



## Office of the City Clerk

Welcome, 2023 Candidates,

Thank you for your interest in the Lilburn city government. The City of Lilburn is governed by a Mayor and four (4) Council members, who each run for a specific post but are elected by a City-wide popular vote. City elections are non-partisan, i.e., candidates do not run as members of a particular political party, and their individual party affiliations are not relevant to their city government positions. Elected officials serve for terms of four (4) years and until their respective successors are elected and sworn in.

The Mayor and City Council determine policies, enact legislation, and provide political leadership in the community. Mayor and Council meetings are held on the second Monday of each month at 7:30 P.M. in the City Council Chambers on the second floor at City Hall; the work session begins at 6:30 P.M. in the adjacent room.

Additionally, for successful candidates, Newly Elected Official training is mandatory through the Georgia Municipal Association, in conjunction with the Carl Vinson Institute of Government. This training is scheduled for March 1-3, 2023, in Athens, Georgia.

Please review the materials provided to qualify for office in the **November 7, 2023**, General Election. This November, municipal voters will elect a Mayor and two (2) City Council seat (Post 1 & 2).

Candidates are required to meet the following criteria for the November 7, 2023, election:

1. Must have been a resident of the City of Lilburn for a continuous period of at least 12 months immediately prior to the date of the election and must continue to reside therein during their period of service. Must provide proof.
2. Must be a registered voter and qualified to vote in Municipal Elections of the City of Lilburn.
3. Must state which seat/person for which you are qualifying.
4. Must pay a qualifying fee of \$105.00 (3% of Council pay) or, if running for the Mayoral seat, \$150.00 (3% of Mayor's pay).
5. Submit "Notice of Candidacy and Affidavit" to Election Superintendent.

Additional requirements are to:

1. Submit all state-required ethics reports such as the Campaign Contribution Distribution Report (CCDR) and Personal Financial Disclosure Statement (PFD) to the Election Superintendent.
2. Submit any additional documents that apply specifically to your campaign.

**For the 2023 municipal election, those running for Council posts shall qualify and submit a qualifying fee payable by check or cash in the office of the City Clerk of the City of Lilburn, located at 340 Main Street, Lilburn, Georgia 30047, between the hours of 8:30am – 4:30pm on Monday, August 21, Tuesday August 22, or Wednesday August 23, 2023. (O.C.G.A. 21-2-132)**

**Items to completed and returned to the City DURING the qualifying period:**

- Notice of Candidacy and Affidavit
- Payment of Qualifying fee (cash, credit card, check or money order).

**Make check or money order payable to City of Lilburn**



## Candidate Qualifying Packet Content List

- Candidate Contact Information Form
- Acknowledgement Form

Once qualifying closes, all candidate names, and the posts they seek will be posted on the City website, under Elections. Please be aware that newspapers will generally request this information and publish it as well. All information provided on your disclosure reports are open record and subject to the Georgia Open Records Act. New candidates complete "Candidate Contract Information," email the form, a short bio and photograph to [mlpenate@cityoflilburn.com](mailto:mlpenate@cityoflilburn.com).

Successful candidates take office at the first organizational meeting in January following the election. Once elected, they must continue to reside in the City of Lilburn during their periods of service and remain registered voters. Additionally, they may not hold any other City office or City employment during any portion of the term for which they are elected (with exception of the members of the Downtown Development Authority).

This packet includes the City of Lilburn Code of Ethics, information from the Georgia Government Transparency and Campaign Finance Commission (GGTCFC), and various other forms and resource information you may need while qualifying, campaigning, and serving with the City of Lilburn.

Good luck!

Again, thank you for your interest in representing the City of Lilburn.

Sincerely,

Melissa L. Peñate  
**Election Supervisor**  
**City of Lilburn**



# Candidate Qualifying Packet Content List

- I. Candidate qualifying Information and reporting requirements (enclosed)
  1. **Notice of Candidacy and Affidavit** (filed during the qualifying period with the [City Clerk](#))
  2. **Declaration of Intention to Accept Campaign Contributions** (which must be filed with the [City Clerk](#) before accepting contributions); All candidates must file the DOI regardless of whether any money will be raised or spent.
  3. **Personal Financial Disclosure Statement** (to be completed by ALL CANDIDATES and must be filed with the [City Clerk](#)). A Financial Disclosure Statement covering the period of the preceding calendar year shall be filed no later than the fifteenth (15th) day following the date of qualifying as a candidate.
  4. **Campaign Contribution Disclosure Report.** All candidates must file reports with the [City Clerk](#), regardless of whether any money was raised or spent.

For qualified candidates of the November 2, 2021, general election, the report must be filed on the following dates and may not be filed prior to the due date:

Year	Report Name	Report Due Date
2023	January 31 <sup>st</sup> – Election Year	01/31/2023
2023	April 30 <sup>th</sup> – Election Year	04/30/2023
2023	June 30 <sup>th</sup> – Election Year	06/30/2023
2023	September 30 <sup>th</sup> – Election Year	09/30/2023
2023	October 25 <sup>th</sup> – Election Year	10/25/2023
2023	December 31 <sup>st</sup> – Election Year	12/31/2023

\*\*All candidates and elected officials required to file reports shall have a 5-day grace period.

## 5. Affidavit of Candidate’s Intent NOT to Exceed \$2500 in Contributions and/or Expenditures.

Suppose you do not plan to accept/expend a combined total of contributions or expenditures exceeding \$2,500. In that case, you are eligible to file the “**Affidavit of a Candidate’s Intent not to Exceed \$2,500 in Contributions and/or Expenditures**”. (File with the [City Clerk](#))

6. City of Lilburn’s Sign Ordinance
7. Election notice and Qualifying Period advertisements for November 2, 2021.
8. City of Lilburn Code of Ethics Ordinance
9. A map of the City of Lilburn showing city limit boundaries.
10. Georgia Municipal Association’s Running for Municipal Elected Office Brochure



## Candidate Qualifying Packet Content List

### II. Candidate Forms/Publications/Notices

There are important documents and deadlines pertaining to all candidates for public office. Failure to adhere to the policies and filings as required by the GGTCFC may result in monetary fines. For detailed information, visit [www.ethics.ga.gov](http://www.ethics.ga.gov).

1. Georgia Government Transparency and Campaign Finance Commission Act 2014 Edition
2. Campaign Contribution Disclosure Report (CCDR) and Personal Financial Disclosure (PFD) Statement Filing Schedules
3. Filing Responsibilities for Candidates & Committees – Electronic Access Code Application for CCDR & PFD reports (enclosed)
4. Registration Form for a Campaign Committee (RC) – for use by the candidate
5. Registration Form for a Committee Other Than Candidates (RO)
6. Choosing Option of Separate Accounting (COOSA)
7. Campaign Committee for Use by Candidate (CFC) – Name Change
8. Campaign Contribution Disclosure Final Report and Termination Statement
9. Visit GGT&CFC website for upcoming Training Workshops.

### III. Other Candidate Forms (visit Secretary of State at [www.sos.ga.gov](http://www.sos.ga.gov) for details).

1. **Notice of Intention of Write-In Candidacy** (file no earlier than January 1 and no later than seven days after the close of the municipal qualifying period for a municipal election in case of a general election)
2. **Pauper's Affidavit** (Qualifying fee is due at the time of qualifying. A pauper's affidavit and qualifying petition may be filed in lieu of paying a qualifying fee – O.C.G.A. § 21-2-132(g) for requirements on filing as a pauper or visit [www.legis.state.ga.us](http://www.legis.state.ga.us) )



## City of Lilburn Candidate Information 2023

### Running for Office

The Mayor and Council of the City of Lilburn currently serve four-year staggered terms. The purpose of the staggered term provision is to ensure that at no time is the Council composed of a full panel of freshmen members.

In order to qualify for the position of Mayor or Council Member, you must meet the following requirements:

1. Must have been a resident of the City of Lilburn for a continuous period of at least 12 months immediately prior to the date of the election and must continue to reside therein during their period of service. Must provide proof.
2. Must be a registered voter and qualified to vote in Municipal Elections of the City of Lilburn.
3. Must state which seat/person for which you are qualifying.
4. Must pay a qualifying fee of \$105.00 (3% of Council pay) or, if running for the Mayoral seat, \$150.00 (3% of Mayor's pay).

Council meetings are generally held on the second Monday of each month at 7:30 p.m. Regularly scheduled work sessions are held on the second Monday of each month prior to the City Council meeting, starting at 6:30 p.m. Special called meetings and work sessions are also called on an as-needed basis.

Elected officials take office at the first organizational meeting in January following the election. Once elected, the Mayor and all members of Council must continue to reside in the City of Lilburn during their periods of service and remain registered voters. Additionally, they may not hold any other city office or city employment during any portion of the term for which they are elected (with the exception of the members of the Downtown Development Authority).

Compensation for elected officials will be as follows: Mayor receives \$5,000.00 per year; City Council Members receive \$3,500.00 per year. Attendance is expected at these meetings as well as during annual Strategic Planning Sessions, some required conferences and seminars, and budget review sessions. Elected officials are also expected to participate in county or community involvement programs, leadership programs, and encouraged to attend various City functions and events.

Interested candidates should familiarize themselves with City operations, including but not limited to, review of the Lilburn City Charter, City Codes/Ordinances, the Constitution of the State of Georgia, guidelines set forth by the Georgia Government Transparency Campaign and Finance Commission, and may find the Rules and Regulations of the State Election Board helpful as well. Elected officials as well as board and commission members are expected to adhere to the standards of conduct as set forth in the City of Lilburn "Code of Ethics Ordinance" for City Officials.

The Elected Officials of the City make decisions based on many various City regulations, ordinances, and policies. This website can serve as a resource:

[https://library.municode.com/ga/lilburn/codes/code\\_of\\_ordinances](https://library.municode.com/ga/lilburn/codes/code_of_ordinances)



## City of Lilburn Candidate Information 2023

The next Municipal Election for the City of Lilburn will be held on Tuesday, November 7, 2023, at Lilburn City Hall, 340 Main Street, to elect the Mayor and two Council Members (Posts 1 & 2). The Mayor seat is currently occupied by Mayor Timothy Dunn. Council Member Post 1 is currently occupied by Yoon-Mi Hampton, and Council Member Post 2 is currently occupied by Dr. Scott Batterton. All seats run citywide, but candidates must declare which seat they are seeking at the time of qualifying.

Once qualifying closes, all candidate names and the posts they are seeking will be posted on the city website. Please be aware that newspapers will generally request this information and publish it as well. All information provided on your disclosure reports are open record and subject to the Georgia Open Records Act.

### Qualifying

Those residents seeking to qualify as candidates in the 2023 election must file a Notice of Candidacy and pay the appropriate qualifying fee (cash, credit card, check, or money order) in the City Clerk's Office of the City of Lilburn at 340 Main Street, Lilburn, Georgia anytime between 8:30 am - 4:30pm on one of the following dates:

August 21, 2023

August 22, 2023

August 23, 2023

**Please note: It is the responsibility of the candidate to identify the appropriate statutes required for the candidacy process.** Please direct questions regarding **Georgia Government Transparency and Campaign Finance Commission** to them.

### Reporting

Certain documents are required by the Georgia Government Transparency and Campaign Finance Committee (GGTCFC) to be on file with the City Clerk. Their website address is [www.ethics.ga.gov](http://www.ethics.ga.gov) and candidates should familiarize themselves with all forms, publications, and requirements of candidacy for public office at your earliest opportunity to receive valuable information concerning campaign-filing guidelines. Public Officials are required to report for the duration of their term.

### Campaigning

Political signs shall be removed by the candidate within seven (7) days of completion of the candidate's campaign. Political signs are not allowed in the planter beds in the downtown area. Campaign signs must be located 15 feet from the curb. Candidates must adhere to Chapter 113 of the Lilburn City Code, "Signs" for guidelines regarding campaign signage.

### Restrictions on Campaign Activities (O.C.G.A. § 21-2-414)

As you know, Georgia law prohibits certain activities within the vicinity of any polling place. Accordingly, please remember the following pertinent restrictions related to activities within the vicinity of any polling place:

A "polling place" includes any rooms under the control or supervision of the board of registrars or absentee ballot clerk in which absentee ballots are being cast.



## City of Lilburn Candidate Information 2023

### Cellular Telephones and Other Electronic Devices

No person shall use a cellular telephone or other electronic communication device once such person has been issued a ballot or, in the case of precincts using voting machines or electronic recording voting systems, once the person has entered the voting machine or voting enclosure or booth. This restriction does not apply to the use of cellular telephones by poll officials.

### Campaigning and Exit Polling

No person shall solicit votes in any manner or by any means or method, nor shall any person distribute or display any campaign literature, newspaper, booklet, pamphlet, card, sign, paraphernalia, or any other written or printed matter of any kind, nor shall any person solicit signatures for any petition or conduct any exit poll or public opinion poll with voters on any day in which ballots are being cast:

1. Within 150 feet of the outer edge of any building within which a polling place is established.
2. Within any polling place; or
3. Within 25 feet of any voter standing in line to vote at any polling place.

These restrictions shall not apply to conduct occurring in private offices or areas which cannot be seen or heard by such electors.

### Candidates in Polling Places

No person whose name appears as a candidate on the ballot being voted upon shall physically enter any polling place other than the polling place at which that person is authorized to cast his or her ballot for the election. After casting his or her ballot, the candidate shall not return to such polling place until after the poll has closed and voting has ceased unless the candidate needs to transact business with the board of registrars.

### Violations

Any person who violates this Code section shall be guilty of a misdemeanor.

