



**128TH SESSION OF THE BOARD OF COMMISSIONERS OF BUTTS COUNTY
2025-2026 TERM
DOCKET OF THE MEETING FOR APRIL 13, 2026**

SECTION 1:	WORKSHOP (5:30 PM)	PRESENTING
☐ WS (A)	Consent Opioid Settlement Update	Hannah Palmertree
☐ WS (B)	Consent Hofstadter LMIG Bid Approval	Joey Lowe
☐ WS (C)	Consent IDA Agreement	Brad Johnson
☐ WS (D)	Briefing Zoning Items All	Brad Vaughan
☐ WS (E)	Discussion Split Billing	Brad Johnson
SECTION 2:	PRELIMINARIES (6:00 PM)	PRESENTING
Call to Order Welcome Invocation Pledge		Board Chairman
Adopt Docket Approve Minutes		Board Chairman
☐ 2026-04-003	Proclamation- Telecommunicator's Week	Sonia Sands
☐ 2026-04-004	Proclamation Animal Control Officers Week	Dava Biles
SECTION 3:	OLD BUSINESS	PRESENTING
☐ 2026-03-050	Action Split Tax Billing	Brad Johnson
SECTION 4:	NEW BUSINESS PRESENTATIONS	PRESENTING
☐ 2026-04-005	Consent Agenda Items A / B / C	Board Chairman
☐ 2026-04-006	#01-04-2026 TX AD - Family Cemetery	Brad Vaughan
☐ 2026-04-007	#01-05-2026 TX AD - Manufactured Homes	Brad Vaughan
☐ 2026-04-008	#01-06-2026 TX AD - Plat Submission	Brad Vaughan
☐ 2026-04-009	Reports Deputy Manager Operations	Michael Brewer
☐ 2026-04-010	Reports County Manager County Activities	Brad Johnson
SECTION 5:	CONCLUDING BUSINESS	PRESENTING
☐ 2026-04-011	Executive Session Litigation	Board Chairman
☐ 2026-04-012	Summary Adjournment	Board Chairman



Documents File



INSTRUCTIONS: THIS FORM SHOULD BE FILLED OUT BY THE DEPARTMENT HEAD WHO IS RESPONSIBLE FOR ALL INFORMATION THROUGH SECTION 440-A AND 440-B, AND SUBMITTED TO THE BOC OFFICE FOR PROCESSING. INCOMPLETE FORMS OR REQUESTS THAT ARE UNCLEAR MAY RESULT IN UNAVOIDABLE DELAYS IN SCHEDULING OR COMPLETION. ALL SUPPORTING DOCUMENTATION SHALL BE SUBMITTED ALONG WITH THIS FORM. YELLOW FOLDER DOCKET PREP SHALL BE HELD THE TUESDAY BEFORE THE BOC MEETING AT 10:00 AM. SUBMIT AN INDIVIDUAL FORM FOR EACH SEPARATE REQUEST FOR PLACEMENT ON THE DOCKET. YOU MUST PARTICIPATE IN YELLOW FOLDER MEETINGS IF YOU HAVE ITEMS GOING BEFORE THE BOC.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

DATE: April 10, 2026

FROM: Michael Brewer
DEPARTMENT MANAGER OR EXECUTIVE SUBMITTING ITEM(S)

DEPT: Administration

MEETING DATE: April 13, 2026
DATE OF BOC MEETING DESIRED FOR PRESENTATION

DESCRIPTION OF ITEM TO BE PLACED ON DOCKET

As part of the County's participation in ongoing opioid litigation settlements, the County Attorney's office is presenting new settlement agreements that will need to be approved by the Board

The County Attorney will present these items in the workshop for approval on the consent agenda.

/s/ J. Michael Brewer, Deputy County Manager

Signature of County Official Submitting Request

FORM 440 REQUEST FOR DOCKET PLACEMENT

440-A FISCAL CONSIDERATIONS (CHECK ALL THAT APPLY)

(The item is budgeted in one or more of the following funding centers)

- | | |
|--|----------------------|
| ☐ General Fund | Dollar Amount: _____ |
| ☐ SPLOST | Dollar Amount: _____ |
| ☐ Grants Funding | Dollar Amount: _____ |
| ☐ Enterprise Funds | Dollar Amount: _____ |
| ☐ Other Funds Source | Dollar Amount: _____ |
| ☐ The item is not budgeted and will require other funding sources. | |
| ☐ The project is Grant Funded and requires an unfunded _____% match | |

CFO Signature Required if any of the above is checked so submit first to CFO

☒ The item has no fiscal impact and requires no approval of funds

440-B DEPARTMENT HEAD RESPONSIBILITIES TO COMPLETE

- | | |
|---|---|
| ☐ 1 ST and 2 ND Readers Required | ☐ Copy of Ad by Department* |
| ☐ Public Hearing Is Required | ☐ PowerPoint Slides Complete* |
| ☐ Contract and/or Documents Included* | ☒ Attorney Review Completed |
| ☒ Resolution Required (Check if Yes) | ☒ Resolution Submitted* |
| ☒ Commission Vote Required | * = Yellow Folder Document |
| ☒ Entered by Department Head or Manager into CivicClerk | |

440-C DOCKET AREA (ASSIGNED BY BOC OFFICE)

- ☒ Budget and Finance (Contracts, Fiscal, Grants, Insurance)
- ☐ Governmental Affairs (Appointments, Legislative, Policy, Governance)
- ☐ Merit System & Personnel (Personnel, Benefits, Human Resources)
- ☐ Planning and Development (Ordinances, Public Hearings, Zoning)
- ☐ Public Safety & Courts (911, EMA, EMS, Fire, Justice, Law, Sheriff)
- ☐ Reports and Information (No Action; Information Items; Recognitions)
- ☐ Transportation and Infrastructure (Facilities and Public Works)
- ☐ Assigned to Consent Agenda for Vote

☒ Entered by Department Head or Manager into CivicClerk

☐ Requires Approval of Chief Financial Officer (If Section 440-A Requires)

Electronic Approval with Civic Plus

Final approvals will be handled once submitted electronically with your docket submissions. Please provide this form and a resolution if the item requires board approval, along with supporting documentation uploaded to CivicPlus.

RESOLUTION NO. _____

BUTTS COUNTY, GEORGIA

A RESOLUTION OF BUTTS COUNTY, GEORGIA AGREEING TO PARTICIPATE IN THE NATIONAL OPIOID SETTLEMENT WITH SIX REMANENT DEFENDANTS; AND FOR OTHER PURPOSES.

WHEREAS, Butts County is a duly created and validly existing political subdivision of the State of Georgia under the Constitution and laws of the state of Georgia, charged with providing public services to local residents; and

WHEREAS, the Butts County Board of Commissioners is the governing authority of the County, elected by the qualified electors of Butts County and vested with legislative responsibilities necessary to the managing of the affairs of the County government, as well as the health, safety, and welfare of the citizens of Butts County; and

WHEREAS, the County initiated litigation against certain manufacturers and distributors of prescription opioids in *In re: National Prescription Opiate Litigation*, MDL 2804, to hold them accountable for the opioid epidemic and to seek equitable and monetary relief; and

WHEREAS, Six (6) regional distributors/dispense defendants which are (1) Associated Pharmacies, Inc. (and American Associated Pharmacies); (2) JM Smith Corporation; (3) Louisiana Wholesale Drug Company, Inc.; (4) Morris and Dickson Co.; (5) North Carolina Mutual Wholesale Drug Company, Inc.; and (6) United Natural Foods, Inc. (including its subsidiaries SuperValu and Advantage Logistics) (“Six Remanent Defendants”) have reached a new national settlement with certain Georgia subdivisions which now have the option to join through acceptance and signing of a Participation and Release Form; and

WHEREAS, the County desires to participate in the Six Remanent Defendants’ settlement through execution of the Six (6) Remnant Defendants’ Combined Subdivision Participation and Release Form.

THEREFORE, THE BOARD OF COMMISSIONERS OF BUTTS COUNTY HEREBY RESOLVES:

1. **Preamble.** The Board of Commissioners hereby declares that the foregoing preamble and whereas provisions set forth above constitute, and shall be considered to be, substantive provisions of this Resolution and are hereby incorporated by reference into this provision.
2. **Approval.** The Butts County Board of Commissioners approves the Six (6) Remnant Defendants’ Combined Subdivision Participation and Release Form that is attached hereto and incorporated herein as Exhibit “A” (which is also identified as Exhibit “G” to the Six Remanent Defendants’ Settlement Agreement.)

3. **Authorization.** The Board of Commissioners authorizes the Chairman to sign the Six (6) Remnant Defendants' Combined Subdivision Participation and Release Form attached as Exhibit "A" and for the Chairman to sign this Resolution and any other documents necessary to effectuate this Resolution.
4. **Recordation.** The County Clerk is directed to record this Resolution in the official minutes of the County.
5. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
6. **Repeal of Conflicting Provisions.** All County resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
7. **Effective Date.** This Resolution shall take effect immediately.

SO RESOLVED by the Board of Commissioners this 13th day of April, 2026.

**BUTTS COUNTY BOARD OF
COMMISSIONERS**

Chairman Joe Brown

ATTEST:

Michael Brewer, Deputy County Manager

APPROVED AS TO FORM:

Andrew J. (Andy) Welch, III, County Attorney

Exhibit “A”



New National Opioids Settlement: Six Remnant Defendants
Notice and Claims Administrator
opioidsparticipation@rubris.com

To: Butts County, GA
Reference Number: CL-2014595

**THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW
NATIONAL OPIOIDS SIX REMNANT DEFENDANTS SETTLEMENT. YOU MUST TAKE
ACTION IN ORDER TO PARTICIPATE.**

Deadline: Monday, May 4, 2026

A new proposed national opioids settlement ("*Six Remnant Defendants Settlement*") has been reached with six regional distributors/dispenser defendants: Associated Pharmacies, Inc. (and American Associated Pharmacies); J M Smith Corporation; Louisiana Wholesale Drug Company, Inc.; Morris and Dickson Co.; North Carolina Mutual Wholesale Drug Company, Inc.; and United Natural Foods, Inc. (including its subsidiaries SuperValu and Advantage Logistics) (each individually, a "*Remnant Defendant*," and, collectively, the "*Six Remnant Defendants*"). This package is a follow-up communication to the *Notice of National Opioids Settlement* recently sent electronically.

You are receiving this package, which includes a *Combined Subdivision Participation and Release Form*, because your entity is eligible to participate.

This electronic envelope contains:

- A *Combined Subdivision Participation and Release Form* for the *Six Remnant Defendants Settlement* that your entity is eligible to join, including a release of any claims.

The *Combined Subdivision Participation and Release Form* must be executed, without alteration, and submitted on or before Monday, May 4, 2026, for your entity to be included in the initial participation calculations and payment eligibility under the *Six Remnant Defendants Settlement*.

The MDL Plaintiffs' Executive Committee recommends that subdivisions agree to the settlement. If a subdivision elects to participate in the *Six Remnant Defendants Settlement* by executing the *Combined Subdivision Participation and Release Form*, the subdivision elects to participate in the settlement as to all *Six Remnant Defendants*. A subdivision cannot elect to participate in the settlement as to fewer than all *Six Remnant Defendants*. Based upon *Combined Subdivision Participation and Release Forms* received on or before Monday, May 4, 2026, the participation rate will be used by each *Remnant Defendant* to



individually determine whether participation is sufficient to move forward. If the settlement moves forward, your release will become effective as to all *Remnant Defendants* that determine to move forward. If a *Remnant Defendant* determines not to move forward, your release as to that *Remnant Defendant* will not become effective.

You are encouraged to discuss the terms and benefits of the *Six Remnant Defendants Settlement* with your counsel. Information and documents regarding the *Six Remnant Defendants Settlement*, can be found on the national settlement website at <https://nationalopioidsettlement.com/>. This website will be supplemented if additional documents are created.

How to return signed forms:

There are three methods for returning the executed *Combined Subdivision Participation and Release Form* to the Notice and Claims Administrator:

- (1) *Electronic Signature via DocuSign*: Executing the *Combined Subdivision Participation and Release Form* electronically through DocuSign will return the signed form to the Notice and Claims Administrator and associate your form with your entity's records. Electronic signature is the most efficient method for returning the *Combined Subdivision Participation and Release Form*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.
- (2) *Manual Signature returned via Rubris Platform Portal*: If your entity is unable to return an executed *Combined Subdivision Participation and Release Form* using DocuSign, the signed *Combined Subdivision Participation and Release Form* may be submitted via the Rubris Platform Portal. Please utilize the link within the New National Opioid Settlement Notice email in order to upload your entity's *Combined Subdivision Participation and Release Form* directly to the Rubris Platform Portal.
- (3) *Manual Signature returned via electronic mail*: If your entity is unable to return an executed *Combined Subdivision Participation and Release Form* using DocuSign, the signed *Combined Subdivision Participation and Release Form* may be returned via electronic mail to opioidsparticipation@rubris.com. Please include the name, state, and reference ID of your entity in the body of the email and use the subject line *Combined Subdivision Participation and Release Form – [Entity Name, Entity State] – [Reference ID]*.

Detailed instructions on how to sign and return the *Combined Subdivision Participation and Release Form*, including changing the authorized signer, can be found at National Opioid Settlement Website. You may also contact opioidsparticipation@rubris.com.



The sign-on period ends on Monday, May 4, 2026.

If you have any questions about executing the *Combined Subdivision Participation and Release Form*, please contact your counsel or the Notice and Claims Administrator at opioidsparticipation@rubris.com.

Thank you,
Notice and Claims Administrator

The Notice and Claims Administrator is retained to provide the settlement notice required by the settlement agreement referenced above and to manage the collection of settlement participation forms from the settlement.

EXHIBIT G**Six (6) Remnant Defendants’
Combined Subdivision Participation and Release Form
 (“Combined Participation Form”)**

Governmental Entity: Butts County	State: GA
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the six (6) Remnant Defendants’ Settlement Agreement (“RDSA”), dated February 3, 2026, and described further in Paragraph 1, and acting through the undersigned authorized official, hereby elects to participate in the RDSA, release all Released Claims against all Released Entities, and agrees as follows:

1. The Governmental Entity hereby elects to participate in the RDSA as a Participating Subdivision with each of the following six (6) Remnant Defendants that are parties to the RDSA: (1) Associated Pharmacies, Inc. (and American Associated Pharmacies), (2) J M Smith Corporation, (3) Morris and Dickson Co., L.L.C., (4) Louisiana Wholesale Drug Company, Inc., (5) North Carolina Mutual Wholesale Drug Company, Inc., and (6) United Natural Foods, Inc. (and SuperValu).
2. The Governmental Entity is aware of and has reviewed the RDSA, understands that all capitalized terms not defined in this Combined Participation Form have the meanings defined in the RDSA, and agrees that by executing this Combined Participation Form, the Governmental Entity elects to participate in the RDSA and become a Participating Subdivision as provided in the RDSAs.
3. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed against any Released Entity in the RDSA. With respect to any Released Claims pending in *In Re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice for each of six (6) Remnant Defendants listed in Paragraph 1 above substantially in the form found at <https://nationalopioidsettlement.com/additional-settlements/>.
4. The Governmental Entity agrees to the terms of each of the RDSA pertaining to Participating



Subdivisions as defined therein.

5. By agreeing to the terms of the RDSA settlements and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through the RDSA solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the MDL Court and agrees to follow the process for resolving any disputes described in the RDSA.
8. The Governmental Entity has the right to enforce the RDSA as provided therein.
9. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes of the RDSA, including without limitation all provisions related to release of any claims, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in the RDSA in any forum whatsoever. The release provided for in the RDSA is intended by the Parties to be broad and shall be interpreted so as to give the Released Entities in the RDSA the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The RDSA shall be a complete bar to any Released Claim against the Released Entities.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the RDSA.
11. In connection with the releases provided in the RDSA, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.



A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims in the RDSA, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the RDSA.

12. The Governmental Entity understands and acknowledges that nothing herein is intended to modify in any way the terms of any of the RDSA, to which Governmental Entity hereby agrees. To the extent this Combined Participation Form is interpreted differently from the RDSA in any respect, the RDSA controls.

I have all necessary power and authorization to execute this Combined Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



To: Fitzgerald city, GA
Reference Number: CL-2015870

**NOTICE OF NEW NATIONAL OPIOID SETTLEMENT
AND UPCOMING ACTION NEEDED TO PARTICIPATE:
MONDAY, May 4, 2026, DEADLINE**

A new national opioid settlement has been reached with six regional distributors/dispenser defendants (Remnant Defendants Settlement): Associated Pharmacies, Inc. (and American Associated Pharmacies); J M Smith Corporation; Louisiana Wholesale Drug Company, Inc.; Morris and Dickson Co.; North Carolina Mutual Wholesale Drug Company, Inc.; and United Natural Foods, Inc. (including its subsidiaries SuperValu and Advantage Logistics) (Six Remnant Defendants).

This is the formal Notice required by the Remnant Defendants Settlement. You are receiving this Notice because your entity is entitled to participate (Eligible Entity). Please read this Notice and the attached *Settlement Overview* carefully. The *Settlement Overview* provides additional information concerning this new national opioid settlement.

Your entity may have participated in prior national opioid settlements. This Notice concerns the opportunity to participate in this **new** settlement with the Six Remnant Defendants. Your entity may participate in this new settlement even if it did not participate in a prior national settlement.

All Eligible Entities must “opt in” to participate in this new settlement. To do so, a person with authority must sign and return the *Combined Subdivision Participation and Release Form* that will be sent via DocuSign shortly. If an Eligible Entity is unable to return an executed *Combined Subdivision Participation and Release Form* using DocuSign, the signed *Combined Subdivision Participation and Release Form* may be submitted via the Rubris Platform Portal. Please utilize the link included in this Notice to upload your entity’s *Combined Subdivision Participation and Release Form* directly to the Rubris Platform Portal. DocuSign remains the preferred method of submission of the needed form.

The deadline to return the *Combined Subdivision Participation and Release Form* is Monday, May 4, 2026.

Questions about this Notice or the process for receiving and submitting the required *Combined Subdivision Participation and Release Form* may be directed to your attorney or the Notice and Claims Administrator at opioidsparticipation@rubris.com.

Please review the list of individuals on this email and contact the Notice and Claims Administrator at opioidsparticipation@rubris.com if someone else at your entity should receive communications about this Settlement.



If your entity is represented by an attorney with respect to opioid claims and they are not copied on this message, please immediately contact them concerning this Notice.

Thank you,
National Opioids Notice and Claims Administrator for the Remnant Defendants
Settlement

The Notice and Claims Administrator is retained to provide the Settlement Notice required by the Settlement Agreement referenced above and to manage the collection of Subdivision Settlement Participation Forms.



