



## Council Meeting

### AGENDA

**Tuesday, November 10, 2020**

**6:00 PM**

**City Hall**

---

#### **I. CALL TO ORDER**

- 1. Invocation**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Consent Agenda**
  - a.** October 6, 2020 Council Minutes
  - b.** October 13, 2020 Council Minutes
  - c.** October 6, 2020 Executive Session Minutes
  - d.** October 13, 2020 Executive Session Minutes
  - e.** October 20, 2020 Planning Commission Minutes
  - f.** October 27, 2020 Historic Preservation Commission Minutes
  - g.** Grading & Pipe Installation - Approval of NRC Grading and Hauling for an amount not to exceed \$12,500.00. (Recommended for Council approval by Airport Committee November 3, 2020)
  - h.** Hangar Site Grading Change Additional / Change - Approval of Change Order for \$23,955.00. (Recommended for Council approval by Airport Committee November 3, 2020)
  - i.** Approval of Addendum for Engineering Services - To contract with Wiedeman & Singleton for \$69,515.00. (Recommended for Council approval by Utilities Committee November 3, 2020)



The Mayor and Council met for a called meeting.

Those Present:	John Howard	Mayor
	Larry Bradley	Vice-Mayor
	Ross Bradley	Council Member
	Norman Garrett	Council Member (via phone)
	Nathan Little	Council Member
	David Dickinson	Council Member
	Logan Propes	City Administrator
	Debbie Kirk	City Clerk
	Paul Rosenthal	City Attorney

Absent:	Lee Malcom	Council Member
	Myoshia Crawford	Council Member

Staff Present: Danny Smith, Chris Croy, R.V. Watts, Jack Armstrong, Beth Thompson, Rodney Middlebrooks, Brian Thompson, Patrick Kelley, Chris Bailey, Sadie Krawczyk

Visitors: Les Russell, Jim Wilson, Teri Smiley, Garrett Range

**I. CALL TO ORDER – JOHN HOWARD**

**1. Roll Call**

Mayor Howard noted that all Council Members were present, except Council Member Lee Malcom and Council Member Myoshia Crawford. Council Member Norman Garrett was present via telephone. There was a quorum.

**2. City Administrator Update**

City Administrator Logan Propes explained that he has been working with staff on several different development and business interests in the City. There is a tremendous amount of interest within the City currently. He and Ms. Thompson have been working on the Bond. The upgrades at Pilot Park are really starting to look good. The Traffic Calming Project for Church Street is under construction. He feels the project will do its job once it is complete. The project is a much better alternative than doing nothing and will be the least impactful.

**3. Central Services Update**

Mr. Chris Bailey stated October is Cyber Security Awareness Month. October 4 through October 10 is National Fire Prevention Week; the City of Monroe will be posting safety tips all week. The completion date for the Police Station / Municipal Court Building is projected for October 30; they are waiting on doors and windows. The facilities and grounds crews picked up almost 3,500 pounds of trash, while cutting grass. He explained the Leaf Collection schedule will be going from November 1 to January 31, and the route schedule will be released mid-October. He discussed stormwater doing a public outreach and educational program in 2021. The GIS Project is almost complete, which will be a teachable live system for water, sewer, natural gas, and stormwater. After all of the accuracy checks are completed, the City will have a full functioning GIS system.

**II. COMMITTEE INFORMATION****1. Finance****a. Monthly Finance Report**

Ms. Beth Thompson presented the monthly Finance Report. She stated the bond issue they have been working on has been finalized, which was a big undertaking. She is currently working on the 2021 Operating and Capital Budgets and will be meeting with the Department Heads next week. Ms. Thompson discussed having the Budget Meeting with Council in November. The General Fund, Utility, and Solid Waste expenses are all slightly below budget. She explained spending has been halted, due to the uncertainty with COVID, property taxes not being due until November, and the mild weather causing Utility revenues to be down. The Sales Tax amounts have increased, due to a Statewide audit; there was a one-time true-up for the month. The Local Option Sales Tax amount was \$408,610.00, which was a substantial increase.

**b. Financial Policies Update**

Ms. Beth Thompson presented the request for approval of the Financial Policies Update, which has not been updated since 2006. She explained dates within the Budget Process were changed, and some of the language was cleaned up. The Capital Asset Management Policy and Internal Control Policy, which were omitted have been added to enhance the Financial Policies.

Council Member Nathan Little stated the City only capitalizes assets that cost more than \$5,000.00. He questioned whether a system is maintained to track assets below that amount and the threshold used. He questioned whether a physical check gets done on all of the capitalized items, and whether they are numbered and inventoried.

Ms. Thompson answered that the Purchasing Department has a system. The system does not have a threshold; it is based on the actual item. She explained that any item costing \$5,000.00 or more is considered a fixed asset for capital purposes. There is a physical audit done on inventory items and on the capital items as part of the audit each year.

The committee recommends approval of the Financial Policies Update to Council.

*Motion by L. Bradley, seconded by Little.  
Passed Unanimously.*

The Financial Policies Update Item will be moved to next week for a full Council vote, due to the Finance Committee not having a quorum.

*No Action.*

**2. Airport****a. Monthly Airport Report**

Mr. Chris Bailey presented the monthly Airport Report. He stated the 2020 Economic Impact Report was received yesterday. The report studies the number of flights coming through the Airport on an annual basis, the top five travel destinations from the Airport, and the financial impact to the community. The single unit T-hangar site is virtually ready, and the builder will potentially start pouring the concrete next week. He explained the 16-unit hangar site is going to become a 12-unit hangar site, due to the soil quality. The change was made as a collective

decision, and there are new designs for the site. The engineers will start taking bids to resurface the runway towards the end of the year, with the paving being done next Spring.

**3. Public Works**

**a. Monthly Solid Waste Report**

Mr. Danny Smith presented the monthly Solid Waste Report. The Transfer Station wall is scheduled to be welded this weekend. The tonnage has increased approximately 1,000 tons from this time last year. There are 209 citizens opting for the curbside glass collection service and almost a ton of glass collected in August. He reminded customers to keep the glass clean and separated. He discussed the increase of illegal dumping inside the City limits and working with the City Marshals to get on top of the situation.

**b. Monthly Streets & Transportation Report**

Mr. Chris Croy presented the monthly Streets & Transportation Report. The crews have been trimming limbs and cutting back the right-of-ways. They are continuing to patch utility cuts throughout the City before the cold weather gets here. The Stormwater crews have been responding to a lot of calls, due to all the rain. The street sweeper was down for a couple of weeks, but it has been repaired and is now running daily. He gave an update on the Church Street project. The bases have been poured in the medians for the brick pavers; the curbing has been repaired and back filled.

Council Member Nathan Little stated as a point of order, the Financial Polices Update item needs to be placed as a separate agenda item for full Council vote, due to the Finance Committee not having a quorum. The item will be defaulted to next week’s agenda.

**4. Utilities**

**a. Monthly Electric & Telecom Report**

Mr. Brian Thompson presented the monthly Electric & Telecom Report. He discussed meeting with the power supply staff for Publix. The transformers have been set for the first phase of Grace Church, and the ductile iron poles will start being installed within the next couple of weeks. Telecom report has a new item; the information was pulled from the Telecom ticketing system to show the amount of work done on the CATV system. There were 473 work orders for CATV in September. This same type of report will be implemented for the Electric system. He explained the 2-way micro duct being installed along with the gas project on Highway 186 has been completed. The CGNAT is now operational at the cable plant.

**b. Monthly Water, Sewer, & Gas Report**

Mr. Rodney Middlebrooks presented the monthly Water, Sewer, Gas, & Stormwater Report. He gave an update on the gas project on Snows Mill Road and Jones Woods Road located in Morgan County. All of the pipe has been installed, and the pressure testing can be started once the tie-ins from the bores are made. The pump station building for the Loganville water line extension project came in early. The bores took two weeks to get a pilot hole through the rock at the Alcovy River, and they continue trying to get the hole large enough to put the pipe in. They still haven’t gotten under Cown Road.

**c. Approval – Purchase 30-Ton Dump Trailer**

Mr. Rodney Middlebrooks requested to purchase a 30-ton dump trailer for the Wastewater Treatment Plant. He explained the new belt press will be shipped in two weeks, and the trailer will allow the City to haul the sludge from the belt press instead of using a contractor to haul it, which costs approximately \$12,000 every two weeks. Gainesville Truck Center had the low bid amount of \$61,563.00, which will be funded from CIP. He stated the trailer will haul up to 24 tons in one trip.

The committee recommends to purchase the 30-ton dump trailer from Gainesville Truck Center for the amount of \$61,563.00 to Council.

*Motion by L. Bradley, seconded by Little.  
Passed Unanimously.*

**d. Yield Analysis Update Engineering Services**

Mr. Rodney Middlebrooks explained during the renewal of the City’s withdrawal permits for the Alcovy River and John T. Briscoe Reservoir, the Georgia EPD requested that an updated yield analysis for 2020 – 2030 be completed within the next six months. They made the yield analysis a required condition prior to finalizing the City’s withdrawal permit. He requested approval of the engineering services by Wiedeman and Singleton, Inc. to update a Yield Analysis for the City’s water supply for a lump sum fee of \$15,000.00. He stated they will have the update done in three months for Council to review before submitting to the Georgia EPD.

The committee recommends to Council approval of the engineering services by Wiedeman and Singleton, Inc. to update the Yield Analysis at a cost of \$15,000.00.

*Motion by L. Bradley, seconded by Little.  
Passed Unanimously.*

**e. Authorization of a Parity Bond Ordinance**

City Administrator Logan Propes stated that bonds are a relatively complicated process. The Parity Bond Ordinance will authorize the issuance of the City of Monroe Combined Utility Revenue Bonds, Series 2020, to pay the costs of certain improvements to the Combined Utility System, the premium for the bond insurance policy, and the premium for the debt service reserves surety bond, and authorize the execution, delivery and performance of related documents. The total amount to be bonded is \$50 million in a parity bond format to be amortized over a 30-year period, with the first installment being \$47.3 million. Mr. Propes discussed the Engineering Report prepared by GMC in preparation of the bond issue. The interest rate environment is extremely favorable now, especially on a 30-year amortization. He discussed the list of eligible projects in wastewater treatment, water treatment, water transmission and distribution, gas distribution, and telecommunications. He stated the City will not incur any principle payments until the 2016 Revenue Bonds roll off; the debt has basically been sculpted to grow the system into it, so there won’t be any effects felt. The principle and interest won’t start until 2027. The interest rates are not known yet, because they are out for market. Mr. Propes explained he is waiting on the final ratings sheet from the ratings call last week, before it is published.

Vice-Mayor Larry Bradley stated the sewer system is a significant portion of the \$50 million and must be done because the system is antiquated. He questioned whether most of the remaining projects will be paid for by business expansions and not existing rate payers.

Mr. Propes answered that to be correct. He explained this will allow more water sales, either through existing contracts or future contracts and expansion of the water, gas, sewer, and telecom systems. He stated this is the reason it is a Revenue Bond; no one would buy the bond unless the City could demonstrate properly the ability to afford the repayments through system expansion.

City Attorney Paul Rosenthal clarified that a motion is not needed from the Utility Committee. The Parity Bond Ordinance will go before the entire Council for approval next Tuesday. The Ordinance is currently a draft that is 99% done, for Council to review; the full final version of the Parity Bond Ordinance will be brought to Council for approval next week, and his office will then file it for validation with the Superior Court.

*No Action.*

**5. Public Safety**

**a. Monthly Fire Report**

Battalion Chief Jack Armstrong presented the monthly Fire Report. He stated the department had a total of 232 calls for the month of August. They had one fire loss, which was a car fire on Oak Street valued at approximately \$2,500. He thanked Mr. Bailey for the efforts regarding Fire Prevention Month. He introduced Garrett Range as the new Fire Marshal.

**b. Monthly Police Report**

Police Chief R.V. Watts presented the monthly Police Report. He stated they had 1,826 calls for service in August, and the officers are doing a great job on the area checks. The Part I Crimes were up some, and there were 35 Part II Crimes. The crime rate is ten percent better than this time last year. He stated they were able to make an arrest for the stabbing on Carwood Drive and discussed the armed robbery on North Broad Street. The Joint Operations Unit executed three search warrants, seized two guns, and made a total of 70 felony arrests. He discussed the issues with teenagers at Hammond Park. The City has installed signs showing the allotted park hours, and officers have started issuing citations.

Vice-Mayor Larry Bradley stated the City should look at adding curbing next to the parking lot at Hammond Park.

**6. Planning & Code**

**a. Monthly Code Report**

Mr. Patrick Kelley presented the monthly Code Report. He stated 13 new businesses acquired business licenses and six businesses closed. The City Marshals removed 173 signs from the roadway, investigated three utility tampering cases, and issued four citations. He explained there is an 85-unit development online, which will be completed sometime in the next year.

City Administrator Logan Propes stated there have been 78 new residential building permits in the City so far this year, and comparatively, there were only 118 last year.

**7. Economic Development**

**a. Monthly Economic Development Report**

Ms. Sadie Krawczyk stated over 100 people attended the Incremental Development Alliance pre-lectures, and the workshop is schedule for October 29. The City is partnering with ECG to

virtually host the Incremental Development Alliance, which is a non-profit organization promoting small-scale projects of locals learning how to do small projects. The Farm to Table event has officially been cancelled, but many of the ticket holders have chosen to donate their ticket funds to the Farmers Market. The last Farmers Market is supposed to be Saturday along with Fall Fest, but they will decide by noon tomorrow if it needs to be cancelled. Depending on the weather, if the event gets postponed a rain date will be supplied on social media. She explained the Fall and Holiday events will be handled the same way, when they are finalized.

**8. Parks**

**a. Monthly Parks Report**

Mr. Chris Bailey presented the monthly Parks Report. He thanked Chief R.V. Watts for all his help with Hammond Park, Pilot Park, and Mathews Park. Pilot Park will be complete after another load of mulch and replacement of a bench that was damaged. The fence will be painted this Spring, and the opening date is potentially scheduled for October 19. He explained all of the materials and equipment have been ordered for Mathews Park. A Parks page has been added to the City’s website, which will include future plans.

**III. ITEMS OF DISCUSSION**

- 1. Public Hearing – Conditional Use – 319 South Madison Avenue**
- 2. Public Hearing – Zoning Ordinance Code Text Amendment #8**
- 3. Resolution – Support Development of the Proposed Downtown Green**
- 4. Capital Campaign Commitment**

There was a general discussion on the above items. There was no action taken.

**IV. MAYOR’S UPDATE**

Mayor John Howard had no update tonight.

**V. ADJOURN TO EXECUTIVE SESSION**

*Motion by R. Bradley, seconded by Little.  
Passed Unanimously.*

**RETURN TO REGULAR SESSION**

**VI. ADJOURN**

*Motion by L. Bradley, seconded by R. Bradley.  
Passed Unanimously.*

---

**MAYOR**

---

**CITY CLERK**





- g.** August 13, 2020 Downtown Development Authority Minutes
- h.** September 10, 2020 Downtown Development Authority Minutes
- i.** August 13, 2020 Conventions and Visitors Bureau Minutes
- j.** September 10, 2020 Conventions and Visitors Bureau Minutes
- k.** Approval – Purchase 30-Ton Dump Trailer – To purchase from Gainesville Truck Center for \$61,653.00. (Recommended for Council approval by Utilities Committee October 6, 2020)
- l.** Yield Analysis Update Engineering Services – Approval of Wiedeman & Singleton for \$15,000.00. (Recommended for Council approval by Utilities Committee October 6, 2020)

To move Item K – Approval – Purchase of 30-Ton Dump Trailer and Item L – Yield Analysis Update Engineering Services under New Business to be considered by the full Council. To approve the consent agenda as amended.

*Motion by Little, seconded by L. Bradley.  
Passed Unanimously*

**II. PUBLIC PRESENTATION**

**1. Workforce Development**

Ms. Dessa Morris, with the Walton County Development Authority, gave a presentation. She was hired three years ago to help ensure the local companies were happy, planning to stay, and possibly even expand. The number one concern for the industries was securing the talent necessary to exceed. Her position quickly turned into a Workforce Development Position. She is charged with getting the industrial partners, manufacturers, distributors, and educators working together to benefit the community. She works under the direction of a Workforce Advisory Council, which includes school superintendents, industry leaders, the Students Success Alliance, the Walton Chamber, a Department of Labor representative, Athens Tech officials, and Mr. Les Russell from the City of Monroe. Manufacturing is 8.9% of all the jobs in Georgia. In Walton County more than one out of ten jobs are in the manufacturing field. She stated Mr. Shane Short is always working to bring the right industrial partners into the community. Ms. Morris discussed it being a great time to look for a job, virtual job fairs, available manufacturing jobs in Walton County, and Career Expos. There will be a Manufacturing Program starting at Monroe Area High School in August 2021.

*No Action.*

**III. PUBLIC FORUM**

**1. Public Comments**

Ms. Rita Dickinson, of 512 East Church Street, stated that she sees the neighborhood she has always dreamed of developing on Church Street. The people trying to change Church Street do not live there. The neighbors have been promised several times that something was going to be done with this specific house to make the neighborhood great, and the promises have not been kept. She does not feel this facility is appropriate for Church Street; it does not fit in a neighborhood with lots of children. Pilot Park has just been redone. She has purchased several houses in the neighborhood and changed them to single family residences instead of apartments.

Ms. Sally Fielder, of 414 East Church Street, requested Council to stop the approval of Sparrow Hill Inn. She wants the proposal declined so the City of Monroe can move forward in the right direction. She lives next door; she has always considered that as her home and Church Street as her neighborhood. She discussed the house at the corner of Colley Street and Church Street wanting a

rezone years ago and all of the neighbors came in protest of it too. There are already several drug facilities within five miles. She requested Council to vote against Sparrow Hill and their lawyers.

Mr. Thad Gilliam stated that he is one of the Sparrow Hill Inn owners. They purchased the property in 2013 and invested a lot of money restoring it in the same historical character. They have been faithful business and property owners. They entered into negotiations for Pyramid Healthcare to purchase the property in 2019. The property has been Zoned B2 Commercial since 2006, even though it is adjacent to residential properties. He explained, in January Pyramid's council researched the zoning classification and intended use; they concurred that the use is allowed. Their council repeatedly reached out to Mr. Kelley for a determination letter, and Mr. Kelley suggested involving the City Attorney. The issue was then assigned to Mr. Tom Mitchell, an outside attorney. After four months, Mr. Kelley issued his determination letter. Pyramid, their council, and the property owners viewed the determination as inaccurate and disagreed with it. He stated Mr. Kelley chose to call their use a sanitarium, which is the only use prohibited by the City. Mr. Kelley stated in his letter that the only options to his determination would be an appeal or a variance. Therefore, an appeal was made to his determination letter. Mr. Gilliam stated they have been working on this for over nine months, been discouraged, incurred tremendous financial loss, and feel they have been wronged. He implores Council to confirm that this is an allowed use. He discouraged Council from denying this use, to end up in a legal battle, which would be a waste of tax payer money. A protected class should be allowed their due usage by the City of Monroe Ordinance.

Ms. Kimberly Mayfield stated that she speaks as a neighbor of Sparrow Hill Inn and a landowner in Monroe. She has often been asked by guests whether it's safe to park on Colley Street or in their rear parking lot. The Inn's parking lot shares a property line with the acre of land that fronts Colley Street, Davis Street, and Bell Street. There were five rental houses on that acre which always had noise, mounds of trash, and lots of drug activity. She and her husband purchased the property with the sole purpose of knocking down the five houses and clearing the land so their business guests could feel safe and secure while staying in Monroe. Multiple people stopped by to say thank you while the houses were being demolished. They have maintained the property since. It is important that they leave something better than they found it, and they are doing the same with Sparrow Hill Inn. As a potential next-door neighbor to Pyramid Healthcare, they couldn't be more relieved. They have had to deal with a neighbor that doesn't keep up his property, which reflects poorly on their bed and breakfast. They don't have any plans currently for the back acre, but it is their investment in this town. They would be very unwise and short sighted to sell their current commercial property to Pyramid Healthcare if they had any doubt that they wouldn't be the best neighbors. She definitely would not approve of any number of other businesses that by zoning could occupy that space and bring down their own property value. They are content with all of their research into Pyramid Healthcare and warmly welcome them to the community.

Council Member David Dickinson read a letter from Ms. Linda Jones-Sibert concerning the Code Officer Appeal at 410 East Church Street. Her letter requested Council not to approve the drug rehabilitation facility moving into their neighborhood. The houses on Bell Street, Davis Street, Colley Street, and Milledge Avenue that previously housed drug dealers and users have been torn down. There are young families with children buying houses on Church Street, and the renovation of Pilot Park will draw even more families to the neighborhood. She doesn't feel there is any comparison between the proposed facility on Church Street and the Silver Ridge facility. The Silver Ridge facility is a 10,000 square foot mansion, with eight bedrooms, and 15 beds located on 12 acres. The Church Street facility is 5,384 square feet, with four bedrooms, and 12 beds located on 1.65 acres, which are mostly unusable. According to the American Addiction Centers, the relapse rate in drug rehabilitation is between 40 and 60%. She questioned whether that means 40 to 60% of those people will be on the streets looking for drugs. Ms. Jones-Sibert also wanted to know if the

clients will have an open-door policy, if there will be full time staff, what the staff's training is, where the staff will live, and if background checks will be run on both the staff and clients.

Ms. Cheryl Larson, of 501 East Church Street, spoke against the drug rehab facility coming into their neighborhood. She stated when she moved to Church Street 15 years ago, more than half of the houses were dilapidated, and no children were living there. Now, there are families with children who play outside. She discussed when the Sparrow Hill owners didn't want the house next to them turned into a residential facility. Ms. Larson understands that their business is suffering due to COVID-19, but they are planning on leaving it on the neighborhood. The owners purchased the property located behind them and if it goes commercial, what guarantee do the residents have that the property will stay the way it is. They could request a variance and build whatever they want to.

## **2. Public Hearing**

### **a. Conditional Use – 319 South Madison Avenue**

Code Enforcement Officer Patrick Kelley presented the application for a conditional use of this property to allow Townhouses in a B2 Zoning. The applicant is Lori Volk with New Leaf Georgia.

