



New Residents' Guide

Welcome to the City of Avondale Estates!

George Francis Willis founded the City of Avondale Estates in 1924 after purchasing the entire village of Ingleside and creating the first planned community in the Southeast. The City was named after Stratford-upon-Avon, Warwickshire, England, birthplace of William Shakespeare. Downtown Avondale Estates buildings were designed in a Tudor style to reinforce this image, as were many of the houses in the City. Avondale Estates is a City in DeKalb County, Georgia, with 3,360 residents. The City is known for its close-knit community, beautiful setting and diverse architectural styles. The first Waffle House, which opened its doors Labor Day weekend of 1955, is now a museum in the City. Community amenities for residents include beautiful Lake Avondale, parks, the Avondale Community Club and a private swim/tennis club.

This guide contains information on City Hall, City Board of Mayor and Commissioners meetings, automobile tags, business licenses, drivers' licenses, sanitation, local schools, utilities and more. New residents are also encouraged to stop by City Hall, located at 21 North Avondale Plaza, and pick up a new residents' packet.

Thanks for making our community your home!

Avondale Community Club (ACC)

If you would like to join the Avondale Community Club, contact Mary Bell at 678-596-4895. To reserve the clubhouse, contact Julia Hunt at 678-580-8223. For more information on the Avondale Community Club, visit www.thelakehouseatavondale.com.

Avondale Estates Parents' Co-op (AEPC)

The Avondale Estates Parents' Co-op (AEPC) provides a wonderful way to meet other families in the neighborhood. It's a great network of resources for parents. For more information, please visit their website at <https://avondaleparentscoop.wordpress.com/> or email avondaleparentscoop@gmail.com.

Avondale Estates Police Department (AEPD)

The Avondale Estates Police Department is located upstairs in City Hall and serves the citizens of Avondale Estates. Calls are dispatched to the AEPD through the DeKalb County switchboard. For all emergencies, dial 911. For non-emergency situations, call 404-294-5410.

- **Request for Security Check** forms are available at City Hall and posted on the City website for residents who plan to be out of town. Download the form here: <http://avondaleestates.org/2189/Home-Security>. This information is kept on file with the police department, and officers will monitor your property while you are away.

- **NIXLE Alerts** – this service delivers trustworthy and important neighborhood-level public safety crime advisories and community event notifications directly from the Avondale Estates Police Department. To sign up for these alerts, go to <http://www.nixle.com>.
- **Citizen Patrol Program** – The Avondale Estates Citizen Patrol Program is a mobile neighborhood watch made up of citizen volunteers who serve as extra eyes and ears for the Avondale Estates Police Department. Their objective is to recognize and report suspicious behavior or activity and to deter crime by providing a highly visible presence in the neighborhood.

How does the Citizen Patrol Program work? The program is modeled after similar chapters around the country that have successfully lowered crime rates in their neighborhoods. Each day, pairs of volunteers serve two- to four-hour shifts driving a reconditioned police car marked “Citizen Patrol.” Patrollers cruise at slow speeds throughout the residential and business areas, looking for suspicious activity, behavior or situations. The volunteers pay particular attention to public areas such as parks, schools and the pool. Should an emergency arise, patrollers use a cell phone to dial 911 and remain at a safe distance inside the patrol car, even after help has arrived.

Avondale Estates City Tennis Courts

To reserve a City tennis court, go to: www.my.calendars.net/citytennis.

Avondale Swim and Tennis Club

The Avondale Estates Swim and Tennis Club is located at 51 Dartmouth Avenue, Avondale Estates, Georgia 30002. The poolside phone number is 404-228-6673. Visit their website at www.avondaleswimtennis.com.

Board of Mayor and Commissioners

A shared goal of the Mayor, City Commissioners and City Staff is the dedication to improving the quality of life within the City. The best way to get to know and understand your City government is to attend a Board of Mayor and Commissioners Work Session or Regular Meeting.

Work Sessions include in-depth discussions of agenda items that pertain to City business and no actions or votes are taken. Work Sessions are held at City Hall on the third Wednesday of the month at 5:30 p.m. During the Regular Meeting, the Board of Mayor and Commissioners vote on items that were discussed at the Work Session. Regular Meetings are held at City Hall on the fourth Monday of the month at 6:30 p.m. Public comment is welcome at the Work Sessions and Regular Meetings. Check with City Hall or visit the City website to confirm meeting dates and times: <http://avondaleestates.org/calendar.aspx>.

