



City of Fairburn Work Session Agenda

July 13, 2026
6:00 PM

The Honorable Mayor Hattie Portis-Jones

The Honorable Anatavia M. Benson
The Honorable Fannie Mae Houser
The Honorable Samuel Perry

Mr. Tony Phillips
Mr. Rory Starkey
Ms. Deannia Ray

The Honorable Linda J. Davis
The Honorable Shanita Nichols
The Honorable Ulysses J. Smallwood

City Administrator
City Attorney
City Clerk

- | | | |
|------|---|----------------------------|
| I. | Meeting Called to Order: | Hattie Portis-Jones, Mayor |
| II. | Roll Call: | City Clerk |
| III. | Agenda Items: | |
| | 1. Zoning Update (Planning & Zoning) | |
| IV. | Adjournment: | |

When an Executive Session is required, one will be called for the following Issues:
(1) Personnel (2) Real Estate or (3) Litigation



CITY OF FAIRBURN WORK SESSION AGENDA ITEM

SUBJECT: Zoning Update

ITEM TYPE: Other/Planning and Zoning

SUBMITTED: 07/08/2026 **WORK SESSION:** 07/13/2026 **COUNCIL MEETING:** N/A

DEPARTMENT: Planning & Zoning

BUDGET IMPACT: N/A

PUBLIC HEARING: No

PURPOSE:

For the Mayor and City Council to provide feedback on the proposed text amendment regarding Jurisdiction Boundary Line District, Coworking Space, Community Meeting requirement and housing policies.

HISTORY:

N/A

FACTS AND ISSUES:

The Planning & Zoning Department will present four (4) items to the Mayor and City Council for discussion at this work session: Three (3) proposed text amendments to Chapter 80 of the City Code (Zoning) and one (1) policy briefing on attainable housing. These items have been developed by staff in response to emerging development patterns, procedural gaps, and regional housing trends, and are brought forward at this time to solicit Council direction prior to advancing any item through the formal amendment process. There is no formal action requested. Each item will be presented for discussion and feedback only; any resulting ordinance or policy changes would return to the Council through the standard review and public hearing process before adoption.

The items under discussion are as follows:

- The first establishes a new zoning district framework to govern development that physically spans the boundary between Fairburn and an adjacent jurisdiction, paired with a required intergovernmental agreement between the affected governing authorities.
- The second introduces coworking space as a defined commercial use category, addressing a gap in the current code and establishing where such uses may be located and what standards apply.

- The third would require applicants to hold a community meeting prior to certain Planning & Zoning hearings, adding a public engagement step without altering the underlying land use or hearing process.
- The fourth is an informational briefing on a four-pillar housing strategy intended to guide future policy addressing the preservation, production, protection, and enabling regulation of attainable housing stock within the City.

FUNDING SOURCE:

N/A

RECOMMENDED ACTION:

N/A

ATTACHMENTS:

1. 07_13_2026

Four separate items.

Three text amendments to Chapter 80 (Zoning), followed by a discussion item on the Missing Middle Housing & Neighborhood Stewardship framework.

ITEM 01

JBL: Jurisdiction
Boundary Line District

Text Amendment

Establishes a zoning framework for development that physically crosses jurisdictional boundaries, paired with an intergovernmental agreement.

ITEM 02

Coworking Space: new use
class

Text Amendment

Defines coworking as a distinct commercial use, establishes permitted districts, concept review, and operational standards.

ITEM 03

Community Meeting
requirement

Text Amendment

Requires one applicant-led community meeting before P&Z hearing for rezonings, SUPs, and concurrent variances.

ITEM 04

Housing — Missing Middle
framework

Discussion · Plan

Briefing on the four-pillar Neighborhood Stewardship Strategy

01

Chapter 80 • Article II

JBL: *Jurisdiction Boundary Line District*

Purpose & Applicability

A district designed for one specific situation:
development that physically crosses the City line.

Three stated purposes

- i.* Accommodate **coordinated development of contiguous properties** along jurisdictional boundaries with an adjacent governing authority.
- ii.* Allow **consistent application of zoning regulations** on properties split between jurisdictions.
- iii.* Provide a framework for **intergovernmental cooperation, efficient service delivery, and orderly growth.**

Limitation of applicability

The JBL District applies **only** to projects that physically cross jurisdictional boundaries. It does **not** apply to properties wholly within Fairburn unless they are part of a unified cross-jurisdictional development subject to an intergovernmental agreement.



Illustrative site
Example: Fairburn/ South Fulton boundary

What a cross-boundary project actually involves

Nine areas staff will *brief Council on* when an applicant brings one.