Council Member Norman Garrett stated he was unable to come to the meeting last week and questioned who actually purchased the property. He questioned whether New Leaf Georgia has a history of doing townhouses. Mr. Garrett questioned the purchase of the property and the property being deeded for \$10.00. He questioned how the property that used to belong to Mr. John Howard transferred hands for only \$10.00. He stated that Mr. Logan Propes estimated the property to be worth between \$130,000.00 and \$150,000.00.

Ms. Lori Volk stated she and her partner, New Leaf Georgia, purchased the property. New Leaf Georgia has experience building townhouses. She explained New Leaf Georgia purchased the property and she does not have the contract or purchase price in front of her. She stated that she is confused by the questions.

City Attorney Paul Rosenthal referred Mr. Garrett to page 66 of the agenda record. He stated that any conditional use or zoning application is required to provide proof of ownership. Georgia Law is very clear that a real estate transfer tax shall be paid on all property transferred by warranty deed or otherwise. So, the face of page 66 of the agenda can not be used to ascertain the actual purchase price paid by New Leaf Georgia, LLC. Mr. Rosenthal referred to the top corner of page 66 where the document is marked from the Clerk of Superior Court of Walton County, which notates the Real Estate Transfer Tax Paid for the transaction was \$152.00. The \$152.00 Real Estate Transfer Tax indicates that the purchase price paid for the transfer would be \$152,000.00. The \$10.00 transfer is standard nomenclature that anyone that purchases, buys, or sales real property will normally see in a deed; it is what is called the nominal consideration. The actual consideration that was paid on this transaction from review of page 66 indicates the property sold for \$152,000.00.

The Mayor declared the meeting open for the purpose of public input.

Ms. Lori Volk explained they are requesting a conditional use of the property to build a small townhouse community. There will be seven townhouses with four facing South Madison Avenue and three facing Milledge Avenue; they will each be approximately 1,800 square feet. They will be built with high end materials, back entries only, a shared driveway in the back, and two entrances.

Council Member Ross Bradley stated these are the types of projects that the DDA have been focused on trying to get to town, and he appreciates them being here.

There were no other public comments; Mayor Howard declared that portion of the meeting closed.

*No Action.*

**b. Zoning Ordinance Code Text Amendment #8**

Code Enforcement Officer Patrick Kelley presented the request for a zoning code text amendment of Article X, Section 1000.3.2 to add Item (iv) Cottage Food Business. He stated that Applicant Jamie Cox has requested the addition of cottage food business to the listing of residential businesses.

The Mayor declared the meeting open for the purpose of public input.

There were no public comments; Mayor Howard declared that portion of the meeting closed.

*No Action.*

**IV. NEW BUSINESS**

**1. Conditional Use – 319 South Madison Avenue**

To approve the conditional use.

*Motion by Dickinson, seconded by R. Bradley.  
Voting no Garrett.  
Passed 5-1.*

**2. 1<sup>st</sup> Reading – Zoning Ordinance Code Text Amendment #8**

City Attorney Paul Rosenthal presented the first reading of the ordinance.

**3. Resolution – Support Development of the Proposed Downtown Green**

To approve the resolution as presented.

*Motion by R. Bradley, seconded by Dickinson.  
Passed Unanimously.*

**4. Capital Campaign Commitment**

City Administrator Logan Propes stated the Walton County Chamber of Commerce is putting forward a Capital Campaign to purchase the house at 207 North Wayne Street for their new offices. They are requesting a three-year commitment from the City totaling \$25,896.00, which will be paid in three annual payments of \$8,662.00 each. Mr. Propes requested the amounts to be authorized, so that he can execute the subsequent contract with the Chamber of Commerce.

Vice-Mayor Larry Bradley clarified that the request is being made for all of the Municipalities in Walton County.

Mr. Propes answered that to be correct. He explained all of the Cities and the County will be contributing; the contribution amounts are based on population.

Council Member Norman Garrett questioned the money being used and whether they already have the building. He questioned how the Chamber helps the City of Monroe.

Mr. Propes explained the Chamber currently has the building through a lease purchase. The Walton Foundation owns the building, and they are doing a lease purchase option for the property. He stated that Ms. Teri Smiley presented the information at the work session, but she is not present tonight.

Mayor Howard stated that Ms. Kerie Rowe came to answer questions.

Mr. Garrett questioned how the Chamber actually helps to benefit the City of Monroe. He questioned how many businesses participate with the Chamber, and how much each business pays. He questioned the smallest membership fee amount and the number of employees.

Ms. Kerie Rowe, with the Walton County Chamber of Commerce, apologized that Ms. Smiley or the Chair couldn't be present. She explained that the Chamber helps the businesses throughout the City and the County to grow, invest, get more involved, and connect with other businesses in the community. They help with programs through the school systems. There are currently 763 Chamber Members. She explained the membership fees differ, because there are different membership packages. The smallest membership fee amount is \$350.00 a year. She stated the Chamber has three employees.

Mayor, Council, and Ms. Rowe further discussed the membership fees, the different events held by the Chamber throughout the year, the Chamber budget, their expenses, the cost of the building, and things the Chamber does for the Cities and County. Previous conversations between Mr. Garrett and Ms. Smiley were also discussed.

Ms. Rowe explained that she came to represent the Chamber of Commerce, but she does not know all of the financial answers. She stated Ms. Smiley would be happy to answer any questions. She suggested that Mr. Garrett have a meeting with Ms. Smiley to go through everything and get more involved with the Chamber.

Mr. Propes stated the purpose tonight is only for the Capital Campaign; Council has already approved the General Operating Transfer for the Chamber.

To approve the Walton County Chamber of Commerce Capital Campaign three-year commitment for the total amount of \$25,986.00, which is to be paid in three annual payments of \$8,662.00 each, and to authorize the City Administrator to execute the subsequent contract.

*Motion by R. Bradley, seconded by L. Bradley.  
Voting no Garrett.  
Passed 5-1.*

**5. Financial Policies Update**

Ms. Beth Thompson presented the request for approval of the Financial Policies Update, which is primarily a cleanup of the last update from 2006. She explained there was some language changed, and the Capital Asset Management Policy and Internal Control Policy were added.

To approve the Financial Policies Update to Council.

*Motion by Little, seconded by L. Bradley.  
Passed Unanimously.*

**6. Authorization of a Parity Bond Ordinance**

City Administrator Logan Propes gave a short overview. The \$50 million Parity Bond Ordinance will be for 30 years and will fund improvements in wastewater treatment, water treatment, water transmission and distribution, gas distribution, and telecommunications. He explained these large projects have been put off for a long time and will continue to drive Monroe forward in the infrastructure world. He introduced Mr. Andrew Tritt as the City’s Placement Agent.

Mr. Andrew Tritt, with Stifel Financial Services, gave an update of the day at the Bond Market. He stated that it was a great day at the market. Everyone has done an amazing job working together compiling all of this information. The City of Monroe got a Bond Rating from Moody’s Investors Service, who provided an investment grade Bond Rating A2. This helped sell the Bonds at the level that they did, and the interest rate is absolutely phenomenal. The City is down 138 basis points compared to the beginning of 2019. They sold \$50 million worth of Bonds at the Market today. The rate was able to be lowered again, due to a variety of interest. The total arbitrage yield is 2.22%, it is tax exempt, from year seven to 30, and the 30-year money is weighted on the back end. He stated they are very pleased with the outcome. The Parity Ordinance authorizes everything.

Ms. Shaney Lokken, with Murray Barnes Finister, LLP, stated her firm has been serving as Bond Council and Disclosure Council for the City on this Bond Issuance. She stated that the City issued four of the Combined Utility System Bonds in 2016, so the original Master Bond Ordinance was put in place in 2016. The reason this is called a Parity Bond Ordinance is because the original Ordinance allowed for additional bonds to be issued in the future, under certain circumstances. The Parity Bond Ordinance primarily focuses on the specific terms for these 2020 Bonds that are proposed tonight, which authorizes the specific terms for these bonds. It also ratifies the provisions from the 2016 Master Ordinance as being applicable to these bonds. A couple of amendments made to the Ordinance are included, primarily to allow for the insurer of these bonds.

To approve and adopt the Parity Bond Ordinance to authorize the issuance of the City of Monroe Combined Utility Revenue Bonds, Series 2020, to pay the costs of certain improvements to the Combined Utility System, the premium for the bond insurance policy, and the premium for the debt service reserves surety bond, and to authorize the execution, delivery and performance of related documents including but not limited to the Bond Purchase Agreement, the Paying Agent Agreement, and the Custodial Agreement.

*Motion by Dickinson, seconded by R. Bradley.  
Passed Unanimously*

**7. Approval – Purchase 30-Ton Dump Trailer – To purchase from Gainesville Truck Center for \$61,653.00. (Recommended for Council approval by Utilities Committee October 6, 2020)**

To approve.

*Motion by Little, seconded by L. Bradley.  
Passed Unanimously.*

**8. Yield Analysis Update Engineering Services – Approval of Wiedeman & Singleton for \$15,000.00. (Recommended for Council approval by Utilities Committee October 6, 2020)**

To approve.

*Motion by Little, seconded by R. Bradley.  
Passed Unanimously.*

**9. Code Officer Appeal – 410 East Church Street**

Attorney John Andrew Nix stated there will be three presenters, and he will be the last person to speak. He requested Ms. Joy Gilliam to come forward and introduce herself again; there will be two representatives from Pyramid Healthcare to speak and answer any questions.

Ms. Joy Gilliam, one of the owners of Sparrow Hill Inn, discussed Pyramid Healthcare. She stated that she and her husband have personal experience with Pyramid and their program. She reiterated that Sparrow Hill Inn is a commercial property, and there are a lot of other commercial properties on Church Street. They have physically witnessed what type of neighbor Pyramid is. They are a commercial property in a residential area at their other property. They are extremely quiet, respectful, create very little traffic, keep their property impeccably maintained, and don't have any signs. She stated that in this world it is hard to have any real guarantees, even the Bible says we can't be guaranteed a tomorrow. Ms. Gilliam discussed the probability that Pyramid will own the property for a very long time and being a huge asset to the City and County.

Mr. Derek Gwaltney, Vice-President of Marketing with Pyramid Healthcare, gave a brief reminder on the facility they want to bring to Monroe. They are looking to treat mid-life adults, professionals, people with real family engagement, who want to be there, and are looking to get well. They will provide 24-hour staffing, 24-hour care, and oversight. The workers will be residents of Monroe or the surrounding Counties; the staff does not live on-site.

Council Member David Dickinson stated he researched Silver Ridge, which is not in Ashville. It is in Mills River, half way to Hendersonville. He questioned why people suffering from drug and alcohol addiction would be put in a facility where they can walk out of at any time. They are five minutes away from a number of convenience stores where they can purchase alcohol or five minutes away from someone who would sell them drugs.

Mr. Chad Husted, Executive Vice-President of Southeastern Operations of Pyramid Healthcare, stated he has been with the company for about five years. He lives in Atlanta and has been in this field for twenty-five years. They very much care about the community of Monroe. He has been through this process about ten times in different communities. They worked through the concerns from the community together with Mills River. They no longer have any opposition there; they are part of the fabric of the community now. This program does not serve the individuals who can go out and just get beer and drugs in the streets; these individuals are qualified to be in this program. There has been an extensive assessment process remotely where they say that they want to change. This is an intrinsic program that they support, which is different than an extrinsic program. Their treatment model is that they want to be there and want the help to change. He stated the doors are not locked, because someone can not be forced to do something that they are not interested in doing. Mr. Husted discussed other programs that he has been involved with. These individuals are seeking change with discretion; to get their lives back together and to go back to their day to day living.

Mr. Nix stated that this is not a rezoning request or a variance request. This all began with an inquiry to Mr. Kelley's office about whether the use being sought was permitted in B2 Zoning. Mr. Kelley has an opinion that this use is not permitted under B2 Zoning. He stated under the City's



Ordinance, the B2 Zoning classification allows a full range of professional, office, institutional service, and retail businesses needed by residents of and visitors to the City and the Region. The people talking against this live in a Zoning District created by the City of Monroe that allows these uses within it. Mr. Nix and Mr. Kelley have had the discussion of where their use fits. He stated sister uses in the Zoning Ordinance related to this use are convalescent care, nursing homes, rest homes, hospitals, laboratories, personal care homes, family personal care homes, group personal care homes, and congregate private offices; but their use is not there. He discussed the definitions in the City's Zoning Ordinance, the intention of the Ordinance, and the North American Industry Classification System national publication. He argues after everything is considered that the City's Zoning Code allows this use, and does not require any action by Council, other than agreeing with them, and disagreeing with Mr. Kelley's interpretation. Mr. Nix discussed the Fair Housing Act, and Due Process and Equal Protection under the United States Constitution, the Georgia Constitution, and the City of Monroe's Zoning Ordinance. He stated Federal Law considers someone who has an addiction to alcohol or drugs to be handicapped and questioned whether a home setup for a handicapped person has protection under the Fair Housing Act.

Mr. Dickinson discussed a person suffering for alcohol or drug addiction being automatically covered under the Fair Housing Act and ADA, which is not true. He stated in all of the cases where Cities are sued due to the FHA, ADA, and the Rehabilitation Act, the person has to be recovering and not suffering from the problem. He questioned whether Mr. Nix would concede that despite the hundred or so cases in District Courts and Court of Appeals across the country, there is no definition of what recovering means. It is case by case; the United States Supreme Court has never addressed it. He discussed various cases and merits to the arguments. Mr. Dickinson stated he doesn't feel that everything goes in one direction like Mr. Nix is saying.

Mr. Nix stated that the Circuits don't align themselves; there is different law coming out of different Circuits. This is not a slam dunk, but it is something that reasonable people can litigate, due to it not being clear. He believes the Courts are going to be sympathetic and support quality care. He thinks the Zoning Ordinance is fraught with gaps; the rational basis for excluding does not line up with the Ordinance. Mr. Nix stated he is not a Federal Litigator and stays away from Federal Court.

Council Member Ross Bradley stated Mr. Kelley's letter gave the applicant two options, to either appeal the decision to Council or to apply for a variance. He questioned the choice to appeal the decision, which takes the public component out of the initial decision-making process.

Mr. Nix stated he doesn't think that procedurally they could get a variance, because the Zoning isn't permitted under Mr. Kelley's interpretation. A variance would typically be an adjustment to how a property could be developed, such as a setback adjustment. He stated a variance doesn't fit what they are doing.

Code Enforcement Officer Patrick Kelley stated that he is not a lawyer and is only trying to look out for the community. He stated the NAICS is an economic classification, which has nothing to do with zoning. The national publication has no bearing on zoning anywhere. That definition was used because it agreed with their argument. Mr. Kelley stated in the absence of a definition he used the common meaning in his interpretation; he used Websters and Wikipedia, an older source and a more recent source. He used common meanings when making his determination. He stated that it has been pointed out that this use is completely not allowed in the City of Monroe based on his interpretation, which is not the case. It would actually be allowed; it is a permitted use in B3 Zoning and is not prohibited throughout the City. He explained even though he mentioned a variance and an appeal in his letter, a zoning lawyer would know that they could apply for a text amendment to have this use included in clear language in the Ordinance itself. That effort was not made and would

require a public notice. He believes public notice was trying to be avoided and was intimidated in a conversation. Mr. Kelley stated that he immediately responded to the request for an interpretation in March; there was some time lag between wanting to get the lawyers involved, which he did not suggest. He just wanted to clarify how he reached his decision.

*No Action.*

**V.      ADJOURN TO EXECUTIVE SESSION**

*Motion by R. Bradley, seconded by Crawford.  
Passed Unanimously.*

**RETURN TO REGULAR SESSION**

Motion to deny the appeal and uphold the decision of the Code Department

*Motion by Dickinson, seconded by L. Bradley.  
Voting no Garrett, Crawford.  
Passed 4-2.*

**VI.      MAYOR'S UPDATE**

Mayor John Howard stated the Blue Rooster will be opening Thursday. Early voting began this week, with nine extra days. He has discussed the trash problem with John Mura and Clay Edmondson. The Battle of the Burgers will be on October 24. Mayor Howard read a letter from Mr. Brian Krawczyk bragging on all the improvements in the City of Monroe.

**VII.      ADJOURN**

*Motion by R. Bradley, seconded by Little.  
Passed Unanimously.*

---

**MAYOR**

---

**CITY CLERK**

The Mayor and Council met for an Executive Session.

Those Present:	John Howard	Mayor
	Larry Bradley	Vice-Mayor
	Ross Bradley	Council Member
	Norman Garrett	Council Member (via phone)
	Nathan Little	Council Member
	David Dickinson	Council Member
	Logan Propes	City Administrator
	Debbie Kirk	City Clerk
	Paul Rosenthal	City Attorney
Absent:	Lee Malcom	Council Member
	Myoshia Crawford	Council Member

**I. Call to Order – John Howard**

**1. Roll Call**

Mayor Howard noted that all Council Members were present, except Council Member Lee Malcom and Council Member Myoshia Crawford. Council Member Norman Garrett was present via telephone. There was a quorum.

**II. Legal Issue (s)**

**1. Legal Matter**

Legal matters were discussed, including attorney-client discussions.

**III. Adjourn to Regular Session**

*Motion by R. Bradley, seconded by L. Bradley.  
Passed Unanimously.*

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CITY CLERK**

The Mayor and Council met for an Executive Session.

- |                |                  |                          |
|----------------|------------------|--------------------------|
| Those Present: | John Howard      | Mayor                    |
|                | Larry Bradley    | Vice-Mayor               |
|                | Myoshia Crawford | Council Member           |
|                | Ross Bradley     | Council Member           |
|                | Norman Garrett   | Council Member           |
|                | Nathan Little    | Council Member           |
|                | David Dickinson  | Council Member           |
|                | Logan Propes     | City Administrator       |
|                | Debbie Kirk      | City Clerk               |
|                | Thomas Mitchell  | City Attorney (via Zoom) |
| <br>           |                  |                          |
| Absent:        | Lee Malcom       | Council Member           |
| <br>           |                  |                          |
| Staff Present: | Patrick Kelley   |                          |

**I. Call to Order – John Howard**

**1. Roll Call**

Mayor Howard noted that all Council Members were present, except Council Member Lee Malcom. Attorney Thomas Mitchell was present via Zoom, representing the City. There was a quorum.

**II. Legal Issue (s)**

**1. Legal Matter**

Council Member David Dickinson made a motion to deny the appeal and uphold the Code Department’s decision. Motion died for a lack of a second.

Council Member Norman Garrett made a motion to approve the appeal. Council Member Myoshia Crawford seconded the motion. Council Member Nathan Little, Council Member David Dickinson, Council Member Larry Bradley, and Council Member Ross Bradley opposed the motion.

Motion to deny the appeal and uphold the decision of the Code Department

*Motion by Dickinson, seconded by L. Bradley.  
Voting no Garrett, Crawford.  
Passed 4-2.*

**III. Adjourn to Regular Session**

*Motion by Little, seconded by R. Bradley.  
Passed Unanimously.*

---

**MAYOR**

---

**CITY CLERK**

**MONROE PLANNING COMMISSION  
MINUTES FOR ZOOM MEETING  
October 20, 2020**

**Present:** Nate Treadaway, Randy Camp, Rosalind Parks,

**Absent:** Chase Sisk, Mike Eckles

**Staff:** Pat Kelley – Director of Planning and Code  
Debbie Adkinson – Code Department Assistant  
Logan Propes – City Administrator

**Visitors:** Chris Adamson, Gabel Holder, Nathan Purvis, Lee Rowell, John Hampton, Whit Holder

**CALL TO ORDER by Acting Chairman Camp at 5:30 pm.**

**Acting Chairman Camp** asked for any changes, corrections or additions to the September 15, 2020 minutes. Motion to approve made by Treadaway. Parks seconded with a request that the word meeting be corrected to be motion after PH Closed at 5:54. Motion carried. Minutes approved.

**Acting Chairman Camp** ask for a Code Officer Report.

**Kelley:** Currently the city is busy with projects which is encouraging. The MAB project (Monroe Pavilion Project) is still a go with a minor delay. They should be getting started back up with vertical construction the beginning of the year.

Public Hearing Open 5:33 pm

**The First Item of Business** is for petition # ZONE-000069-2020 for a Rezone and Annexation at 0 North Broad Street (parcel C0900009). The applicant is Monroe 02 Partners. Code Department recommends approval.

Nathan Purvis, Owner, spoke to the request. He stated they would like to bring in this property to be the same zoning of B3 as the property adjacent to it. They are interested in constructing a self-storage facility with commercial out parcels.

**Acting Chairman Camp** asked for any questions.

PH Closed at 5:36

**Acting Chairman Camp** entertained a motion.

Parks made a motion to approve.  
Treadaway second. Motion Carried.

Public Hearing Opened at 5:37 pm

**The Second Item of Business** is for petition # PCOM-000071-2020 for a COA to construct a self-storage facility at 0 Mayfield Drive. The applicant is White Oak Real Estate Acquisitions, LLC. Code Department recommends denial.

John Hampton applicant spoke to the request. He had a hand out for the new updated packet with answers to the comments made by the Code Department on the original request packet. He went over each point individually.

With much discussion and numerous questions about the revised packet it was decided it might be best to table until all of the Commission and Patrick could study the changes for compliance.

PH Closed 5:55

**Acting Chairman Camp** entertained a motion.

Treadaway made a motion to table until November 17, 2020 meeting.  
Parks second. Motion Carried

Public Hearing Opened at 5:56 pm

**The Third Item of Business** is for petition # PCOM-000070-2020 for a COA for Façade changes at 600 South Broad St. Bldg. 1 Ste A & D. The applicant is Whit Holder, partner of Pleasant Valley Assets LLC the owner. Code Department recommends approval.

Whit Holder spoke to the request. The plan is to subdivide the old warehouses into 4 tenant spaces with new storefronts. They would like to use different materials for doors and windows. They would like to use an aluminum metal for doors and windows with a divided light window. The awnings would be essentially the same, possibly a little bit smaller.

With more discussion and questions to determine the size of the awnings on the new storefront as opposed to the existing and the distance between the two it was determined the existing would not be seen from Broad St.

Public Hearing close at 6:00 pm

**Acting Chairman Camp** entertained a motion

Treadaway made a motion to approve.

Parks Second. Motion Carried  
COA Granted

Public Hearing Opened At 6:01 pm

**The Fourth Item of Business** is for petition # ZONE-000074-2020 for a Zoning Code Text Amendment #9 for Article VIII: Site Design, Article IX: Building Design, and Article XIII: Landscaping Design and Tree Preservation. The applicant is the City of Monroe. Code Department recommends approval.

