shall be secured, locked, or removed to prevent access, or the ladder or steps shall be surrounded by a barrier which meets these requirements.

Sec. 14 – 292. - Lighting

Lighting fixtures in parking lots, common areas, and on buildings within non-residential, hotel, and multifamily properties shall be maintained in good working order to provide consistent illumination of the surrounding area.

Sec. 14 – 293. – Sanitation

Exterior property and premises shall be maintained in a clean, safe, and sanitary condition. The owner and occupant shall be responsible for keeping the exterior property in a clean and sanitary condition and preventing the accumulation of stagnant water. The exterior property and premises shall be kept free of garbage, rubbish, litter, and trash.

Exception:

Rubbish, garbage, trash or other similar items placed outside for collection by an authorized waste hauler not more than 24 hours prior to the designated collection date for that property.

Secs. 14-294 - 14-317. - Reserved.

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Division 3. – Buildings

Sec. 14-318. - Numbering requirements.

(a) *Assignment.* Street numbers for dwelling units, places of business, apartment and condominium developments, and nonresidential developments on public and private streets shall be assigned by the department of planning and development in accordance with its administrative procedures.

(b) *One- and two-family dwelling unit requirements.* Each one- and two-family dwelling unit shall have posted and maintained in a conspicuous place on the property, visible from the street, providing general public access, the street number of such dwelling unit in figures at least four inches high on a contrasting background that will allow 24-hour visibility.

(c) *Multifamily requirements.* Each multifamily building with three or more dwelling units shall have posted and maintained in a conspicuous place on the building, visible from the parking lot or street providing general public access, the addresses or numbers of the building in figures at least four inches high on a contrasting background and each individual apartment/unit within the building shall be marked on or about its main entrance with the individual apartment/unit number and/or address in figures at least four inches high on a contrasting background that will allow 24-hour visibility. In addition to these requirements, where a multifamily building has more than one exterior entrance, each such entrance shall be marked, in figures at least four inches high on a contrasting background, with the number and/or address of each and every individual apartment/unit or numerical range of apartment units to which access is provided through that common entrance.

(d) *Business and other nonresidential building requirements.* Each business or other nonresidential building shall have posted and maintained in a conspicuous place of the property, visible from the street providing public access, the address, street number, and/or building number of such building in figures at least four inches high on a contrasting background that will allow 24-hour visibility.

Sec. 14-319. – Exterior surface treatment

All exterior surfaces, including, but not limited to, doors, door and window frames, cornices, porches and trim shall be maintained in good repair. Exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Paint that is peeling, flaking, chipped, or faded to the extent that it no longer protects the underlying surface shall be eliminated and surfaces repainted. All siding and masonry joints shall be maintained weather-resistant and watertight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion.

Sec. 14-320. - Exterior walls.

Exterior walls of buildings shall be maintained free from holes, breaks, loose or rotting materials, and shall be maintained weatherproof and properly surface coated as needed to prevent deterioration.

Sec. 14-321. – Foundation walls and structural members

All foundation walls and structural members shall be maintained so as to carry the safe design and operating dead and live loads of the structure and shall be maintained plumb and free from

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open cracks and breaks so as not to be detrimental to public safety and welfare. Every foundation, exterior wall, and other exterior surface shall be maintained in a workmanlike state of maintenance and repair.

Sec. 14-322. - Roofs.

Roofs of buildings shall be maintained so that they are structurally sound and in a safe condition and have no defects which might admit rain or cause dampness in the interior portions of a building. All portions, additions or sections of a roof, including, but not limited to, the fascia, eave, soffit, sheathing, rafter tail, barge rafter, vent screening, gutter, downspout, roof jack, and metal flashing, shall be complete with all trim strips, moldings, brackets, braces and supports attached or fastened in accordance with common building practices. Gutters must be free of vegetation and in good repair. Roof drainage shall be adequate to prevent rainwater from causing dampness or deterioration in the walls or interior portion of the building.

Sec. 14-323. - Exterior stairways, decks, porches and balconies.

Exterior stairways, decks, porches and balconies, and all appurtenances attached thereto, of buildings shall be maintained so that they are structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

Sec 14-324. – Windows

Windows of buildings shall be fully supplied and maintained with glass window panes or with a substitute approved by the director of the department of planning and development, and such glass or substitute material shall be without open cracks or holes. Screens, if provided, shall be securely fastened to the window and maintained in good repair. Windows other than fixed windows shall be capable of being opened with reasonable ease and shall be held in position by appropriate window hardware, to include a functioning locking mechanism, and maintained in proper working condition.

Sec 14-325. – Exterior doors and frames

Exterior doors of buildings shall be maintained so that they fit reasonably well within their frames so as to substantially prevent rain and wind from entering a building. Exterior door jambs, stops, headers and moldings shall be securely attached to the structure and maintained in good condition without splitting or deterioration. Additionally, exterior doors shall be provided with proper hardware, to include a functioning locking mechanism, and maintained in proper working condition

Sec. 14-326. - Garage doors.

Garage doors shall be capable of being closed reasonably plumb, properly attached, and the exterior surface of garage doors shall be maintained weatherproof so as to prevent deterioration.

Sec. 14-327. - Decorative features.

Cornices, belt courses, corbels, terra cotta trim, wall facings, shutters, light fixtures, and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

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Sec. 14-328. – Overhang Extensions

Overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. Where required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

Sec. 14-329. – Chimneys and towers

Chimneys, cooling towers, smokestacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

Sec. 14-330. - Vacant structures.

Vacant structures shall be maintained in good repair and be in compliance with all applicable laws, codes, and ordinances. Any vacant structure shall, at a minimum:

- (1) Have all doors and windows and other openings weathertight and secured against entry by the general public as well as animals. The vacant structure shall be secured using the conventional methods used in the original construction. Where securing the structure through conventional methods is not feasible or where the owner desires to board up the vacant structure, the owner or interested party must obtain a separate boarding-up permit from the department of planning and development.
- (2) All roof and roof flashings shall be sound and tight such that no rain will penetrate the structure and must allow for appropriate drainage so as to prevent deterioration of the interior walls or other interior portions of the structure.
- (3) The structure must be maintained in good repair, be structurally sound and free from rubbish, garbage and other debris.
- (4) Supporting members of the structure shall be capable of bearing both live and dead loads and the foundation walls likewise shall be capable of supporting an appropriate load.
- (5) The exterior of the structure shall be free of loose or rotten materials as well as holes. Any exposed metal, wood or other surface shall be protected from the elements by appropriate weather coating materials (paint or similar treatment).
- (6) All balconies, canopies, signs, metal awnings, stairways, fire escapes or other overhanging extensions shall be in good repair and appropriately anchored. The exposed metal and wood surface of such overhanging extensions shall also be protected from the elements against rust or decay by appropriate application of paint or similar weather coating.
- (7) Any accessories or appurtenant structures, including, but not limited to, garages, sheds or other storage facilities, shall meet the standards set forth in this section.
- (8) Have a plan for winterization of the vacant property if necessary.
- (9) Retaining walls, drainage systems, or other structures must be maintained in good repair and be structurally sound. Any existing fence shall be maintained in good repair with gates locked at all times.