### **Procedures for Ordering Voter File Information (O.C.G.A. § 21-2-225)**

By law, voter registration lists are available to candidates and to the public. The files contain the following information: voter name, residence address, mailing address (if different), race, gender, registration date, and last voting date. Pricing is set by the Secretary of State's Office. Such data may not be used by any person for commercial purposes.

Voter registration lists may be obtained from the Secretary of State at:

[http://sos.ga.gov/index.php/elections/order\\_voter\\_registration\\_lists\\_and\\_files](http://sos.ga.gov/index.php/elections/order_voter_registration_lists_and_files).



## City of Lilburn Candidate Information 2023

### Code of Ethics for Government Service

The O.C.G.A. § 45-10-2 authorizes the Secretary of State to publish the Code of Ethics for Government Service established in section 45-10-1 (Ga. L. 1968, p. 1369) for exhibiting to the public and employees of the state and all governments therein.

Any person in government service should:

1. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.
2. Uphold the Constitution, laws, and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion.
3. Give a full day's labor for a full day's pay and give to the performance of his duties his earnest effort and best thought.
4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
6. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
7. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
8. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
9. Expose corruption wherever discovered.
10. Uphold these principles, ever conscious that public office is a public trust.

The City of Lilburn also has adopted a Code of Ethics for Public Officials and can be found at the following link: [https://library.municode.com/ga/lilburn/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH2AD\\_ARTIIIIOFEM\\_DIV2ET](https://library.municode.com/ga/lilburn/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIIIIOFEM_DIV2ET)

**The undersigned hereby acknowledges the City has provided this information and understands that it is the responsibility of the candidate to be familiar with and comply with all campaign related laws, rules, and regulations.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Candidate Contact Information

Once you have successfully qualified to run for office in the City of Lilburn, the following information will be provided to the local media upon request as well as posted on the City website. Please provide the information that you would like the press or public to use to contact you with any questions.

(Please Print)

Candidate Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website (If any): \_\_\_\_\_

Social Media Addresses (Facebook, Twitter, Instagram, etc.) \_\_\_\_\_

\_\_\_\_\_

Qualifying Post: \_\_\_\_\_

### SHORT BIOGRAPHY:

Please provide information about yourself in 250 words or less in Microsoft Word format. This may include resume type information along with reasons why you are running for office. Email your bio to [mlpenate@cityoflilburn.com](mailto:mlpenate@cityoflilburn.com) . Note that all content is subject to review by the Elections Superintendent prior to posting on the City website.

### PHOTO/HEADSHOT:

Please provide a recent photograph of yourself for possible posting on the website. It is recommended that you use headshots. Email the photo to [mlpenate@cityoflilburn.com](mailto:mlpenate@cityoflilburn.com) .

TO: \_\_\_\_\_  
Superintendent of Elections  
of \_\_\_\_\_ County/Municipality  
State of Georgia

**NOTICE OF CANDIDACY AND AFFIDAVIT  
(COUNTY/MUNICIPALITY)**

I, the undersigned, being first duly sworn on oath, do depose and say: my name is \_\_\_\_\_  
\_\_\_\_\_;

my residence address is \_\_\_\_\_  
(Street Number) (Street)  
\_\_\_\_\_  
(City) (County) (State) (Zip Code)

my post office address is \_\_\_\_\_;

my telephone number is \_\_\_\_\_  
(Business) (Home)

my profession, business, or occupation (if any ) is \_\_\_\_\_;

the name of my precinct is \_\_\_\_\_; I am an elector of the county/municipality of my  
residence eligible to vote in the election in which I am a candidate; the name of the office I am seeking is

\_\_\_\_\_  
(Circuit, District, or Post if Applicable); my date of birth is \_\_\_\_\_; I have been a legal resident

of the State of Georgia for \_\_\_\_\_ consecutive years; I have been a legal resident of \_\_\_\_\_ county for  
\_\_\_\_\_ consecutive years; I have been a legal resident of my district (if applicable) for \_\_\_\_\_ consecutive years;

I have been a legal resident of my circuit (if applicable) for \_\_\_\_\_ consecutive years; I am a citizen of the United States;

I am eligible to hold such office; that I am a candidate for such office in the \_\_\_\_\_ to be held on the  
(Election)  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_;

I have never been convicted and sentenced in any court of competent jurisdiction for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude or conviction of domestic violence under the laws of this State, any other State, or of the United States, or, if so convicted that my civil rights have been restored; and at least ten years have elapsed from the date of completion of the sentence without subsequent conviction of another felony involving moral turpitude; I am not a defaulter for any federal, state, county, municipal, or school system taxes required of such officeholder or candidate if such person has been finally adjudicated by a court of competent jurisdiction to owe those taxes, but such ineligibility may be removed at any time by full payment thereof, or by making payments to the tax authority pursuant to a payment plan, or under such other conditions as the General Assembly may provide by general law (pursuant to Ga. Const. Art. II, Sec. II, paragraph III); I will not knowingly violate any provisions of the Georgia Election Code (O.C.G.A. § 21-2) or of the rules or regulations adopted thereunder.

I understand that any false statement knowingly made by me in this Notice of Candidacy and Affidavit will subject me to criminal penalties as provided by law and I hereby request you to cause my name to be placed on the ballots to be used in such election as a candidate for the office I am seeking.

\_\_\_\_\_  
(Signature of Candidate)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires \_\_\_\_\_

(Required by Ga. Election Code O.C.G.A. § 21.2.132.)

I desire that my name appear on the ballot as follows  
(the surname of the candidate shall be as it appears  
on the candidate's voter registration card) :

Should I be elected, I desire that my name appear on official  
documents as follows:

\_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
(Please Print)

(over)

Check only one

1.  I am running in a special election for a partisan office and my party affiliation is \_\_\_\_\_.

I am running as a nonpartisan candidate.

I am running as an independent candidate.

I am the nominee of the \_\_\_\_\_ Party (Body) nominated by:

Convention (Certified copy of the minutes of the convention attested by the Chairman and Secretary of the convention is being filed herewith);

Other (Specify method of nomination and statute and party rule governing and allowing such method of nomination):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.  I am required to file the above Notice followed by a nomination petition containing at least \_\_\_\_\_ valid signatures due \_\_\_\_\_.

I am not required to submit a nomination petition pursuant to O.C.G.A. § 21-2-132, because I am:

Running as a nonpartisan candidate.

Running as an incumbent.

Running in a special election.

Running for a state-wide office nominated by a duly constituted political body convention.

3.  I hereby tender check/money order in the amount of \$ \_\_\_\_\_.

NAME OF BANK: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_

In the event that a candidate pays his or her qualifying fee with a check that is subsequently returned for insufficient funds, the superintendent shall automatically find that such candidate has not met the qualifications for holding the office being sought, unless the bank, credit union, or other financial institution returning the check certifies in writing by an officer's or director's oath that the bank, credit union, or financial institution erred in returning the check as prescribed in O.C.G.A. § 21-2-6(d).

I hereby file a Pauper's Affidavit, accompanied by a qualifying petition as prescribed in O.C.G.A. § 21-2-132(g), in lieu of paying the qualifying fee.

**NOTE: CANDIDATES FOR THE FOLLOWING OFFICES MUST FILE AN ADDITIONAL AFFIDAVIT IN ACCORDANCE WITH THE LISTED CODE SECTION AND MAY HAVE OTHER REQUIREMENTS IN ORDER TO BE QUALIFIED TO SEEK OFFICE. CANDIDATES SHOULD REVIEW THE QUALIFICATIONS FOR THE OFFICE FOR WHICH THEY OFFER FOR ELECTION CAREFULLY.**

CLERK OF SUPERIOR COURT	O.C.G.A. § 15-6-50(b)(2)
JUDGE OF THE PROBATE COURT	O.C.G.A. § 15-9-2(a)(2)
SHERIFF	O.C.G.A. § 15-16-1(c)(2)
CORONER	O.C.G.A. § 45-16-1(b)(2)
TAX RECEIVER	O.C.G.A. § 48-5-210(b)(2)
TAX COLLECTOR	O.C.G.A. § 48-5-210(b)(2)
TAX COMMISSIONER	O.C.G.A. § 48-5-210(b)(2)



**SECTION I MONETARY FEES**

**RECEIVED**

**(This section to be completed by Public Officers only)**

Identify each monetary fee or honorarium accepted from speaking engagements, participation in seminars, discussion panels, or other activities that directly relate to the official duties of, or to the office of the public officer, with a statement identifying the fee or honorarium and the person from whom it was accepted. (You may attach additional sheets of paper if necessary.)

**I received:**

- No monetary fee or honorarium.
- Monetary fee(s) or honoraria as shown below.

**Identify Fee or Honorarium  
And Amount Accepted**

**Identifying Information of Person from Who Accepted**

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**SECTION II FIDUCIARY  
POSITIONS**

Name all fiduciary positions held by the candidate for public office or the public officer at any time during the covered year. (You may expand this section if necessary to include all positions.) A **fiduciary position** is any position imposing a duty to act primarily for another’s benefit as officer, director, manager, partner, guardian, or other designations of general responsibility of a business entity. A fiduciary position may be a paid or unpaid position. A **business entity** is any corporation, sole proprietorship, partnership, limited partnership, limited liability company, limited liability partnership, professional corporation, enterprise, franchise, association, trust, joint venture, or other entity, whether profit or nonprofit. (You may attach additional sheets of paper if necessary.)

**I held:**

- No fiduciary positions in any business entity.
- Fiduciary positions in the following business entity(ies).

**IDENTIFY:**

1. Title of each position.
2. Name and address of business entity.
3. Principal activity of each business entity.

Business entity #1

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Business entity #2

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Business entity #3

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Business entity #4

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**SECTION III**  
**DIRECT OWNERSHIP INTERESTS IN BUSINESS ENTITY**

**Direct ownership interest** is the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned **or** held by a spouse of the person if such interest is held jointly or as tenants in common between the person and spouse.

Identify the name, address and principal activity of any business entity and the office held by and the duties of the candidate for public office or public officer within a business entity any time during the covered year in which a direct ownership interest: (A) Is more than 5 percent of the total interest in the business; or (B) Has a net fair market value of more than \$5,000.00. (You may attach additional sheets of paper if necessary.)

**I held:**

- No direct ownership interests in any business entity.
- Direct ownership interests in the following business entity(ies).

**IDENTIFY:**

1. Name and address of business entity.
2. Principal activity of business entity.
3. The office held by the candidate or the public officer within the business entity.
4. The duties of the candidate or the public officer within such business entity.

Business entity #1

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Ownership Interests

Check One or Both If Applicable

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #2

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- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #3

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- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #4

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- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #5

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- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

**SECTION IV  
DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY**

**Direct ownership interest** is the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned **or** held by a spouse of the person if such interest is held jointly or as tenants in common between the person and spouse.

Identify each tract of real property in which the candidate for public office or public officer has a direct ownership interest as of December 31 of the covered year when that interest has a fair market value in excess of \$5,000.00. "Fair market" value means the appraised value of the property for ad valorem tax purposes. (You may attach additional sheets of paper if necessary.) Check one box to show the applicable valuation range for each tract.

**I had:**

- No ownership interests with a fair market value in excess of \$5,000.00
- Ownership interests with a fair market value in excess of \$5,000.00

**IDENTIFY:**

1. County where property is located.
2. State where property is located.
3. General description of property (give street address or location, size of tract, and nature or use of property).

Property #1

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The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #2

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The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #3

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The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #4

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The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #5

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The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

**SECTION V**  
**SPOUSE'S DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY**

Identify each tract of real property in which the filer's spouse has a direct ownership interest as of December 31 of the covered year when that interest has a fair market value in excess of \$5,000.00 (You may attach additional sheets of paper if necessary.) Check one box to show the applicable valuation range for each tract.

**My spouse had:**

- No ownership interests with a fair market value in excess of \$ 5,000.00
- Ownership in the following tracts with a fair market value in excess of 5,000.00

**IDENTIFY:**

1. County where property is located.
2. State where property is located.
3. General description of property (give street address or location, size of tract, and nature or use of property).

Property #1

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The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #2

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The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #3

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The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #4

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The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #5

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The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

**SECTION VI  
EMPLOYMENT AND FAMILY MEMBERS**

Filer's Occupation \_\_\_\_\_  
Filer's Employer \_\_\_\_\_  
Employer's Address \_\_\_\_\_  
Employer's Principal Activity \_\_\_\_\_

Filer's Spouse's Name \_\_\_\_\_  
Spouse's Occupation \_\_\_\_\_  
Spouse's Employer \_\_\_\_\_  
Address of Spouse's Employer \_\_\_\_\_  
Principal Activity of Spouse's Employer \_\_\_\_\_

**SECTION VII  
INVESTMENT INTERESTS**

List the name of any investment (do not list individual stocks and bonds that are held by mutual funds), in which the filer (either individually or with any other legal or natural person or entity) owns a direct ownership interest that:

1. Is more than 5 percent of the total interests in such business or investment, or
2. Has a net fair market value of more than \$5,000.00.

Business or Investment Entity #1  
Name \_\_\_\_\_

Business or Investment Entity #2  
Name \_\_\_\_\_

Business or Investment Entity #3  
Name \_\_\_\_\_

Business or Investment Entity #4  
Name \_\_\_\_\_

**SECTION VIII  
KNOWN BUSINESS OR INVESTMENT INTERESTS OF SPOUSE AND DEPENDENT CHILDREN**

Identify any business or investment known to the filer in which the filer's spouse or dependent children have a direct ownership interest (either individually or with any other legal or natural person or entity) which interest:

1. is more than 5 percent of the total interest in the business or investment,
2. has a net fair market value exceeding \$10,000.00, or
3. is one in an entity for which the filer's spouse or a dependent child serves as an officer, director, equitable partner, or trustee.

