



571 West Bankhead Hwy
Villa Rica, GA 30180
www.villarica.gov

JOINT COMMISSION MEETING

Villa Rica Library

Meeting Call to Order
(Chairman, Scott Cowart)

Adoption of the Agenda
(Chairman, Scott Cowart)

C. General (Chairman, Scott Cowart)

1. Approval of November 18, 2025 Meeting Minutes
2. Joint Commission Ordinance Update

D. City of Villa Rica Update

1. TAD Annual Financial Update
2. Development Update

E. School System Update (Chairman, Scott Cowart)

1. Glanton Hindsman Addition Project Update

F. Adjournment (Chairman, Scott Cowart)

City of Villa Rica

571 W BANKHEAD HWY
VILLA RICA, GA 30180 |
770.459.7000 • VILLARICA.GOV



JOINT COMMISSION MEETING MINUTES

Villa Rica Library 869 Dallas Highway
Tuesday, November 18, 2025 | 12:00 pm

Meeting Call to Order (Chairman)

Scott Cowart called the meeting to order 12:03 PM

Present: Scott Cowart, Bart Smith, and John Bain

Adoption of the Agenda (Chairman)

Member Bart Smith moved to adopt the agenda as presented.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Bart Smith, Member
SECONDER:	John Bain, Member
AYES:	Cowart, Bain, Smith

A. General

1. Approval of June 24, 2025 Meeting Minutes

Member John Bain moved to approve June 24, 2025 meeting minutes.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	John Bain, Member
SECONDER:	Bart Smith, Member
AYES:	Cowart, Bain, Smith

2. 2026 Meeting Calendar Options

Member Bart Smith moved to approve Quarterly Calendar Schedule for 2026

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Bart Smith, Member
SECONDER:	John Bain, Member
AYES:	Cowart, Bain, Smith

B. City of Villa Rica Update

1. Development Update

Nic Griffin provided a status update on all residential and commercial developments via Phone

C. School System Update

1. First Half of School Year Overview

Scott Cowart provided an update for Carroll County Schools for the first half of the school year

Adjournment

Member Bart Smith moved to adjourn the meeting and was seconded by Member John Bain and the vote was unanimous. Scott Cowart adjourned the meeting. @ 12:53 PM.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Bart Smith, Member
SECONDER:	John Bain, Member
AYES:	Cowart, Bain, Smith

Chair

Co-Chair

Sec. 2.02. - Joint City/School Board Committee.

1) ESTABLISHMENT OF THE JOINT CITY/SCHOOL BOARD COMMITTEE OF THE CITY OF VILLA RICA AND THE CARROLL COUNTY SCHOOL DISTRICT (THE "JOINT COMMITTEE").

- a) The Joint Committee of Villa Rica shall be established in conformance with the Intergovernmental Agreements relating to Eastside Tax Allocation District TAD Agreement. The City Manager or his/her designee, shall serve as staff to the Joint Committee.
- i. Responsibilities. The Joint Committee shall act in an advisory capacity to the City Council in zoning and annexation questions. In addition to any duties, responsibilities, or powers enumerated by the Council by resolution, ordinance, or the Municipal Code, the responsibilities of the Joint Committee shall include:
 - 1) Make recommendations on annexation requests, plan amendments, planned unit development, subdivisions, and zoning amendments;
 - 2) Recommend changes and amendments to the Zoning Map and the Code text;
 - 3) Make recommendations upon all other items referred to it by the City Council and the School District.

2) NOTICE OF MEETINGS.

- a) The posting of a written notice for at least 24 hours at the place of regular meetings and giving of written or oral notice at least 24 hours in advance of the meeting to the legal organ in which notices of sheriff's sales are published in the county where regular meetings are held. Alternative notice may be provided to a newspaper having a general circulation. O.C.G.A. § 50-14-1(d).
- b) The Agenda must provide for all matters expected to be considered O.C.G.A. § 50-14-1(e)(1).
- c) Agenda shall be available upon request and posted at the meeting site, as far in advance of the meeting as reasonably possible, but not more than two weeks (14 days) prior. O.C.G.A. § 50-14-1(e)(1).

