

**DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION AGENDA - THURSDAY, JANUARY 21, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
6:00 PM**

A. ROLL CALL

B. OPENING PRESENTATIONS

1. [Bill](#) Saling - Georgia Mountains Hospice Day Proclamation
2. [Bill](#) Saling - Mardis Gras in the Mountains Proclamation
3. Frank M. Riley, Jr. - Chestatee/Chattahoochee RC & D Council

C. INVOCATION

D. PLEDGE OF ALLEGIANCE

E. ANNOUNCEMENTS

F. APPROVAL OF MINUTES

[Minutes](#) of the Voting Session held on December 17, 2015

G. APPROVAL OF AGENDA

H. PUBLIC COMMENT (3 minute limit/person 15 minutes maximum)

*Anyone wishing to speak at the Voting Session on any of the items below must notify the County Clerk five (5) days in advance of the scheduled meeting.

I. ALCOHOL LICENSE

J. ZONING

1. [ZA 15-03](#) - Delinda Umberger on behalf of Aqua Design Pools and Spas has made a request to rezone 1.998 acres from R-A (Residential Agricultural) to C-HB (Commercial Highway Business). The property is located at TMP 098-009.
2. [ZA 15-07](#) - Karen Reece has made a request to rezone 6.8 acres from RSRMM (Residential Sub-Rural Manufactured/Moved) to C-HB (Commercial Highway Business). Karen Reece has also made a request to vary from the Land Use Resolution, Article IV, Section 121-99.1 for a front setback reduction. The property is located at TMP 113-012. *(Tabled from the December 17, 2015 Voting Session)*

K. PUBLIC HEARING

L. UNFINISHED BUSINESS

M. NEW BUSINESS

1. Consideration of Animal Care and Control Agreement

- [2.](#) Consideration of CIE Annual Update Adoption
- [3.](#) Consideration of 2016 Qualifying Fees for Elected Officials
- [4.](#) Consideration of Draft Memorandum of Understanding between Dawson and Forsyth County Governments regarding temporary placement of Forsyth County Firefighting Personnel and Equipment in Dawson County
5. Consideration of County Attorney Reappointment
6. Consideration of County Clerk Reappointment
7. Consideration of Appointment of Commissioner Swafford for Vice-Chairman of the Board of Commissioners
- [8.](#) Board Appointments:
 - a. Board of Assessors**
 - i. Mike Wenson (Term: January 2016 through December 2018)
 - b. Dawson County Health Board**
 - i. Kay D. Parrish- *replacing Penny Putnam* (Term: January 2016 through December 2017)
 - c. EMS Advisory Council Board**
 - i. Ricky Rexroat (Term: January 2016 through December 2017)
 - ii. Lanier Swafford (Term: January 2016 through December 2017)
 - d. Parks and Recreation Board**
 - i. Spencer Wright (Term: January 2016 through December 2020)
- [9.](#) Consideration of Use of Office Space within County Building-Adult Learning Center Agreement

N. ADJOURNMENT

O. PUBLIC COMMENT

*Anyone wishing to speak on a non-agenda item must notify the County Clerk within ten (10) minutes of the start of the Voting Session.

Hugh Stowers, Jr.

Backup material for agenda item:

Bill Saling - Georgia Mountains Hospice Day Proclamation



PROCLAMATION

Georgia Mountains Hospice Day

January 21, 2016

WHEREAS, *Georgia Mountains Hospice care professionals and volunteers understand that every person they care for is a unique individual with a lifetime of experiences, relationships and gifts to share and by focusing on the individual, not the illness, hospice care honors life's final journey, leaving a legacy of compassion and caring;*

WHEREAS, *Georgia Mountains Hospice care provides patients and families the highest quality care during life-limiting illness and at the end of life, through pain management and symptom control, caregiver training and assistance, and emotional support, allowing patients to live fully up until the final moments, surrounded and supported by the faces of loved ones, friends, and committed caregivers;*

WHEREAS, *last year, more than 1.7 million Americans living with life-limiting illness, and their families, received care from the more than 6000 hospice care programs in communities throughout the United States;*

WHEREAS; *more than 550,000 trained volunteers contribute 25 million hours of service annually;*

WHEREAS; *Georgia Mountains Hospice provides high quality hospice care and reaffirms our belief in the essential dignity of every person, regardless of age, health, or social status, and that every stage of human life deserves to be treated with the utmost respect and care;*

WHEREAS; *Georgia Mountains Hospice care providers encourage all people to learn more about options of care and to share their wishes with family, loved ones, and their healthcare professionals;*

NOW THEREFORE; *be it resolved that the Dawson County Board of Commissioners, does hereby proclaim January 21, 2016, Georgia Mountains Hospice Day and encourage all people to observe this day by increasing their understanding and awareness of care at the end of life.*

*Mike Berg, Chairman
Dawson, County Board of Commissioners, Georgia*

Backup material for agenda item:

Bill Saling - Mardis Gras in the Mountains Proclamation



PROCLAMATION

*By the Chairman of the Board of Commissioners
Of Dawson County and*

*Whereas, Mardi Gras in the Mountains demonstrates the success of
partnership of*

charities for the betterment of their communities and their citizens

*Whereas, Mardi Gras in the Mountains will again be coordinated by Georgia
Mountains Hospice,*

*the Jasper and Ellijay Councils of the Knights of Columbus, the Rotary Club of
Jasper*

and many Community Volunteers

*Whereas, the 2016 Mardi Gras in the Mountains will be held on February 6,
2016,*

from 6:30pm to 11:00pm at Chattahoochee Technical College

*Therefore, Dawson County Board of Commissioners, do hereby proclaim
February 6, 2016, Mardi Gras in the Mountains Day, and urge all members of
the community to recognize and support the event.*

Given this 21st day of January, 2016, Dawson County, Georgia.

*IN WITNESS WHEREOF, I have hereunto, set my hand and
caused the Seal of the County to be affixed this 21st day of January, 2016.*

*Mike Berg, Chairman
Dawson County Board of Commissioners*

Danielle Yarbrough, County Clerk

Backup material for agenda item:

Minutes of the Voting Session held on December 17, 2015

**DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION MINUTES – DECEMBER 17, 2015
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE
6:00PM**

ROLL CALL: Those present were Chairman Berg; Commissioner Fausett, District 1; Commissioner Swafford, District 2; Commissioner Hamby, District 3; Commissioner Nix, District 4; County Attorney Homans; County Clerk Yarbrough and interested citizens of Dawson County.

OPENING PRESENTATION: Dawson County High School Football Team Proclamation

INVOCATION: Chairman Berg

PLEDGE OF ALLEGIANCE: Chairman Berg

ANNOUNCEMENTS:

Chairman Berg announced the passing of long-time Dawson County Public Works Employee Scott Adams and stated that visitation would be this evening with the funeral scheduled for 3:00 p.m. tomorrow at Banister Funeral Home in Dahlonega. He also asked for prayers for Scott's family.

Chairman Berg announced that Development Authority of Dawson County Director Charlie Auvermann was recently named Appointed Official of the Year by the Georgia Mountains Regional Commission.

Chairman Berg stated that Dawson County's ISO Rating had recently dropped from a 10/5 to a 10/3 and anyone currently living in this area should contact their insurance company before March 7, 2016.

Last, Chairman Berg announced that the next meeting of the Dawson County Board of Commissioners would not be until January 14, 2016.

APPROVAL OF MINUTES:

Motion passed 3-0 to approve the minutes from the Voting Session held on December 3, 2015. Nix/Hamby- Commissioner Fausett abstained.

Motion passed unanimously to approve the minutes from the Special Called Meeting held on December 7, 2015. Swafford/Fausett

APPROVAL OF THE AGENDA:

Motion passed unanimously to approve the agenda with the following changes:

- Anyone present wishing to speak on Zoning Item ZA 15-03 which was originally scheduled to be heard tonight but had been rescheduled for January, would still have a chance to be heard after the other two zonings on the agenda.

- The Request for Change Order to Narrowbanding Contract with Motorola to include the E911 Control Station Consoles that had been pulled at the December 10, 2015 Work Session was back on the agenda as Item #3.

Nix/Fausett

PUBLIC COMMENT:

None

ALCOHOL LICENSE HEARING:

None

ZONINGS:

ZA 15-07 - Karen Reece has made a request to rezone 6.8 acres from RSRMM (Residential Sub-Rural Manufactured/Moved) to C-HB (Commercial Highway Business). Karen Reece has also made a request to vary from the Land Use Resolution, Article IV, Section 121-99.1 for a front setback reduction. The property is located at TMP 113-012.

Chairman Berg announced that if anyone had contributed more than \$250 to the campaign for public office and wished to speak they will have to fill out a form which will be made available to them. Under normal program, ten minutes will be given to those who wish to speak in favor of or opposition to with some redirect, time permitting.

Planning and Development Director Rachel Burton stated that the applicant historically has had two non-conforming business tenants and it is now her intent to bring this property into compliance.

Applicant Karen Reece, 85 Taylor Road, Dawsonville, came forward to explain it is not her intent to add or subtract from the current structure located on the property. She only wishes to bring the property into compliance in order to be able to continue leasing the building to different tenants.

Chairman Berg asked if anyone wished to speak in favor of the application. The following spoke:

- Kenneth Lowman- *Dawsonville, Georgia*
- Mark Byrd- *5040 Highway 53 East, Dawsonville, Georgia*

Chairman Berg asked if anyone wished to speak against the application and hearing none, closed the hearing.

Motion passed unanimously to table the zoning agenda item until the next Voting Session on January 21, 2016. Swafford/Hamby

ZA 15-08 - Dawson County has made a request to rezone 116.43 acres from CPCD (Commercial Planned Comprehensive District) to C-IR (Commercial Industrial Restricted) and C-HB (Commercial Highway Business). The properties are located at TMPs 105-032, 105-032-001 through 105-032-005, 113-004, 113-004-001 through 113-004-003, 113-004-009 through 113-004-011, 113-010, 113-0101-001 through 113-0101-003, 113-010-006 through 113-010-008, 113-010-010, 113-010-011, 113-178, 113-181, and 113-183 through 113-184.

Chairman Berg announced that if anyone had contributed more than \$250 to the campaign for public office and wished to speak they will have to fill out a form which will be made available to them. Under normal program, ten minutes will be given to those who wish to speak in favor of or opposition to with some redirect, time permitting.

Planning and Development Director Rachel Burton stated this was a county initiated rezoning request to bring these properties into alignment with the future Land Use Plan.

Chairman Berg asked if anyone wished to speak in favor of the application. The following spoke:

- Mark Byrd- 5040 Highway 53 East, Dawsonville, Georgia

Chairman Berg asked if anyone wished to speak against the application and hearing none, closed the hearing.

Motion passed unanimously to approve ZA 15-08. Swafford/Nix

PUBLIC HEARING:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Consideration of Juvenile Court's request for additional funds to cover parent and child representation as required by law and related court reporter costs

Motion passed unanimously to approve Juvenile Court's request for additional funds to cover parent and child representation as required by law and related court reporter costs in the amount of \$17,100.00. Nix/Hamby

Consideration of Family Connection Fiscal Agent Request

Motion passed unanimously to approve the Family Connection Fiscal Agent Request. Hamby/Swafford

Consideration of Request for Change Order to Narrowbanding Contract with Motorola to include the E911 Control Station Consoles

Motion passed unanimously to approve the request for change order to narrowbanding contract with Motorola to include the E911 control station consoles in the amount of \$200,121.00 to be paid out of SPLOST V. Swafford/Hamby

Consideration of Historic Courthouse Restoration Projects: Bid #259-15 RFP Window Replacement and Bid #260-15 RFP Painting & Caulking

- Bid #259-15 RFP Window Replacement- Motion passed unanimously to award Bid #259-15 RFP Historic Courthouse Restoration: Window Replacement to the most responsive, responsible bidder, Architectural Visions, Inc. out of Alpharetta, Georgia in the amount of \$69,073.70. Swafford/Fausett

- Bid #260-15 RFP Painting & Caulking- Motion passed unanimously to award Bid #260-15 RFP Historic Courthouse Restoration: Painting & Caulking to the most responsive, responsible bidder, Metro Waterproofing out of Scottdale, Georgia in the amount of \$56,114.00. Nix/Hamby

Consideration of 2016 GDOT Local Maintenance Improvement Grant (LMIG) Application

Motion passed unanimously to approve the 2016 Local Maintenance Improvement Grant (LMIG) Application. Hamby/Nix

Consideration of Purchasing Card Resolution

Motion passed unanimously to approve the Purchasing Card Resolution as presented which would affect the following elected officials:

- Magistrate Judge
- Probate Judge
- Sheriff
- Clerk of Superior Court
- Tax Commissioner

The Chairman and Commissioners have opted not to have Purchasing Cards.

Swafford/Hamby

Consideration of FY 2016 Chamber of Commerce Contract

Motion passed unanimously to approve the FY 2016 Chamber of Commerce Contract. Fausett/Nix

Consideration of D.A.'s Office request for additional funds to cover unexpected legal expenses associated with murder trial

Motion passed unanimously to approve the District Attorney's Office request for additional funds to cover unexpected legal expenses associated with a murder trial in the amount of \$6,125.00 to come out of General Fund Contingency. Nix/Fausett

ADJOURNMENT:

PUBLIC COMMENT:

Hugh Stowers, Jr.

APPROVE:

ATTEST:

Mike Berg, Chairman

Danielle Yarbrough, County Clerk

Backup material for agenda item:

1. ZA 15-03 - Delinda Umberger on behalf of Aqua Design Pools and Spas has made a request to rezone 1.998 acres from R-A (Residential Agricultural) to C-HB (Commercial Highway Business). The property is located at TMP 098-009.

DAWSON COUNTY REZONING APPLICATION

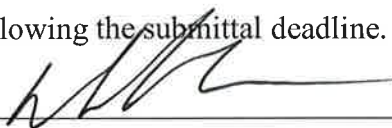
This portion to be completed by Zoning Administrator

ZA 15-03 Tax Map & Parcel # (TMP): 098-009
Submittal Date: 6-11-15 Time: 3:24 am/pm Received by: MM (staff initials)
Fees Assessed: _____ Paid: \$2500.00 Commission District: _____
Planning Commission Meeting Date: July 21, 2015
Board of Commissioners Meeting Date: August 20, 2015

APPLICANT INFORMATION (or Authorized Representative)

Printed Name: Delinda Umberger
Address: PO Box 2626, 331 Hwy 255 South, Cleveland, GA 30528
Phone: Listed 404 202-3720 Email: Business 770 517-1117
Unlisted _____ Personal _____
Status: [] Owner [x] Authorized Agent [] Lessee [x] Option to purchase

Notice: If applicant is other than owner, enclosed Property Owner Authorization form must be completed.

I have /have not _____ participated in a Pre-application meeting with Planning Staff.
If not, I agree _____ /disagree _____ to schedule a meeting the week following the submittal deadline.
Meeting Date: 6/8/2015 Applicant Signature: 

PROPERTY OWNER/PROPERTY INFORMATION

Name: Abba House Inc., James Sharp, President
Street Address of Property being rezoned: 6905 Alan Thomas Road, Cumming, GA 30028
Rezoning from: RA to: C-HB Total acreage being rezoned: 1.998
Directions to Property: From GA 400 South take right on Hwy 53 follow through to Dawson Forest, bear left onto Dahlonega Hwy/Hwy 9 turn left on Alan Thomas Property corners Hwy 9 and Alan Thomas (Next to

Subdivision Name (if applicable): NA Lot(s) #: Land Lot 33 tract 1 & 2

Current Use of Property: Residential

Any prior rezoning requests for property? _____ if yes, please provide rezoning case #: ZA _____

*****Please refer to Dawson County's Georgia 400 Corridor Guidelines and Maps to answer the following:**

Does the plan lie within the Georgia 400 Corridor? no (yes/no)

If yes, what section? _____

SURROUNDING PROPERTY ZONING CLASSIFICATION:

North RA South C-HB East RA West RA

Access to the development will be provided from:

Road Name: Alan Thomas Type of Surface: Asphalt

REQUESTED ACTION & DETAILS OF PROPOSED USE

Rezoning to: Highway Business Special Use Permit for: _____

Proposed Use: _____

Existing Utilities: Water Sewer Gas Electric

Proposed Utilities: Water Sewer Gas Electric

RESIDENTIAL

No. of Lots: _____ Minimum Lot Size: _____ (acres) No. of Units: _____

Minimum Heated Floor Area: _____ sq. ft. Density/Acre: _____

Type: Apartments Condominiums Townhomes Single-family Other

Is an Amenity Area proposed: _____; if yes, what? _____

COMMERCIAL & INDUSTRIAL

Building area: Existing as shown on Survey No. of Parking Spaces: 8 existing

APPLICANT CERTIFICATION

I hereby request the action contained within this application relative to the property shown on the attached plats and site plan and further request that this item be placed on both the Planning Commission and Board of Commissioners agenda(s) for a public hearing.

I understand that the Planning & Development staff may either accept or reject my request upon review. My request will be rejected if all the necessary data is not presented.

I understand that I have the obligation to present all data necessary and required by statute to enable the Planning Commission and the Board of Commissioners to make an informed determination on my request. I will seek the advice of an attorney if I am not familiar with the zoning and land use requirements.

I understand that my request will be acted upon at the Planning Commission and Board of Commissioner hearings and that I am required to be present or to be represented by someone able to present all facts. I understand that failure to appear at a public hearing may result in the postponement or denial of my rezoning of special use application. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Dawson County.

I hereby certify that I have read the above and that the above information as well as the attached information is true and correct.

Signature  Date 6/10/15
Witness  Date 6/10/15

WITHDRAWAL

Notice: *This section only to be completed if application is being withdrawn.*

I hereby withdraw application # _____

Signature _____ Date _____

Withdrawal of Application:

Withdrawals of any application may be accommodated within the Planning & Development Department if requested before the Planning Commission agenda is set. Therefore, withdrawals may not be made after ten (10) days prior to the scheduled Planning Commission meeting hearing, unless accompanied by written request stating specific reasons for withdrawal. This withdrawal request is to be published in the legal organ prior to the meeting. Following the written request and publication the Planning Commission will vote to remove the item from the agenda at the scheduled hearing. Please note that should the withdrawal be denied, the item will receive deliberation and public hearing with a decision by the Planning Commission. Further, the applicant is encouraged to be present at the hearing to substantiate reasons for withdrawal. Please note that no refund of application fees may be made unless directed by the Board of Commissioners.

ZA _____

TMP#: _____

List of Adjacent Property Owners

It is the responsibility of the Applicant to provide a list of adjacent property owners. This list must include the name and mailing address of anyone who has property touching your property or who has property directly across the street from your property.

****Please note this information should be obtained using the Tax Map & Parcel (TMP) listing for any parcel(s) adjoining or adjacent to the parcel where a variance or rezone is being requested.**

	<u>Name</u>	<u>Address</u>
TMP <u>098 009 003</u> 1.	<u>Bryan & Dana Martin</u>	<u>6950 Dahlonega Hwy, Cumming, GA 30028</u> <i>PO Box 1980</i>
TMP <u>098 010</u> 2.	<u>A.C. Smith Jr</u>	<u>6810 Dahlonega Hwy Cumming, GA 30130</u>
TMP <u>098 008 003</u> 3.	<u>Joyce Catherine Buice</u>	<u>6259 Hwy 9 South Dawsonville, GA 30534</u>
TMP <u>185 003</u> 4.	<u>AJE Enterprises</u>	<u>2894 Kelly Bridge Rd Dawsonville, GA 30534</u>
TMP _____ 5.	_____	_____
TMP _____ 6.	_____	_____
TMP _____ 7.	_____	_____
TMP _____ 8.	_____	_____
TMP _____ 9.	_____	_____
TMP _____ 10.	_____	_____
TMP _____ 11.	_____	_____
TMP _____ 12.	_____	_____
TMP _____ 13.	_____	_____
TMP _____ 14.	_____	_____
TMP _____ 15.	_____	_____


Use additional sheets if necessary.

NOTICE OF RESIDENTIAL EXURBAN/AGRICULTURAL DISTRICT (R-A) ADJACENCY

Agricultural districts include uses of land primarily for active farming activities and result in odors, noise, dust and other effects, which may not be compatible with adjacent development. Future abutting developers in non RA land use districts shall be provided with this "Notice of RA Adjacency" prior to administrative action on either the land use district or the issuance of a building or occupancy permit.

Prior to administrative action the applicant shall be required to sign this waiver which indicates that the applicant understands that a use is ongoing adjacent to his use which will produce odors, noise, dust and other effects which may not be compatible with the applicant's development. Nevertheless, understanding the effects of the adjacent RA use, the applicant agrees by executing this form to waive any objection to those effects and understands that his district change and/or his permits are issued and processed in reliance on his agreement not to bring any action asserting that the adjacent uses in the RA district constitute a nuisance) against local governments and adjoining landowners whose property is located in an RA district.

This notice and acknowledgement shall be public record.

Applicant Signature: 

Applicant Printed Name: Delinda Umberger

Application Number: _____

Date Signed: 6/9/15

Sworn and subscribed before me

this 9th day of June, 20 15.


Notary Public

My Commission Expires: 11.05.17



PROPERTY OWNER AUTHORIZATION

I/we, Abba House, Inc James H Sharp III President, hereby swear that I/we own the property located at (fill in address and/or tax map & parcel #):

6905 Alan Thomas Road, Cumming, GA 30028

Parcel # 098 009

as shown in the tax maps and/or deed records of Dawson County, Georgia, and which parcel will be affected by this request.

I hereby authorize the person named below to act as the applicant or agent in pursuit of the rezoning requested on this property. I understand that any rezone granted, and/or conditions or stipulations placed on the property will be binding upon the property regardless of ownership. The under signer below is authorized to make this application. The under signer is aware that no application or reapplication affecting the same land shall be acted upon within six (6) months from the date of the last action by the Board of Commissioners.

Printed Name of applicant or agent: Delinda Umberger

Signature of applicant or agent: [Signature] Date: 6/11/2015

Printed Name of Owner(s): Abba House, Inc. James H. Sharp III, President

Signature of Owner(s): [Signature] Date: 5/27/2015

Mailing address: 6900 Dakinidge Hwy

City, State, Zip: Cumming, GA 30028

Telephone Number: Listed 678 313 8912
Unlisted

Sworn and subscribed before me this 07 day of May, 2015.

[Signature]
Notary Public

My Commission Expires: March 5/2016



{Notary Seal}

(The complete names of all owners must be listed; if the owner is a partnership, the names of all partners must be listed; if a joint venture, the names of all members must be listed. If a separate sheet is needed to list all names, please identify as applicant or owner and have the additional sheet notarized also.)



Public Health
Prevent. Promote. Protect.