- 01 Jurisdiction & annexation**
Boundary verification, primary-jurisdiction designation, IGA scope.
- 02 Zoning & land use conflicts**
Where adjacent districts disagree on permitted use, density, dimensions.
- 03 Permitting requirements**
Coordinated submittals, dual review, sequencing of approvals.
- 04 Utility availability & capacity**
Water, sewer, electric, which provider serves which portion.
- 05 Transportation & GDOT**
State route impacts, driveway permits, TIA, signal coordination.
- 06 Taxes & impact fees**
Property tax cost allocation per the IGA; school, water, transportation fees.
- 07 Environmental due diligence**
Wetlands, stream buffers, floodplain, Phase I ESA, tree canopy.
- 08 Market considerations**
Demand context, product mix, comparable cross-boundary boundary precedents.

Recommended next step

Staff to circulate a written **due-diligence checklist** covering all nine areas with each cross-boundary application.

JBL

Comments

What an applicant must submit, and what the cities must sign

One plan. *One agreement*

1 REQUIRED BY THE APPLICANT

Unified Development Plan

Submitted jointly to both governing authorities.

- Site layout for the entire project
- Density calculations
- Utility service provider documentation
- Stormwater management plan
- Draft intergovernmental agreement (IGA)
- Zoning classifications of both jurisdictions
- Plans for infrastructure
- Traffic impact analysis
- Phasing plan

Principal uses permitted in JBL are limited to those lawfully permitted on the *contiguous property in the adjacent jurisdiction*, verified by a zoning verification letter at complete application.

2 REQUIRED BETWEEN THE CITIES

Service Agreement (IGA)

Binding, executed **before** rezoning is finalized. Must address, at a minimum

- Public service delivery
- Infrastructure responsibilities
- Property tax cost allocation
- Permitting & inspections
- Enforcement authority
- Dispute resolution

Hard rule

No building permit shall be issued until the agreement is fully executed and approved.

02

Chapter 80 · New Use Class

Coworking *Space.*

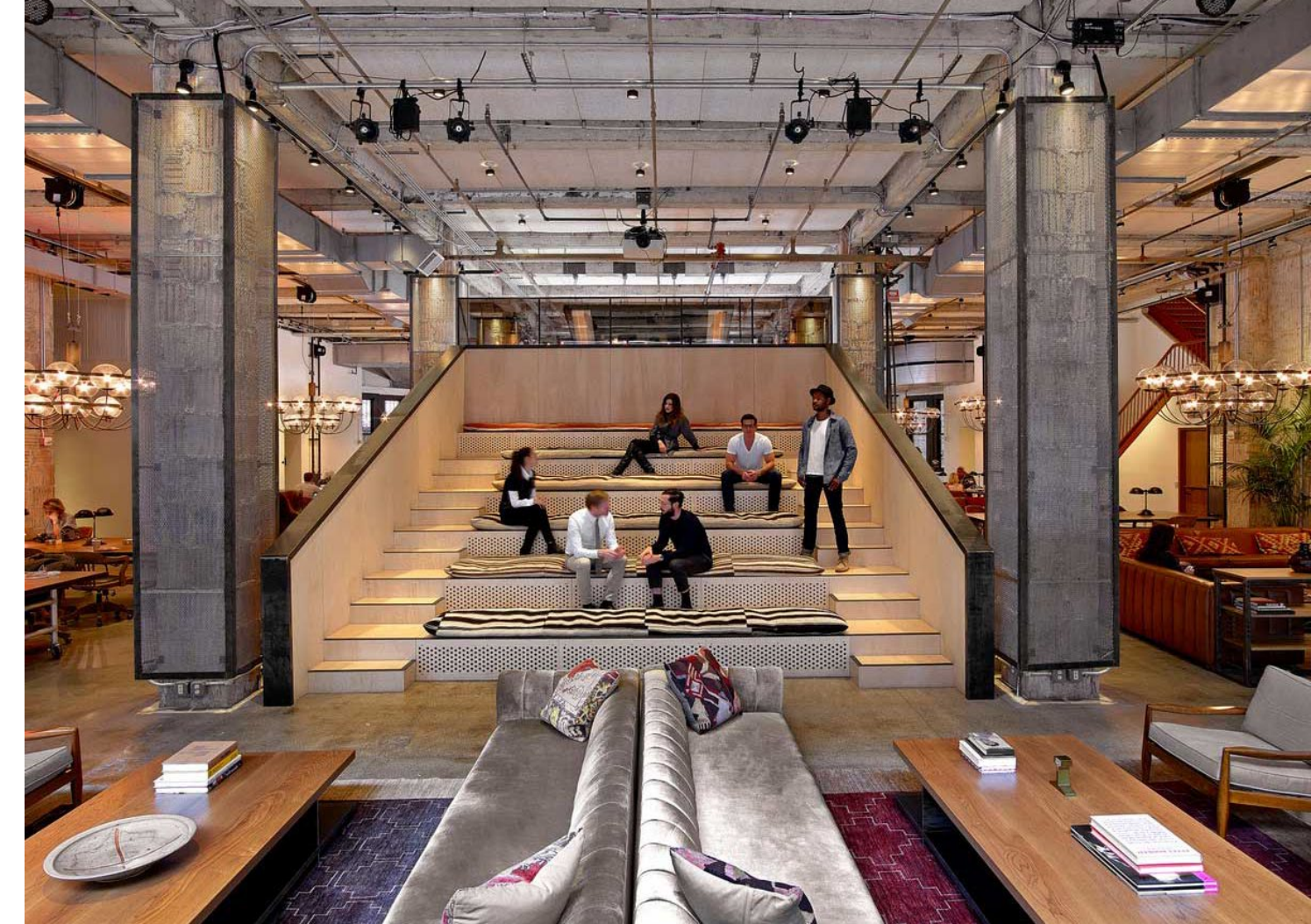
Existing zoning was built for traditional office space. Coworking Coworking is a distinct category with different occupancy occupancy patterns, membership models, and amenity needs, needs, so it gets its own definition, permitted districts, and and operational standards.