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(10) Be in compliance with all applicable provisions of this chapter and all other applicable codes and ordinances of Gwinnett County.

Sec. 14-331. - Boarding-up structures.

(a) Boarding-up permit. No person, firm, association or corporation shall erect, install, place, or maintain boards over the doors, windows or other opening of any building or structure or otherwise secure such opening by a means other than the conventional method used in the original construction and design of the building or structure without first obtaining a valid boarding-up permit in accordance with this section. Any properties with boards existing at the time of the adoption of the ordinance from which this section is derived will have 60 days from the date of the adoption of the ordinance from which this section is derived to submit an application to the department of planning and development for a permit to continue to board.

(b) The department of planning and development may issue a boarding-up permit only upon satisfaction of the following conditions:

(1) Submission of a written application by the owner of the property or his authorized representative, including the following information:

- a. Name, address and telephone number of the owner;
- b. Name, address and telephone number of any local agent of the owner;
- c. Tax parcel identification number of the premises on which the structure is situated;
- d. Common address of the structure;
- e. Other information as may be required by the department.

(2) Payment of the required fee by the owner of the property or his authorized representative.

(3) Submission of a written statement or plan by the owner or the property or his authorized representative specifying:

- a. Length of time the owner expects the boarding-up to continue;
- b. Proposed plan to secure or board up the structure, including a detailed description regarding the manner and materials.
- c. Proposed maintenance plan detailing the monitoring and maintenance of the structure and premises in conformance with this article.

(4) The county may conduct an inspection of the subject property to ensure that the structure is boarded up in accordance with the plan approved by the department of planning and development.

(c) A boarding-up permit issued pursuant to this section shall authorize the boarding-up or other securing of a building or structure for a period of six months. An owner of a property desiring to continue to board his property beyond the six-month term must submit a renewal application to renew the boarding-up permit and continue to meet the requirements for the issuance of a new boarding-up permit. The permit may be renewed within 30 days of the expiration of the original upon payment of necessary fees. A new permit must be obtained if the original permit is not renewed within 30 days of the expiration of the original permit.

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(d) No boarding-up permit shall be required to board-up a building for up to 30 days in the event of a temporary emergency situation, including, but not limited to, damage caused by vandalism, theft or weather. In the event an emergency situation requires a building or structure to be boarded-up for more than 30 days, the owner of the building or structure or his authorized representative must obtain a valid building permit for repair or a valid boarding-up permit in accordance with this section.

(e) The boarding of doors, windows, or other openings of any building or structure or any means of securing such openings, other than by the conventional method used in the original construction and design of the building or structure, shall be according to the specifications approved under the permit. All boarded openings shall be painted with a minimum of two coats of exterior paint, which is of a color compatible with the exterior color of the building or structure.

(f) Any structure which is boarded shall be in compliance with all applicable codes and ordinances of the county.

(g) Any structure which is boarded up shall be posted with the name, permit information, and 24 hour contact phone number of the local agent.

Sec. 14-332. - Burned structures.

Whenever any building or structure is partially burned, the owner or person in control shall, within 30 days after completion of the scene investigation by the fire department and/or insurer of the property, remove from the premises all refuse, debris, and all charred and partially burned lumber and material. If such building or structure shall be burned to such an extent that it is rendered incapable of being repaired, the owner or person in control shall, within 60 days after completion of the scene investigation by the fire department and/or insurer of the property, remove from the premises all the remaining portion of the building or structure. If the building or structure is to be repaired, a permit shall be obtained and work shall begin within 60 days after completion of the scene investigation by the fire department and/or insurer of the property and shall be completed within 180 days from the date a permit is obtained.

Secs. 14-333 – 14-348. – Reserved.

Division 4. – Residential Interior Property Maintenance

Sec. 14-349 - Adoption of International Property Maintenance Code

The edition of the International Property Maintenance Code promulgated pursuant to O.C.G.A §8-2-25, as amended from time to time, is adopted by reference, subject to all exceptions, amendments, and modifications contained in this Division. In any case where a provision of this code shall be in conflict with any other code or requirement of the county, the provision which establishes the higher standard for the promotion and protection of the health and safety of the public shall prevail, such higher standard being that determined by the director of planning and development or his or her designee.

Sec. 14-350 – Amendments to International Property Maintenance Code

1. Section 101.1 – Title - shall be deleted in its entirety and replaced with the following:

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Title. These regulations shall be known as the International Property Maintenance Code of Gwinnett County, Georgia, hereinafter referred to as "this code."

2. Section 101.2 - Scope - shall be deleted in its entirety and replaced with the following:

Scope. The provisions of this code shall apply to all existing residential structures and existing residential premises and constitute minimum requirements and standards for residential premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary maintenance; the responsibility of owners, an owner's authorized agent, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties. The provisions of this code shall only apply to structures and premises that are not occupied by the owner and are being rented or made available for rent.

3. Section 102.3 - Application of other codes - shall be deleted in its entirety and replaced with the following:

Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the Gwinnett County Construction Code and Unified Development Ordinance, International Building Code, International Existing Building Code, International Energy Conservation Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Residential Code, International Plumbing Code and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the Gwinnett County Unified Development Ordinance.

4. Section 103 - Department of Property Maintenance - shall be amended to have a new title that reads as follows: Code Enforcement Division

5. Section 103.1 - General - shall be deleted in its entirety and replaced with the following: General. The Director of Planning and Development or his or her designee shall be responsible for enforcing the provisions of this code and shall be known as the code official.

6. Sections 103.2 – Appointment, 104.3 - Right of entry, 106.1 - Unlawful acts, 106.3 - Prosecution of violation, and 106.4 - Violation penalties - shall be deleted in their entirety.

7. Section 107.2 – Form - shall be deleted in its entirety and replaced with the following: Form. Such notice prescribed in Section 107.1 shall be in accordance with all of the following:

- i. Be in writing.
- ii. Include a description of the real estate sufficient for identification.
- iii. Include a statement of the violation or violations and why the notice is being issued.
- iv. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code.

8. Section 107.6 – Transfer of Ownership – shall be deleted in its entirety and replaced

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with the following:

Transfer of Ownership. Requirements related to transfer of ownership are included in Section 14-260 of the Gwinnett County Code.