District 2 Public Health
Dawson County Environmental Health Department
189 Highway 53 West, Suite 102
Dawsonville, Georgia 30534 Phone (706)265-2930 Fax (706)265-7529

David N. Westfall, M.D., MPH, CPE, Health Director www.district2.org

Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties

EXISTING ON - SITE SEWAGE MANAGEMENT SYSTEM EVALUATION/ REPAIR/ ADD-ON/ PRE-PURCHASE APPLICATION (PLEASE PRINT)

Date: 6-2-2015 Service Requested: _____

Property Type: Residential Commercial Other: Re-zoning from residential to Comm.

Property Address: 6905 Alan Thomas Road
City: Cumming State: GA Zip Code: 30028 Phone #: 770-517-1117
Subdivision Name, Lot #, and Phase: _____

Owner Name: Abba House INC. Phone #: 678 313-8912
Mailing Address: 6905 Alan Thomas Road,
City: Cumming State: GA Zip Code: 30028 Fax #: 770-517-4695

Builder/Contact Person/Business Name: Aqua Design Pools & Spas LLC 770-517-1117
Mailing Address: 1120 Pilgrim Road
City: Cumming State: GA Zip Code 30040 Fax#: 770-517-4695

Email Address: sales@aquadesignpools.com

Directions to the property from the Environmental Health Office: From Office, head south on HWY53 to Dahlonega Hwy property is on left at the corner of Dahlonega Hwy + Alan Thomas Road

Type of Water Supply: Public Private Type: Well Spring

Garbage Disposal at Kitchen Sink: Yes No

Number of Bedrooms or # of Employees/Gallons per day: _____ Lot Size: 1.98 ac

Plumbing Level: Basement 1st Floor over Basement Slab Crawl Space

Date home site will be staked: Existing

Are there any wells on or within 100' of this property? Yes No

Are there any trash or burn pits on the property? Yes No

Signature _____

Date 6/10/15

2014 Property Tax Statement

Linda Townley
 Dawson County Tax Commissioner
 25 Justice Way
 Suite 1222
 Dawsonville, GA 30534

MAKE CHECK OR MONEY ORDER PAYABLE TO:
 Dawson County Tax Commissioner

ABBA HOUSE INC
 6800 DAHLONEGA HWY
 CUMMING, GA 30028

RETURN THIS PORTION WITH PAYMENT
 (1% interest per month will be added if not paid by due date)



Linda Townley
 Dawson County Tax Commissioner
 25 Justice Way
 Suite 1222
 Dawsonville, GA 30534

Bill No.	Due Date	TOTAL DUE
2014-37		.00

Map : 098 009

Printed: 06/08/2015

Location: 6905 ALAN THOMAS RD

Payment deadline for 2014 taxes is December 1, 2014, for property you owned in Dawson County on January 1st 2014. If you sold the property during the year, you are still responsible by state law to insure this bill is paid by forwarding the bill to the NEW OWNER and bringing a copy of your closing statement to our office within 90 days of the due date.

Thank you for the privilege to serve as your Tax Commissioner.

Tax Payer: ABBA HOUSE INC
Map Code: 098 009 REAL
Description: LL 33 1192 LD 4-1
Location: 6905 ALAN THOMAS RD
Bill No: 2014-37
District: 001 DAWSON COUNTY UNINCORPORATE

Phone: (706) 344-3520 Fax: (706) 531-2753

Building Value	Land Value	Acres	Fair Market Value	Due Date	Billing Date	Payment Good Through	Exemptions	
189,239	0	2.0500	189,239					
Entity	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	Net Tax
- NO TAX ACCTS SPECIFIED -				0.00	.000			.00
TOTALS					.000	.00	.00	.00

We encourage you to pay your bill by mail or on our website at www.dawsoncountytax.com If postmarked after December 1, 2014, interest at a rate of 1% will be added to your bill the day after and every month thereafter until paid. After 90 days a penalty of 10% will be added. If marked appealed-temporary the bill is 85% of total bill pending settlement of appeal. Drop box is located at end of handicapped parking.

Current Due	0.00
Penalty	0.00
Interest	0.00
Other Fees	0.00
Previous Payments	0.00
Back taxes	0.00
TOTAL DUE	.00

Existing On-site Sewage Management System Performance Evaluation Report Form

Property/System Owner:	Owner Name:	Owner Phone:	Reason for Existing Sewage System Evaluation:
	ABBA HOUSE, INC	(678) 208-2000	
Property/System Address:			Contact:
6905 ALAN THOMAS RD CUMMING, GA 30040			AQUA DESIGN POOLS & SPAS LLC
Subdivision Name:	Lot:	Block:	DELINDA UMBERGER
			(770) 517-1117
Existing System Information: Water Supply	Number of Bedrooms/GPD:	Garbage Grinder:	
<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private Well <input type="checkbox"/> Spring <input type="checkbox"/> Community	3	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Date:	S.T. Permit #:		
06/03/2015	042-SM-2012-05041		

SECTION A- System on Record

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Existing On-site Sewage Management System inspection records indicate that all components of the system were properly constructed and installed at the time of the original inspection.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A copy of the original On-site Sewage Management System Inspection Report is attached.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maintenance records indicate that the system has been pumped out or serviced within the last five (5) years or the system was installed within that timeframe.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A site evaluation of the system on this date revealed no evidence of system failure or of conditions which would adversely affect the functioning of the system.
Comments:	The area where the septic tank and drainfield are located show no signs of system malfunction. The drainfield ditch does have some settling which could cause water ponding during periods of heavy rainfall. I would recommend adding fill dirt so that the ground over the ditch is not concave. This system was designed for a three-bedroom residence, and the size of the system is equivalent to a commercial use of up to 680 gallons/day.

SECTION B- System Not on Record

<input type="checkbox"/> Yes <input type="checkbox"/> No	No inspection records are on file showing the On-site Sewage Management System was inspected and approved at the time of the installation.
<input type="checkbox"/> Yes <input type="checkbox"/> No	The septic tank was uncovered at the time of the evaluation and it appears to meet the required design, construction and installation criteria.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Documentation from a Georgia Certified Installer has been provided as to the condition of the septic tank and its respective components, certifying its design, construction, and installation criteria. A copy is attached.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Maintenance records indicate that the system has been pumped out or serviced within the last five (5) years or the system was installed within that timeframe.
<input type="checkbox"/> Yes <input type="checkbox"/> No	A site evaluation of the system on this date revealed no evidence of system failure or of conditions which would adversely affect the functioning of the system; however, appropriateness of the sizing and installation cannot be verified since no initial inspection records exist.
Comments:	

SECTION C- System Not Approved

<input type="checkbox"/> Yes <input type="checkbox"/> No	The On-site Sewage Management System was disapproved at the time of the initial installation and is thus not considered an approved system.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Evaluation of the system revealed evidence of system failure or malfunction, and will therefore require corrective action in order to obtain approval of the system.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Evaluation of the system revealed conditions which would adversely affect the proper functioning of the system, and will therefore require corrective action in order to obtain approval of the system.
Comments:	

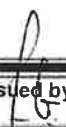
SECTION D- Addition to Property or Relocation of Home (Section completed in conjunction with A,B, or C above)

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	An existing On-site Sewage Management System is located on the property listed above and has been evaluated in accordance with Section A or B above.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A site evaluation on this date as well as the provided information indicate that the proposed construction to home or property or that the proposed relocation of the home should not adversely affect the proper functioning of the existing system provided that no additional sewage load is added to the system for the listed size home adjacent.
Comments:	See comments in Section A.

Evaluating Environmentalist:	Title:	Date:
Bill Ringle <i>[Signature]</i>	Environmental Health Manager	06/04/2015
I verify this data to be correct at the time of the evaluation. This verification shall not be construed as a guarantee of the proper functioning of this system for any given period of time. No liability is assumed for future damages that may be caused by malfunction.		

**PERMIT FOR CONSTRUCTING AN ON-SITE SEWAGE MANAGEMENT SYSTEM
DAWSON COUNTY ENVIRONMENTAL HEALTH**

189 Hwy 53 West, Suite 102, P.O. Box 2020, Dawsonville, GA 30534 · Phone: (706)265-2930 · Fax: (706)265-7529

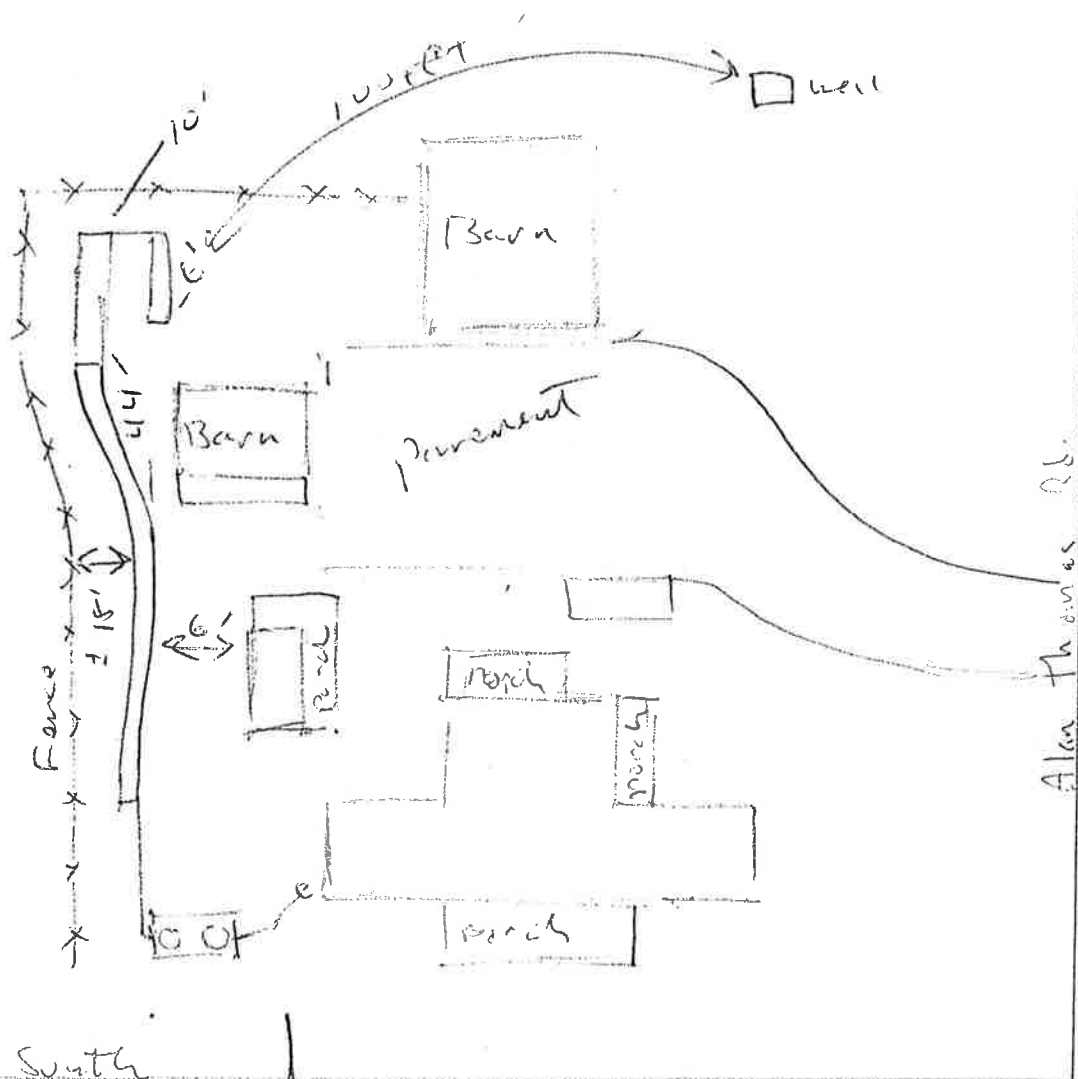
Permit #: 042-SM-2012-05041		Owner Information	
Application Date: 06/04/2012		Owner's Name: Jim Sharp - <i>ABBA HOUSE</i>	
Property Address: 6905 ALAN THOMAS RD CUMMING, GA 30040		Owner's Address: 6905 ALAN THOMAS RD DAWSONVILLE, GA 30534	
Lot #:	Phase:	Home #:	Cell #:
Subdivision:		Work #:	Other #:
Permit Type: Residential Repair		Fax #:	Contact by: N/A
Applicant/Contact Information		SYSTEM USE INFORMATION	
Name:		Date Structure Staked:	
Company Name:		Facility Type:	
Address:		Lot Size:	
Home #:		Water Supply Approved <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Type:	
Cell #:		Plumbing Level:	
Work #:		Bedrooms / GPD: <i>3</i>	
Other #:		Garbage Disposal: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fax #:		No. of rooms:	
Contact by:		Heated Sq. Ft.:	
Email:		Other Considerations:	
Sewage Contractor:		Company Name: J Turn Construction Inc.	
Soil Classifier:		Company Name:	
SITE CONDITIONS			
Debris Pit: <input type="checkbox"/> Yes <input type="checkbox"/> No		Soil Type:	Perc. Rate:
		SHWT:	Rock:
Soil Classifier Recommendations:			
MINIMUM SYSTEM REQUIREMENTS		SYSTEM AS INSTALLED	
Grease Trap:	<i>1000</i>	D-Box Outlets:	
Septic Tanks: #1		Linear Feet:	<i>as needed</i>
Septic Tanks: #2		Trench Width:	
Dosing Pump Tank:		Square Feet:	
Dosing Siphon Tank:		Reduction %:	
Adv. Treatment Type:		Gal	
Absorption Field Depth:	<input type="checkbox"/> Min <input type="checkbox"/> Max	Adv. Treat. Manufacturer:	
Field Layout:		Absorption Field Depth:	
Absorption Line/Product:		Field Layout:	
Additional permit requirements and installation instructions:		System as Installed Comments:	
Directions to property:			
Issuance of a construction permit for an on-site sewage management system and subsequent approval by representatives of the Georgia Department of Public Health or County Board of Health shall not be construed as a guarantee that such systems will function satisfactorily for a given period of time, furthermore, said representatives do not by any action in effecting compliance with these rules, assume any liability for damages which are caused, or which may be caused by the malfunction of such system.			
Applicant signature			Date
			06/04/2012
Permit issued by:	Date issued:	Final inspection and approval by:	Final inspection and approval date:
<i>S.E.</i>	<i>6/4/12</i>		

Add New Tank and drain line as needed,

PERMIT IS VOID 1
YEAR AFTER ISSUE
DATE.
DAWSON CO. HEALTH DEPT.

DAWSON COUNTY BOARD OF HEALTH
 DAWSONVILLE, GA 30534
 APPLICATION FOR CONSTRUCTION PERMIT
 AND INSPECTION FOR ON-SITE SEWAGE
 MANAGEMENT SYSTEM

PERMIT NUMBER 2012-05041
 PROPERTY ADDRESS 6905 Alan Thomas Rd.
 OWNERS NAME Jim Sharp
 INSTALLER J. Turner
 TYPE OF SYSTEM quilted infiltrator # OF PIECES 50
 LENGTH 200 ATD 48 CLEANOUT (YES/NO) yes
 TANK SIZE/MFG. Bayant 1000 plylock
 BUILDING PERMIT # NA



Hy 9 Swath

JA

FINAL APPROVAL BY: _____ DATE 6/7/12

COMMENTS:

Dawson County, Georgia Board of Commissioners
Affidavit for Issuance of a Public Benefit
As Required by the Georgia Illegal Immigration Reform and Enforcement Act of 2011

By executing this affidavit under oath, as an applicant for a Dawson County Business License, Out of County Business Registration, Alcohol License, or other public benefit as referenced in the Georgia Illegal Immigration Reform and Enforcement Act of 2011 [O.C.G.A. § 50-36-1(e)(2)], I am stating the following with respect to my application for such Dawson County public benefit.

- I am a United States citizen.
- I am a legal permanent resident of the United States. *(FOR NON-CITIZENS)*
- I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. *(FOR NON-CITIZENS)*

My alien number issued by the Department of Homeland Security or other federal immigration agency is:

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one **secure and verifiable document**, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit. *(See reverse side of this affidavit for a list of secure and verifiable documents.)*

The secure and verifiable document provided with this affidavit can best be classified as:

Driver's License

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20 and face criminal penalties as allowed by such criminal statute.

Executed in Cleveland (city), GA (state)

[Signature]
Signature of Applicant


6/6/2015
Date

Delinda Wambarger
Printed Name

Aqua Design Pools & Spas, LLC
Name of Business

SUBSCRIBED AND SWORN BEFORE ME ON
THIS 6th DAY OF June, 2015

[Signature] Notary Public
Commission Expires: 10/02/2017.



This affidavit is a State of Georgia requirement that must be completed for initial applications and renewal applications for public benefits as referenced in O.C.G.A § 50-36-1(a)(3). The person who has made application for access to public benefits on behalf of an individual, business, corporation, partnership or other private entity must complete and sign the affidavit and provide a secure and verifiable document.

June 11, 2015

Delinda Umberger

PO Box 2626

331 Hwy 255 South

Cleveland, GA 30528

RE: 6905 Alan Thomas Road

To Whom It May Concern:

Please accept this as our "Letter of Intent" to re-zone the property identified as 6905 Alan Thomas Road from RA to C-HB. If the approval is granted, we would locate our business Aqua Design Pools & Spas, LLC to this location. We are a design/build company and feel our business would be in line with the current and future zoning along Dahlonga Hwy. The property directly across the street is located in Forsyth County and is currently zoned HB (Highway Business) and the future zoning for Forsyth County is Regional Development which is light commercial. The property to the west of 6905 is listed as RA, but it appears to be commercial and has a sign in the front. One parcel over to the West (the tax assessor's shows this as adjoining but that is incorrect) is a gas station and the Dollar General is just up the road from this property.