Logan Propes City Administrator spoke to the request. The City desires to modify some of the perceived issues in the text code of some deficiencies we have found on different kinds of developments and the materials they use the architectural style. We are trying to tighten up a little so it actually fits within the fabric of the community better. They are minor changes.

**Acting Chairman Camp** asked for any questions.

Public Hearing closed at 6:06 pm

Parks made a motion to approve.  
Treadaway second. Motion Carried

Old Business: None

New Business: Kelley stated the Gator bags the Mayfield Drive group wanted to use is not a substitution for an irrigation system. It's not a permanent fixture to maintain landscaping.

**Acting Chairman Camp** entertained a motion to adjourn.

Motion to adjourn made by Parks.  
Seconded by Treadaway  
Meeting adjourned 6:08 pm

Historic Preservation Commission  
Meeting Minutes  
October 27, 2020

Present: Crista Carrell, Susan Brown, Fay Brassie, Elizabeth Jones, Mitch Alligood

Absent: None

Staff: Pat Kelley, Director of Planning & Code  
Debbie Adkinson, Code Department Assistant

Visitors: Sherry Conley, Scott Conley, Lori Volk, Sam Davis

Meeting called to order at 6:00 P.M.

Chairman Carrell asked if there were any changes or corrections to the September 22, 2020 minutes.

Alligood made a motion to accept minutes as presented. Brassie seconded. Minutes approved.

**The first item of business** is an application for a COA for petition # HP-000079-2020 at 732 E Church St. The applicant is Sam Davis, Owner. The request is to replace existing windows, doors and spindles.

Sam Davis spoke to the request. He stated the windows were installed to match other houses in the Historic Church Street District. He answered the questions of the commission about the pickets and rails around the porch. He will be placing them around the entire porch.

Chairman Carrell entertained a motion.

Alligood made a motion to approve. Brassie second. Motion carried. COA granted.

**The second item of business** is an application for a COA for petition # HP-000080-2020 at 319 S Madison Avenue. The applicant is Lori Volk, Ownership Partner. The request is to build new townhouses on the vacant property.

Lori Volk spoke to the request. They would like to place a total of 7 units, 4 facing S Madison and 3 facing S Midland. The garage entry will be from the rear of each unit with a shared rear driveway.

The commission asked several questions and decided they would need to see what the elevations would actually look like before they could make a decision for approval. They also were in agreement that both brick and hardi siding would be acceptable. They felt it would be better to table this until they had this in hand.



Chairman Carrell entertained a motion.

Alligood motioned to table until next meeting on November 24, 2020. Jones seconded. Motion Carried. Request Tabled.

Old Business: Brassie asked if the sign on back of the Mercantile building had been approved for the size that is there. It will be looked into. She also was questioning the exterior walls at 100 S Broad Street where the stucco is partially off and exposing the brick. Several of the commission were not opposed to the look. Kelley will look into what was approved. There was other discussion about houses around the townhouse properties. None are being demolished.

New Business: Chairman Carroll discussed the plans for getting the historic survey done. She asked about the link that is on our website. Kelley stated it was pulled out of a spread sheet from the Historic site. They discussed several houses on the registry that has been either torn down or moved outside the city.

She updated us on the items discussed in the work session for the planning the historic survey. They are prioritizing what is needed for getting the survey done which is related to the CLG. They will come up with the letter to send to consultants to get competing prices, which will be sent to the Code Department and the City Council for approval. They are also working on the grants to get funds to help with cost. This will be a multi-year undertaking.

Chairman Carroll entertained a motion to adjourn.

Alligood made a motion to adjourn. Brown second. Meeting adjourned at 6:29 pm



**To:** Airport Committee, City Council  
**From:** Chris Bailey, Assistant City Administrator  
**Department:** Airport  
**Date:** 10/27/2020  
**Subject:** Grading & Pipe Installation

**Budget Account/Project Name:** Airport CIP

**Funding Source:** SPLOST 2013

**Budget Allocation:** \$0.00

**Budget Available:** \$665,330.89

**Requested Expense:** \$12,500.00

**Company of Record:** NRC Grading and Hauling, LLC

**Description:**

This item is to request the services of NRC Grading and Hauling, LLC to perform additional site at the single hangar site. This involves grading and GAB installation for paving of a small Richard Parsons Drive extension, parking lot area for hangar sites, and apron paving for the single hangar unit. This also includes the installation of culvert pipe for the road extension. This should be a not to exceed price of \$12,500 based on city labor potentially being able to haul GAB and install the culvert pipe. This is for assistance in a make ready paving project for the city to perform paving. This expense is potentially reimbursable.

**Background:**

The City of Monroe is consistently working towards the overall growth of the airport and its based aircraft count for further leverage with state and federal grant funding opportunities.

**Attachment(s):**

- Quote – 1 page
- Site Plan – 1 page
- Disturbance Plan – 1 page



# Proposal

Invoice CM\_Proposal\_10/19/202  
Invoice DATE October 19, 2020

Grading & Hauling, LLC  
P.O. Box 739  
Madison, Ga 30650

### City of Monroe

HOURS/TONS	DESCRIPTION	UNIT PRICE	AMOUNT
	Grading for streets & parking lot		\$8,500.00
	Installing Culvert Pipe		\$1,500.00
	Spreading GAB		\$2,500.00

- \*Price subject to change if rock is encountered
- \*Price subject to change if unsuitable materials are encountered
- \*City of Monroe will provide staking
- \*City of Monroe will provide all materials

PAY THIS AMOUNT  
\$12,500.00

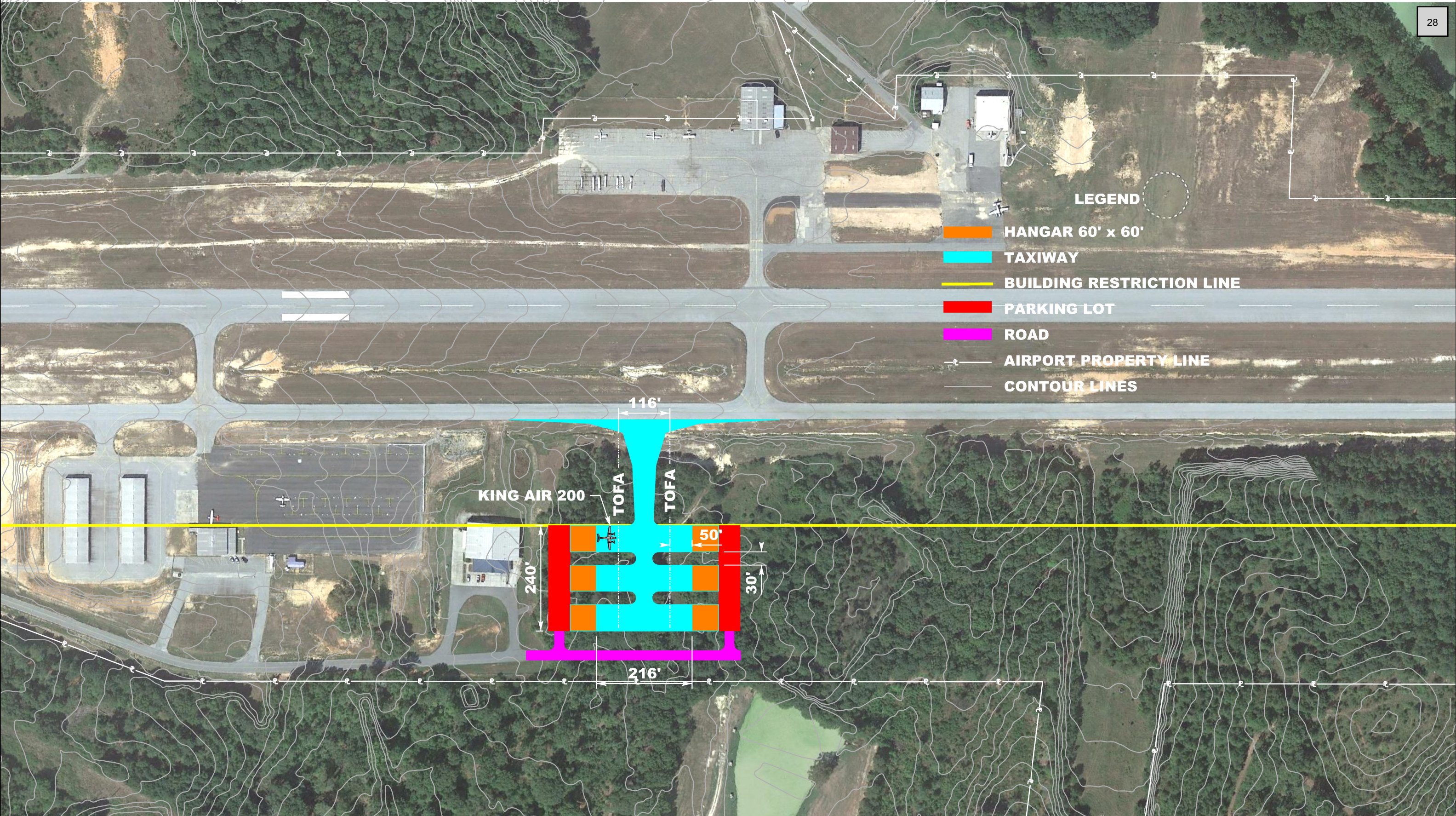
**DIRECT ALL INQUIRIES TO:**

Steven McCarty  
706-601-8586  
email: smccarty76@yahoo.com

**THANK YOU FOR YOUR BUSINESS!**

**MAKE ALL CHECKS PAYABLE TO:**

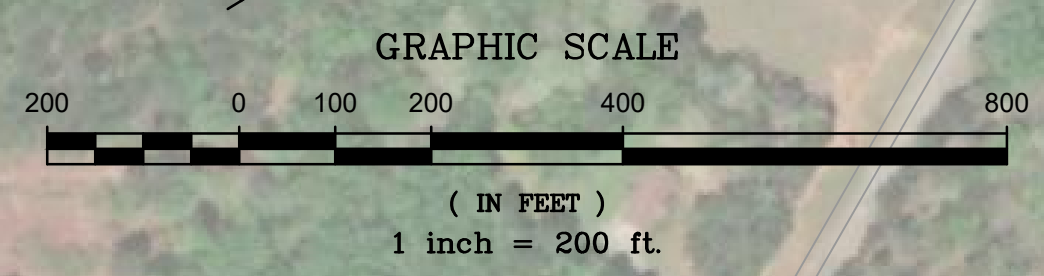
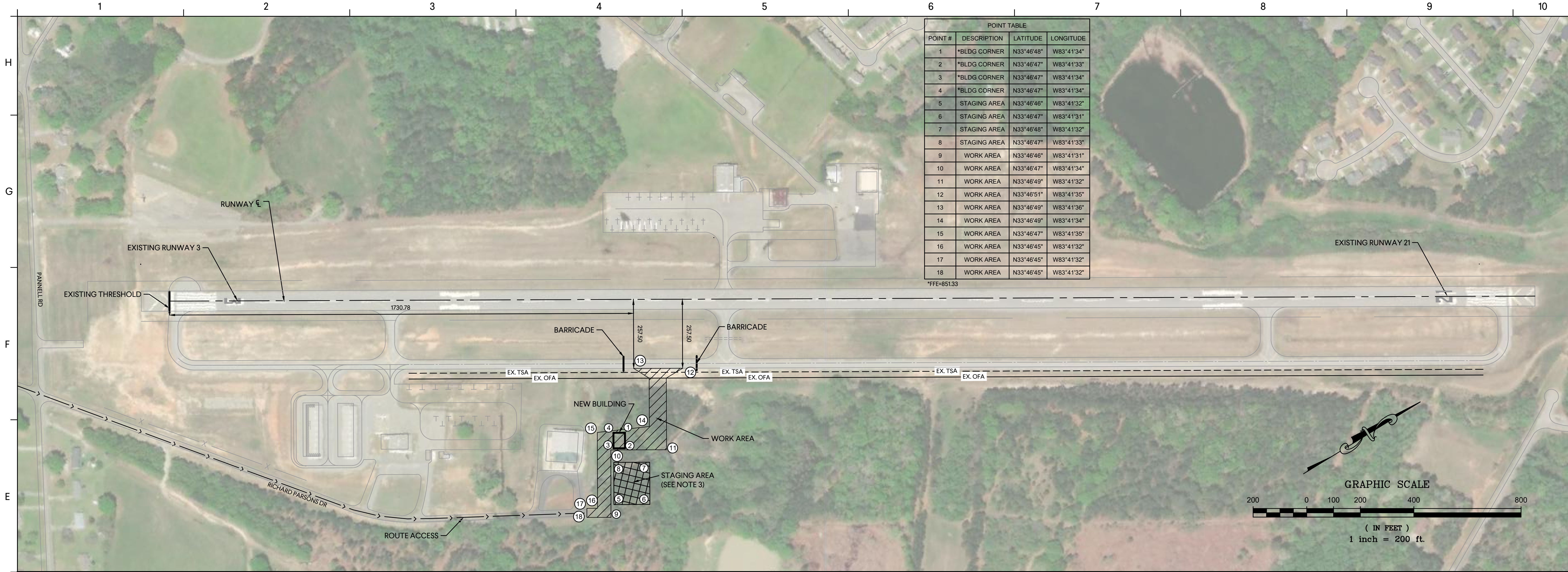
NRC Grading & Hauling, LLC  
P.O. Box 739  
Madison, Ga 30650



**LEGEND**

- HANGAR 60' x 60'
- TAXIWAY
- BUILDING RESTRICTION LINE
- PARKING LOT
- ROAD
- AIRPORT PROPERTY LINE
- CONTOUR LINES

D:\DRAWING\FILE\T\A\Airport\Development\Monroe-Walton County\GAT\AT\1200002\Monroe-F-Hanger Site Development\03\Project Design\04\Engineering\Design\3.11\CAD Drawings\0 DWG\CO2 Construction Safety and Phasing Plan-A00-HANGAR.dwg  
 PLOTTED: Aug 25, 2020 - 4:41pm

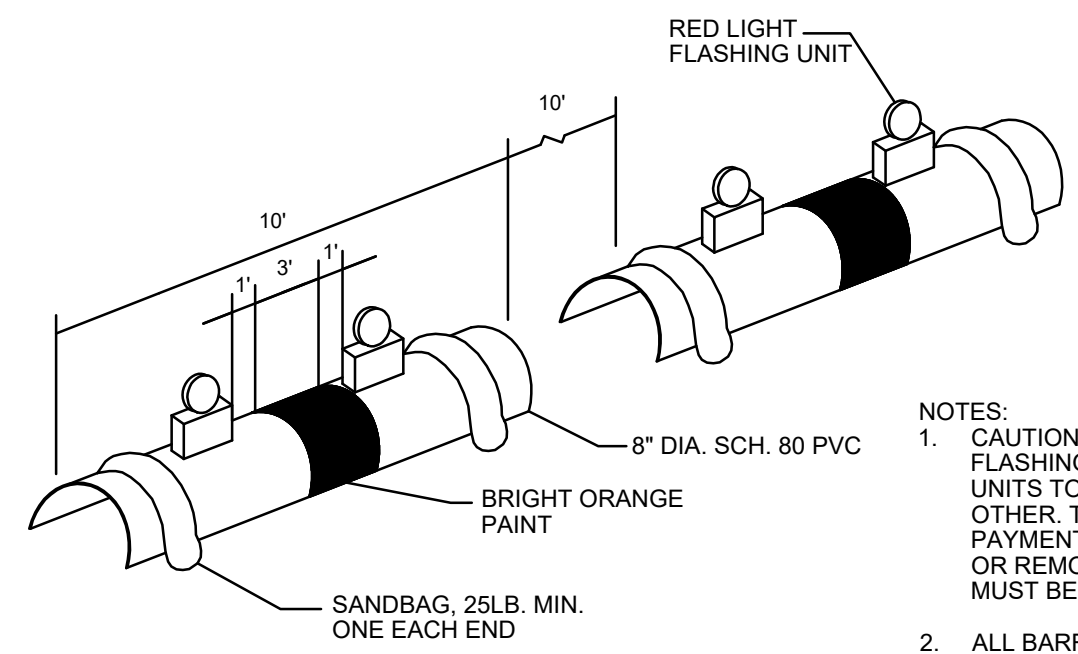


**GENERAL NOTES**

- THE PROJECT IS SUBJECT TO ALL INSPECTIONS PROVIDED IN THE CONTRACT DOCUMENTS AND TO INSPECTIONS BY REPRESENTATIVES OF THE AIRPORT, THE FEDERAL AVIATION ADMINISTRATION (FAA), THE GEORGIA DEPARTMENT OF TRANSPORTATION (GDOT), THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION (GSWCC), AND CITY OF MONROE/WALTON COUNTY.
- THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ACTIVITIES WITH THE ENGINEER, AND OTHER CONTRACTORS AND UTILITY COMPANIES AT, OR IN CLOSE PROXIMITY TO THE SITE.
- THE CONSTRUCTION EQUIPMENT STORAGE/STAGING AREAS ARE AS SHOWN AND ARE LOCATED ON PRIVATE PROPERTY. THE CONTRACTOR HAS BEEN GRANTED FULL PERMISSION FOR USE DURING CONSTRUCTION OF THE PROJECT. ANY DAMAGES CAUSED BY THE CONTRACTOR'S USE OF THESE AREAS MUST BE REPAIRED TO THE SATISFACTION OF THE OWNER.
- SUFFICIENT VACUUM TYPE SWEEPERS AND CLEANING EQUIPMENT SHALL BE PROVIDED IN ORDER THAT ALL WASTE, LOOSE MATERIAL, AND DEBRIS CAN BE REMOVED FROM ALL AIRPORT OPERATIONS AREAS. ALL LOOSE MATERIAL SHALL BE COMPLETELY REMOVED FROM PAVED AND TURFED AREAS WITHIN SAFETY AREAS. PAVEMENT CLEANING EQUIPMENT SHALL BE MAINTAINED ON SITE AT ALL TIMES IN SUFFICIENT QUANTITY AND CAPACITY TO CLEAN ALL PAVEMENTS.
- THE CONTRACTOR MUST VERIFY THE EXACT LOCATION OF EXISTING UNDERGROUND ELECTRICAL CABLES AND ANY OTHER UTILITIES. IN THE EVENT THAT THE CONTRACTOR DAMAGES A CABLE, THE ENGINEER AND THE COUNTY MUST BE NOTIFIED IMMEDIATELY. THE REPAIR MUST BE STARTED IMMEDIATELY AND CONTINUE UNTIL COMPLETED. ALL SUCH REPAIRS SHALL BE AT THE CONTRACTOR'S EXPENSE AND SHALL BE INSPECTED AND APPROVED BY THE OWNER PRIOR TO BACKFILLING BY THE CONTRACTOR. IF REQUIRED BY THE ENGINEER, THE CONTRACTOR SHALL SUPPLY AND INSTALL A CONCRETE SPLICE MARKER AT ALL APPLICABLE LOCATIONS.
- THE LOCATION OF ACCESS ROUTES ON THE AIRPORT SITE ARE AS SHOWN AND ARE SUBJECT TO CHANGE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE OFF-SITE ACCESS ROUTES (STATE HIGHWAYS, LOCAL ROADS, OR CITY STREETS) WITH THE APPROPRIATE OWNER HAVING JURISDICTION OVER THE AFFECTED ROUTE. CONTRACTOR PERMISSION TO USE PUBLIC ROADS FOR HAULING AND ACCESS MUST BE OBTAINED FROM THE APPROPRIATE PUBLIC ENTITIES. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS, APPROVALS, AND BONDING. THE CONTRACTOR MUST DETERMINE WHICH NON-AIRPORT ROADS MUST BE BONDED, AND MUST BOND SUCH ROADS.
- THE BEFORE AND AFTER CONDITION OF ON-SITE ACCESS ROUTES SHALL BE JOINTLY INSPECTED AND PHOTOGRAPHED BY THE CONTRACTOR AND THE ENGINEER. ON-SITE ACCESS ROUTES SHALL BE MAINTAINED BY THE CONTRACTOR THROUGHOUT CONSTRUCTION AND RESTORED UPON COMPLETION OF CONSTRUCTION IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, FENCING, DRAINAGE, GRADING, E&S CONTROLS, AND OTHER MISCELLANEOUS CONSTRUCTION REQUIRED TO CONSTRUCT ADDITIONAL HAUL ROUTES OR ACCESS POINTS ON THE AIRPORT WILL BE THE CONTRACTOR'S RESPONSIBILITY, AND SHALL BE APPROVED BY THE ENGINEER PRIOR TO THE COMMENCEMENT OF WORK. ALL ROADS TO AIRPORT FACILITIES SHALL REMAIN OPEN AND MAINTAINED AT ALL TIMES. ALL CONTRACTOR VEHICLES AND CONSTRUCTION TRAFFIC SHALL REMAIN WITHIN THE DESIGNATED CONSTRUCTION LIMITS OR HAUL ROUTES UNLESS OTHERWISE AUTHORIZED.
- THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF AIRPORT PAVEMENT AND LIGHTING DURING CONSTRUCTION. ALL DAMAGE RESULTING FROM THE CONTRACTOR'S ACTIONS SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTOR'S EXPENSE. ANY DELAYS IN REOPENING PORTIONS OF THE AIRPORT DUE TO THIS DAMAGE WILL RESULT IN THE ASSESSMENT OF LIQUIDATED DAMAGES AS SET FORTH IN THE CONTRACT DOCUMENTS.