9. Section 108 - Unsafe Structures and Equipment - shall be deleted in its entirety and replaced with the following:

Unsafe Structures and Equipment. The inspection, determination, and abatement of unsafe structures and other nuisances shall be administered pursuant to Article II of Chapter 38 of the Gwinnett County Code.

10. Section 110 - Demolition - shall be deleted in its entirety and replaced with the following:

Demolition. The inspection, determination, and abatement of unsafe structures and other nuisances shall be administered pursuant to Article II of Chapter 38 of the Gwinnett County Code.

11. Section 111 - Means of Appeal - shall be deleted in its entirety

12. Section 112 - Stop Work Order - shall be deleted in its entirety and replaced with the following:

Stop Work Order. A stop work order shall be issued as warranted pursuant to Section 111.3 of the Gwinnett County Construction Code and Section 120-40 of the Unified Development Ordinance.

13. Section 201.3 - Terms defined in other codes - shall be deleted in its entirety and replaced with the following:

Where terms are not defined in this code and are defined in the International Building Code, International Existing Building Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, International Residential Code, Gwinnett County Construction Code, Unified Development Ordinance or NFPA 70, such terms shall have the meanings ascribed to them as stated in those codes.

14. Section 202 - General Definitions - shall be amended to include the following new or amended definitions:

CODE OFFICIAL. The official who is charged with the administration and enforcement of this code, or any duly authorized representative. Whenever the term "code official" appears in the code, it shall be construed to mean the director of planning and development or his or her designee.

DWELLING shall have the meaning provided in Title I of the Unified Development Ordinance.

HISTORIC BUILDING shall have the meaning provided in Title I of the Unified Development Ordinance.

15. Sections 302 - Exterior Property Areas - shall be deleted in its entirety and replaced with the following.

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Exterior Property Areas. Requirements related to exterior property areas are included in Division 2 of Chapter 14 of the Gwinnett County Code.

16. Section 303 - Swimming pools, spas, and hot tubs - shall be deleted in its entirety and replaced with the following:

Swimming pools, spas, and hot tubs. Requirements related to swimming pools, spas, and hot tubs are included in Section 14-291 of the Gwinnett County Code.

17. Section 304 – Exterior Structure - shall be deleted in its entirety and replaced with the following:

Exterior Structure. Requirements related to exterior structural maintenance are included in Division 3 of Chapter 14 of the Gwinnett County Code.

18. Section 404.3 – Minimum ceiling heights – shall be amended to include a new exception:

4. Rooms that met applicable state minimum building codes when a certificate of occupancy was issued

19. Sections 502.3 – Hotels, 502.4 – Employees’ facilities, 502.5 – Public toilet facilities, and 503.3 - Location of employee toilet facilities, and 507.1 - General - shall be deleted in their entirety.

20. Section 602.3 - Heat supply - shall be amended to add applicable dates of January 1 through December 31.

21. Section 602.4 - Occupiable work spaces - shall be deleted in its entirety.

22. Section 701.1 - Scope - shall be deleted in its entirety and replaced with the following:

Scope. The provisions of this chapter shall govern the minimum conditions and standards for fire safety relating to structures and exterior premises, including fire safety facilities and equipment to be provided. The provisions of this chapter shall not apply to premises within the jurisdiction of the Gwinnett County fire marshal.

23. Sections 702.2 - Aisles, 703.4 - Opening protectives, 703.5 - Ceilings, 703.6 - Testing, 703.7 - Vertical shafts, and 703.8 - Opening protective closers - shall be deleted in their entirety.

Secs. 14-351 – 14-383. – Reserved.

Division 5. – Enforcement and Unlawful Acts

Sec. 14-384. – Enforcement.

(a) Divisions 1-3 of this chapter shall be enforced by the chief of police or the director of the department of planning and development or their duly authorized representatives, as applicable. Division 4 of this chapter shall be enforced by the code official, as defined in the International Property Maintenance Code, as amended.

(b) Whenever it is necessary to make an inspection to enforce the provisions of this article, or whenever a police officer or code enforcement officer has reasonable cause to believe that

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there exists upon any property a condition or violation which is unsafe, dangerous, hazardous, or detrimental to the public interest, the officer may enter upon the grounds of such property at all reasonable times to inspect the same; provided, however, that if such structure or property is occupied, the officer shall first present proper credentials and request entry upon such grounds. If such entry is refused, the officer shall have recourse to every remedy provided by law to secure entry upon such grounds.

Sec. 14-385. - Unlawful acts.

It shall be unlawful for a person, firm or corporation to be in conflict with, or in violation of, this article.

Sec. 14-386. - Liability.

No officer, agent, or employee of the county shall be personally liable for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of his duties pursuant to this article.

Secs. 14-387 – 14-415. – Reserved.



WORK SESSION
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, SEPTEMBER 22, 2025

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Norman A. Carter Jr., Kerry Hetherington, Cristy Lenski, and Gretchen Schulz. Also present City Manager Matthew Pepper, Assistant City Manager Mercy Montgomery, City Attorney Jay Crowley with Powell and Crowley, Chief Greg Perry, Downtown Development Director Jan Harris, Public Information Officer Brian Arrington, and City Clerk Melisa Arnold.

CALL TO ORDER

Mayor Bender called the meeting to order at 6:30 p.m.

REVIEW REGULAR BUSINESS MEETING AND PUBLIC HEARING AGENDA ITEMS

The agenda was reviewed.

REVIEW CORRESPONDENCE

None

CITY ATTORNEY'S REPORT

Attorney Crowley said an Executive Session is needed.

DISCUSSION ITEMS

Update of Ongoing Projects [Bender]

City Manager Pepper gave an update on The Grove restaurants and other projects. The current City seal was discussed and the consensus was to look at removing the "Striving for the Highest" motto from the bottom of the seal and change the verbiage to "City of Snellville" across the top and add "Georgia" around the bottom.

City Manager Pepper gave an update on the Georgia Municipal Association financing procedures for the Community Center.

EXECUTIVE SESSION

Mayor Bender read the closed meeting notice into the record as follows:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).

WORK SESSION OF MAYOR AND COUNCIL
MONDAY, SEPTEMBER 22, 2025
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- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).

Upon a motion by Mayor Pro Tem Warner, 2nd by Council Member Schulz, the meeting was closed, with all Council Members and the Mayor present and voting in favor.

The meeting was closed at 6:55 p.m.

The meeting reconvened at 7:09 p.m.

ADJOURNMENT

Council Member Hetherington made a motion to adjourn, 2nd by Mayor Pro Tem Warner; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 7:10 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk



PUBLIC HEARING & REGULAR BUSINESS MEETING
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, SEPTEMBER 22, 2025

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Norman A. Carter Jr., Kerry Hetherington, Cristy Lenski, and Gretchen Schulz. Also present City Manager Matthew Pepper, Assistant City Manager Mercy Montgomery, City Attorney Jay Crowley with Powell and Crowley, Chief Greg Perry, Downtown Development Director Jan Harris, Public Information Officer Brian Arrington, and City Clerk Melisa Arnold. (IT Administrator Erika Fleeman was absent.)