National Opioids Settlements: Six Remnant Defendants
Notice and Claims Administrator
opioidsparticipation@rubris.com

To: Fitzgerald city, GA
Reference Number: CL-2015870

***THIS SETTLEMENT OVERVIEW CONTAINS IMPORTANT INFORMATION ABOUT
THE SIX REMNANT DEFENDANTS NATIONAL OPIOID SETTLEMENT***

SIX REMNANT DEFENDANTS SETTLEMENT OVERVIEW

A new national opioid settlement has been reached with six regional distributors/dispenser defendants (Remnant Defendants Settlement): Associated Pharmacies, Inc (and American Associated Pharmacies); J M Smith Corporation; Louisiana Wholesale Drug Company, Inc.; Morris and Dickson Co.; North Carolina Mutual Wholesale Drug Company, Inc.; and United Natural Foods, Inc. (including its subsidiaries SuperValu and Advantage Logistics) (Six Remnant Defendants). There is one settlement agreement covering the combined settlement with the Six Remnant Defendants.

If effectuated, the proposed Remnant Defendants Settlement will result in the the Six Remnant Defendants paying a combined \$97,625,000.00 in cash for purposes of abating the opioid epidemic. An Eligible Entity's participation in the Remnant Defendants Settlement, the Settlement will result in a one-time settlement payment to each Eligible Entity. The Settlement funds must be used for the *Core Strategies and Approved Uses* set forth in Exhibit D of the Remnant Defendant Settlement Agreement.

The Remnant Defendants Settlement does not include State Attorneys General or any amount allocated to a State. Rather, this Settlement will be distributed only and directly to any Eligible Entity that participates by signing and returning the *Combined Subdivision Participation and Release Form* by the deadline.

The allocation to participating entities will be calculated using the national Denver model but removing from the equation any amount that the Denver model would allocate to a State Attorney General or a State allocation. Specifically, the interstate allocation formula will be used to calculate what amount should go to all the subdivisions in each state and then apply the intrastate allocation as between all subdivisions who are either a litigating subdivision or a non-litigating subdivision with a population of 30,000 or more. Using that methodology, a national pro-rata percentage was created. That allocation percentage of participation is reflected in Exhibit E of the Remnant Defendant Settlement Agreement.



Eligible Entities must decide whether to participate by **Monday, May 4, 2026.**

WHO IS RUBRIS INC. AND WHAT IS THE NOTICE AND CLAIMS ADMINISTRATOR?

The Settlement provides that a Notice and Claims Administrator will provide notice and manage the collection of participation forms. Rubris, Inc. is the Notice and Claims Administrator for this new Settlement and was also retained for the prior national opioid settlements.

WHY IS YOUR ENTITY RECEIVING THIS NOTICE?

Your entity is eligible to participate in this Settlement. This Notice is also sent directly to counsel for each Eligible Entity if the Notice and Claims Administrator has their information. *If you are represented by an attorney with respect to opioid claims, please contact them.*

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlement may be found at:

<https://nationalopioidsettlement.com>

You are encouraged to review the Settlement Agreement terms and discuss the terms and benefits with your counsel. Each Eligible Entity will need to decide whether to participate in the proposed Settlement, and entities are encouraged to work through this process before the Monday, May 4, 2026, deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENT?

The Settlement requires that each Eligible Entity take affirmative steps to “opt in” to the Settlement. You will receive the *Combined Subdivision Participation and Release Form* via DocuSign along with instructions from the Implementation Administrator. In order to participate in this Settlement, a person with authority must sign and return the required *Combined Subdivision Participation and Release Form*. DocuSign remains the preferred method of submission of the needed form.

The participation rate will be used to determine whether participation for each *Remnant Defendant* is sufficient to move forward. If the Settlement moves forward, your release will become effective as to that *Remnant Defendant*. If the settlement as to any *Remnant Defendant* does not move forward, the release as to that *Remnant Defendant* will not become effective.

Please add the following email addresses to your “safe” list so emails do not go to spam / junk folders: *dse_na3@docusign.net* and *opioidsparticipation@rubris.com*. Please monitor your email for the Participation Form and instructions.



All required documentation must be signed and returned on or before Monday, May 4, 2026. Upon effectuation of the Remnant Defendants Settlement, each Eligible Entity will be provided with a link to a portal where you will enter contact and payment information to receive settlement funds.





FORM 440 REQUEST FOR DOCKET PLACEMENT

440-A FISCAL CONSIDERATIONS (CHECK ALL THAT APPLY)

(The item is budgeted in one or more of the following funding centers)

- | | |
|--|------------------------------------|
| ☐ General Fund | Dollar Amount: _____ |
| ☐ SPLOST | Dollar Amount: _____ |
| ☒ Grants Funding | Dollar Amount: <u>618,443.71</u> |
| ☐ Enterprise Funds | Dollar Amount: _____ |
| ☒ Other Funds Source | Dollar Amount: <u>3,996,158.78</u> |
| ☐ The item is not budgeted and will require other funding sources. | |
| ☒ The project is Grant Funded and requires an unfunded <u>30</u> % match | |

CFO Signature Required if any of the above is checked so submit first to CFO

- ☒ The item has no fiscal impact and requires no approval of funds

440-B DEPARTMENT HEAD RESPONSIBILITIES TO COMPLETE

- | | |
|---|--|
| ☐ 1 st and 2 nd Readers Required | ☐ Copy of Ad by Department* |
| ☐ Public Hearing Is Required | ☐ PowerPoint Slides Complete* |
| ☒ Contract and/or Documents Included* | ☐ Attorney Review Completed |
| ☒ Resolution Required (Check if Yes) | ☐ Resolution Submitted* |
| ☒ Commission Vote Required | * = Yellow Folder Document |
| ☒ Entered by Department Head or Manager into CivicClerk | |

440-C DOCKET AREA (ASSIGNED BY BOC OFFICE)

- ☐ Budget and Finance (Contracts, Fiscal, Grants, Insurance)
- ☐ Governmental Affairs (Appointments, Legislative, Policy, Governance)
- ☐ Merit System & Personnel (Personnel, Benefits, Human Resources)
- ☐ Planning and Development (Ordinances, Public Hearings, Zoning)
- ☐ Public Safety & Courts (911, EMA, EMS, Fire, Justice, Law, Sheriff)
- ☐ Reports and Information (No Action; Information Items; Recognitions)
- ☐ Transportation and Infrastructure (Facilities and Public Works)
- ☐ Assigned to Consent Agenda for Vote

- ☒ Entered by Department Head or Manager into CivicClerk

☒ Requires Approval of Chief Financial Officer (If Section 440-A Requires)

Electronic Approval with Civic Plus

Final approvals will be handled once submitted electronically with your docket submissions. Please provide this form and a resolution if the item requires board approval, along with supporting documentation uploaded to CivicPlus.

INSTRUCTIONS: THIS FORM SHOULD BE FILLED OUT BY THE DEPARTMENT HEAD WHO IS RESPONSIBLE FOR ALL INFORMATION THROUGH SECTION 440-A AND 440-B, AND SUBMITTED TO THE BOC OFFICE FOR PROCESSING. INCOMPLETE FORMS OR REQUESTS THAT ARE UNCLEAR MAY RESULT IN UNAVOIDABLE DELAYS IN SCHEDULING OR COMPLETION. ALL SUPPORTING DOCUMENTATION SHALL BE SUBMITTED ALONG WITH THIS FORM. YELLOW FOLDER DOCKET PREP SHALL BE HELD THE TUESDAY BEFORE THE BOC MEETING AT 10:00 AM. SUBMIT AN INDIVIDUAL FORM FOR EACH SEPARATE REQUEST FOR PLACEMENT ON THE DOCKET. YOU MUST PARTICIPATE IN YELLOW FOLDER MEETINGS IF YOU HAVE ITEMS GOING BEFORE THE BOC.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

DATE: 4/7/2026

FROM: Joey Lowe
DEPARTMENT MANAGER OR EXECUTIVE SUBMITTING ITEM(S)

DEPT: Public Works

MEETING DATE: 4/13/2026
DATE OF BOC MEETING DESIRED FOR PRESENTATION

DESCRIPTION OF ITEM TO BE PLACED ON DOCKET

Asking Board approval to award 2026 LMIG project to MHB Paving

in the amount of \$4,910,001.69. Road list consist of Beaty Circle,

Giles Ferry, Highland Circle, Lee Maddox, Martin, Mayfield, Higgins

Chappel Mill

Joey Lowe

Digitally signed by Joey Lowe
Date: 2026.04.07 10:43:04 -04'00'

Signature of County Official Submitting Request

					MHB Paving					
Item No	Qty.	Unit	GDOT	Description	Unit Price	Total Price	City Portion	County Portion		
1005	1	LS	150-1000	150-1000 Traffic Control- Beaty Circle	\$ 8,000.00	\$ 8,000.00	\$ 3,823.29	\$ 4,176.71	\$	8,000.00
1006	1	LS	150-1000	150-1000 Traffic Control- Giles / Highland	\$ 13,000.00	\$ 13,000.00	\$ 879.00	\$ 12,121.00	\$	13,000.00
1007	1	LS	150-1000	150-1000 Traffic Control- Lee Maddox / Martin	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00	\$	7,000.00
1008	1	LS	150-1000	150-1000 Traffic Control- Higgins/ Mayfield	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$	2,000.00
1009	1	LS	150-1000	150-1000 Traffic Control- Chappell	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$	6,000.00
1010	1.00	LS	210-0200	Grading Complete(including all appurtances, driveway 2 foot overlays, etc.)- Beaty Circle	\$ 26,145.00	\$ 26,145.00	\$ 12,495.00	\$ 13,650.00	\$	26,145.00
1011	1.00	LS	210-0200	Grading Complete(including all appurtances, driveway 2 foot overlays, etc.)- Giles / Highland	\$ 29,505.00	\$ 29,505.00	\$ 1,995.00	\$ 27,510.00	\$	29,505.00
1012	1.00	LS	210-0200	Grading Complete(including all appurtances, driveway 2 foot overlays, etc.)- Lee Maddox / Martin	\$ 28,035.00	\$ 28,035.00	\$ -	\$ 28,035.00	\$	28,035.00
1013	1.00	LS	210-0200	Grading Complete(including all appurtances, driveway 2 foot overlays, etc.)- Higgins/ Mayfield	\$ 54,600.00	\$ 54,600.00	\$ -	\$ 54,600.00	\$	54,600.00
1014	1.00	LS	210-0200	Grading Complete(including all appurtances, driveway 2 foot overlays, etc.)- Chappell	\$ 11,655.00	\$ 11,655.00	\$ -	\$ 11,655.00	\$	11,655.00
1015	0	SY	432-5010	432-0206 Mill Asph Conc Pvm. 1 1/2 in depth	\$ 2.50		\$ -	\$ -	\$	-
1020	150	TNS	402-1802	402-1802 Recycled Asphalt Concrete Patching, Incl Bitum Matl & H Lime	\$ 214.20	\$ 32,130.00	\$ -	\$ 32,130.00	\$	32,130.00
1025	4419.00	TNS	415-5000	Asphaltic Concrete open graded crack relief interlayer, GP2 only, incl bitum matl & H Lime (OGI)	\$ 133.49	\$ 589,892.31	\$ 91,307.16	\$ 498,585.15	\$	589,892.31
1030	0	TNS	402-1812	402-1812 Recycled Asphalt Concrete Leveling Incl Bitum Matl & H-Lime	\$ 150.00	\$ -	\$ -	\$ -	\$	-
1035	17308	TNS	402-3130	402-3130 Recycled Asphalt Concrete 12.5 mm Superpave, GP1 or 2, Incl Bitum Matl & H Lime	\$ 116.43	\$ 2,015,170.44	\$ 126,442.98	\$ 1,888,727.46	\$	2,015,170.44
1040	10689	GAL	413-1000	413-1000 Bitum. Tack Coat	\$ 6.00	\$ 64,134.00	\$ 906.00	\$ 63,228.00	\$	64,134.00
1045	17.27	AC	611-8050	700-6910 - Perm Grassing	\$ 2,035.00	\$ 35,144.45	\$ 3,378.10	\$ 31,766.35	\$	35,144.45
1050	0	EA	611-8140	611-8050 Raise Existing Manhole to Grade	\$ 350.00		\$ -	\$ -	\$	-
1055	0	EA	653-1704	611-8140 Raise Water Valve Box to Grade	\$ 150.00		\$ -	\$ -	\$	-
1060	228	LF	652-2501	653-1704 Thermo Solid Traffic Stripe, 24" White	\$ 10.00	\$ 2,280.00	\$ 240.00	\$ 2,040.00	\$	2,280.00
1065	50	LF	652-2501	653-1704 Thermo Solid Traffic Stripe, 24" White Railroad Crossings	\$ 10.00	\$ 500.00	\$ -	\$ 500.00	\$	500.00
1070	28.56	LM	652-2502	652-2501 Solid Traffic Stripe, 5" White	\$ 2,425.00	\$ 69,258.00	\$ 6,693.00	\$ 62,565.00	\$	69,258.00
1075	28.56	LM	706-1003	652-2502 Solid Traffic Stripe, 5" Yellow	\$ 2,425.00	\$ 69,258.00	\$ 6,693.00	\$ 62,565.00	\$	69,258.00
1080	92,454	SY	302-0000	Cement Stabilized Reclaimed Base Construction CSRB, 8" Incl Matl and Haul 8" (FDR)	\$ 3.41	\$ 315,268.14	\$ -	\$ 315,268.14	\$	315,268.14
1085	2331	TNS	301-5000	Portland Cement	\$ 197.80	\$ 461,071.80	\$ -	\$ 461,071.80	\$	461,071.80
1090	1819	TNS	302-0000	Recycled Asphalt Concrete 19 mm Superpave, GP1 or 2, Incl Bitum Matl & H Lime- For Widening	\$ 119.89	\$ 218,079.91	\$ -	\$ 218,079.91	\$	218,079.91
1095	2	EA	429-1000	Rumble Strips (Each Side of Road)	\$ 750.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$	1,500.00
1100	155	EA	-	Mailbox Gravel	\$ 236.40	\$ 36,642.00	\$ 1,891.20	\$ 34,750.80	\$	36,642.00
2005	1	LS	-	On Site Contingency	\$ 400,000.00	\$ 400,000.00	\$ 38,655.46	\$ 361,344.54	\$	400,000.00
Total Construction						\$ 4,496,269.05	\$ 295,399.20	\$ 4,200,869.85	\$	4,496,269.05
							City portion^	county portion^		
							Math Works			



March 31, 2026

Brad Johnson
County Manager
625 Third Street
Suite 4
Jackson, GA 30233

RE: 2026 LMIG
Butts County
H&A File No. 1507-055

Dear Brad:

For your reference, file and use enclosed please find a copy of the Minutes for the Bid Opening.

If you should have any questions or need additional information, please don't hesitate to call.

Sincerely,

HOFSTADTER AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Hayes Hofstadter', is written over a faint blue circular stamp.

Hayes Hofstadter, P.E.
Project Engineer

Enclosures

Cc: Tina Lunsford
Joey Lowe

HH/jlh



MINUTES

BID OPENING FOR 2026 LMIG BUTTS COUNTY, GEORGIA

MARCH 31, 2026
11:00 A.M.

ATTENDANCE

NAME

Hayes Hofstadter
Tony O'Neal
Matt Andrews
Dominick Williams
Mark Tumlin
Tatum Sullivan
Julian Kocek
Reggie Lampkin

FIRM

Hofstadter & Associates
Atlanta Paving
McLeRoy
Pittman Construction
MHB Paving
ER Snell
Blount Construction
CW Matthews

MINUTES: Hayes. Hofstadter

I would like to welcome everyone to the Bid Opening for the 2026 LMIG, Butts County, Georgia. It is now 11:00 A.M. and I will start reading the bids in no particular order and I will announce the apparent low bidder once I am finished reading the bids.



2026 LMIG
Butts County Minutes
Bid Opening
March 31, 2026
Page Two

<u>Contractor</u>		<u>Bid Amount</u>
Atlanta Paving & Concrete	X	\$ 4,992,155.02
Blount Construction	X	\$ 4,639,644.97
CW Matthews	X	\$ 4,756,489.20
East Coast Grading		\$
ER Snell Contractor, Inc.	X	\$ 5,142,834.30
MHB Paving, Inc.	X	\$ 4,496,269.05
McLeRoy Inc.	X	\$ 5,487,552.68
Piedmont Paving, Inc.		\$
Pittman Construction Co.	X	\$ 5,091,136.44
		\$

* Amount was corrected later during math check.

The apparent low bidder is MHB Paving, Inc. with a bid price of \$ 4,496,269.05. Once I have reviewed the bids for mathematical accuracy. I will send everyone a copy of the bid tabulations. I would like to thank everyone for their interest and if there are any questions, please feel free to ask them at this time.

There were no questions and the Bid Opening was adjourned at 11:15 A.M.



INSTRUCTIONS: THIS FORM SHOULD BE COMPLETELY FILLED OUT AND SUBMITTED TO THE CLERK OF THE COUNTY FOR PROCESSING. INCOMPLETE FORMS OR REQUESTS THAT ARE UNCLEAR MAY RESULT IN UNAVOIDABLE DELAYS IN SCHEDULING OR COMPLETION. ALL SUPPORTING DOCUMENTATION SHALL BE SUBMITTED ALONG WITH THIS FORM FOR APPROVAL BY THE FRIDAY BEFORE DOCKET PREP SESSION. DOCKET PREP SHALL BE HELD THE MONDAY BEFORE THE BOC MEETING AT 10:00 AM. SUBMIT AN INDIVIDUAL FORM FOR EACH SEPARATE REQUEST FOR PLACEMENT ON THE DOCKET. YOU MUST PARTICIPATE IN THE DOCKET PREPARATION MEETING IF YOU HAVE ITEMS ON IT.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

DATE: 4/8/2026

Date Completed and Submitted

FROM: Brad Johnson

DEPARTMENT MANAGER OR EXECUTIVE SUBMITTING ITEM(S)

DEPT: Administration

EMAIL: bjohnson@buttscounty.org

PHONE: 770-775-8200

DATE: 4/13/2026

DATE OF COMMISSION MEETING DESIRED FOR PRESENTATION

DESCRIPTION OF ITEM TO BE PLACED ON DOCKET

In March the Butts County Development Authority sold long term property at Riverview Park Industrial Park. The BCDA had a commitment to Butts County Board of Commissioners for \$1,062,500. In 2019, the Board of Commissioners and the BCDA formed an agreement to provide road improvements for Dollar General Logistics for \$51,219.40. The BCDA has also agreed to forgo their yearly allocation of \$115,000 from our general fund. It is the recommendation from staff to settle with the BCDA for \$1,000,000.