3) CONDUCT OF MEETINGS.

- a) All meetings of the Joint Committee shall be open to the public.
- b) The Joint Committee shall have meetings as needed for the transaction of business.

4) MINUTES.

- a) The Joint Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its deliberations and other official actions.
- b) The minutes shall be filed in City Hall.

5) CONFLICT OF INTEREST.

- a) No Joint Committee Member shall participate in any discussion or voting on any item for which the Joint Committee Member or Joint Committee Member's spouse, mother, father, children, siblings or in-laws has an interest.

6) QUORUM.

- a) The Joint Committee shall have a quorum present before considering any business. A quorum shall constitute a majority of the qualified members of the Joint Committee. The affirmative vote of the majority of the members present shall be required before the Joint Committee shall approve a recommendation or advisory opinion.

7) INVALIDITY OF A VOTE.

- a) If a Joint Committee member votes on a recommendation in which the Joint Committee member has a conflict of interest, the member's vote shall be voided.

8) MEMBERSHIP.

- a) The Joint Committee of the City of Villa Rica shall be comprised of five (5) members. The members shall be appointed for two (2) year terms, as shown below and every two (2) years thereafter. If a member is appointed to fill a vacancy during a term, the replacement member shall serve the remaining balance of that term.
 - i. Position 1—Appointed by Carroll County School Board for term beginning on the date of appointment and continuing until December 31, 2024, then every two years thereafter.
 - ii. Position 2—Appointed by Carroll County School Board for term beginning on the date of appointment and continuing until December 31, 2023, then every two years thereafter.
 - iii. Position 3—Appointed by City Council of Villa Rica beginning on the date of appointment and continuing until December 31, 2024 and then every two years thereafter.

- iv. Position 4—Appointed by City Council of Villa Rica beginning on the date of appointment and continuing until December 31, 2023 and then every two years thereafter.
 - v. Position 5—Appointed by Chair of Board of Commissioners of Carroll County beginning on the date of appointment and continuing until December 31, 2024 and then every two years thereafter.
 - vi. If the Joint Review Committee is expanded, then the County shall have one representative for every two added for the City and School District.
 - vii. Any and all other provisions of the City of Villa Rica Zoning Ordinance shall remain unchanged.
- b) Failure to attend three (3) out of four (4) consecutive meetings or more shall be considered automatic resignation from the Joint Committee. Upon resignation or other vacancies occurring in office, the Chairman shall inform the City Council, County School Board or County of such occurrence as promptly as possible, so that the appointing authority may appoint a replacement to fill the unexpired term.
 - c) Each year the Joint Committee shall select a member to serve as Chair and Co-Chair to preside over meetings of the Joint Committee.

9) AUTHORITY.

- a) The Joint Committee is hereby authorized to perform those duties and functions specified in the Intergovernmental Agreement related to the Eastside Tax Allocation District. For the purposes of this Zoning Ordinance, the duties of the Joint Committee include:
 - i. Rules of Procedure. The Joint Committee may adopt written rules of procedure for the administration of the affairs of the Joint Committee and its staff for filing, noticing and hearings.
 - ii. Record Keeping. Maintain a complete record of all proceedings;
 - iii. Meeting Time and Records. Fix the time for holding regular meetings each month, or as necessary, keep minutes of all meetings, and maintain all minutes and records in City Hall and posted online for the public.
 - iv. Whenever possible, the Joint Review Committee shall conduct its review of applicants no earlier than five (5) days after the public hearings conducted or the application by the Villa Rica Planning and Zoning Commission.