(Do not list individual stocks and bonds that are held by mutual funds.)

Business or Investment Entity #1  
Name \_\_\_\_\_

Business or Investment Entity #2  
Name \_\_\_\_\_

Business or Investment Entity #3  
Name \_\_\_\_\_

Business or Investment Entity #4  
Name \_\_\_\_\_

**SECTION IX**  
**ANNUAL PAYMENTS RECEIVED**  
**FROM THE STATE OF GEORGIA**  
**(This section to be completed by Public Officers only)**

Identify all annual payments in excess of \$10,000.00 received by the public officer, or by any business entity identified in Section III above, from the State or any agency, department, commission or authority created by the State, and authorized and exempted from disclosure under O.C.G.A. § 45-10-25.

**I received:**

- No annual payments in excess of \$10,000.00 from any State entity.
- Annual payments in excess of \$10,000.00 from the below named State entity(ies).

**IDENTIFY:**

1. Name and address of State entity making the payments.
2. Amount of annual payment.
3. The general nature of the consideration rendered for the payment(s).

State entity source #1

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State entity source #2

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**VERIFICATION BY OATH OR AFFIRMATION**

State of Georgia \_\_\_\_\_ County of \_\_\_\_\_

I, the undersigned, being duly sworn (affirm), depose and say that the information in this statement is complete, true, and correct.

Sworn to and subscribed before me on  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Candidate or Public Officer

**PENALTIES:** Any person who knowingly fails to comply with or who knowingly violates any of the provisions of the Ethics in Government Act shall be guilty of a misdemeanor.

My Commission expires \_\_\_\_\_.

## Campaign Contribution Disclosure Report

### Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue S.E. | Suite 1416 West Tower | Atlanta, GA 30334 | 404-463-1980 | [www.ethics.ga.gov](http://www.ethics.ga.gov)

<p><b>1. Report Type</b> <small>(Select One)</small></p> <p><input type="checkbox"/> Original</p> <p><input type="checkbox"/> Amendment</p> <p>Amendment # _____</p>	<p><b>2. Filing is being made on behalf of (Select One):</b></p> <p><b>Candidate or Public Official</b> Office Held or Sought _____ <small>(Include county, municipality, district, post or judicial circuit)</small></p> <p>Filer ID _____ <small>(Filer ID that begins with the letter "C")</small></p> <p><b>Organization or Person Other than Candidate's Campaign Committee</b> Committee Name: _____</p> <p>Filer ID: _____ <small>(Filer ID that begins with the letter "NC")</small></p>	<p>Use Earlier of Post Mark or Hand-Delivered Date</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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**3. Identifying and Contact Information**

(1) \_\_\_\_\_ (2) \_\_\_\_\_  
*Full Name of Candidate or Other Than Candidate Campaign Committee Name Today's Date*

(3) \_\_\_\_\_  
*Mailing Address City State Zip Code*

(4) \_\_\_\_\_ and/or \_\_\_\_\_  
*Primary Contact Phone Number E-Mail*

(5) If a Candidate or Public Official is there a campaign committee (one or more persons) to make campaign transactions, keep financial records of the campaign or file the reports?  Yes  No

(6) If yes, is the committee registered with the Commission?  Yes  No

(7) If yes, complete the following:

_____ <i>Name of Committee Chairperson</i>	_____ <i>Name of Committee Treasurer</i>
---	---

**4. Period for which you are Reporting**

**You Must Check Only One Box**

My Non Election Year	My Election Year	Run-Offs <small>(Report required only if you are in a Run-Off Election)</small>	Special Election
<input type="checkbox"/> January 31, _____(year) <input type="checkbox"/> June 30, _____(year) <input type="checkbox"/> December 31, _____(year)	<input type="checkbox"/> January 31, _____(year) <input type="checkbox"/> April 30, _____(year) <input type="checkbox"/> June 30, _____(year) <input type="checkbox"/> September 30, _____(year) <input type="checkbox"/> October 25, _____(year) <input type="checkbox"/> Dec. 31, _____(year)	<input type="checkbox"/> 6 days before Primary Run-Off _____ (year) <input type="checkbox"/> 6 days before General Run-Off _____ (year) <input type="checkbox"/> 6 days before Special Primary Run-Off _____(year) <input type="checkbox"/> 6 days before Special Run-Off _____(year)	<input type="checkbox"/> 15 days before Special Primary, _____(year) <input type="checkbox"/> 15 days before Special, _____(year) <input type="checkbox"/> Dec. 31, _____(year)
<p><b>Supplemental Reporting</b></p> <input type="checkbox"/> June 30, _____(year) <input type="checkbox"/> December 31, _____(year)			

\*Supplemental reports are required of candidates who have unsuccessfully campaigned for office or have resigned from office. See O.C.G.A. § 21-5-34i

State of \_\_\_\_\_ County of \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn (affirm), depose and say that the information in this report form is complete, true, and correct. Further, I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.

Sworn to and subscribed before me on \_\_\_\_\_, 20\_\_\_\_\_

_____ <i>Signature of Notary Public</i>	_____ <i>Commission Expiration</i>	_____ <i>a. Signature of Candidate</i> _____ <i>b. Organization/Chairperson/Treasurer</i>
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**State of Georgia**  
**Campaign Contribution Disclosure Report**  
**Summary Report**

**CONTRIBUTIONS RECEIVED**

1	I have no contributions to report. I have the following contributions, including Common Source, to report:	In-Kind Estimated Value	Cash Amount
2	A. If this is the first time to file a disclosure report for the current office sought, ENTER 0 in both columns (one time only); or B. If this is the first report of this Election Cycle*, ENTER 0 in the in-kind column and list any net balance on hand brought forward from the previous election cycle in the cash amount column (Line 15 of previous report, or total funds left over at year end of previous cycle); or C. If this filing is the second or subsequent filing of this Election Cycle, list totals from Line 6 of previous report in both the in-kind and cash amount columns.		
3	Total amount of all itemized contributions received in this reporting period which is listed on the "Itemized Contributions" page.		
3a	All loans received this reporting period.		
3b	Interest earned on campaign account this reporting period.		
3c	Total amount of investments sold this reporting period.		
3d	Total amount of cash dividends and interest paid out this reporting period.		
4	Total amount of all separate contributions of \$100 or less received in this reporting period and not listed on the "Itemized Contributions" page. "Common Source" contributions must be aggregated on the "Itemized Contributions" page.		
5	Total contributions reported this period. (Line 3 + 3a + 3b + 3c + 3d + 4)		
6	Total contributions to date. Total to be carried forward to next report of this election cycle*. (Line 2 + 5)		

**EXPENDITURES MADE**

7	I have no expenditures to report. I have the following expenditures to report:		
8	Total expenditures made and reported prior to this reporting period. If this is the A. First report of this Election Cycle*, ENTER 0. B. Second or subsequent filing ENTER Line 12 of previous report.		
9	Total amount of all itemized expenditures made in this reporting period which are listed on the "Itemized Expenditures" page.		
10	Total amount of all separate expenditures of \$100.00 or less that were made in this reporting period and not listed on the "Itemized Expenditures" page		
11	Total expenditures reported this period. (Line 9 + 10)		
12	Total expenditures to date. Total to be carried forward to next report of this election cycle*. (Line 8 + 11)		

**INVESTMENTS**

13	Total value of investments held at the beginning of this reporting period.		
14	Total value of investments held at the end of this reporting period.		

**TOTAL NET BALANCE ON HAND**

15	Net balance on hand. (Line 6 - 12 + 14)		
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\* O.C.G.A. 21-5-3(10) : Election cycle means the period from the day following the date of an election or appointment of a person to elective public office through and of the next such election of a person to the same public office and shall be construed and applied separately for each elective office including the date.

CFC-CCDR 10/19

**State of Georgia**  
**Campaign Contribution Disclosure Report**  
**Outstanding Indebtness**

Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	
Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	
Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	

\* Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

Public Officer/Candidate/Other Than Candidate Committee Name

## State of Georgia Campaign Contribution Disclosure Report Itemized Contributions

Must list contributions received by a single contributor for which the aggregate total more than \$100.00.  
Note: Loans are no longer reported in "Itemized Contributions" section. See Loan Reporting section below.

Full Name of Contributor Mailing Address (Affiliation of Committee if any)	Contributor		Election Cycle**	Cash Amount	In-Kind Contributions
	Received Date Contribution Type*	Occupation & Employer			Estimated Value
					Description
First Name or Business Name	Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special	Cash Amt.	Est. Value
Last Name					
Address					
Address2	<input type="checkbox"/> Monetary	Employer		<input type="checkbox"/> Run-Off Special Primary	
City	<input type="checkbox"/> In-Kind				
State	<input type="checkbox"/> Common Source				
Zip	<input type="checkbox"/> Credit Received on Loan				
Aff. Comm.					
First Name or Business Name	Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special	Cash Amt.	Est. Value
Last Name					
Address					
Address2	<input type="checkbox"/> Monetary	Employer		<input type="checkbox"/> Run-Off Special Primary	
City	<input type="checkbox"/> In-Kind				
State	<input type="checkbox"/> Common Source				
Zip	<input type="checkbox"/> Credit Received on Loan				
Aff. Comm.					
First Name or Business Name	Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special	Cash Amt.	Est. Value
Last Name					
Address					
Address2	<input type="checkbox"/> Monetary	Employer		<input type="checkbox"/> Run-Off Special Primary	
City	<input type="checkbox"/> In-Kind				
State	<input type="checkbox"/> Common Source				
Zip	<input type="checkbox"/> Credit Received on Loan				
Aff. Comm.					

Itemized Contributions Page Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

CFC-CCDR 10/19

First Name or Business Name		Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address2		<input type="checkbox"/> Monetary	Employer			Description
City		<input type="checkbox"/> In-Kind				
State	Zip	<input type="checkbox"/> Common Source				
Aff. Comm.		<input type="checkbox"/> Credit Received on Loan				
First Name or Business Name		Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address2		<input type="checkbox"/> Monetary	Employer			Description
City		<input type="checkbox"/> In-Kind				
State	Zip	<input type="checkbox"/> Common Source				
Aff. Comm.		<input type="checkbox"/> Credit Received on Loan				
First Name or Business Name		Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address2		<input type="checkbox"/> Monetary	Employer			Description
City		<input type="checkbox"/> In-Kind				
State	Zip	<input type="checkbox"/> Common Source				
Aff. Comm.		<input type="checkbox"/> Credit Received on Loan				
First Name or Business Name		Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address2		<input type="checkbox"/> Monetary	Employer			Description
City		<input type="checkbox"/> In-Kind				
State	Zip	<input type="checkbox"/> Common Source				
Aff. Comm.		<input type="checkbox"/> Credit Received on Loan				
First Name or Business Name		Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address2		<input type="checkbox"/> Monetary	Employer			Description
City		<input type="checkbox"/> In-Kind				
State	Zip	<input type="checkbox"/> Common Source				
Aff. Comm.		<input type="checkbox"/> Credit Received on Loan				
Itemized Contributions Page Total \$ _____ \$ _____						

\* Contribution Type (Monetary, In-Kind, Common Source, Credit Received on Loan)

\*\* Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

\*\*\* If any such person(s) shall have a fiduciary relationship to the lending institution or party making the advance or extension of credit

## Loan Reporting

Name of Lender & Mailing Address	1. Date of Loan 2. Amount of Loan 3. Election Cycle**	Person(s) responsible for repayment of loan & Mailing Address	1. Occupation & 2. Place of Employment 3. Fiduciary Relationship***
Lender Name (First Name, Business, Inst.)	1.	First Name	1.
Lender Last Name	2.	Last Name	2.
Address	3. <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Address	<input type="checkbox"/> Public Officer  <input type="checkbox"/> Candidate  <input type="checkbox"/> Other Than Candidate Committee Name
Address2		Address2	
City		City	
State		State	
Zip		Zip	
Lender Name (First Name, Business, Inst.)	1.	First Name	1.
Lender Last Name	2.	Last Name	2.
Address	3. <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Address	<input type="checkbox"/> Public Officer  <input type="checkbox"/> Candidate  <input type="checkbox"/> Other Than Candidate Committee Name
Address2		Address2	
City		City	
State		State	
Zip		Zip	
Reference: OCGA § 21-5-34(b)(1)		Loan Page Total	\$ _____

\* Contribution Type (Monetary, In-Kind, Common Source, Credit Received on Loan)

\*\* Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

\*\*\* If any such person(s) shall have a fiduciary relationship to the lending institution or party making the advance or extension of credit

## State of Georgia Campaign Contribution Disclosure Report Itemized Expenditures

Must list expenditures made to a single recipient for which the aggregate total more than \$100.00.