FORM 440 REQUEST FOR DOCKET PLACEMENT

FISCAL CONSIDERATIONS (Check all that apply if applicable)

(The item is budgeted in one or more of the following funding centers)

- | | |
|--|-------------------------|
| ☐ General Fund | Dollar Amount: _____ |
| ☐ SPLOST | Dollar Amount: _____ |
| ☐ Grants Funding | Dollar Amount: _____ |
| ☐ Enterprise Funds | Dollar Amount: _____ |
| ☐ Other Funds Source | Dollar Amount: \$ _____ |
| ☐ The item is not budgeted and will require the use of Fund Balance | |
| ☐ The project is Grant Funded and requires an unfunded _____% match | |

CFO Signature Required if any of the above is checked so submit first to CFO

- ☐ The item has no fiscal impact and requires no approval of funds

LEGAL REQUIREMENTS (Check all that apply)

- | | |
|---|---|
| ☐ 1 ST and 2 ND Readers Required | ☐ Advertised as Required |
| ☐ Public Hearing Required | ☐ Advertised as Required |
| ☐ County Attorney Review Required | ☐ Attorney Has Reviewed |
| ☐ Commission Vote Required | ☐ Submittal to MuniCode |

DOCKET AREA (Assigned by Clerk of County)

- ☐ Budget and Finance (Contracts, Fiscal, Grants, Insurance)
- ☐ Governmental Affairs (Appointments, Legislative, Policy, Resolutions)
- ☐ Merit System & Personnel (Personnel, Benefits, Human Resources)
- ☐ Planning and Development (Ordinances, Public Hearings, Zoning)
- ☐ Public Affairs (Awards, Proclamations, Service Awards)
- ☐ Public Safety & Courts (911, EMA, EMS, Fire, Justice, Law, Sheriff)
- ☐ Reports and Information (No Action; Information Items Only)
- ☐ Transportation and Infrastructure (Facilities and Public Works)

Docket Number Assigned: _____

Date Submitted: _____/_____/_____

Approval of Chief Financial Officer if Fiscal Impact

Date Approved: _____/_____/_____

Approved for Docket Placement by Clerk of County

Date Approved: _____/_____/_____

Authorized by County Manager

Date Approved: _____/_____/_____

Development Authority of Butts County
Monthly Board Meeting
Minutes

The Development Authority of Butts County held its regularly scheduled meeting on Friday, August 9, 2019 at the Butts County Administration Building 625 W 3rd Street, Jackson, GA 30233.

Development Authority Members present and comprising a quorum were:

Members	PRESENT	ABSENT	Members	PRESENT	ABSENT
Bryan Bush	X		Roger McDaniel	X	
Clint Crowe		X	Alicia Washington	X	
John Harkness	X		Arthur White		X
Charles Lawson	X				

Guests Present: Michael Davis (JPA); Joe Reed (Brushy Creek HOA); Doug Adams, Tim Abney, and John Palmer (LGS Industrial, LLC of Stockbridge)

I. Welcome and Approval of the Agenda

Mr. Bush called the meeting to order and reviewed the agenda. On a motion by Mr. Harkness, seconded by Mr. Lawson, the Agenda was approved.

II. Approval of the Minutes:

July 12, 2019 Meeting: On a motion by Mr. McDaniel seconded by Ms. Washington, the Board voted unanimously approve the July 12, 2019 Monthly Meeting Minutes.

III. Board Items for Discussion and Action:

a) **Financial Reports July 2019:** On a motion by Mr. Lawson, seconded by Mr. McDaniel, the Board unanimously approved the July 2019 financial statements.

IV. Old Business

a) **Dollar General Road Project Update:** Executive Director Bob White provided an update on the Dollar General Road Project, and Chairman Bush provided background on the status of funding for the project by the Board of Commissioners, and a potential shortfall in the amount of funds available to fulfill the construction contract. Chairman Bush will discuss the matter with Commission Chair, Ken Rivers, and further action on participation by the Development Authority was tabled for discussion at the next Authority meeting.

b) **Georgia Trend Magazine:** Mr. White updated the Board on the Butts County focus in the August 2019 issue of Georgia Trend Magazine and provided copies of the magazine for review.

c) **Tax Savings Schedule 2019 Update** Mr. White provided copies of the current Tax Savings Schedule which had previously been developed to assist the Authority in evaluating economic development projects for incentive purposes, and he asked the Board to reconsider the current use of Butts County's "per capita income" as the criteria for assigning weighting for factoring Average Wage inputs on the Tax Savings Schedule. Noting that the State of Georgia's Quality Jobs Tax Credit – which was created to incentivize projects that paid higher than normal wages –

Development Authority of Butts County
Monthly Board Meeting
Minutes

utilized criteria based on projected wages as a percentage of a county's average wage, Mr. White suggested that the use of a company's average wage would be more consistent with the State's incentive policies and would be more accurate when assessing the value of an economic development project's wage levels. Mr. White provided Board members with copies of the proposed revised Schedule with the recommended changes and, on a motion by Ms. Washington, seconded by Mr. Lawson, the Board voted to approve the revised wording, as presented, on the Tax Savings Schedule. Mr. White will transmit copies of the revised Tax Schedule to the Board of Commissioners, and to the Board of Assessors for their review.

d) **Development Authority Legal Services:** In recent years, project activity levels for the Development Authority have increased significantly; and, as a result, the Development Authority has had to engage legal counsel more frequently to seek technical advice and guidance regarding increasingly complex legal issues. Additionally, as development authority law has changed rapidly in recent years, it has become more important than ever for our Authority to maintain proficiency in this field. For these reasons, the Executive Director - at the direction of the Board - initiated conversations with the Atlanta office of the Seyfarth Shaw law firm – a firm that the Authority had previously worked with as bond counsel, and which is recognized as one of the preeminent development authority law firms representing countless development authorities throughout Georgia - to discuss their representation as Authority Counsel. Mr. White distributed a Letter of Engagement for review by the Board, and on a motion by Ms. Washington, seconded by Mr. McDaniel, the Authority elected to engage the Atlanta office of Seyfarth Shaw as primary Authority Counsel going forward. In that capacity as Authority counsel, Seyfarth Shaw will serve as our general counsel, bond counsel when there are debt financings, and project counsel in connection with particular Development Authority projects.

e) **River Park e-Commerce Development:** Mr. Doug Adams of LGS Industrial LLC, the developer of the proposed 1,400+ acre River Park mixed use development on GA Highway 16 at Interstate 75, as well as his associates Mr. Tim Abney and Mr. John Palmer, made a presentation on their proposed development to the Authority. The project, as proposed, would consist of up to 18,000,000 square feet of industrial development, as well as a substantial amount of commercial development and up to 200 single family residences. The project has completed the Development of Regional Impact (DRI) review by the Three Rivers Regional Commission, and the matter will come before the Butts County Planning & Zoning Commission for a rezoning hearing on September 12, and before the Butts County Board of Commissioners on October 7, 2019. Mr. Adams also noted that, since a small portion of the land lies in Spalding County, a rezoning request will be heard in Spalding County in September, as well. After allowing for Board members to ask questions, Chairman Bush thank Mr. Adams and his associates for their presentation.

V. New Business

a) **2019-2020 Public Officials Liability Insurance Policy Renewal:** Mr. White presented a quote for the renewal of the Authority's Public Officials Management & Employment Practices Liability Insurance policy in the amount \$2,867. On a motion by Mr. Harkness, seconded by Mr. Lawson, the Board voted to accept the quote from Millenium of Griffin Insurance, Inc.

Development Authority of Butts County
Monthly Board Meeting
Minutes

VI. **Director's Report and Information:** Executive Director Bob White presented a summary of his activities and meetings since the previous Authority meeting.

VII. **Public Comment:** Mr. Joe Reed, representing the Brush Creek HOA, requested time to share a copy of a letter being distributed to the Butts County Board of Commissioners. The purpose of the letter was to express their concerns over a recent sewage leak caused by a contractor working in Phase I of the Riverview Business Park, and the future development of the 280+ acres of land owned by the Development Authority adjacent to High Falls Lake, and they requested that the Board of Commissioners consider re-zoning of the Authority's property for residential development. Chairman Bush thanked Mr. Reed for his input, and a copy of the letter is attached to these Minutes.

VIII. **Executive Session – Personnel Matter:**

a) On a motion by Ms. Washington, seconded by Mr. McDaniel, the Board voted unanimously to enter into Executive Session to a Personnel Matter.

b) On a motion by Mr. McDaniel, seconded by Ms. Washington, the Board voted unanimously to exit Executive Session.

There was no action taken on the items as discussed in Executive Session.

IX. **Adjournment:** There being no other business, on the motion by Mr. Harkness, seconded by Mr. Lawson, the Board voted unanimously to adjourn the meeting.

The Minutes were officially approved by the Board on: September 13, 2019

Executive Director

Chairman

Development Authority of Butts County
Monthly Board Meeting
Minutes

The Development Authority of Butts County held its regularly scheduled meeting on Friday, September 13, 2019 at the Butts County Administration Building 625 W 3rd Street, Jackson, GA 30233.

Development Authority Members present and comprising a quorum were:

Members	PRESENT	ABSENT	Members	PRESENT	ABSENT
Bryan Bush	X		Roger McDaniel		X
Clint Crowe	X		Alicia Washington		X
John Harkness	X		Arthur White	X	
Charles Lawson		X			

Guests Present: Michael Davis (JPA)

I. Welcome and Approval of the Agenda

Mr. Bush called the meeting to order and reviewed the agenda. On a motion by Mr. Harkness, seconded by Mr. Arthur White, the Agenda was approved.

II. Approval of the Minutes:

August 9, 2019 Meeting: On a motion by Mr. Crowe, seconded by Mr. Harkness, the Board voted unanimously approve the August 9, 2019 Monthly Meeting Minutes.

III. Board Items for Discussion and Action:

a) **Financial Reports August 2019:** On a motion by Mr. White, seconded by Mr. Crowe, the Board unanimously approved the August 2019 financial statements.

IV. Old Business

a) **Dollar General Road Project Update:** Chairman Bush and Executive Director Bob White provided an update on the Dollar General Road Project funding. As previously discussed at the August meeting, the Butts County Board of Commissioners had advised that the funding available to complete the Dollar General Road Project was \$330,000...\$270,000 from Impact Fees, and \$60,000 from SPLOST revenues; however, when applying the balance of \$24,333.62 in the Authority's DG Road checking account to this amount, there would still be a shortfall of \$51,219.40 against the remainder of the revised Contract amount of \$406,553.02. It was noted that the Board of Commissioners had initially pledged up to \$1,000,000 toward the DG Road project, but were now unable to fulfill the total amount pledge, thereby resulting in the budget shortfall. Following discussion by the Board during which it was acknowledged that the Development Authority was not liable for this project budget shortfall, there was a motion by Mr. Harkness, with a second by Mr. Crowe, to commit funding for the remaining \$51,219.40 from the Authority's resources; however, included in the motion was a request that the Board of Commissioners reduce the \$1,000,000 repayment for a Riverview Business Park loan as the property was sold, to be reduced by a like amount. The motion was approved by a unanimous vote.

b) **Tax Savings Schedule 2019 Update:** Mr. White reported that he had presented the revised Tax Savings Schedule to the Board of Commissioners and the Commissioners approved the recommended changes at their September 9th meeting.

Development Authority of Butts County

Monthly Board Meeting

Minutes

c) **Department of Driver Services Update:** Mr. White provided an update on the Georgia Department of Driver Services (DDS) Customer Service Center project. As previously reported, DDS was able to secure funding in the Governor's FY2020 Budget to move forward with development of a permanent DDS facility on the Southern Crescent Technical College's Jackson campus, and DDS was eager to begin work on the project as quickly as possible. Mr. White noted that the role of the Development Authority in the project is to serve as a financing conduit and project manager, but with no financial obligations; however, since the proposed project would technically be a "public project" which is not within the purview of the Development Authority of Butts County, a statutory development authority, the project would need to be handled through the Butts County Industrial Development Authority (IDA). Mr. White will be meeting with the Board of Commissioners to update them on the project, and a further presentation on the role of the IDA will be made at the quarterly meeting of the IDA in September.

V. New Business

a) **American Woodmark 35th Anniversary Celebration:** Mr. White advised the Board that American Woodmark would be holding a celebration recognizing their 35th year of operation at their plant in Jackson on October 23rd, and that Board members were invited to participate in the celebration. Mr. White also reported that American Woodmark participates in the German Apprenticeship Program through the Griffin Region College & Career Academy, and that Miguel Rivera, Engineering Manager for American Woodmark, would be on a panel at the German American Chamber's International Skills Conference in Atlanta on September 25th to discuss their experiences with the Apprenticeship program, and that he had registered to attend the event to learn more about the Apprenticeship program and to support our local industry's involvement.

VI. Director's Report and Information: Executive Director Bob White presented a summary of his activities and meetings since the previous Authority meeting. Included in his summary was a report on attendance at the Butts County Project Manager's luncheon on September 5th, and the Region 4A Developers Event in Pike County.

VII. Executive Session: There were no items discussed in Executive Session

VIII. Adjournment: There being no other business, on the motion by Mr. White, seconded by Mr. Harkness, the Board voted unanimously to adjourn the meeting.

The Minutes were officially approved by the Board on: October 11, 2019

Executive Director

Chairman



Official Document-Butts County Board of Commissioners Office
BUTTS COUNTY BOARD OF COMMISSIONERS
128th Session Covering Calendar Year 2026
2025-2026 Biennium

Minutes of the Board of Commissioners for March 9, 2026

Commissioners:

Mike Wilson, District 1
Jeremiah Hosford, District 2 (Excused)
Joe Brown, District 3
Keith Douglas, District 4
Russ Crumbley, District 5

Staff:

Brad Johnson County Manager
J. Michael Brewer, Deputy County Manager
Rhonda Blissit, Chief Financial Officer
Sharon Robinson, HR Director

WORKSHOP (5:45 PM)

Overview | Zoning Items for Meeting

Chairman Brown opened the workshop at 5:45 PM. Mr. Vaughan gave an overview of the zoning actions coming before the board. The first item is a rezoning from R-4 to AR at 905 E. Highway 36. This would also allow the split of the parcel to use a shared driveway between the two homes that will be built there.

The second action is a special use application for Biles Road to have a shared driveway amongst family members but with a 60-foot right of way that would allow it to be a future road. Discussion ensued.

Add-On | LMIG Burg Road

Mr. Lowe presented the bid costs from Hofstadter Engineering for the board to consider the repaving of Burg Road and Rock Creek Road. Mr. Johnson also presented an IGA for Jenkinsburg to approve that would call for them to reimburse us for their 0.29 miles of the road at the sum of \$99,495.51, all inclusive of engineering and related costs. If they agree to this, the entire road will be resurfaced, including the portion within the city of Jenkinsburg and the portion that is in the county. If they do not, the County will then only pave the County portion of the road. This item was an add-on due to the bids coming late Friday.

PRELIMINARIES (6:00 PM)

Call to Order | Invocation | Pledge

Mr. Brown called the meeting to order at 6PM. All members were present except Commissioner Hosford, who had a death in the family. Mr. Douglas gave the invocation.

Approval of Docket | Approval of Minutes

Mr. Douglas moved to approve the docket with the LMIG approval added, seconded by Mr. Wilson with unanimous consent.

NEW BUSINESS PRESENTATIONS

Add | Approve Burg Road LMIG | CR2026003025

Mr. Douglas made a motion to approve all related items to the resurfacing and LMIG for Burg Road, seconded by Mr. Wilson and approved with unanimous consent.

Hearing | Case 10-04-2025 RZ - 905 Hwy 36 E

Chairman Brown opened a public hearing. The applicant spoke in favor, no one spoke against. The hearing was closed. Mr. Wilson made a motion to approve with all conditions specified by staff, seconded by Mr. Crumbley and approved with unanimous consent.

Hearing | Case 12-01-2025 SU - 390 Biles Road - Shared Driveway

Chairman Brown opened a public hearing. The applicant spoke in favor of and no one spoke against. The hearing was closed. Mr. Crumbley moved to approve with all recommendations by staff, seconded by Mr. Wilson and approved with unanimous consent.

Monthly Reports | Deputy Manager | County Manager

Mr. Brewer gave the monthly operations report. Mr. Johnson reported on activities going on across the departments of the County and gave an update about opening day at the park.

CONCLUDING BUSINESS

Executive Session | Attorney Summary

Mr. Douglas made a motion to go into Executive Session for litigation, seconded by Mr. Crumbley and approved with unanimous consent. Three legal matters were discussed. Mr. Wilson made a motion to reconvene, seconded by Mr. Crumbley. The attorney summarized the session.

Adjournment

Mr. Douglas then motioned to adjourn, seconded by Mr. Wilson and unanimously upheld. The meeting adjourned at 7:45 PM.

Docs File



Official Document-Butts County Board of Commissioners Office
BUTTS COUNTY BOARD OF COMMISSIONERS
128th Session Covering Calendar Year 2026
2025-2026 Biennium

Minutes of the Board of Commissioners for March 23, 2026

Commissions:

Mike Wilson, District 1
Jeremiah Hosford, District 2
Joe Brown, District 3
Keith Douglas, District 4
Russ Crumbley, District 5

Staff:

Brad Johnson County Manager
J. Michael Brewer, Deputy County Manager
Rhonda Blissit, Chief Financial Officer

WORKSHOP (5:30 PM)

Discussion | Split Billing

The chairman called the meeting to order. The first discussion item was whether or not the county wishes to go back to a single tax billing cycle each year as opposed to the split billing cycle that we currently have. Currently, we are one of only four counties in Georgia that still have the old split billing system, and it creates administrative burden and overhead in the tax offices to have to process two tax cycles. The request before the board tonight is to revert back to a single billing cycle where taxes would be due in November. Following discussion it was determined that the County needed to put this out to the public and have more discussion about it before a final vote was taken.

Discussion | Preliminary Rollback Rate

The next item is a required vote for a preliminary rollback rate for tax millage purposes. The resolution would set the preliminary rollback at 10.459 mils, which is the current millage rate. Lengthy discussion ensued.

Discussion | County Logo Revision

Mr. Brewer presented a revision to the county logo that retained the existing design but strengthened some design elements and incorporated imagery of the historic courthouse clock tower in the center. The board gave consent to begin using the new logo immediately.

PRELIMINARIES (6:00 PM)

Call to Order | Welome | Invocation | Pledge

Chairman Brown called the meeting to order and welcomed all present. The invocation and Pledge of Allegiance were delivered.

Approval of Docket

A motion to approve the docket was entered by commissioner Douglas, seconded by Mr. Wilson with unanimous consent.

NEW BUSINESS PRESENTATIONS

Preliminary Rollback Millage Rate

A motion was entered to approve resolution CR20260326, adopting the preliminary rollback rate for 2026 by Mr. Douglas, seconded by Mr. Hosford and approved with unanimous consent.

Reports | Finance

Ms. Blissit gave the financial report. With 67% of the year completed, the COunty has collected 90% of the revenue and expended 63% of the budget.