The Board of Mayor and Commissioners is comprised of dedicated public officials who want to hear what you think and have the best interest of the community in mind.

Building Permits

Avondale Estates has its own Building Permit Department and Building Official. A building permit or permit authorization form is required for renovations, minor works, plumbing, HVAC and electrical work. Please contact City Permitting Concierge Coordinator Ken Morris for assistance with the process at 404-294-5400 or kmorris@avondaleestates.org.

Businesses

The City of Avondale Estates contains an increasingly thriving group of shops and restaurants. For a list of businesses, visit <http://avondaleestates.org/BusinessDirectoryii.aspx>.

Business License Applications

The City of Avondale Estates issues business licenses only to those businesses located within the City limits of Avondale Estates. Individuals engaged in any business, trade, profession, or occupation within the City must register and pay an occupational tax to the City of Avondale Estates. This includes home-based businesses. Please contact Karen Holmes at 404-294-5400 or kholmes@avondaleestates.org for assistance and to receive an application.

City Hall

City Hall is located at 21 North Avondale Plaza. Regular hours of operation are 8 a.m. to 5 p.m. Monday through Friday. City Hall can be reached at 404-294-5400. General email inquiries may be sent to info@avondaleestates.org. A specific staff list is provided below.

Clai Brown, City Manager
rcbrown@avondaleestates.org

Gina Hill, City Clerk
ghill@avondaleestates.org

Ken Turner, Finance Director
kturner@avondaleestates.org

Keri Stevens, City Planner
kstevens@avondaleestates.org

Debbie Revzin,
Communications Manager
drevzin@avondaleestates.org

Karen Holmes, Administrative
Assistant
kholmes@avondaleestates.org

Lynn Thomas, Chief of Police
lthomas@avondaleestates.org

Ken Morris,
Permitting Concierge Coordinator
kmorris@avondaleestates.org

Oscar Griffin,
Director of Public Works
and Code Enforcement
404-391-7329
ogriffin@avondaleestates.org

Harold "Junior" Anderson,
Supervisor of Sanitation
and Parks and Recreation

Caryl Albarran,
Code Enforcement Officer
404-392-3134
calbarran@avondaleestates.org

Drivers' Licenses

New residents should obtain a Georgia driver's license within 30 days of establishing residency. For information visit the Georgia Department of Driver Services at www.dds.ga.gov or call 678-413-8400.

Historic District

Avondale Estates was placed on the National Register of Historic Places in December 1986. The City gained this status because of the character of the City's architecture, the landscape, and it's the only documented example in the southeastern United States of an early 20th-century planned town. Following the National Register Designation, a Local Historic District was established. **If your home is located within Avondale Estates' Local Historic District, there are certain guidelines that must be followed when making changes to your property.** Information is available on the City website: <http://avondaleestates.org/2181/Historic-Preservation>. If you have questions, please contact City Hall at 404-294-5400.

Newsletter

The City publishes a print newsletter every other month. It contains a calendar of City and community events, information about important City projects, club updates, business profiles, school news, event previews and recaps, Board of Mayor and Commissioners meeting minutes, and more. The newsletter is mailed to all residents and business owners in the City. Sign up to receive the newsletter by mail or electronically (or both) when you come to City Hall to pick up a new residents' packet. Read more on the City website: <http://avondaleestates.org/2171/Newsletter>.

E-News (Electronic Newsletter)

The City sends out an electronic newsletter (E-News) on Mondays and Fridays, and when there are special City announcements and crime alerts. Sign up to receive the City E-News on the City website: <http://avondaleestates.org/2176/E-News>.

Neighborhood Watch Program

The Avondale Estates Neighborhood Watch Program is a communications network among neighbors, a collaborative effort between community and the police, and an important tool neighbors can use to reduce their crime concerns. If you are interested in more information on the City's Neighborhood Watch Program, please contact Neighborhood Watch Liaison Sherri Dickens at avondalenw@gmail.com.

Notary Service

A Notary Public is available at City Hall. This service is provided to residents at no charge.

Ordinances

The ordinances for the City of Avondale Estates can be found online at:

<http://avondaleestates.org/2151/Ordinances-Maps>.