List Name and Mailing Address of Recipient		Exp. Date Exp. Type*	Occupation & Employer	Expenditure Purpose	Amount Paid
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				

Page Total \$ \_\_\_\_\_

\* Expenditure Type (Expenditure, In-Kind, Loan Repayment, Refund, Reimbursement, Credit Card, 3rd Party, Deferred Payment on Deferred Expense, Investment)  
Public Officer/Candidate/Other Than Candidate Committee Name

CFC-CCDR 10/19

List Name and Mailing Address of Recipient		Exp. Date Exp. Type*	Occupation & Employer	Expenditure Purpose	Amount Paid
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				

\* Expenditure Type (Expenditure, In-Kind, Loan Repayment, Refund, Reimbursement, Credit Card, 3rd Party, Deferred Payment on Deferred Expense, Investment)Public Officer/Candidate/Other Than Candidate Committee Name **Page Total \$ \_\_\_\_\_**

**State of Georgia**  
**Campaign Contribution Disclosure Report**  
**Investments Statement**

1. Investment Name	Account #
Institution/Person Holding Account _____  Mailing Address _____  Address2 _____  City _____ State _____ Zip _____	Value at beginning of reporting period \$
	Value at end of reporting period \$
	Difference in value \$
	Interest Paid Out \$
	Cash Dividends \$

Investment Transactions					
Date	Person(s) Involved in Transaction	Value of investment purchased	Value of investment sold	Profit	Loss

2. Investment Name	Account #
Institution/Person Holding Account _____  Mailing Address _____  Address2 _____  City _____ State _____ Zip _____	Value at beginning of reporting period \$
	Value at end of reporting period \$
	Difference in value \$
	Interest Paid Out \$
	Cash Dividends \$

Investment Transactions					
Date	Person(s) Involved in Transaction	Value of investment purchased	Value of investment sold	Profit	Loss

<u>Total value of investments at beginning of reporting period \$</u>  <u>Total value of investments at end of reporting period \$</u>  <u>Total difference in value \$</u>	Page Total Cash Dividends:     \$ _____  Page Total Interest Paid Out:     \$ _____  Page Total Profit:                 \$ _____  Page Total Loss:                     \$ _____
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**State of Georgia**  
**Campaign Contribution Disclosure Report**  
**Addendum Statement**

The Addendum Statement should be used for explanation of any additional information needed to complete an accurate filing of this report.  
Information that is to be reported in the body of the report **should not** be listed on Addendum Statement.

STATE OF GEORGIA

Georgia Government Transparency and Campaign Finance Commission
200 Piedmont Ave SE, Suite 1402-West Tower, Atlanta, GA 30334

AFFIDAVIT OF A CANDIDATE'S INTENT NOT TO EXCEED \$2,500 IN CONTRIBUTIONS AND/OR EXPENDITURES

Per O.C.G.A. §21-5-34(d)(d.1)(1),

\_\_\_\_\_ is a candidate for /public officer of
(Full Name of Candidate)

\_\_\_\_\_ in \_\_\_\_\_
(Office Sought/or Held) (City or County)

By submitting this form I am affirming that I, the above named candidate, do not intend to accept during this election cycle\* a combined total of contributions exceeding \$2,500.00 for the campaign nor make a combined total of expenditures exceeding \$2,500. If the above named candidate does not exceed \$2,500.00 in contributions or expenditures then the candidate SHALL not have to file a report under O.C.G.A. §21-5-34 (c).

I understand that if I, the above named candidate, exceed the \$2,500 limit for either accepting contributions or making expenditures for such campaign during the election cycle, but do not accept a combined total of contributions exceeding \$5,000.00 or make expenditures exceeding \$5,000.00 then I, the above named candidate, SHALL be required to file only the June 30 and December 31 reports required by O.C.G.A. §21-5-34 (c) (2). The first of such reports shall include all contributions received and expenditures made beginning January 1 of such calendar year.

Furthermore, I understand that if I, the above named candidate accepts a combined total of contributions exceeding \$5,000.00 or makes expenditures exceeding \$5,000.00 for such campaign during any such election cycle, then such candidate or campaign committee chairperson or treasurer shall thereupon be subject to the reporting requirements of this Code section the same as if the written notice authorized by this subsection had not been filed.

\*"Election cycle" means the period from the day following the date of an election or appointment of a person to elective public office through and including the date of the next such election of a person to the same public office and shall be construed and applied separately for each elective office.

State of Georgia County of \_\_\_\_\_

I, the undersigned, being duly sworn, do swear or affirm, certify and say that this affidavit and the information hereinabove is true, complete and correct to the best of my knowledge and belief.

Sworn to and subscribed before me on \_\_\_\_\_, \_\_\_\_\_

Signature of Notary Public

Signature of Candidate/Chairman/Treasurer filing Affidavit

My Commission expires on \_\_\_\_\_, \_\_\_\_\_

Notary Seal

## Chapter 113 - SIGNS<sup>[1]</sup>

Footnotes:

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**Cross reference**— Planning and zoning generally, ch. 101; buildings and building regulations, ch. 105; environment, ch. 109; telecommunication towers and antennas, ch. 117; zoning; app. A; development regulations, app. B.

Sec. 113-1. - Findings and purpose.

- (a) The mayor and council find that signs provide an important medium through which persons may convey a variety of noncommercial and commercial messages. However, left completely unregulated, signs can become a threat to public safety as a traffic hazard and a detriment to property values and to the city's general public welfare, as well as create an aesthetic nuisance.
- (b) By enacting this chapter, the mayor and council intend to:
  - (1) Balance the rights of persons to convey their messages through signs and the right of the public to be protected against the unrestricted proliferation of signs;
  - (2) Protect the public health, safety, and welfare of the citizens and others within the city;
  - (3) Reduce traffic hazards, pedestrian hazards, and other hazards;
  - (4) Promote and maintain the aesthetic qualities of the city;
  - (5) Protect property values by minimizing the possible adverse effects and visual blight caused by signs;
  - (6) Promote economic development;
  - (7) Ensure the fair and consistent enforcement of sign regulations;
  - (8) Promote the stated purposes of the City of Lilburn zoning ordinance, as amended, which are expressly incorporated herein; and
  - (9) Promote the stated purposes of the state building code, as adopted and modified by the City of Lilburn, which are expressly incorporated herein.

(Ord. No. 074-03, § 9-9-1, 3-11-2003)

Sec. 113-2. - Definitions.

Except as specifically defined herein, all words used in this chapter shall be as defined in the most recent edition of The Illustrated Book of Development Definitions (1993, Rutgers). Words not defined herein or in the above book shall be construed to have the meaning given by common and ordinary use, and shall be interpreted within the context of the sentence, section and article in which they occur.

- (1) Words used in the singular include the plural and words used in the plural include the singular.
- (2) Words used in the present tense include the future tense.
- (3) The word "erected" includes the words "constructed", "moved", "located" or "relocated".
- (4) The word "lot" includes the word "plot" or "parcel."
- (5) The word "map" or "zoning map" means the zoning map of City of Lilburn, Georgia.

- (6) The word "person" includes the words "individuals", "firms", "partnerships", "corporations", "associations", "governmental bodies" and all other legal entities.
- (7) The word "shall" is always mandatory and never discretionary.
- (8) The words "used" or occupied include the words "intended, arranged or designed to be used or occupied."

For the purpose of this chapter, certain words or terms used herein shall be defined as follows:

*Accessory ground sign* means a permanently affixed sign which is wholly independent of a building for support, and which is accessory and subordinate to a primary ground sign.

*Accessory structure* means a structure detached from a principal building on the same lot and customarily incidental and subordinate to the principal building or use.

*Accessory use* means a use of land or of a building or portion thereof customarily incidental and subordinate to the principal use of the land or building and located on the same lot with such principal use.

*Aggregate sign area* means the combined sign surface area of all signs on a lot, excluding the area of one face of all double-faced signs. Noncommercial flags and banners are excluded from any determination of aggregate sign area.

*Animated sign* means any sign, visible from the street, of which all or part thereof visibly moves or imitates movement in any fashion whatsoever; and any sign which contains or uses for illumination any light(s) or lighting device(s) which change color, flash or alternate, show movement or motion, or change the appearance of said sign or any part thereof automatically, excluding variable message boards.

*Banner* means a piece of fabric or similar material that is attached to a pole, enclosed in a frame, or mounted as a temporary sign device.

*Billboard.* See oversized signs.

*Building* means any structure attached to the ground which has a roof and which is designed for the shelter, housing or enclosure of persons, animals, or property of any kind.

*Building space, gross* means the sum of the gross horizontal areas of the several floors of a building from the exterior face of the exterior walls, or from the centerline of a wall separating two buildings, but excluding any space where the floor to ceiling height is less than six feet.

*Director* means the director of planning and economic development or his/her designee.

*Double faced sign* means a sign which has two display areas against each other or where the interior angle formed by the display areas is 60 degrees or less, where one face is designed to be seen from one direction and the other face from another direction.

*Entrance sign* means a permanent sign located at the public street or private driveway entrance to a residential development, residential subdivision development or nonresidential subdivision development.

*Flag* means a piece of fabric or other flexible material solely containing distinctive colors, patterns, standards, words or emblems used as the symbol of an organization or entity.

*Flashing sign.* See animated sign.

*Graduation banner* means a banner that provides information about a student's or students' graduation from any school or college.

*Ground sign height* means the distance in vertical feet from the elevation of the adjacent dedicated public street, edge of pavement, to the highest point of the sign structure. For property with an elevation higher than the adjacent public street, the height shall be measured from ground level at base of sign to the highest point of the sign structure. The ground shall not be altered for the sole purpose of providing additional sign height.

*Indirectly illuminated sign* means a sign illuminated by an external light source directed primarily toward such sign.

*Interior project directional sign* means a sign located no closer than 100 feet from the exterior public street entrance of a nonresidential project, at a street intersection or along a private driveway within the project. The purpose of this sign is to provide more definitive directional information concerning the whereabouts of the tenants.

*Internally illuminated sign* means a sign illuminated by an internal light source.

*Landscape strip* means land area located within the boundary of a lot and required to be set aside and used for landscaping upon which only limited encroachments are authorized.

*Lot* means a designated parcel, tract, or area of land established by plat, subdivision, or as otherwise permitted by law, to be separately owned, used, developed, or built upon.

*Monument-type sign* means a permanent ground sign designed so that the base of the sign face is flush with the supporting base, and the supporting base is flush with the ground and extends the full width of the sign face.

*Multi-faced sign* means a sign structure with more than two sign faces situated so that each sign face is facing a different direction.

*Nonconforming sign* means any sign lawfully existing on the effective date of this chapter, or amendment thereto that renders such sign nonconforming because it does not conform to all the standards and regulations of the adopted or amended ordinance.

*Oversized or billboard sign* means a ground sign that exceeds 30 feet in sign height and/or 300 square feet of sign surface area.

*Parkway* means a divided or undivided classified roadway.

*Planned commercial/office/industrial development* means a contiguous area or subdivision of land, planned and maintained as a single entity and containing one or more structures to accommodate retail, service, commercial, office or industrial uses, or a combination of such uses, and appurtenant common areas and accessory uses incidental to the predominant uses. (i.e., office park, shopping center, industrial park).

*Portable sign* means any sign which is manifestly designed to be transported, including by trailer or on its own wheels, even though the wheels of such sign may be removed and the remaining chassis or support constructed without wheels is converted to an "A" or "T" frame sign or attached temporarily or permanently to the ground.

*Primary ground sign* means a permanently affixed sign which is wholly independent of a building for support.

*Principal use* means the primary or predominant purpose for which a lot is occupied and/or used.

*Projecting sign* means a sign projecting more than six inches from the outside wall or walls of any building upon which it is located.

*Road frontage* means the distance on which a parcel of land adjoins a public street or public road right-of-way dedicated to and accepted by the City of Lilburn for vehicular traffic or over which the City of Lilburn may hold a prescriptive easement for public access, and including designated and numbered U.S. and state highways.

*Roof sign* means a sign projecting over the coping of a flat roof, or wholly or partially over the ridge of a gable, hip or gambrel roof, and supported by or attached to said roof.

*Sign* means an object, device, display, or structure, or part thereof, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination, or projected images. Any sign provided for in any zoning district may contain commercial or noncommercial messages. The following shall not be included within the definition of "sign"

and shall not be regulated as such: Any item encompassed by article VI, section 600 of the City of Lilburn zoning resolution of 1985, as amended and allowed in "front yards."

*Sign face* means the area or display surface of a sign that is used for the message.

*Sign, off-premises* means an off-premises sign is a sign which advertises or directs attention to property for sale, lease, or rent other than on the premises on which the sign is located.

*Sign, sidewalk or sandwich* means a moveable sign not secured or attached to the ground or surface upon which it is located.

*Sign structure* means poles, beams, columns, posts, foundations, or other means providing structural support for the sign surface area to which the sign is affixed.

*Sign surface area* means the smallest square, rectangle, triangle, circle or combination thereof, which encompasses the entire sign inclusive of any border and trim, but excluding the base, apron, supports, and other structural members.

*Special use permit* means a "special use permit" is a use listed in the zoning resolution as being permitted if it meets stated conditions and is approved by the mayor and council of the City of Lilburn.

*Streamer* means any long, narrow flag, banner, tinsel or roping that is hung or strung from any structure to another structure or the ground.

*Structure* means anything constructed or erected on the ground or attached to something on the ground.

*Subdivision directional sign* means an off-premises sign that provides directions to property for sale, lease or rent. Subdivision directional signs are placed at intersections, directing traffic to a specific project(s).

*Temporary sign* means a sign of a nonpermanent nature.

*Trailer sign* means any sign which is mounted on wheels and which may be moved from one location to another.

*Variable message board* means a programmable sign that provides changing information that contains static messages without movement such as animation, flashing, scrolling, intermittent or full-motion video with a minimum duration of eight seconds for each display and a maximum transition time of two seconds between messages (i.e. digital and electronic reader boards).

*Wall sign* means a sign applied to or mounted to the wall or surface of a building or structure, the display surface, which does not project more than six inches from the outside wall of such a building or structure.

*Weekend directional sign* means an off-premises sign that provides directions to property for sale, lease or rent. Weekend directional signs may be erected from Friday 3:00 p.m. until Sunday 11:59 p.m., and direct traffic to a specific project.

*Window sign* means a sign installed flush with the interior or exterior of a window and intended to be viewed from the outside.

*Yard, front* means an open, unoccupied space on the same lot with a principal building or use, extending the full width of the lot and located between the street line and the front line of the building projected parallel to the street to the side lines of the lot. Corner lots shall be considered to have two front yards.