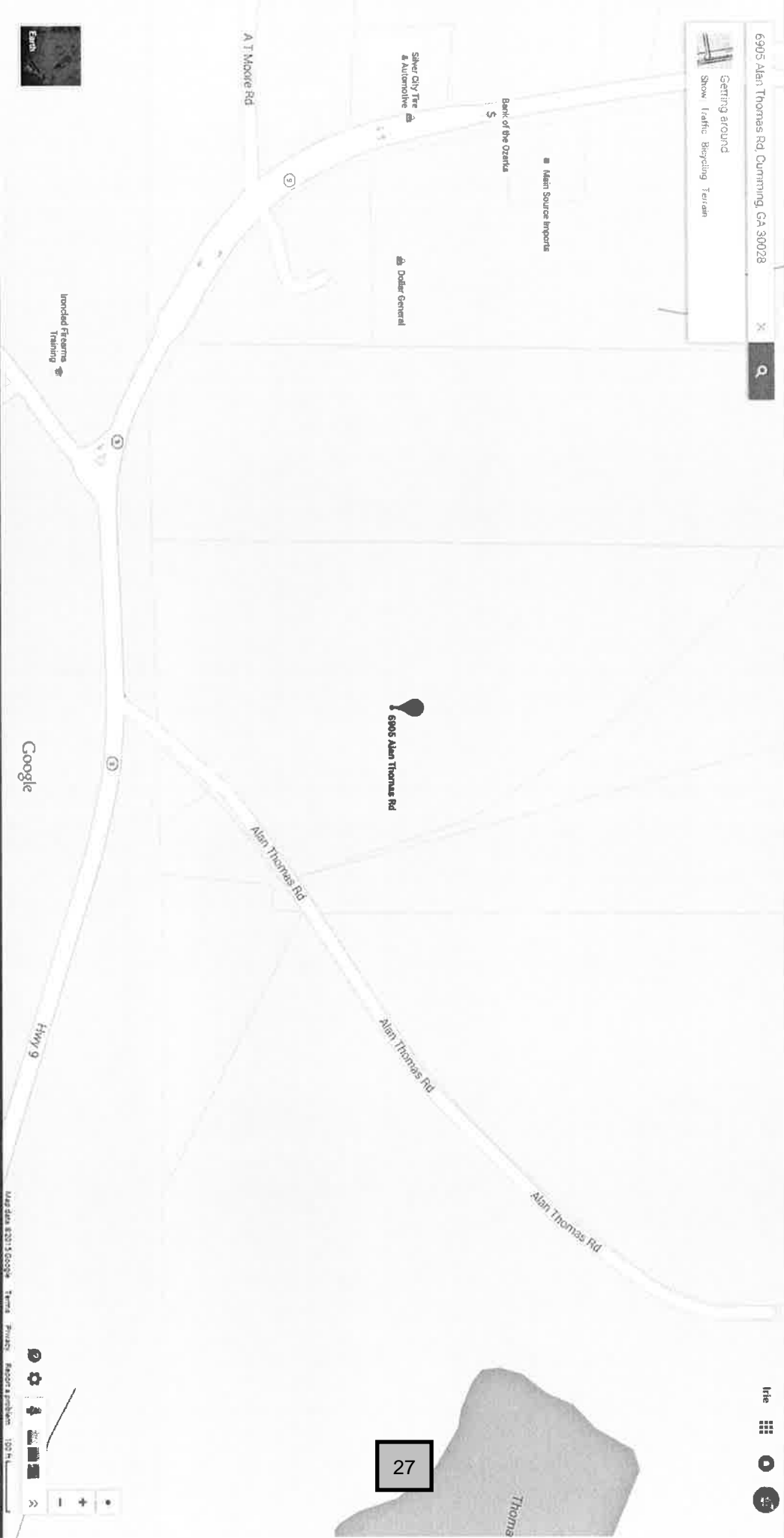
We appreciate your consideration,

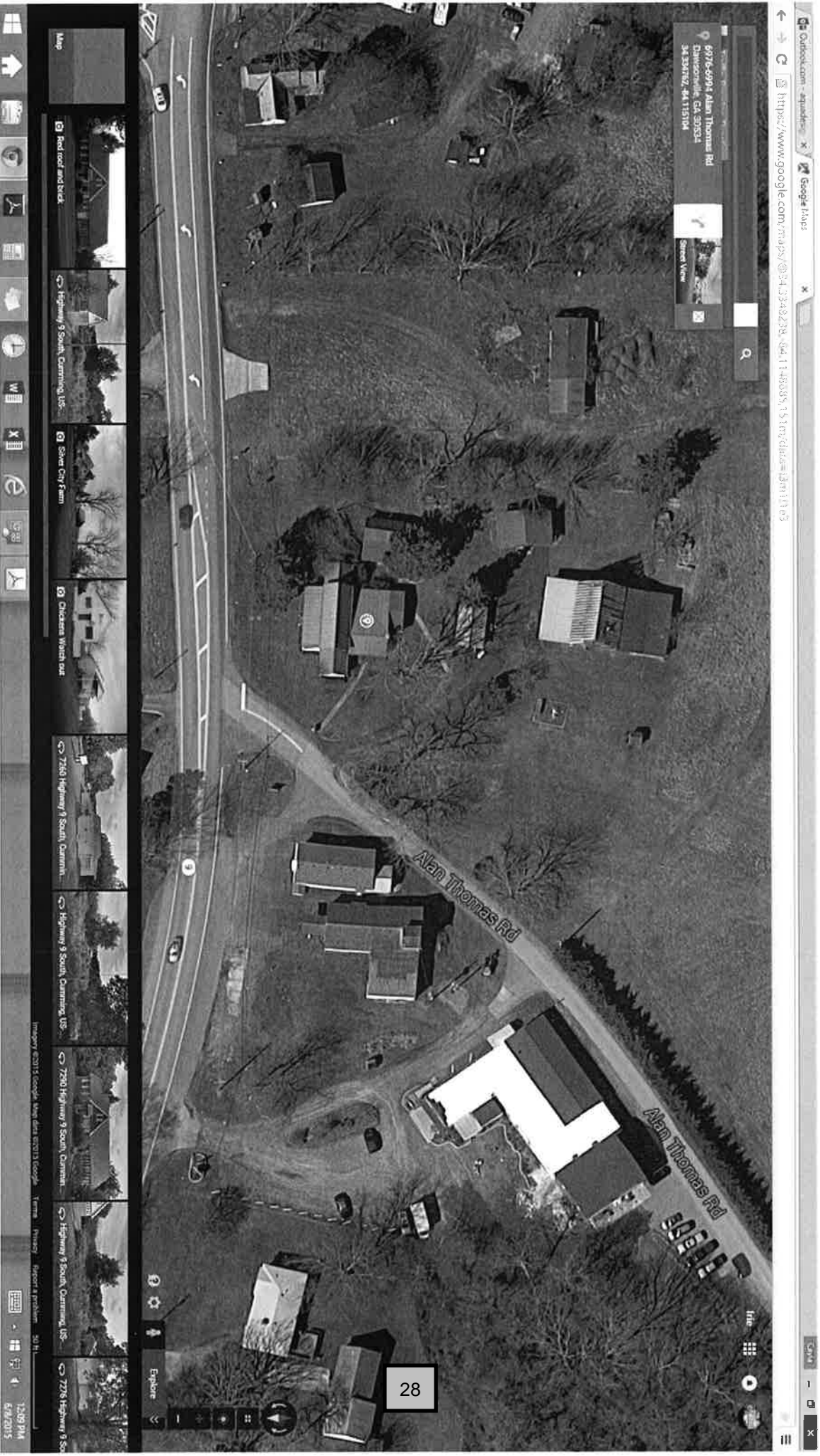


Delinda Umberger

404 202-3720

6905 Alan Thomas Rd, Cumming, GA 30028
Getting around
Show Traffic Bicycling Terrain





6976-6994 Alan Thomas Rd
Dawsonville, GA 30524
34.33452, -84.115194

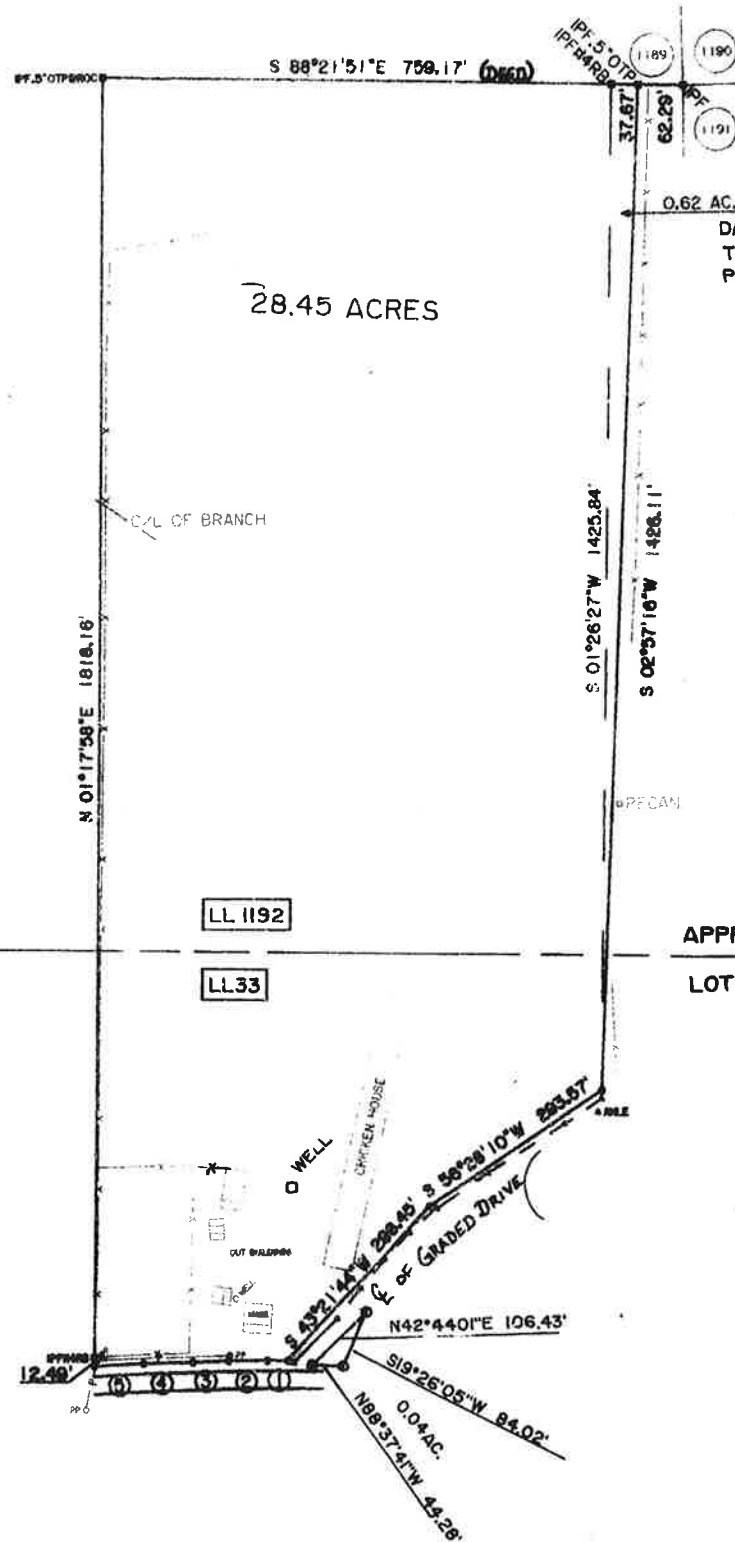
- Map
- Red roof and truck
- Highway 9 South, Cumming, US
- Star City Farm
- Chickens March out
- 7216 Highway 7 South, Cumming
- Highway 8 South, Cumming, US
- 7280 Highway 9 South, Cumming
- Highway 9 South, Cumming, US
- 7276 Highway 9 So

28





N/F BUICE



DASHED LINE IS LINE SURVEYED BY THOMAS PATTON, DEED FOR BANNISTER PROPERTY CALLS FOR SOLID LINE.

GEORGIA, DAWSON COUNTY CLERK'S OFFICE, SUPERIOR COURT FILED FOR RECORD AT 8:30A M 11/2/98 Recorded in Plat Book 42 Page 93 This 13 day of November, 1998 *Linda McDaniel*, CLERK



CALLS FOR R/W

COURSE	BEARING	DISTANCE
1	N 88°55'24" W	28.59
2	S 89°59'55" W	56.62
3	S 88°49'07" W	50.76
4	S 88°33'52" W	75.24
5	S 87°41'04" W	71.12

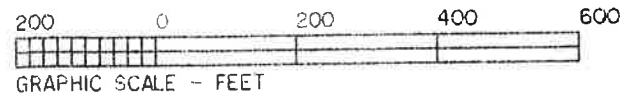
NOTES

1. THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 17,243 FEET, AND AN AVERAGE ANGULAR ERROR OF 02" PER ANGLE POINT; TRAVERSE WAS ADJUSTED BY LEAST SQUARED.
2. ANGULAR AND LINEAR FIELD MEASUREMENTS WERE MADE WITH A TOPCON 313 TOTAL STATION.
3. THIS PROPERTY IS NOT LOCATED IN A FLOOD HAZARD AREA AS SCALED FROM DAWSON COUNTY F.I.R.M. # H-01-18-130304.
4. THE EXTERIOR BOUNDARY OF THIS PROPERTY HAS A CLOSURE PRECISION OF ONE FOOT IN 953.318 FEET.
5. THIS PROPERTY IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS ALL MATTERS OF TITLE EXCEPTED.

This Plat
IS IN COMPLIANCE
With the
Zoning and Subdivision Resolutions
of Dawson County
as of
11/2/98
Larry Robertson

TOTAL = 28.45 AC.

SURVEY FOR
Jerry & Karon Mann
LAND LOTS 33 & 1192
4TH DISTRICT, 1ST SECTION,
DAWSON COUNTY, GEORGIA
DATE: OCT. 9, 1998 SCALE: 1" = 200'
REVISED:
David Bealle Surveyors, Ltd.
2755 Antioch Road, Ste 400
Cumming, Georgia 30040
(770) 889-1770 fax 887-2469



IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF LAW.
THE PUBLIC RECORDS REFERENCED HEREON REFLECT ONLY THOSE RECORDS NECESSARY TO ESTABLISH THE BOUNDARIES SHOWN HEREON, AND REFERENCE TO THE SAME DOES NOT AND IS NOT INTENDED TO CONSTITUTE A TITLE SEARCH OR TITLE OPINION.



DAWSON COUNTY PLANNING COMMISSION MEMORANDUM

DATE: JULY 17, 2015

TO: DAWSON COUNTY PLANNING COMMISSION

FROM: RACHEL BURTON, PLANNING AND DEVELOPMENT DIRECTOR

MEETING: JULY 21, 2015 @ 6:00 P.M. – DAWSON COUNTY GOVERNMENT CENTER, ASSEMBLY ROOM 2303

CASE #: ZA 15-03

APPLICANT: Delinda Umberger

STATUS OF APPLICANT: Owner

SITE LOCATION: 6905 Alan Thomas Road (TMP 098-009)

COMMISSION POST: 4

REQUESTED ACTION: to rezone 1.998 acres from R-A (Residential Agricultural) to C-HB (Commercial Highway Business).

PROPOSED USES: Commercial Retail

SURROUNDING ZONING DISTRICTS:
North – RA (Residential Agriculture)
South – HB (Highway Business - Forsyth County)
East – RA (Residential Agriculture)
West - RA (Residential Agriculture)

SURROUNDING LAND USES:
North – Occupied Residential Property
South – Forsyth County
East –Commercial Retail (Bagwell Insurance Group and Abba House Thrift Store)
West – Occupied Residential Property and Retail Business

FLUP CLASSIFICATION: Suburban Residential

SUBJECT PROPERTY HISTORY: There is no rezoning or variance history for the subject property.

ACCESS: Alan Thomas Road

ANALYSIS AND COMMENTS:
The subject property consists of approximately 2.05 acres (TMP 098-009). The subject property is currently zoned RA. Adjacent properties are zoned residential agricultural with single family residences located on them as well as commercial highway business.

The 2033 Comprehensive Plan Future Land Use Map recommends the property be Suburban Residential.

The applicant has notified Dawson County in the letter of intent that she intends to open a swimming pool and spa design/build company.

The following observations should be noted with respect to this request:

A. The existing uses and classification of nearby property.

The adjacent properties surrounding the subject property are zoned RA with single family residences and C-HB with commercial businesses.

B. The extent to which property values are diminished by the particular land use classification.

The Future Land Use Plan (FLUP) currently recognizes Suburban Residential for the subject property. Property values would not be diminished by the proposed commercial retail use.

C. The extent to which the destruction of property values of the applicant promotes the health, safety, morals, or general welfare of the public.

The rezoning would be in keeping with the welfare of the community and promote the health, safety, morals and general welfare of the public interest.

D. The relative gain to the public, as compared to the hardship imposed upon the individual property owner.

This business would further diversify the commercial uses within Dawson County.

E. The suitability of the subject property for the proposed land use classification.

The subject property is suitable for the proposed rezoning to C-HB.

F. The length of time the property has been vacant under the present classification, considered in the context of land development in the area in the vicinity of the property.

The subject property currently has one single family residence.

G. The specific, unusual, or unique facts of each case, which give rise to special hardships, incurred by the applicant and/or surrounding property owners.

The existing residence is suitable for the proposed pool and spa design/build business. The applicant wishes to relocate their business from Cleveland to Dawsonville to better serve their clients.

Photographs:



Rezoning sign on subject property



Subject property existing residence to be used for proposed business



Looking north along Hwy 9.



Adjacent property to the east (Bagwell Insurance Group).

Pertinent County Departments have provided the following comments regarding the proposed development:

- a) **Engineering Department** – No comments necessary.
- b) **Environmental Health Department** – This site has a well water supply. There is an existing septic system for a three bedroom residence, and the size of the system is equivalent to a commercial use of up to 680 gallons/day. There are no known health hazards and no nearby bodies of water that will be affected.
- c) **Emergency Services** – No comments at this time.
- d) **Etowah Water & Sewer Authority** – No comments necessary.
- e) **Dawson County Sheriff's Office** – Police protection is adequate and no additional manpower, equipment, or construction would be necessary.
- f) **Board of Education** – No comments necessary.
- g) **Georgia Department of Transportation** – No comments necessary.

Recommendation

Staff has reviewed the application for rezoning from R-A to C-HB for the subject property. Based on the information provided and the surrounding uses in both Dawson and Forsyth Counties staff recommends **APPROVAL with STIPULATION** of the rezoning request. The current Future Land Use Plan did not take into account the adjacent county's future plans as such the request does not match the FLUP; however, staff recommends approval considering the zoning of adjacent properties across the county line. Zoning in adjacent counties should be considered in comparison to what Dawson County has shown for the FLUP.

APPROVAL WITH STIPULATION:

1. An additional 10 foot wide vegetative buffer a minimum of 8' in height to the required 25 foot side and rear building setbacks adjacent to residential district.

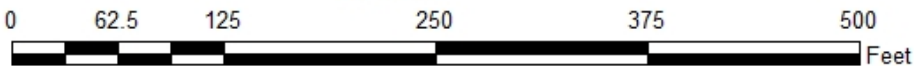
cc: Dawson County Board of Commissioners
Cindy Campbell, County Manager
Joey Homans, County Attorney
Danielle Yarborough, County Clerk

Attachments: Maps

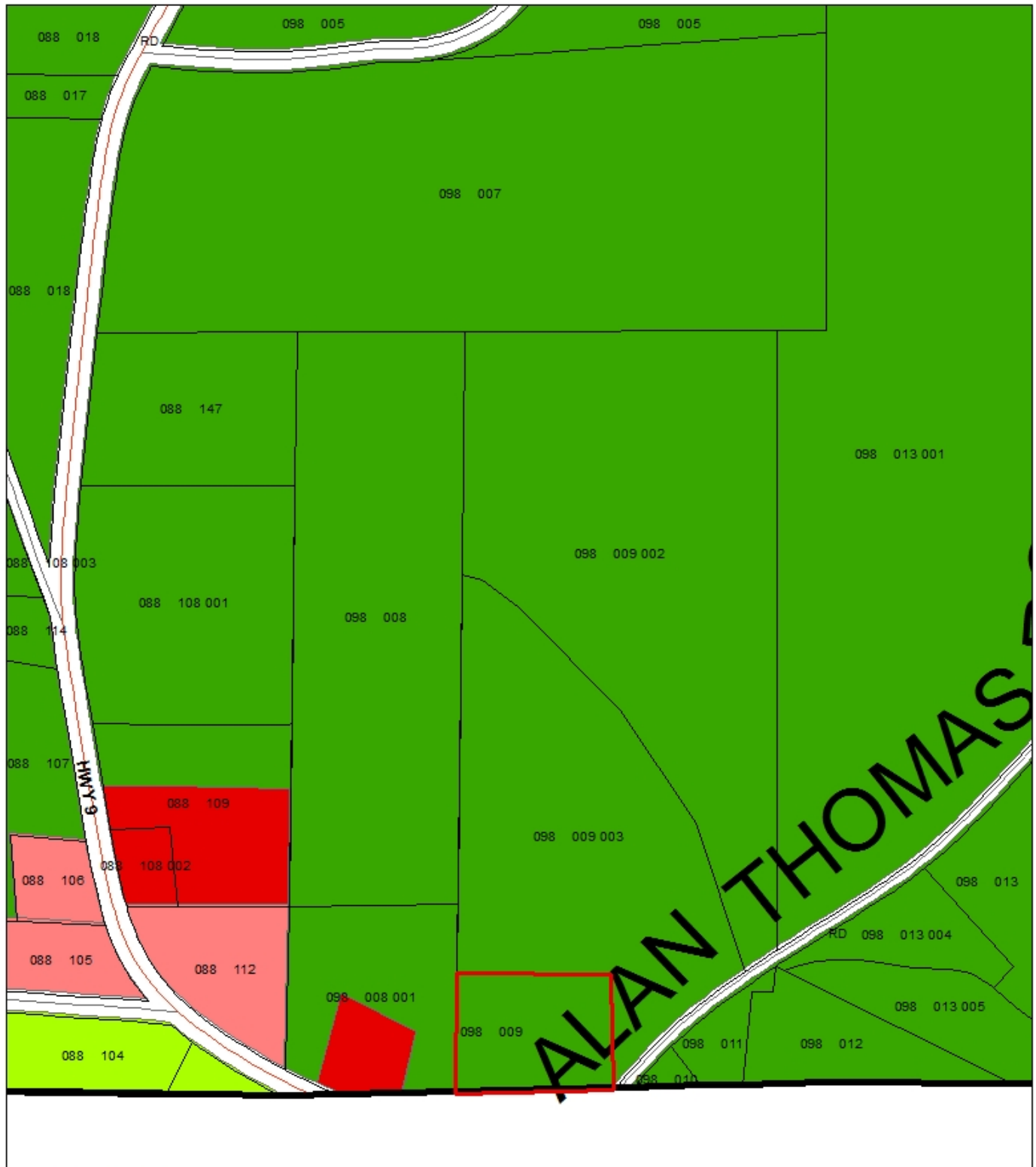


Legend

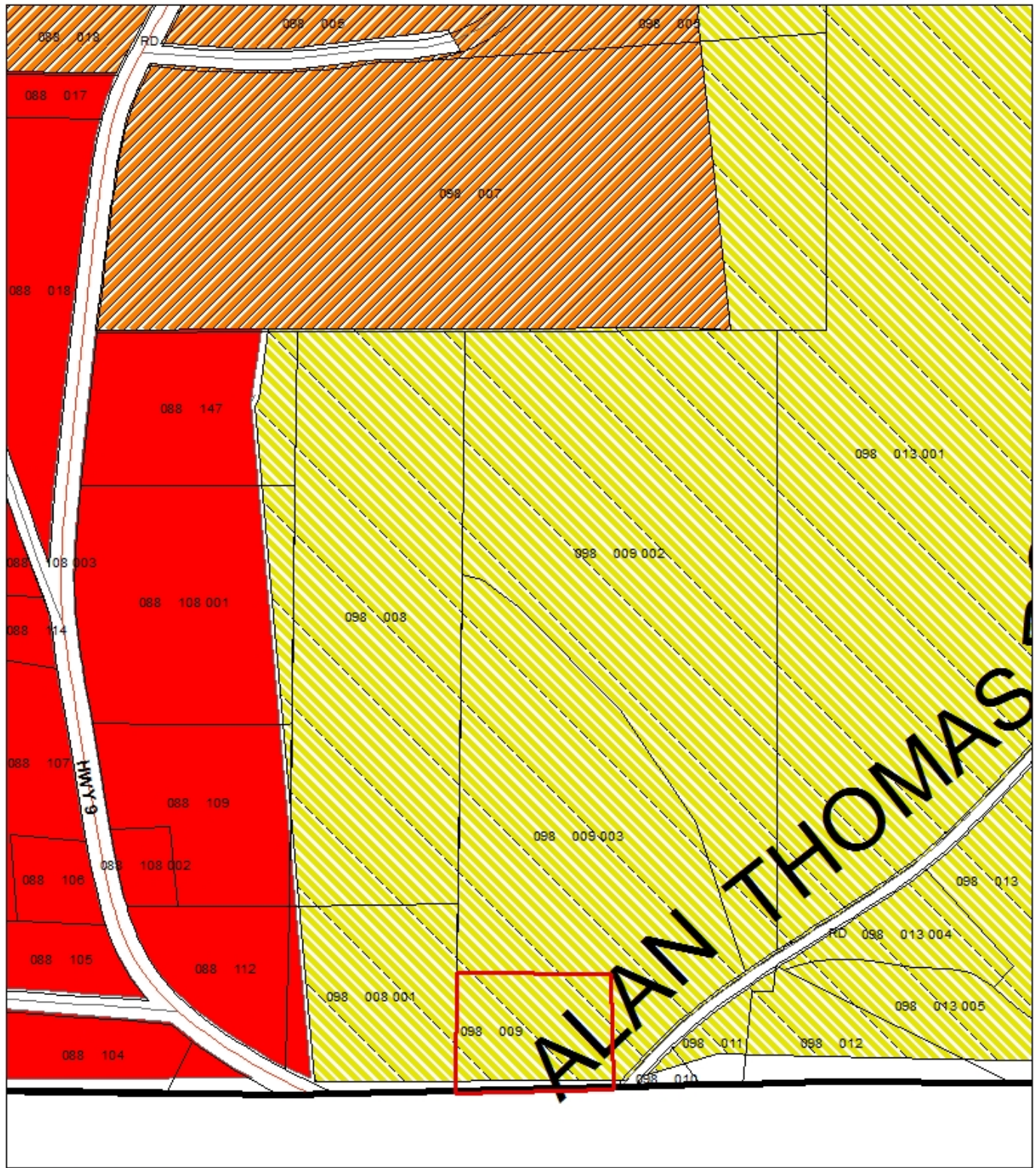
- Parcel
- County Line
- Road Type
 - County RD
 - State Hwy
 - US Hwy
 - Dawsonville
 - 2' Contours - south