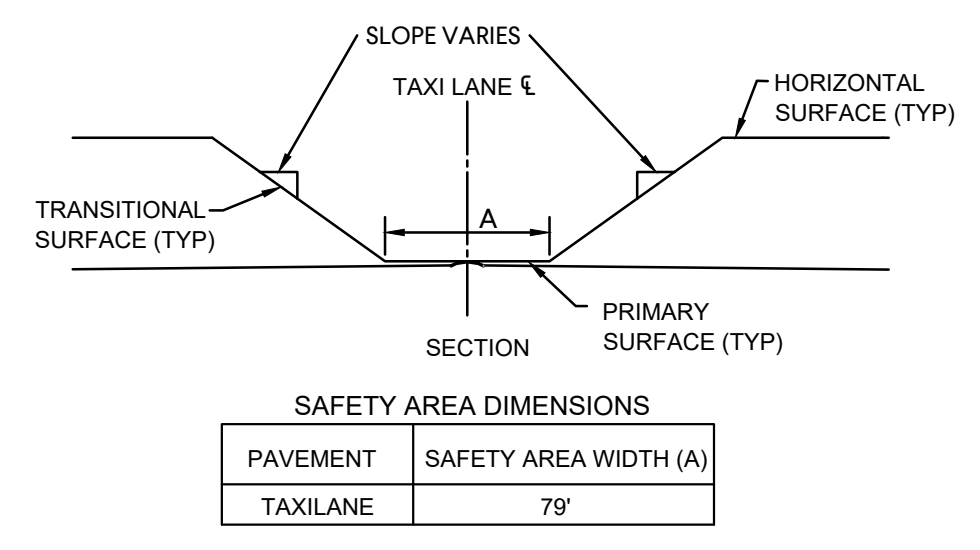
**SAFETY NOTES**

- ALL CONSTRUCTION VEHICLES AND EQUIPMENT OPERATING ON THE AIRPORT PROPERTY SHALL BE MARKED WITH STANDARD FAA WARNING FLAGS OR BEACONS. VEHICLES AND EQUIPMENT OPERATING DURING HOURS OF DARKNESS OR REDUCED VISIBILITY SHALL BE LIGHTED WITH A FLASHING CIRCULAR AMBER EMERGENCY WARNING LIGHT, ACCORDING TO FAA ADVISORY CIRCULAR 150/5370-2F.
- ALL FOREMAN'S AND SUPERINTENDENT'S VEHICLES SHALL CONTAIN RADIOS CAPABLE OF TRANSMITTING AND RECEIVING THE UNICOM FREQUENCY OF 122.9 MHZ. NORMAL RADIO COMMUNICATIONS BETWEEN CONTRACTOR PERSONNEL WILL NOT BE ALLOWED ON THE UNICOM CONTROL OR ANY OTHER FAA FREQUENCY.
- THE CONTRACTOR SHALL GIVE A 3 WEEK NOTICE BEFORE CONSTRUCTION SO A NOTICE CAN BE ISSUED.
- ALL OPEN EXCAVATIONS SHALL BE ADEQUATELY MARKED AND SIGNED.
- THE CONTRACTOR SHALL NOT AT ANY TIME BE ON THE RUNWAY UNLESS THE ENGINEER OR AIRPORT PERSONNEL GIVES PRIOR APPROVAL.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL CONSTRUCTION, MAINTENANCE, REMOVAL AND CLEANUP OF ALL HAUL ROUTES (ON AND OFF AIRPORT PROPERTY).



**AIRFIELD BARRICADE DETAIL**  
Not to scale

- NOTES:**
- CAUTION LIGHTS TO BE RED IN COLOR AND FLASHING DURING HOURS OF DARKNESS. UNITS TO BE PLACED ADJACENT TO EACH OTHER. THERE WILL BE NO DIRECT PAYMENT FOR FURNISHING, MAINTENANCE, OR REMOVAL OF THIS BARRIER. UNITS MUST BE SECURED TO PVC.
  - ALL BARRICADES SHALL DELINEATE THE AREA TO BE PROTECTED AND THE BARRICADE LINE SHALL EXTEND TO 10' OFF THE EDGE OF EITHER SIDE OF ANY PAVEMENT.



**SAFETY AREA DIMENSIONS**

PAVEMENT	SAFETY AREA WIDTH (A)
TAXILANE	79'



6120 Powers Ferry Road NW  
 Suite 350  
 Atlanta, GA 30339  
 T 770.952.2481  
 GMCNETWORK.COM

**ISSUE DATE**

NEW HANGAR BUILDING  
 MONROE-WALTON CO. AIRPORT  
 MONROE, GEORGIA

**CONSTRUCTION SAFETY AND PHASING PLAN**

**C0.2**  
Sheet of



**To:** Airport Committee, City Council  
**From:** Chris Bailey, Assistant City Administrator  
**Department:** Airport  
**Date:** 10/28/2020  
**Subject:** Hangar Site Grading Change Additional / Change

**Budget Account/Project Name:** Airport CIP

**Funding Source:** SPLOST 2013

**Budget Allocation:** \$0.00

**Budget Available:** \$665,330.89

**Requested Expense:** \$23,955.00

**Company of Record:** Conner Grading & Landscaping

**Description:**

This item is to request the change and addition of \$23,955.00 to the originally approved Conner Grading & Landscaping excavation project of \$78,854.60. The change is due to the adjustment of the t-hangar size based on soil conditions and timeliness of project completion. The change is also shifting the parking area, entrance area from the roadway, and pad size. The additional part of this request is to provide for compaction grading and GAB to area that will become apron area for paving at a later date, change of drainage areas, and to grade an existing area of glider staging paths on the west side of the runway.

**Background:**

The City of Monroe is consistently working towards the overall growth of the airport and its based aircraft count for further leverage with state and federal grant funding opportunities.

**Attachment(s):**

- Quote – 1 page
- Adjusted Site Plan – 2 pages



Conner Grading & Landscaping, Inc.  
PO BOX 942  
Grayson, GA 30017  
(770) 639-3149  
office@connergrading.com  
http://www.connergrading.com

## Estimate

**ADDRESS**

City of Monroe  
c/o Chris Bailey  
cbailey@monroega.gov

**ESTIMATE # 2129**

**DATE 10/28/2020**

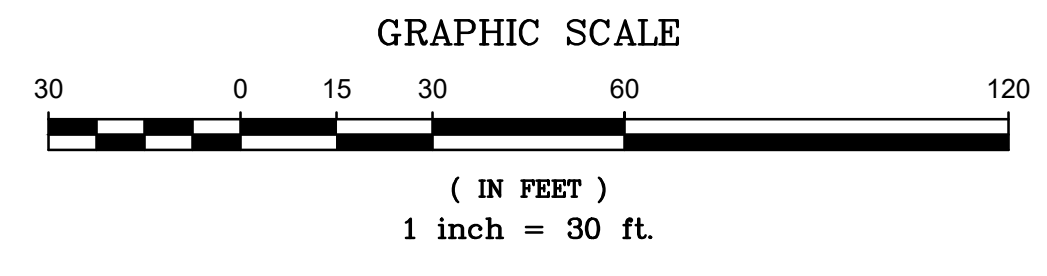
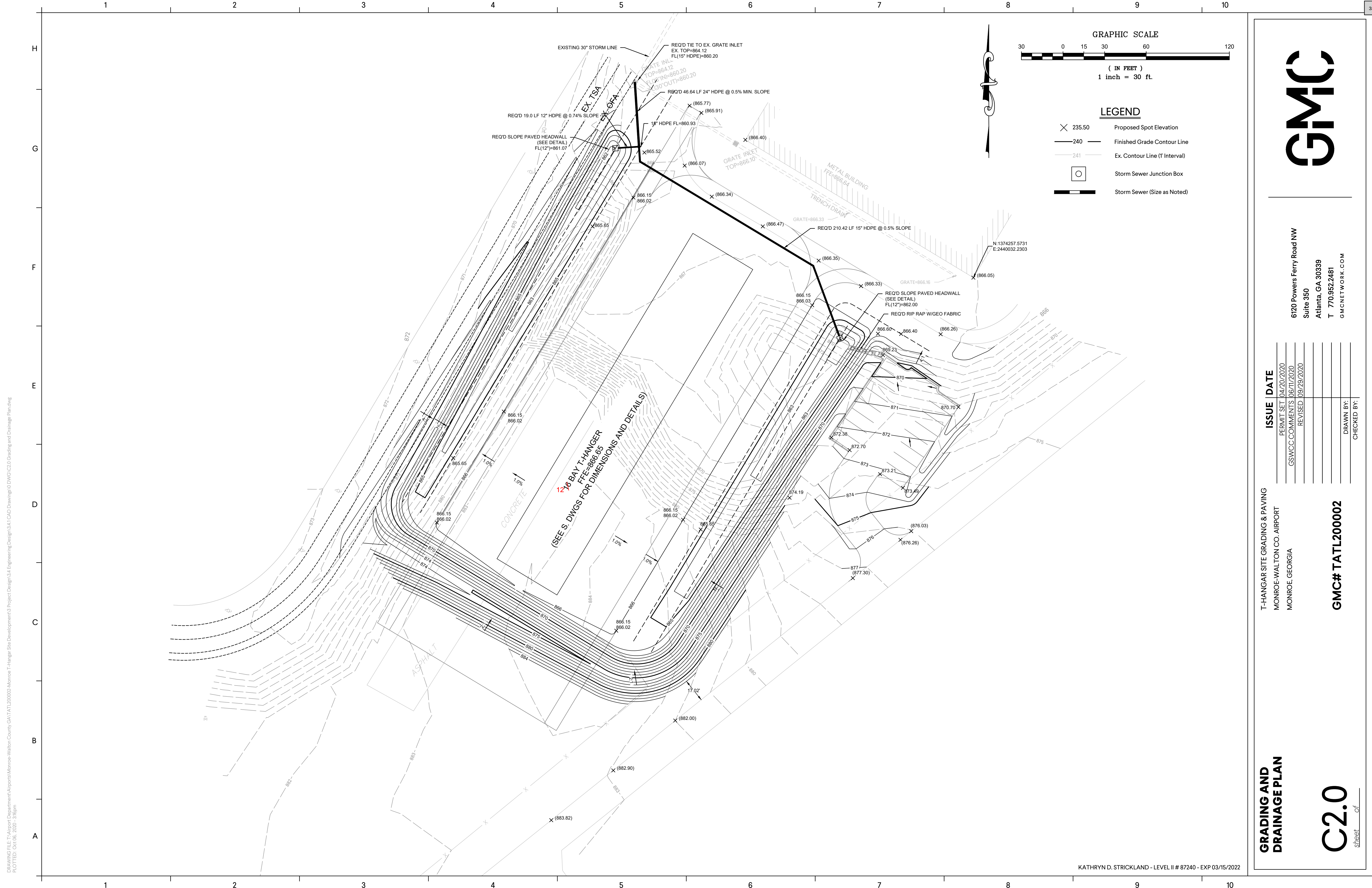
ACTIVITY	QTY	RATE	AMOUNT
<b>MISC. MATERIALS</b> CITY OF MONROE - AIRPORT:	0	0.00	0.00
CHANGE ORDER #1			
<b>GRADING</b> ENCOUTNERED BAD DIRT WHILE WORKING ON-SITE:  GRADING/COMPACTION TO PREPARE FOR PAVING AT A LATER DATE GRADING DUE TO CHANGE OF PARKING LOT LOCATION GRADING WORK FOR GLIDERS ADDITIONAL EXCAVATION WORK DUE TO ENCOUNTERING BAD DIRT WHILE WORKING ON-SITE	1	23,955.00	23,955.00

50% deposit due at signing  
50% remainder due at final walkthrough

**TOTAL \$23,955.00**

Accepted By

Accepted Date



**LEGEND**

- × 235.50 Proposed Spot Elevation
- 240 — Finished Grade Contour Line
- - - 241 - - - Ex. Contour Line (1' Interval)
- Storm Sewer Junction Box
- ▬ Storm Sewer (Size as Noted)

DRAWING FILE: T:\Aircraft Development\Airports\Monroe-Walton County GA\TATL200002-Monroe T-Hanger Site Development\3.41 CAD Drawings\0 DWG\C2.0 Grading and Drainage Planning  
 PLOTTED: Oct 08, 2020 - 3:56pm

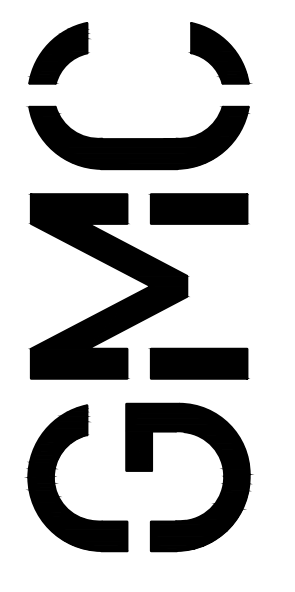
**GRADING AND DRAINAGE PLAN**

T-HANGAR SITE GRADING & PAVING  
 MONROE-WALTON CO. AIRPORT  
 MONROE, GEORGIA

ISSUE	DATE
PERMIT SET	04/20/2020
GSWCC COMMENTS	06/11/2020
REVISED	09/29/2020

DRAWN BY:  
 CHECKED BY:

6120 Powers Ferry Road NW  
 Suite 350  
 Atlanta, GA 30339  
 T 770.952.2481  
 GMCNETWORK.COM



**C2.0**  
 sheet of

**GMC# TATL200002**



# Cut/Fill Report

**Generated:** 2020-10-06 15:07:53

**By user:** kastrickland

**Drawing:** OPTION 2

Volume Summary							
Name	Type	Cut Factor	Fill Factor	2d Area (Sq. Ft.)	Cut (Cu. Yd.)	Fill (Cu. Yd.)	Net (Cu. Yd.)
VOLUMES-OPTION 2	full	1.000	1.000	106233.21	28718.09	105.38	28612.71<Cut>

Totals							
				2d Area (Sq. Ft.)	Cut (Cu. Yd.)	Fill (Cu. Yd.)	Net (Cu. Yd.)
Total				106233.21	28718.09	105.38	28612.71<Cut>

\* Value adjusted by cut or fill factor other than 1.0



**To:** City Council, Committee, City Administrator  
**From:** Rodney Middlebrooks, Director of Water & Gas  
**Department:** Water  
**Date:** 11/3/2020  
**Description:** Approval of addendum for Engineering Services

**Budget Account/Project Name:**

**Funding Source: Operating Budget**

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$69,515.00

**Company of Purchase:** Wiedeman & Singleton

**Recommendation:** Staff recommends the approval for engineering services related to the relocation of the existing 20" & the proposed 30" raw water mains. Also, the design for new 20" finished water main.

**Background:** Approval for engineering services to relocate 20" raw water main, the re-route of the new 30" raw water line in conflict with the proposed GDOT construction. Also included in this proposal are engineering services for the design of the new 20" finished water main from the new Monroe Pavilion to the new 20" main at Cedar Ridge Road/Hwy 78.

**Attachment(s):**

Wiedeman & Singleton Proposal

WIEDEMAN AND SINGLETON, INC.  
CIVIL AND ENVIRONMENTAL ENGINEERS

TROY BEGAN  
PETER JOHNS

3091 GOVERNORS LAKE DRIVE  
SUITE 430  
NORCROSS, GEORGIA 30071

PETER SNYDER  
HAROLD WIEDEMAN

131 EAST MAIN STREET  
SUITE 300  
ROCK HILL, SOUTH CAROLINA 29730

WWW.WIEDEMAN.COM

September 15, 2020

Mr. Rodney Middlebrooks  
Water & Gas Director  
City of Monroe Utility Department  
215 N. Broad Street  
Monroe, Georgia 30655

Re: Addendum to 30-inch Raw Water Main  
Engineering Services

Dear Mr. Middlebrooks:

We appreciate the opportunity to submit the enclosed proposal to assist the City of Monroe with required utility relocations because of the planned GDOT US 78 West Ramp project at Highway 138. We have prepared our proposal to include professional engineering services required to relocate the existing 20-inch raw water main and to re-route the proposed 30-inch raw water main in conflict with the proposed GDOT construction activities. Also, included in the proposal are engineering services for designing a 20-inch finished water main from the new Monroe Pavilion west entrance to an existing 20-inch main located on Cedar Ridge Road (i.e., approximately 4,100 L.F.), and for providing bid phase services for the expanded project. Our total estimated fee for the additional scope of services is \$69,515.00. These services and fee are outside of the original scope of work and design fee authorized by the City earlier this year for the original 30-inch Raw Water Main project.

We are available to start work immediately on the expanded scope of services and estimated it will take approximately 60-90 days to update the required engineering plans and specifications for review and approval by the City.

If you have any questions or need any additional information, please let me know.

Sincerely,

WIEDEMAN & SINGLETON, INC.



Peter J. Johns, P.E.  
Chairman

# I: SCOPE OF SERVICES

## Project Understanding

On November 13, 2019, Wiedeman and Singleton (W&S) submitted a proposal for engineering design services to assist the City of Monroe with required updates and modifications to the 2008 plans and specifications prepared by our firm for installation of a new 30-inch Raw Water Main. A purchase order was issued by the City on April 7, 2020 for completion of this work and we are currently at the 95% design completion level, including required rerouting of the 30-inch main to avoid new conflicts constructed along the original route since 2008.

Recently, the City has learned that the Georgia Department of Transportation (GDOT) plans to improve the intersection of Highway 78 and S.R. 138 (Charlotte Rowell Blvd.) by widening and realigning a section of S.R. 138 and constructing a new entrance ramp onto Hwy 78. As part of the review of the road widening and construction project, the City and W&S have identified potential conflicts with the existing 20-inch raw water main along S.R. 138 from the existing Hwy 78 West exit ramp to the existing gas easement at Hwy 78 and also identified potential conflicts with the proposed 30-inch raw water main which is currently being designed to run parallel with the existing 20-inch line. These conflicts will require relocation of the raw water mains to avoid GDOT's planned ramp construction. (See Figure 1)

In the same vicinity of the proposed GDOT ramp, it is also our understanding that the City is planning to extend a 20-inch finished water main from the new Monroe Pavilion west entrance on S.R. 138 to an existing 20-inch main termination point located near Cedar Ridge Road and Hwy 78 intersection. (See Figure 2)

The primary goals of this addendum to the 30-inch Raw Water Main project will be to:

- Coordinate the required relocation of City's existing and proposed raw water mains with the GDOT's planned construction activities, while also maintaining operation of the existing 20-inch raw water main with minimal disruption.
- Incorporate the extension of a 20-inch finished water main to provide potable water service to potential customers to the west of Cedar Ridge Road.
- Provide requested quote for bid phase services (not included in the scope of work for original purchase order).

To assist the City with accomplishing these goals, our proposed scope of additional services is outlined herein.

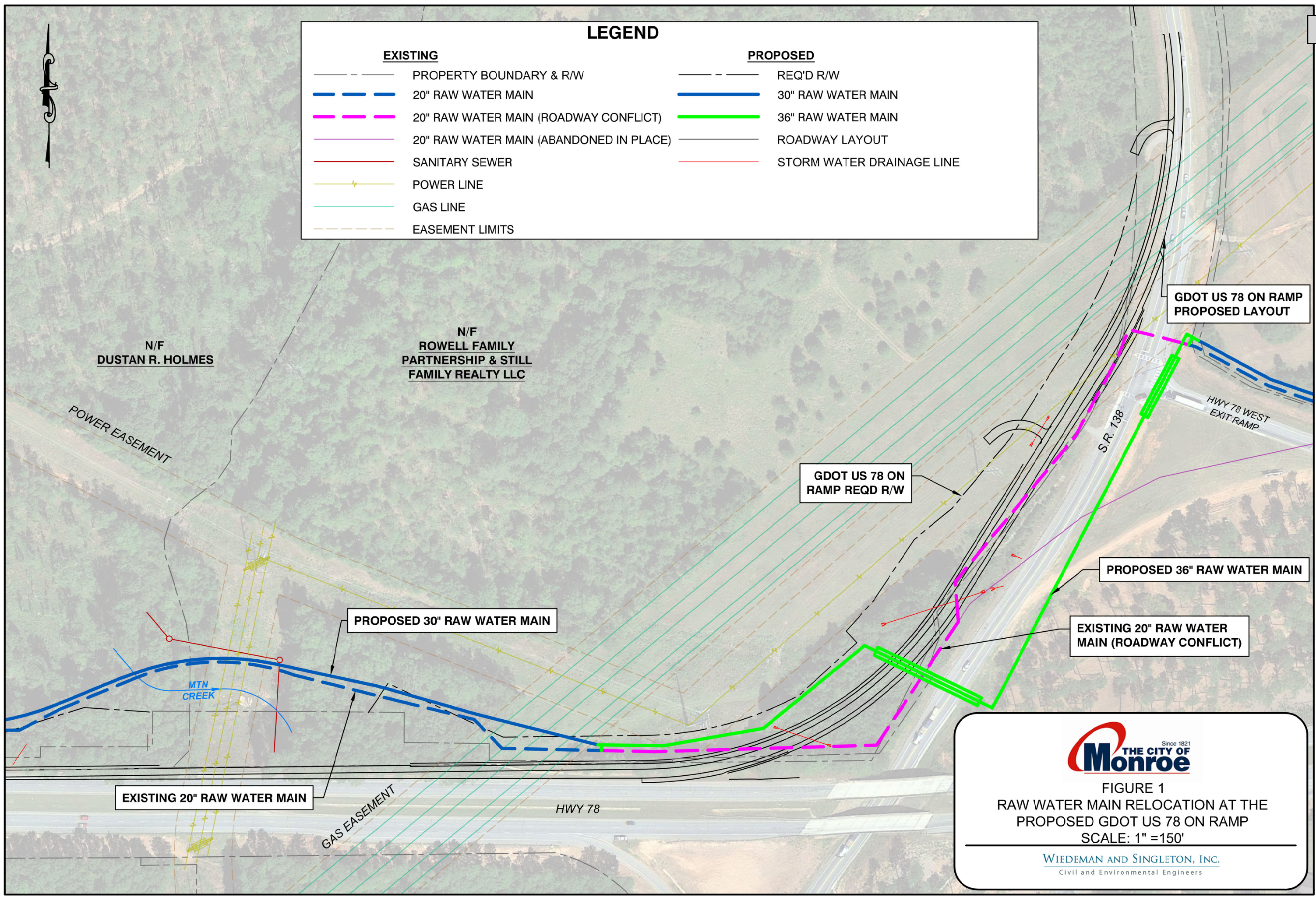
## Scope of Additional Services


We have divided our proposed scope of additional services for the referenced project into the following work tasks:

- Design Services (Work Task 001); and
- Bidding Services (Work Task 002).