CONCLUDING BUSINESS

Executive Session | Adjournment

A need to enter into executive session existed due to a legal matter and a real estate matter that needed to be discussed. Mr. Hosford recused himself with the following statement entered into the record:

"At this time, I wish to formally state for the record that, upon the advice of legal counsel, I am recusing myself from any and all discussion, deliberation, and voting related to the matter of *Tussahaw Reserves, LLC v. Butts County*, as well as any related proceedings or decisions connected to that matter. In the interest of full disclosure, I have a property under contract for possible acquisition that is adjacent to property owned by Tussahaw Reserves, LLC. This circumstance creates a conflict of interest with respect to my participation in discussions concerning this litigation, the County's defense of the matter, or any policy or land-use decisions that may affect Tussahaw's property. While I remain fully committed to representing the interests of the citizens of my district and of Butts County as a whole, it is essential that members of this body avoid both actual conflicts of interest and situations that could reasonably be perceived as influencing official judgment. Accordingly, in the interest of transparency, fairness, and maintaining the public's trust in the integrity of this Board, I believe the appropriate course of action is to recuse myself from this matter. I will therefore take no part in any discussions, deliberations, or votes related to the Tussahaw case or related matters".

Following his statement, Mr. Douglas moved to go into executive session, seconded by Mr.

Wilson. Later Mr. Douglas moved to come out of Executive Session, seconded by Mr. Wilson and approved 4-0. Mr. Brewer gave a summary of the executive session, stating that the Board had covered the potential acquisition of a piece of real estate for future fire station development and a litigation matter pertaining to the aforementioned Tussahaw case.

Mr. Crumbley moved to adjourn, seconded by Mr. Wilson and approved with unanimous consent.

Docs File



INSTRUCTIONS: THIS FORM SHOULD BE COMPLETELY FILLED OUT AND SUBMITTED TO THE CLERK OF THE COUNTY FOR PROCESSING. INCOMPLETE FORMS OR REQUESTS THAT ARE UNCLEAR MAY RESULT IN UNAVOIDABLE DELAYS IN SCHEDULING OR COMPLETION. ALL SUPPORTING DOCUMENTATION SHALL BE SUBMITTED ALONG WITH THIS FORM FOR APPROVAL BY THE FRIDAY BEFORE DOCKET PREP SESSION. DOCKET PREP SHALL BE HELD THE MONDAY BEFORE THE BOC MEETING AT 10:00 AM. SUBMIT AN INDIVIDUAL FORM FOR EACH SEPARATE REQUEST FOR PLACEMENT ON THE DOCKET. YOU MUST PARTICIPATE IN DOCKET PREPARATION MEETING IF YOU HAVE ITEMS ON IT.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

DATE: March 31, 2026

FROM: Sonia Sands- E-911 Director
DEPARTMENT MANAGER OR EXECUTIVE SUBMITTING ITEM(S)

DEPT: E-911

EMAIL: ssands@buttscounty.org

PHONE: 770-775-8232

DATE: April 13, 2026
DATE OF COMMISSION MEETING DESIRED FOR PRESENTATION

DESCRIPTION OF ITEM TO BE PLACED ON DOCKET

This is a proclamation recognizing April 12-18, 2026, as
National Telecommunicators Week.

FORM 440 REQUEST FOR DOCKET PLACEMENT

FISCAL CONSIDERATIONS (Check all that apply if applicable)

(The item is budgeted in one or more of the following funding centers)

- | | |
|--|----------------------|
| ☐ General Fund | Dollar Amount: _____ |
| ☐ SPLOST | Dollar Amount: _____ |
| ☐ Grants Funding | Dollar Amount: _____ |
| ☐ Enterprise Funds | Dollar Amount: _____ |
| ☐ Other Funds Source | Dollar Amount: _____ |
| ☐ The item is not budgeted and will require use of Fund Balance | |
| ☐ The project is Grant Funded and requires an unfunded _____% match | |

CFO Signature Required if any of the above is checked so submit first to CFO

- ☐ The item has no fiscal impact and requires no approval of funds

LEGAL REQUIREMENTS (Check all that apply)

- | | |
|---|---|
| ☐ 1 ST and 2 ND Readers Required | ☐ Advertised as Required |
| ☐ Public Hearing Required | ☐ Advertised as Required |
| ☐ County Attorney Review Required | ☐ Attorney Has Reviewed |
| ☐ Commission Vote Required | ☐ Submittal to MuniCode |

DOCKET AREA (Assigned by Clerk of County)

- ☐ Budget and Finance (Contracts, Fiscal, Grants, Insurance)
- ☐ Governmental Affairs (Appointments, Legislative, Policy, Resolutions)
- ☐ Merit System & Personnel (Personnel, Benefits, Human Resources)
- ☐ Planning and Development (Ordinances, Public Hearings, Zoning)
- ☐ x Public Affairs (Awards, Proclamations, Service Awards)
- ☐ Public Safety & Courts (911, EMA, EMS, Fire, Justice, Law, Sheriff)
- ☐ Reports and Information (No Action; Information Items Only)
- ☐ Transportation and Infrastructure (Facilities and Public Works)

Docket Number Assigned: _____

Signature of County Official Submitting Request

Date Submitted: _____/_____/_____

Approval of Chief Financial Officer if Fiscal Impact

Date Approved: _____/_____/_____

Approved for Docket Placement by Clerk of County

Date Approved: _____/_____/_____

Authorized by County Manager

Date Approved: _____/_____/_____

BUTTS COUNTY BOARD OF COMMISSIONERS
625 WEST THIRD STREET, SUITE 4
JACKSON, GEORGIA 30233

WHEREAS, emergencies can occur at any time that require police, fire, or emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of law enforcement officers, firefighters, and emergency medical personnel is critical to the protection of life and preservation of property; and

WHEREAS, the Butts County E-911 Department serves as the first and most critical point of contact for citizens in times of crisis, providing a vital link between the public and emergency responders; and

WHEREAS, the dedicated public safety telecommunicators of the Butts County E-911 Department answer emergency and non-emergency calls, dispatch appropriate services, provide professionalism, and compassion under pressure; and

WHEREAS, these highly trained professionals work around the clock, 24 hours a day, 7 days a week, including weekends and holidays, to ensure the safety and well-being of the residents and visitors of Butts County; and

WHEREAS, the contributions of these individuals often go unseen, yet their commitment, skill, and dedication are essential to the effective delivery of public safety services; and

WHEREAS it is fitting and proper to recognize and honor the service and sacrifice of the telecommunicators who serve Butts County through the E-911 Department.

NOW, THEREFORE, BE IT PROCLAIMED that the Butts County Board of Commissioners does hereby recognize April 12–18 as **National Public Safety Telecommunicators Week** in Butts County, Georgia, and encourages all citizens to join in honoring the members of the Butts County E-911 Department for their outstanding service and unwavering commitment to public safety.

IN WITNESS WHEREOF, the Butts County Board of Commissioners has hereunto set their hands and caused the official seal of Butts County, Georgia, to be affixed this _____ day of _____, 2026.

Chairman



INSTRUCTIONS: THIS FORM SHOULD BE FILLED OUT BY THE DEPARTMENT HEAD WHO IS RESPONSIBLE FOR ALL INFORMATION THROUGH SECTION 440-A AND 440-B, AND SUBMITTED TO THE BOC OFFICE FOR PROCESSING. INCOMPLETE FORMS OR REQUESTS THAT ARE UNCLEAR MAY RESULT IN UNAVOIDABLE DELAYS IN SCHEDULING OR COMPLETION. ALL SUPPORTING DOCUMENTATION SHALL BE SUBMITTED ALONG WITH THIS FORM. YELLOW FOLDER DOCKET PREP SHALL BE HELD THE TUESDAY BEFORE THE BOC MEETING AT 10:00 AM. SUBMIT AN INDIVIDUAL FORM FOR EACH SEPARATE REQUEST FOR PLACEMENT ON THE DOCKET. YOU MUST PARTICIPATE IN YELLOW FOLDER MEETINGS IF YOU HAVE ITEMS GOING BEFORE THE BOC.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

DATE: 04/08/2026

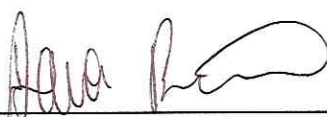
FROM: Dava Biles
DEPARTMENT MANAGER OR EXECUTIVE SUBMITTING ITEM(S)

DEPT: Animal Services

MEETING DATE: 4/14/2026
DATE OF BOC MEETING DESIRED FOR PRESENTATION

DESCRIPTION OF ITEM TO BE PLACED ON DOCKET

Proclamation for Animal Services Appreciation Week
April 12-18, 2026



Signature of County Official Submitting Request

FORM 440 REQUEST FOR DOCKET PLACEMENT

440-A FISCAL CONSIDERATIONS (CHECK ALL THAT APPLY)

(The item is budgeted in one or more of the following funding centers)

- | | |
|---|----------------------|
| ☐ General Fund | Dollar Amount: _____ |
| ☐ SPLOST | Dollar Amount: _____ |
| ☐ Grants Funding | Dollar Amount: _____ |
| ☐ Enterprise Funds | Dollar Amount: _____ |
| ☐ Other Funds Source | Dollar Amount: _____ |
| ☐ The item is not budgeted and will require other funding sources. | |
| ☐ The project is Grant Funded and requires an unfunded _____ % match | |

CFO Signature Required if any of the above is checked so submit first to CFO

- ☐ The item has no fiscal impact and requires no approval of funds

440-B DEPARTMENT HEAD RESPONSIBILITIES TO COMPLETE

- | | |
|--|--|
| ☐ 1 st and 2 nd Readers Required | ☐ Copy of Ad by Department* |
| ☐ Public Hearing Is Required | ☐ PowerPoint Slides Complete* |
| ☐ Contract and/or Documents Included* | ☐ Attorney Review Completed |
| ☐ Resolution Required (Check if Yes) | ☐ Resolution Submitted* |
| ☐ Commission Vote Required | * = Yellow Folder Document |
| ☐ Entered by Department Head or Manager into CivicClerk | |

440-C DOCKET AREA (ASSIGNED BY BOC OFFICE)

- ☐ Budget and Finance (Contracts, Fiscal, Grants, Insurance)
- ☐ Governmental Affairs (Appointments, Legislative, Policy, Governance)
- ☐ Merit System & Personnel (Personnel, Benefits, Human Resources)
- ☐ Planning and Development (Ordinances, Public Hearings, Zoning)
- ☐ Public Safety & Courts (911, EMA, EMS, Fire, Justice, Law, Sheriff)
- ☐ Reports and Information (No Action; Information Items; Recognitions)
- ☐ Transportation and Infrastructure (Facilities and Public Works)
- ☐ Assigned to Consent Agenda for Vote

- ☐ Entered by Department Head or Manager into CivicClerk

- ☐ Requires Approval of Chief Financial Officer (If Section 440-A Requires)

Electronic Approval with Civic Plus

Final approvals will be handled once submitted electronically with your docket submissions. Please provide this form and a resolution if the item requires board approval, along with supporting documentation uploaded to CivicPlus.

**PROCLAMATION
ANIMAL SERVICES APPRECIATION WEEK
APRIL 12–18, 2026**

WHEREAS, Butts County Animal Services serves as a vital resource in protecting the health, safety, and welfare of the residents and animals of Butts County; and

WHEREAS, the dedicated Animal Services officers and staff of Butts County work diligently to enforce animal welfare laws, respond to emergencies, investigate cases of cruelty and neglect, and promote responsible pet ownership through education and outreach; and

WHEREAS, Butts County Animal Services provides compassionate care to lost, stray, and abandoned animals, striving to reunite pets with their families and to place animals in safe, loving homes; and

WHEREAS, these professionals play an essential role in safeguarding public health through rabies control, animal population management, and community engagement initiatives; and

WHEREAS, Animal Services Appreciation Week offers an opportunity to recognize and honor the hard work, dedication, and compassion demonstrated daily by the staff of Butts County Animal Services;

NOW, THEREFORE, BE IT PROCLAIMED that the Butts County Board of Commissioners hereby recognizes April 12–18, 2026, as

ANIMAL SERVICES APPRECIATION WEEK

in Butts County and calls upon all residents to join in expressing sincere appreciation to the staff of Butts County Animal Services for their outstanding service and commitment to the well-being of animals and the community.

BE IT FURTHER PROCLAIMED that the Board of Commissioners encourages citizens to support Animal Services efforts through responsible pet ownership, adoption, volunteerism, and community awareness.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seal of the Butts County Board of Commissioners to be affixed this ____ day of _____, 2026.

Chair, Board of Commissioners

Vice Chair

Commissioner

Commissioner

Commissioner



FORM 440 REQUEST FOR DOCKET PLACEMENT

440-A FISCAL CONSIDERATIONS (CHECK ALL THAT APPLY)

(The item is budgeted in one or more of the following funding centers)

- | | |
|--|----------------------|
| ☐ General Fund | Dollar Amount: _____ |
| ☐ SPLOST | Dollar Amount: _____ |
| ☐ Grants Funding | Dollar Amount: _____ |
| ☐ Enterprise Funds | Dollar Amount: _____ |
| ☐ Other Funds Source | Dollar Amount: _____ |
| ☐ The item is not budgeted and will require other funding sources. | |
| ☐ The project is Grant Funded and requires an unfunded _____% match | |

CFO Signature Required if any of the above is checked so submit first to CFO

- ☒ The item has no fiscal impact and requires no approval of funds

440-B DEPARTMENT HEAD RESPONSIBILITIES TO COMPLETE

- | | |
|---|---|
| ☐ 1 ST and 2 ND Readers Required | ☒ Copy of Ad by Department* |
| ☒ Public Hearing Is Required | ☒ PowerPoint Slides Complete* |
| ☒ Contract and/or Documents Included* | ☒ Attorney Review Completed |
| ☒ Resolution Required (Check if Yes) | ☒ Resolution Submitted* |
| ☒ Commission Vote Required | * = Yellow Folder Document |
| ☒ Entered by Department Head or Manager into CivicClerk | |

440-C DOCKET AREA (ASSIGNED BY BOC OFFICE)

- ☐ Budget and Finance (Contracts, Fiscal, Grants, Insurance)
- ☐ Governmental Affairs (Appointments, Legislative, Policy, Governance)
- ☐ Merit System & Personnel (Personnel, Benefits, Human Resources)
- ☒ Planning and Development (Ordinances, Public Hearings, Zoning)
- ☐ Public Safety & Courts (911, EMA, EMS, Fire, Justice, Law, Sheriff)
- ☐ Reports and Information (No Action; Information Items; Recognitions)
- ☐ Transportation and Infrastructure (Facilities and Public Works)
- ☐ Assigned to Consent Agenda for Vote

- ☒ Entered by Department Head or Manager into CivicClerk

- ☐ Requires Approval of Chief Financial Officer (If Section 440-A Requires)

Electronic Approval with Civic Plus

Final approvals will be handled once submitted electronically with your docket submissions. Please provide this form and a resolution if the item requires board approval, along with supporting documentation uploaded to CivicPlus.

INSTRUCTIONS: THIS FORM SHOULD BE FILLED OUT BY THE DEPARTMENT HEAD WHO IS RESPONSIBLE FOR ALL INFORMATION THROUGH SECTION 440-A AND 440-B, AND SUBMITTED TO THE BOC OFFICE FOR PROCESSING. INCOMPLETE FORMS OR REQUESTS THAT ARE UNCLEAR MAY RESULT IN UNAVOIDABLE DELAYS IN SCHEDULING OR COMPLETION. ALL SUPPORTING DOCUMENTATION SHALL BE SUBMITTED ALONG WITH THIS FORM. YELLOW FOLDER DOCKET PREP SHALL BE HELD THE TUESDAY BEFORE THE BOC MEETING AT 10:00 AM. SUBMIT AN INDIVIDUAL FORM FOR EACH SEPARATE REQUEST FOR PLACEMENT ON THE DOCKET. YOU MUST PARTICIPATE IN YELLOW FOLDER MEETINGS IF YOU HAVE ITEMS GOING BEFORE THE BOC.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

DATE: 4/6/26

FROM: Brad Vaughan
DEPARTMENT MANAGER OR EXECUTIVE SUBMITTING ITEM(S)

DEPT: Planning & Development

MEETING DATE: 4/13/26
DATE OF BOC MEETING DESIRED FOR PRESENTATION

DESCRIPTION OF ITEM TO BE PLACED ON DOCKET

Family Cemetery Text amendment

defines a "Family Cemetery" definition and amends current ordinance for new cemeteries

and burial grounds. creates a standardized application process and incorporates

design and platting criteria.

Bradford T. Vaughan

Digitally signed by Bradford T. Vaughan
DN: cn=Bradford T. Vaughan, o=Butts County, ou=Butts County, c=US
Date: 2025.04.06 13:41:26 -0400

Signature of County Official Submitting Request



**BOARD OF
COMMISSIONERS**

Mike Wilson
District 1 Commissioner

Jeremiah Hosford
District 2 Commissioner

Joe Brown
District 3 Commissioner

J. Keith Douglas
District 4 Commissioner

Russ Crumley
District 5 Commissioner

ADMINISTRATION

Brad Johnson
County Manager

Brad Vaughan
Planning & Development
Director

Channing Cawthon
Planner

Kameryn Powell
Permit Technician

Shana Corley
Office Manager

Jeremy Head
Building Official

Kyle Golberg
Building Plan Reviewer &
Building Inspector

**BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
PLANNING & DEVELOPMENT DEPARTMENT**

625 West Third Street, Suite 3, Jackson, Georgia 30233

Office 770-775-8210 - Fax 770-775-8211

www.buttscountyga.com

March 2, 2026

MEMORANDUM

TO: Butts County Board of Commissioners

RE: Proposed UDO Amendments – Family Cemeteries

Chairman and Commissioners,

Attached are proposed amendments to the County's cemetery regulations, including updates to definitions and the procedures and standards for establishing new cemeteries and family burial grounds.

These revisions clarify the permitting process, platting requirements, maintenance standards, setback requirements, and long-term preservation obligations. The proposed language also establishes clearer distinctions between public cemeteries and family cemeteries, including limitations on size, number of graves, and eligibility for interment.

The intent of these amendments is to provide a more structured and defensible process while ensuring respect, preservation, and proper documentation of burial sites. The revisions improve clarity for applicants and streamline administrative review for staff, ultimately benefiting the County through consistent enforcement and reduced ambiguity.

Staff respectfully requests the Board's consideration and is available for any questions.

Channing Cawthon, Planner

Butts County Board of Commissioners
Planning & Development Department
625 W Third Street, Suite 3

Jackson, Georgia 30233

Phone: 770-775-8210 Ext. 305

Email: ccawthon@buttscounty.org

cc. Brad Vaughan, Director

Butts County Zoning Edits - Family Cemetery

Sec. 1.10.00 Definitions

Cemetery means land either already reserved for burial plots for the deceased or which may, in the future, be so reserved; it may be maintained either by a family, a church or other place of worship, or a private corporation.