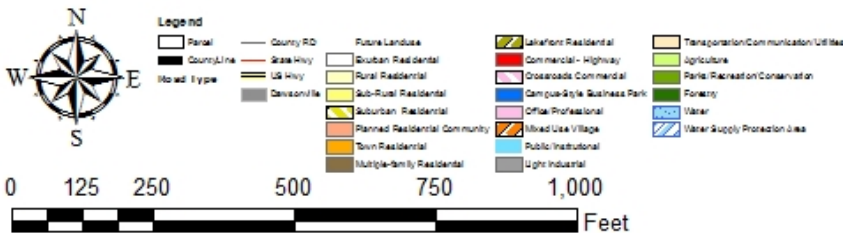
**ZA 15-03
Aerial w/Topo**

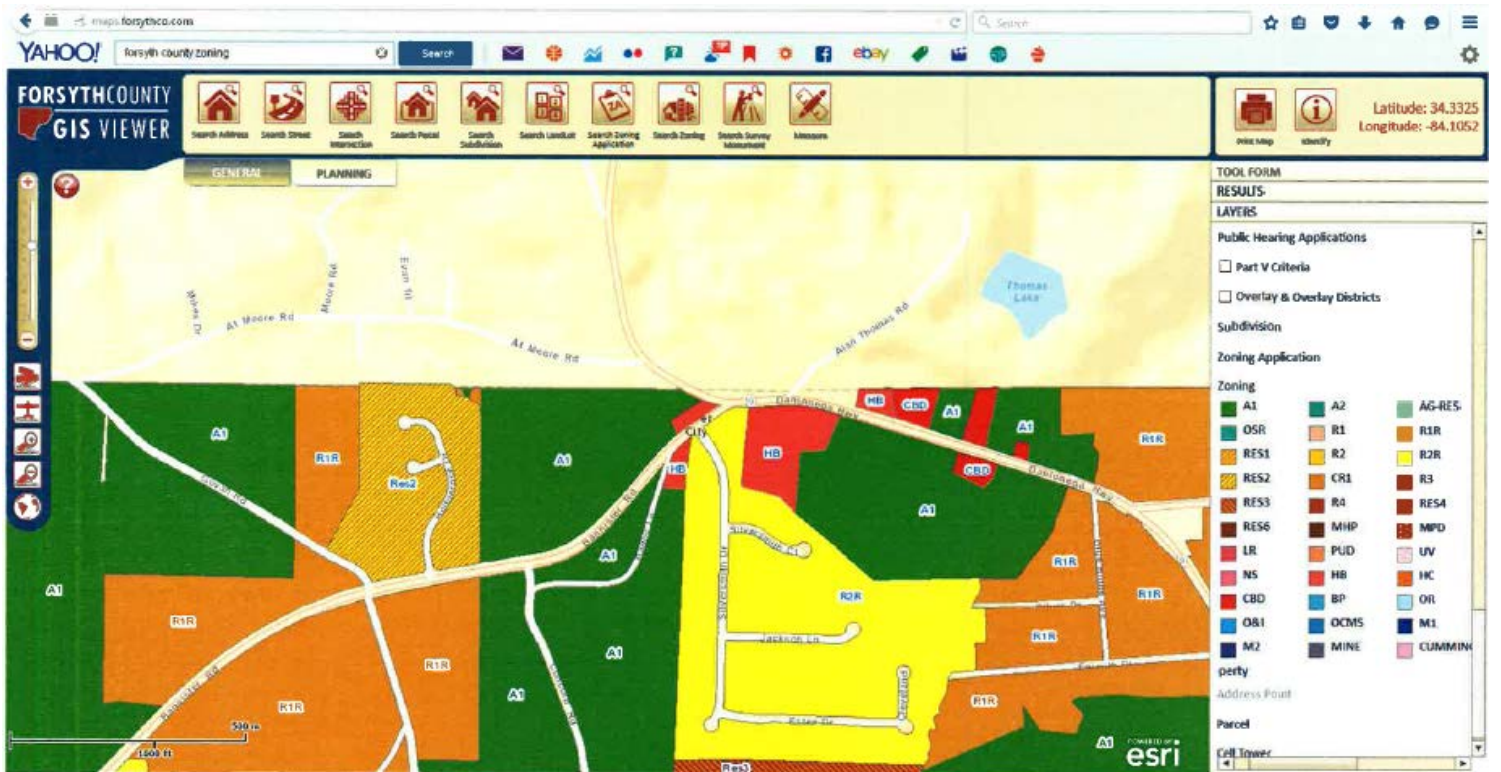


**ZA 15-03
Existing Zoning R-A**

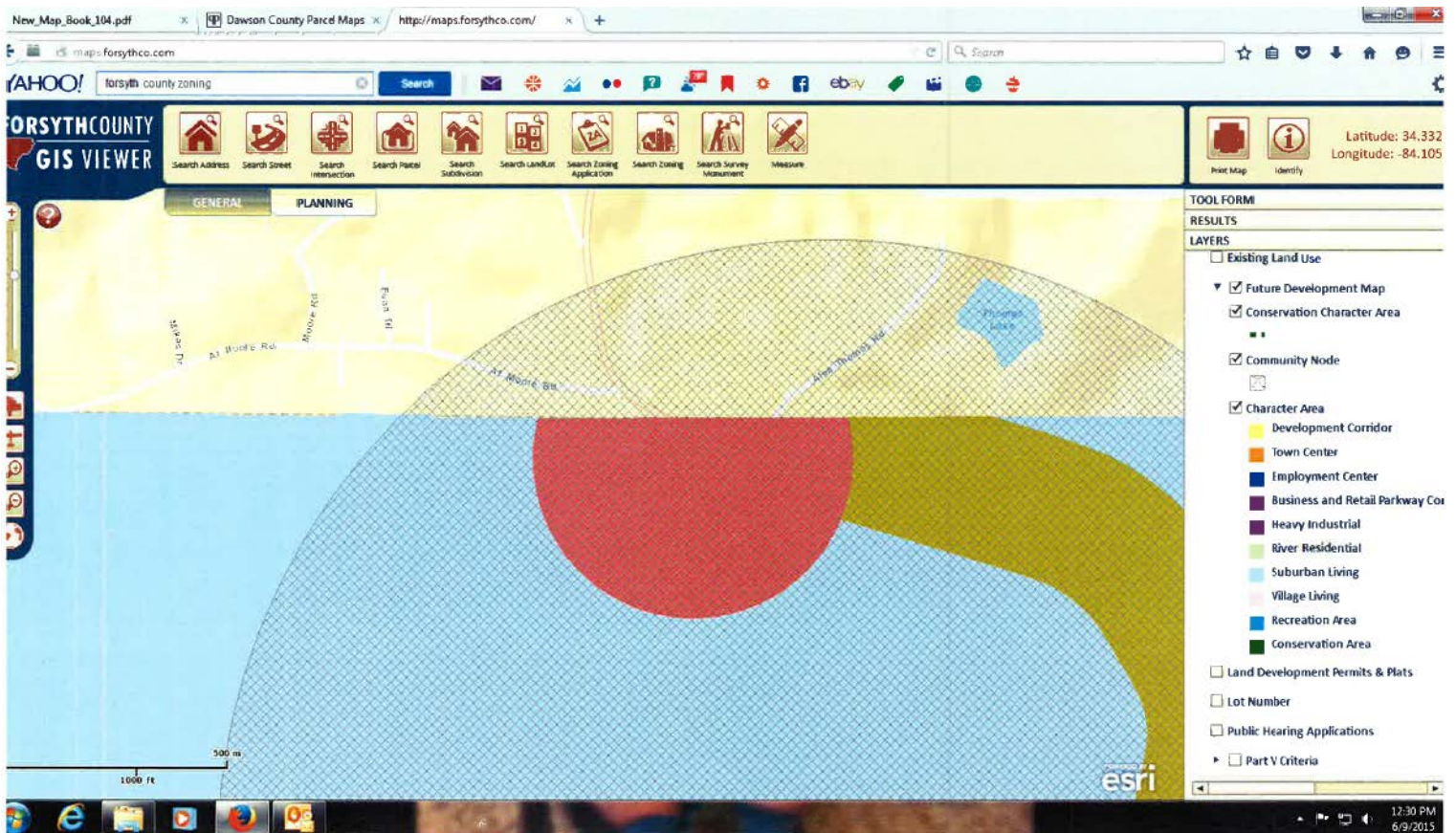


ZA 15-03 Future Land Use





Existing zoning for Forsyth County showing Highway Business District.



Future Land Use for Forsyth County showing Regional Development with Light Commercial.

and lighting, and landscape planting. Pedestrian safety must be facilitated with crosswalks, crossing lights, and shelters. Vehicular traffic should be slowed within the district and parking developed on-street where permitted and off-street.

Urban villages provide for a mixture of compatible land uses. Some uses that are not retail or service in nature are also allowed so a variety of uses may locate in existing buildings. This district may also include cultural and social activities, museums, and theaters. Objectives of UV districts are to encourage activity centers that have definable edges, to locate shops and services at high visibility places, and to provide for an attractive building arrangement and streetscape.

12-2.2 **Permitted and Conditional Uses.** As provided in Table 12.1. Certain specific uses are regulated by Chapter 16.

12-2.3 **Performance Standards.** As provided in Table 12.2.

12-2.4 **Site Development Regulations.** As provided in Chapter 12, Article 10. In addition, development within the UV district should adhere to the design guidelines for activity centers as specified in Chapter 13. However, newly established UV districts are expected to substantially conform to the design guidelines for activity centers.

ARTICLE III, COMMERCIAL BUSINESS DISTRICT (CBD):

12-3.1 **Purpose and Intent.** This district is intended to provide for the more intensive commercial uses that serve the weekly and less frequent shopping and service needs of the locality and region. Commercial business districts permit uses of approximately twice the intensity of village activity center districts. While the size of establishment is unlimited, those developments that are 75,000 square feet or greater are limited to location criteria as defined by 12-11.4(c) and 12-12.3. Development is expected to be generally auto-accommodating, although adequate provision should be made for pedestrian and bicycle access per the Bicycle Transportation and Pedestrian Plan and for public transit where appropriate.

Where the Future Land Use map shows Activity Center designations, pedestrian-oriented provisions are a requirement for rezoning (Chapter 13 offers guidelines). Furthermore, Activity Center areas are intended for mixed-use developments. Zoning applications for these areas should limit individual establishments to less than 100,000 square feet (per Comprehensive Plan Chapter 7 land use definitions). As such, a CBD zoning is not always appropriate for Activity Center areas. Similarly, where the Future Land Use map indicates Corridor Transitional, rezoning applications shall be considered for CBD only where applicant demonstrates elements that integrate the development with adjacent uses either through architecture, buffers, landscaping or other controls to minimize the impacts on surrounding lower intensity land uses, including conditions that limit uses to lower intensity activities.

12-3.2 **Permitted and Conditional Uses.** As provided in Table 12.1. Certain specific uses are regulated by Chapter 16.

12-3.3 **Performance Standards.** As provided in Table 12.2 and when applicable, per Articles 11 and 12.

12-3.4 **Site Development Regulations.** As provided in Chapter 12, Article 10 and when applicable, Articles 11 and 12. Newly established CBD districts are not required to conform to Chapter 13, design guidelines for activity centers. However, the principles and guidelines for activity centers may be considered in the rezoning process for CBD zoning districts to ensure compatibility with adjacent residential neighborhoods.

ARTICLE IV, HIGHWAY BUSINESS DISTRICT (HB):

12-4.1 **Purpose and Intent.** These districts are intended to provide commercial activities specifically designed to serve patrons from automobiles and to serve automobile needs. Development in the highway business district is expected to be predominantly auto-accommodating. The County's intent in establishing this district is to provide for highway commercial developments while improving their appearance and function. A string of freestanding businesses leads to an anonymous character of most highways. This district is intended to provide for the gradual visual improvement of commercially developed corridors. Improvements and new development within this district must be consistent with general site development and design regulations that are designed to improve views from the roadway and provide for enhanced treatment of roadway edges. Strip commercial revitalization districts must protect adjacent single family residential areas with buffers and screening. The reuse of aging commercial areas is encouraged to reinforce the County's efforts to remain free of blight over the long term.

12-4.2 **Permitted and Conditional Uses.** As provided in Table 12.1. Certain specific uses are regulated by Chapter 16.

12-4.3 **Performance Standards.** As provided in Table 12.2.

Backup material for agenda item:

2. **ZA 15-07** - Karen Reece has made a request to rezone 6.8 acres from RSRMM (Residential Sub-Rural Manufactured/Moved) to C-HB (Commercial Highway Business). Karen Reece has also made a request to vary from the Land Use Resolution, Article IV, Section 121-99.1 for a front setback reduction. The property is located at TMP 113-012. *(Tabled from the December 17, 2015 Voting Session)*

DAWSON COUNTY REZONING APPLICATION

This portion to be completed by Zoning Administrator

ZA 15-07 Tax Map & Parcel # (TMP): 113-012
Submittal Date: 10/9/2015 Time: 8:15 am / pm Received by: FB (staff initials)
Fees Assessed: \$2500⁰⁰ Paid: \$2500⁰⁰ Commission District: _____
Planning Commission Meeting Date: 11/17/2015
Board of Commissioners Meeting Date: 12/17/2015

APPLICANT INFORMATION (or Authorized Representative)

Printed Name: Karen Reece
Address: 85 Taylor Road, Dawsonville GA 30534
Phone: cell Listed 678-617-6066 Email: Business kreece@eskimold.com
 Unlisted Personal
Status: Owner Authorized Agent Lessee Option to purchase

Notice: If applicant is other than owner, enclosed Property Owner Authorization form must be completed.

I have _____ /have not _____ participated in a Pre-application meeting with Planning Staff.

If not, I agree _____ /disagree _____ to schedule a meeting the week following the submittal deadline.

Meeting Date: 10/9/15 Applicant Signature: Karen Reece

PROPERTY OWNER/PROPERTY INFORMATION

Name: Dorthea Sue Lowman

Street Address of Property being rezoned: 5816 Highway 53 E
DAWSONVILLE GA 30534

Rezoning from: _____ to: C-HB Total acreage being rezoned: _____

Directions to Property: From Dawsonville travel Hwy 53 E

approximately 6 miles - Before traffic light at
53 + Lumpkin campground - long white block Building
on the right side of Road.

Subdivision Name (if applicable): _____ Lot(s) #: _____

Current Use of Property: _____

Any prior rezoning requests for property? _____ if yes, please provide rezoning case #: ZA _____

*****Please refer to Dawson County's Georgia 400 Corridor Guidelines and Maps to answer the following:**

Does the plan lie within the Georgia 400 Corridor? _____ (yes/no)

If yes, what section? _____

SURROUNDING PROPERTY ZONING CLASSIFICATION:

North _____ South _____ East _____ West _____

Access to the development will be provided from:

Road Name: _____ Type of Surface: _____

REQUESTED ACTION & DETAILS OF PROPOSED USE

Rezoning to: C-HB Special Use Permit for: _____

Proposed Use: ALL USES ALLOWED IN C-HB / VARIANCE FOR HOUSE (45' FRONT INSTEAD OF 60')

Existing Utilities: Water Sewer Gas Electric FOR CONC BLOCK BLDG. (35' FRONT INSTEAD OF 60')

Proposed Utilities: Water Sewer Gas Electric

RESIDENTIAL

No. of Lots: 1 ^{KR} Minimum Lot Size: _____ (acres) No. of Units: _____

Minimum Heated Floor Area: _____ sq. ft. Density/Acre: _____

Type: Apartments Condominiums Townhomes Single-family Other

Is an Amenity Area proposed: _____; if yes, what? _____

COMMERCIAL & INDUSTRIAL

Building area: ~~40,000~~ sq feet No. of Parking Spaces: 25
3,300

APPLICANT CERTIFICATION

I hereby request the action contained within this application relative to the property shown on the attached plats and site plan and further request that this item be placed on both the Planning Commission and Board of Commissioners agenda(s) for a public hearing.

I understand that the Planning & Development staff may either accept or reject my request upon review. My request will be rejected if all the necessary data is not presented.

I understand that I have the obligation to present all data necessary and required by statute to enable the Planning Commission and the Board of Commissioners to make an informed determination on my request. I will seek the advice of an attorney if I am not familiar with the zoning and land use requirements.

I understand that my request will be acted upon at the Planning Commission and Board of Commissioner hearings and that I am required to be present or to be represented by someone able to present all facts. I understand that failure to appear at a public hearing may result in the postponement or denial of my rezoning of special use application. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Dawson County.

I hereby certify that I have read the above and that the above information as well as the attached information is true and correct.

Signature Karin Seese Date 10/2/15
Witness Steve Williams Date 10/02/15

WITHDRAWAL

Notice: This section only to be completed if application is being withdrawn.

I hereby withdraw application # _____

Signature _____ Date _____

Withdrawal of Application:

Withdrawals of any application may be accommodated within the Planning & Development Department if requested before the Planning Commission agenda is set. Therefore, withdrawals may not be made after ten (10) days prior to the scheduled Planning Commission meeting hearing, unless accompanied by written request stating specific reasons for withdrawal. This withdrawal request is to be published in the legal organ prior to the meeting. Following the written request and publication the Planning Commission will vote to remove the item from the agenda at the scheduled hearing. Please note that should the withdrawal be denied, the item will receive deliberation and public hearing with a decision by the Planning Commission. Further, the applicant is encouraged to be present at the hearing to substantiate reasons for withdrawal. Please note that no refund of application fees may be made unless directed by the Board of Commissioners.

ZA 15-07

TMP#: 113-012

List of Adjacent Property Owners

It is the responsibility of the Applicant to provide a list of adjacent property owners. This list must include the name and mailing address of anyone who has property touching your property or who has property directly across the street from your property.

****Please note this information should be obtained using the Tax Map & Parcel (TMP) listing for any parcel(s) adjoining or adjacent to the parcel where a variance or rezone is being requested.**

	<u>Name</u>	<u>Address</u>
TMP <u>113-013</u>	1. <u>John & Kris Bolton</u>	
TMP <u>113-113</u>	2. <u>Blacks Mill Re</u>	
TMP <u>113-010</u>	3. <u>Johnson Family Group</u>	
TMP <u>113-178</u>	4. <u>Native Custom Stone</u>	
TMP <u>113-015</u>	5. <u>WLW Investments</u>	
TMP <u>113-020</u>	6. <u>Mosaic Capital</u>	
TMP _____	7. _____	
TMP _____	8. _____	
TMP _____	9. _____	
TMP _____	10. _____	
TMP _____	11. _____	
TMP _____	12. _____	
TMP _____	13. _____	
TMP _____	14. _____	
TMP _____	15. _____	

Use additional sheets if necessary.

NOTICE OF RESIDENTIAL EXURBAN/AGRICULTURAL DISTRICT (R-A) ADJACENCY

Agricultural districts include uses of land primarily for active farming activities and result in odors, noise, dust and other effects, which may not be compatible with adjacent development. Future abutting developers in non RA land use districts shall be provided with this "Notice of RA Adjacency" prior to administrative action on either the land use district or the issuance of a building or occupancy permit.

Prior to administrative action the applicant shall be required to sign this waiver which indicates that the applicant understands that a use is ongoing adjacent to his use which will produce odors, noise, dust and other effects which may not be compatible with the applicant's development. Nevertheless, understanding the effects of the adjacent RA use, the applicant agrees by executing this form to waive any objection to those effects and understands that his district change and/or his permits are issued and processed in reliance on his agreement not to bring any action asserting that the adjacent uses in the RA district constitute a nuisance) against local governments and adjoining landowners whose property is located in an RA district.

This notice and acknowledgement shall be public record.

Applicant Signature: Karen Reece

Applicant Printed Name: Karen Reece

Application Number: 2A 15-07

Date Signed: 10/9/15

Sworn and subscribed before me

this 9 day of Oct., 2015.

Rachel G. Burton
Notary Public

My Commission Expires: 11/1/2015



STATE OF GEORGIA Dawson
COUNTY OF _____

LETTERS TESTAMENTARY
(Relieved of Filing Returns)

By Jennifer Burt _____, Judge of the Probate Court of said County.

KNOW ALL WHOM IT MAY CONCERN:

That on the 15th day of November, 2002, at a regular term of the Probate Court, the last Will and Testament dated May, 21 of 1998 her Dortha Sue Lowman Sosebee deceased, at the time of _____ death a resident of said County, was legally proven in Solemn form and was admitted to record by order, and it was further ordered that Karen Lowman Reece named as Executor(s) in said Will, be allowed to qualify, and that upon so doing, Letters Testamentary be issued to such Executor(s).

NOW, THEREFORE, the said Karen Lowman Reece _____, having taken the oath of office and complied with all the necessary prerequisites of the law, is/are legally authorized to discharge all the duties and exercise all the powers of Executor(s) under the Will of said deceased, according to the Will and the law.

Given under my hand and official seal, the 15th day of November, 2002.

Jennifer Burt
Judge of the Probate Court

NOTE: The following must be signed if the judge does not sign the original of this document:

Issued by:

(Seal)

Clerk, Probate Court

2014 Property Tax Statement

Linda Townley
 Dawson County Tax Commissioner
 25 Justice Way, Suite 1222
 Dawsonville, GA 30534

Bill No.	Due Date	CURRENT YEAR DUE
2014-8116	12/01/2014	\$0.00

Map: 113 012

Last payment made on: 10/2/2015

Location: 5782 HWY 53 E

MAKE CHECK OR MONEY ORDER PAYABLE TO:

Dawson County Tax Commissioner

LOWMAN DOROTHY SUE

85 TAYLOR RD
 DAWSONVILLE, GA 30534

Payment deadline for 2015 taxes is December 1, 2015, for property you owned in Dawson County on January 1st 2015. If you sold the property during the year, you are still responsible by state law to insure this bill is paid by forwarding the bill to the NEW OWNER and bringing a copy of your closing statement to our office within 90 days of the due date.

Thank you for the privilege to serve as your Tax Commissioner.

RETURN THIS FORM WITH PAYMENT

(1% interest per month will be added if not paid by due date)

Linda Townley
 Dawson County Tax Commissioner
 25 Justice Way, Suite 1222
 Dawsonville, GA 30534



Tax Payer: LOWMAN DOROTHY SUE

Map Code: 113 012 REAL

Description: LT 1 LL 224 LD 13

Location: 5782 HWY 53 E

Bill No.: 2014-8116

District: 001 DAWSON COUNTY UNINCORPORATED

Phone: (706) 344-3520 Fax: (706) 344-3522

Building Value	Land Value	Acres	Fair Market Value	Due Date	Billing Date	Payment Good Through	Exemptions
\$81,410.00	\$108,528.00	6.8000	\$189,938.00	12/01/2014		11/02/2015	

TAXING ENTITY	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	Net Tax	
STATE TAX	189,938.00	75,975.00		75,975.00	0.100	7.60		7.60	
COUNTY M&O	189,938.00	75,975.00		75,975.00	13.618	1,034.63		618.29	
SALES TAX ROLLBACK				75,975.00	-5.480		-416.34		
SCHOOL M&O	189,938.00	75,975.00		75,975.00	17.246	1,310.26		1,310.26	
TOTALS						25,484	2,352.49	-416.34	1,936.15

You can pay your bill by mail or on our website at www.dawsoncountytax.com. If postmarked after December 1, 2015, interest at a rate of 1% will be added to your bill the day after and every month thereafter until paid. After 90 days a penalty of 10% will be added. If bill is marked appealed-temporary the bill is 85% of total bill pending settlement of appeal. For your convenience a drop box is located at end of handicapped parking.