*Yard, rear.* An open space on the same lot with a principal building or use, unoccupied except by an accessory building or use, extending the full width of the lot and located between the rear line of the lot and the rear line of the building or use projected to the side lines of the lot.

*Yard, side* means an open, unoccupied space on the same lot with a principal building or use, located between the building or use and the side line of the lot and extending from the rear line of the front yard to the front line of the rear yard.

*Zoning board of appeals* means the zoning board of appeals of the City of Lilburn, Georgia.

*Zoning enforcement officer* means the city's zoning enforcement officer, including the zoning compliance supervisor, administers and enforces the zoning resolution. Such authority shall include the right to order, in writing, the remedy of any condition found in violation of the zoning resolution or this chapter, the right to issue all necessary citations, and the right to recommend that the city institute legal action in all courts of competent jurisdiction to ensure compliance with the zoning resolution or this chapter, including injunction, mandamus, abatement, or other appropriate action or proceeding.

(Ord. No. 074-03, § 9-9-2, 3-11-2003; Ord. No. 162-05, 6-13-2005; Ord. No. 308-08, 6-9-2008; Ord. No. 345-09, 3-9-2009; Ord. No. 358-09, 8-10-2009)

**Cross reference**— Definitions generally, § 1-2.

Sec. 113-3. - General provisions.

It shall be unlawful for any person to post, display, alter the structure, or erect a sign without a sign location permit or temporary sign permit. A change in the copy of a sign or advertising device shall not constitute an alteration.

(Ord. No. 074-03, § 9-9-3, 3-11-2003)

Sec. 113-4. - Sign permit application.

Applications for sign permits shall be submitted by the sign owner or their agent upon official forms furnished by the director. Applications shall be complete and shall include the following:

- (1) The type of sign, and cost of sign construction.
- (2) The street address of the property upon which subject sign is to be located. In the absence of a street address, a method of location acceptable to the director shall be used.
- (3) For ground signs: A site plan drawn to scale, showing the proposed location of all primary and accessory ground sign(s) on subject property. The site plan includes, at a minimum, a closed boundary survey of the property, gross acreage, the proposed sign location, street right-of-way lines, public or private easements, driveway locations and parking spaces.
- (4) Sign details, including a scaled elevation of the size and height and of the proposed sign from ground level and adjacent street level.
- (5) The square foot area per sign and the aggregate square foot area if there is more than one sign face.
- (6) The gross building space of all building(s) on the property.
- (7) The name(s) and address(es) of the owner(s) of the real property upon which the sign is to be located.
- (8) Written consent of the property owner, or his agent, granting permission for the placement and/or maintenance of subject sign.
- (9) The name, address and phone number of the sign contractor.

(Ord. No. 074-03, Sec. 9-9-4, 3-11-2003; Ord. No. 345-09, 3-9-2009)

Sec. 113-5. - Expiration date.

A sign location permit shall expire if the sign for which the permit was issued has not been erected, installed and completed within six months after the date of permit issuance, provided, however, that one six-month extension of the permit shall be granted if an additional permit extension fee has been paid prior to the expiration date of the initial permit.

(Ord. No. 074-03, § 9-9-5, 3-11-2003)

Sec. 113-6. - Sign permit fees.

A sign location permit or temporary sign permit shall not be issued until the appropriate application has been submitted and fees have been paid, as established by the mayor and council.

(Ord. No. 074-03, § 9-9-6, 3-11-2003)

Sec. 113-7. - Reserved.

**Editor's note**— Ord. No. 345-09, adopted March 9, 2009, repealed § 113-7, which pertained to labels required on signs and derived from Ord. No. 074-03, adopted March 11, 2003.

Sec. 113-8. - Nonconforming signs.

- (a) The lawful use of a permanent sign existing at the time of the adoption of this chapter may be continued in nonconformance with the requirements of this chapter, except that the nonconforming sign shall not be enlarged, altered, modified, improved or rebuilt. A nonconforming sign may be repaired to the extent necessary to maintain it in a safe condition and neat and orderly appearance. A change in the advertising message on the sign shall not constitute an alteration or modification of the sign.
- (b) No structural repair or change in shape, size or design, shall be permitted except to make a nonconforming sign comply with all requirements of this chapter or to render the sign structurally sound. Routine maintenance and changing of copy shall be permitted as long as such maintenance or changing of copy does not result in or change the shape, size, or design.
- (c) A nonconforming sign structure may not be replaced by another nonconforming sign structure, except where changed conditions beyond the control of the owner warrant the signs repair.

(Ord. No. 074-03, § 9-9-8, 3-11-2003)

Sec. 113-9. - Signs and sign devices prohibited.

The following types of signs or advertising devices are prohibited in all zoning districts of the City of Lilburn.

- (1) Roof signs.
- (2) Streamers.
- (3) Portable signs.
- (4) Multi-faced signs.
- (5) Flashing, blinking, varying light intensity signs or animated signs, with the exception of signs used for official government purposes and variable message board signs.
- (6) Signs placed within public rights-of-way, except publicly owned, authorized or maintained signs that serve an official public purpose.

- (7) Signs erected by nailing, fastening or affixing the sign in any manner to any tree, rock, post, curb, utility pole, natural feature, official street sign or marker, traffic control sign or device, or other structure except as may be set forth herein.
- (8) Any sign placed or erected on property without the permission of the owner.
- (9) Weekend directional signs.
- (10) Individual or aggregate window signs exceeding 50 percent of the window area per building elevation.
- (11) Signs that contain words, pictures, or statements that are obscene, as defined by O.C.G.A. § 16-12-80.
- (12) Signs that simulate an official traffic control device, warning sign, or regulatory sign or which hide from view any traffic control device, signal or public service sign.
- (13) Signs that emit or utilize in any manner any sound capable of being detected on any traveled road or highway by a person with normal hearing abilities.
- (14) Signs that interfere with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic or which otherwise pose a hazard to traffic due to structural deficiencies in the structure of such signs.
- (15) Signs which advertise any activity, service, or product prohibited by the laws or regulations of the United States or the state of Georgia or by the ordinances or resolutions of the city. This section shall not prohibit signs promoting the legalization of any matter presently prohibited by federal, state, or local law.
- (16) Signs which obstruct any fire escape, any means of egress or ventilation or shall prevent free passage from one part of a roof to any other part thereof, as well as signs attached to any fire escape.
- (17) Signs that do not conform to applicable building and electrical codes.
- (18) Signs for which a permit is required that do not display the sign permit number and the name and address of the person responsible for erecting and maintaining the sign.
- (19) Signs that are in violation of the rules and regulations of any zoning overlay district presently existing or as may later be enacted.
- (20) Any sign constructed of nondurable material including, but not limited to, paper, cardboard or flexible plastic that has been displayed for more than 60 days. Nothing herein shall prohibit such a sign from being replaced by an identical sign. This provision does not apply to temporary signs as governed by this chapter.
- (21) Signs located on any substandard lot created after the enactment of this chapter, unless the substandard lot is created as the result of governmental action.
- (22) Abandoned commercial signs. Commercial signs (including sign structures) shall be deemed abandoned if the business, service or commercial transaction to which it relates has been discontinued for 90 days.
- (23) Any sign that is structurally unsound, or is a hazard to traffic or pedestrians.
- (24) Dilapidated or neglected signs. A sign (including sign structure) will be dilapidated or neglected if it does not present a neat and orderly appearance, which may be manifested by the following: rust or holes on or in the sign or sign structure, or broken, missing, loose or bent parts, faded or flaking paint, nonoperative or partially nonoperative illuminating or mechanical devices or missing letters in sign copy.
- (25) Pole signs.

(Ord. No. 074-03, § 9-9-9, 3-11-2003; Ord. No. 162-05, 6-13-2005)

Sec. 113-10. - Temporary signs.

The following types of signs or advertising devices shall be permitted only by issuance of a temporary sign permit allowing use of this type advertising for a period of 21 consecutive days. In no case shall the same premises be allowed a temporary sign permit more than four times in a 12-month period. A fee, as established by the mayor and council, shall be paid for each temporary sign permit. Upon expiration of the temporary sign permit, the permittee shall remove the air or gas filled device, searchlight, or banner(s) including any temporary supporting structure.

- (1) Air or gas-filled devices not exceeding:
  - a. Twenty feet in height and 150 square feet of area in a nonresidential zoning district.
  - b. Four feet in height and 16 square feet of area in a residential zoning district.
- (2) Banners which display a message, logo, statement, or commercial message shall be regulated as follows:
  - a. Each banner shall not exceed 16 square feet.
  - b. Each banner must be individually attached to a pole, mast, arm, or other structure.
  - c. For any lot, banners shall be limited to one banner per public street frontage.
  - d. Banners must be maintained in good condition.
- (3) Search lights and similar devices.
- (4) If required by a road widening, sidewalk, or utility project, a nonconforming sign may be relocated to a site outside right-of-way and/or easements but is subject to height requirements as set forth below:

Setback from R/W	Maximum Height*
Less than 10 feet	5 feet
10 to 20 feet	10 feet
20 feet or greater	15 feet

This sign is allowed on a temporary basis during the project only and does not require a monument base and shall be removed or otherwise brought into compliance within three months following completion of the project with the ordinance then in effect. Completion of the project shall be upon notice of completion by the governmental body overseeing its constructions.

\*If the height requirements of a temporary sign cannot be met with the existing sign structure, an administrative variance in sign height may be granted provided that adequate hardship is presented and the sign height is lowered to the maximum extent practical.

(Ord. No. 074-03, § 9-9-10, 3-11-2003; Ord. No. 185-06, 3-13-2006; Ord. No. 358-09, 8-10-2009)

Sec. 113-11. - Flags.

- (a) All flags shall be displayed on purpose-built, professionally fabricated flagpoles, which may be vertical or mast-arm flagpoles. In nonresidential districts, flagpoles shall not exceed the allowed height provided for a structure or building in the applicable zoning district, or 50 feet, unless approved through the tall structure permit process. Flagpoles in residential districts shall not exceed 25 feet in height, or the height of the primary structure on the lot, whichever is less.
- (b) The maximum dimensions of any flag shall be proportional to the flagpole height. The hoist side of the flag shall not exceed 20 percent of the vertical height of the flagpole. In addition, flags are subject to the following limitations:

Pole Height	Maximum Flag Size (total square feet)
Up to 30 feet	30 square feet
30 to 50 feet	60 square feet
50 feet or greater	150 square feet

- (c) Each lot or parcel shall be allowed a maximum of three flagpoles.
- (d) A maximum of two flags shall be allowed per flagpole.
- (e) Flags displaying a logo, message, statement, or commercial message and banners not meeting the definition of a flag contained herein shall conform to all applicable ordinances pertaining to signs.
- (f) A vertical flagpole must be set back from all property boundaries a distance that is at least equal to the height of the flagpole.
- (g) Flags and flagpoles shall be maintained in good repair, and to the extent applicable shall be in compliance with the building code. Flagpoles with broken halyards shall not be used and flags that are torn or frayed shall not be displayed.
- (h) On officially designated city, state, or federal holidays, there shall be no maximum flag size or number or other limitations on display.
- (i) This section shall not be construed to restrict the right to display eligible flags as banners or commercial or noncommercial signage as provided elsewhere in the article.

(Ord. No. 074-03, § 9-9-11, 3-11-2003)

Sec. 113-12. - Signs exempt from specified provisions of this resolution.

The following types of signs are exempt from the requirements of this chapter unless otherwise expressly prohibited. However, all of these signs shall abide by the height and setback requirements as specified in section 113-15A (sign table).

- (1) Nonilluminated freestanding signs or banners having an aggregate sign area per residential or nonresidential lot of ten square feet or less. However, each such sign may not exceed six

square feet in size or greater than four feet above the grade level of the adjacent street to which the sign is located or three feet above ground level, which is greater. No sign shall be located within the public right-of-way and no closer than ten feet to the back of curb of a public roadway.

- (2) Signs for the sole purpose of displaying street numbers as may be required by other ordinances and other signs required by law.
- (3) Signs erected by, or on the order of, a public officer in the performance of his duty including but not limited to public notices, safety signs, danger signs, trespassing signs, traffic and street signs, memorial plaques and signs of historical interest.
- (4) Signs on private property prohibiting trespassing in accordance with state law.
- (5) Any sign not visible from public thoroughfares or any sign within a business, office, mall, or totally enclosed area.
- (6) Window signs not exceeding 50 percent of the available window space per building elevation.
- (7) One official sign per road frontage, as required by the state of Georgia, identifying vehicle emissions inspection stations licensed by the state of Georgia.
- (8) Swinging or projecting signs not exceeding three square feet, or projecting more than four feet and attached under the eave or awning of a building above a business entrance.
- (9) Signage on courtesy benches, trash receptacles, newspaper boxes, automated teller kiosks and phone booths, not exceeding eight square feet of sign area and not located within the required front yard setback for the zoning district. Limited to one bench sign and one trash receptacle sign per lot.
- (10) Signage on coin-operated beverage dispensers, limited to three per lot and not located within the required front yard setback for the zoning district.
- (11) Nonilluminated signs, excluding portable signs, not in excess of 32 square feet in all zoning districts, provided such signs are located on a lot or building for sale, lease or being constructed, are not located on any public right-of-way, and are limited to one sign per frontage, except in all residential districts where sign area shall not exceed six square feet for individual lot/home sales. A nonilluminated construction sign, excluding portable signs, not in excess of 32 square feet in all zoning districts, provided such sign is located on the lot or building being constructed and is limited to one sign per road entrance, except in all residential districts where sign area shall not exceed six square feet for individual lot/home sales. Such signs shall be removed within ten days after the subject lot or building is leased or sold or construction is completed, respectively. Parcels in residential districts, exceeding three acres in size, not located in a final recorded subdivision, may have a sign which directs attention to property for sale, lease, rent, or is for the purpose of construction of up to 32 square feet.
- (12) Graduation banners placed on residentially zoned property. Such banners may be no more than 24 square feet in size and must be maintained in good condition and individually attached to a pole, mast, arm or other structure. These signs shall not be located within the public street right-of-way. These signs shall not be greater than eight feet above the grade level of the adjacent street to which the sign is located or three feet above ground level, whichever is greater. A graduation banner may not be displayed on any lot for more than 30 consecutive days.