Parking Decal

The City of Avondale Estates provides its residents with free parking decals to assist public safety personnel in identifying vehicles belonging to residents. The decal should be placed on the left rear bumper, or as close to it as possible. This helps to promote the safety and protection of all citizens. Please stop by City Hall to register your vehicle.

Post Office

A U.S. Post Office is located in the City of Avondale Estates at 15 Franklin Street, 404-299-7075.

Property Taxes

Property Taxes are billed through the DeKalb County Tax Commissioners Office located at 4380 Memorial Drive, Suite 100, Decatur, GA 30032, 404-298-4000,

<http://web.co.dekalb.ga.us/TaxCommissioner/tc-home.html#>.

Recycling

Recycling is picked up in the City on Wednesdays by Latham Home Recycling Services. Please have your recycling out at the curb by 7 a.m. City Hall can provide you with a small recycling bin at no charge. Please call Latham at 770-554-0455 to purchase a 95-gallon recycling container. Purchase includes delivery.

Sanitation

The City provides twice-weekly sanitation collection, on either Mondays and Thursdays, or Tuesdays and Fridays, depending on your address. Please have your trash out at the curb by 7 a.m. View the latest sanitation information on the City website:

<http://avondaleestates.org/2209/Public-Works>.

Sanitation fees are billed and collected by DeKalb County. This City fee will appear on the DeKalb County bill under *sanitation fee* and is included in the total amount due.

Schools

Avondale Estates is serviced by the DeKalb County School System, with the exception of The Museum School of Avondale Estates. For more information about schools that service the City visit the City's website page, <http://avondaleestates.org/2352/Education-Ad-Hoc-Committee>.

Social Media

Keep up with the City of Avondale Estates online! Read and spread the word about exciting City news and events, and view and share the latest images from around the City.

- Facebook: <http://www.avondaleestates.org/facebook>
- Twitter: @City Avondale; <http://www.avondaleestates.org/twitter>
- Instagram: @avondaleestates; <http://www.avondaleestates.org/instagram>

Special Events

Avondale Estates is proud of the community events it offers to citizens and neighbors. View a listing of annual City events here: <http://avondaleestates.org/2248/Annual-City-Events>. The City calendar includes annual City events, community events and City meetings. For a more comprehensive list of upcoming community events, visit the City calendar: <http://avondaleestates.org/calendar.aspx>.

Utilities

Cable Television/Telephone/Internet: Providers include AT&T (1-800-288-2020 or www.att.com); Comcast (1-800-266-2278 or www.comcast.net); or DIRECTV (1-877-778-6121 or <http://www.directv.com/>).

Electricity: The local provider for electricity is Georgia Power Company. Contact them at 1-888-660-5890 or visit www.georgiapower.com.

Natural Gas Providers: Contact the Georgia Public Service Commission at 404-656-4501 or visit <http://www.psc.state.ga.us/gas/gas.asp> for a list of gas providers.

Water and Sewer Services: These are provided by the DeKalb County Department of Watershed Management. To set up service or ask a question about your bill, please contact the DeKalb County Department of Watershed Management at 404-378-4475 or visit <http://dekalbwatershed.com/>.

Vehicle Registration

Out-of-state tags expire 30 days after you move to Georgia, regardless of the dates shown on the tag. There are two exceptions: non-resident military members and full-time college students. Vehicle tags must be purchased at the DeKalb County Motor Vehicle License Tax Division located at 4380 Memorial Drive, Decatur, Georgia. For more information, please contact the DeKalb County Motor Vehicle License Tax Division at 404-298-4000 or visit: https://dekalbga.org/taxcommissioner/vehicle_registration.htm.

Voting and Elections

Registering in DeKalb County to vote in county, state and national elections automatically registers those living in the City of Avondale Estates to vote in City elections.

City elections for members of the Board of Mayor and Commissioners are held every two years (odd-numbered years).

There are a few ways to obtain a voter registration application:

- Go to the Secretary of State website at www.sos.state.ga.us. The form can be completed and mailed to the indicated address. An original signature is required on a voter registration application.
- Visit any DeKalb County Library: <http://www.dekalblibrary.org/>.
- Visit the DeKalb County Voter Registration and Elections Office located at 4380 Memorial Drive, Suite 300, Decatur, GA 30032. For more information, call 404-298-4020 or visit <http://web.co.dekalb.ga.us/Voter/default.html>.

Website

The City website provides information on City meetings, events, applications and forms. Please visit the site at www.avondaleestates.org.