### LEGEND

EXISTING	PROPOSED
PROPERTY BOUNDARY & R/W	REQ'D R/W
20" RAW WATER MAIN	30" RAW WATER MAIN
20" RAW WATER MAIN (ROADWAY CONFLICT)	36" RAW WATER MAIN
20" RAW WATER MAIN (ABANDONED IN PLACE)	ROADWAY LAYOUT
SANITARY SEWER	STORM WATER DRAINAGE LINE
POWER LINE	
GAS LINE	
EASEMENT LIMITS	



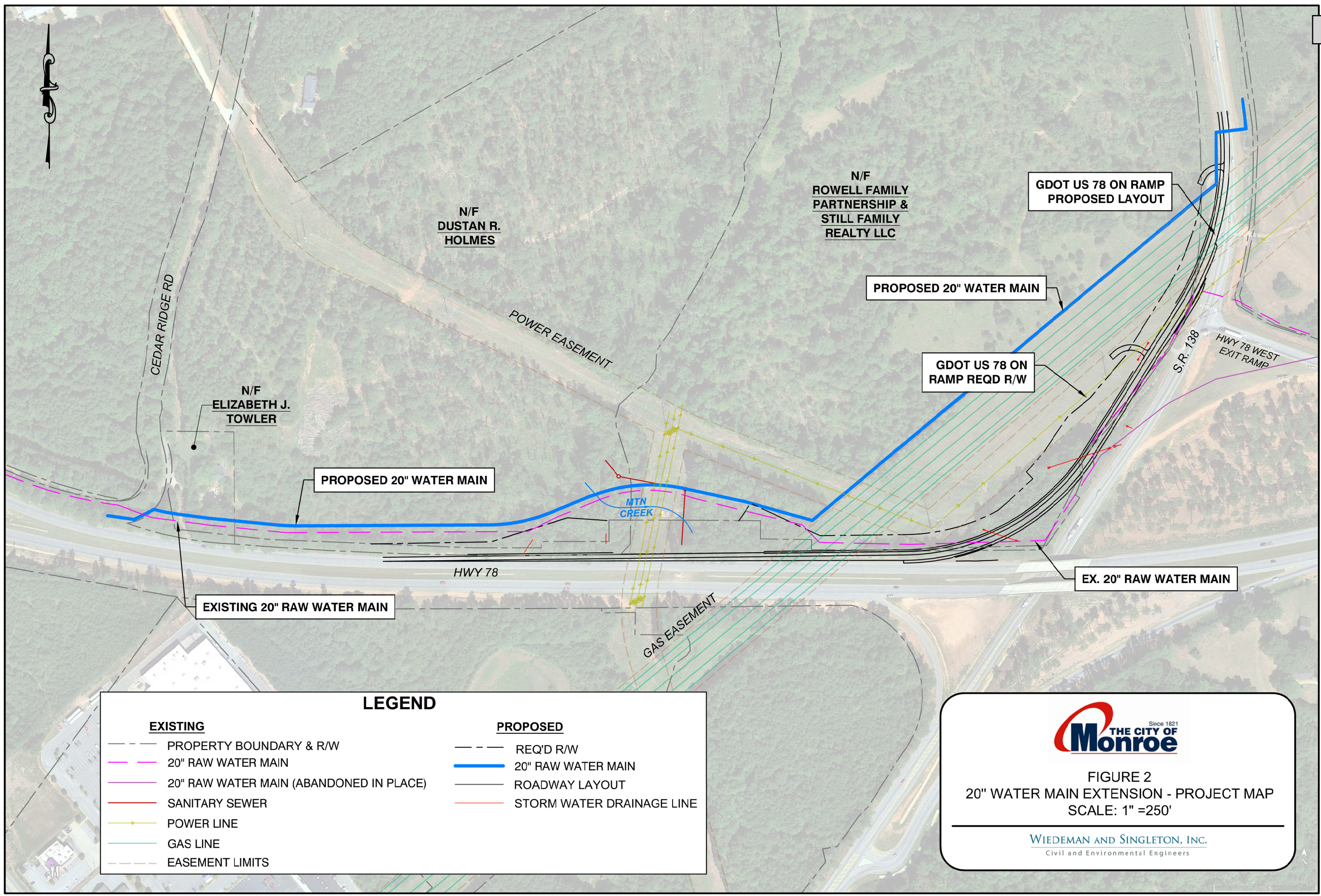

  
**THE CITY OF Monroe**

Since 1821

**FIGURE 1**  
 RAW WATER MAIN RELOCATION AT THE  
 PROPOSED GDOT US 78 ON RAMP  
 SCALE: 1" = 150'


---

WIEDEMAN AND SINGLETON, INC.  
 Civil and Environmental Engineers



**LEGEND**

<u>EXISTING</u>	<u>PROPOSED</u>
PROPERTY BOUNDARY & R/W	REQ'D R/W
20" RAW WATER MAIN	20" RAW WATER MAIN
20" RAW WATER MAIN (ABANDONED IN PLACE)	ROADWAY LAYOUT
SANITARY SEWER	STORM WATER DRAINAGE LINE
POWER LINE	
GAS LINE	
EASEMENT LIMITS	


  
**FIGURE 2**  
 20" WATER MAIN EXTENSION - PROJECT MAP  
 SCALE: 1" =250'  


---

 WIEDEMAN AND SINGLETON, INC.  
 Civil and Environmental Engineers

A detailed breakdown of our proposed services for each of these work tasks is presented herein.

### **DESIGN SERVICES (WORK TASK 001)**

#### **SUBTASK 1.01 – UPDATE DETAILED DESIGN DRAWINGS**

The current project design drawings will be updated to include the relocated 36-inch raw water main and the 20-inch finished water main extension as shown in Figures 1 and 2. W&S will prepare a 50% Final Location Review set and a 95% Plan and Profile Design Review set with Utility Adjustment Schedule (required by GDOT), a cost estimate, and a Georgia Utility Permitting System (GUPS) permit application; all subject to the review and approval of the City. Formal reviews for these design drawings will be conducted with City staff at the 50 and 95 percent completion levels (see *Subtask 1.03*).

W&S will use GDOT's PDF drawings as a background to prepare the proposed utility relocation construction drawings using AutoCAD software. These plans, and the specifications, will be prepared in accordance with standards developed by the City, requirements of GDOT, Ten State Standards, and accepted engineering practice.

Construction plans will include sedimentation and erosion control drawings suitable for acquiring a Land Disturbance Permit (LDP).

Specifications will be prepared in accordance with the Construction Standards Institute (CSI) format.

Based on the work completed to date by GDOT and the documents to be provided

to our firm by the City, additional field surveying work within GDOT's project work area doesn't appear necessary, however additional surveying and field delineation of wetlands and protected species will be necessary for any utility improvements outside of GDOT's project work area and are included in this task.

#### **SUBTASK 1.02 – ASSIST CITY WITH PERMITTING AND AGENCY REVIEWS**

W&S will assist the City with all required additional permitting and regulatory approvals. This will include such activities as; preparing GDOT and NPDES permit applications and drawings, attending meetings, and revising contract documents following agency reviews.

#### **SUBTASK 1.03 – CONDUCT PROGRESS MEETINGS AND FORMAL DESIGN REVIEW WITH CITY STAFF AT THE 50 AND 95 PERCENT COMPLETION LEVELS**

W&S will present design drawings to the City staff at the 50 and 95 percent completion levels of detailed design and discuss concerns and any review comments. Project deliverables will be forwarded to City staff at least 1 week prior to these meetings for their internal review.

#### **SUBTASK 1.04 – QA/QC REVIEW**

All deliverables will be reviewed and approved internally by senior level staff prior to their submittal to the City.

#### **Work Task 001 Deliverables**

W&S will furnish the City with the following deliverables on this phase of the project:

- ❑ Contract Plans and Specifications (50%, 95% and 100% – Bid Ready)

- ❑ Permit Applications and Submittals, including GDOT, GUPS, and NPDES permits
- ❑ Utility Adjustment Schedule and Construction Cost Estimate at 95% design completion

### **BIDDING SERVICES (WORK TASK 002)**

#### **SUBTASK 2.01 – ASSIST WITH PRE-QUALIFICATION OF CONTRACTORS AND SOLICITATION OF BIDS**

W&S will assist the City with the pre-qualification of bidders, solicitation of bids, and distribution of construction documents (PDF format) to pre-qualified bidders.

#### **SUBTASK 2.02 – RESPOND TO QUESTIONS FROM CONTRACTORS AND SUPPLIERS DURING THE BID PHASE OF THE PROJECT**

W&S will receive, log, and respond to questions from prospective bidders and suppliers during the bidding period. If a clarification of the plans and specifications is needed, all plan holders will be notified by addendum.

#### **SUBTASK 2.03 – ISSUE ADDENDA AS REQUIRED**

W&S will prepare and issue any necessary addenda. Addenda will be submitted to the City staff for approval prior to general distribution to plan holders.

#### **SUBTASK 2.04 – COORDINATE AND CONDUCT A PRE-BID MEETING**

Representatives of W&S will prepare the agenda for and conduct a pre-bid meeting with the pre-qualified bidders to help define the scope of the work to be completed.

#### **SUBTASK 2.05 – ASSIST WITH THE BID OPENING MEETING AND PROVIDE A**

#### **TABULATION OF BIDS AND RECOMMENDATION OF AWARD**

W&S will assist the City with the bid opening. All bids will be checked for accuracy and tabulated. The low bidder will be identified, and references checked. A written recommendation for contract award will be provided to the City. Validity of bonds will also be checked by W&S prior to recommending award of the contract using the Federal Register Circular 570 to verify the bonding company is properly registered in Georgia.

#### **SUBTASK 2.06 – PREPARE CONSTRUCTION READY DOCUMENTS**

After authorization from the City, W&S will prepare “Construction Ready” documents (plans and specifications) for execution by the general contractor selected for award. These updated documents will include changes issued by addenda and information submitted by the general contractor at bid time. Once executed by the general contractor, these documents will be forwarded to the City for final execution.

#### **Work Task 002 Deliverables**

W&S will furnish the City with the following deliverables on this phase of the project:

- ❑ Contractor Pre-qualification Documents
- ❑ Recommendation Letter for Pre-qualification of Contractors
- ❑ Prepare and issue Addenda (if necessary)
- ❑ Bid Tabulation
- ❑ Recommendation Letter to the City to award or reject bids
- ❑ Construction Ready Plans and Specifications



# Man-hour Planning Sheet

Client/Facility: CITY OF MONROE  
**Project Title: ADDENDUM TO 30-INCH RAW WATER MAIN ENGINEERING SERVICES**  
 Prepared by: WIEDEMAN AND SINGLETON, INC.

Work Task Name	DESIGN SERVICES		Name of Team or Classification						
Work Task Number	001		PRIN/PM	SR PE	EIT			Total	
<b>Notes:</b>	<b>Sub-tasks</b>								
1. APPROX. 1500 L.F. OF EXISTING 20" RAW WATER MAIN RELOCATION DESIGN.	1.01 UPDATE DETAILED DESIGN DRAWINGS	24	48	120				192	\$22,020.00
2. APPROX. 1500 L.F. OF PROPOSED 30" RAW WATER MAIN ROUTE RE-DESIGN.	1.02 ASSIST CITY WITH PERMITTING AND AGENCY REVIEWS	4	40	20				64	\$8,470.00
3. APPROX. 4100 L.F. OF PROPOSED 20" WATER MAIN EXTENSION DESIGN.	1.03 CONDUCT PROGRESS MEETINGS AND DESIGN REVIEWS @ 50%, & 95%	8	8	8				24	\$3,340.00
4. NO GEOTECHNICAL SERVICES PROPOSED.	1.04 QA/QC REVIEW	4							\$720.00
5. ENVIRONMENTAL SURVEY UPDATE INCLUDED.									
6. SURVEYING OF 20" WATER MAIN INCLUDED.									
7. HISTORIC/CULTURAL RESOURCES SURVEY UPDATE INCLUDED.									
<b>Deliverables</b>	<b>Total Hours Per Team Member</b>	40	96	148	0	0	0		
	<b>Total Planned Hours</b>							280	
	<b>Total Hourly Rate Per Team Member</b>	\$180.00	\$150.00	\$87.50	\$0.00	\$0.00	\$0.00		
	<b>Total Cost Per Team Member</b>	\$7,200.00	\$14,400.00	\$12,950.00	\$0.00	\$0.00	\$0.00		
	<b>Direct Expenses</b>	\$18,375.00		<b>Total Package Cost</b>				\$52,925	
	Mileage, Copying, etc.	\$500.00							
	Field Surveying by RLS (Subconsultant)	\$4,200.00	Alcovy Surveying & Engineering						
	Wetlands & Protected Species Survey Update (Subconsultant)	\$5,200.00	Campbell Environmental, Inc.						
	Historic/Cultural Resources Survey Update (Subconsultant)	\$8,475.00	Campbell Environmental, Inc.						

# Man-hour Planning Sheet

Client/Facility: CITY OF MONROE

Project Title: **ADDENDUM TO 30-INCH RAW WATER MAIN ENGINEERING SERVICES**

Prepared by: WIEDEMAN AND SINGLETON, INC.

Work Task Name		<b>BIDDING SERVICES</b>									
Work Task Number		<b>002</b>									
Notes:	Sub-tasks	Name of Team or Classification						Total			
		PRIN/PM	SR PE	EIT							
	2.01 ASSIST WITH PRE-QUALIFICATION OF CONTRACTORS & SOLICITATION OF BIDS	4	8	20				32	\$3,670.00		
	2.02 RESPOND TO QUESTIONS FROM CONTRACTORS & SUPPLIERS	4	8	24				36	\$4,020.00		
	2.03 ISSUE ADDENDA AS REQUIRED	4	8	20				32	\$3,670.00		
	2.04 COORDINATE AND CONDUCT A PRE-BID MEETING	4	4	4				12	\$1,670.00		
	2.05 ASSIST WITH THE BID OPENING MEETING AND PROVIDE A TABULATION OF BIDS AND RECOMMENDATION OF AWARD	2	4	8				14	\$1,660.00		
	2.06 PREPARE CONSTRUCTION READY DOCUMENTS		4	8				12	\$1,300.00		
<b>Deliverables</b>											
1. CONTRACTOR PRE-QUALIFICATION DOCS											
2. RECOMMENDATION LETTER FOR PRE-QUALIFICATION OF CONTRACTORS											
3. ADDENDA (IF NECESSARY)											
4. BID TABULATION											
5. BID RECOMMENDATION LETTER TO THE CITY											
6. CONSTRUCTION READY PLANS AND SPECIFICATIONS											
	<b>Total Hours Per Team Member</b>	18	36	84	0	0	0				
	<b>Total Planned Hours</b>								138		
	<b>Total Hourly Rate Per Team Member</b>	\$180.00	\$150.00	\$87.50		\$0.00	\$0.00				
	<b>Total Cost Per Team Member</b>	\$3,240.00	\$5,400.00	\$7,350.00	\$0.00	\$0.00	\$0.00				
	<b>Direct Expenses</b>	\$600.00								<b>Total Package Cost</b>	\$16,590
	Mileage	\$100.00									
	Copies, Construction Ready Documents, etc.	\$500.00									



# ALCOVY

SURVEYING & ENGINEERING, INC.

9/8/2020  
Matt Henderson  
Wiedeman & Singleton, Inc.  
3091 Governors Lake Drive  
Suite 430  
Norcross, GA 30071

**RE: Proposal for Surveying Services – 20” Water Main Extension, Monroe, Ga.**

Mr. Henderson:

We appreciate the opportunity to provide you with a proposal for surveying services for the above referenced project. For the purpose of this contract the CLIENT is Wiedeman & Singleton, Inc. and the CONSULTANT is Alcovy Surveying & Engineering, Inc.

Per your request the following is a cost estimate for surveying services on the referenced project:

40 foot wide Strip Topo along the route of a proposed 20 inch water main as shown in figure 1 attached. Topo to show driveways, property owners, property lines, rights of way and easement lines, edge of pavement, fences, ditches, creeks, storm drains, visible utilities and spot elevations for high and low points. Deliverable will be a cad file in .dwg format, points file and tin file of topo. Cost for service - \$4,200.00.

Any services performed in addition to those listed in the estimate above will be billed separately at \$150.00 per hour.

We will be able to start the surveying work within 4 weeks of receiving the returned authorization to proceed. However, it is understood that we shall not be held liable or responsible if we are prevented from performing our services in a timely manner due to any cause or causes beyond our control and not due to our own fault or negligence.

Note: Direct expenses will be billed to CLIENT at cost (i.e. shipping/ mailing, courier charges and any additional printing).

Any legal fees associated with the collection of non-paid invoices shall be paid by the CLIENT. A 1 ½ percent per month additional charge will be assessed to any unpaid balances. CLIENT agrees that CONSULTANT shall not be held liable for any amount exceeding the amount of fees in this proposal.

If you wish to authorize our firm to proceed, please execute in the space provided and return one copy to our office. This contract will then become a binding agreement between the CLIENT and the CONSULTANT, and can be modified only by written amendment agreed to and executed by both parties.

Sincerely,

Ronald C. Smith, RLS

\_\_\_\_\_  
Authorization to proceed /Title

\_\_\_\_\_  
Date



September 15, 2020

Mr. Peter Johns, P.E.  
Wiedeman and Singleton, Inc.  
3091 Governors Lake Drive, Suite 430  
Norcross, Georgia 30071  
pjj@wiedeman.com

Subject: Revised Proposal, Environmental Services, City of Monroe Raw Water Main  
City of Monroe, Walton County, Georgia

Dear Mr. Johns:

I am pleased to submit this revised proposal for environmental services for the City of Monroe Raw Water Main, in the City of Monroe, Walton County, Georgia. The project area has shifted as a result of proposed improvements along U.S. 78 and S.R. 138 by the Georgia Department of Transportation (GDOT). The revised alignment requires updates to the earlier environmental surveys. Listed below are the background information, scope of services, compensation and terms of payment, schedule and authorization.

### **Background Information**

Waters of the United States include wetlands and streams and are under the jurisdiction of the U.S. Army Corps of Engineers (USACE). Adverse impacts to waters of the United States require authorization from the USACE and were authorized by Nationwide Permit (NWP) 12, *Utility Line Activities*, in 2008. The NWP authorization has expired and proposed impacts must be authorized by the current NWP.

State waters generally correspond to waters of the United States. Activities within the buffers of designated state waters may be regulated by the Georgia Department of Natural Resources, Environmental Protection Division (EPD). The Local Issuing Authority (LIA) for EPD makes the state waters determination. In 2008, the project did not require a stream buffer variance. If project impacts require a stream buffer variance application, I can provide you with a proposal for those services.

Activities authorized by NWP must comply with the National Historic Preservation Act (NHPA). R.S. Webb & Associates (RSWA) has provided the enclosed proposal that will update the Phase I Cultural Resources Survey prepared by TRC in 2002. A summary of RSWA costs are in this proposal.

2328 Sanford Road, Decatur, Georgia 30033  
(404) 321-4642 e-mail: lornacamp@aol.com

## Scope of Services

Campbell Environmental, Inc. (CEI) will provide the following services:

Site Review/Delineation of Waters of the United States and Protected Species Survey: The revised project area will be reviewed to document existing conditions, waters of the United States/state waters and habitat for protected species using the current guidance. An updated report will be provided.

NWP Authorization: If required, a PCN will be submitted to the USACE. If project impacts do not require the submittal of a PCN to the USACE prior to NWP authorization, a notification form may be required and will be submitted to EPD prior to starting work in waters of the United States.

Verification: The USACE and/or EPD may request a site visit to verify their jurisdiction. I will meet the USACE and/or EPD representative on site to verify waters of the United States and/or State waters, if requested.

Historic/Cultural Resources: The attached proposal by RSWA addresses requirements of a Phase I cultural resources survey under the NHPA.

## Compensation and Terms of Payment

I propose a budget (not to exceed) for the following services:

Campbell Environmental, Inc.

Delineation, Waters of the United States/State Waters, Protected Species

Services-to-date, Field Work July-August 2020 (not billed, yet) \$1,000

Revised Alignment: Site Review/Updated Report

Preparation/Submittal of PCN or EPD Notification Form

\$3,200

Meetings, Agency Verification

\$1,000 (upon request)

Historic/Cultural Resources (RSWA--proposal enclosed)

Task 1-Literature and Records Search

Task 2-Phase I Archeological Field Survey

Task 3-Historic Structures and Viewshed Survey

Task 4-Phase II Archeological Site Evaluations (not included)

Task 5-Data Analysis and Curation

Task 6-Compliance Reporting

Task 7-Additional Services (not included)

TOTAL RSWA \$8,475 (not to exceed)

Note: Budget includes institutional fees for shipment and permanent curation of one box of project artifacts/documentation (\$350). If the project produces more than one box of project materials, additional boxes will be charged at \$350/box.

**Schedule**

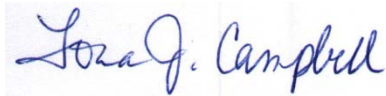
The CEI site review and report will be completed within 2 to 3 weeks of receiving the notice to proceed. If required, the PCN or Notification Form will be complete for submittal within 2 weeks of receiving the required information from you. Generally, the USACE has 45 days from receipt of a complete PCN to authorize or deny the project.

RSWA will initiate the Phase I cultural resources survey (Tasks 1, 2, 3, 5, and 6) within 10 working days of the notice to proceed. The draft Phase I cultural resources survey report will be submitted within approximately 35 working days after notice-to-proceed. Preparation and submission of the final report is dependent on the schedules of the review agencies.

**Authorization**

To authorize me to proceed with this work, please sign in the space provided below and return a signed copy to my office. I appreciate the opportunity to provide you with this proposal.

Sincerely,



Lorna J. Campbell  
President

Enclosure

**AUTHORIZATION**

Name:

Title:

Signature/Date:

# R.S. Webb & Associates

*Cultural Resource Management Consultants*  
2800 Holly Springs Parkway, Suite 200 • P.O. Drawer 1319  
Holly Springs, Georgia 30142  
Phone: 770-345-0706 • Fax: 770-345-0707

September 14, 2020

Ms. Lorna J. Campbell, PWS  
Campbell Environmental, Inc.  
2328 Sanford Road  
Decatur, Georgia 30033

**Subject: Proposal - Phase I Cultural Resources Survey  
Monroe Raw Water Main Corridor Relocation Project  
City of Monroe, Walton County, Georgia  
R.S. Webb & Associates No. 20-303-016p**

Dear Ms. Campbell:

### **BACKGROUND**

R.S. Webb & Associates (RSWA) is pleased to submit this cost and technical proposal to Campbell Environmental, Inc. (CEI) for a Phase I cultural resources survey of the proposed Monroe raw water main corridor relocation project in Monroe, Walton County, Georgia. The project corridor will be approximately 1,189 meters (m) (3,900 linear feet) in length and approximately 15 m (50 feet) wide. RSWA will also conduct a literature review update for portions of the water line corridor that were surveyed in 2002 by TRC. For this proposal, a cultural resource is defined as a site or feature created by human activity more than 50 years ago (e.g., old houses, historic cemeteries, archeological sites, Civil War earthworks, etc.).