CALL TO ORDER

Mayor Bender called the meeting to order at 7:30 p.m.

INVOCATION

Dr. Quincy Brown from Snellville Community Church gave the invocation.

PLEDGE TO THE FLAG

Snellville Youth Council Mayor Daye Kebe led the Pledge of Allegiance.

CEREMONIAL MATTERS

Administer Oath of Office to the Snellville Youth Council Members

Council Member Lenski recognized Esther Ndewa, Director for the Youth Council, who introduced the new members and then Mayor Bender administered the Oath to the Youth Council.

MINUTES

Approve the Minutes of the September 8, 2025 Meetings

Council Member Schulz made a motion to approve the minutes of the September 8, 2025 meetings, 2nd by Council Member Carter; voted 6 in favor and 0 opposed, motion approved.

INVITED GUESTS

None

COMMITTEE / DEPARTMENT REPORTS

None

APPROVAL OF THE AGENDA

Council Member Hetherington made a motion to approve the agenda as published, 2nd by Mayor Pro Tem Warner; voted 6 in favor and 0 opposed, motion approved.

City of Snellville Administration Department

2342 Oak Road Snellville, GA 30078 770-985-3500 770-985-3525 Fax www.snellville.org

PUBLIC HEARING & REGULAR BUSINESS OF MAYOR AND COUNCIL
MONDAY, SEPTEMBER 22, 2025
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PUBLIC HEARING

None

CONSENT AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

Consideration and Action on RES 2025-14 – Amendment the Enabling Resolution for the Snellville Youth Commission/Youth Council [Lenski]

Council Member Lenski said that the amendments include some procedural changes, updating the name from Commission to Council and establishing Posts and Terms for the Youth Advisory Board.

Council Member Lenski made a motion to approve RES 2025-14, 2nd by Council Member Schulz; voted 6 in favor and 0 opposed, motion approved. (A copy of RES 2025-14 is attached to and made a part of these minutes.)

Consideration and Action on RES 2025-15 – Amendment to Procedures for Billing and Collection of Ad Valorem Taxes For Real Property, Personal Property, Business/Inventory, and Stormwater and Sanitation Fees [Bender]

Mayor Bender explained that the adoption of House Bills 581 and 92 created some delays at the County level which will lead to a delay in the City bills being sent out. This delay requires an adjustment to the billing cycle. The tax bills will now be mailed around October 15th and due on January 15th.

Council Member Schulz made a motion to approve RES 2025-15, 2nd by Council Member Carter; voted 6 in favor and 0 opposed, motion approved. (A copy of RES 2025-15 is attached to and made a part of these minutes.)

Mayor's Nomination and Council Confirmation of Natayla Bryant to Youth Council Advisory Board Post 1 with a Term Expiration of June 30, 2027 [Bender]

Mayor Bender nominated Natayla Bryant to the Youth Advisory Board Post 1 with a term expiration of June 30, 2027; nomination confirmed 6 in favor and 0 opposed.

Mayor's Nomination and Council Confirmation of Rodney Lumpkins to Youth Council Advisory Board Post 2 with a Term Expiration of June 30, 2027 [Bender]

Mayor Bender nominated Rodney Lumpkins to the Youth Advisory Board Post 2 with a term expiration of June 30, 2027; nomination confirmed 6 in favor and 0 opposed.

Mayor's Nomination and Council Confirmation of Vickie Mitchell to Youth Council Advisory Board Post 3 with a Term Expiration of June 30, 2027 [Bender]

Mayor Bender nominated Vickie Mitchell to the Youth Advisory Board Post 3 with a term expiration of June 30, 2027; nomination confirmed 6 in favor and 0 opposed.

PUBLIC HEARING & REGULAR BUSINESS OF MAYOR AND COUNCIL
MONDAY, SEPTEMBER 22, 2025
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Mayor's Nomination and Council Confirmation of Richard Varnell to Youth Council Advisory Board Post 4 with a Term Expiration of June 30, 2027 [Bender]

Mayor Bender nominated Richard Varnell to the Youth Advisory Board Post 4 with a term expiration of June 30, 2027; nomination confirmed 6 in favor and 0 opposed.

Mayor Bender administered the Oath of Office to Youth Advisory Board Members Rodney Lumpkins, Vickie Mitchell, and Richard Varnell. (Member Natayla Bryant was not present.)

COUNCIL REPORTS

Council Members Carter, Hetherington, Lenski, Schulz and Mayor Pro Tem Warner each gave a report.

MAYOR'S REPORT

Mayor Bender gave a report.

PUBLIC COMMENTS

The following person spoke:

Melvin Everson, 1725 Winding Creek Circle, Snellville.

EXECUTIVE SESSION

None

ADJOURNMENT

Council Member Carter made a motion to adjourn, 2nd by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 8:16 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk

Agenda Item Summary



Date: October 13, 2025

Prepared by: Melisa Arnold

Agenda Item: Approval the Updated Americans with Disabilities Act (ADA) Transition Plan

Background: This plan is being presented for adoption based on GDOT's recommendation. This plan ensures the City's buildings and programs are compliant with the provisions of Title VI and the responsibilities associated with Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, and national origin in programs and ensure that no person is excluded from participation in or denied the benefits of, its services on the basis of race, color, or national origin.

Financial Impact: Any costs that may occur to make sure the City is compliant.

Action requested: VOTE to approve the Updated ADA Transition Plan

Attachments: ADA Transition Plan and Exhibits



City of Snellville
Americans with Disabilities Act
Transition Plan

ADOPTED OCTOBER 13, 2025

Submitted by:

Melisa Arnold

Administrative Services Manager and City Clerk

ADA Coordinator

marnold@snellville.org

(770) 985-3500

AMERICANS WITH DISABILITIES ACT TRANSITION PLAN

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Exhibit C.	ACTION REPORT
Exhibit D.	PUBLIC NOTIFICATION OF AMERICANS WITH DISABILITY ACT
Exhibit E.	PROCEDURES FOR CONSTRUCTION OF ROADWAYS, STREETS, AND SIDEWALKS
Exhibit F.	LONG RANGE PLAN FOR CONSTRUCTION OF ROADWAYS, STREETS AND SIDEWALKS
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Exhibit J.	ADA RESOLUTIONS HISTORY

City of Snellville, Georgia
Americans with Disabilities Transition Plan
OCTOBER 13, 2025

The City of Snellville is located in the Metro-Atlanta area in Gwinnett County, the fastest growing county in the state of Georgia with a population of over 1 million residents. The population of Snellville is estimated at around 22,000 and has grown significantly over the city's 100 year history, especially in recent years. The City is governed by a Mayor and five councilmembers who hire a City Manager as executive of the City's staff.