(Ord. No. 074-03, § 9-9-12, 3-11-2003; Ord. No. 308-08, 6-9-2008)

Sec. 113-13. - Maintenance and appearance of signs.

- (a) All signs shall be maintained in good condition, so as to present a neat and orderly appearance. Neglected or dilapidated signs shall be manifested by the following: rust or holes on or in the sign or sign structure, or broken, missing, loose or bent parts, faded or flaking paint, nonoperative or partially

nonoperative illuminating or mechanical devices or missing letters in sign copy. The zoning enforcement officer may cause to be removed after due notice any sign that shows gross neglect or becomes dilapidated.

- (b) The zoning enforcement officer shall give the owner ten days written notice to correct the deficiencies or to remove the sign or signs. If the owner refuses to correct the deficiencies or remove the sign, the zoning enforcement officer may have the sign removed at the expense of the owner.

(Ord. No. 074-03, § 9-9-13, 3-11-2003)

Sec. 113-14. - Illumination of signs.

- (a) No sign shall give off light that glares, blinds or has any other such adverse effect on traffic or adjacent properties. The light from an illuminated sign shall be established in such a way that adjacent properties and roadways are not adversely affected and that no direct light is cast upon adjacent properties and roadways. No illuminated sign shall be constructed or maintained within 75 feet of the property line of any single-family residential lot.
- (b) No sign shall have blinking, flashing, or fluctuating lights or other illuminating devices that have a changing light intensity, brightness or color.
- (c) Colored lights shall not be used at any location or in any manner so as to be confused with or construed as traffic control devices. Neither direct nor reflected light from primary light sources shall create a hazard to operators of motor vehicles.
- (d) Signs located within any residential district may only be indirectly illuminated.
- (e) All neon decorative lighting, including strips of neon for decoration and signs that display numerals or words on the exterior of a building shall not be permitted. Any neon in any shape, whether numbers, words or display of neon shall be considered a sign. Such neon shall not be permitted. However, interior allowable window signs may have 50 percent of the allowable area of neon. Such interior neon signage will be limited to one elevation of the building only. Neon existing before May 12, 2003, may remain as a nonconforming use.

(Ord. No. 074-03, § 9-9-14, 3-11-2003)

Sec. 113-15. - Maximum heights, maximum sizes, setback requirements and number allowance of signs permitted.

Signs in the City of Lilburn shall be permitted and regulated in accordance with the following sign table, unless otherwise regulated, prohibited or exempted herein:

SECTION 113-15A (SIGN TABLE)

TYPE OF SIGN PURPOSE OF USE	MAX. HEIGHT	SETBACK FROM RIGHT-OF- WAY <sup>(1)</sup>	MAXIMUM SIZE PER SIGN ALLOWED	NUMBER AND TYPE PERMITTED
1. Primary signs for an individual establishment on an individual non	8 Ft. 12 Ft. 20 Ft.	0-5 Ft. >5 Ft. or <20 Ft. 20 Ft. or >	GROUND SIGNS  Gross Building Space Max. Sign	GROUND SIGNS One sign structure per road frontage, not to exceed maximum

residential lot.			<p>Size</p> <p>0 - 10,000 100 s.f.</p> <p>10,001 - 50,000 150 s.f.</p> <p>50,001 - 100,000 200 s.f.</p> <p>100,000 &gt; 250 s.f.</p>	allowable square footage.* Must be monument type.
			<p>WALL SIGNS</p> <p>Gross Building Space Max Sign Size Agg. Total</p> <p>0 - 2,500 54 s.f. max. 108 s.f. agg.</p> <p>2,501 - 15,000 90 s.f. max. 180 s.f. agg.</p> <p>15,001 - 50,000 150 s.f. max. 300 s.f. agg.</p> <p>50,000 - &gt; 300 s.f. max. 600 s.f. agg.</p>	<p>WALL SIGNS</p> <p>Signs may not exceed 50% of the total permitted square footage on any building elevation. The total of all signs on all elevations shall not exceed the total square footage lists.</p>
2. Accessory ground signs for an individual establishment on an individual nonresidential lot.	3 Ft.	0-5 Ft.	<p>GROUND SIGNS</p> <p>Gross Building Space Max. Sign Size</p> <p>0 - 10,000 3 s.f.</p> <p>10,001 - 50,000 4 s.f.</p> <p>50,001 - 100,000 5 s.f.</p> <p>100,000 6 s.f.</p>	<p>GROUND SIGNS</p> <p>Two sign structures per entrance</p>

<p>3. Primary signs for an individual building on an individual residential lot.</p>	<p>5 Ft.</p>	<p>0 Ft.</p>	<p>GROUND SIGNS  Lot Acreage  Maximum Sign Size  3-5 acres 24 s.f.  5 or greater 48 s.f.</p>	<p>GROUND SIGNS  One sign structure per road frontage, not to exceed maximum allowable square footage.*</p>
			<p>WALL SIGNS  Lot Acreage  Maximum Sign Size  3-5 acres 9 s.f.  5 or greater 18 s.f.</p>	<p>WALL SIGNS  Signs may not exceed one placed on the front elevation.</p>
<p>4. Accessory ground signs for an individual building on an individual residential lot.</p>	<p>3 Ft.</p>	<p>0 Ft.</p>	<p>GROUND SIGNS  Lot Acreage  Maximum Sign Size  3-5 acres 4 s.f.  5 or greater 6 s.f.</p>	<p>GROUND SIGNS  Two sign structures per entrance</p>
<p>5. Signs for individual establishments, shops, etc. within a planned commercial center.</p>	<p>Not greater than height of wall</p>	<p>N/A</p>	<p>WALL SIGNS   Gross Building Space Max Sign Size Agg. Total  0 - 2,500 54 s.f. max. 108 s.f. agg.  2,501 - 15,000 90 s.f. max. 180 s.f. agg.  15,001 - 50,000 150 s.f. max. 300 s.f. agg.  50,000 - &gt; 300 s.f. max. 600 s.f. agg.</p>	<p>GROUND SIGNS  Not allowed.  WALL SIGNS  Signs may not exceed 50% of the total permitted square footage on any building elevation. The total of all wall signs on all elevations shall not exceed the total square footage listed.</p>

6. Signs for individual offices, etc. within a planned office or industrial center.	Not greater than height of wall	N/A	20 square feet or five percent (5%) of the wall areas, whichever is greater.	GROUND SIGNS Not allowed. WALL SIGNS One per building elevation per tenant.
7. Primary ground sign for planned office, commercial, industrial or retail center.	5 Ft. 10 Ft. 12 Ft.	0-5 Ft. >5 or <20 Ft. 20 Ft. or >	GROUND SIGNS  Gross Building Space Maximum Sign Size 0 - 10,000 75 s.f. 10,001 - 50,000 100 s.f. 50,001 - 100,000 150 s.f. 100,000 -> 200 s.f.	GROUND SIGNS Monument type only. WALL SIGNS One per building elevation per tenant.
8. Accessory ground sign for planned office, commercial, industrial or retail center.	3 Ft.	0-5 Ft.	GROUND SIGNS  Gross Building Space Maximum Sign Size 0 - 10,000 3 s.f. 10,001 - 50,000 4 s.f. 50,001 - 100,000 5 s.f. 100,000 -> 6 s.f.	GROUND SIGNS Two sign structures per entrance.
9. Permanent entrance sign for a nonresidential subdivision.	8 Ft. - excluding embellishments which shall not exceed two feet above the maximum height of the sign structure	0 Ft.	50 Square Feet	Two per entrance. Monument signs only.
10. Permanent entrance sign for a residential	8 Ft. - excluding embellishments, which shall not exceed two	0 Ft.	32 Square Feet per sign (sign structure must be	Two per entrance Monument signs only.

development or subdivision.	feet above the maximum height of the sign structure.		constructed of brick, stone, masonry or equal architectural material).	
11. Interior Project Directional Sign (See Sec. 9-9-19).	4 Ft.	0 Ft.	32 Square Feet	One per internal intersection

No sign shall be located closer than ten feet to the back of curb of a public roadway.

<sup>(1)</sup> Properties with multiple road frontages may transfer a maximum of 50 percent of the allowable square footage from one road frontage to the other.

(Ord. No. 074-03, § 9-9-15, 3-11-2003; Ord. No. 358-09, 8-10-2009)

Sec. 113-16. - Oversized signs.

Oversized signs shall be permitted subject to the following restrictions:

- (1) Oversized signs may be permitted as an allowed use within the C-2, C-3, and M-2 districts, or by special use permit within the M-1 district, if located on properties that are adjacent to principal arterials, major arterials or state or national highways. Oversized signs shall be prohibited along Parkways or roads designated as residential arterials as shown in the City of Lilburn comprehensive plan.
  - (2) Oversized signs shall not be placed within 500 feet of a dwelling, residential zoning district, city building, church, school, daycare, park cemetery, or right-of-way of a parkway.
  - (3) Oversized signs shall not be less than 1,250 feet from the city limits line of an incorporated city, or from any other oversized sign in any direction, on either side of the same right-of-way or along another right-of-way.
  - (4) Oversized signs shall be completely independent of any building or other structure, excluding the sign structure.
  - (5) Oversized signs shall meet the area, public street frontage, side yard, and rear yard requirements of the zoning district in which located.
  - (6) The maximum sign area of all display surfaces shall not exceed 700 square feet per sign structure. For double-faced signs, these maximum sign areas shall apply to each side of the sign structure.
  - (7) No oversized sign shall contain more than two faces per side, nor more than two sides; provided, however, that no sign face may be located above another sign face.
- 
- (8) The maximum height and minimum front yard setback from the street right-of-way for oversized signs are:

Sign Face in One Direction	Maximum Height Setback	Minimum Front Yard
350 sq. ft. or greater	70 ft. if adjacent to I-85 40 ft. (all other roads)	75 ft. 75 ft.
300—349 sq. ft.	30 ft.	50 ft.

- (9) An increase in maximum height of an oversized sign may be permitted provided the applicant for such an increase is granted a special use permit by the mayor and council after receiving recommendations from the planning commission and after a public hearing, subject to the following conditions:
- a. The increase in maximum height shall not exceed 25 percent of the allowable maximum height specified in the table above.
  - b. The oversized sign shall be a conforming sign.
  - c. The oversized sign has been blocked from view by subsequent development.
- (10) On existing oversized signs, a change of sign face and alteration of the structure to support an electronic message board is allowed provided the size and height of the sign is not increased.

(Ord. No. 074-03, § 9-9-16, 3-11-2003; Ord. No. 358-09, 8-10-2009)

Sec. 113-17. - Subdivision directional signs.

Subdivision directional signs shall be permitted within any zoning district, provided they serve a temporary purpose, are maintained in an attractive and sound manner, and are removed at the owner's expense. They are intended to encourage parties involved in subdivision development projects in proximity to one another to work together and place directional information for multiple projects one sign or sign structure. Subdivision directional signs may be allowed for a period of time from the beginning of the project until ten days following the sale of the final property. Subdivision directional signs shall be subject to the following requirements:

- (1) Shall not be located within ten feet of the pavement of any street and shall not be permitted on any public right-of-way.
- (2) Shall not be illuminated or affixed in any manner to trees, street or light poles, utility poles, other signs or sign structures.
- (3) Shall be made of wood.
- (4) Shall include the name, address and phone number of the owner or party responsible for the removal and maintenance of the sign. This information must be written in weatherproof ink or paint on at least one face of the sign in letters not exceeding one-half inch in height.
- (5) Shall be located no greater than two miles or two intersections as shown on the long range road classification map, whichever is greater, from the project or property to which they refer, as measured along existing streets.
- (6) Signs prohibited under this chapter shall not be used as a subdivision directional sign.
- (7) Subdivision directional signs shall not exceed 24 square feet in total sign area per face with no one project allowed more than four total square feet per face (four projects per face) and shall

not exceed eight feet in height excluding embellishments which shall not exceed two feet above the maximum height of the sign structure.

- (8) Subdivision directional signs shall be limited to four per intersection with no more than one per corner.
- (9) Subdivision directional signs shall be located within 200 feet of an intersection but no closer than 20 feet from the intersection.
- (10) These signs require a sign permit.

(Ord. No. 074-03, § 9-9-17, 3-11-2003)

Sec. 113-18. - Convenience stores and service stations with pump islands.

Convenience stores and service stations with pump islands may have additional signage subject to the following limitations:

- (1) Two signs per canopy face with a maximum of eight square feet per sign.
- (2) Spreader bars (signs located under canopy over pumps islands) shall be limited to no more than two signs per spreader bar, not to exceed four square feet per sign. However, total square footage for all spreader bars shall not exceed 24 square feet.
- (3) Accessory car wash, if a separate drive-through car wash building is on site, two additional wall signs may be allowed not to exceed eight square feet each.

(Ord. No. 074-03, § 9-9-18, 3-11-2003)

Sec. 113-19. - Interior project directional sign.