It is our understanding that this project will require Clean Water Act permitting through the U.S. Army Corps of Engineers. For this reason, this project requires compliance with the National Historic Preservation Act (NHPA). The Scope of Services that follows is designed to address the requirements of a Phase I cultural resources survey under the NHPA.

### **SCOPE OF SERVICES**

**Task 1 - Literature and Records Search:** Under Task 1, it will be determined if previously recorded cultural resources are located within or adjacent to the current project corridor. At the same time, an updated review for the 2002 TRC survey corridor will be conducted to determine if cultural resources have been recorded along that corridor since 2002. Documents and files to be reviewed include the National Register of Historic Places (NRHP), the Georgia Archeological Site File (GASF), Walton County historic structures survey files, compliance and research reports, historic maps and early aerial photographs. The literature and records search will be conducted online or at the appropriate state repositories for cultural resources information in Stockbridge, Morrow, and Athens, Georgia. As needed, information may be gathered from other repositories. The GASF charges a \$330 fee to access the archeological site files.

**Task 2 - Phase I Archeological Field Survey:** The survey crew will systematically walk the project corridor and inspect exposed areas such as clearings, trails, tree falls, and eroding banks. Shovel tests will be excavated along the study corridor to monitor soil conditions and search for archeological deposits. Shovel testing will involve the hand excavation of 30-by-30-centimeter (cm) units. Soils will be screened through 0.64-cm hardware cloth and the retained materials inspected for artifacts. Each shovel test will be taken to sterile subsoil/substrate, and the profile cleaned and examined. Representative soil colors, textures and depths of deposit will be recorded.

Survey shovel tests will be excavated at 30-m intervals along the centerline of the survey corridor; shovel test intervals may be reduced to accommodate small areas well suited for human occupation. Saturated wetlands/open water will be avoided. Severely disturbed areas will be checked to confirm disturbance or avoided. The project corridor will be selectively photographed to document current conditions.

**Site Treatment and Definition:** A “site” is defined as the occurrence of structural remains/components and/or three or more artifacts within a related or reasonably intact context. These materials must be at least 50 years old to qualify as “archeological.” The maximum distance between artifacts from the same site depends on the physical setting, type of site, and kinds of disturbances present. Typically, artifacts found within 30 m of each other are considered to be from the same archeological site. The recovery of one or two artifacts from a defined landform will be classified as an “isolated find.”

Sites will be recorded in terms of site-specific characteristics and surrounding environmental factors. All identified sites will be photographed, sketched and located on a project map. Site artifacts will be bagged and identified by project/site number, surveyor, and date. Recent discard and brick, wood, and assembled stone artifacts will be noted, but not collected.

Upon discovering a site through subsurface testing, horizontal and vertical controls will be established by conducting shovel tests along the corridor at 15 to 30-m intervals, depending on site size. Shovel tests will be conducted within the study corridor until site boundaries are established, with at least two consecutive sterile tests constituting the basis for close-grid test termination. No shovel testing will be conducted beyond the project corridor limits. If a site is detected through surface inspection, site limits will be determined by a combination of the surface distribution of artifacts and grid shovel testing. If extensive exposed areas are present, artifacts will be collected in quadrants; otherwise, surface collections will be combined. Each site will be photographed.

If sites are present, data needed to complete state archeological site forms and prepare site narratives will be recorded in the site attributes book. Attributes to be recorded include vegetation, pedology, water sources, and topographic setting. Site characteristics, such as size, shape, deposition, artifact density, temporal/cultural affiliation, function, and previous disturbances, will be noted as data are available. This information will be used to assess each site’s NRHP eligibility status (i.e., “ineligible,” “unknown at Phase I level,” “unknown at Phase I level, but no adverse effect,” or “eligible”). Criteria in 36 CFR Part 60, and guidance under 36 CFR Part 800, will be the basis for assessing significance and potential project effect.

**Task 3 - Historic Structures and Viewshed Survey:** Task 3 will be performed to determine if historic (i.e., more than 50 years old) structures are located within or adjacent to the project corridor. Under the NHPA, the project corridor and immediate surrounding area [the Area of Potential Effects (APE)] must be visited to confirm the presence/absence of historic resources, and to estimate style, condition, and age of any historic resources detected. Opinions (i.e., ineligible, potentially eligible, none present) regarding the NRHP eligibility status of any detected historic resources will be formulated. Each historic resource will be photographed and plotted on the project map. The project viewshed will also be photo-documented. The findings will be included in the cultural resources survey report.

**Task 4 - Phase II Archeological Site Evaluations (Optional/If Needed):** If Phase II archeological site evaluations are required (i.e., fieldwork, laboratory analysis and reporting), the effort will be managed and carried out under Task 4. It will not be known if any archeological sites will require evaluation until Task 2 is complete. For this reason, no technical procedures or cost estimates are presented.



**Task 5 - Data Analysis and Curation Arrangements:** Data analysis will include the processing and identification of artifacts, tabulation of artifact data, the transcription of field data to graphic media, and the preparation of Georgia archeological site forms. Recovered artifacts and project documentation will be prepared for curation under Task 5. For this proposal, RSWA assumes that one box (1.0 cubic foot/box) of project artifacts and documentation will be produced. The fee for delivery and curation of artifacts at the Riverbend Research Laboratory (RRL) is estimated at \$350 per box. The cost of curating one box of artifacts and/or documentation is included in the current project budget. If the survey yields more than one box of project materials, then additional boxes will be charged at \$350 each.

**Task 6 - Compliance Reporting:** A NHPA compliance-level draft report, discussing methodology, environmental and cultural contexts, literature search/field survey results and resource management recommendations, will be prepared and submitted to CEI for review and dissemination. The report will follow federal and state reporting guidelines. Only at your request will RSWA submit the draft report to the appropriate state and federal review agencies. Response to regulatory review comments will be addressed and a final report will be produced under this task.

**Task 7 - Additional Services (Optional/If Needed):** RSWA personnel will provide additional services as authorized by CEI or its representatives. "Additional services" include, but may not be limited to, survey of additional areas, meetings at regulatory offices, and preparation of draft regulatory documents. It is not possible at this time to determine if this task will be required, so no cost estimate is provided.

### **DELIVERABLES**

The deliverables for the project include:

- One box of project artifacts and/or documentation, ready for delivery to the RRL for permanent curation (Task 5);
- PDFs of draft and final versions of the Phase I cultural resources survey report (hard copies available upon request) (Task 6); and
- Additional services by RSWA, as requested by CEI (Task 7).

### **SCHEDULE**

RSWA will initiate the Phase I cultural resources survey (Tasks 1, 2, 3, 5, and 6) within 10 working days after our receipt of your written authorization to proceed. The draft Phase I cultural resources survey report will be submitted to CEI within approximately 35 working days after notice-to-proceed. It is not known if Task 4 (Archeological Site Evaluations) or Task 7 (Additional Services) will be needed; therefore, these tasks are not included in the schedule. Preparation and submission of the final report depends on the schedules of the review agencies.

### **COST**

The cost for the Phase I cultural resources survey (Tasks 1, 2, 3, 5, and 6) will not exceed \$8,475. CEI will only be billed for work conducted up to the not-to-exceed amounts. Our budget is based on the Principal Investigator's knowledge of cultural resource density and distribution in the study region, the length of the project corridor and depths of deposits that will require sampling. Our cost includes the labor, overhead and expenses (i.e., travel expenses, field supplies, laboratory materials and reporting supplies) required to complete Tasks 1, 2, 3, 5, and 6. RSWA's budget also includes RRL's institutional fees for shipment and permanent curation of one box of project artifacts/documentation (\$350). If the project produces more than one box of project materials, then additional boxes will be charged at \$350/box. No costs can be projected for any additional Task 4 services or for any Task 7 efforts at this time.

**PROJECT MANAGEMENT AND PERSONNEL**

Mr. Steve Webb, President/Senior Principal Archeologist with RSWA, will serve as Principal Investigator and provide overall project management. Staff members will be selected as needed to conduct the various project tasks.

**PAYMENT**

CEI will be invoiced on a monthly basis for the duration of the project. Payment for services in the specified amounts should be made to R.S. Webb & Associates. Our invoices are payable within 30 days.

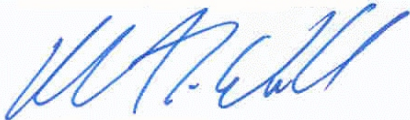
**PROJECT AUTHORIZATION**

If the terms in our proposal are acceptable, please sign in the space provided below and return one original to us. If you wish to begin the project immediately, you may email a complete copy of the signed proposal to Mr. Steve Webb at [rswbb.rswa@gmail.com](mailto:rswbb.rswa@gmail.com).

**CLOSING COMMENTS**

Ms. Campbell, we appreciate the opportunity to provide Campbell Environmental with this proposal and look forward to working with you on this project. If you have any questions concerning our proposal, please contact me at 770-345-0706.

Sincerely,  
R.S. WEBB & ASSOCIATES



Robert S. (Steve) Webb  
President and Senior Principal Archeologist

ACCEPTED AND AGREED TO:

FIRM: (Print Name) \_\_\_\_\_

BY: (Print Name) \_\_\_\_\_

AS ITS: (Print Title) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**To:** Mayor, City council  
**From:** Rodney Middlebrooks, Director of Water, Sewer & Gas  
**Department:** Water  
**Date:** 11/02/2020  
**Subject:** Purchase water material for Monroe-Loganville main

**Budget Account/Project Name:** Enter Account Here

**Funding Source:** Enter Funding Source

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$33,245.48

**Company of Purchase:** Consolidated Pipe & Supply

**Description:**

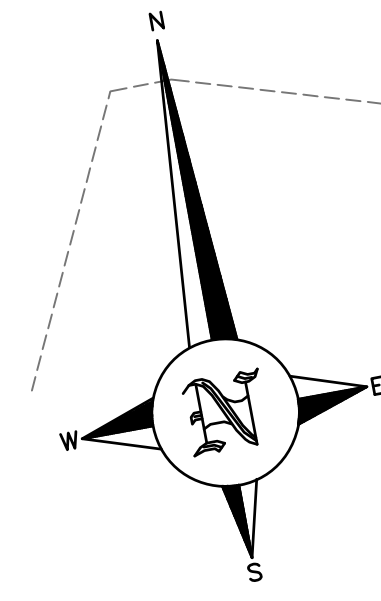
Material needed for completion of the Monroe-Loganville water main @ Trident Trail

**Background:**

Purchase of material to complete the last 600' of 16" C95 water main to Loganville. The City of Loganville has agreed to install the additional material.

**Attachment(s):**

- Quote - Consolidated Pipe Supply
- Quote - Ferguson Water Works
- WCWD Transition Plan



N/F  
PORTERFIELD  
PID# LG140002  
D.B. 2148 172 P.B. 075 080

N/F  
HUI&CHANG  
PID# C0430002A00  
P.B. 132 653

NOTE:  
CITY TO COORDINATE W/  
WCWD TO SCHEDULE TIE-IN  
AT TIME TO MINIMIZE SERVICE  
INTERRUPTIONS

WCWD TO CLOSE VALVE  
CAP & BLOCK EXISTING  
LINE TO BE ABANDON

EX. WCWD 110" PVC  
TO BE ABANDON

EX 8" WL

EX. WCWD 10" PVC  
TO BE ABANDON

EXIST. FIRE HYD.  
FH-502

REMOVE & REPLACE EX.  
10" PVC W/ NEW 16" PVC

EX 8" WL

40 Lf. 24" STEEL  
CASING OPEN CUT  
CROSSING. REMOVE  
& REPLACE PAVEMENT

16"-45" BEND W/  
THRUST BLK.

16x8 MJ TEE W/ TB  
8" SPL PIECE  
8" GV W/ BOX & PAD  
8" SPL PIECE  
8x8 MJ TEE W/ TB  
8" SPL PIECE  
8" MJ SOLID SLEEVE

NEW 16" C900 DR18 WATERLINE  
15'-0" OFF EOP W/  
4'-0" MIN. COVER

EX. FIRE HYD.  
FH-501

16" MONROE WL FEED

16" MONROE WL FEED

16"-45" BEND W/  
THRUST BLK.

**U.S. 78, S.R. 10**  
**(ATLANTA HWY)**  
**R/W VARIES**  
**(PUBLICLY DEDICATED)**  
**45MPH SPEED LIMIT**

16" PIPELINE TERMINATION  
W/ 16" BV & MJ PLUG

16x10 MJ TEE W/ TB  
10" SPL PIECE  
CONNECT TO EX. GV

WCWD  
INLINE VALVE

10"-90° BEND W/  
THRUST BLK.

EX. WCWD 10" PVC  
TO BE ABANDON

EX. WCWD 10" PVC  
TO BE ABANDON

EX 10" WL

EX 10" WL

10" GV, BOX & PAD  
10" DI SPL. PIECE  
10x10 MJ TEE W/ TB  
10" DI SPL. PIECE  
10" MJ SOLID SLEEVE

EX. FIRE HYD.  
FH-933

NOTE:  
CITY TO COORDINATE W/  
WCWD TO SCHEDULE TIE-IN  
AT TIME TO MINIMIZE SERVICE  
INTERRUPTIONS

EX. WCWD 6" PVC  
TO BE ABANDON

TWIN LAKE BOOSTER PUMP STATION  
WALTON COUNTY WATER DEPARTMENT  
(WCWD) FEED #1

EX. WCWD 6" PVC  
TO BE ABANDON

EX. WCWD 10" PVC  
TO BE ABANDON

EX. WCWD 10" PVC  
TO BE ABANDON

10"-90° BEND W/  
THRUST BLK.

NOTE:  
PROJECT TO RELOCATE WCWD FEED #1  
SUCTION LINE TO WCWD 12" WL ON  
TOM BREWER ROAD. PROJECT INCLUDES  
APPROXIMATELY 280 LF 10" C900 DR14

10"-90° BEND W/  
THRUST BLK.

OPEN CUT TOM BREWER ROAD  
REMOVE & REPLACE ASPHALT  
AND INSTALL 40 LF 20" STL  
CASING PER CITY STDS.

NEW 10" C900 DR14 SUCTION  
15'-0" OFF EOP W/  
4'-0" MIN. COVER

NEW 10" C900 DR14 SUCTION  
15'-0" OFF EOP W/  
4'-0" MIN. COVER

NOTE:  
CITY TO COORDINATE W/  
WCWD TO SCHEDULE TIE-IN  
AT TIME TO MINIMIZE SERVICE  
INTERRUPTIONS

10" GV, BOX & PAD  
10" DI SPL. PIECE  
10x10 MJ TEE W/ TB  
10" DI SPL. PIECE  
10" MJ SOLID SLEEVE

EX 10" WL (wcwd)

EX 10" WL

TOM BREWER ROAD

EX 10" WL

EX 10" WL (wcwd)

EX 10" WL

EX 8" WL

EX 8" WL

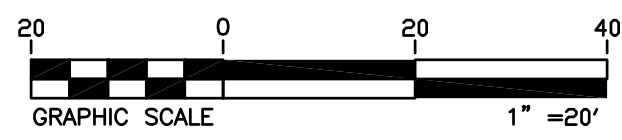
10"-90° BEND W/  
THRUST BLK.

EX. WCWD 6" PVC  
TO BE ABANDON

TWIN LAKE ROAD

EX. FIRE HYD.  
FH-407

WATERLINE PLAN  
SCALE: 1" = 20'



THIS LINE IS ONE INCH LONG WHEN PLOTTED FULL SCALE

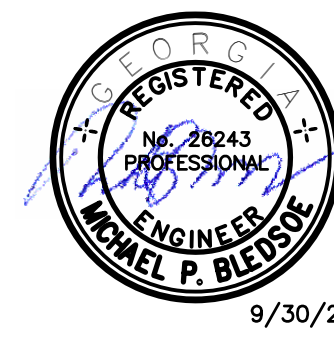
NO.	DATE	DESCRIPTION OF REVISION
0	09-30-20	INITIAL ISSUE



1-800-282-7411

**City of Loganville**  
*where people matter*  
Water Distribution  
4895 Hwy 81 N • Loganville, GA 30052  
(770) 466-1306

**THE ENGINEERING GROUP**  
INCORPORATED  
P.O. 1224 • WATKINSVILLE, GEORGIA 30677  
(706) 769-5259 FAX (706) 769-5017



9/30/20

TWIN LAKES BPS CONNECTION IMPROVEMENTS

**CITY OF LOGANVILLE**  
SDS Territory Resolution Plan  
W.S.I.D. 2970002

DESIGNED: MPB	CHECKED: MPB	DATE: Sept. 30, 2020	1	0
DRAWN: MPB	JOB NO.: 560.2003.01	SCALE: AS SHOWN	SHEET	REV

**Consolidated Pipe & Supply, Inc.**  
**10887 Old Atlanta Hwy**  
**Covington, Ga 30014**  
**Phone (678)342-7666**  
**Fax (678)342-9666**

**Customer: City Of Monroe**  
**Job Name: Twin Lakes BPS Connection Improvements**  
**Location: Loganville, Ga**  
**Bid Date: 10/29/2020**

<u>Item#</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
<u>* Water Main Material *</u>				
<b>* 24" Steel Casing &amp; Acc for Open Cut @ Trident Trail *</b>				
40	24"	.250 W.T. Steel Casing Pipe	\$ 59.88	\$ 2,395.20
2	16"	PVC Bell Harness Restraint	\$ 379.00	\$ 758.00
5	16"x 24"	SS Casing Spacer	\$ 80.00	\$ 400.00
2	16"x 24"	Casing End Seal	\$ 67.00	\$ 134.00
			<b>Subtotal</b>	<b>\$ 3,687.20</b>
<b>* Pipe &amp; Fittings *</b>				
620	16"	C-900 DR18/PC235 PVC Pipe	\$ 31.00	\$ 19,220.00
20	10"	C-900 DR18/PC235 PVC Pipe	\$ 14.22	\$ 284.40
20	8"	C-900 DR18/PC235 PVC Pipe	\$ 9.47	\$ 189.40
1	2"x 1,000'	"Blue" Detector Tape for Water	\$ 22.00	\$ 22.00
1000	12GA	"Blue" Tracer Wire for Water ( 500' Roll )	\$ 0.12	\$ 120.00
4	16"	MJ 45 Bend C153 CL TC (Imp)	\$ 268.00	\$ 1,072.00
1	16"x 10"	MJ Tee C153 CL TC (Imp)	\$ 461.00	\$ 461.00
1	16"x 8"	MJ Tee C153 CL TC (Imp)	\$ 348.00	\$ 348.00
1	8"x 8"	MJ Tee C153 CL TC (Imp)	\$ 123.00	\$ 123.00
1	10"x 12"	MJ Solid Sleeve C153 CL TC (Imp)	\$ 97.00	\$ 97.00
2	8"x 12"	MJ Solid Sleeve C153 CL TC (Imp)	\$ 84.00	\$ 168.00
12	16"	EZ Grip MJ Restraint Gland for PVC (Imp)	\$ 144.00	\$ 1,728.00
12	16"	MJ Regular Accessory Pack Less Gland (Imp)	\$ 28.00	\$ 336.00
4	10"	EZ Grip MJ Restraint Gland for PVC (Imp)	\$ 64.00	\$ 256.00
4	10"	MJ Regular Accessory Pack Less Gland (Imp)	\$ 18.00	\$ 72.00
8	8"	EZ Grip MJ Restraint Gland for PVC (Imp)	\$ 35.00	\$ 280.00
8	8"	MJ Regular Accessory Pack Less Gland (Imp)	\$ 15.00	\$ 120.00
			<b>Subtotal</b>	<b>\$ 24,896.80</b>

### Consolidated Pipe & Supply, Inc.

Customer: City Of Monroe  
 Job Name: Twin Lakes BPS Connection Improvements  
 Location: Loganville, Ga  
 Bid Date: 10/29/2020

<u>Item#</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
<b>* Water Main Material - Continued *</b>				
<b>* 8" MJ Gate Valve Assembly *</b>				
1		8" MU A-2361 MJ x MJ Gate Valve OL	\$ 740.00	\$ 740.00
2		8" EZ Grip MJ Restraint Gland for PVC (Imp)	\$ 35.00	\$ 70.00
2		8" MJ Regular Accessory Pack Less Gland (Imp)	\$ 15.00	\$ 30.00
1		562S 27"-37" CI Screw Type Valve Box "Water" (Imp)	\$ 46.00	\$ 46.00
1		Concrete Valve Box Pad/Collar 24" Rd x 4" Thick	\$ 15.00	\$ 15.00
1		Concrete Valve Marker 4" Sq x 4'-0" Tall	\$ 15.00	\$ 15.00
<b>Subtotal</b>				<b>\$ 916.00</b>
<b>* Line Termination Assembly *</b>				
<b>* 16" Butterfly Valve Assembly *</b>				
<b>( If CL250 Butterfly Valve is Required use \$2,800 ea )</b>				
1		16" CL150 MJ Butterfly Valve OL	\$ 2,056.00	\$ 2,056.00
1		16" EZ Grip MJ Restraint Gland for DIP (Imp)	\$ 109.00	\$ 109.00
1		16" EZ Grip MJ Restraint Gland for PVC (Imp)	\$ 144.00	\$ 144.00
2		16" MJ Regular Accessory Pack Less Gland (Imp)	\$ 28.00	\$ 56.00
<b>* Pipe, Cap &amp; Material to Rod Cap to Thrust Collar *</b>				
18		16" PC350 TJ CL AC DIP	\$ 53.36	\$ 960.48
1		16" MJ Cap C153 CL TC (Imp)	\$ 135.00	\$ 135.00
2		16" EZ Grip MJ Restraint Gland for DIP (Imp)	\$ 109.00	\$ 218.00
1		16" MJ Regular Accessory Pack Less Gland (Imp)	\$ 28.00	\$ 28.00
20		3/4" All Thread Rod	\$ 1.75	\$ 35.00
4		3/4" Flat Steel Washer	\$ 0.40	\$ 1.60
4		3/4" Heavy Hex Nut	\$ 0.60	\$ 2.40
<b>Subtotal</b>				<b>\$ 3,745.48</b>
<b>Bid Total</b>				<b>\$ 33,245.48</b>

**Consolidated Pipe & Supply, Inc.**

**Customer:** City Of Monroe  
**Job Name:** Dewey Hogan Road Water Extension  
**Location:** Monroe, Ga  
**Bid Date:** 4/27/2020

<u>Item#</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
--------------	-----------------	--------------------	-------------------	------------------

**\*\*\* Bid Terms & Conditions \*\*\***

This quotation is our interpretation of the plans & specs provided. However, this list of material is in no way guaranteed & unit prices will govern throughout. Material warranties are those offered by the material manufacturers only, no other warranties are offered or implied. All sales are subject to credit approval & to the terms & conditions of Consolidated Pipe & Supply, Inc. Material returns are subject to prior approval, restocking fees & freight as applicable.