Current Due:	\$1,936.15
Penalty:	\$193.62
Interest:	\$130.71
Other Fees:	\$13.00
Prev. Payments:	\$2,273.48
Back Taxes:	\$0.00
TOTAL DUE:	\$0.00



Map data ©2015 Google 20 ft

October 2, 2015

Ms. Niki M. McCall
Dawson County Planning & Development
25 Justice Way, Suite 2322
Dawsonville, GA 30534

Dear Ms. McCall:

Please accept my application and supporting documents for rezoning of my mother's estate property located at 5816 Highway 53 East, Dawsonville, GA 30534

This property currently has two suites that we rent/lease to tenants. I am requesting that this property be rezoned to C-HB/Commercial Highway Business in order for us to rent/lease to tenants providing different services.

Currently our tenant is Country Dog Salon. We have a potential renter that would like to have a tire shop.

As I understand the current zoning, we are no longer able to rent/lease to different entities and I respectfully request the rezoning to C-HB in order to be able to rent/lease to individuals/companies that will stay in compliance with the county's set zoning rules.

You and Rachael have been extremely helpful through this process. Please let me know if I am missing anything and I will surely get it promptly for you.

Sincerely,



Karen Reece

LEGEND:

- I.P.F. - IRON PIN FOUND
- R.B.S. - REBAR SET
- R.B.F. - REBAR FOUND
- P/L - PROPERTY LINE
- R/W - RIGHT OF WAY
- N/F - NOW OR FORMERLY
- C/L - CENTER LINE
- X- - FENCE
- - POWER POLE (P.P.)
- DB.- DEED BOOK
- PB.- PLAT BOOK
- PG. - PAGE
- B/S - BUILDING SETBACK

BUILDING SETBACKS

- FRONT = 60'
- SIDE = 10'
- REAR = 20'

ZONED: RSRMM

NOTES:

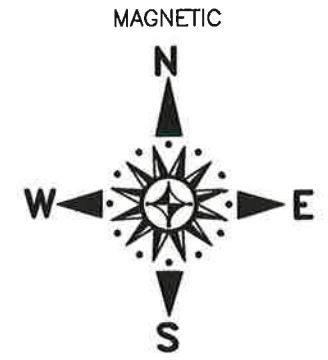
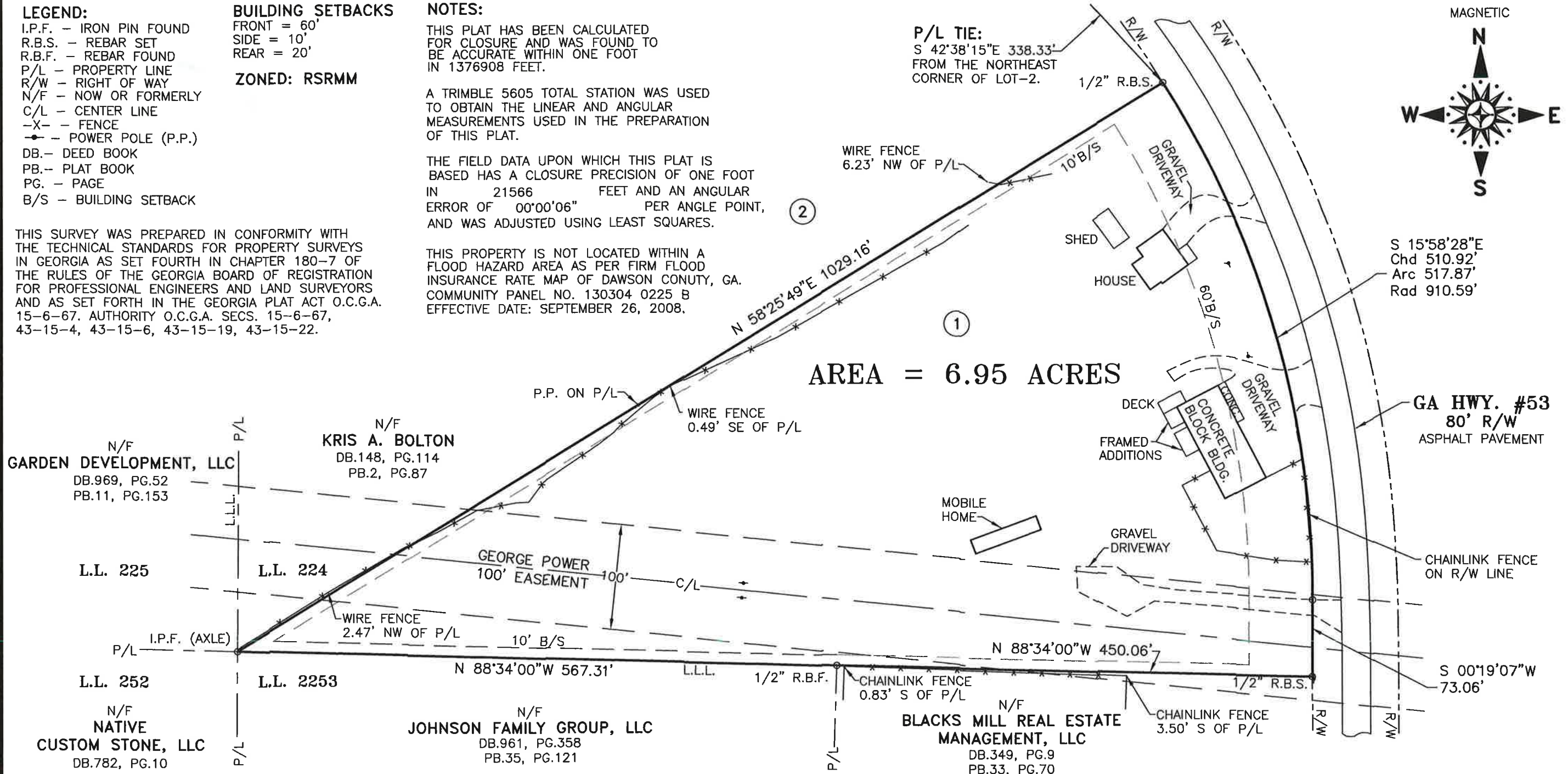
THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND WAS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 1376908 FEET.

A TRIMBLE 5605 TOTAL STATION WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 21566 FEET AND AN ANGULAR ERROR OF 00°00'06" PER ANGLE POINT, AND WAS ADJUSTED USING LEAST SQUARES.

THIS PROPERTY IS NOT LOCATED WITHIN A FLOOD HAZARD AREA AS PER FIRM FLOOD INSURANCE RATE MAP OF DAWSON CONUTY, GA. COMMUNITY PANEL NO. 130304 0225 B EFFECTIVE DATE: SEPTEMBER 26, 2008.

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67. AUTHORITY O.C.G.A. SECS. 15-6-67, 43-15-4, 43-15-6, 43-15-19, 43-15-22.



AREA = 6.95 ACRES



PREPARED BY:
**BENCHMARK
 LAND SURVEYING, P.C.**
 4012 DARRYL LANE
 GAINESVILLE GEORGIA 30506
 PHONE: 770 532 7203
 EMAIL: benchmark.inc@mindspring.com

PLAT OF BOUNDARY SURVEY FOR:
KAREN REECE
 BEING ALL OF LOT 1 OF THE "J.A. BRUCE ESTATE" (PLAT BOOK-2, PAGE-87)

100 0 100 200 300
 GRAPHIC SCALE: 1"=100'

LOCATED IN:
**LAND LOT - 224
 SOUTH HALF OF THE
 13TH LAND DISTRICT
 FIRST SECTION
 DAWSON COUNTY, GEORGIA**

JOB #: 03-003
 SCALE: 1" = 100'
 DATES:
 FIELD SURVEY:
 10-8-2015
 PLAT PREPARATION:
 10-8-2015

DAWSON COUNTY PLANNING COMMISSION MEMORANDUM

DATE: NOVEMBER 9, 2015
TO: DAWSON COUNTY PLANNING COMMISSION
FROM: RACHEL BURTON, PLANNING AND DEVELOPMENT DIRECTOR
MEETING: NOVEMBER 17, 2015 @ 6:00 P.M. – DAWSON COUNTY GOVERNMENT CENTER,
ASSEMBLY ROOM 2303

CASE #: ZA 15-07
APPLICANT: Karen Reece
STATUS OF APPLICANT: Owner
SITE LOCATION: 5716 HWY 53 E (TMP 113-012)
COMMISSION POST: 4
REQUESTED ACTION: to rezone 6.8 acres from RSRMM (Residential Sub-Rural
Manufactured/Moved) to C-HB (Commercial Highway Business) and a
front setback variance for house and concrete block building
PROPOSED USES: Commercial Business
**SURROUNDING ZONING
DISTRICTS:** North – C-HB (Commercial Highway Business) & CPCD (Commercial
Planned Comprehensive Development)
South – CPCD (Commercial Planned Comprehensive Development) &
RA (Residential Agriculture)
East – C-HB (Commercial Highway Business) & CPCD (Commercial
Planned Comprehensive Development)
West - RSRMM (Residential Sub-Rural Manufactured/Moved)
SURROUNDING LAND USES: North – Proposed Commercial Property and Vacant Property
South – Commercial Business and Vacant Property
East – Commercial Business and Vacant Property
West – Occupied Residential Property
FLUP CLASSIFICATION: Commercial-Highway
**SUBJECT PROPERTY
HISTORY:** No Rezoning History
ACCESS: Highway 53 East

ANALYSIS AND COMMENTS:

The subject property consists of approximately 6.8 acres (TMP 113-012). The subject property is currently zoned RSRMM. Adjacent properties are zoned residential sub-rural manufactured/moved and commercial highway business. The 2033 Comprehensive Plan Future Land Use Map recommends the property be Commercial Highway Business.

The applicant has notified Dawson County in the letter of intent that she intends to rezone this property to allow for renting/leasing the current building, which consists of two separate suites, to tenants who provide different services. There is currently a dog salon in one suite and they have a potential renter that would like to have a tire shop in the other suite. The applicant has also requested a front building setback variance for the existing commercial building and the existing house that are encroaching within the front setback. The request is for a front setback of 45' instead of the required 60' for the existing house and a front setback of 35' for the existing concrete block building instead of the required 60'.

The following observations should be noted with respect to this request:

A. The existing uses and classification of nearby property.

The adjacent properties surrounding the subject property are zoned C-HB, CPCD, and RSRMM with single family residences.

B. The extent to which property values are diminished by the particular land use classification.

The Future Land Use Plan (FLUP) currently recognizes Commercial-Highway for the subject property. The proposed rezoning does align with the FLUP.

C. The extent to which the destruction of property values of the applicant promotes the health, safety, morals, or general welfare of the public.

The rezoning would be in keeping with the welfare of the community and promote the health, safety, morals and general welfare of the public interest.

D. The relative gain to the public, as compared to the hardship imposed upon the individual property owner.

This business would further diversify the commercial uses within Dawson County.

E. The suitability of the subject property for the proposed land use classification.

The subject property is suitable for the proposed rezoning to C-HB.

F. The length of time the property has been vacant under the present classification, considered in the context of land development in the area in the vicinity of the property.

The subject property currently has a commercial business.

G. The specific, unusual, or unique facts of each case, which give rise to special hardships, incurred by the applicant and/or surrounding property owners.

The property has been used commercially as a non-conforming use since 2005.

Photographs:



Zoning sign on subject property.



Existing commercial building on subject property.

Pertinent County Departments have provided the following comments regarding the proposed development:

- a) **Engineering Department** – No comments necessary.
- b) **Environmental Health Department** – No comments at this time.
- c) **Emergency Services** – Fire Station 2 would service this location with a distance of 2-3 miles. Response time would be 5-10 minutes by both paid and volunteer firefighters. The fire rating for the area is 5. Occupancy class is B, with a low degree of hazard. Number of approved fire apparatus access roads is one. Zoning will not have an impact on Emergency Services' response time, manpower, apparatus and work load.
- d) **Etowah Water & Sewer Authority** – A 12" domestic waterline is available across GA 53. Sewer is not available to this site.
- e) **Dawson County Sheriff's Office** – Police protection is adequate and no additional manpower, equipment, or construction would be necessary.
- f) **Board of Education** – No comments necessary.
- g) **Georgia Department of Transportation** – The sight distance at both driveways needs to be verified. The two driveways will need to be reconstructed to standard GDOT driveways.

Recommendation

Staff has reviewed the application for rezoning from RSRMM to C-HB and the front setback variance requests for the subject property. Based on the information provided and the surrounding uses staff recommends **APPROVAL with STIPULATION** of the rezoning request and **APPROVAL** for a 45' front setback for the existing house and a 35' front setback for the existing concrete block building on site. The current Future Land Use Plan does align with the proposed C-HB zoning request.

APPROVAL WITH STIPULATION:

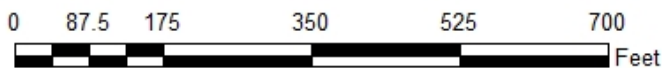
1. Verify sight distance for both driveways and acquire necessary GDOT permits for the two driveways meeting GDOT standard driveway requirements.

cc: Dawson County Board of Commissioners
Joey Homans, County Attorney
Danielle Yarborough, County Clerk

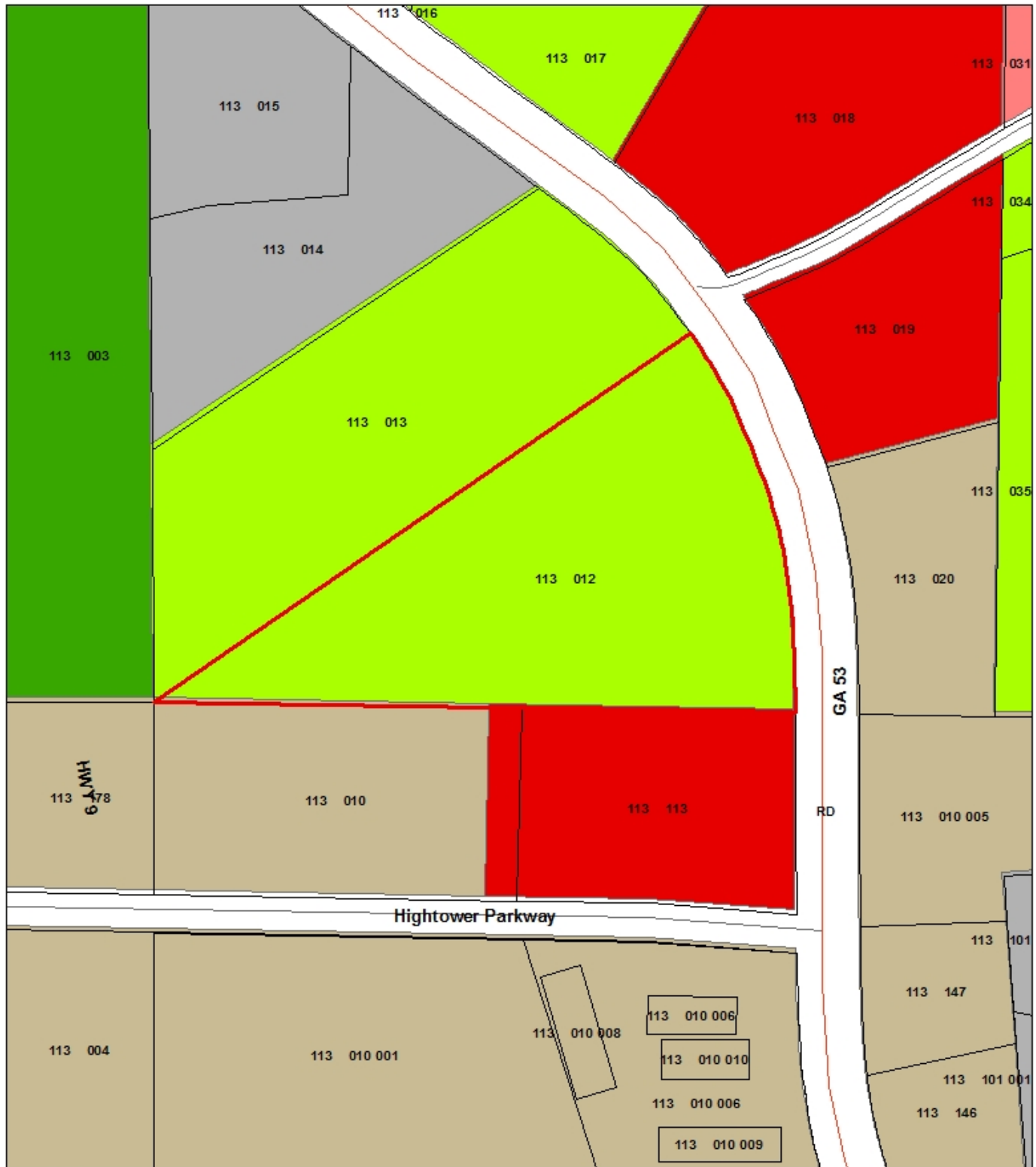
Attachments: Maps



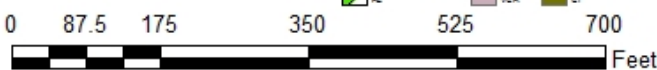
- Legend**
- Parcel
 - County Line
 - Road Type
 - County RD
 - State Hwy
 - US Hwy
 - Dedication
 - 2 Contours - south



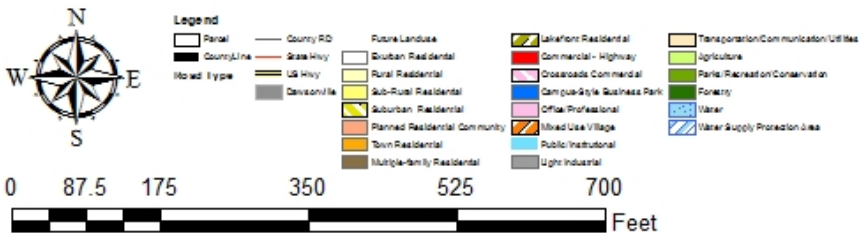
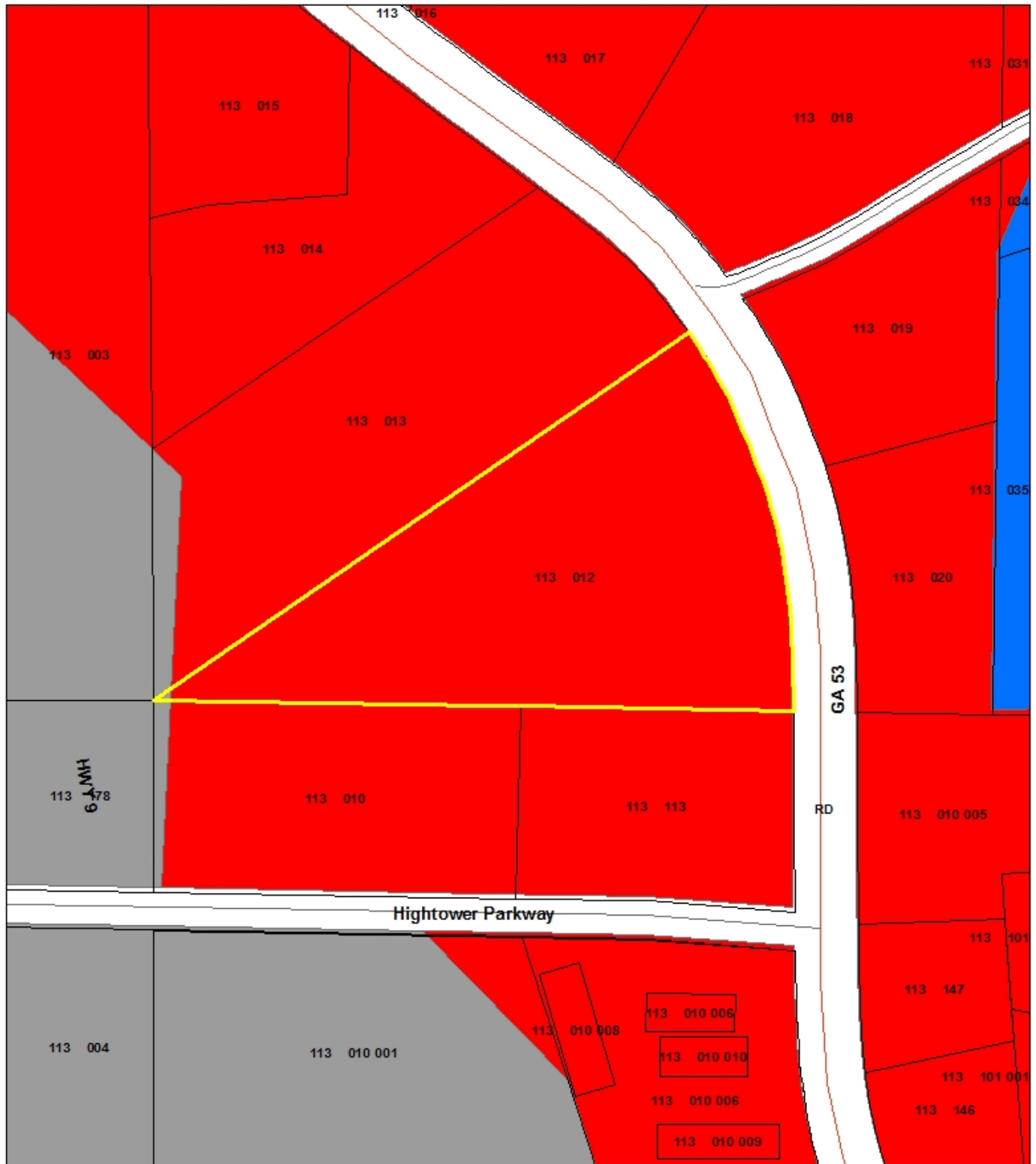
ZA 15-07 Aerial w/Topo



Legend		Zoning	Color
Parcel	County RD	RMF	Blue
CountyLine	State Hwy	RMHP	Light Blue
US Hwy	US Hwy	RT	Light Green
Road Type	Devonville	MIXED USE VILLAGE	Light Yellow
		RI	Yellow
		RPC	Light Green
		RR	Light Green
		RRM	Light Green
		VC	Light Green
		VCR	Light Green
		CT	Light Green
		COI	Blue
		COB	Red
		OHG	Red
		OHF	Red
		OPCD	Red
		ORF	Red
		OTG	Red
		OTF	Red



ZA 15-07 Current Zoning



ZA 15-07 Future Land Use

Backup material for agenda item:

1. Consideration of Animal Care and Control Agreement



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Planning & Development

Presenter: Rachel Burton

Submitted By: Rachel Burton

Date Submitted: 1/6/2016

Item of Business/Agenda Title: FY 2016 Animal Care and Control Agreement with the Humane Society

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: _____

Purpose of Request: To approve the annual agreement with the Humane Society for animals taken from Animal Control

Department Recommendation: Approve contract as submitted

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: _____

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: _____

No

Amount Requested: \$120,000

Amount Budgeted: \$120,000 for FY 2016

Fund Name and Account Number: 100-00-3915-523900-000

Administration Staff Authorization

Dept. Head Authorization: Rachel Burton Date: 1/6/2016

Finance Dept. Authorization: Dena Bosten Date: 1/7/2016

County Manager Authorization: _____ Work Session Date: 1/14/2016

Comments: _____

Attachments: FY 2016 Animal Care and Control Agreement



DAWSON COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: FY 2016 Animal Care and Control Agreement with the Humane Society

DATE: 01/06/2016

- RECOMMENDATION**
- POLICY DISCUSSION**
- STATUS REPORT**
- OTHER**

BUDGET INFORMATION:

ANNUAL- \$120,000
CAPITAL-

COMMISSION ACTION REQUESTED ON: 01/21/2016

PURPOSE: Contract with the Humane Society for the care and control of animals taken to the Humane Society by Dawson County Animal Control.