The City of Snellville was incorporated in 1923 by Gladstone Snell, the nephew of one of the two founders, Thomas Snell, and James Sawyer. In 1879, Snell and Sawyer opened a mercantile business and the successful entrepreneurs further established Snellville as a retail center with the opening of additional stores. Since then, Snellville has experienced significant growth in residential construction as well as expanded retail and a focus on a newly created downtown center that includes partnership with public and private collaborators to create community green space and a splash pad, as well as experiential retail facilities and a new branch of the Gwinnett County Library. A self-evaluation of all City facilities, new and existing, was conducted by the City's building inspector to ensure continued compliance with federal regulation and provide a road map to addressing any potential barriers to accessing public spaces managed by the City of Snellville.

The City of Snellville's Transition Plan illustrates the City's approach to compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 as amended. These legislative acts prohibit discrimination on the basis of disability and require that no qualified individual with a disability shall, on the basis of that disability, be denied the benefits of City of Snellville services, programs, activities or employment with the City of Snellville.

The purpose of the plan is to ensure that the citizens of Snellville are provided full access to the City's properties, programs, and services.

In compliance with Section 35, 106 of the ADA's Title II regulations, all applicants, participants, beneficiaries and other interested individuals may obtain more information at www.ada.gov.

STATEMENT OF ACCESSIBILITY

The City of Snellville's elected officials and staff are committed to accommodating disabled persons to ensure customer service, quality of life for all residents and visitors of Snellville, and effective governance.

ADA COORDINATOR

The City Clerk/Administrative Manager serves as the designated ADA Coordinator for the City of Snellville. The ADA Coordinator is responsible for the coordination, development and implementation of the Transition Plan. The ADA Coordinator completes relevant and required ADA training. The ADA Coordinator will also provide necessary internal training and information sharing to departmental representatives and members of the ADA panel.

ADDRESS OF GRIEVANCE

Any person with a disability or any parent or guardian who represents a minor person with a disability who believes that they have been the subject of disability related discrimination on the basis of the denial of access to facilities, programs, or services, may file a grievance with the ADA Coordinator.

In compliance with the above requirements, the Snellville City Council has adopted and published on the official website (www.snellville.org) the City of Snellville Grievance Policy and Procedure for Disabled Individuals, located in Exhibit A.

SELF EVALUATION OF BASELINE CONDITIONS

To develop this updated plan, the City of Snellville conducted an evaluation of ADA compliance for all City-owned facilities that provide public services. This evaluation was conducted during the Spring of 2025 and will be updated as needed in the future. The evaluation was completed based on the ADA Checklist for Existing Facilities provided by the Georgia Department of Community Affairs.

The following areas were inspected and evaluated:

1. City Hall - 2342 Oak Road
2. Senior Center - 2350 Oak Road
3. Police Department - 2315 Wisteria Drive
4. Public Works Department and Recycling Center -2491 Marigold St
5. Parks and Recreation Department - T. W. Briscoe Park - 2500 Sawyer Parkway
6. Sikes Concession and Restrooms – T.W. Briscoe Park – Sawyer Parkway
7. Lakeside Restrooms – T.W. Briscoe Park – Snell Drive
8. Williams Restrooms - T.W. Briscoe Park – Sawyer Parkway
9. Softball Concession and Restrooms - T.W. Briscoe Park – Sawyer Parkway
10. Courtland Williams Pavilion - T.W. Briscoe Park – Snell Drive
11. Courtland Williams Restrooms - T.W. Briscoe Park – Snell Drive
12. Pool House and Restrooms - T.W. Briscoe Park – Sawyer Parkway
13. Marigold Building @ Briscoe Park – 2740 Lenora Church Road
14. Oak Road Passive Park – 1925 Oak Road, Snellville, GA 30078
15. The Grove Parking Deck - 2204 North Road
16. The Grove Restrooms – Thomas Snell Way

Limited deficiencies in physical features or facilities that may diminish the ability of disabled persons to benefit from the City's programs, service and activities were identified. Each facility was reviewed in light of several "baseline" conditions, including:

- A. Access to parking and entry into the facilities themselves
- B. Access to a clear and distinct path of travel
- C. Access to programs and services themselves
- D. Access to public restrooms
- E. Access to related amenities.

A plan of correction is noted in the Action Plan (Exhibit C) for each deficiency. An inventory of locations for self-evaluation is listed in Exhibit B.

ACTION PLAN

The Action Plan for ADA compliance includes detailed notation of actions to be taken in addressing compliance and ensuring access to public facilities and programs in Snellville. Information about current conditions was obtained by field inspection in Spring 2025 and is updated based on staff evaluation and citizen input, including the submission of concerns through the grievance process.

The Action Plan defines specific steps in updating operations and facilities to ensure ADA compliance and access to public services and spaces. The Action Plan is located in Exhibit C.

The City of Snellville will, from time to time and as required by relevant authorities, reassess facilities, services and programs to ensure continued compliance with the regulations of the Americans with Disabilities Act.

EXHIBIT A

CITY OF SNELLVILLE GRIEVANCE POLICY AND PROCEDURE FOR DISABLED INDIVIDUALS ADOPTED PURSUANT TO THE AMERICANS WITH DISABILITIES ACT

I. CITY OF SNELLVILLE GRIEVANCE POLICY AND PROCEDURE FOR DISABLED INDIVIDUALS ADOPTED PURSUANT TO THE AMERICANS WITH DISABILITIES ACT

II. POLICY

In compliance with the Americans with Disabilities Act, 42 U.S.C. 12101, et seq, 1990, and 28 C.F.R. 35.107 (B), the City of Snellville establishes a policy to provide disabled individuals with a local grievance procedure for resolution of complaints lodged under the Act. It is the Council's stated intention that this policy is intended to assist disabled individuals in accessing the programs, services, and facilities of the City of Snellville government.

III. ADMINISTRATION

The City Council, as creator and executor of this policy and procedure, has established several administrative positions with certain responsibilities related to compliance and administration of accessibility programs:

1. ADA Coordinator. The City Manager shall designate an individual to serve as ADA Coordinator until their successor is appointed. It shall be the duty and responsibility of this individual to maintain all files and records of the City of Snellville relating to records, grievances, and audits pursuant to the Americans With Disabilities Act. In addition, the coordinator shall be responsible for ensuring that the provisions of this Grievance Policy are implemented and conducted fairly under the terms of the Americans with Disabilities Act and 28 C.F.R. 35.107 (B), and as these may be amended from time to time. The Coordinator's name shall be posted on notices and other relevant documentation as required by the Act.
2. ADA Department Representatives. Each City Department shall designate an individual within the department to serve as the ADA Representative. Departmental representatives are responsible for serving as the organizational lead for providing responses and coordination of information related to the processing of any grievances relevant to the department's operational function
3. ADA Committee. The City Manager is hereby authorized to select, in coordination with the City ADA Coordinator, a panel of not less than three (3) people to hear appeals or grievances filed pursuant to this policy. It shall be the duty of the panel to render timely recommendations and to utilize its best efforts to resolve any disputes presented regarding matters under the Americans With Disabilities Act and 28 C.F.R. 35.107 (B), and as these may be amended from time to time.