- 1) Prices are firm for 30 days from the bid date.
- 2) FOB: Job site.
- 3) Payment Terms: Net 30 days.

<b>Deliver To:</b> <b>From:</b> Bob Mcwhorter <b>Comments:</b>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">56</div>
--	--

FEL-GEORGIA WATERWORKS #554  
Price Quotation  
Phone: 770-248-9037  
Fax: 770-840-9867

**Bid No:** B506060  
**Bid Date:** 10/30/20  
**Quoted By:** BM

**Cust Phone:** 770-267-3429  
**Terms:** NET 10TH PROX

**Customer:** MONROE UTILITIES NETWORK  
CITY OF MONROE  
PO BOX 1249  
ATTN: ACCTS PAYABLES  
MONROE, GA 30655

**Ship To:** MONROE UTILITIES NETWORK  
CITY OF MONROE  
PO BOX 1249  
ATTN: ACCTS PAYABLES  
MONROE, GA 30655

**Cust PO#:** MONROE GA

**Job Name:** US HWY 78/SR10

Item	Description	Quantity	Net Price	UM	Total	Cust-Cd
DR18BP16	16 C900 DR18 CL235 PVC GJ BLUE PIPE	620	33.060	FT	20497.20	
AFT350P16	16 CL350 CL DI FASTITE PIPE	60	49.600	FT	2976.00	
AFT350P10	10 CL350 CL DI FASTITE PIPE	20	23.840	FT	476.80	W1002
AFT350PX	8 CL350 CL DI FASTITE PIPE	20	20.090	FT	401.80	W1005
MJ4LA16	16 MJ C153 45 BEND L/A	4	280.490	EA	1121.96	
M45000116LAOL	16 MJ OL BFV L/A	1	2176.470	EA	2176.47	
MJSP16	16 MJ C153 SLD PLUG	1	201.830	EA	201.83	
MJTLA16X	16X8 MJ C153 TEE L/A	1	364.320	EA	364.32	
MJTLA1610	16X10 MJ C153 TEE L/A	1	482.310	EA	482.31	
MJTLAX	8 MJ C153 TEE L/A	1	120.750	EA	120.75	W0213
MJLSLAX	8X12 MJ C153 LONG SLV L/A	1	82.110	EA	82.11	W0192
MJTLA10	10 MJ C153 TEE L/A	1	172.500	EA	172.50	W0214
MJLSLA10	10X12 MJ C153 LONG SLV L/A	1	97.980	EA	97.98	W0193
AFC2508MMLAOL	8 DI MJ RW OL GATE VLV L/A	1	767.120	EA	767.12	W0184
AFC2510MMLAOL	10 DI MJ RW OL GATE VLV L/A	1	1195.830	EA	1195.83	W0186
PSVB562SW	2PC SCRW 16T/24B COMP CI VLV BX WTR	2	55.000	EA	110.00	W0241
GWU1001	24X24 CNCRT VLV PAD	2	16.620	EA	33.24	
CPVM	4 STD CNCRT VLV MRKR	2	15.750	EA	31.50	
DSCP25024FT	24 X .250 STL CASING PIPE	40	56.000	FT	2240.00	
SP-CSSS16X24	16X24 SS CASING SPACER	5	68.000	EA	340.00	
PMCES1624	16X24 MODEL C END SEAL	2	55.000	EA	110.00	
AAFGRGSKT16	16 AMARILLO GSKT W/ STICKER F/ BELL	2	365.340	EA	730.68	
SSLDEP16	16 DI MJ WDG REST GLND PK *ONELOK	2	143.090	EA	286.18	
SSLCEP16	16 PVC WDG REST GLND PK *ONELOK	11	181.160	EA	1992.76	
SSLDEP10	10 DI MJ WDG REST GLND PK *ONELOK	8	59.330	EA	474.64	
SSLDEP10	10 DI MJ WDG REST GLND PK *ONELOK	8	59.330	EA	474.64	

**Net Total:** \$37958.62  
**Tax:** \$0.00  
**Freight:** \$0.00  
**Total:** \$37958.62



**HOW ARE WE DOING? WE WANT YOUR FEEDBACK!**

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=554&on=27838>



Fax: 770-840-9867

16:27:40 OCT 30 2020

**Reference No:** B506060

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>  
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with \*NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



**HOW ARE WE DOING? WE WANT YOUR FEEDBACK!**

Scan the QR code or use the link below to  
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=554&on=27838>



**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 09-22-2020  
**Description:** County parcel C0900009 / 0 N. Broad St. Request for rezoning from R1 county to B3 City and Annexation

**Budget Account/Project Name:** NA

**Funding Source:** 2020 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA

**Company of Purchase:** NA

**Recommendation:** *Approve*

**Background:** This property is adjacent to a city property which is zoned B3. The applicant desires to come into the city in order to develop the entire property with City of Monroe sewer services. The presented plan is conceptual only to indicate the type and mix of uses intended. Actual development will be dependent upon engineering analysis, Zoning, Code of Ordinance and Development Regulations compliance. This property will be in the CDO District.

This plan is for illustrative purposes only and as such does not indicate acceptance of any parameter which would require modification for compliance or a variance.

**Attachment(s):** Application and supporting documents.



**City of Monroe**

215 N. Broad Street  
Monroe, GA 30655  
(770)207-4674

# Plan Report

Plan NO.: ZONE-000069- 59

Plan Type: Rezone

Work Classification: Annexation - Map Amendment

Plan Status: In Review

Apply Date: 09/16/2020

Expiration:

**Location Address**

0 N BROAD ST, MONROE, GA 30656

**Contacts**

MONROE OZ PARTNERS LLC 426 W HIGHLAND AVE, MONROE, GA 30655 (404)819-2520	<b>Applicant</b> nathanepurvis@gmail.com
---	---

**Description:** REQUEST FOR REZONE & ANNEXATION OF 7.98 ACRES - P&Z MTG 10-20-20 @ 5:30 PM - COUNCIL MTG 11-10-20 @ 6:00 PM 215 N BROAD ST

Valuation:	\$ 0.00
Total Sq Feet:	0.00

Fees	Amount
Commercial Rezone or Variance Fee	\$200.00
<b>Total:</b>	<b>\$200.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$200.00</b>
Check # 1888	\$200.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name	Description	Comments

*Hebbie Adkinson*

Issued By:

September 16, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

Date



215 N Broad St Monroe GA 30655  
(770) 207-4674 dadkinson@monroega.gov

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER \_\_\_\_\_

I. LOCATION HWY 11 North

COUNCIL DISTRICT 2

MAPNUMBER \_\_\_\_\_

PARCEL NUMBER C0900009

II. PRESENT ZONING R1 REQUESTED ZONING B3

III. ACREAGE 7.98 PROPOSED USE Commercial, self storage

IV. OWNER OF RECORD Monroe O2 Partners LLC

ADDRESS 426 W. HIGHLAND AVE MONROE, GA 30655

PHONE NUMBER 404-819-2520

The following information must be supplied by the applicant. (attach additional pages if needed)

V. ANALYSIS:

1. A description of all existing uses and zoning of nearby property  
Commercial on adjacent lot (Bojangles), Multi-family property surrounding tract (tanglewood) as well as other residential zoning.

2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification R1 does diminish the value. This tract is located on hwy 11 & commercial will be the highest & best use.

3. The existing value of the property contained in the petition for rezoning under the existing zoning classification \$ 350,000

4. The value of the property contained in the application for rezoning under the proposed zoning Classification \$ 450,000

- 5. A description of the suitability of the subject property under the existing zoning classification Under R1 zoning this property is not suitable for development.
- 6. A description of the suitability of the subject property under the proposed zoning classification of the property Under a B3 commercial zoning this property may be suitable for development.

Rezoning/Annexation Application  
Page Two (2)

- 7. A description of any existing use of property including a description of all structures presently occupying the property vacant land with an abandoned house
- 8. The length of time the property has been vacant or unused as currently zoned 20 +/- years
- 9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification The property has been available to purchase for many years.

Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

LEGAL DESCRIPTION OF PROPERTY

\* SEE NEXT PAGE

Rezoning/Annexation Application  
Page Three (3)

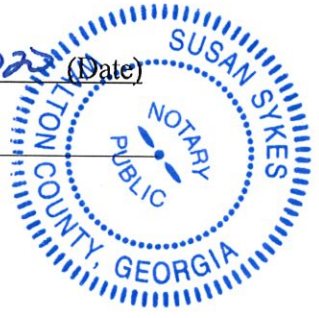
Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

Owner of property (signature) [Signature]  
Address 426 W. HIGHLAND AVE MONROE, GA 30055  
Phone Number 404-819-2520

Attorney/Agent (signature) SAME  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Personally appeared before me the above applicant named Nathan Purvis who on oath says that he/she is the Managing Member for the foregoing, and that all the above statements are true to the best of his/her knowledge.

[Signature] (Notary Public) 9/14/2020 (Date)  
My Commission Expires September 18, 2021



PETITION REQUESTING ANNEXATION  
CITY OF MONROE, GEORGIA

Date: 9-9-2020

TO THE HONORABLE CITY COUNCIL OF THE CITY OF MONROE, GEORGIA

1. The undersigned, as owner of all real property of the described herein, respectfully request that the City Council annex this territory to the City of Monroe, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed abuts the existing boundary of Monroe, Georgia, and the description of such territory area is as follows:

Address/Location of Property: 7.98 AC Hwy 11 North  
Monroe, GA 30056

Tax Map Number: C0900009

See Attached Legal Description and Boundary Survey.

3. It is requested that this territory to be annexed shall be zoned B3 for the following reasons: to develop a self storage facility with commercial out parcels

WHEREFORE, the Petitioners pray that the City Council of the City of Monroe, Georgia, pursuant to the provisions of the Acts of the General Assembly of the State of Georgia, Georgia Laws, do by proper ordinance annex said property to the City Limits of the City of Monroe, Georgia.

Respectfully Submitted,

MONROE 02 Partners LLC  
[Signature]

Owners Address: 426 W. HIGHLAND AVE  
MONROE, GA 30655

Rezoning/Annexation Application  
Page Four (4)

What method of sewage disposal is planned for the subject property?

Sanitary Sewer                       Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from R1 to B3 located at Hwy 11 North, containing 7.98 acre(s), property owner being MONROE 02 PARTNERS LLC filed on 9-9-2020.

CHECK LIST - APPLICATION MATERIAL

- Application Fee (\$100.00 Application Fee Single Family Rezoning)  
(\$300.00 Application Fee Multi Family Rezoning)  
(\$200.00) Application Fee Commercial Rezoning  
(Application fee For Annexation is the same as a Rezone)
- The completed application form (one original with original signatures)
- Special Conditions made part of the rezoning/annexation request
- Legal Description
- Survey plat of property showing bearings and distances and:
  - abutting property owners
  - the zoning of abutting property
  - the current zoning of the subject property
- Development Plan (two full size and one 11x17)
- Site plan of the property at an appropriate scale
  - the proposed use
  - internal circulation and parking (proposed number of parking spaces)
  - landscaping minimum square footage of landscaped area
  - grading
  - lighting
  - drainage (storm water retention structures)
  - amenities (location of amenities)
  - buildings (maximum gross square footage and height of structures)
  - buffers
- Additional information that may be required by the Code Enforcement Officer:

Monroe Utilities Network Availability Letter

Application Material-Section 1421.4 of the Zoning Ordinance outlines the specific items to be included on the site plan:



Rezoning/Annexation Application  
Page five (5)

For any application for P, B-1, B-2, B-3 or M-1 districts the site plan shall identify: (circle the appropriate district applied for)

- the maximum gross square footage of building area
- the maximum lot coverage of building area
- the minimum square footage of landscaped area
- the maximum height of any structure
- the minimum square footage of parking and drive areas
- the proposed number of parking spaces

For any application for the R-1, R-1A, R-2 or MH districts the site plan shall additionally identify: (circle the appropriate district applied for)

- the maximum number of residential dwelling units
- the minimum square footage of heated floor area for any residential dwelling unit
- the maximum height of any structure
- the minimum square footage of landscaped area
- the maximum lot coverage of building area
- the proposed number of parking spaces
- on all rezoning applications a revised site plan to be approved at a later date by the Mayor and City Council may be required
- yes no Applicant site plan indicates a variance requested
- for any application for multi-family residential uses, the site plan shall also identify the maximum height of any structure, location of amenities, and buffer areas: and,
- any other information as may be reasonably required by the Code Enforcement Officer.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance as shown on the required site plan shall identify the variance(s) and identify for each variance shown the following information which shall confirm that the following condition(s) exist:

- 1. Any information which identifies that there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
- 2. Any information whereby a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
- 3. Any information supporting that granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
- 4. Information clearly showing that the requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
- 5. Information that the special circumstances are not the result of the actions of the applicant.
- 6. A description of how the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure in the use district proposed.
- 7. Information indicating the variance is not a request to permit a use of land, buildings, or structures, which are not permitted by right in the district involved.

Rezoning/Annexation Application  
Page six (6)

COMMENTS

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

Disclosure of Campaign Contributions and/or gifts:

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years. The filing shall be within ten (10) days after the application is made, and in the case of a supporter or opponent, filing shall be at least five (5) days before the first public hearing.

I hereby withdraw the above application: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LEGAL DESCRIPTION

Exhibit 'A'

BK:4661 PG:418-419  
Filed and Recorded  
Aug-27-2020 10:55 AM  
DOC# 2020 - 011861  
Real Estate Transfer Tax  
Paid: \$ 350.00  
1472020003125  
KAREN P. DAVID  
CLERK OF SUPERIOR COURT  
WALTON COUNTY, GA  
Participant ID: 7339863107

After Recording Return To:  
McMichael & Gray, P.C.  
574 Conyers Road, Suite 100  
Loganville, GA 30052

Order No.: LOG-201013-PUR

Property Appraiser's Parcel I.D. Number:  
C0900-00000-009-000

LIMITED WARRANTY DEED

STATE OF GEORGIA

COUNTY OF WALTON

THIS INDENTURE, made this 26th day of August, 2020, between

Thomas R Breedlove, III

of the County of Polk, State of Florida, as party or parties of the first part, hereinafter called Grantor, and

Monroe Oz Partners, LLC  
, a Georgia Limited Liability Company

as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee,

All that tract or parcel of land lying and being in Land Lot 62, 3rd District, Town GMD 419, Walton County, Georgia, being known as Tract 2 containing 7.98 acres, as shown on a plat of survey prepared by Christopher E. Moore & Associates, Inc., certified by Christopher E. Moore, Registered Professional Land Surveyor No. 2828, dated January 20, 2014 recorded in Plat Book 109, page 145, Clerk's Office, Walton Superior Court. Reference is hereby made to said plat of survey, and the same is incorporated herein for a more complete description of the property conveyed.

SUBJECT to all zoning ordinances, easements and restrictions of record affecting said premises.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons owning, holding or claiming by, through or under the said Grantor.

JRB



Date: September 10, 2020

In Re: Utilities

To Whom It May Concern:

The City of Monroe offers five different utilities in our service territory. The five utilities are: electricity, natural gas, water, wastewater and telecommunication.

The utilities checked below are available at Parcel: M0040001, Lot: 62, in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- TELECOMMUNICATION

Please contact our office for any additional information needed. We look forward to serving your utility needs.

Vashon T. Hill  
City of Monroe



## CODE DEPARTMENT

---

September 21, 2020

To: Walton County Board of Commissioners  
111 South Broad Street  
Monroe, Georgia 30655

Re: Map and Parcel CO900009

Dear Commissioners:

Please be advised that the City of Monroe, Georgia by the authority vested in the Mayor and the Council of the City of Monroe, Georgia by Article 2 of Chapter 36, Title 36, of the Official Code of Georgia Annotated, intends to annex the property hereinafter described by ordinance at a regular meeting of the Mayor and the City Council.

This letter has been sent to you by certified mail, return receipt requested, within five (5) business days of acceptance of an application for annexation, a petition for annexation, or upon the adoption of a resolution for annexation by the City of Monroe, in accordance with O.C.G.A. § 36-36-6 and O.C.G.A. § 36-36-9.

See Exhibit "A" Attached

Pursuant to O.C.G.A. § 36-36-7 and O.C.G.A. § 36-36-9, you must notify the governing authority of the City of Monroe, in writing and by certified mail, return receipt requested, of any county facilities or property located within the property to be annexed, within five (5) business days of receipt of this letter.

Pursuant to O.C.G.A. § 36-36-11 a public hearing on zoning of the property to be annexed as B3 City will be held November 10, 2020 at 215 N. Broad Street. If the county has a bonafide land use classification objection under O.C.G.A. § 36-36-11, in accordance with the land use agreement between the City of Monroe and Walton County, please notify Patrick Kelley in accordance with said agreement

Sincerely,

Debbie Adkinson  
Code Department Assistant



## CODE DEPARTMENT

---

September 22, 2020

To Whom It May Concern:

Below you will find information regarding a Legal Notice scheduled to run in The Walton Tribune on September 27, 2020 concerning a Rezone & Annexation adjacent to your property.

Being an adjoining property owner, this could be of interest to you.

**BE ADVISED OF THE DATE, TIME AND PLACE OF PUBLIC HEARING:**

**Planning Commission: October 20, 2020**

Will be held at 215 N Broad St at 5:30 PM on the following application:

**City Council: November 10, 2020**

Will be held in the meeting room at 215 N Broad Street at 6:00 PM on the following application:

Annexation and Rezone of 7.98 acres parcel C0900009. Petition # ZONE-000069-2020

Copies of application submittal can be viewed on line at [www.monroega.com](http://www.monroega.com)  
Choose Government, Agendas Meetings, & Minutes, choose the meeting you plan to attend for this application.

If you are interested in speaking at the Council Meeting for or against the request, you will need to sign up before the meeting starts.

Sincerely,  
  
Debbie Adkinson  
Code Department Assistant

Information regarding the reputed presence, size, character and location of existing underground utilities and structures is shown hereon. There is no certainty of the accuracy of this information and it shall be considered in that light by those using this drawing. The location and arrangement of underground utilities and structures shown hereon may be inaccurate and utilities and structures not shown may be encountered. The owner, his employees, his consultants and his contractors shall hereby distinctly understand that the surveyor is not responsible for the correctness or sufficiency of this information.

**FLOOD HAZARD NOTE**  
This property does not lie within a 100 year flood hazard zone as defined by the F.E.M.A. Flood Insurance Rate Map of Walton County, Georgia and Incorporated areas, Map number 13297C0130D, dated 5-18-2009.

This plat was prepared for the exclusive use of the person, persons, or entity named in the certificate hereon. Said certificate does not extend to any unnamed person without an express recertification by the surveyor naming said person.

This map or plat has been calculated for closure and is found to be accurate within 1 foot in 512,000 feet.

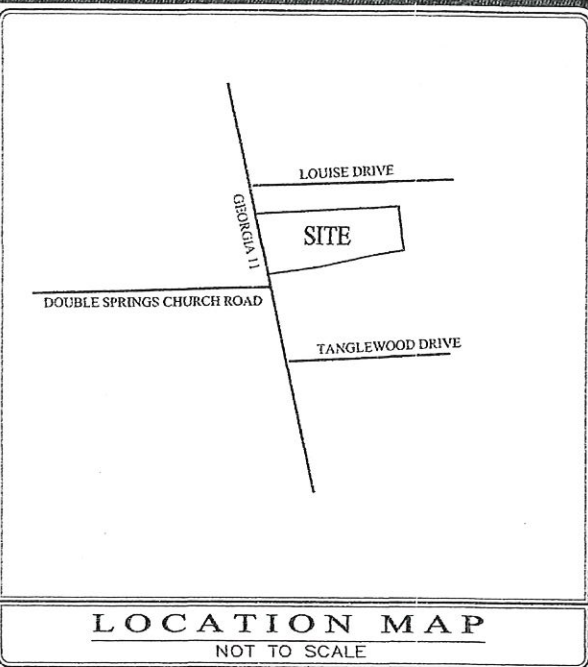
This plat has been prepared using a Nikon Total Station reading directly to 1 second and an electronic distance measuring device reading directly to 1, one hundredth of a foot.

The field data upon which this map or plat is based has a closure precision of (1) foot in 35,965 feet and an angular error of 0 seconds per angle point, and was adjusted using compass rule.

The 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.