HISTORY: Contracts were previously approved on May 19, 2005, June 1, 2008, May 7, 2009, March 30, 2010, and March 19, 2015. Land lease is tied to the animal care and control agreement.

FACTS AND ISSUES: The only change made from March 9, 2015 contract is the contract amount. Previous amount was \$126,000. The FY 2016 amount is \$120,000.

OPTIONS: Recommend agreement as presented or recommend alternate action.

RECOMMENDED SAMPLE MOTION: Motion to approve the FY 2016 Animal Control and Care Agreement as presented.

DEPARTMENT:

Prepared by: Rachel Burton

Director: Planning & Development

ANIMAL CARE AND CONTROL AGREEMENT

This Animal Care and Control Agreement is hereby made and entered into this 3rd day of December, 2016 by and between Dawson County, Georgia (“Dawson County”), a body politic of the State of Georgia, and the Dawson County Humane Society, Inc. (“Humane Society”), a 501(c)(3) organization.

Whereas, Dawson County adopted an ordinance regarding the control of animals within the unincorporated area of Dawson County; and

Whereas, the Humane Society operates a facility (“shelter”) within which animals may be temporarily housed in accord with the terms of a certain lease agreement between Dawson County and the Humane Society dated April 7, 2005; and

Whereas, in order to enforce the animal control ordinance, Dawson County needs a location and facility where animals seized pursuant to such ordinance may be housed; and

Whereas, the parties hereto entered into Animal Care and Control Agreements dated May 19, 2005 and June 1, 2008 and May 7, 2009 and March 30, 2010 and March 19, 2015; and

Whereas, the parties have complied with the terms of paragraph 3 of the lease agreement between these parties regarding the fee to be paid to the Humane Society in exchange for the Humane Society accepting stray and abandoned animals delivered by Dawson County Animal Control Officers (“Animal Control Officers”).

Now, therefore, the parties hereto hereby consent and agree as follows:

1. Recitals. The foregoing recitals, each being true, are hereby made a part of this agreement and should not be considered mere recitals.

2. Housing of Animals. Dawson County shall be entitled to house animals at the facility maintained or designated by the Humane Society located upon the premises described within the lease agreement between these parties dated April 7, 2005.

3. Fees. Dawson County shall pay to the Humane Society monthly payments of ten thousand and 00/100 (\$10,000.00) beginning January 1, 2016 and continuing through December 31, 2016 for a total annual payment of one hundred twenty thousand and 00/100 (\$120,000.00).

4. Hold Harmless. Dawson County hereby agrees to hold the Humane Society harmless from any claim or cause of action asserted by Dawson County as a result of the Humane Society performing the duties specified in Paragraph 5 hereof.

5. Duties of Humane Society. The Humane Society agrees to perform the following duties as part of this Animal Care and Control Agreement:

(a) all dogs and cats delivered by a Dawson County Animal Control Officer shall be accepted into the shelter maintained and operated by the Humane Society;

(b) any dog delivered to the shelter in accord with the terms hereof shall receive the following medical treatment: distemper combination, kennel cough vaccinations, heartworm testing, health assessment, broad spectrum wormer, and flea and tick control, unless a dog is deemed not adoptable by the director of the shelter;

(c) any cat delivered to the shelter in accord with the terms hereof shall receive the following medical treatment: distemper combination, health assessment, broad spectrum wormer, and flea and tick control, unless a cat is deemed not adoptable by the director of the shelter;

(d) spay and neutering of dogs and cats delivered to the shelter may be accomplished pursuant to an adoption contract for any such animal; otherwise, spay and neutering of all animals delivered to the shelter in accord with the terms hereof shall be

accomplished by the Humane Society staff or contracted personnel if practical and possible;

(e) dogs delivered to the shelter in accord with the terms hereof shall be fed once daily, unless a dog's health dictates otherwise;

(f) cats delivered to the shelter in accord with the terms hereof shall have dry food available at all times, unless a cat's health dictates otherwise;

(g) any dog or cat delivered to the shelter in accord with the terms hereof suffering from a terminal injury or disease with no reasonable likelihood of recovery shall be euthanized immediately, and the lawful owner, if known, of such animal shall be charged \$50.00 for euthanasia and disposal. Dawson County shall not be charged any fee for such service;

(h) any dog or cat delivered to the shelter by a Dawson County Animal Control Officer in accord with the terms hereof shall remain within the shelter for three (3) days before ownership shall be transferred to the Humane Society. However, any feral animal delivered to the shelter by a Dawson County Animal Control Officer shall be exempt from the terms of this subparagraph, and the Humane Society shall not be required to allow such animal to remain within the shelter for three days. A "feral" animal is an animal that is wild or untamed and includes any previously domesticated animal that has reverted to a wild or untamed state characterized by behavior normally attributed to wild animals. Any animal with a collar shall not be deemed feral. If an animal is determined to be microchipped or spayed/neutered, then such animal shall not be deemed feral. Any animal not captured in a trap or by any method not requiring special animal handling activities, such as a catchpole or a dartgun or a net, shall not be deemed feral. All animals suspected of being feral, but not identified as such by Animal Control Officers because of the method of capture, shall be held in the trap/cage in which the animal arrives at the shelter for one overnight period during which time the

animal shall be offered food, water, and privacy to the extent permitted by safety and practicality. After the one overnight period, the shelter director or person in charge for the day and the acting manager or most senior kennel employee may agree that the animal acts as a feral animal, and the animal may be euthanized immediately if no microchip or reasonable evidence of being spayed/neutered is discovered when the animal is sedated;

(i) any dog or cat delivered to the shelter in accord with the terms hereof that is involved in a bite case shall be boarded at the shelter for at least ten (10) days as a rabies quarantine. If the lawful owner of such animal may reasonably be determined, then such owner shall be charged a boarding fee of \$20.00 per day. A dog or cat delivered to the shelter by a Animal Control Officer of Dawson County involved in a bite case may be euthanized or isolated after ten (10) days depending upon the likelihood of ownership being determined;

(j) Animal Control Officers of Dawson County shall be provided a key to the intake area of the shelter of the Dawson County Humane Society so that Animal Control Officers shall have twenty-four (24) hour access to the shelter;

(k) The Humane Society shall provide the Board of Commissioners of Dawson County a financial audit prepared by a certified public accountant approved by Dawson County for the year 2015 on, or before, the 30th day of June, 2016; and

(l) The Humane Society shall provide the Board of Commissioners on a monthly basis a form or chart containing the following data:

(1) on the last day of the previous month, the number of animals in holding, to be separated by the number of cats, the number of dogs, and the total number of animals;

(2) the number of animals brought by Animal Control Officers for the month;

(3) the number of animals adopted out of the facility during the previous month;

(4) the number of animals euthanized during the previous month; and

(5) on the first day of the month, the number of animals in holding, to be separated by the number of cats, the number of dogs, and the total number of animals.

6. Veterinarian Services. The Humane Society shall maintain a contract with a licensed veterinarian for services. The shelter of the Humane Society shall be licensed and certified through the Georgia Department of Agriculture. The appropriate Veterinarian DEA License and state certification shall be posted within the shelter. The shelter of the Humane Society shall operate and comply with the guidelines, rules, regulations, and inspection requirements of the State of Georgia Department of Agriculture.

7. Term. The parties hereto consent and agree that this Agreement shall remain in effect from January 1, 2016 through December 31, 2016, unless terminated in accord with paragraph 8 herein

8. Termination: Either party hereto may terminate this Agreement by providing written notice to the other party of intent to terminate the Agreement thirty (30) days from the date of notice. This contract and agreement shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of Dawson County.

9. Severability. If any paragraph or any term hereof is declared un-enforceable or unconstitutional for any reason whatsoever, than the remaining provisions and paragraphs shall remain valid and enforceable.

10. Notices. Any notice that must be provided in accord with the terms hereof shall be provided to the following address:

Dawson County

c/o County Manager
25 Justice Way
Suite 2236
Dawsonville, GA 30534

Dawson County Humane Society, Inc.
c/o Chairman
633 Martin Road
P.O. Box 360
Dawsonville, GA 30534

11. Authority. Dawson County hereby warrants that Dawson County maintains the authority to enter into this contract. The Humane Society hereby warrants that the Humane Society maintains the authority to enter into this contract.

This ___ day of _____, 2016.

Dawson County

Attest:

By:

Mike Berg, Chairman
Dawson County Commission

Danielle Yarbrough
Clerk

Dawson County Humane Society, Inc.

Attest:

By: _____

Name: _____

Title: _____

Title: _____

Backup material for agenda item:

2. Consideration of CIE Annual Update Adoption



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Planning & Development

Presenter: Rachel Burton

Submitted By: Rachel Burton

Date Submitted: 1/6/2016

Item of Business/Agenda Title: (Capital Improvement Element) CIE Annual Update Adoption

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: _____

Purpose of Request: Department of Community Affairs (DCA) has reviewed and approved the draft annual update

Department Recommendation: Adoption of the CIE Annual Update

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: _____

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: N/A – reporting purposes only. Financial information reported agrees with FY 2014 audited figures.

No

Amount Requested: _____ Amount Budgeted: _____

Fund Name and Account Number: _____

Administration Staff Authorization

Dept. Head Authorization: Rachel Burton Date: 1/6/2016

Finance Dept. Authorization: Dena Bosten Date: 1/7/2016

County Manager Authorization: _____ Work Session Date: 1/14/2016

Comments: _____

Attachments: Capital Improvements Element 2015 Annual Update Financial Report & Short Term Work Program As Adopted

Capital Improvements Element 2015 Annual Update:

Financial Report & Short Term Work Program

Dawson County, GA
As Adopted

Introduction

This Capital Improvements Element Annual Update has been prepared based on the rules and regulations pertaining to impact fees in Georgia, as specified by the Development Impact Fee Act (DIFA) and the Department of Community Affairs (DCA) documents Development Impact Fee Compliance Requirements and Standards and Procedures for Local Comprehensive Planning. These three documents dictate the essential elements of an Annual Update, specifically the inclusion of a financial report and a schedule of improvements.

According to the Compliance Requirements, the Annual Update:

“must include: 1) the Annual Report on impact fees required under O.C.G.A. 36-71-8; and 2) a new fifth year schedule of improvements, and any changes to or revisions of previously listed CIE projects, including alterations in project costs, proposed changes in funding sources, construction schedules, or project scope.” (Chapter 110-12-2-.03(2)(c))

This Annual Update itself is based on the Dawson County Capital Im-

provements Element, as adopted by the County on July 20, 2006.

Financial Report

The Financial Report included in this document is based on the requirements of DIFA, specifically:

“As part of its annual audit process, a municipality or county shall prepare an annual report describing the amount of any development impact fees collected, encumbered, and used during the preceding year by category of public facility and service area.” (O.C.G.A. 36-71-8(d)(1))

The County’s fiscal year runs from January 1 to December 31. Thus, this financial report is based on the audit prepared for FY 2014. The required financial information for each public facility category appears in the main financial table (page 3); service area designations appear in the project tables that follow (pages 4 through 7).

Schedule of Improvements

In addition to the financial report, the County has prepared a five-year schedule of improvements—a short

term work program (STWP)—as specified in the Compliance Requirements (Chapter 110-12-2-.03(2)(c)), which states that local governments that have a CIE must “update their entire Short Term Work Programs annually.”¹

According to DCA’s requirements,² the STWP must include:

- A brief description of the activity;
- Timeframe for undertaking the activity;
- Responsible party for implementing the activity;
- Estimated cost (if any) of implementing the activity; and,
- Funding source(s), if applicable.

All of this information appears in the Short Term Work Program portion of this document, beginning on page 8.

¹ Note that the Compliance Requirements specify that the short term work program is to meet the requirements of Chapter 110-12-1-.04(7)(a), which is a reference to the STWP requirements in a previous version of the Standards and Procedures for Local Comprehensive Planning. The correct current description of a STWP is found at Chapter 110-12-1-.05(2)(c)(i).

² Chapter 110-12-1-.05(2)(c)(i).

**IMPACT FEES FINANCIAL REPORT – DAWSON COUNTY, GA
Fiscal Year 2014**

DAWSON COUNTY		Annual Impact Fee Financial Report - Fiscal Year 2014					
	Libraries	Fire Protection	Detention	Roads	Parks & Recreation	Administration	TOTAL
Service Area	County-wide	County-wide	County-wide	Ga 400 Corridor	County-wide		
Impact Fee Fund Balance January 1, 2014	\$5,327.46	\$3,216.65	\$45,421.99	\$1,201.71	\$67,854.90	(\$11,349.01)	\$111,673.70
Impact Fees Collected (January 1, 2014 through December 31, 2014)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal: Fee Accounts	\$5,327.46	\$3,216.65	\$45,421.99	\$1,207.71	\$67,854.90	(\$11,349.01)	\$111,673.70
Accrued Interest	\$6.92	\$4.18	\$58.96	\$1.56	\$88.08	(\$14.73)	\$144.97
(Impact Fee Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(FY 2014 Expenditures)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Impact Fee Fund Balance December 31, 2014	\$5,334.38	\$3,220.83	\$45,480.95	\$1,209.27	\$67,942.98	(\$11,363.74)	\$111,818.67
Impact Fees Encumbered	\$5,334.38	\$3,220.83	\$45,480.95	\$1,209.27	\$67,942.98		\$111,818.67

Public Facility: Library								
Service Area: County-wide								
Project Description	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended to Date	Impact Fees Encumbered	Status/Remarks
Collection Materials	2006	2007	\$18,058.93	92.6%	\$16,721.08	\$10,000.00	\$5,319.98	Delayed from 2006
Collection Materials	2007	2007	\$18,604.53	92.5%	\$17,218.04	\$5,000.00		Delayed from 2007
Collection Materials	2008	2008	\$19,130.71	92.6%	\$17,716.20			Delayed from 2008
Collection Materials	2009	2009	\$19,697.39	92.6%	\$18,236.00			
Collection Materials	2010	2010	\$20,274.72	92.6%	\$18,767.42			
Collection Materials	2011	2011	\$24,315.04	92.6%	\$22,520.51			
Collection Materials	2012	2012	\$25,120.79	92.6%	\$23,261.00			
Collection Materials	2013	2013	\$25,944.34	92.6%	\$24,020.68			
Collection Materials	2014	2014	\$26,785.89	92.6%	\$24,799.78			
Collection Materials	2015	2015	\$27,645.59	92.6%	\$25,598.48			
Collection Materials	2016	2016	\$21,330.62	92.6%	\$19,745.10			
Collection Materials	2017	2017	\$22,067.42	92.6%	\$20,429.19			
Collection Materials	2018	2018	\$22,826.74	92.6%	\$21,135.77			
Collection Materials	2019	2019	\$23,609.37	92.6%	\$21,865.61			
Collection Materials	2020	2020	\$24,446.10	92.6%	\$22,631.61			
Collection Materials	2021	2021	\$30,724.87	92.6%	\$28,440.61			
Collection Materials	2022	2022	\$32,049.43	92.6%	\$29,677.41			
Collection Materials	2023	2023	\$33,454.48	92.6%	\$30,974.56			
Collection Materials	2024	2024	\$34,912.04	92.6%	\$32,323.39			
Collection Materials	2025	2025	\$36,424.25	92.6%	\$33,726.03			
Collection Materials	2026	2026	\$28,623.63	92.6%	\$26,503.60			
Collection Materials	2027	2027	\$29,693.35	92.6%	\$27,492.96			
Collection Materials	2028	2028	\$30,797.07	92.6%	\$28,515.77			
Collection Materials	2029	2029	\$31,935.97	92.6%	\$29,573.19			
Collection Materials	2030	2030	\$33,111.25	92.6%	\$30,666.44			
New library space (3,264 sf)	2017	2018	\$664,532.97	100.0%	\$664,532.97	\$80,700.00		2008 land purchase
			\$1,326,117.46		\$1,277,093.41	\$95,700.00	\$5,319.98	

Public Facility: Fire Protection								
Service Area: County-wide								
Project Description	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended to Date	Impact Fees Encumbered	Status/Remarks
Engine	2011	2011	\$289,275.69	100.0%	\$289,275.69	\$80,000.00	\$3,216.22	2013 Payment
Tanker	2012	2012	\$123,975.30	100.0%	\$123,975.30			
Aerial	2012	2012	\$850,516.57	100.0%	\$850,516.57			
Engine	2011	2011	\$289,334.28	100.0%	\$289,334.28			
Tanker	2012	2012	\$124,000.41	100.0%	\$124,000.41			
Truck	2008	2008	\$82,033.00	100.0%	\$82,033.00	\$82,033.00		
Engine	2011	2011	\$289,803.41	100.0%	\$289,803.41			
Tanker	2020	2020	\$124,201.46	100.0%	\$124,201.46			
Truck	2008	2008	\$82,033.00	100.0%	\$82,033.00	\$82,033.00		
Engine	2024	2024	\$290,038.27	100.0%	\$290,038.27			
Tanker	2024	2024	\$124,302.11	100.0%	\$124,302.11			
Burn Facility (1,000 sf)	2008	2008	\$180,000.00	100.0%	\$180,000.00	\$183,192.91		
Station 8 (4,900 sf)	2009	2010	\$0.00	100.0%	\$0.00			
Station 9 (4,900 sf)	2010	2010	\$351,388.26	100.0%	\$351,388.26			
Station 10 (4,900 sf)	2020	2021	\$718,928.50	100.0%	\$718,928.50			
Station 11 (4,900 sf)	2024	2025	\$724,642.99	100.0%	\$724,642.99			
			\$4,644,473.24		\$4,644,473.24	\$345,259.91	\$3,216.22	

Public Facility: Detention								
Service Area: County-wide								
Project Description	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended to Date	Impact Fees Encumbered	Status/Remarks
New Jail	2006	2007	\$10,938,328.34	59.9%	\$6,547,013.60	\$44,899.39	\$45,184.94	
			\$10,938,328.34		\$6,547,013.60	\$44,899.39	\$45,184.94	

Public Facility: Roads									
Service Area: Ga 400 Corridor Service Area									
Segment Number and Project Description		Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended to Date	Impact Fees Encumbered	Status/Remarks
E-1	Carlisle Rd from Forsyth to Whitmire Rd	2013	2014	\$874,246.59	100.0%	\$874,246.59	\$513,000.00	\$1,201.70	Under Construction
W-1	Reeves Rd from county line to Heath Rd	tbd	tbd	\$420,494.21	100.0%	\$420,494.21			
W-1/2	Heath Rd from SR 400 to N-S frontage rd	tbd	tbd	\$333,609.58	100.0%	\$333,609.58			
W-4	Stowers Rd west of SR 400 to N-S frontage rd	tbd	tbd	\$482,463.91	100.0%	\$482,463.91			
W-5/6	Grant Rd from SR 400 to N-S frontage rd	tbd	tbd	\$225,081.84	100.0%	\$225,081.84			
W-6/7	Lumpkin Campground Rd from 400 to frontage rd	tbd	tbd	\$9,386,889.48	100.0%	\$9,386,889.48			
W-10	Gordon Moss Rd from Whitmire to Dawson Forest	tbd	tbd	\$3,069,843.79	100.0%	\$3,069,843.79			
W-10	Whitmire Rd from SR 400 to N-S frontage rd	tbd	tbd	\$312,340.36	100.0%	\$312,340.36			
E-3	N-S frontage rd from Whitmire to Dawson Forest Rd	tbd	tbd	\$198,527.66	100.0%	\$198,527.66			
E-11	Landrum Rd from SR 400 to south turn	tbd	tbd	\$62,450.27	100.0%	\$62,450.27			
W-2	E-W connection #2 from SR 400 to N-S frontage rd	tbd	tbd	\$288,451.79	100.0%	\$288,451.79			
W-4	N-S frontage rd from SR 136 to Stowers Rd	tbd	tbd	\$2,123,713.53	100.0%	\$2,123,713.53			
W-5	E-W connection from SR 400 to N-S frontage rd	tbd	tbd	\$438,453.91	100.0%	\$438,453.91			
W-6	N-S frontage rd from Grant Rd to Campground Rd	tbd	tbd	\$3,355,749.20	100.0%	\$3,355,749.20			
				\$21,572,316.12		\$21,572,316.12	\$513,000.00	\$1,201.70	

Public Facility:		Parks & Recreation						
Service Area:		County-wide						
Project Description	Project Start Date	Project End Date	Local Cost of Project	Percentage of Funding from	Funding Possible from	Impact Fees Expended to Date	Impact Fees Encumbered	Status/Remarks
Recoupment (5.4 acres)	2008	2009	\$93,750.00	100.0%	\$93,750.00			
Future Park (50 acres)	2014	2014	\$1,201,458.98	100.0%	\$1,201,458.98		\$67,759.67	
Future Park (58 acres)	2023	2023	\$677,053.57	100.0%	\$677,053.57			
4 Ball Fields	2014	2014	\$1,052,359.69	100.0%	\$1,052,359.69			
4 Ball Fields	2018	2018	\$1,088,780.52	100.0%	\$1,088,780.52			
6 Ball Fields	2023	2023	\$1,704,126.27	100.0%	\$1,704,126.27			
2 Ball Fields	2030	2030	\$602,890.94	77.7%	\$468,446.26			
7 Soccer Fields	2023	2023	\$1,789,332.58	92.1%	\$1,647,770.81			
2 Football Fields	2018	2018	\$489,951.23	69.3%	\$339,670.94			
2 Tennis Courts	2014	2014	\$84,188.78	100.0%	\$84,188.78			
4 Tennis Courts	2018	2018	\$174,204.88	100.0%	\$174,204.88			
1 Tennis Courts	2023	2023	\$45,443.37	100.0%	\$45,443.37			
2 Tennis Courts	2030	2030	\$96,462.55	26.9%	\$25,920.87			
2 Basketball Courts	2016	2016	\$53,520.76	100.0%	\$53,520.76			
2 Basketball Courts	2022	2022	\$56,323.09	73.3%	\$41,295.39			
5 Volleyball Courts	2016	2016	\$107,041.52	100.0%	\$107,041.52			
Running Track	2016	2017	\$239,992.69	70.0%	\$167,994.88			
2 Swimming Pools	2023	2023	\$2,272,168.36	69.3%	\$1,575,237.52			
3 Spraygrounds	2016	2016	\$1,273,618.87	79.6%	\$1,013,185.04			
2 Trails	2010	2012	\$256,461.46	69.3%	\$177,798.32	\$150,120.19		
4 Playgrounds	2012	2012	\$206,921.75	100.0%	\$206,921.75			
4 Playgrounds	2020	2020	\$221,492.18	86.2%	\$190,826.59			
2 Pavilions	2013	2013	\$62,076.52	100.0%	\$62,076.52			
2 Pavilions	2015	2015	\$63,680.94	100.0%	\$63,680.94			
2 Pavilions	2028	2028	\$71,126.58	75.0%	\$53,344.94			
Gymnasium	2014	2014	\$263,089.92	100.0%	\$263,089.92			
Gymnasium	2023	2023	\$284,021.05	40.0%	\$113,608.42			
Maintenance Bldg	2014	2014	\$52,617.98	100.0%	\$52,617.98			
Maintenance Bldg	2023	2023	\$56,804.21	100.0%	\$56,804.21			
Maintenance Bldg	2030	2030	\$60,289.09	80.0%	\$48,231.28			
			\$14,701,250.35		\$12,850,450.91	\$150,120.19	\$67,759.67	