IV. PROCEDURE FOR FILING AND CONSIDERING A GRIEVANCE OF AN EMPLOYEE

- a. Any individual desiring to file a grievance shall complete the City of Snellville Employee Discrimination Complaint Form, which is adopted in the form attached hereto. The completed form shall be submitted by the affected City staff to the ADA Coordinator no later than five (5) working days after the grievant becomes aware of the alleged violation or questioned activity.
- b. Thereafter, the ADA Coordinator shall investigate and review the grievant complaint in coordination with the relevant department's ADA Representative. The ADA Coordinator shall meet with the grievant within three (3) working days of receiving a complaint. Certain specific and rare cases, such as pre-scheduled use of paid time off or medical leave by the grievant, may impact the timeline for a meeting between the grievant and the ADA Coordinator. Resolution through written proposal of action by the ADA Coordinator and signed agreement by the grievant is the encouraged method for addressing grievances.
- c. However, if no satisfactory resolution can be reached through this process, then it shall be the responsibility of the ADA Coordinator at the request of the grievant to schedule a grievance hearing before the ADA Committee not later than two (2) weeks following the receipt by the ADA Coordinator of written request for a hearing from the grievant. At the hearing, the ADA Coordinator, the department's ADA Representative, and the grievant shall be given the opportunity to submit pertinent information to the panel.
- d. Thereafter, the panel shall submit a written recommended resolution to the City Manager not later than ten (10) working days following the hearing by the panel, unless otherwise agreed upon by the grievant and panel. The determination made by the City Manager shall be issued within three (3) working days and deemed the final determination.

V. PROCEDURE FOR FILING AND CONSIDERING A GRIEVANCE OF THE PUBLIC

- a. Any individual desiring to file a grievance shall complete the Discrimination Complaint Form, which is adopted in the form attached herein. The completed form should be submitted to the ADA Coordinator no later than five (5) working days after the grievant becomes aware of the alleged violation or questioned activity.
- b. The ADA Coordinator will meet with the complainant within five (5) working days and attempt to resolve the grievance. The ADA Coordinator will provide a written response in appropriate format to the complainant within fifteen (15) calendar days of the meeting.
- c. If the response of the ADA Coordinator is not acceptable to the complainant, the complainant may within 10 calendar days of receiving the written response from the ADA Coordinator request in writing to the ADA Coordinator that the grievance be elevated to the ADA Committee.

- d. The committee along with the City Manager shall schedule a public meeting within ten (10) working days from receipt of request for hearing. Adequate public notice of the meeting must be given. The committee and City Manager shall issue a written decision within thirty (30) days of the public meeting. The decision made by the committee and City Manager is final.



TITLE II of the Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

City of Snellville Employee Discrimination Complaint Form

Complainant: _____

Address: _____

City, State, Zip: _____

Department: _____

When did the discrimination occur? Date: _____

Describe the acts of discrimination providing the name(s) (when possible) of the individuals who discriminated:

Signature: _____ Date: _____

ADA REPRESENTATIVE

Date Received: _____ By: _____

Department: _____

Departmental ADA Representative: _____

Date interview conducted with employee: _____

Investigative process and findings:

Proposed Resolution: _____

Accepted as resolution by complainant.

Date: _____

Name: _____

Signature: _____

ADA Coordinator Signature: _____

Date: _____

if necessary Date Referred to ADA Committee: _____

SECOND LEVEL - ADA COMMITTEE

Date received: _____

Members of the Review Panel:

Date hearing conducted: _____

Comments:

Action Taken and Documentation:

Attach any supporting documentation.

Provide to: City ADA Coordinator



TITLE II of the Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

Discrimination Complaint Form

Instructions: Please fill out this form completely, sign and return to:

City of Snellville
ADA Coordinator
2342 Oak Road
Snellville, GA 30078
marnold@snellville.org

Complainant:

Address: _____

City, State _____

Telephone: Home: _____ Business: _____

Cell: _____

Person Discriminated Against (if other than complainant) _____

Address: _____

City, State _____

Telephone: Home: _____ Business: _____

Cell: _____

City government department, facility, or program which you believe has discriminated:

Name: _____

Address: _____

City, State: _____

Telephone: _____

When did the discrimination occur? Date: _____

Describe the acts of discrimination providing the name(s) (when possible) of the individuals who discriminated:

Have efforts been made to resolve this complaint before submission of this form?

YES _____ NO _____

If yes, please provide details.

Signature: _____ Date: _____

ADA REPRESENTATIVE *For internal use and completion by the City of Snellville.*

Date Received: _____ By: _____

Investigative process and findings:

Proposed Resolution: _____

☐ Accepted as resolution by complainant.

Date: _____

Name: _____

Signature: _____

ADA Coordinator Signature: _____

Date: _____

if necessary Date Referred to ADA Committee: _____

SECOND LEVEL - ADA COMMITTEE

Date received: _____

Members of the Review Panel:

Date hearing conducted: _____

Comments:

Action Taken and Documentation:

Attach any supporting documentation.

EXHIBIT B

SELF – EVALUATION REPORT

City Hall - 2342 Oak Road, Snellville, GA 30078

The Snellville City Hall houses the offices of the City Manager and City Clerk, Administration Department, Planning and Development, Communications, and the Municipal Court. Services provided at City Hall include the majority of city informational and cashier services. Municipal Court, business licenses, occupational permits, and building permits are all processed in person at City Hall. Council Meetings of the Mayor and Council of the City of Snellville are held at City Hall as well as public events.

The building was constructed and dedicated in 2005 and complies with the requirements of the ADA. Most services can be accessed on the first floor of the building and an elevator is available for services requiring access to the second floor.

Senior Center for Active Adults - 2350 Oak Road, Snellville, GA 30078

The Snellville Senior Center for Active Adults is located in the City Center on Oak Road adjacent to City Hall. Services are provided for individuals ages 50 and older. All programs and services are designed to be accessed by individuals with varying levels of ability and can accommodate individuals with disabilities as well as center members with limited mobility. An elevator is available for access to the second floor.

Handicap accessible buses are utilized for any day trips or overnight travel excursions.

The building was constructed, along with City Hall, in 2005 and complies with the requirements of the ADA.