Such signs are authorized in all developments or planned subdivisions of land within any nonresidential zoning district subject to the following:

- (1) May not be located within 100 feet of an entrance to a project.
- (2) Maximum sign area shall not exceed 32 square feet.
- (3) Maximum sign height shall not exceed four feet.
- (4) Setback from right-of-way may be zero feet.
- (5) Only one such sign may be located at each internal intersection of private driveways or public streets within the project.
- (6) The purpose of the sign is to provide more definitive directional information concerning the whereabouts of tenants within the development.

(Ord. No. 074-03, § 9-9-19, 3-11-2003)

Sec. 113-19.5. - Coordinated signage program.

- (a) *Requirements.* Notwithstanding any other provision of this section, the mayor and council shall be authorized to approve a coordinated signage program for unified commercial developments which contain the following:
  - (1) More than three acres in size;
  - (2) More than one building; and

- (3) More than one parcel or private street.
- (b) *Administration.* Applications for the coordinated signage program shall be submitted to the mayor and council for approval.
- (c) *Procedures.*
  - (1) An application shall be submitted to the mayor and council which shall include the following:
    - a. Statement of justification for approval of the coordinated signage program;
    - b. Description/depiction of the sign program including all of the following:
      - 1. Number;
      - 2. Location;
      - 3. Size;
      - 4. Height;
      - 5. Color;
      - 6. Material;
      - 7. Illumination;
      - 8. Preliminary site plan;
      - 9. Information to be displayed; and
      - 10. Compliance with design requirements.
  - (2) The mayor and council shall approve, disapprove, or approve with modifications any proposed coordinated signage program application.
- (d) *Design requirements.* The following requirements shall be followed and specifically referenced in the application:
  - (1) The size of the sign shall be in proportion to the size, location, and background of the supporting structure.
  - (2) In no event shall any program sign exceed the maximum height requirements for each category of signs allowed in this section.
  - (3) The sign locations, configurations, designs, materials and colors shall be harmonious with the suburban wooded setting and scale of the City of Lilburn.
  - (4) The signs and their supporting structure(s) shall be architecturally in harmony with the surrounding structures.

(Ord. No. 052-02, § 9-9-19A, 10-14-2002)

Sec. 113-20. - Permit approval, denial or revocation.

(a) *Procedure.* An action by the director to approve or deny a sign permit shall be taken within 30 days of receipt of a complete sign permit application. Any sign permit application for which no action has been taken after 30 days or more shall be deemed to be approved. The director shall deny permit application(s) for signs that do not comply with the provisions of this chapter, incomplete application(s), and applications containing any false material statements. A violation of any provision of this chapter and any other applicable state laws or city ordinances will be grounds for terminating a permit granted by the city for the erection of a sign. Should it be determined that sign permit was issued pursuant to an incomplete application or an application containing a false material statement, or that a permit has been erroneously issued in violation of this section, the director shall revoke the permit. Should the director deny a permit, the reasons for the denial are to be stated in writing and mailed by certified mail, return

receipt requested, to the address on the permit application, postmarked on or before the 30<sup>th</sup> business day after denial. Any application denied and later resubmitted shall be deemed to have been submitted on the date of resubmission, not the date of the original submission. A permit shall not be denied or revoked except for due cause, being the violation of the provisions of this chapter, other applicable ordinances, state or federal law, or the submission of an incomplete application or an application containing false material statements.

(b) *Appeal*. A person whose permit application has been denied or a permittee whose permit has been revoked may appeal the decision of the director to the city council as provided. The decision of the city council is final.

(c) *Mandamus*. In the event a person whose permit has been denied or revoked is dissatisfied with the decision of the city council, they may petition for writ of mandamus to the superior court of Gwinnett County as provided by law.

(Ord. No. 074-03, § 9-9-20, 3-11-2003; Ord. No. 345-09, 3-9-2009)

#### Sec. 113-21. - Variances.

Where a literal application of this chapter, due to special circumstances, would result in an unusual hardship in an individual case, a variance may be granted by the zoning board of appeals pursuant to procedures set forth including, but not limited to:

- (1) Exceptional conditions pertaining to the property where the sign is to be located as a result of its size, shape, or topography, which are not applicable to other lands or structures in the area.
- (2) The applicant would be deprived of rights that are commonly enjoyed by others similarly situated.
- (3) Granting the variance would not confer on the applicant any significant privileges that are denied to others similarly situated.
- (4) The exceptional circumstances are not the result of action by the applicant.
- (5) The requested variance is the minimum variance necessary to allow the applicant to enjoy the rights commonly enjoyed by others similarly situated.
- (6) Granting of the variance would not violate more than one standard of this chapter.
- (7) Granting the variance would not result in allowing a sign that interferes with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic.

(Ord. No. 074-03, § 9-9-21, 3-11-2003)

#### Sec. 113-22. - Enforcement and penalties.

The sign provisions of this chapter shall be administered by the director and enforced by the zoning enforcement officer.

- (1) The zoning enforcement officer or designee may issue a citation for violation of this chapter by any person, including, if applicable, the owner, manager or tenant of the lot on which a sign is located; for a sign erected, altered, maintained, converted, or used in violation of this chapter; or in violation of any other applicable chapter, including, but not limited to, building or electrical codes.
- (2) Any person violating any provision of this chapter shall be guilty of an offense, and upon conviction by a court of competent jurisdiction, shall be subject to a penalty or not less than \$25.00 nor more than \$1,000.00, or by confinement in the City of Lilburn Jail for a total time not

to exceed 60 days, or both, and may not be stayed or suspended. Each day shall constitute a separate offense.

- (3) The city may seek affirmative equitable relief in a court of competent jurisdiction to cause the removal or repair of any sign in violation of this or other city ordinances.
- (4) The zoning enforcement officer or his/her designee may remove any sign or structure illegally placed upon a public right-of-way without any notice and may dispose of said sign or structure by taking it to any landfill. Such removal and disposal of illegally placed signs shall not preclude the prosecution of any person for illegally placing such signs in the public right-of-way.

(Ord. No. 074-03, Sec. 9-9-22, 3-11-2003; Ord. No. 345-09, 3-9-2009; Ord. No. 358-09, 8-10-2009)

Sec. 113-23. - Zoning ordinance.

Except as provided elsewhere in this section, to the extent that it is not inconsistent with this chapter, the City of Lilburn zoning resolution, as amended including, but not limited to definitions of terms contained therein is incorporated as a part of this chapter as if fully restated herein for the same purposes stated in this chapter and for the same purposes for which the zoning resolution and any amendments thereto, were adopted, which purposes are expressly incorporated herein. However, to the extent that any regulations governing any zoning district now existing or later enacted conflict with this chapter, the rules of the zoning district shall control.

(Ord. No. 074-03, § 9-9-23, 3-11-2003)

Sec. 113-24. - Severability.

In the event any section, subsection, sentence, or word of this chapter is declared and adjudged to be invalidated or unconstitutional, such declaration or adjudication shall not affect the remaining portions of this chapter, which shall remain in full force and effect as if such portion so declared or adjudged unconstitutional were not originally part of this chapter, even if the surviving parts of the chapter result in greater restrictions after any unconstitutional provisions are stricken. The mayor and council declare that they would have enacted the remaining parts of this chapter if they had known that such portion thereof would be declared or adjudged invalid or unconstitutional. The mayor and council declare their intent that should this chapter be declared invalid in part or in whole, signs are to be subject to regulations applicable to structures contained in other ordinances, including the zoning resolution.

(Ord. No. 074-03, § 9-9-24, 3-11-2003)

## DIVISION 2. - ETHICS<sup>31</sup>

Footnotes:

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**Editor's note**— Ord. No. 428-12, adopted May 14, 2012, amended Div. 2 in its entirety to read as herein set out. Former Div. 2, § 2-78, pertained to similar subject matter, and derived from Code 1972, § 2-2; Code 2001, § 2-3-12.

**State Law reference**— Governmental ethics, O.C.G.A. § 45-10-1 et seq.

Sec. 2-78. - Purpose.

The purpose of this code of ethics is to:

- (1) Encourage high ethical standards in official conduct by city officials;
- (2) Establish guidelines for ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the interest of the city;
- (3) Require disclosure by such officials of private financial or other interest in matters affecting the city; and
- (4) Serve as a basis for disciplining those who refuse to abide by its terms.

(Ord. No. 428-12, 5-14-2012)

Sec. 2-79. - Scope.

The provisions of this code of ethics shall be applicable to all elected or appointed city officials.

Notwithstanding anything herein to the contrary, state law and the charter of the city shall be controlling in the event of an actual conflict with the provisions of this code of ethics. This division shall be interpreted to supplement, and not replace, said provisions of state law and the charter.

(Ord. No. 428-12, 5-14-2012)

Sec. 2-80. - Definitions.

Solely for the purpose of this code of ethics;

*City official* or *official*, unless otherwise expressly defined does not include city employees but does mean the mayor, members of the city council, municipal court judges (including substitute judges), city manager, city clerk, city attorney, and all other persons holding positions designated by the city charter, as amended. The term "city official" also includes all individuals, including city employees, appointed by the mayor and/or city council as appropriate to city authorities, commission, committees, boards, task forces, or other bodies which can or may vote or take formal action or make official recommendations to the mayor and/or city council.

*Decision* means any ordinance, resolution, contract, franchise, formal action or other matter voted on by the city council or other city board or commission, as well as the discussions or deliberations of the council, board, or commission which can or may lead to a vote of formal action by that body.

*Employee* means any person who is a full-time or part-time employee of the city.

*Immediate family* means the spouse, mother, father, grandparent, brother, sister, son or daughter of any city official related by blood, adoption or marriage. The relationship by marriage shall include in-laws.

*Incidental interest* means an interest in a person, entity or property, which is not a substantial interest as defined herein and which has insignificant value.

*Remote interest* means an interest of a person or entity, including a city official, which would be affected in the same way as the general public. For example, the interest of an official in the tax rate, general city fees, city utility charges or a comprehensive zoning ordinance or similar matters is deemed remote to the extent that the official would be affected in common with the general public.

*Substantial interest* means an interest, either directly or through a member of the immediate family, in another person or entity, where;

- (1) The interest is ownership of five percent or more of the voting stock, shares or equity of the entity or ownership of \$5,000.00 or more of the equity or market value of the entity; or
- (2) The funds received by the person from the other person or entity during the previous 12 months either equal or exceed (a) \$5,000.00 in salary, bonuses, commissions or professional fees, or \$5,000.00 in payment for goods, products or services, or (b) ten percent of the recipient's gross income during that period, whichever is less;
- (3) The person serves as a corporate officer or member of the board of directors or other governing board of a for-profit entity other than a corporate entity owned or created by the city council; or
- (4) The person is a creditor, debtor, or guarantor of the other person or entity in an amount of \$5,000.00 or more.

(Ord. No. 428-12, 5-14-2012)

Sec. 2-81. - Prohibitions.

- (a) No city official shall use such position to secure special privileges or exemptions for himself or herself or others, or to secure confidential information for any purpose other than official duties on behalf of the city.
- (b) No city official, in any matter before the council or other city body, relating to a person or entity in which the official has a substantial interest, shall fail to disclose for the record such interest prior to any discussion or vote or fail to recuse himself/herself from such discussion or vote as applicable.
- (c) No city official shall act as an agent or attorney for another in any matter before the city council or other city body.
- (d) No city official shall directly or indirectly receive, or agree to receive, any compensation, gift, reward, or gratuity in any matter or proceeding connected with, or related to, the duties of his office except as may be provided by law.
- (e) No city official shall enter into any contract with, or have any interest in, either directly or indirectly, the city except as authorized by state law.
  - (1) This prohibition shall not be applicable to the professional activities of the city attorney in his or her work as an independent contractor and legal advisor on behalf of the city.
  - (2) This prohibition shall not be applicable to an otherwise valid employment contract between the city and a city official who is not elected (such as, by way of example, a city manager, city administrator or chief of police).
  - (3) Any official who has a proprietary interest in an agency doing business with the city shall make that interest known in writing to the city council and the city clerk.

- (f) All public funds shall be used for the general welfare of the people and not for personal economic gain.
- (g) Public property shall be disposed of in accordance with state law.
- (h) No city official shall solicit or accept other employment to be performed, or compensation to be received, while still a city official if the employment or compensation could reasonable be expected to impair such official's judgment or performance of city duties.
- (i) If a city official accepts or is soliciting a promise of future employment from any person or entity who has a substantial interest in a person, entity or property which would be affected by any decision upon which the official might reasonably be expected to act, investigate, advise, or make a recommendation, the official shall disclose the fact to the city council and shall recuse himself/herself and take no further action on matters regarding the potential future employer.
- (j) No city official shall use city facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public.
- (k) No city official shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.
- (l) A city official shall not directly or indirectly make use of, or permit others to make use of, official information not made available to the general public for the purpose of furthering a private interest.
- (m) A city official shall not use his or her position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to such official or persons within the official's immediate family, or those with whom the official has business or financial ties amounting to a substantial interest.
- (n) A city official shall not order any goods and services for the city without prior official authorization for such an expenditure. No city official shall attempt to obligate the city nor give the impression of obligating the city without proper prior authorization.
- (o) No city official shall draw travel funds or per diem from the city for attendance at meetings, seminars, training or other educational events and fail to attend such events without promptly reimbursing the city therefore.
- (p) No city official shall attempt to unduly influence the outcome of a case before the Municipal Court of the City of Lilburn nor shall any city official engage in ex parte communication with a municipal court judge of the City of Lilburn on any matter pending before the Municipal Court of the City of Lilburn.

(Ord. No. 428-12, 5-14-2012)

Sec. 2-82. - Conflict of interest.