2015-2019 SHORT TERM WORK PROGRAM DAWSON COUNTY, GA

DCA Category	Activity	2015	2016	2017	2018	2019	Responsible Party	Cost Estimate	Funding Source
Community Facilities	Develop long-range water resources plan	✓	✓	✓	✓	✓	EWSA	TBD	General Fund
Community Facilities	Develop long-range sewer expansion plan	✓	✓	✓	✓	✓	EWSA	TBD	General Fund
Community Facilities	Wastewater treatment plant expansion for additional 300,000-500,000 GDP capacity	✓	✓	✓	✓	✓	EWSA	TBD	SPLOST, CDBG, GEFA, ARC, USDA, RD
Community Facilities	Library Collection Materials (980 units) - delayed from 2007	✓					BOC	\$18,605	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,014 units) - delayed from 2008	✓					BOC	\$19,131	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,051 units) – delayed from 2009		✓				BOC	\$19,697	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,090 units)				✓		BOC	\$20,275	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,247 units)	✓					BOC	\$24,315	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,297 units)		✓				BOC	\$25,121	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,349 units)			✓			BOC	\$25,944	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,403 units)				✓		BOC	\$26,786	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,459 units)					✓	BOC	\$27,645	93% Impact Fees, General Fund
Community Facilities	Engine	✓					Fire Dept., BOC	\$389,277	SPLOST

Short Term Work Program

DCA Category	Activity	2015	2016	2017	2018	2019	Responsible Party	Cost Estimate	Funding Source
Community Facilities	Ambulance		✓				Fire Dept., BOC	\$220,000	Impact Fees, SPLOST
Community Facilities	Aerial					✓	Fire Dept., BOC	\$850,517	100% Impact Fees
Community Facilities	Engine				✓		Fire Dept., BOC	\$289,334	100% Impact Fees
Community Facilities	Fire Station 9 (4,900 sf)			✓	✓		Fire Dept., BOC	\$351,388	General Fund, SPLOST
Community Facilities	2 Picnic Pavilions (War Hill)		✓				Parks & Rec Dept., BOC	\$62,077	100% Impact Fees
Community Facilities	2 Trails (Veterans Trail, Board Walk Trail Rock Creek)	✓	✓	✓			Parks & Rec Dept., BOC	\$256,461	69% Impact Fees, TE Grant
Community Facilities	3 Playgrounds (War Hill, Rock Creek, River Park)		✓	✓			Parks & Rec Dept., BOC	\$206,922	100% Impact Fees
Community Facilities	Indoor Swimming Pool (Rock Creek)				✓		Parks & Rec, BOC	\$2,500,000	Impact Fees, Grant, General Fund
Community Facilities	Land Acquisition		✓				Parks & Rec, BOC	TBD	Impact Fees, Grant, General Fund
Economic Development	Work closely with Forsyth and Lumpkin counties to maintain Georgia 400 as a convenient connection to Interstate 285 and the Atlanta region in order to attract business and tourism.	✓	✓	✓	✓	✓	PCD, GMRC, GDOT, Chamber, DCDA	N/A	
Economic Development	Market County's increasing educational levels to potential employers	✓	✓	✓	✓	✓	DCDA, Chamber	N/A	
Economic Development	Coordinate with Lanier Technical College to develop skills pool to attract higher paying jobs	✓	✓	✓	✓	✓	DCDA, Chamber	N/A	
Economic Development	Develop Marketing Plan to encourage tourism	✓	✓	✓	✓	✓	Chamber	TBD	TBD
Housing	Develop zoning districts that provide incentives for providing senior living near other housing	✓	✓	✓			PCD	TBD	General Fund

Short Term Work Program

DCA Category	Activity	2015	2016	2017	2018	2019	Responsible Party	Cost Estimate	Funding Source
Intergovernmental Coordination	Pursue with the Atlanta Airport Authority a long-term conservation master plan for the Dawson Forest Wildlife Management Area	✓	✓	✓	✓	✓	PCD, BOC, USFS	N/A	
Land Use	Adopt Georgia 53 Corridor Overlay		✓	✓			PCD, BOC	TBD	General Fund
Land Use	Create zoning districts that implement all future land use map categories		✓	✓	✓		PCD	TBD	General Fund
Land Use	Develop educational program in order for the public to understand the tax consequences of not providing more commercial and industrial tax base		✓	✓	✓	✓	Finance, BOC	\$5,000	General Fund
Land Use	Create master plan for Mixed Use Corridor Character Area at SR 9/Dawson Forest Road and SR 9/Rock Creek Park			✓			PCD	\$25,000	General Fund
Land Use	Update GA 400 Overlay District			✓	✓		PCD	TBD	General Fund
Natural & Cultural Resources	Adopt Greenspace Master Plan		✓	✓			PCD, Parks and Recreation	\$80,000	General Fund
Natural & Cultural Resources	Update county development regulations to tighten requirements pertaining to impervious surface erosion control, drainage, etc.	✓	✓	✓	✓	✓	PCD, PWD	TBD	General Fund
Population	Develop more specifically a system by which to measure growth in population vs. infrastructure and available stock demands	✓	✓	✓	✓	✓	PCD	N/A	General Fund
Transportation	Attend the Quarterly State Transportation Board meetings and become familiar with area Board Rep	✓	✓	✓	✓	✓	PCD, PWD	N/A	General Fund
Transportation	Develop/Maintain a road improvement plan	✓	✓	✓	✓	✓	PWD	TBD	General Fund
Transportation	Interchange at SR 400 and SR 53 - New Interchange	✓	✓				GDOT	\$10,000,000	State
Transportation	Add bike lanes, bicycle-friendly shoulders and multi-use paths/trails where appropriate for future construction	✓	✓	✓			PWD	TBD	T-Grant /General Fund
Transportation	Adopt a collector street plan		✓	✓			PWD	TBD	General Fund
Transportation	Coordinate with local traffic enforcement authorities for safety/accident data	✓	✓	✓	✓	✓	PWD, Sheriff	N/A	
Transportation	Develop Access Management Plans for prioritized or "selected" corridors	✓		✓			PCD, GDOT, PWD	TBD	General Fund

Short Term Work Program

DCA Category	Activity	2015	2016	2017	2018	2019	Responsible Party	Cost Estimate	Funding Source
Transportation	Improve pedestrian access at the major intersections along GA 400 with signals, cross sections, etc. in the County	✓	✓	✓	✓	✓	GDOT, PCD, PWD	TBD	General Fund, GDOT
Transportation	Pursue TE Grants	✓	✓	✓	✓	✓	PCD, GMRC, DCDA, PWD	N/A	
Transportation	Replace/repair deficient bridges as described in Dawson County Comprehensive Plan 2013-2033	✓	✓	✓	✓	✓	PWD	(See table 6 Transportation Element)	
Transportation	SR 52: two westbound passing lanes between Gilmer and Lumpkin Counties - Reconstruction, Passing Lanes		✓	✓	✓		GDOT, PWD	\$1,096,000	GDOT
Transportation	SR 9 passing lanes from Thompson Rd to Jenkins Rd. - Reconstruction, Passing Lanes			✓	✓		GDOT, PWD	\$1,068,000	GDOT
Transportation	Road resurfacing and rehabilitation	✓	✓	✓	✓	✓	PWD	TBD	General Fund, SPLOST
Transportation	SR 53 and Lumpkin Campground Rd intersection improvements	✓	✓				PWD	TBD	GDOT
Transportation	Dawson Forest Rd and SR 9 intersection improvements		✓	✓	✓		PWD	TBD	GDOT, General Fund
Transportation	Culvert replacements and upgrades	✓	✓	✓	✓	✓	PWD	TBD	General Fund, GDOT, SPLOST, FE-MA

Adoption Resolution
Capital Improvements Element Annual Update
Dawson County, Georgia

WHEREAS, Dawson County adopted a Capital Improvements Element as an amendment to the *Dawson County Comprehensive Plan*; and

WHEREAS, Dawson County has prepared an Annual Update to the adopted Capital Improvements Element; and

WHEREAS, the Capital Improvements Element Annual Update was prepared in accordance with the “Development Impact Fee Compliance Requirements” and the “Minimum Planning Standards and Procedures for Local Comprehensive Planning” adopted by the Board of Community Affairs pursuant to the Georgia Planning Act of 1989, and a duly advertised Public Hearing was held on December 3, 2015, at 6:00 P.M. in the Dawson County Government Center;

BE IT THEREFORE RESOLVED, that the Board of Commissioners of Dawson County does hereby adopt the Capital Improvements Element Annual Update, as per the requirements of the Development Impact Fee Compliance Requirements.

Adopted this 21st day of January, 2016.

BY: _____
Mike Berg, Chairman

ATTEST: _____
Danielle Yarbrough, County Clerk

Backup material for agenda item:

3. Consideration of 2016 Qualifying Fees for Elected Officials



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Finance

Presenter: Dena Bosten

Submitted By: Dena Bosten

Date Submitted: 1/5/2016

Item of Business/Agenda Title: 2016 Qualifying Fees for Elected Officials

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: Qualifying Fees must be published in legal organ by February 1, 2016

Purpose of Request: Commission approval of qualifying fees for 2016 election.

Department Recommendation: Recommend approval. Calculation is provided by state law.

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: _____

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: Budgeted revenue for qualifying fees is \$8,500.

No

Amount Requested: n/a Amount Budgeted: \$8,500

Fund Name and Account Number: 100-00-1400-341910-000

Administration Staff Authorization

Dept. Head Authorization: Dena Bosten Date: 1/5/2016

Finance Dept. Authorization: Dena Bosten Date: 1/5/2016

County Manager Authorization: _____ Work Session Date: _____

Comments: _____

Attachments: Resolution

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF DAWSON COUNTY
FIXING THE QUALIFYING FEES FOR COUNTY OFFICES FOR 2016 ELECTIONS**

WHEREAS, O.C.G.A. § 21-2-131 requires the county governing authority to fix and publish the qualifying fee for each county office to be filled in an upcoming election; and

WHEREAS, the qualifying fee shall be three percent (3%) of the minimum salary for the officers of the Clerk of the Superior Court, Judge of the Probate Court, Sheriff, Tax Commissioner, Magistrate, and members of the county governing authority exclusive of supplements, cost of living increases and longevity increases; and

WHEREAS, the qualifying fee shall be three percent (3%) of the total gross salary of the office paid in the preceding calendar year including all supplements authorized by law if the office is a salaried office for other county offices.

NOW, THEREFORE, the Board of Commissioners of Dawson County hereby fixes the qualifying fees for the year 2016 elections as follows:

<u>Office</u>	<u>Qualifying Fees</u>
Judge of Probate Court	\$1,491.65
Judge of Magistrate Court	\$1,491.65
Clerk of Superior Court	\$1,491.65
Sheriff	\$1,779.87
Tax Commissioner	\$1,491.65
Coroner	\$ 332.67
Board of Commissioners – Chairman	\$ 360.00
Board of Commissioners – District 2 and 4	\$ 288.00
Board of Education – District 1	\$ 141.00
Board of Education – District 2	\$ 108.00
Board of Education – District 4	\$ 114.00
County Surveyor	\$ 10.00

This _____ day of _____, 2016.

**DAWSON COUNTY BOARD
OF COMMISSIONERS**

ATTEST:

By: _____
Mike Berg, Chairman

By: _____
Danielle Yarbrough, County Clerk

VOTE: Yes _____
No _____

Backup material for agenda item:

4. Consideration of Draft Memorandum of Understanding between Dawson and Forsyth County Governments regarding temporary placement of Forsyth County Firefighting Personnel and Equipment in Dawson County



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Emergency Services

Presenter: Lanier Swafford

Submitted By: Lanier Swafford

Date Submitted: January 4, 2016

Item of Business/Agenda Title: MOU Fire Equipment and Housing Dawson / Forsyth Counties

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: _____

Purpose of Request: To allow the commission to review the proposed MOU presented by the Forsyth County Board of Commissioners regarding the temporary housing of fire apparatus, equipment, and personnel at Dawson County Station 2.

Department Recommendation: Yes

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: _____

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: Agreement doesn't involve expenditures.

No

Amount Requested: _____ Amount Budgeted: _____

Fund Name and Account Number: _____

Administration Staff Authorization

Dept. Head Authorization: Lanier Swafford Date: January 4, 2016

Finance Dept. Authorization: Dena Bosten Date: 1/7/2016

County Manager Authorization: _____ Work Session Date: _____

Comments: _____

Attachments: _____

DRAFT

MEMORANDUM OF UNDERSTANDING BETWEEN FORSYTH COUNTY, GEORGIA AND DAWSON COUNTY, GEORGIA REGARDING TEMPORARY PLACEMENT OF FORSYTH COUNTY FIREFIGHTING PERSONNEL AND EQUIPMENT IN DAWSON COUNTY FACILITIES

Come now Forsyth County, Georgia, a political subdivision of the State of Georgia acting by and through its duly authorized governing authority, the Board of Commissioners of Forsyth County, Georgia (“Forsyth County”), and Dawson County, Georgia, a political subdivision of the State of Georgia acting by and through its duly authorized governing authority, the Board of Commissioners of Dawson County, Georgia (“Dawson County”), with Forsyth County and Dawson County collectively referred to as the Parties. The Parties hereinafter express their intention to undertake the following:

WHEREAS, the Parties are authorized to enter into this Agreement in accordance with Article IX, Section III, Paragraph I of the Constitution of the State of Georgia;

WHEREAS, that constitutional provision authorizes Forsyth County and Dawson County to enter into an agreement for the joint or separate use of facilities or equipment; but such contracts must deal with activities, services, or facilities which the contracting parties are authorized by law to undertake or provide;

WHEREAS, Forsyth County is the entity responsible for directing and controlling all property of the County (O.C.G.A. 36-5-22.1);

WHEREAS, Forsyth County houses certain fire-fighting vehicles, equipment and personnel at a facility known as Fire Station #8, located at 6015 Keith Bridge Rd, Cumming, GA 30041;

WHEREAS, Forsyth County is currently planning to rebuild Fire Station #8, with construction anticipated to begin early in 2016 and to last approximately one year, resulting in displacement of existing vehicles, equipment and personnel;

WHEREAS, Dawson County is the entity responsible for directing and controlling all property of the County (O.C.G.A. 36-5-22.1);

WHEREAS, Dawson County owns a facility used for the purpose of providing fire-fighting services known as Fire Station #2, located at 145 Liberty Drive, Dawsonville, GA 30534;

WHEREAS, Forsyth County has requested permission to temporarily house vehicles, equipment and personnel from Fire Station #8 in Fire Station #2, Dawson County has granted this request, and the Parties agree that this arrangement is in the interest of the public.

NOW THEREFORE, based upon the statements set forth in the above Preamble – with same being incorporated herein by reference and forming a material and substantive part of this Memorandum of Understanding (“MOU”) – and for other good and valuable consideration exchanged, the receipt and sufficiency of which are acknowledged by the signatures below, the Parties do agree to the following:

Rights and Obligations

1. Dawson County shall make Fire Station #2 available within fourteen (14) days of the ratification of this MOU by both Parties, and until 30 days after completion of the new Fire Station #8 (“completion” as determined in the reasonable judgment of Forsyth County). The parties contemplate that Fire Station #8 will be complete by December 31, 2016, but recognize that construction may be delayed.

2. Fire Station #2 will be a shared facility for Dawson County and Forsyth County fire-fighting personnel. Forsyth County will be entitled to house at Fire Station #2 a total of one (1) pumper truck and shifts of three (3) Forsyth County personnel and their associated equipment on a full-time basis. Forsyth County will be entitled to house additional vehicles, personnel and equipment at the facility on a temporary basis as required by emergencies and unexpected events, provided that such additional use does not materially interfere with Dawson County fire-fighting activities.
3. Except as described below, Dawson County shall be responsible for maintaining the upkeep of the physical structure and major systems comprising Fire Station #2.
4. Forsyth County shall honor and respect all reasonable rules for Fire Station #2 established by Dawson County, and shall use and occupy the facility in a manner consistent with normal fire-fighting standards. Forsyth County will be responsible for furnishing the occupied space and for supplying all daily essentials such as food and toiletries for its personnel. Forsyth County shall maintain its occupied portions of the facility in a reasonable state of order, repair and cleanliness, and shall be responsible for damage (other than normal wear and tear) that it causes to the facility.
5. The Parties shall continue to supply mutual aid as set forth in their common Mutual Aid Agreement. While Forsyth County vehicles, equipment and personnel at Fire Station #2 may be available to serve Dawson County pursuant to the terms of that Agreement, nothing in this MOU modifies the expectations, policies and procedures set forth in that Agreement.
6. This MOU does not modify the ordinary chain of command and communication for the Parties' fire-fighting personnel. For any disagreements or issues arising out of this MOU,

Forsyth County Division Chief Kevin Wallace and Dawson County Deputy Chief Tim Satterfield shall be the primary contacts representing their respective counties.

7. Forsyth County shall maintain its standard liability and casualty insurance on its vehicles, equipment and personnel and shall ensure that this coverage extends to its operations housed at Fire Station #2. Dawson County shall maintain its standard liability and casualty insurance on Fire Station #2 and shall ensure that such coverage reflects the changed occupancy established by this MOU. Upon reasonable notice, each of the Parties shall produce to the other evidence of this required insurance coverage.

Modification and Extension

8. This MOU may be amended, terminated or extended by mutual agreement of the Parties.
9. Any and all amendments must be made in writing and must be agreed to and executed by the Parties before becoming effective.

Governing Law

10. This MOU shall be construed and governed in accordance with the laws of the State of Georgia.

Authority to Enter Agreement

11. Each individual who executes this MOU on behalf of his or her respective Party agrees and represents that he or she is authorized to do so and further agrees and represents that this Agreement has been duly passed upon by his or her respective government or board in accordance with all applicable laws. The Parties hereto agree that this Agreement is an intergovernmental contract, and is entered into pursuant to Article IX, Article III, Paragraph I of the Constitution of the State of Georgia of 1983.

Severability

12. If any sentence, phrase, provision, portion, or clause of this MOU should at any time be declared or adjudged invalid, unlawful, unconstitutional, or unenforceable for any reason, said adjudication or declaration shall in no manner or way affect the other sentences, phrases, provisions, portions, or clauses hereof, and all remaining portions shall remain in full force and effect as if the portion adjudged or declared invalid was not originally a part hereof.

Construction

13. Should any provision of this MOU require interpretation or construction, it is agreed by the Parties hereto that the court, administrative body, or other entity interpreting or constructing this MOU shall not apply a presumption that the provisions hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agents prepared the same, it being agreed that all parties hereto and their respective attorneys and agents have fully participated in the preparation of all provisions of this Agreement.

So agreed, this ____ day of _____, 2015.

FORSYTH COUNTY

By: _____

County Clerk:

Its: _____

[COUNTY SEAL]

DAWSON COUNTY

County Clerk

By: _____

Its: _____

[COUNTY SEAL]

Backup material for agenda item:

8. 8. Board Appointments:
 - a. Board of Assessors
 - i. Mike Wenson (Term: January 2016 through December 2018)
 - b. Dawson County Health Board
 - i. Kay D. Parrish- replacing Penny Putnam (Term: January 2016 through December 2017)
 - c. EMS Advisory Council Board
 - i. Ricky Rexroat (Term: January 2016 through December 2017)
 - ii. Lanier Swafford (Term: January 2016 through December 2017)
 - d. Parks and Recreation Board
 - i. Spencer Wright (Term: January 2016 through December 2020)

DAWSON COUNTY BOARD OF COMMISSIONERS
APPLICATION FOR APPOINTMENT TO COUNTY
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

Board or Authority Applied for Dawson County Board of Health

Name Robbie Kay D. Parrish

Home Address _____

City, State, Zip Dawsonville, GA 30534

Mailing Address (if different) n/a

City, State, Zip n/a

Telephone Number _____ **Alternate Number** _____

Fax Telephone Number _____

E-Mail Address _____

Additional information you would like to provide:

I was hired Executive Director as Good Shepherd Clinic of Dawson County, LLC. in July of 2015. Our focus this year is to expand the services further into the county and recruit addition doctors and dentist. We also are looking at other ways to expand services "out of the box".

Signature *Robbie Kay D. Parrish* **Date** 12/15/2015

Please note: Submission of this application does not guarantee an appointment.

Return to: Dawson County Board of Commissioners
Attn: County Clerk
25 Justice Way, Suite 2313
Dawsonville, GA 30533
(706) 344-3501 FAX: (706) 344-3889

KAY D. PARRISH

Dawsonville, GA 30534

SUMMARY

A dedicated, results-oriented professional with accounting, human resources, corporate facilities and property management experience in a big four accounting firm and law firm. Recognized for ability to manage complex problems under pressure, achieving productive and cost efficient results. Additional areas of accomplishment include Capital Asset Management, Accounting, Move Coordination, Contract Project Management, along with Office Administration & Management.

PROFESSIONAL EXPERIENCE

Executive Director

GOOD SHEPHERD CLINIC OF DAWSON COUNTY, LLC., DAWSONVILLE, GA JUNE 2015 - CURRENT
Administrative and office management, grant writing, volunteer recruiting and fundraising .

Office Manager

LIBERTY TAX SERVICE, DAWSONVILLE, GA JANUARY 2015 - CURRENT
Accounting services, office management and tax preparation.