Cemetery, Family means a private, non-commercial cemetery that is restricted to members of the family that owns the property.

Chapter 18 – CEMETERIES

ARTICLE I. - IN GENERAL

ARTICLE II. - NEW CEMETERIES AND BURIAL GROUNDS

DIVISION 1. - GENERALLY

Sec. 18-36. - Plan or intent to establish.

Any plan or intention to inter or reinter human remains, whether below the ground or above the ground, on property that has not already been registered as a cemetery or burial ground, or to relocate the site of a cemetery or burial ground, shall be construed to be a plan or intent to establish a new cemetery or burial ground.

Secs. 18-37—18-60. - Reserved.

DIVISION 2. - PERMIT

Sec. 18-61. - Required.

Anyone planning or intending to establish a new cemetery or burial ground on property in the county shall apply to the zoning administrator for a permit, and no person may inter or reinter human remains in a new cemetery or burial ground without obtaining a permit in advance.

Sec. 18-62. - Applications.

Applications for new cemeteries or burial grounds shall be filed with the zoning administrator in a form, at a minimum, including the following information:

- (a) The name and address of the property owner;
- (b) ~~the~~ The written and notarized consent of the property owner;
- (c) ~~the~~ The property location;

(d) ~~i~~Information to identify the human remains to be interred or reinterred; a legal description of a specifically defined parcel to be dedicated as the cemetery or burial ground;

(e) ~~p~~Plans for the development, maintenance, and preservation and protection of the cemetery or burial ground, including the appropriate marking of grave sites and the means of access to the site by the descendants of the deceased;

(f) ~~and t~~The name and address of the person responsible for future maintenance.

Sec. 18-63. - Review of applications.

(a) The application shall be submitted to the zoning administrator for review and recommendations.

(b) In reviewing the application, the zoning administrator is authorized to request additional information of the applicant, to hold public hearings, and to obtain independent reviews of applicant plans.

(c) The zoning administrator is charged with making recommendations regarding the sufficiency of the application submitted as to the following: the potential limitations on future use and development of the property; adequacy of plans for future maintenance; appropriateness of the cemetery plans given surrounding property use and the respect and dignity to be afforded burial sites; and other specific conditions affecting the proposed use.

(d) The zoning administrator shall make a written recommendation to the board of commissioners within 30 days of receiving the application.

Sec. 18-64. - Grant or denial.

(a) Following the receipt of the recommendations of the zoning administrator, the board of commissioners shall place the application on its agenda for the next called or regular meeting following the published notice.

(b) Notice of the application shall be advertised in the legal organ of the county once a week for two consecutive weeks immediately preceding the week in which the meeting of the board of commissioners is scheduled at which the application is to be considered.

(c) The applicant shall be required to post the nearest public road not less than 15 days prior to the meeting of the board of commissioners.

(d) Within 30 days after the conclusion of the meeting, the board of commissioners shall notify the applicant, in writing, of its decision. The board of commissioners shall have the authority to deny the application, with written reasons therefor, to issue the permit in whole or in part, or to issue a permit which may include additional provisions to ensure proper respect and regard for the remains of the deceased and to ensure the preservation and protection of the remains.

~~(e) Every permit issued pursuant to this article shall contain as a condition thereto the following: that the cemetery or burial ground shall be defined as a specific tract or parcel of land and dedicated to the purpose or use as such; that such dedication shall include a perpetual easement of ingress and egress for the use and benefit of descendants buried therein; and that such dedication shall be recorded among the real property records in the office of the clerk of the superior court of the county.~~

Sec. 18-65. – Standards for [Platting and Recording New Cemeteries](#)

~~(a) A [newly platting and recorded cemetery or burial ground](#) shall be defined as a specific tract or parcel of land, dedicated to the purpose or use as such, and [appropriately recorded on an plat satisfying the requirements stated below, approved by the zoning administrator, and referred to herein as a “platting cemetery”.](#)~~

~~1. Each [platting cemetery](#) shall include a perpetual easement of ingress and egress for the use and benefit of descendants buried therein [and the location of such ingress and egress shall be shown on the approved and recorded plat.](#)~~

~~2. The specific tract or parcel of land [to be platting and recorded for a platting cemetery](#) shall be recorded among the real property records in the office of the clerk of the superior court of the county.~~

~~3. The tract or parcel of land for each [platting cemetery](#) must be set back a minimum of 100 feet from any public road, street, right-of-way, or adjacent property line.~~

~~4. A [platting cemetery](#) must be a minimum of one hundred feet from any floodplain area as delineated by flood insurance rate maps (FIRM) for Butts County.~~

~~5. All graves in a [platting cemetery](#) must be identified with permanent grave markers and records of the location of each grave must be permanently preserved.~~

6. A ~~platted~~ cemetery must maintain a permanent non-illuminated sign identifying the name of the cemetery.

7. A ~~platted~~ cemetery must be enclosed by a metal chain or fence at least three feet in height.

8. Each grave for a casket ~~in a platted cemetery~~ shall have a minimum area of five feet by eight feet to allow for walkways and access. Graves for cremated remains ~~in a platted cemetery~~ shall have a minimum area of three feet by three feet.

Sec. 18-66. – Standards for New Family Cemeteries and Burial Grounds

(a) ~~(a)~~ New family cemeteries and burial grounds shall meet the platting requirements for platted cemeteries as set for in Section 18-65 of this Code and be subject to the following additional requirements or limitations:

1. Burials within family cemeteries and burial grounds shall be restricted to family members within the fourth degree of civil reckoning from the property owner;:- And

2. The maximum number of graves for caskets or cremated remains must be identified when the tract or parcel is created and shall not exceed a total of 20 such graves.

Secs. 18-~~65~~67—18-95. - Reserved.

ARTICLE III. - PRESERVATION AND PROTECTION OF EXISTING BURIAL GROUNDS

PART III UNIFIED DEVELOPMENT ORDINANCE

Sec. 2.02.02. – Table of Permitted Uses

Cemetery is SU in A-R and P in O-1.

Cemetery, Family SU in A-R

TIMES JOURNAL, INC.
P.O. BOX 1633
ROME GA 30162-1633
(770)795-3050

ORDER CONFIRMATION

Salesperson: JACKIE TORRES

Printed at 03/12/26 15:44 by jtorr-tj

Acct #: 238974

Ad #: 542960

Status: New WHOLD

BUTTS COUNTY COMMISSIONERS/L
625 WEST THIRD STREET, STE 4
FINANCIAL SERVICES DEPT
JACKSON GA 30233

Start: 03/25/2026 Stop: 03/25/2026
Times Ord: 1 Times Run: ***
LEGLV 1.00 X 5.88 Words: 300
Total LEGLV 5.88

Class: 9003 PUBLIC HEARING

Rate: LEGL Cost: 45.00

Ad Descrpt: CASE #01-04-2026 TX

Descr Cont: JPA123 GPN16 PUBLIC HEARI

Given by: *

P.O. #:

Contact: ATTN: TINA LUNSFORD

Phone: (770)775-8200

Fax#:

Email: TLunsford@buttscounty.org

Agency:

Created: jtorr 03/12/26 15:42

Last Changed: jtorr 03/12/26 15:44

PUB ZONE EDT TP RUN DATES
JPA A 95 S 03/25

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

TIMES JOURNAL, INC.
P.O. BOX 1633
ROME GA 30162-1633
(770)795-3050

ORDER CONFIRMATION (CONTINUED)

Salesperson: JACKIE TORRES

Printed at 03/12/26 15:44 by jtorr-tj

Acct #: 238974

Ad #: 542960

Status: New WHOLD WHOL

JPA123
GPN16

**PUBLIC HEARING
NOTICE**

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-04-2026 TX
Proposed text amendment to the Butts County Zoning Ordinance, including but not limited to amendments to Section 1.10.00; Chapter 18, Article I; Article II, Division 1; Sections 18-36 through 18-95; Article III; and Section 2.02.02.

The Planning Commission held a Public Hearing on Thursday, March 13, 2026, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia. Following the hearing, the Planning Commission voted on a recommendation to the Board of Commissioners regarding the proposed amendment.

The Board of Commissioners will conduct a Public Hearing on **Monday, April 13, 2026**, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia 30233. All interested parties are invited to attend and be heard.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-542960, 03/25/2026

Public Hearing Notice - Newspaper Clipping

Case: # 01-04-2026 TX AD
Date of Newspaper: 3/25/2026
Planning Commission Meeting Date : 3/17/2026
Board of Appeals Meeting Date: n/a
Board of Commissioners Meeting Date: 4/13/2026
City of Jenkinsburg Meeting Date : n/a

BOC Notice

JPA70
GPN16

PUBLIC HEARING NOTICE

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-04-2026 TX
Proposed text amendment to the Butts County Zoning Ordinance, including but not limited to amendments to Section 1.10.00; Chapter 18, Article I; Article II, Division 1; Sections 18-36 through 18-95; Article III; and Section 2.02.02.

The Planning Commission held a Public Hearing on Thursday, March 13, 2026, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia. Following the hearing, the Planning Commission voted on a recommendation to the Board of Commissioners regarding the proposed amendment.

The Board of Commissioners will conduct a Public Hearing on **Monday, April**

13, 2026, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia 30233. All interested parties are invited to attend and be heard.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-536789, 03/25/2026

Public Hearing Notice - Newspaper Clipping

Case: #104-2020 TA

Date of Newspaper: 3/25/2020

Planning Commission Meeting Date: 3/12/2020

Board of Appeals Meeting Date: NA

Board of Commissioners Meeting Date: 4/13/2020

City of Jenkinsburg Meeting Date: NA

2nd Run.

A News paper error
for Duplicated Ad.

JPA123
GPN16

PUBLIC HEARING NOTICE

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-04-2026 TX
Proposed text amendment to the Butts County Zoning Ordinance, including but not limited to amendments to Section 1.10.00; Chapter 18, Article I; Article II, Division 1; Sections 18-36 through 18-95; Article III; and Section 2.02.02.

The Planning Commission held a Public Hearing on Thursday, March 13, 2026, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia. Following the hearing, the Planning Commission voted on a recommendation to the Board of Commissioners regarding the proposed amendment.

The Board of Commissioners will conduct a Public Hearing on **Monday, April 13, 2026**, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia 30233. All interested parties are invited to attend and be heard.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-542960, 03/25/2026

ORDINANCE NO. _____

BUTTS COUNTY, GEORGIA

AN ORDINANCE TO AMEND SEVERAL SECTIONS OF THE OFFICIAL CODE OF BUTTS COUNTY, GEORGIA AND THE BUTTS COUNTY UNIFIED DEVELOPMENT ORDINANCE REGARDING FAMILY CEMETERIES (CASE NO. 01-04-2026 TX AD); PROVIDE FOR CODIFICATION; AND FOR OTHER PURPOSES.

WHEREAS, the Butts County Board of Commissioners republished *The Official Code of Butts County, Georgia* (“Official Code”) in 2012; and

WHEREAS, the Butts County Board of Commissioners published its Unified Development Ordinance “UDO” in 2016; and

WHEREAS, Butts County desires to amend several sections of the Official Code and UDO regarding family cemeteries (Case No. 01-04-2026 TX AD); and

WHEREAS, the Butts County Board of Commissioners has complied with all local laws and state laws to create this ordinance; and

WHEREAS, the Butts County Board of Commissioners provided timely notice of their public hearing on this amendment to the Official Code and UDO through the newspaper notice attached as **Exhibit “A”**; and

WHEREAS, the Board of Commissioners conducted and held a duly noticed public hearing on April 13, 2026 to so consider this ordinance to amend the Official Code and UDO.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF BUTTS
COUNTY HEREBY ORDAINS:**

SECTION 1

Official Code, Part II (Official Code), Chapter 18 (Cemeteries), Article II (New Cemeteries and Burial Grounds) is hereby amended to strike Subsection Section 18-62 in its entirety and replace it with the following:

Applications for new cemeteries or burial grounds shall be filed with the zoning administrator in a form, at a minimum, including the following information:

- (a) The name and address of the property owner;
- (b) The written and notarized consent of the property owner;
- (c) The property location;
- (d) Information to identify the human remains to be interred or reinterred; a legal description of a specifically defined parcel to be dedicated as the cemetery or burial ground;

- (e) Plans for the development, maintenance, and preservation and protection of the cemetery or burial ground, including the appropriate marking of grave sites and the means of access to the site by the descendants of the deceased; and
- (f) The name and address of the person responsible for future maintenance.

SECTION 2

Official Code, Part II (Official Code), Chapter 18 (Cemeteries), Article II (New Cemeteries and Burial Grounds) is hereby amended to strike Section 18-64 in its entirety and replace it with the following:

Sec. 18-64. - Grant or denial.

- (a) Following the receipt of the recommendations of the zoning administrator, the board of commissioners shall place the application on its agenda for the next called or regular meeting following the published notice.
- (b) Notice of the application shall be advertised in the legal organ of the county once a week for two consecutive weeks immediately preceding the week in which the meeting of the board of commissioners is scheduled at which the application is to be considered.
- (c) The applicant shall be required to post the nearest public road not less than 15 days prior to the meeting of the board of commissioners.
- (d) Within 30 days after the conclusion of the meeting, the board of commissioners shall notify the applicant, in writing, of its decision. The board of commissioners shall have the authority to deny the application, with written reasons therefor, to issue the permit in whole or in part, or to issue a permit which may include additional provisions to ensure proper respect and regard for the remains of the deceased and to ensure the preservation and protection of the remains.

SECTION 3

Official Code, Part II (Official Code), Chapter 18 (Cemeteries), Article II (New Cemeteries and Burial Grounds) is hereby amended to add a new Section 18-65 with the following language:

Sec. 18-65. – Standards for Platting and Recording New Cemeteries

- (a) A newly platted and recorded cemetery or burial ground shall be defined as a specific tract or parcel of land, dedicated to the purpose or use as such, and appropriately recorded on a plat satisfying the requirements stated below, approved by the zoning administrator, and referred to herein as a “platted cemetery.”

1. Each platted cemetery shall include a perpetual easement of ingress and egress for the use and benefit of descendants buried therein and the location of such ingress and egress shall be shown on the approved and recorded plat.
2. The specific tract or parcel of land to be platted and recorded for a platted cemetery shall be recorded among the real property records in the office of the clerk of the superior court of the county.
3. The tract or parcel of land for each platted cemetery must be set back a minimum of 100 feet from any public road, street, right-of-way, or adjacent property line.
4. A platted cemetery must be a minimum of one hundred feet from any floodplain area as delineated by flood insurance rate maps (FIRM) for Butts County.
5. All graves in a platted cemetery must be identified with permanent grave markers and records of the location of each grave must be permanently preserved.
6. A platted cemetery must maintain a permanent non-illuminated sign identifying the name of the cemetery.
7. A platted cemetery must be enclosed by a metal chain or fence at least three (3) feet in height.
8. Each grave for a casket in a platted cemetery shall have a minimum area of five (5) feet by eight (8) feet to allow for walkways and access. Graves for cremated remains in a platted cemetery shall have a minimum area of three (3) feet by three (3) feet.

SECTION 4

Official Code, Part II (Official Code), Chapter 18 (Cemeteries), Article II (New Cemeteries and Burial Grounds) is hereby amended to add a new Section 18-66 with the following language:

Sec. 18-66. – Standards for New Family Cemeteries and Burial Grounds

- (a) New family cemeteries and burial grounds shall meet the platting requirements for platted cemeteries as set for in Section 18-65 of this Code and be subject to the following additional requirements or limitations:
 1. Burials within family cemeteries and burial grounds shall be restricted to family members within the fourth degree of civil reckoning from the property owner; and
 2. The maximum number of graves for caskets or cremated remains must be identified when the tract or parcel is created and shall not exceed a total of twenty (20) such graves.

SECTION 5

Official Code, Part II (Official Code), Chapter 18 (Cemeteries), Article II (New Cemeteries and Burial Grounds), Sections 18-67—18-95 are hereby Reserved.

SECTION 6

UDO Chapter 1 (General Provisions), Section 1.10.00 (Definitions) is hereby amended to add the following definitions:

Cemetery, Family means a private, non-commercial cemetery that is restricted to members of the family that owns the property.

SECTION 7

UDO Chapter 2 (Zoning Districts and Uses), Section 2.02.02 (Table of Permitted Uses) is hereby amended with the following insertion to the permitted uses table:

Uses and Structures	A-R	R-1	R-2	R-3	R-4	R-5	R-M	P-M	P-R	O-1	C-1	C-2	M-1	M-2	M-3
Cemetery, Family	SU														

SECTION 8

- A. Recordation: The county clerk is hereby directed to record this ordinance in the official minutes of the County and to publish this ordinance in accordance with law and with the County's on-line code publisher.
- B. Severability Clause: It is the express intention of the board of commissioners that each independent provision of this amendment should be adopted, and the board of commissioners would have adopted each such independent provision even if the others had not been adopted. Therefore, in the event that a court of competent jurisdiction finds any provision of this amendment or The Official Code of Butts County, Georgia to be unlawful, invalid, or unenforceable, it is the intent of the board of commissioners that the offending provision be severed, and all lawful provisions remain in force.
- C. Penalty Clause: Unless another penalty is expressly provided, every person convicted of a violation of this ordinance shall be punished by a fine not to exceed \$1,000.00, imprisonment not to exceed 180 days, or both such fine and imprisonment.
- D. General Repealer: Any ordinance not expressly addressed by this ordinance that is inconsistent with the provisions herein is expressly repealed to the extent that it conflicts with the provisions of this amending ordinance.
- E. Effective Date: The public welfare demanding, this ordinance shall be effective ten (10) days after its adoption.

SO ORDAINED, by the Butts County Board of Commissioners this 13th day of April, 2026.

BUTTS COUNTY, GEORGIA

Joe Brown, Chairman

ATTEST:

Michael Brewer, Deputy County Manager

APPROVED BY:

Andrew J. “Andy” Welch, III, County Attorney

Exhibit “A”

Public Hearing Notice - Newspaper Clipping

Case: # 01-04-2026 TX AD
Date of Newspaper: 3/25/2026
Planning Commission Meeting Date : 3/17/2026
Board of Appeals Meeting Date: n/a
Board of Commissioners Meeting Date: 4/13/2026
City of Jenkinsburg Meeting Date : n/a

BOC Notice

JPA70
GPN16

PUBLIC HEARING NOTICE

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-04-2026 TX
Proposed text amendment to the Butts County Zoning Ordinance, including but not limited to amendments to Section 1.10.00; Chapter 18, Article I; Article II, Division 1; Sections 18-36 through 18-95; Article III; and Section 2.02.02.

The Planning Commission held a Public Hearing on Thursday, March 13, 2026, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia. Following the hearing, the Planning Commission voted on a recommendation to the Board of Commissioners regarding the proposed amendment.