- v. Recommendations. Make recommendations to the City Council of Villa Rica concerning the following:
 - 1) The Joint Committee shall review and make recommendations for all annexation requests into the City that involve land south of I-20 in the City.
 - 2) The Joint Committee shall review and make recommendations for any zoning requests for residential development that involve land south of I-20 in the City.
 - 3) The Joint Committee shall review and make recommendations for any zoning requests to rezone land for multi-family residential use or high-density residential use anywhere in the Carroll County portion of the City.
- vi. Surety. Assume responsibility for the custody and preservation of all Joint Committee documents and papers.

Sec. 2.02. - Joint City/School Board Committee.

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- a) The Joint Committee of Villa Rica shall be established in conformance with the Intergovernmental Agreements relating to Eastside Tax Allocation District TAD Agreement. The ~~Community Development Director~~ City Manager or his/her designee, shall serve as staff to the Joint Committee.

Nicole Smith [NS1] December 16, 2025 11:55 AM

Is there a Staff position that works with the Joint Committee? If not, we can remove this line. If so, let us change to that staff position and a potential back-up to that position.

- i. Responsibilities. The Joint Committee shall act in an advisory capacity to the City Council in zoning and annexation questions. In addition to any duties, responsibilities, or powers enumerated by the Council by resolution, ordinance, or the Municipal Code, the responsibilities of the Joint Committee shall include:

- 1) Make recommendations on annexation requests, plan amendments, planned unit development, subdivisions, and zoning amendments;
- 2) Recommend changes and amendments to the Zoning Map and the Code text;
- 3) Make recommendations upon all other items referred to it by the City Council and the School District.

Nicole Smith [NS2] December 16, 2025 12:02 AM

Sec. 11.05 (2) (c) states the Joint Committee should make a recommendation regarding amendments to the zoning map. This is elsewhere in the code and should likely be implemented. The Joint Committee's recommendation should be presented to the City Council w/in 10 days after the committee determines its recommendation.

2) NOTICE OF MEETINGS.

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4) MINUTES.

- a) The Joint Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its deliberations and other official actions.
- b) The minutes shall be filed in ~~the office of the Community Development Director~~ [City Hall](#).

Nicole Smith [NS3] December 16,
2025 12:07 AM
Where are the minutes kept?

5) CONFLICT OF INTEREST.

- a) No Joint Committee Member shall participate in any discussion or voting on any item for which the Joint Committee Member or Joint Committee Member's spouse, mother, father, children, siblings or in-laws has an interest.

6) QUORUM.

- a) The Joint Committee shall have a quorum present before considering any business. A quorum shall constitute a majority of the qualified members of the Joint Committee. The affirmative vote of the majority of the members present shall be required before the Joint Committee shall approve a recommendation or advisory opinion.

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 - ii. Record Keeping. Maintain a complete record of all proceedings;
 - iii. Meeting Time and Records. Fix the time for holding regular meetings each month, or as necessary, keep minutes of all meetings, and maintain all minutes and records in ~~the office of the Joint Committee,~~ City Hall and posted online for the public.

Nicole Smith [NS4] December 16, 2025 12:22 AM
~~Joint Committee staff?~~

Nicole Smith [NS5] December 16, 2025 12:22 AM
~~Where will records be kept?~~

- iv. Whenever possible, the Joint Review Committee shall conduct its review of applicants no earlier than five (5) days after the public hearings conducted or the application by the Villa Rica Planning and Zoning Commission.
- v. Recommendations. Make recommendations to the City Council of Villa Rica concerning the following:
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- vi. Surety. Assume responsibility for the custody and preservation of all Joint Committee documents and papers.

Summary report: Litera Compare for Word 11.14.0.42 Document comparison done on 12/16/2025 2:15:28 PM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original DMS: iw://cloudimanager.com/primary/1443574/1 - VR Joint Committee Ordinance .docx	
Modified DMS: iw://cloudimanager.com/primary/1443574/3 - VR Joint Committee Ordinance .docx	
Changes:	
Add	3
Delete	9
Move From	0
Move To	0
Table Insert	0
Table Delete	0
Table moves to	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	12