Proposed Definition

"A building or portion thereof used by multiple independent individuals, entrepreneurs, professionals, or businesses who share common work areas, facilities, and services... typically on a membership, subscription, or license basis."

WHY THIS AMENDMENT: RATIONALE

Economic development	Adaptive reuse	Residential protection	Regulatory clarity
Supports entrepreneurship, small-small-business incubation, incubation, and workforce workforce flexibility.	Activates underutilized commercial, office, and flex flex buildings.	Explicit prohibition in residential districts; buffer yards near single-family.	Removes interpretation burden on staff & uncertainty for applicants.



Coworking Space

Comments

Where it's allowed and the regulations before opening

Six districts. *No occupational tax certificate* without concept review.

Permitted Use • Six districts

DTMU Downtown Mixed-Use	C-1 Neighborhood Commercial
C-2 General Commercial	O&I Office & Institutional
M-1 Light Industrial	M-2 Heavy Industrial

Concept Review • Required

Submittals before the OTC issues.

i.

Floor plan
To scale, with work areas, ingress & egress.

ii.

Boundary survey
By a licensed surveyor (unless one is current).

iii.

Interior modification plan
Partitions, fire egress, occupant-load impacts.

iv.

Parking plan
Required spaces, accessible & bicycle parking.

Reviewed by P&Z Commission at a regular meeting. Concept approval is *not* a building permit or certificate of occupancy.

03

Chapter 80 · Article VIII (new)

Community Meeting requirement.

One applicant-led meeting *before* the P&Z public meeting. Informational only, it does **not** replace the statutory public hearing.

Applicability · four trigger applications

When the meeting is required.

01 Comprehensive Plan Amendment	02 Rezoning (Zoning Map Amendment)
03 Use Permit	04 Concurrent Variance

§§ (b)–(d) — Timing & notice rules

15

Calendar days, minimum

Between mailed/posted notice and the community meeting — and between the meeting and the P&Z public meeting.

1000'

Mailed-notice radius

Regular mail to all property owners within 1,000 feet of the subject property, per City GIS tax records.

30'

Minutes for Q&A

Allocated for questions and comments from attendees at the meeting itself.

Not permitted on

The first Tuesday of the month, or the first, second, or fourth Monday : to protect existing public-meeting calendars.

Applicant Requirements:

§ (g) — Submitted before scheduling

Notice package

Confirmation of the **sign posting**

Copy of the **mailed notice** (no City logo permitted)

Mailing list of recipients

Proof of mailing

§ (g) — Submitted after meeting

Meeting summary

Date & location · sign-in sheet

Approximate number of attendees

Summary of questions & concerns raised

How the applicant addressed concerns (or will)

§ (c) — Applicant responsibilities

Four duties

i. Organize and conduct the community meeting.

ii. Secure a venue within the City limits or in reasonable proximity to the subject property.

iii. Provide the required posted & mailed notice.

iv. Prepare and submit all documentation required by this section.

§ (h) — Effect of noncompliance

*Failure to conduct the meeting or provide proper notice renders the application **incomplete** and delays scheduling of any public hearing.*

The amendment does not alter land use classifications, density allowances, or development intensity , the statutory public hearing remains the only forum for decision-making.

Community Meeting *Comments*

The Four-Pillar Neighborhood Stewardship *Strategy*