The Board of Commissioners will conduct a Public Hearing on **Monday, April**

13, 2026, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia 30233. All interested parties are invited to attend and be heard.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-536789, 03/25/2026



FORM 440 REQUEST FOR DOCKET PLACEMENT

440-A FISCAL CONSIDERATIONS (CHECK ALL THAT APPLY)

(The item is budgeted in one or more of the following funding centers)

- | | |
|--|----------------------|
| ☐ General Fund | Dollar Amount: _____ |
| ☐ SPLOST | Dollar Amount: _____ |
| ☐ Grants Funding | Dollar Amount: _____ |
| ☐ Enterprise Funds | Dollar Amount: _____ |
| ☐ Other Funds Source | Dollar Amount: _____ |
| ☐ The item is not budgeted and will require other funding sources. | |
| ☐ The project is Grant Funded and requires an unfunded _____% match | |

CFO Signature Required if any of the above is checked so submit first to CFO

- ☒ The item has no fiscal impact and requires no approval of funds

440-B DEPARTMENT HEAD RESPONSIBILITIES TO COMPLETE

- | | |
|---|---|
| ☐ 1 ST and 2 ND Readers Required | ☒ Copy of Ad by Department* |
| ☒ Public Hearing Is Required | ☒ PowerPoint Slides Complete* |
| ☒ Contract and/or Documents Included* | ☒ Attorney Review Completed |
| ☒ Resolution Required (Check if Yes) | ☒ Resolution Submitted* |
| ☒ Commission Vote Required | * = Yellow Folder Document |
| ☒ Entered by Department Head or Manager into CivicClerk | |

440-C DOCKET AREA (ASSIGNED BY BOC OFFICE)

- ☐ Budget and Finance (Contracts, Fiscal, Grants, Insurance)
- ☐ Governmental Affairs (Appointments, Legislative, Policy, Governance)
- ☐ Merit System & Personnel (Personnel, Benefits, Human Resources)
- ☒ Planning and Development (Ordinances, Public Hearings, Zoning)
- ☐ Public Safety & Courts (911, EMA, EMS, Fire, Justice, Law, Sheriff)
- ☐ Reports and Information (No Action; Information Items; Recognitions)
- ☐ Transportation and Infrastructure (Facilities and Public Works)
- ☐ Assigned to Consent Agenda for Vote

- ☒ Entered by Department Head or Manager into CivicClerk

- ☐ Requires Approval of Chief Financial Officer (If Section 440-A Requires)

Electronic Approval with Civic Plus

Final approvals will be handled once submitted electronically with your docket submissions. Please provide this form and a resolution if the item requires board approval, along with supporting documentation uploaded to CivicPlus.

INSTRUCTIONS: THIS FORM SHOULD BE FILLED OUT BY THE DEPARTMENT HEAD WHO IS RESPONSIBLE FOR ALL INFORMATION THROUGH SECTION 440-A AND 440-B, AND SUBMITTED TO THE BOC OFFICE FOR PROCESSING. INCOMPLETE FORMS OR REQUESTS THAT ARE UNCLEAR MAY RESULT IN UNAVOIDABLE DELAYS IN SCHEDULING OR COMPLETION. ALL SUPPORTING DOCUMENTATION SHALL BE SUBMITTED ALONG WITH THIS FORM. YELLOW FOLDER DOCKET PREP SHALL BE HELD THE TUESDAY BEFORE THE BOC MEETING AT 10:00 AM. SUBMIT AN INDIVIDUAL FORM FOR EACH SEPARATE REQUEST FOR PLACEMENT ON THE DOCKET. YOU MUST PARTICIPATE IN YELLOW FOLDER MEETINGS IF YOU HAVE ITEMS GOING BEFORE THE BOC.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

DATE: 4/6/26

FROM: Brad Vaughan
DEPARTMENT MANAGER OR EXECUTIVE SUBMITTING ITEM(S)

DEPT: Planning & Development

MEETING DATE: 4/13/26
DATE OF BOC MEETING DESIRED FOR PRESENTATION

DESCRIPTION OF ITEM TO BE PLACED ON DOCKET

proposed text amendment to the Manufactured home ordinance

removes the required front porch requirement for a minimum 10' x 20' front porch

or deck. Allows for a minimum 5' x 8' porch insert. creates the requirement for a side or rear porch of

minimum 10' x 20'.

Bradford T. Vaughan

Digitally signed by Bradford T. Vaughan
DN: cn=Bradford T. Vaughan, o=Butts County, ou=Butts County, cn=Bradford T. Vaughan
Date: 2025.04.06 13:40:50-0400

Signature of County Official Submitting Request



**BOARD OF
COMMISSIONERS**

Mike Wilson
District 1 Commissioner

Jeremiah Hosford
District 2 Commissioner

Joe Brown
District 3 Commissioner

J. Keith Douglas
District 4 Commissioner

Russ Crumley
District 5 Commissioner

ADMINISTRATION

Brad Johnson
County Manager

Brad Vaughan
Planning & Development
Director

Channing Cawthon
Planner

Kameryn Powell
Permit Technician

Shana Corley
Office Manager

Jeremy Head
Building Official

Kyle Golberg
Building Plan Reviewer &
Building Inspector

**BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
PLANNING & DEVELOPMENT DEPARTMENT**

625 West Third Street, Suite 3, Jackson, Georgia 30233

Office 770-775-8210 - Fax 770-775-8211

www.buttscountyga.com

March 2, 2026

MEMORANDUM

TO: Butts County Board of Commissioners

RE: Proposed UDO Amendments – Manufactured Housing Standards

Chairman and Commissioners,

Attached are proposed amendments to Section 4.03.23 of the Unified Development Ordinance regarding Manufactured Homes.

These edits are intended to clarify and streamline the existing standards without changing the overall policy direction of the County. The revisions improve organization, eliminate ambiguity, and provide clearer, more objective criteria related to installation requirements, exterior materials, foundation standards, architectural features, yard requirements, and buffering.

The goal of these amendments is to make the UDO more user-friendly for staff, applicants, and the public, while ensuring consistent enforcement and reducing administrative confusion. Clearer standards ultimately strengthen the County's position and benefit both the development community and our residents.

Staff respectfully request the Board's consideration and is available to answer any questions.

A handwritten signature in blue ink that reads "Channing Cawthon".

Channing Cawthon, Planner

Butts County Board of Commissioners
Planning & Development Department
625 W Third Street, Suite 3
Jackson, Georgia 30233
Phone: 770-775-8210 Ext. 305
Email: ccawthon@buttscounty.org

cc. Brad Vaughan, Director

Butts County Zoning Edits – Manufactured Housing

Sec. 4.03.23. - Manufactured homes.

(d) *Installation requirements.*

(1) *Hauling mechanisms removed.* The transportation mechanisms, including wheels, axles, and hitch, must be removed prior to occupancy.

(2) *Installation regulations.* The manufactured home shall be installed in accordance with the installation instructions from the manufacturer, as appropriate.

(3) *Approved septic system.* Each manufactured home shall be connected to a public sanitary sewer system, community sewerage system, or on-site septic system with capacity available as approved by the health officer.

(4) *Foundation.* The manufactured home shall be placed on a permanent foundation.

(5) *Masonry skirting.* The entire perimeter area between the bottom of the structure of each manufactured home and the ground, including stairways, shall be underpinned with masonry that completely encloses the perimeter of the undercarriage and attached stairways except for proper ventilation and access openings.

(6) *Exterior finish.* The exterior siding of the manufactured home shall consist of wood, hardboard, or vinyl siding material.

(7) *Roof pitch and materials.* The manufactured home shall have a pitched roof with a slope of at least four feet in height for each 12 feet in width. Roof materials shall be wood shake, tile, or asphalt shingle material.

(8) *Square footage.* The manufactured house shall meet the minimum square footage requirement for dwelling units in the applicable zoning district.

(9) *Porch.* A porch or deck shall be provided facing the front yard or street prior to occupancy, with a ~~ten~~**five**-foot minimum depth and a minimum of ~~20~~**eight** feet in length. A porch or deck that is inset into the structure may meet this requirement.

(10) *Additional architectural features.* The manufactured home shall contain eaves with a minimum projection of six inches, window shutters, and at least one additional architectural feature such as dormers, bay windows, or another architectural feature that will provide equal compatibility with surrounding residences and land uses, as approved by the zoning administrator.

(11) *Yard.* Each newly installed manufactured home shall be located so that there is an unshared yard adjacent to the structure that is at least 5,000 square feet.

(12) *Buffer.* No manufactured home shall be located closer than 30 feet from the property line of an adjacent property having a residential zoning classification.

(13) *Deck.* A deck shall be provided facing the rear or side yard prior to occupancy, with a ten-foot minimum depth and a minimum of 20 feet in length.

TIMES JOURNAL, INC.
P.O. BOX 1633
ROME GA 30162-1633
(770)795-3050

ORDER CONFIRMATION

Salesperson: JACKIE TORRES

Printed at 03/12/26 15:49 by jtorr-tj

Acct #: 238974

Ad #: 542962

Status: New

BUTTS COUNTY COMMISSIONERS/L
625 WEST THIRD STREET, STE 4
FINANCIAL SERVICES DEPT
JACKSON GA 30233

Start: 03/25/2026 Stop: 03/25/2026
Times Ord: 1 Times Run: ***
LEGLV 1.00 X 5.55 Words: 200
Total LEGLV 5.55

Class: 9003 PUBLIC HEARING

Rate: LEGL Cost: 30.00

Ad Descrpt: CASE #01-05-2026 TX

Descr Cont: JPA124 GPN16 PUBLIC HEARI

Given by: *

P.O. #:

Contact: ATTN: TINA LUNSFORD

Phone: (770)775-8200

Fax#:

Email: TLunsford@buttscounty.org

Agency:

Created: jtorr 03/12/26 15:44

Last Changed: jtorr 03/12/26 15:46

COMMENTS:

COPIED from AD 542960

PUB ZONE EDT TP RUN DATES
JPA A 95 S 03/25

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

TIMES JOURNAL, INC.
P.O. BOX 1633
ROME GA 30162-1633
(770)795-3050

ORDER CONFIRMATION (CONTINUED)

Salesperson: JACKIE TORRES

Printed at 03/12/26 15:49 by jtorr-tj

Acct #: 238974

Ad #: 542962

Status: New

JPA124
GPN16

**PUBLIC HEARING
NOTICE**

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-05-2026 TX
Proposed text amendment to the Butts County Zoning Ordinance, including but not limited to amendments to Section 4.03.23.

The Planning Commission held a Public Hearing on Thursday, March 13, 2026, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia. Following the hearing, the Planning Commission voted on a recommendation to the Board of Commissioners regarding the proposed amendment.

The Board of Commissioners will conduct a Public Hearing on **Monday, April 13, 2026**, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia 30233. All interested parties are invited to attend and be heard.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-542962, 03/25/2026

Public Hearing Notice - Newspaper Clipping

Case: #01-05-2026 TX AD

Date of Newspaper: 3/25/2026

Planning Commission Meeting Date: 3/12/2026

Board of Appeals Meeting Date: na

Board of Commissioners Meeting Date: 4/13/2026

City of Jenkinsburg Meeting Date: na

BOC Notice

JPA71
GPN16

**PUBLIC HEARING
NOTICE**

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-05-2026 TX
Proposed text amendment to the Butts County Zoning Ordinance, including but not limited to amendments to Section 4.03.23.

The Planning Commission held a Public Hearing on **Thursday, March 13, 2026**, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia. Following the hearing, the Planning Commission voted on a recommendation to the Board of Commissioners regarding the proposed amendment.

The Board of Commissioners will conduct a Public Hearing on **Monday, April 13, 2026**, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia 30233. All interested parties are invited to attend and be heard.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-536790, 03/25/2026

Public Hearing Notice - Newspaper Clipping

Case: #01-05-2026 TXAD

Date of Newspaper: 3/28/2026

Planning Commission Meeting Date: 3/12/2026

Board of Appeals Meeting Date: N/A

Board of Commissioners Meeting Date: 4/13/2026

City of Jenkinsburg Meeting Date: N/A

2nd Run
*Newspaper Error
for Duplicated Ad.

JPA124
GPN16

PUBLIC HEARING NOTICE

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-05-2026 TX
Proposed text amendment to the Butts County Zoning

Ordinance, including but not limited to amendments to Section 4.03.23.

The Planning Commission held a Public Hearing on Thursday, March 13, 2026, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia. Following the hearing, the Planning Commission voted on a recommendation to the Board of Commissioners regarding the proposed amendment.

The Board of Commissioners will conduct a Public Hearing on Monday, April 13, 2026, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia 30233. All interested parties are invited to attend and be heard.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-542962, 03/25/2026

ORDINANCE NO. _____

BUTTS COUNTY, GEORGIA

AN ORDINANCE TO AMEND SEVERAL SECTIONS OF THE OFFICIAL CODE OF BUTTS COUNTY, GEORGIA AND THE BUTTS COUNTY UNIFIED DEVELOPMENT ORDINANCE REGARDING MANUFACTURED HOUSING (CASE NO. 01-05-2026 TX AD); PROVIDE FOR CODIFICATION; AND FOR OTHER PURPOSES.

WHEREAS, the Butts County Board of Commissioners published its Unified Development Ordinance “UDO” in 2016; and

WHEREAS, Butts County desires to amend a section of the Official Code and UDO regarding manufactured housing (Case No. 01-05-2026 TX AD); and

WHEREAS, the Butts County Board of Commissioners has complied with all local laws and state laws to create this ordinance; and

WHEREAS, the Butts County Board of Commissioners provided timely notice of their public hearing on this amendment to the Code and UDO through the newspaper notice attached as **Exhibit “A”**; and

WHEREAS, the Board of Commissioners conducted and held a duly noticed public hearing on April 13, 2026 to so consider this ordinance to amend the Official Code and UDO.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF BUTTS
COUNTY HEREBY ORDAINS:**

SECTION 1

UDO, Chapter 4 (Site Design Standards), Section 4.03.23 (Manufactured Homes), is hereby amended to strike Subsection (d) (Installation requirements) in its entirety and replace it with the following:

(d) Installation requirements.

- (1) Hauling mechanisms removed. The transportation mechanisms, including wheels, axles, and hitch, must be removed prior to occupancy.
- (2) Installation regulations. The manufactured home shall be installed in accordance with the installation instructions from the manufacturer, as appropriate.
- (3) Approved septic system. Each manufactured home shall be connected to a public sanitary sewer system, community sewerage system, or on-site septic system with capacity available as approved by the health officer.
- (4) Foundation. The manufactured home shall be placed on a permanent foundation.
- (5) Masonry skirting. The entire perimeter area between the bottom of the structure of each manufactured home and the ground, including stairways, shall be underpinned with masonry that completely encloses the perimeter of the undercarriage and attached stairways except for proper ventilation and access openings.

(6) Exterior finish. The exterior siding of the manufactured home shall consist of wood, hardboard, or vinyl siding material.

(7) Roof pitch and materials. The manufactured home shall have a pitched roof with a slope of at least four feet in height for each twelve (12) feet in width. Roof materials shall be wood shake, tile, or asphalt shingle material.

(8) Square footage. The manufactured house shall meet the minimum square footage requirement for dwelling units in the applicable zoning district.

(9) Porch. A porch or deck shall be provided facing the front yard or street prior to occupancy, with a five (5)-foot minimum depth and a minimum of eight (8)-feet in length. A porch or deck that is inset into the structure may meet this requirement.

(10) Additional architectural features. The manufactured home shall contain eaves with a minimum projection of six inches, window shutters, and at least one additional architectural feature such as dormers, bay windows, or another architectural feature that will provide equal compatibility with surrounding residences and land uses, as approved by the zoning administrator.

(11) Yard. Each newly installed manufactured home shall be located so that there is an unshared yard adjacent to the structure that is at least 5,000 square feet.

(12) Buffer. No manufactured home shall be located closer than thirty (30) feet from the property line of an adjacent property having a residential zoning classification.

(13) Deck. A deck shall be provided facing the rear or side yard prior to occupancy, with a ten (10)-foot minimum depth and a minimum of twenty (20)-feet in length.

SECTION 2

- A. Recordation: The county clerk is hereby directed to record this ordinance in the official minutes of the County and to publish this ordinance in accordance with law and with the County's on-line code publisher.
- B. Severability Clause: It is the express intention of the board of commissioners that each independent provision of this amendment should be adopted, and the board of commissioners would have adopted each such independent provision even if the others had not been adopted. Therefore, in the event that a court of competent jurisdiction finds any provision of this amendment or The Official Code of Butts County, Georgia to be unlawful, invalid, or unenforceable, it is the intent of the board of commissioners that the offending provision be severed, and all lawful provisions remain in force.
- C. Penalty Clause: Unless another penalty is expressly provided, every person convicted of a violation of this ordinance shall be punished by a fine not to exceed \$1,000.00, imprisonment not to exceed 180 days, or both such fine and imprisonment.
- D. General Repealer: Any ordinance not expressly addressed by this ordinance that is inconsistent with the provisions herein is expressly repealed to the extent that it conflicts with the provisions of this amending ordinance.
- E. Effective Date: The public welfare demanding, this ordinance shall be effective ten (10) days after its adoption.

SO ORDAINED, by the Butts County Board of Commissioners this 13th day of April, 2026.

BUTTS COUNTY, GEORGIA

Joe Brown, Chairman

ATTEST

Michael Brewer, Deputy County Manager

APPROVED BY

Andrew J. “Andy” Welch, III, County Attorney

Exhibit “A”

Public Hearing Notice - Newspaper Clipping

Case: #01-05-2026 TX AD

Date of Newspaper: 3/25/2026

Planning Commission Meeting Date: 3/12/2026

Board of Appeals Meeting Date: na

Board of Commissioners Meeting Date: 4/13/2026

City of Jenkinsburg Meeting Date: na

BOL NOTE

JPA71
GPN16

**PUBLIC HEARING
NOTICE**

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-05-2026 TX
Proposed text amendment to the Butts County Zoning Ordinance, including but not limited to amendments to Section 4.03.23.

The Planning Commission held a Public Hearing on **Thursday, March 13, 2026**, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia. Following the hearing, the Planning Commission voted on a recommendation to the Board of Commissioners regarding the proposed amendment.