- (a) A city official may not participate in a vote or decision on a matter affecting an immediate family member or any person, entity, or property in which the official has a substantial interest.
- (b) A city official who serves as a corporate officer or member of the board of directors of a nonprofit entity must disclose their interest in said entity to the mayor and council prior to participating in a vote or decision regarding funding of the entity by or through the city.
- (c) Where the interest of a city official in the subject matter of a vote or decision is remote or incidental, the city official may participate in the vote or decision and need not disclose the interest.

(Ord. No. 428-12, 5-14-2012)

Sec. 2-83. - Penalty.

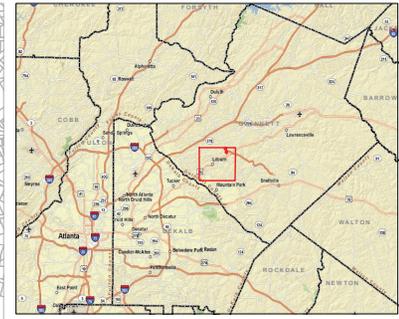
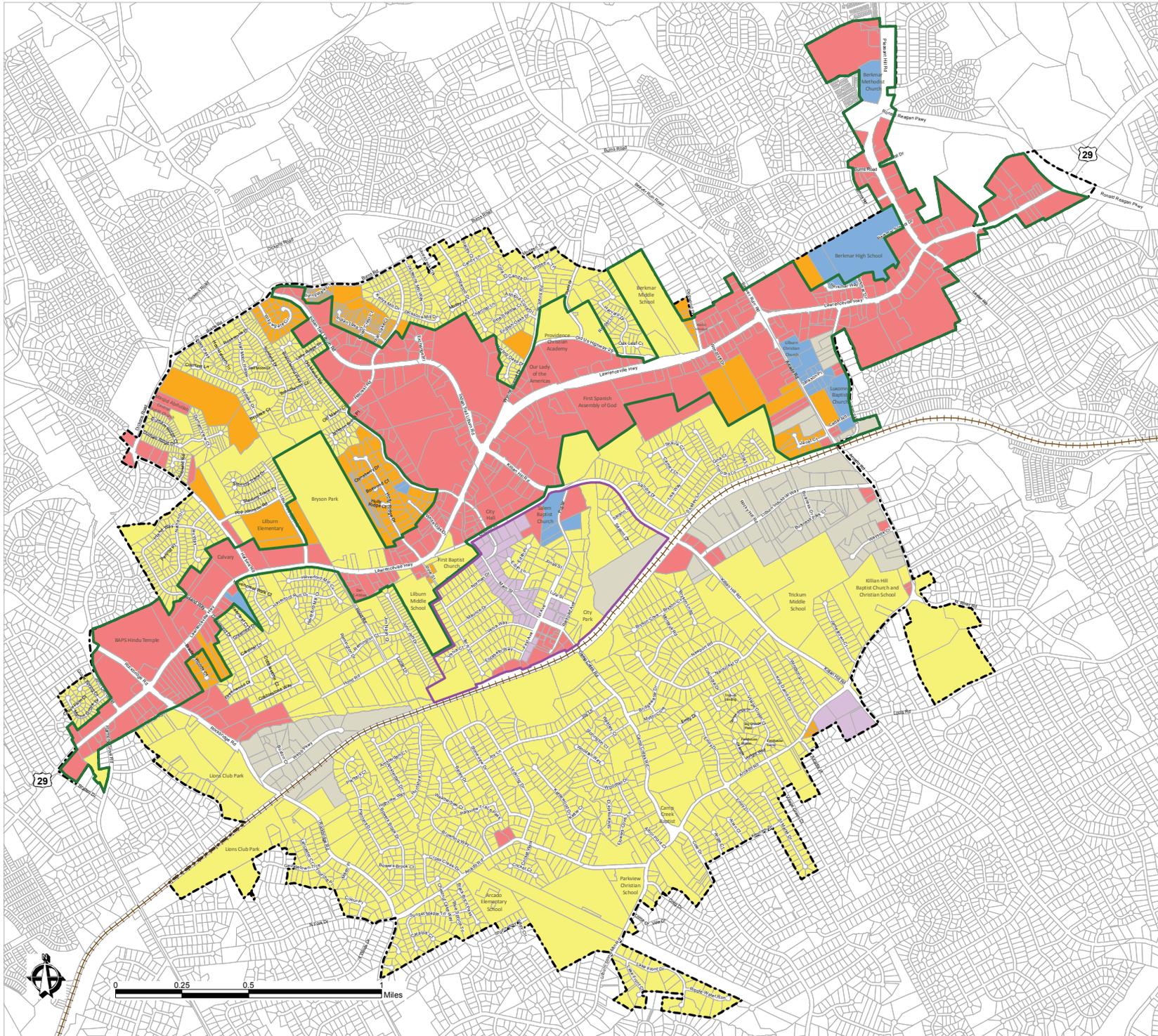
Any person violating any provision of this article is subject to:

- (1) Public reprimand or censure by the city council; or
- (2) Request for resignation by the city council.

(Ord. No. 428-12, 5-14-2012)

Secs. 2-84—2-101. - Reserved.

# OFFICIAL ZONING MAP of LILBURN, GA



## LEGEND

- ZONING**
- CB - COMMERCIAL BUSINESS
  - IA - INDUSTRIAL ACTIVITY
  - O/I - OFFICE-INSTITUTIONAL
  - MU - MIXED USE
  - R-1 - RESIDENTIAL
  - R-2 - RESIDENTIAL
  - TOWN CENTER OVERLAY
  - US-29 OVERLAY
  - LILBURN CITY LIMITS
  - RAILROADS



Mayor: Johnny D. Crist  
 City Clerk: Melissa Penate  
 Adopted by Lilburn City Council on June 13, 2016.  
 Pursuant to City of Lilburn Ordinance #2016-503.



# WHAT CAN CITIES DO?



The primary obligation of cities is to promote the public peace, health, and safety. This is primarily done through services to its citizens. Common services include:

- ◆ Police and fire protection
- ◆ Street construction and maintenance
- ◆ Water and Sewer Services
- ◆ Parks and Recreation
- ◆ Zoning, building inspection and enforcement

Cities were created to provide specialized services for people in more densely populated areas and to set localized policy. In Georgia counties were originally established as administrative arms of the state for the statewide provision of certain services like the courts and to budget for local constitutional officers such as the sheriff and the tax commissioner. Today, some urban counties provide municipal services. Problems may arise when local elected officials attempt to exceed their powers and affect policy issues entrusted to the state or federal government.

# WHAT CAN CITIES NOT DO?



The order of laws from highest to lowest is as follows: the U.S. Constitution, federal statutes, the state constitution, state statutes, local acts and municipal ordinances and resolutions. The higher levels of law take precedence over city charters and municipal ordinances and may limit, expand or preempt a city's power to act. For instance, under the U.S. Constitution cities may not infringe on free speech, may not conduct unlawful searches and seizures, and must provide all citizens with due process and equal protection of the laws. Thus when a city acts to regulate signs, freedom of speech issues will need to be considered and may limit the city's ability to regulate signs.

Under the Georgia Constitution, cities are also generally prohibited from making donations of public funds to private or charitable causes, regardless of how worthwhile.

## For more information

- ◆ For more information on the Open Meetings and Open Records Acts, see GMA Publication, Government in the Sunshine: Open Meetings/Records Guide for City Officials, (12th Edition, 2014), or Georgia Code sections starting at 50-14-1 and 50-18-70.
- ◆ For more information on municipal elections in Georgia, see Georgia Election Code and Rules of the State Election Board; O.C.G.A. Tit. 21, ch. 2.
- ◆ Further publications on municipal issues are available on the GMA website under "Advice & Knowledge."



For more information on GMA, visit:  
[www.gmanet.com](http://www.gmanet.com)



**Being mayor seems to be a very simple job. All you do is make speeches and shake peoples' hands."**

**"I think being mayor will be pretty cool because helping people gives you a good feeling inside, and I like helping people. Well, and I like being bossy."**

Quotes courtesy of the Georgia Municipal Association's "If I Were Mayor, I Would" essay contest for 6th graders.



**What may cities do?**

**What can cities not do?**

**What do city officials do?**

**What things can city officials not do?**

**Mechanics of running for municipal office.**

**You've been elected. Now what?**

# RUNNING FOR MUNICIPAL ELECTED OFFICE

People run for municipal office for a variety of reasons, but it is important to know about the role of elected city officials before undertaking this important job. It is both a privilege and a responsibility of citizens to actively participate in their community. However, if the goals, expectations, or commitments of the individuals running for office do not coincide with the actual duties of the elective office, the city and its constituents may, at the least, be disappointed, and at the worst, be harmed. This pamphlet is a very general and basic guide for those considering running for municipal elected office.



**"If I did not know my duties I would look like a big dummy. Then all the people who voted me in office would wonder what in the world they have done?"**

Quotes courtesy of the Georgia Municipal Association's "If I Were Mayor, I Would" essay contest for 6th graders.



# WHAT DO CITY OFFICIALS DO?

There are three primary forms of municipal government in Georgia; council-manager, strong-mayor and weak-mayor. The form of government is determined by looking at the **city's charter**. Depending upon the form of government of the municipality, elected officials will have different levels of responsibility over the day-to-day affairs of the city. Thus, it is important to know the form of government of your city, as it will help you to understand the roles and expectations of both elected officials and appointed staff, reducing misunderstandings and improving service. **The charter may be found at city hall**, and many are now located online either on the city's website or the website of a commercial code service such as the Municipal Code Corporation ([www.municode.com](http://www.municode.com)). Prospective candidates should read the city's charter before running for office.

## Establishment of Policy:

Setting policy about which services to offer, the level of services and the city budget is usually done through the adoption of reasonable ordinances and resolutions by the city council. These ordinances and resolutions must be consistent with state law and the municipal charter. City officials may also set policy by making changes to the charter by ordinance but this power is limited. Ordinances have the strength of law in the municipality, and generally councils are bound by preexisting ordinances unless and until they change them.

**"If I were Mayor, every Wednesday all the people would have to dress up like cows."**

**"Mayors can't make school lunches better. So that means us kids are stuck with yucky, gooey lunches."**

**"I would always keep my word. Everyone should keep their word, especially the mayor. You should never lie to your community."**



# WHAT THINGS CAN CITY OFFICIALS NOT DO?

There are legal and ethical constraints on municipal elected officials. City officials may amend the city charter, but they **DO NOT have the power to change the form of government**, the procedure for election or appointment to elective office, or limitations on continuance in office without the assistance of the General Assembly. Cities cannot enact charter changes regarding certain taxes, courts and criminal offenses. City officials also do not have the power to change the exercise of eminent domain, expand regulation of areas already controlled by the Public Service Commission or affect the establishment of an independent public school system.

**City officials may not hold secret meetings** or keep documents from the public. Under Georgia law, almost all city matters must be available to the public in the form of open meetings and open records. Under the Open Meetings Act, when a quorum of the members of the city council is present and the matters discussed are public business, with few exceptions, the meeting must be open and accessible to the public.

Georgia law authorizes elected city officials to set their own compensation and benefits **but city officials may not change their own pay or benefits** without first publishing a notice of intent to adopt the change, and the decision is not effective until after the next election. They also may not make such changes between the qualifying date and inauguration date. This sort of transparency keeps local elected officials responsible and responsive to their constituents.

The law also contains a number of ethical limitations. **Elected city officials may not hold more than one office with the city**, such as councilmember and city clerk or mayor and police chief. They also may not vote on a matter if they (or an immediate family member) have a personal financial interest in the matter. Further, **the sale of real or personal property to the city by a city official or employee is limited by state law**, and is, in some cases, a criminal offense. City officials also have procedures they must follow in zoning decisions to avoid a conflict of interest if the official or his or her immediate family has any business or property affected by the zoning decision, or has received a campaign contribution of \$250 or more from the applicant or someone opposed to the zoning. In addition to being unethical, a violation of the conflict of interest rules surrounding zoning decisions is a misdemeanor.

## MECHANICS FOR RUNNING FOR MUNICIPAL OFFICE

State law requires candidates for municipal office to be a registered voter and to be at least 21 years of age, although a city ordinance may lower the age to 18 years. It also requires that the candidate have lived in the city for at least 12 months, though the city charter may set a shorter time.

Persons who wish to run for municipal office must file a notice of candidacy in the office of the municipal election superintendent of that city during the qualifying period and pay the qualifying fee set by the municipality. The qualifying period allows the election superintendent to examine and challenge the candidate's qualifications for office (such as age, residency, illegally holding public funds, etc.). Eligible voters then have two weeks after the deadline for qualifying to file with the superintendent any written complaints about the qualifications of the individual running for office. Also, if a person intends to accept campaign contributions or establish a campaign committee, additional forms may also have to be filed with the municipal filing officer.

All candidates and public officials are required to file Personal Financial Disclosure Reports annually with the local filing officer.

## YOU'VE BEEN ELECTED. NOW WHAT?

Upon election to a local government office, there is a mandatory training program that covers such topics as municipal law, municipal finance, ethics, economic development, emergency management, and open meetings/open records. There are also a wide variety of elective courses offered to city officials through GMA. These classes can be invaluable tools for elected municipal officials. Finally, if you do choose to run for office and are elected, remember the following tips:

- ◆ Know what you are getting into.
- ◆ Don't make promises you can't keep.
- ◆ Don't try to please everyone.
- ◆ Recognize the value of teamwork and consensus building.
- ◆ Consult with and follow the advice of the city attorney.

**"If I were mayor I would wear a fancy mustache and a nice top hat."**

**"But most of all I want to use the big scissors."**