Police Department - 2315 Wisteria Drive, Snellville, GA 30078

The Police facility was constructed and dedicated in 2010 and was designed and built in compliance with all requirements of the ADA. Most services administrative, informational, and investigative are accessible on the first floor. An elevator is available for access to the second floor.

Public Works Department and Recycling Center -2491 Marigold St., Snellville, GA 30078

The Public Works facility was constructed and dedicated in 2011. It houses the street and roads department, sanitation, storm water maintenance and city automotive departments. All facilities were built according to standards set out in the ADA.

The City of Snellville's state of the art Recycling Center is adjacent to the Public Works facility and was completed in 2004.

It allows access to all aspects of the recycling center via a paved drive through design and staff is available to assist citizens in accessing recycling bins and services.

Parks and Recreation Department - T. W. Briscoe Park - 2500 Sawyer Parkway, Snellville, GA 30078

T.W. Briscoe Park includes nearly 100 acres of land for various active and passive recreation opportunities.

The park office was constructed in 1995 and is used for various programs as well as event rental. Walking trails, the swimming pool, and restroom facilities were renovated in 2004 and comply with ADA building standards.

No organized program provided by the Parks and Recreation Department denies access to any person wishing to participate. Most programming is offered in partnership with private professional instructors. The city requires that any event or program hosted in partnership with the City of Snellville be operated in compliance with ADA requirements.

Walking trails, the swimming pool, and restroom facilities were renovated in 2004 and comply with ADA building standards.

Sikes Concession/Restrooms – Sawyer Parkway - T.W. Briscoe Park

This concession stand and restroom offer improved comfort and convenience for visitors thereby increasing park usage. Proper restroom facilities reduce the likelihood of unsanitary conditions and promote better public hygiene. This location is essential for hosting special events and sports programs.

The building complies with ADA accessibility standards.

Lakeside Restrooms – Snell Drive - T.W. Briscoe Park

T.W. Briscoe Park offers several restroom locations throughout the Park. These restrooms offer improved comfort and convenience for visitors thereby increasing park usage. Proper restroom facilities reduce the likelihood of unsanitary conditions and promote better public hygiene. These restrooms are essential for hosting special events and sports programs.

The public restrooms comply with ADA accessibility standards.

Williams Restrooms – Sawyer Parkway - T.W. Briscoe Park

T.W. Briscoe Park offers several restroom locations throughout the Park. These restrooms offer improved comfort and convenience for visitors thereby increasing park usage. Proper restroom facilities reduce the likelihood of unsanitary conditions and promote better public hygiene. These restrooms are essential for hosting special events and sports programs.

The public restrooms comply with ADA accessibility standards.

Softball Concession and Restroom – Sawyer Parkway - T.W. Briscoe Park

T.W. Briscoe Park offers several restroom locations throughout the Park. These restrooms offer improved comfort and convenience for visitors thereby increasing park usage. Proper restroom facilities reduce the likelihood of unsanitary conditions and promote better public hygiene. These restrooms are essential for hosting special events and sports programs.

The public restrooms comply with ADA accessibility standards.

Courtland Williams Pavilion – Snell Drive - T.W. Briscoe Park

T.W. Briscoe Park offers this pavilion as a rental to the general public. It is a versatile space that holds 35 people and is located in the rear of the Park property and offers easy access to the lake and a playground

The pavilion complies with ADA accessibility standards.

Courtland Williams Restrooms – Snell Drive - T.W. Briscoe Park

T.W. Briscoe Park offers several restroom locations throughout the Park. These restrooms offer improved comfort and convenience for visitors thereby increasing park usage. Proper restroom facilities reduce the likelihood of unsanitary conditions and promote better public hygiene. These restrooms are essential for hosting special events and sports programs.

The public restrooms comply with ADA accessibility standards.

Pool House and Restrooms – Sawyer Parkway - T.W. Briscoe Park

Having the pool house and restroom promotes health and hygiene as well as helps prevent accidents in the pool which can compromise water quality and increase the need for chemical treatments. and after swimming, reducing the spread of bacteria and germs.

The swimming pool is equipped with a lift for ADA accessibility and the public restrooms comply with ADA standards.

Marigold Building @ Briscoe - 2740 Lenora Church Road

This was a Gwinnett County Library constructed in 1988 that the City purchased in 2024. The old library building has been repurposed for temporary use for recreational activities with plans for a larger renovation in the future. Instead of letting the space go unused, it now serves the community in a new way—offering a welcoming environment for group gatherings, classes, workshops, and other events.

The public building complies with ADA accessibility standards.

Oak Road Passive Park – 1925 Oak Road, Snellville, GA 30078

The park and pavilion were constructed in 2017. This park is accessed via pedestrian access only and includes paved trails.

The Grove Parking Deck, 2204 North Road, SW, Snellville GA 30078

The parking deck was constructed in 2022 and opened in 2023. It is used by the public, with spaces accessible to general visitors as well as residents of the adjacent apartment complex, Gwinnett County library patrons, and customers of local businesses. in the Towne Center area, locally known as The Grove. Elevators are available for access to each level.

The recently constructed facility was built in compliance with current ADA standards.

The Grove Restrooms – Thomas Snell Way

The restrooms were constructed in 2024 to provide a clean, convenient place for people to use the restroom while they enjoy the open areas in The Grove. Having a restroom nearby makes the space more comfortable and accessible for everyone—including families, older adults, and people with health needs.

The recently constructed facility was built in compliance with current ADA standards.

EXHIBIT C

ACTION PLAN

City of Snellville ADA Accessibility Action Plan to Remediate Deficiencies

LOCATION	DEFICIENCIES	COST TO REPAIR	ESTM. COMPLETION DATE
City Hall	Inaccessible front entrance (facing Highway 78) needs a sign directing people to parking lot entrance. Need to add signage.	Unknown	June 30, 2026
City Hall	Entranceway mats – maximum height of ½ inch – Order mat that meets specifications	\$293 each	June 30, 2026
Senior Center	Compliant	N/A	N/A
Police Department	Entranceway mats – maximum height of ½ inch – Order mat that meets specifications	Remeasured – mats are compliant.	September 1, 2025
Public Works	No drinking fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single “hi-lo” fountain – will provide a cup dispenser	\$135	June 30, 2026
Parks & Recreation Office	Entranceway mats – maximum height of ½ inch – Order mat that meets specifications	\$293 each	June 30, 2026
Sikes Restrooms	Doorways and Passages – Tactile signage identifying restrooms - Add accessible signage to the side of the door, 60 inches to centerline. Not on the door itself	\$18-\$20 each	June 30, 2026