The Board of Commissioners will conduct a Public Hearing on **Monday, April 13, 2026**, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia 30233. All interested parties are invited to attend and be heard.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-536790, 03/25/2026



INSTRUCTIONS: THIS FORM SHOULD BE FILLED OUT BY THE DEPARTMENT HEAD WHO IS RESPONSIBLE FOR ALL INFORMATION THROUGH SECTION 440-A AND 440-B, AND SUBMITTED TO THE BOC OFFICE FOR PROCESSING. INCOMPLETE FORMS OR REQUESTS THAT ARE UNCLEAR MAY RESULT IN UNAVOIDABLE DELAYS IN SCHEDULING OR COMPLETION. ALL SUPPORTING DOCUMENTATION SHALL BE SUBMITTED ALONG WITH THIS FORM. YELLOW FOLDER DOCKET PREP SHALL BE HELD THE TUESDAY BEFORE THE BOC MEETING AT 10:00 AM. SUBMIT AN INDIVIDUAL FORM FOR EACH SEPARATE REQUEST FOR PLACEMENT ON THE DOCKET. YOU MUST PARTICIPATE IN YELLOW FOLDER MEETINGS IF YOU HAVE ITEMS GOING BEFORE THE BOC.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

DATE: 4/6/26

FROM: Brad Vaughan
DEPARTMENT MANAGER OR EXECUTIVE SUBMITTING ITEM(S)

DEPT: Planning & Development

MEETING DATE: 4/13/26
DATE OF BOC MEETING DESIRED FOR PRESENTATION

DESCRIPTION OF ITEM TO BE PLACED ON DOCKET

plat submission text amendments

Adopts standards for plat submission guidelines including: size requirements,

requiring the entirety of the parent tract, font size, allows for electronic submittal

when paired with a zoning application, reduces minimum number of hard copies to

two.

Bradford T. Vaughan

Digitally signed by Bradford T. Vaughan
DN: cn=Bradford T. Vaughan, o=Butts County, ou=Butts County, email=brad@buttscountyga.gov

Signature of County Official Submitting Request

FORM 440 REQUEST FOR DOCKET PLACEMENT

440-A FISCAL CONSIDERATIONS (CHECK ALL THAT APPLY)

(The item is budgeted in one or more of the following funding centers)

- | | |
|--|----------------------|
| ☐ General Fund | Dollar Amount: _____ |
| ☐ SPLOST | Dollar Amount: _____ |
| ☐ Grants Funding | Dollar Amount: _____ |
| ☐ Enterprise Funds | Dollar Amount: _____ |
| ☐ Other Funds Source | Dollar Amount: _____ |
| ☐ The item is not budgeted and will require other funding sources. | |
| ☐ The project is Grant Funded and requires an unfunded _____% match | |

CFO Signature Required if any of the above is checked so submit first to CFO

- ☒ The item has no fiscal impact and requires no approval of funds

440-B DEPARTMENT HEAD RESPONSIBILITIES TO COMPLETE

- | | |
|---|---|
| ☐ 1 ST and 2 ND Readers Required | ☒ Copy of Ad by Department* |
| ☒ Public Hearing Is Required | ☒ PowerPoint Slides Complete* |
| ☒ Contract and/or Documents Included* | ☒ Attorney Review Completed |
| ☒ Resolution Required (Check if Yes) | ☒ Resolution Submitted* |
| ☒ Commission Vote Required | * = Yellow Folder Document |
| ☒ Entered by Department Head or Manager into CivicClerk | |

440-C DOCKET AREA (ASSIGNED BY BOC OFFICE)

- ☐ Budget and Finance (Contracts, Fiscal, Grants, Insurance)
- ☐ Governmental Affairs (Appointments, Legislative, Policy, Governance)
- ☐ Merit System & Personnel (Personnel, Benefits, Human Resources)
- ☒ Planning and Development (Ordinances, Public Hearings, Zoning)
- ☐ Public Safety & Courts (911, EMA, EMS, Fire, Justice, Law, Sheriff)
- ☐ Reports and Information (No Action; Information Items; Recognitions)
- ☐ Transportation and Infrastructure (Facilities and Public Works)
- ☐ Assigned to Consent Agenda for Vote

- ☒ Entered by Department Head or Manager into CivicClerk

- ☐ Requires Approval of Chief Financial Officer (If Section 440-A Requires)

Electronic Approval with Civic Plus

Final approvals will be handled once submitted electronically with your docket submissions. Please provide this form and a resolution if the item requires board approval, along with supporting documentation uploaded to CivicPlus.



**BOARD OF
COMMISSIONERS**

Mike Wilson
District 1 Commissioner

Jeremiah Hosford
District 2 Commissioner

Joe Brown
District 3 Commissioner

J. Keith Douglas
District 4 Commissioner

Russ Crumbley
District 5 Commissioner

ADMINISTRATION

Brad Johnson
County Manager

Brad Vaughan
Planning & Development
Director

Channing Cawthon
Planner

Kameryn Powell
Permit Technician

Shana Corley
Office Manager

Jeremy Head
Building Official

Kyle Golberg
Building Plan Reviewer &
Building Inspector

**BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
PLANNING & DEVELOPMENT DEPARTMENT**

625 West Third Street, Suite 3, Jackson, Georgia 30233

Office 770-775-8210 - Fax 770-775-8211

www.buttscountyga.com

March 2, 2026

MEMORANDUM

TO: Butts County Board of Commissioners

RE: Proposed UDO Amendments – Plat Submission Procedures

Chairman and Commissioners,

Attached are proposed amendments to Sections 10.02.07 and 10.02.10 of the Unified Development Ordinance regarding subdivision preliminary and final plat procedures.

These edits clarify submission requirements, review timelines, formatting standards, required certifications, and approval procedures. The revisions do not significantly alter the County's subdivision standards but instead reorganize and refine the language to eliminate inconsistencies and improve administrative efficiency.

By providing clearer procedural guidance and objective submission standards, these amendments will make the UDO more user-friendly for applicants, surveyors, engineers, and staff. Clearer procedures will also strengthen the County's review process and reduce delays or misunderstandings during subdivision approvals.

Staff respectfully requests the Board's consideration and stands ready to answer any questions.

A handwritten signature in blue ink that reads "Channing Cawthon".

Channing Cawthon, Planner

Butts County Board of Commissioners
Planning & Development Department
625 W Third Street, Suite 3
Jackson, Georgia 30233
Phone: 770-775-8210 Ext. 305
Email: ccawthon@buttscounty.org

cc. Brad Vaughan, Director

Butts County Zoning Edits – Plat Submission

Sec. 10.02.07. - Procedures for subdivision preliminary plat.

(a) Submission and approval of preliminary plat.

(1) Preliminary plat submission. After completing the preliminary review stage, and at the regular time specified by the community development department before the regularly scheduled monthly meeting of the planning and zoning commission at which the subdivider desires planning and zoning commission action, the subdivider must submit the following:

a. A letter requesting review and approval of a preliminary plat and giving the name and address of a person to whom the notice of hearing and action on the preliminary plat is to be sent;

b. ~~The preliminary plat Two 24-inch by 36-inch copies and eight eleven-inch by 17-inch copies of the preliminary plat~~ and supporting data. ~~At this time, the administrative officer may direct the subdivider to furnish additional copies to the review agencies having appropriate technical expertise or proper authority for review and comment. Electronic copies in a formats~~ specified by the administrative officer ~~may be required~~;

c. If the subdivision is not to be served by public water and sewage systems, a certificate from the Butts County Health Department approving the proposed water supply and sewage disposal systems; and

d. If the proposed subdivision abuts a state highway, a certificate of approval or comparable permission of access for the proposed subdivision by the Georgia Department of Transportation.

(2) Additional information. The planning and zoning commission may ask for any additional information it feels is needed to evaluate the preliminary plat.

(3) Official date of submission. The official date of submission of the preliminary plat will be the date of the next regularly scheduled monthly meeting of the planning and zoning commission.

(4) Preliminary plat review. The administrative officer, or designee, will review the preliminary plat for the planning and zoning commission for conformance to this ordinance and other relevant regulations. The planning and zoning commission will consider the comments or suggestions of the appropriate review agencies requested to review the preliminary plat. The administrative officer, or designee, will

indicate on the preliminary plat (or by a written memorandum attached to the preliminary plat) for the planning and zoning commission any comments or suggested changes that are necessary to meet the intent of this ordinance or to serve the best interests of Butts County.

(5) Public hearing. Before acting on the preliminary plat, the planning and zoning commission will schedule a public hearing on the preliminary plat. Notice of the hearing must be published in a newspaper of general circulation in Butts County at least 15 days before the hearing.

(6) Action of the planning and zoning commission. No more than 45 days after the official date of submission of the preliminary plat, the planning and zoning commission will either approve the plat, conditionally approve the plat (noting the conditions of approval on the plat), or not approve the plat. Action may be taken on the entire preliminary plat or any portion of it.

(7) Failure of planning and zoning commission to act. If the planning and zoning commission fails to act within 45 days of the official date of submission of the preliminary plat, the preliminary plat will be deemed to be automatically approved by the planning and zoning commission.

(8) Approval of preliminary plat. Approval of a preliminary plat is effective and binding upon the planning and zoning commission for a period of no more than three years. Before the three-year period expires, the subdivider may submit to the planning and zoning commission a request in writing for an extension of time. If the planning and zoning commission grants such an extension, final subdivision construction drawings must be submitted, approved, and work must begin within the limits of the extension.

(b) Specifications for preliminary plat. The preliminary plat must meet the minimum standards of design set forth in this ordinance and must include the following:

(1) General.

a. Title block including proposed name of subdivision and name of former subdivision, if any or all of the proposed subdivision has been previously subdivided.

b. Plat key including:

1. Name and address of person in charge of plat preparation;
2. Date of plat preparation with space for revision dates;

3. Graphic scale of one inch equals 200 feet or larger;
4. North point, identified as magnetic, true, or grid north;
5. Area of proposed subdivision in acres; and
6. Appropriate legend of symbols used on plat.

c. Location sketch map locating the subdivision in relation to the immediately surrounding area and showing generally:

1. Well-known landmarks such as railroads, highways, bridges, creeks, etc.;
2. Zoning district classification(s) of land to be subdivided and adjoining properties; and
3. Government jurisdictional boundaries and land lot lines, if applicable.

d. Entire tract. The subdivider ~~may and is encouraged to~~ shall submit a preliminary plat of ~~his~~ the entire parent tract, even though his present plans may call for the actual development of only a small portion of the property. ~~Regardless of the area covered by the preliminary plat, any unit divisions or phasings of unit divisions intended in the preparation of the final plat must be represented on the preliminary plat.~~

e. Resubdivision. In the case of resubdivision, a copy of the existing plat with the proposed resubdivision superimposed on it must be provided.

f. Elevations. All elevations must refer to mean sea level datum.

g. Sheet size must be ~~no larger than 36~~ 34 inches wide and ~~24~~ 22 inches long. A margin two inches wide must be on the left side for binding purposes, and margins of one-half inch must be on the other three sides. If the complete plat cannot be shown on one sheet of this size, it may be shown on more than one sheet with an index map on a separate sheet of the same size.

h. Text size. To ensure legibility all text must be shown at a minimum font size of 10 points.

(2) Features of site to be shown on plat.

a. Location and estimated dimensions of all property boundary lines of the subdivision.

b. Plot or plans may be required for certain lots. Field run topographic surveys or aerial mapping using standard photogrammetric methods may be required for particular lots having site specific drainage problems, at a contour interval of five feet.

c. Location and size of existing cultural features on or adjacent to the proposed subdivision including:

1. Right-of-way, pavement widths, and names of existing and platted streets;
2. Railroads and railroad rights-of-way;
3. Bridges, buildings, and other structures;
4. All surface utility lines within easements or rights-of-way on or adjoining the tract (showing the location of towers or poles);
5. Existing sewers, water mains, drains, culverts, and other underground facilities or utilities within easements or rights-of-way on or adjoining the tract (grades and invert elevation of sewer must also be shown);
6. All other easements and rights-of-way; and
7. Cemeteries.

(3) Proposed conditions and facilities.

- a. Layout of all streets and other accessways with right-of-way and pavement widths, as well as proposed street names.
- b. Layout of all lots, including all building setback lines; scaled dimensions on lots; utility easements with width and use; block number; and lot numbers.
- c. A description of proposed sewage disposal systems (individual, community, or public) with preliminary approval by the Butts County Health Department shown by type of system proposed, if applicable.
- d. A description of proposed water supply systems (individual, community, or public) with preliminary approval by the Butts County Health Department and/or the Butts County Water and Sewer Authority shown by type of system proposed, if applicable.

- e. A description of proposed drainage provisions.
- f. Designation of lands to be reserved or dedicated to public use.
- g. All land uses, including areas to be occupied by uses other than single-family dwellings, including the following nonresidential uses:

- 1. Multi-family residential;
- 2. Commercial;
- 3. Industrial; and
- 4. Recreation, open space, and areas for other such uses.

(4) Certificate of tentative approval. A certificate of tentative approval of the preliminary plat by the planning and zoning commission will be inscribed on the plat.

Sec. 10.02.10. - Procedures for subdivision final plat.

(a) Submission and approval of final plat.

(1) Final plat submission. After the preliminary plat of the proposed subdivision has been given tentative approval by the planning and zoning commission, construction plans have been approved by the administrative officer, and required improvements have been completed (or arrangements for required improvements acceptable to the administrative officer have been made), the subdivider may, within three years from the date of the preliminary plat approval, apply for final plat approval. The subdivider must submit at the regular time specified by the community development department before the regularly scheduled monthly meeting of the planning and zoning commission at which the subdivider desires planning and zoning commission action, the following:

a. A letter requesting review and approval of a final plat and giving the name and address of the person to be notified of the action on the final plat.

b. ~~Two 17-inch by 22-inch copies and fifteen 11-inch by 17-inch copies of~~ The final plat and other documents as may be ~~specified~~ **identified in** ~~are required for submission. An~~ electronic ~~copy in~~ formats as specified by the administrative officer ~~may be required. The scale of the plat must be at least 100 feet to the inch. Five 17-inch by 22-inch copies are required for recording and files after all approvals have been granted.~~

(2) Official date of submission. The official date of submission of the final plat will be the date that all required documents have been received by the administrative officer.

(3) Final plat review. The administrative officer will review the final plat for conformance with the tentatively approved preliminary plat as well as with this ordinance and other relevant regulations and shall recommend approval or denial of the final plat to the planning and zoning commission and the Butts County Board of Commissioners.

(4) Action of the administrative officer and the Butts County Board of Commissioners. No more than 45 days after the official date of submission of the final plat, the administrative officer will either recommend to the board of commissioners the issuance of a certificate of approval for recording, conditionally approve the plat (noting the conditions of approval on the plat), or disapprove the plat. If the final plat is conditionally approved, once the subdivider has complied with the conditions indicated, the board of commissioners will issue a certificate of approval on the plat, or disapprove the plat. If the final plat is disapproved, the board of commissioners will notify the subdivider in writing, stating the reasons for disapproval. One copy and the original will be made part of the record of the administrative officer. Action may be taken on the entire plat or any portion of it.

(5) Failure of administrative officer to act and the board of commissioners. If the administrative officer and the board of commissioners fail to act within 15 days after receiving an approval recommendation from the administrative officer, the final plat will be automatically approved by the board of commissioners.

(6) Approval of final plat. Approval of the final plat authorizes the subdivider to proceed with the recording and dedication procedures.

(b) Specifications for final plat. The final plat must meet the minimum standards of design set forth in this ordinance and must include the following:

(1) General.

a. Title block including:

1. Name and address of owner(s) of record; and

2. Proposed name of subdivision and name of former subdivision, if any or all of the proposed subdivision has been previously subdivided.

b. Plat key including:

1. Name and address of person in charge of plat preparation;
2. Date of plat preparation with space for revision dates;
3. Graphic scale of one inch equals 200 feet or larger;
4. North point, identified as magnetic, true, or grid north;
5. Area of proposed subdivision in acres; and
6. Appropriate legend of symbols used on plat.

c. Location sketch map locating the subdivision in relation to the immediately surrounding area and showing generally:

1. Well-known landmarks such as railroads, highways, bridges, creeks, etc.;
2. Zoning district classification(s) of land to be subdivided and adjoining properties; and
3. Government jurisdictional boundaries and land lot lines, if applicable.

d. Elevations: All elevations must refer to mean sea level datum.

e. Sheet size must be ~~no larger than 1734~~ inches wide and 22 inches long. A margin two inches wide must be on the left side for binding purposes, and margins of one-half inch must be on the other three sides. If the complete plat cannot be shown on one sheet of this size, it may be shown on more than one sheet with an index map on a separate sheet of the same size.

f. Text size. To ensure legibility all text must be shown at a minimum font size of 10 points.

(2) Features of site to be shown on plat.

a. Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-tenth foot and angles to the nearest minute, which must be balanced and closed with an error of closure not to exceed one to 5,000. The error of closure must be stated.

b. Plot or site plans may be required for certain lots. Field run topographic surveys may be required for particular lots having site specific drainage

problems. All commercial site plans must be based on a field run topographic survey with a maximum contour interval of two feet. This specification is not required of rural subdivisions.

c. Location of natural features, including streams and watercourses with direction of flow and acreage of the drainage area affecting the proposed subdivision, water bodies, swamps, floodplains, tree line of wooded areas, and orchards and other agricultural groves.

d. Location of adjoining property lines and names of owner(s) of record and/or the location of adjoining subdivision lines and names.

e. All existing buildings and structures to be maintained within the proposed subdivision.

f. Exact locations, widths, and names of all streets and public accessways within and immediately adjoining the platted property.

g. Street centerlines showing angles of deflection, angles of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data.

h. Lot lines with dimensions to the nearest 0.01-foot area, necessary internal angles, arcs, chords, tangents, and radii or rounded corners.

i. Lot sizes to the nearest 0.001 of an acre.

j. Building setback line with dimensions.

k. Lot width at the building line, for each specific lot of which the side lot lines are at angles other than 90 degrees.

l. Lots or sites numbered in numerical order and blocks lettered alphabetically.

m. Location, dimensions, and purpose of all drainage structures and of any easement, including slope easements, if required, and public service utility right-of-way lines; any areas to be reserved, donated, or dedicated to public use; any sites for other than single-family residential use, with designations stating purpose or proposed use, area, any use limitations; and any areas to be reserved by deed covenants for common use of all property owners.

n. Location of any cemeteries.

o. Any private covenants to be recorded with the plat attached.

p. Any as-built conditions not exhibited in the construction plans.

(3) Certifications.

a. The following certifications must be in a form and substance approved by the planning and zoning commission and inscribed directly on the final plat:

1. A registered land surveyor's certification;
2. An owner's certificate;
3. A certificate of approval for recording by the planning and zoning commission; and
4. A certificate of approval by the Butts County Health Department.

b. The following certificates or statements must be attached to the final plat when applicable:

1. Certificate(s) or statement(s) of guaranty to dedicate; and
2. Certificate or statement of approval of streets, whether or not the streets are to be dedicated to the public.

(4) [Special conditions.] A listing of ALL covenants, deed restrictions, and special conditions shall appear on the final plat to be recorded with the clerk of the superior court and/or filed with the Butts County Community Development Department.

(c) Recording and dedication.

(1) Recording of final plat. Upon approval of a final plat, the subdivider must submit two copies to the zoning administrator for stamping and have the stamped final plat recorded in the office of the clerk of the superior court of Butts County. The subdivider will be responsible for the payment of the recording fee at the time of recording of the final plat.

