



**CITY OF PENDERGRASS**  
**65 Smith Bridges Road**  
**P.O. Box 95**  
**Pendergrass, Georgia 30567**  
**706.693.2494**

*“Pride, Progress, Possibilities...”*

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Mayor Melvin Tolbert  
Councilman Harlan Robinson  
Councilman Willie Pittmon

Councilman Nathaniel Pruitt  
Councilwoman Sabrina Guevara  
City Clerk Renee Martinez

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Date: 08/20/2020

Reference: Citizen Planning and Zoning Advisory Board.

After careful consideration and discussions with Councilmembers and City staff, I make the following proposal regarding creating an advisory group of citizens to assist the City Council with planning and zoning issues as well as Land Use Management issues:

I propose that councilman Harlan Robinson nominate 2 members of the Brooks Village community to serve on the board.

I propose that councilwoman Sabrina Guevara nominate 3 members of the Seasons of Pendergrass community to serve on the board.

I propose that councilman Nathan Pruitt and Councilman Willie Pittmon nominate 1 member each from the community at large to serve on the Board.

I propose that the Mayor nominate two members from the community to serve on the board.

I propose that these members be nominated to serve two-year terms. Members that cease serving on the board for any reason whatsoever shall be replaced by the city official who nominated them.

This Board shall include the City Administrator, who will present the issues to the board. The board shall meet as agreed upon by the members as needed. The City Administrator shall be responsible for the orderly operation of the meetings and shall present materials to the board as required depending on the issues before the board. The board may hear from any members of the community or any applicants for any zoning issues at their meetings.

The purpose of this board is to advise the Mayor and City Council and make recommendations to the Mayor and City Council on zoning and planning matters, specifically Land Use matters. This board is advisory in nature and may prepare written and oral reports for the Mayor and City Council regarding issues before it.

I propose this board be in place by September 30<sup>th</sup>, 2020.

*City of Pendergrass, a Georgia Municipal Corporation*

Melvin A. Tolbert