Lakeside Restrooms	Doors equipped with accessible handles (operable with a closed fist), 48 inches high or less. - Handles need to be lowered to 48 inches or less	None – Internal Fix can be done	June 30, 2026
Lakeside Restrooms	No drinking fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single “hi-lo” fountain – will provide a cup dispenser	\$135	When restrooms reopen to the public
Williams Restrooms	Directional and Informational signage – If mounted above 80 inches do they have letters at least 3 inches high with high contrast and non-glare finish. - Review requirements, and replace signs as needed, meeting the requirements for character, size, contrast, and finish.	Unknown	June 30, 2026
Williams Restrooms	Doorways and Passages – Tactile signage identifying restrooms - Add accessible signage to the side of the door, 60 inches to centerline. Not on the door itself	\$18-\$20 each	June 30, 2026
Williams Restrooms	Doors equipped with accessible handles (operable with a closed fist), 48 inches high or less. - Handles need to be lowered to 48 inches or less	None – Internal Fix can be done	June 30, 2026
Softball Concession and Restrooms	Compliant	N/A	N/A
Courtland Williams Pavilion	Compliant	N/A	N/A
Courtland Williams Restrooms	Directional and Informational signage – If mounted above 80 inches	Unknown	June 30, 2026

	do they have letters at least 3 inches high with high contrast and non-glare finish. - Review requirements, and replace signs as needed, meeting the requirements for character, size, contrast, and finish.		
Courtland Williams Restrooms	Doors equipped with accessible handles (operable with a closed fist), 48 inches high or less. - Handles need to be lowered to 48 inches or less	None – Internal Fix can be done	June 30, 2026
Pool House and Restrooms	Entrance – If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance.	Ramp is in an accessible location right next to the stairs	September 1, 2025
Marigold Building @ Briscoe Park	Directional and Informational signage – If mounted above 80 inches do they have letters at least 3 inches high with high contrast and non-glare finish. - Review requirements, and replace signs as needed, meeting the requirements for character, size, contrast, and finish.	Unknown	June 30, 2026
Marigold Building @ Briscoe Park	Doorways & Passages – Are pictograms or symbols used to identify restrooms and if so are raised characters and braille included. (If symbols used, add supplementary verbal signage with raised characters and braille below pictogram symbol.	\$18-\$20 each	June 30, 2026
Marigold Building @ Briscoe Park	Directional and Informational Signage – If mounted above 80 inches, do they have letters at least	Unknown	June 30, 2026

	3 inches high, with high contrast and non-glare finish. (Note – Parking lot H/C signs – should be 7 ft reflective - Review requirements, and replace signs as needed, meeting the requirements for character, size, contrast, and finish.)		
The Grove Parking Deck	Compliant	N/A	N/A
The Grove Restrooms	Compliant	N/A	N/A

*Funds for actions to address deficiencies will be paid for out of the General Fund as well as other relevant and appropriate funding opportunities.

All existing ramps, sidewalks, and crossings built prior to implementation of ADA legislation will be brought to ADA standards when improved in the future.

EXHIBIT D

NOTIFICATION OF AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Snellville will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Snellville, Georgia does not discriminate on the basis of disability in the admission or access to, or employment in, its programs and activities. Melisa Arnold, 2342 Oak Road, Snellville, GA 30078 has been appointed to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations and is designated as the ADA Coordinator for the City of Snellville. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided there under, are available from the ADA Coordinator.

Effective Communication: The City of Snellville will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City of Snellville programs, services, and activities, including qualified sign language interpreters, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City of Snellville will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Snellville should contact Melisa Arnold, City Clerk/Administrative Manager as soon as possible but no later than 48 hours before the scheduled event. The ADA does not require the City of Snellville to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City of Snellville is not accessible to persons with disabilities should be directed to the City Clerk/Administrative Manager at 770-985- 3503 or via email at marnold@snellville.org.

The City of Snellville will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable accommodations, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

[SIGNATURES APPEAR ON THE NEXT PAGE]

APPROVED AND ADOPTED THIS ____ DAY OF _____ 2025.

Barbara Bender, Mayor

ATTEST:

Tod Warner, Mayor Pro Tem

Melisa Arnold, City Clerk

Norman A. Carter Jr., Council Member

APPROVED AS TO FORM:

Kerry Hetherington, Council Member

John J. Crowley, City Attorney
Powell & Edwards, Attorneys at Law, P.C.

Cristy Lenski, Council Member

Gretchen Schulz, Council Member

EXHIBIT E

PROCEDURES FOR CONSTRUCTION OF ROADWAYS, STREETS, AND SIDEWALKS

The City of Snellville applies ADA accessibility requirements to construction and repair of roadways, streets, and sidewalks during implementation.

Infrastructure completed prior to adoption of ADA legislation is updated to standards as areas are prioritized for repair and replacement.

EXHIBIT F

LONG-RANGE PLAN FOR CONSTRUCTION OF ROADWAYS, STREETS, AND SIDEWALKS

The City of Snellville Public Works Department designs and maintains a program of repairs and updates to roads, streets, and sidewalks and related infrastructure based on condition of the infrastructure and available funding.

All construction and repair must comply with ADA accessibility requirements.

Infrastructure completed prior to adoption of ADA legislation is updated to standards as areas are prioritized for repair and replacement.

EXHIBIT G

PROCEDURE FOR CURB RAMP REQUESTS, MODIFICATIONS, AND MAINTENANCE

Requests for updates and enhancements to infrastructure, including curb ramps, modifications, and maintenance, are managed in the context of available resources for such projects.

Requests should be submitted to info@snellville.org and are routed to the appropriate staff, including City Manager, Public Works Director, and ADA Coordinator as appropriate.

Note, roadways and other infrastructure within the City are associated with a range of jurisdictions, including the Gwinnett County and Georgia Departments of Transportation.

EXHIBIT H

SURVEY OF PEDESTRIAN CROSSINGS

The City of Snellville has limited resources for infrastructure survey and repair. However, staff are regularly in the field and identify needed repairs and upgrades, including pedestrian crossing improvements.

Note, roadways and other infrastructure within the City are associated with a range of jurisdictions, including the Gwinnett County and Georgia Departments of Transportation.

All infrastructure projects implemented by the City include crossings that comply with ADA accessibility requirements.

Infrastructure completed prior to adoption of ADA legislation is updated to standards as areas are prioritized for repair and replacement.

EXHIBIT I

DOCUMENTATION OF COMMUNITY INPUT AND IMPACT ON PLAN

The City of Snellville receives community input via the grievance process documented earlier in the document. These cases, though rare, are used to update the transition plan and identify necessary changes.

Information about the process for submitting concerns or cases of potential discrimination is listed online on the City of Snellville's website www.snellville.org.

EXHIBIT J

ADA RESOLUTIONS HISTORY

No cases have been submitted to the City of Snellville in the last several years. Zero cases have been submitted in the last two (2) years.