(2) Dedication of platted streets, other public spaces, and utilities. Final plat approval by the administrative officer does not constitute acceptance of any dedications to the public. After final plat approval by the administrative officer, the subdivider must prepare appropriate documents and plans as constructed, if required, and request Butts County and other appropriate authorities to accept dedicated streets, other public spaces, and utilities.

TIMES JOURNAL, INC.
P.O. BOX 1633
ROME GA 30162-1633
(770)795-3050

ORDER CONFIRMATION

Salesperson: JACKIE TORRES

Printed at 03/12/26 15:48 by jtorr-tj

Acct #: 238974

Ad #: 542963

Status: New WHOLD

BUTTS COUNTY COMMISSIONERS/L
625 WEST THIRD STREET, STE 4
FINANCIAL SERVICES DEPT
JACKSON GA 30233

Start: 03/25/2026 Stop: 03/25/2026
Times Ord: 1 Times Run: ***
LEGLV 1.00 X 6.30 Words: 300
Total LEGLV 6.30

Class: 9003 PUBLIC HEARING

Rate: LEGL Cost: 45.00

Ad Descrpt: CASE #01-06-2026 TX

Descr Cont: JPA125 GPN16 PUBLIC HEARI

Given by: *

P.O. #:

Created: jtorr 03/12/26 15:46

Last Changed: jtorr 03/12/26 15:47

Contact: ATTN: TINA LUNSFORD

Phone: (770)775-8200

Fax#:

Email: TLunsford@buttscounty.org

Agency:

COMMENTS:

COPIED from AD 542962

PUB ZONE EDT TP RUN DATES
JPA A 95 S 03/25

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

TIMES JOURNAL, INC.
P.O. BOX 1633
ROME GA 30162-1633
(770)795-3050

ORDER CONFIRMATION (CONTINUED)

Salesperson: JACKIE TORRES

Printed at 03/12/26 15:48 by jtorr-tj

Acct #: 238974

Ad #: 542963

Status: New WHOLD WHOL

JPA125
GPN16

**PUBLIC HEARING
NOTICE**

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-06-2026 TX
Proposed text amendment to the Butts County Zoning Ordinance, including but not limited to amendments to Sections 10.02.07 and 10.02.10.

The proposed amendments are available for public review at the Butts County Planning & Development Department during normal business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m.

The Planning Commission held a Public Hearing on Thursday, March 13, 2026, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia. Following the hearing, the Planning Commission voted on a recommendation to the Board of Commissioners regarding the proposed amendment.

The Board of Commissioners will conduct a Public Hearing on **Monday, April 13, 2026**, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia 30233. All interested parties are invited to attend and be heard.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-542963, 03/25/2026

Public Hearing Notice - Newspaper Clipping

Case: #01-06-2026 TXAD

Date of Newspaper: 3/25/2026

Planning Commission Meeting Date: 3/12/2026

Board of Appeals Meeting Date: NA

Board of Commissioners Meeting Date: 4/13/2026

City of Jenkinsburg Meeting Date: NA

BOL NOTE.

JPA72
GPN16

PUBLIC HEARING NOTICE

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

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9003-536791, 03/25/2026

Public Hearing Notice - Newspaper Clipping

Case: #01-06-2026 TXAD

Date of Newspaper: 3/25/2026

Planning Commission Meeting Date: 3/12/2026

Board of Appeals Meeting Date: NA

Board of Commissioners Meeting Date: 4/13/2026

City of Jenkinsburg Meeting Date: NA

2nd Run.
* Newspaper Error
for Duplicated Ad.

JPA125
GPN16

**PUBLIC HEARING
NOTICE**

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-06-2026 TX
Proposed text amendment to the Butts County Zoning Ordinance, including but not limited to amendments to Sections 10.02.07 and 10.02.10.

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Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-542963, 03/25/2026

ORDINANCE NO. _____

BUTTS COUNTY, GEORGIA

AN ORDINANCE TO AMEND A SECTION OF THE BUTTS COUNTY UNIFIED DEVELOPMENT ORDINANCE REGARDING PLAT SUBMISSION (CASE NO. 01-06-2026 TX AD); PROVIDE FOR CODIFICATION; AND FOR OTHER PURPOSES.

WHEREAS, the Butts County Board of Commissioners published its Unified Development Ordinance “UDO” in 2016; and

WHEREAS, Butts County desires to amend a section of the UDO regarding plat submission (Case No. 01-06-2026 TX AD); and

WHEREAS, the Butts County Board of Commissioners has complied with all local laws and state laws to create this ordinance; and

WHEREAS, the Butts County Board of Commissioners provided timely notice of their public hearing on this amendment to the UDO through the newspaper notice attached as **Exhibit “A”**; and

WHEREAS, the Board of Commissioners conducted and held a duly noticed public hearing on April 13, 2026 to so consider this ordinance to amend the UDO.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF BUTTS
COUNTY HEREBY ORDAINS:**

SECTION 1

UDO, Chapter 10 (Administrative Procedures), Section 10.02.07 (Procedures for subdivision preliminary plat) is hereby amended by striking in its in its entirety and replacing it with the following:

(a) Submission and approval of preliminary plat.

- (1) Preliminary plat submission. After completing the preliminary review stage, and at the regular time specified by the community development department before the regularly scheduled monthly meeting of the planning and zoning commission at which the subdivider desires planning and zoning commission action, the subdivider must submit the following:
 - a. A letter requesting review and approval of a preliminary plat and giving the name and address of a person to whom the notice of hearing and action on the preliminary plat is to be sent;
 - b. The preliminary plat and supporting data in formats specified by the administrative officer;

- c. If the subdivision is not to be served by public water and sewage systems, a certificate from the Butts County Health Department approving the proposed water supply and sewage disposal systems; and
 - d. If the proposed subdivision abuts a state highway, a certificate of approval or comparable permission of access for the proposed subdivision by the Georgia Department of Transportation.
- (2) Additional information. The planning and zoning commission may ask for any additional information it feels is needed to evaluate the preliminary plat.
- (3) Official date of submission. The official date of submission of the preliminary plat will be the date of the next regularly scheduled monthly meeting of the planning and zoning commission.
- (4) Preliminary plat review. The administrative officer, or designee, will review the preliminary plat for the planning and zoning commission for conformance to this ordinance and other relevant regulations. The planning and zoning commission will consider the comments or suggestions of the appropriate review agencies requested to review the preliminary plat. The administrative officer, or designee, will indicate on the preliminary plat (or by a written memorandum attached to the preliminary plat) for the planning and zoning commission any comments or suggested changes that are necessary to meet the intent of this ordinance or to serve the best interests of Butts County.
- (5) Public hearing. Before acting on the preliminary plat, the planning and zoning commission will schedule a public hearing on the preliminary plat. Notice of the hearing must be published in a newspaper of general circulation in Butts County at least fifteen (15) days before the hearing.
- (6) Action of the planning and zoning commission. No more than forty-five (45) days after the official date of submission of the preliminary plat, the planning and zoning commission will either approve the plat, conditionally approve the plat (noting the conditions of approval on the plat), or not approve the plat. Action may be taken on the entire preliminary plat or any portion of it.
- (7) Failure of planning and zoning commission to act. If the planning and zoning commission fails to act within forty-five (45) days of the official date of submission of the preliminary plat, the preliminary plat will be deemed to be automatically approved by the planning and zoning commission.
- (8) Approval of preliminary plat. Approval of a preliminary plat is effective and binding upon the planning and zoning commission for a period of no more than three (3) years. Before the three-year period expires, the subdivider may submit to the planning and zoning commission a request in writing for an extension of time. If the planning and zoning commission grants such an extension, final subdivision construction drawings must be submitted, approved, and work must begin within the limits of the extension.

(b) Specifications for preliminary plat. The preliminary plat must meet the minimum standards of design set forth in this ordinance and must include the following:

(1) General.

a. Title block including proposed name of subdivision and name of former subdivision, if any or all of the proposed subdivision has been previously subdivided.

b. Plat key including:

1. Name and address of person in charge of plat preparation;
2. Date of plat preparation with space for revision dates;
3. Graphic scale of one inch equals 200 feet or larger;
4. North point, identified as magnetic, true, or grid north;
5. Area of proposed subdivision in acres; and
6. Appropriate legend of symbols used on plat.

c. Location sketch map locating the subdivision in relation to the immediately surrounding area and showing generally:

1. Well-known landmarks such as railroads, highways, bridges, creeks, etc.;
2. Zoning district classification(s) of land to be subdivided and adjoining properties; and
3. Government jurisdictional boundaries and land lot lines, if applicable.

d. Entire tract. The subdivider shall submit a preliminary plat of the entire parent tract, even though his present plans may call for the actual development of only a small portion of the property.

e. Resubdivision. In the case of resubdivision, a copy of the existing plat with the proposed resubdivision superimposed on it must be provided.

f. Elevations. All elevations must refer to mean sea level datum.

g. Sheet size must be 34 inches wide and 22 inches long. A margin two inches wide must be on the left side for binding purposes, and margins of one-half inch must be on the other three sides. If the complete plat cannot be shown on one sheet of this size, it may be shown on more than one sheet with an index map on a separate sheet of the same size.

h. Text size. To ensure legibility all text must be shown at a minimum font size of ten (10) points.

SECTION 2

UDO, Chapter 10 (Administrative Procedures), Section 10.02.10 (Procedures for subdivision final plat) is hereby amended by striking in its in its entirety and replacing it with the following:

(a) Submission and approval of final plat.

- (1) Final plat submission. After the preliminary plat of the proposed subdivision has been given tentative approval by the planning and zoning commission, construction plans have been approved by the administrative officer, and required improvements have been completed (or arrangements for required improvements acceptable to the administrative officer have been made), the subdivider may, within three (3) years from the date of the preliminary plat approval, apply for final plat approval. The subdivider must submit at the regular time specified by the community development department before the regularly scheduled monthly meeting of the planning and zoning commission at which the subdivider desires planning and zoning commission action, the following:
 - a. A letter requesting review and approval of a final plat and giving the name and address of the person to be notified of the action on the final plat.
 - b. The final plat and other documents as may be identified in electronic formats as specified by the administrative officer.
 - (2) Official date of submission. The official date of submission of the final plat will be the date that all required documents have been received by the administrative officer.
 - (3) Final plat review. The administrative officer will review the final plat for conformance with the tentatively approved preliminary plat as well as with this ordinance and other relevant regulations and shall recommend approval or denial of the final plat to the planning and zoning commission and the Butts County Board of Commissioners.
 - (4) Action of the administrative officer and the Butts County Board of Commissioners. No more than forty-five (45) days after the official date of submission of the final plat, the administrative officer will either recommend to the board of commissioners the issuance of a certificate of approval for recording, conditionally approve the plat (noting the conditions of approval on the plat), or disapprove the plat. If the final plat is conditionally approved, once the subdivider has complied with the conditions indicated, the board of commissioners will issue a certificate of approval on the plat, or disapprove the plat. If the final plat is disapproved, the board of commissioners will notify the subdivider in writing, stating the reasons for disapproval. One copy and the original will be made part of the record of the administrative officer. Action may be taken on the entire plat or any portion of it.
 - (5) Failure of administrative officer to act and the board of commissioners. If the administrative officer and the board of commissioners fail to act within fifteen (15) days after receiving an approval recommendation from the administrative officer, the final plat will be automatically approved by the board of commissioners.
 - (6) Approval of final plat. Approval of the final plat authorizes the subdivider to proceed with the recording and dedication procedures.
- (b) Specifications for final plat. The final plat must meet the minimum standards of design set forth in this ordinance and must include the following:

(1) General.

- a. Title block including:
 - 1. Name and address of owner(s) of record; and
 - 2. Proposed name of subdivision and name of former subdivision, if any or all of the proposed subdivision has been previously subdivided.
- b. Plat key including:
 - 1. Name and address of person in charge of plat preparation;
 - 2. Date of plat preparation with space for revision dates;
 - 3. Graphic scale of one-inch equals 200 feet or larger;
 - 4. North point, identified as magnetic, true, or grid north;
 - 5. Area of proposed subdivision in acres; and
 - 6. Appropriate legend of symbols used on plat.
- c. Location sketch map locating the subdivision in relation to the immediately surrounding area and showing generally:
 - 1. Well-known landmarks such as railroads, highways, bridges, creeks, etc.;
 - 2. Zoning district classification(s) of land to be subdivided and adjoining properties; and
 - 3. Government jurisdictional boundaries and land lot lines, if applicable.
- d. Elevations: All elevations must refer to mean sea level datum.
- e. Sheet size must be no larger than 1734 inches wide and 22 inches long. A margin two (2)-inches wide must be on the left side for binding purposes, and margins of one-half inch must be on the other three (3) sides. If the complete plat cannot be shown on one (1) sheet of this size, it may be shown on more than one (1) sheet with an index map on a separate sheet of the same size.
- f. Text size. To ensure legibility all text must be shown at a minimum font size of 10 points.

(2) Features of site to be shown on plat.

- a. Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-tenth foot and angles to the nearest minute, which must be balanced and closed with an error of closure not to exceed one to 5,000. The error of closure must be stated.
- b. Plot or site plans may be required for certain lots. Field run topographic surveys may be required for particular lots having site specific drainage problems. All commercial site plans must be based on a field run topographic survey with a maximum contour interval of two feet. This specification is not required of rural subdivisions.
- c. Location of natural features, including streams and watercourses with direction of flow and acreage of the drainage area affecting the proposed subdivision, water bodies, swamps, floodplains, tree line of wooded areas, and orchards and other agricultural groves.
- d. Location of adjoining property lines and names of owner(s) of record and/or the location of adjoining subdivision lines and names.
- e. All existing buildings and structures to be maintained within the proposed subdivision.

- f. Exact locations, widths, and names of all streets and public accessways within and immediately adjoining the platted property.
- g. Street centerlines showing angles of deflection, angles of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data.
- h. Lot lines with dimensions to the nearest 0.01-foot area, necessary internal angles, arcs, chords, tangents, and radii or rounded corners.
- i. Lot sizes to the nearest 0.001 of an acre.
- j. Building setback line with dimensions.
- k. Lot width at the building line, for each specific lot of which the side lot lines are at angles other than 90 degrees.
- l. Lots or sites numbered in numerical order and blocks lettered alphabetically.
- m. Location, dimensions, and purpose of all drainage structures and of any easement, including slope easements, if required, and public service utility right-of-way lines; any areas to be reserved, donated, or dedicated to public use; any sites for other than single-family residential use, with designations stating purpose or proposed use, area, any use limitations; and any areas to be reserved by deed covenants for common use of all property owners.
- n. Location of any cemeteries.
- o. Any private covenants to be recorded with the plat attached.
- p. Any as-built conditions not exhibited in the construction plans.

(3) Certifications.

- a. The following certifications must be in a form and substance approved by the planning and zoning commission and inscribed directly on the final plat:
 - 1. A registered land surveyor's certification;
 - 2. An owner's certificate;
 - 3. A certificate of approval for recording by the planning and zoning commission; and
 - 4. A certificate of approval by the Butts County Health Department.
- b. The following certificates or statements must be attached to the final plat when applicable:
 - 1. Certificate(s) or statement(s) of guaranty to dedicate; and
 - 2. Certificate or statement of approval of streets, whether or not the streets are to be dedicated to the public.

- (4) Special conditions. A listing of ALL covenants, deed restrictions, and special conditions shall appear on the final plat to be recorded with the clerk of the superior court and/or filed with the Butts County Community Development Department.

(c) Recording and dedication.

- (1) Recording of final plat. Upon approval of a final plat, the subdivider must submit two copies to the zoning administrator for stamping and have the stamped final plat recorded in the office of the clerk of the superior court of Butts County. The subdivider will be responsible for the payment of the recording fee at the time of recording of the final plat.

- (2) Dedication of platted streets, other public spaces, and utilities. Final plat approval by the administrative officer does not constitute acceptance of any dedications to the public. After final plat approval by the administrative officer, the subdivider must prepare appropriate documents and plans as constructed, if required, and request Butts County and other appropriate authorities to accept dedicated streets, other public spaces, and utilities.

SECTION 3

- A. Recordation: The county clerk is hereby directed to record this ordinance in the official minutes of the County and to publish this ordinance in accordance with law and with the County's on-line code publisher.
- B. Severability Clause: It is the express intention of the board of commissioners that each independent provision of this amendment should be adopted, and the board of commissioners would have adopted each such independent provision even if the others had not been adopted. Therefore, in the event that a court of competent jurisdiction finds any provision of this amendment or The Official Code of Butts County, Georgia to be unlawful, invalid, or unenforceable, it is the intent of the board of commissioners that the offending provision be severed, and all lawful provisions remain in force.
- C. Penalty Clause: Unless another penalty is expressly provided, every person convicted of a violation of this ordinance shall be punished by a fine not to exceed \$1,000.00, imprisonment not to exceed 180 days, or both such fine and imprisonment.
- D. General Repealer: Any ordinance not expressly addressed by this ordinance that is inconsistent with the provisions herein is expressly repealed to the extent that it conflicts with the provisions of this amending ordinance.
- E. Effective Date: The public welfare demanding, this ordinance shall be effective ten (10) days after its adoption.

SO ORDAINED, by the Butts County Board of Commissioners this 13th day of April, 2026.

BUTTS COUNTY, GEORGIA

Joe Brown, Chairman

ATTEST:

Michael Brewer, Deputy County Manager

APPROVED BY:

Andrew J. “Andy” Welch, III, County Attorney

Exhibit “A”

Public Hearing Notice - Newspaper Clipping

Case: #01-06-2026 TXAD

Date of Newspaper: 3/25/2026

Planning Commission Meeting Date: 3/12/2026

Board of Appeals Meeting Date: NA

Board of Commissioners Meeting Date: 4/13/2026

City of Jenkinsburg Meeting Date: NA

BOL NOTE.

JPA72
GPN16

PUBLIC HEARING NOTICE

The Butts County Board of Commissioners will conduct a Public Hearing to consider the following:

Case #01-06-2026 TX
Proposed text amendment to the Butts County Zoning Ordinance, including but not limited to amendments to Sections 10.02.07 and 10.02.10.

The proposed amendments are available for public review at the Butts County Planning & Development Department during normal business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m.

The Planning Commission held a Public Hearing on **Thursday, March 13, 2026**, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia. Following the hearing, the Planning Commission voted on a recommendation to the Board of Commissioners regarding the proposed amendment.

The Board of Commissioners will conduct a Public Hearing on **Monday, April 13, 2026**, at 6:00 p.m. at the Butts County Administration Building, 625 West Third Street, Jackson, Georgia 30233. All interested parties are invited to attend and be heard.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in these meetings should contact the Butts County Planning & Development Department at 770-775-8210 no later than one week prior to the hearing.

Copies of the proposed amendments may be reviewed in advance at the Butts County Planning & Development Department, 625 West Third Street, Suite 3, Jackson, Georgia 30233.

9003-536791, 03/25/2026