Accountant

GIBBS GARDEN, LLC, Ball Ground, GA April 2012 – January 2014
Accounting and office management for start-up public garden, providing accounting and office management.

- Developed and implemented operating budgets and forecasts, financial statements, and provided all accounting processes.
- General Ledger account reconciliations and month end close duties.
- Daily cash management.
- Developed all cash, accounting procedures and policies for new business.
- Managed and trained ticketing staff and gift store associates.

Accountant/Office Manager

QUICK TIME TRANSPORT, INC. Chamblee, GA Nov. 2011 – April 2012
Accounting and Office mangerment.

Staff Accountant

BRADLEY M MAPLE CPA, PC, Dawsonville, GA 2009 - 2011
Accounting services and tax preparation.

Firm Administrator

COHEN POLLOCK MERLIN & SMALL, P.C., ATLANTA, GA 2005 - 2008
Managed office consisting of 24 attorneys and 22 staff.

- Responsible for budgeting, marketing, recruiting, office services and equipment, human resource management and benefits, information systems and technology management.
- Provided backup for Controller during 1 year leave of absence and ongoing treatments. (GL, Accounts Payable, Accounts Receivable, & Payroll.)
- Developed and implemented Disaster Recovery plan in remote location which reduced recovery time to 1 day.
- Managed office construction -included planning, design, construction, budgets, schedules, furniture & equipment through move-in.
- Development of filing and records retention system to move towards a paperless office.

KAY PARRISH

Commissioned Real Estate Agent

PRUDENTIAL GEORGIA REAL ESTATE, CANTON, GA

2004 - 2005

- Commissioned sales, contract generation, marketing and staging.

Managed care for my terminally ill father, aunt and mentally disabled sibling

DUKE PRIVATE RESIDENTIAL CARE, FORT VALLEY, GA

2001 - 2004

- Redesigned home setting for handicapped individuals and managed construction project
- Accounts payable and financial oversight of investments.
- Managed staff of 8 caregivers to provide 24/7 residential care

Assistant Director - National Move Coordinator, Property Manager, & Contract Project Management

CAP GEMINI ERNST & YOUNG, USA, LLC, ATLANTA, GA

2000 - 2001

Managed furniture and fixtures for 80 US locations with approximately 2 million square feet of real estate. Capital budget for expenditures in 2001 amounted to \$57 million. Regional facilities manager of 10 locations in southeastern United States.

- National Projects Manager - Fixed Asset Inventory, Automated Office Hoteling & Hoteling Guidelines, Move Management & Office Consolidation, Security System Nationalization, and CGEY Trademark Signage.
- Responsible for a total of \$1,078,157 in real estate and capital asset savings during 2001 through vendor negotiations and cost analysis. Accounts Payable oversight and approval.
- Directed office moves, closings and consolidation in 20 locations.
- Project manager for office construction and furnishings in 16 locations-included planning, design, construction, budgets, schedules, furniture & equipment through move-in.

Supervising Associate - Facilities Administrator

ERNST & YOUNG, LLP, ATLANTA, GA

1987 - 2000

- Prepared and managed annual Atlanta facilities budget;
- Best Practices team for Move Management, Hoteling and Facilities.
- Project manager for construction of 2 new offices and separation of 10 offices in southeast for sale to Cap Gemini.
- Managed facilities services functions at E&Y's 3 Atlanta Management Consulting locations with 84,000 sq. ft.
- Developed appropriate purchasing resources for vendor selection and bid process. Negotiated local contracts.

Practice Coordinator/Senior Executive Assistant - to SE Director of Financial Advisory Services

Supervised administrative personnel in Atlanta office for Litigation Services, Reorganization & Restructuring and Corporate Finance Departments while supporting 3 partners.

- Developed budget for Administrative Services in the southern region of E&Y Management Consulting

Executive Administrative Assistant - to Director of Special Services - Dispute Resolution & Administrative Services and Reorganization & Restructuring

- Paraprofessional work included all conflict of interest checks, research, data input for databases, spreadsheet generation, and generation of court fee applications.
- National computer trainer and program developer for Financial Advisory Services.

Office Administrator /Executive Assistant- Southeast Region Special Services

Forecasting, client setup, financial analysis, monthly WIP reports, billing & collections, accounts payable, reserve & debit memos, review of time & expense reports, computer & equipment assets, supervisor of administrative personnel and other internal financial matters.

- Client Billing Specialist on cross functional process improvement task force to reduce days outstanding of inventory and accounts receivable due to internal and external processes.

Inventory and Accounting Coordinator - Southeast Region Management Consulting Services

- Time and expense report review for compliance.
- Accounts Payable and Accounts Receivable, Reserve and debit memos, Inventory depreciation, financial statement analysis and monthly reporting.

Special Assistant to the Managing Director of the Southeast Management Consulting for Ernst & Whinney

KAY PARRISH

- Liaison to Accounting and Home offices representing consultants for direct problem solving with billing and expense reports and compliance.
- Monthly reporting for compliance, WIP and financial statement analysis.
- Software trainer.

EDUCATION

GEORGIA STATE UNIVERSITY, Atlanta, Georgia,
Cum Laude 3.5 GPA

B.S. Business, Accounting, 2004

COMPUTER SKILLS

Proficient in the use of: Microsoft Office (Word, Excel, PowerPoint, Access), QuickBooks Enterprise Solutions, Intuit POS, Peachtree Accounting, CCH Tax, MSProject, CT Summation, Lexis Nexis, Pacer, WordPerfect 12, Lotus Notes, MindManager, Orion Law Accounting, Spring Charts, Internet Research, Interwoven Document Management, Mail Marshall, Quicken and others.

COMMUNITY AND SERVICE ORGANIZATIONS

Society for Human Resources Management
International Facilities Managers' Association

Atlanta Association for Legal Administrators
Grace Presbyterian Church, Administrative Elder

Backup material for agenda item:

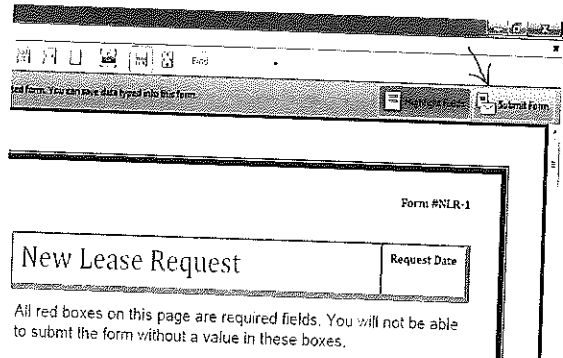
9. Consideration of Use of Office Space within County Building-Adult Learning Center Agreement

Instructions to completing the New Lease Request Form

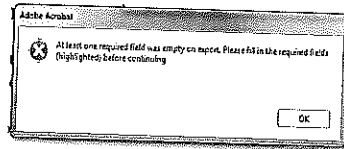
1. Fill in the required information on pages 2-6. Refer to Sticky Notes for additional information. Please verify the physical location of the building is correctly shown on the Google Map. If not, provide GPS coordinates or driving direction to this location. The county tax record will be used to verify the ownership of the building. Additional information may be required to obtain the tax record.

2. Print this New Lease Request Form for your record.

3. Click on the "Submit Form" button on the upper right corner. This PDF file will be automatically emailed to cjung@tcsge.edu, Chang W. Jung, TCSG Facilities Management. Start a new email message and address the items outline in steps 4 & 5.



Please note that if you leave any one of the red boxes empty, an error box appears and



prevents from submitting the form. Click on the OK button and enter missing information.

4. An email from the Vice President of Administrative Services (not from VP of Facilities) or the College President stating that 'the rent will be paid by the college' is required. Without this email, the rental agreement will not get routed to the Commissioner for his signature. See example below.

I, _____, Vice President of Administrative Services (or President) of _____ Technical College, acknowledge that the \$ _____ monthly (or quarterly or annual) rental payment for this fiscal year and all future rent amounts resulting from the annual renewals, modifications and renegotiations associated with this rented space located at _____ address is the college's responsibility even though the Technical College System of Georgia is listed as the tenant on the rental agreement.

5. Email floor plans (See exhibit A for the drawing requirements) and SFM-354 Plans Transmittal Form prepared by an architect to cjung@tcsge.edu for the State Fire Marshal review. This requirement applies to all new lease requests, including the spaces where no renovation is planned or a certificate of occupancy is already issued by the local jurisdiction.

6. TCSG Facilities Management will acknowledge the receipt of your request & prepares a new lease request package to the SPC.

7. Revisions to the State Constitution went into effect on January 1, 2013 that required all rental agreements to have the State Properties Commission as the Tenant of premises. TCSG will enter into a sub-lease agreement with the SPC.

8. The 'Receipt Acknowledgement' from the SPC Transaction Management - Leasing Division will be forward to the college when the State Properties Commission acknowledges the receipt of a new lease request from TCSG Facilities Management.

6/16/15

New Lease Request

Request Date _____

All boxes outlined in red on this page are required fields. You will not be able to submit the form without a value in these boxes.

I. Lease requestor

- A. College Name Select from pull down list _____
- B. Contact Name _____
- C. Contact E-mail _____
- D. Phone Number _____
- E. Fax Number _____

II. Physical Location

- A. Building Name _____
- B. Street Address _____
 City _____ State _____ Zip Code _____
- C. County _____
- D. Square Footage _____ SF
- E. Name of program or department to occupy this space _____
- F. Does this space require tenant fit-up?
 No Submit floor plan & SFM-354 for State Fire Marshal & ADA approval.
 Yes Submit proposed floor plan changes & SFM-354 for State Fire Marshal & ADA approval.

If Google Map or MapQuest can't find this location, provide GPS coordinates
 Longitude _____ Latitude _____
 Or driving direction _____

Total cost of fit-up work, including construction, design & permit fees is \$ _____
 (This cost must be paid by the Landlord. The State law prohibits spending any money on the property the State does not own. The Colleges can pay the landlord for the fit-up work during first year of lease agreement as a part of the rent payment.)

III. Building Owner

- A. Owner's Name _____
 Is the building owner a private individual whom has any fiduciary or other ties to the college, such as local or foundation board member or large donors, etc.?
 No
 Yes Explain _____
- B. Mailing Address _____
 City _____ State _____ Zip Code _____
- C. Owner's Contact _____
- D. Contact's Title _____
- E. Phone Number _____

IV. Terms

- A. Rent _____ /monthly _____ Rent includes following services:
- B. Occupancy Starts _____
- C. Annual Lease Renewal for _____ consecutive years or Multi-year Lease for _____ years.
- D. Rent esclation rate per year: _____
- E. Maximum reimbursable expense for routine maintenance \$ _____ /FY

Yes	No	Anticipated Cost
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Utilities \$0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pest Control
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Janitorial Service \$0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trash Removal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ground Maintenance

The items marked with is the minimum required information for the State Board approval.



BUILDING PLANS (AS-BUILT)

Format:

- Electronic (computer file) or
- Hard-copy (dimensioned floor plan)

Electronic (Computer file)

- AutoCAD or AutoCAD LT "DWG" file (AutoCAD 14 thru AutoCAD 2011)

Hardcopy (Dimensioned floor plan, manual or computer-aided)

Scale: 1/8"=1'-0" or 1/4"=1'-0"

If the hardcopy option is chosen, the items listed below should be located dimensionally on the plan:

The plan should show the following items:

- Exterior walls, location & thickness
- Exterior openings (doors, windows, etc.), location & width
- Interior columns, location & size
- Interior walls (non-structural), location & thickness
- Interior walls (structural), location & thickness
- Interior openings (doors, cased-openings, etc.), location & width
- Exit signs, fire extinguishers, doors with panic devices, and emergency lights
- Locate any extant building features that might influence the interior office layout

Identify the following spaces and information on the plan:

- Toilet rooms & plumbing fixtures
- Electrical rooms & panels
- Mechanical rooms & equipment
- Telecommunications rooms
- Ceiling heights

If there are any questions or further explanation is required contact the State of Georgia Properties Commission Space Management office at (404) 656-2363.



SAFETY FIRE COMMISSIONER
 COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER
Ralph T Hudgens, Commissioner
 2 Martin Luther King Jr., Dr., Suite 920, West Tower, Atlanta, GA 30334
 Phone: (404) 656-7087



www.oci.ga.gov

SAFETY FIRE
 GID-354-SF
 (same as SFM354)

354 PLANS TRANSMITTAL FORM

DATE: _____

Please provide all information requested below. **ALL INFORMATION IS REQUIRED** and incomplete submittals are subject to immediate rejection. Everything submitted to the Georgia State Fire Marshal's Office for review (drawings, revisions, addenda, specifications, etc.) must include a completed 354 Transmittal Form.

SUBMITTAL: Full Set Addendum Revision TYPE: Prints CD Specifications

PURPOSE of SUBMISSION: Permit Resubmission Preliminary Information Only

REVIEW FEE SUBMITTED: \$ N/A → Make all checks payable to the "Safety Fire Division"
 Pursuant to State Laws and Codes as revised May 13, 2010:

Remit Review Fee ONLY attached to a copy of this completed 354 Form to:
 Georgia Dept. of Insurance-Fire Safety Division, P.O. Box 935136, Atlanta, GA 31193-5136
Remit ALL Building Plans & Specs along w/ this completed 354 Form to:
 Georgia Dept. of Insurance- Fire Safety Division, 2 Martin Luther King Jr., Dr., Suite 916, West Tower, Atlanta, GA 30334
****Applications up for review & permitting will be reviewed when fees have been paid & processed****

FACILITY NAME: _____ New Existing

Project Name: New SPC Lease #TBD. for Select from pull down list Phone: _____

Street Address (physical location): _____

City: _____ Zip: _____ County: _____

OWNER: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

ARCHITECT/ENGINEER of RECORD: _____ GA Reg. No. _____

Firm Name: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

TYPE of OCCUPANCY (per LSC):
 Assembly Ambulatory Health College Day Care
 Education Hospital Industrial Institution Mercantile Nursing Home
 Office Personal Care Home Race Track Residential Storage

CONSTRUCTION TYPE (circle one group):
 NFPA 220 I(443) I(332) II(222) II(111) II(000) III(211) III(200) IV(2HH) V(111) V(000)
 IBC IA IB IIA IIB IIIA IIIB IV VA VB

Square Feet: _____ Estimated Cost: _____ Total Number Of Stories: _____

Occupant Load (Per NFPA 101): _____ Basement: Yes No Sprinklers: Yes No

RETURN PLANS TO: (Must Be a Street Address - No Post Office Box Addresses)

Name: Tamika Crittenden Phone: (404) 463-5570

Address: 47 Trinity Avenue, Suite G-02

City: Atlanta State: GA Zip: 30334



SPACE UTILIZATION QUESTIONNAIRE

Please use tab key to advance through fields.

A. AGENCY INFORMATION

Agency Name: Technical College System of Georgia
 Agency Contact Name: Chang W. Jung
 Telephone Number: (404) 679-1702
 Agency / Division Contact Name: _____

B. DIVISION / OFFICE INFORMATION

I. Division / Office Name: Select from pull down list
 Current Address / Location: _____
 Division / Office Contact Name: _____ Title: VPA
 Telephone Number: _____ Fax Number: _____
 Email address: _____

Check one: State Owned Space Leased Space Lease # _____

II. Please attach a CURRENT ORGANIZATIONAL CHART including STAFF BY POSITION for Division / Office. [https://tcsgeu.edu/all_documents/2009_Directory\(web\).pdf](https://tcsgeu.edu/all_documents/2009_Directory(web).pdf)

III. Briefly summarize the overall FUNCTION of the Division / Office.
The Entity (TCSG) has minimal contact with the public. The Sub Entity (Technical College) provides technical, academic, and adult education and training to the residents in its service area.

IV. Number of employees: Full Time: Male _____ Female _____ Total _____
 Part Time: Male _____ Female _____ Total _____

V. Are there employees with special needs (i.e., ADA, etc.) in the Division / Office? If so, please describe the special needs requirements to be addressed:

C. STAFF SPACE REQUIREMENTS

SPC Space Standards provide for categories of workspace determined by the function of the work performed. Using the chart below, list the current number of positions and projected growth positions, if any, in each category.

Function	Quantity	
	Current	Projected Growth
Executive Management		
Senior / Middle Management		
Professional / Administrative		
Professional / Technical		
Hoteling		
Total	0	0

I. This section describes the contiguous work relationships or adjacencies within your division / office. Using the legend below, indicate only the functions where contiguous work relationships are a critical factor.

Priority

- A. Important to be close
- B. No importance
- C. Must be separated

Reason

- 1. Extensive face-to-face contact
- 2. Shared tasks/projects
- 3. Shared files/equipment (specify)
- 4. Other (specify)

Group with	Group	Priority/Reason
1. _____	Select from pull down list _____	_____
2. <u>Select from pull down list</u> _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

II. Shared Work Areas

Include the total number of office desks, equipment stations and tables typically shared by employees. This does not include individually assigned offices or work stations.

III. Shared Equipment

List any shared special equipment (i.e., servers, copiers, printers, facsimile, etc.). Please indicate the space requirements (counter/floor) for proper equipment operation.

<u>Equipment</u>	<u>Total Number</u>	<u>Space Requirements</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. DIVISION / OFFICE GROUP FILES AND SHELVES

GROUP FILES AND SHELVING refer to those which belong to the functional group as a whole. List those files that are for group or general use; do not include those which are part of any individual office or work station. Indicate the total number of cabinets by type in the appropriate column. Do not list units in individual offices or work stations.

<u>Type of Filing or Storage</u>	<u>Size W x D</u>	<u>Quantity</u>	<u>Location</u>	<u>Secured</u>
48" lateral	48" x 18"	_____	_____	<input type="checkbox"/>
36" lateral	36" x 18"	_____	_____	<input type="checkbox"/>
Letter Vertical	15" x 29"	_____	_____	<input type="checkbox"/>
Legal Vertical	18" x 29"	_____	_____	<input type="checkbox"/>
Card files	____" x ____"	_____	_____	<input type="checkbox"/>
Other: _____	____" x ____"	_____	_____	<input type="checkbox"/>
Other: _____	____" x ____"	_____	_____	<input type="checkbox"/>
	____" x ____"	_____	_____	<input type="checkbox"/>

E. ANCILLARY/SUPPORT AREAS

I. RECEPTION / WAITING AREA. Is a reception / waiting area required by your Division / Office?
 Yes No Number of guests? _____. Indicate any special requirements:

ii. Describe the frequency and volume of PUBLIC CONTACT with your Division / Office. Describe your public access; (i.e., services, meetings / training, vehicle parking needs, etc.)

iii. **CONFERENCE / MEETING ROOMS.** Is a conference / meeting room required by your Division / Office? Yes No What is the expected occupancy (participants)? _____ Tables / Chairs Chairs
or CLASS

iv. **TRAINING ROOM.** Is a training room required by your Division / Office? Yes No What is the expected occupancy (participants)? 0 _____
0 Small (upto 19 Ss) 0 Medium (upto 24 Ss) 0 Large (upto 29 Ss) 0 XL (upto 40 Ss)

v. Can the Conference / Meeting Room and Training Room be combined? Yes No

vi. **KITCHEN / BREAK AREA.** Is a kitchen / break area required by your Division / Office? Yes No What is the expected occupancy (individuals)? _____

vii. **Special Purpose Room.** List all requirements (i.e., file / storage room, drug/paternity testing area, etc.). Please specify the use or purpose of the room, size, any equipment needs, security issues, etc.

<u>Room/Area</u>	<u>Size</u>	<u>Use</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. SPECIAL CONDITIONS

Does your Division / Office require any special features? If so, please indicate below.

- 1. Lighting
- 2. Physical Security
- 3. Heating, Cooling, Ventilation
- 4. Heavy Floor Loading
- 5. Vault Requirements
- 6. Back-Up Power
- 7. Raised Floor
- 8. Optical Scanner

Are there required work hours other than 8 a.m. – 5 p.m. / Monday – Friday? Yes No

USE OF OFFICE SPACE WITHIN COUNTY BUILDING

WHEREAS, O.C.G.A. § 36-5-22.1 provides that the Board of Commissioners of Dawson County has original and exclusive jurisdiction to direct and control all of the property of the County according to law as the Board of Commissioners deems expedient.

NOW, THEREFORE, Adult Learning Center agrees to the terms hereof as conditions upon use of office space within a county-owned building.

Adult Learning Center (hereinafter referenced as "Occupant") agrees as follows:

1. Occupant may use the premises located at: 408 Hwy 9 N Dawsonville from January 1, 2015 until December 31, 2015. Occupant may be permitted to remain after the termination date upon approval by the Board of Commissioners.
2. Occupant shall not be obligated to pay Dawson County for the office space because Occupant provides substantial benefits to the public that the County would otherwise provide. Occupant occupies the premises with permission from the Board of Commissioners and has only a usufruct that may not be conveyed and is not subject to levy and sale. Dawson County retains all rights, benefits, and privileges as owner. Occupant agrees that if the Board of Commissioners notifies the Occupant to vacate the premises, then Occupant shall remove all possessions and vacate the premises within thirty (30) days of receiving notice. If Occupant fails to vacate within thirty (30) days of receiving notice, then the Board of Commissioners may pursue remedies to remove the Occupant, and all costs associated with any such remedy shall be paid by the Occupant.

3. The use of the premises is intended solely as office space and shall be used only as an office by the Occupant. The maximum number of people within the premises at the same time shall not exceed the maximum number permitted by the County fire code.
4. Dawson County will not provide furnishings. However, if the premises contain furnishings, then the furnishings shall remain on the premises at all times and be returned in the same condition at the end of the agreement, normal wear and tear excepted.
5. Occupant shall not store explosives/flammable/toxic chemicals or materials on the premises. Occupant shall not use forklifts, tow trucks or mechanically powered equipment for freight handling on the premises.
6. Occupant shall have access to parking spaces for the purpose of employee/independent contractor and client parking other than parking spaces designated for Dawson County Facilities. Dawson County shall be responsible for parking regulations and towing agreements and maintaining the parking lot.
7. Dawson County shall not provide insurance for Occupant. Dawson County shall maintain insurance for the building only.
8. Occupant shall be solely responsible for janitorial services, waste disposal, and any taxes incurred.
9. Dawson County shall maintain and repair the building and the premises. Any repair required during the term hereof caused by the negligence, carelessness, accident, or abuse of the premises by Occupant or Occupant's invitees shall be reimbursed to Dawson County. Occupant shall make no alterations to the premises without written consent of the Board of Commissioners and shall obtain and maintain all necessary permits and licenses for equipment and business purposes. Any sign requested by Occupant shall be

This _____ day of _____, 20 ____.

Dawson County, Georgia

By: _____

Name: _____

Title: _____

(Occupant)

By: _____

Name: _____

Title: _____

Address: _____

ATTEST:

By: _____

Name: _____

Title: _____