**NOTE:**

1. THE PURPOSE OF THIS SURVEY IS TO DIVIDE THE TRACT INTO 2 PARCELS.
2. ALL MATTERS OF TITLE ARE EXCEPTED.
3. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHTS-OF-WAY, PUBLIC OR PRIVATE.
4. THOMAS R. BREEDLOVE, III AUTHORIZED THIS SURVEY ADDRESS: 3640 THOMPSON RD, MONROE, GA. 30656 770-267-6662
5. TOTAL AREA= 695,221 S.F. (15.96 ACRES)



**LEGEND**

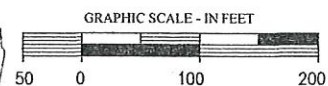
- POWER POLE
- POWER POLE W/ GUY WIRE
- + POWER POLE W/LIGHT
- ⊛ LIGHT STANDARD
- ⊛ LAMP POST
- ⊞ ELECTRIC METER
- ⊞ ELECTRIC BOX or SECURITY CAMERA
- ⊞ FIRE HYDRANT
- ⊞ WATER MANHOLE
- ⊞ WATER METER
- ⊞ WATER VALVE
- ⊞ TELEPHONE MANHOLE
- ⊞ TELEPHONE BOX
- ⊞ SANITARY SEWER MANHOLE
- ⊞ CLEAN OUT
- ⊞ JUNCTION BOX/STORM SEWER MANHOLE
- ⊞ HEADWALL
- ⊞ CATCH BASINS
- ⊞ DROP INLETS
- ⊞ STORM SEWER LINE
- ⊞ CURB INLET
- ⊞ FLARED END SECTION
- SUBDIVISION LOT NUMBER
- PROPERTY CORNER
- FIELD LOCATED PIN (AS NOTED)
- ⊞ CONCRETE MONUMENT FOUND
- ⊞ DISK CONTROL MARKER (AS NOTED)
- ⊞ TEMPORARY BENCHMARK
- ⊞ SIGN (AS NOTED)
- P- OVERHEAD POWER LINE
- T- OVERHEAD TELEPHONE LINE
- G- APPROX. LOCATION GAS LINE
- W- APPROX. LOCATION WATER LINE
- S- SANITARY SEWER LINE
- IPS IRON PIN SET
- IPF IRON PIN FOUND
- BSL BUILDING SETBACK LINE
- L.L. LAND LOT
- L.L.L. LAND LOT LINE
- P.O.B. POINT OF BEGINNING
- N/F NOW OR FORMERLY
- R/W RIGHT-OF-WAY
- F.F.E. FINISHED FLOOR ELEVATION
- D.B. DEED BOOK
- P.B. PLAT BOOK
- P.G. PAGE



APPROVED FOR RECORDING  
 AS IS  
 NOT A BUILDABLE RESIDENTIAL LOT  
 WITH COMMENTS NOTED BELOW

WALTON COUNTY CODE ENFORCEMENT  
 DATE: 2/20/14 NAME: Christopher E. Moore

**CHRISTOPHER E. MOORE & ASSOCIATES, INC.**  
 PROFESSIONAL LAND SURVEYING  
 848 FAIRWAY DRIVE ~ MONROE, GA. 30655  
 Phone: (770) 963-7418 chris@cmaland.com



DIVISION PLAT FOR  
**THOMAS R. BREEDLOVE, III & ANITA DOSTER**

D.B. 2910 PG. 142  
 P.B. 7, PG. 28

LAND LOT 62  
 3RD DISTRICT  
 WALTON COUNTY, GA  
 1-20-2014 / SCALE 1"=100'  
 JOB# 130072

REVISIONS			
NO.	DATE	DESCRIPTION	BY



**ALCOVY**  
 SURVEYING & ENGINEERING, INC.  
 P.O.C. TIP HUYNH, P.E.  
 2205 Highway 81 South  
 Loganville, Georgia 30052  
 Phone: 770-466-4002  
 Fax: 770-466-4296  
 tip@alcovyse.com  
 © 2020  
 Alcovy Surveying & Engineering, Inc. - ALL RIGHTS RESERVED

This drawing and any permitted reproductions, in whole or part, are the sole property of Alcovy Surveying & Engineering, Inc. and shall not be reproduced or conveyed in any way without the written permission of Alcovy Surveying & Engineering, Inc.



**SITE PLAN**

**PROPOSED MONROE COMMERCIAL**

C0900009  
 PARCELS: M0040001  
 LAND LOT(S): 62  
 DISTRICT: 3RD  
 1110 N. BROAD STREET  
 MONROE, GEORGIA

DATE: 8/18/2020  
 SCALE: 1" = 60'

DEVELOPER/PERMITTEE  
 HAL BREDLOVE HB LANDS  
 P.O. BOX 604  
 MONROE, GA 30655

OWNER  
 HB LANDS CO. INC.  
 P.O. BOX 604  
 MONROE, GA 30655

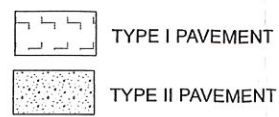
24 HOUR - EMERGENCY CONTACT  
 NATHAN PURVIS  
 PHONE: 404-819-2520  
 nathanpurvis@gmail.com

REVISIONS

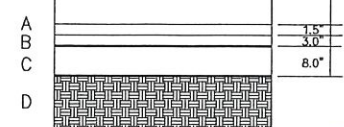
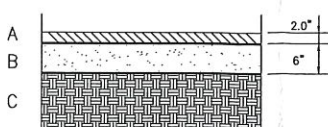
NO.	DATE	DESCRIPTION

JOB No. 15-148  
 C-1

**PAVEMENT LEGEND**



- A. 2.0 INCH ASPHALT TOPPING - TYPE "E" OR "F"  
 E=12.5MM OR F=9.5MM SP, W/HYD. LIME
- B. 3.0 INCH ASPHALT BINDER - TYPE "B"
- C. 8.0 INCHES OF CRUSHED STONE BASE COURSE
- D. STABILIZED SUBGRADE  
 RAW SUBGRADE SOIL (IN SITU OR COMPACTED FILL)  
 COMPACTED TO A MINIMUM OF 95%  
 OF ASTM D 698 DENSITY



*Inadequate Road Frontage if City Street*

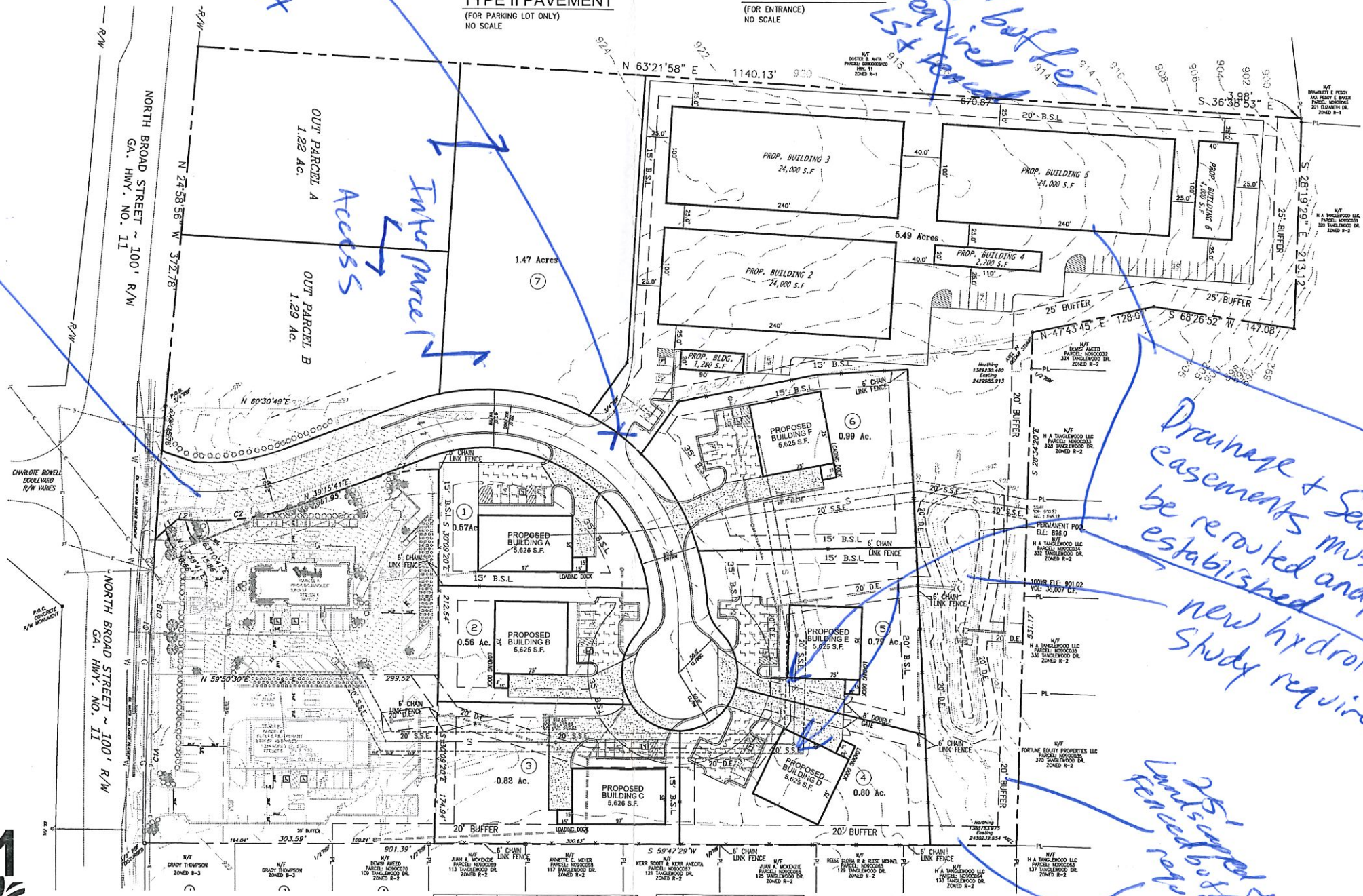
*Private Dr. or City St.?*

*Inter-Parcel Access*

*25' buffer required 1st Parcel*

*Drainage & Sewer easements must be re-routed and/or established and/or new hydrology study required*

*25' buffer required*



Curve	Radius	Length	Chord	Chord Bear.
C1	280.00'	116.88'	116.03'	N 51°13'11" E
C2	290.00'	82.77'	82.23'	N 50°01'58" E
C3	529.59'	140.10'	140.10'	N 29°14'58" W

Course	Bearing	Distance
L1	N 17°36'41" E	30.68'
L2	N 63°10'41" E	15.68'
L3	N 39°15'41" E	61.95'



**GEORGIA811**  
 www.Georgia811.com



**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**A petition has been filed with the  
City of Monroe requesting the  
property at 0 N Broad St  
to be rezoned from R1 County to  
B3 City and Annexed**

**A public hearing will be held before  
the Monroe Planning and Zoning  
Commission at City Hall Auditorium at  
215 N. Broad Street on October 20, 2020  
at 5:30 P.M. All those having an  
interest should be present to voice  
their interest.**

**A petition has been filed with the  
City of Monroe requesting the  
property at 0 N Broad St  
to be rezoned from R1 County to  
B3 City and Annexed**

**A public hearing will be held before  
The Mayor and City Council  
at the City Hall Auditorium at  
215 N. Broad Street on November 10, 2020  
at 6:00 P.M. All those having an  
interest should be present to voice  
their interest.**

**PLEASE RUN ON THE  
FOLLOWING DATE:**

**September 27, 2020**



**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 09-22-2020  
**Description:** County parcel C0900009 / 0 N. Broad St. Request for rezoning from R1 county to B3 City and Annexation

**Budget Account/Project Name:** NA

**Funding Source:** 2020 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA

**Company of Purchase:** NA

**Recommendation:** *Approve*

**Background:** This property is adjacent to a city property which is zoned B3. The applicant desires to come into the city in order to develop the entire property with City of Monroe sewer services. The presented plan is conceptual only to indicate the type and mix of uses intended. Actual development will be dependent upon engineering analysis, Zoning, Code of Ordinance and Development Regulations compliance. This property will be in the CDO District.

This plan is for illustrative purposes only and as such does not indicate acceptance of any parameter which would require modification for compliance or a variance.

**Attachment(s):** Application and supporting documents.



**City of Monroe**

215 N. Broad Street  
Monroe, GA 30655  
(770)207-4674

# Plan Report

Plan NO.: ZONE-000069-75

Plan Type: Rezone

Work Classification: Annexation - Map Amendment

Plan Status: In Review

Apply Date: 09/16/2020

Expiration:

**Location Address**

0 N BROAD ST, MONROE, GA 30656

**Contacts**

MONROE OZ PARTNERS LLC 426 W HIGHLAND AVE, MONROE, GA 30655 (404)819-2520	<b>Applicant</b>  nathanepurvis@gmail.com
---	---

**Description:** REQUEST FOR REZONE & ANNEXATION OF 7.98 ACRES - P&Z MTG 10-20-20 @ 5:30 PM - COUNCIL MTG 11-10-20 @ 6:00 PM 215 N BROAD ST

Valuation:	\$ 0.00
Total Sq Feet:	0.00

Fees	Amount
Commercial Rezone or Variance Fee	\$200.00
<b>Total:</b>	<b>\$200.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$200.00</b>
Check # 1888	\$200.00
<b>Amount Due:</b>	<b>\$0.00</b>

<u>Condition Name</u>	<u>Description</u>	<u>Comments</u>
-----------------------	--------------------	-----------------

*Hebbie Adkinson*

Issued By:

September 16, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

Date



215 N Broad St Monroe GA 30655  
(770) 207-4674 dadkinson@monroega.gov

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER \_\_\_\_\_

I. LOCATION HWY 11 North

COUNCIL DISTRICT 2

MAPNUMBER \_\_\_\_\_

PARCEL NUMBER C0900009

II. PRESENT ZONING R1 REQUESTED ZONING B3

III. ACREAGE 7.98 PROPOSED USE Commercial, self storage

IV. OWNER OF RECORD Monroe O2 Partners LLC

ADDRESS 426 W. HIGHLAND AVE MONROE, GA 30655

PHONE NUMBER 404-819-2520

The following information must be supplied by the applicant. (attach additional pages if needed)

V. ANALYSIS:

1. A description of all existing uses and zoning of nearby property  
Commercial on adjacent lot (Bojangles), Multi-family property surrounding tract (tanglewood) as well as other residential zoning.

2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification R1 does diminish the value. This tract is located on hwy 11 & commercial will be the highest & best use.

3. The existing value of the property contained in the petition for rezoning under the existing zoning classification \$ 350,000

4. The value of the property contained in the application for rezoning under the proposed zoning Classification \$ 450,000

- 5. A description of the suitability of the subject property under the existing zoning classification Under R1 zoning this property is not suitable for development.
- 6. A description of the suitability of the subject property under the proposed zoning classification of the property Under a B3 commercial zoning this property may be suitable for development.

Rezoning/Annexation Application  
Page Two (2)

- 7. A description of any existing use of property including a description of all structures presently occupying the property vacant land with an abandoned house
- 8. The length of time the property has been vacant or unused as currently zoned 20 +/- years
- 9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification The property has been available to purchase for many years.

Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

LEGAL DESCRIPTION OF PROPERTY

\* SEE NEXT PAGE

Rezoning/Annexation Application  
Page Three (3)

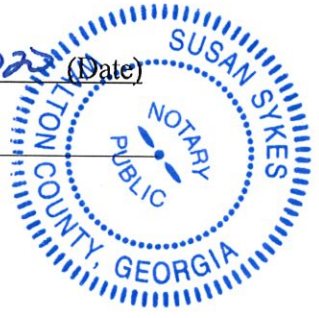
Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

Owner of property (signature) [Signature]  
Address 426 W. HIGHLAND AVE MONROE, GA 30055  
Phone Number 404-819-2520

Attorney/Agent (signature) SAME  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Personally appeared before me the above applicant named Nathan Purvis who on oath says that he/she is the Managing Member for the foregoing, and that all the above statements are true to the best of his/her knowledge.

[Signature] (Notary Public) 9/14/2020 (Date)  
My Commission Expires September 18, 2021



PETITION REQUESTING ANNEXATION  
CITY OF MONROE, GEORGIA

Date: 9-9-2020

TO THE HONORABLE CITY COUNCIL OF THE CITY OF MONROE, GEORGIA

1. The undersigned, as owner of all real property of the described herein, respectfully request that the City Council annex this territory to the City of Monroe, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed abuts the existing boundary of Monroe, Georgia, and the description of such territory area is as follows:

Address/Location of Property: 7.98 AC Hwy 11 North  
MONROE, GA 30056

Tax Map Number: C0900009

See Attached Legal Description and Boundary Survey.

3. It is requested that this territory to be annexed shall be zoned B3 for the following reasons: to develop a self storage facility with commercial art parcels

WHEREFORE, the Petitioners pray that the City Council of the City of Monroe, Georgia, pursuant to the provisions of the Acts of the General Assembly of the State of Georgia, Georgia Laws, do by proper ordinance annex said property to the City Limits of the City of Monroe, Georgia.

Respectfully Submitted,  
MONROE 02 Partners LLC  
[Signature]

Owners Address: 426 W. HIGHLAND AVE  
MONROE, GA 30655

Rezoning/Annexation Application  
Page Four (4)

What method of sewage disposal is planned for the subject property?

Sanitary Sewer                       Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from R1 to B3 located at Hwy 11 North, containing 7.98 acre(s), property owner being MONROE 02 PARTNERS LLC filed on 9-9-2020.

CHECK LIST - APPLICATION MATERIAL

- Application Fee (\$100.00 Application Fee Single Family Rezoning)  
(\$300.00 Application Fee Multi Family Rezoning)  
(\$200.00) Application Fee Commercial Rezoning  
(Application fee For Annexation is the same as a Rezone)
- The completed application form (one original with original signatures)
- Special Conditions made part of the rezoning/annexation request
- Legal Description
- Survey plat of property showing bearings and distances and:
  - abutting property owners
  - the zoning of abutting property
  - the current zoning of the subject property
- Development Plan (two full size and one 11x17)
- Site plan of the property at an appropriate scale
  - the proposed use
  - internal circulation and parking (proposed number of parking spaces)
  - landscaping minimum square footage of landscaped area
  - grading
  - lighting
  - drainage (storm water retention structures)
  - amenities (location of amenities)
  - buildings (maximum gross square footage and height of structures)
  - buffers
- Additional information that may be required by the Code Enforcement Officer:

Monroe Utilities Network Availability Letter

Application Material-Section 1421.4 of the Zoning Ordinance outlines the specific items to be included on the site plan:



Rezoning/Annexation Application  
Page five (5)

For any application for P, B-1, B-2, B-3 or M-1 districts the site plan shall identify: (circle the appropriate district applied for)

- the maximum gross square footage of building area
- the maximum lot coverage of building area
- the minimum square footage of landscaped area
- the maximum height of any structure
- the minimum square footage of parking and drive areas
- the proposed number of parking spaces

For any application for the R-1, R-1A, R-2 or MH districts the site plan shall additionally identify: (circle the appropriate district applied for)

- the maximum number of residential dwelling units
- the minimum square footage of heated floor area for any residential dwelling unit
- the maximum height of any structure
- the minimum square footage of landscaped area
- the maximum lot coverage of building area
- the proposed number of parking spaces
- on all rezoning applications a revised site plan to be approved at a later date by the Mayor and City Council may be required
- yes no Applicant site plan indicates a variance requested
- for any application for multi-family residential uses, the site plan shall also identify the maximum height of any structure, location of amenities, and buffer areas: and,
- any other information as may be reasonably required by the Code Enforcement Officer.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance as shown on the required site plan shall identify the variance(s) and identify for each variance shown the following information which shall confirm that the following condition(s) exist:

1. Any information which identifies that there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
2. Any information whereby a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
3. Any information supporting that granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
4. Information clearly showing that the requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
5. Information that the special circumstances are not the result of the actions of the applicant.
6. A description of how the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure in the use district proposed.
7. Information indicating the variance is not a request to permit a use of land, buildings, or structures, which are not permitted by right in the district involved.

Rezoning/Annexation Application  
Page six (6)

COMMENTS

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

Disclosure of Campaign Contributions and/or gifts:

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years. The filing shall be within ten (10) days after the application is made, and in the case of a supporter or opponent, filing shall be at least five (5) days before the first public hearing.

I hereby withdraw the above application: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LEGAL DESCRIPTION

Exhibit 'A'

BK:4661 PG:418-419  
Filed and Recorded  
Aug-27-2020 10:55 AM  
DOC# 2020 - 011861  
Real Estate Transfer Tax  
Paid: \$ 350.00  
1472020003125  
KAREN P. DAVID  
CLERK OF SUPERIOR COURT  
WALTON COUNTY, GA  
Participant ID: 7339863107

After Recording Return To:  
McMichael & Gray, P.C.  
574 Conyers Road, Suite 100  
Loganville, GA 30052

Order No.: LOG-201013-PUR

Property Appraiser's Parcel I.D. Number:  
C0900-00000-009-000

LIMITED WARRANTY DEED

STATE OF GEORGIA

COUNTY OF WALTON

THIS INDENTURE, made this 26th day of August, 2020, between

Thomas R Breedlove, III

of the County of Polk, State of Florida, as party or parties of the first part, hereinafter called Grantor, and

Monroe Oz Partners, LLC  
, a Georgia Limited Liability Company

as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee,

All that tract or parcel of land lying and being in Land Lot 62, 3rd District, Town GMD 419, Walton County, Georgia, being known as Tract 2 containing 7.98 acres, as shown on a plat of survey prepared by Christopher E. Moore & Associates, Inc., certified by Christopher E. Moore, Registered Professional Land Surveyor No. 2828, dated January 20, 2014 recorded in Plat Book 109, page 145, Clerk's Office, Walton Superior Court. Reference is hereby made to said plat of survey, and the same is incorporated herein for a more complete description of the property conveyed.

SUBJECT to all zoning ordinances, easements and restrictions of record affecting said premises.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons owning, holding or claiming by, through or under the said Grantor.

JRB



Date: September 10, 2020

In Re: Utilities

To Whom It May Concern:

The City of Monroe offers five different utilities in our service territory. The five utilities are: electricity, natural gas, water, wastewater and telecommunication.

The utilities checked below are available at Parcel: M0040001, Lot: 62, in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- TELECOMMUNICATION

Please contact our office for any additional information needed. We look forward to serving your utility needs.

*Vashon T. Hill*  
 \_\_\_\_\_  
 City of Monroe



# CODE DEPARTMENT

---

September 21, 2020

To: Walton County Board of Commissioners  
111 South Broad Street  
Monroe, Georgia 30655

Re: Map and Parcel CO900009

Dear Commissioners:

Please be advised that the City of Monroe, Georgia by the authority vested in the Mayor and the Council of the City of Monroe, Georgia by Article 2 of Chapter 36, Title 36, of the Official Code of Georgia Annotated, intends to annex the property hereinafter described by ordinance at a regular meeting of the Mayor and the City Council.

This letter has been sent to you by certified mail, return receipt requested, within five (5) business days of acceptance of an application for annexation, a petition for annexation, or upon the adoption of a resolution for annexation by the City of Monroe, in accordance with O.C.G.A. § 36-36-6 and O.C.G.A. § 36-36-9.

See Exhibit "A" Attached

Pursuant to O.C.G.A. § 36-36-7 and O.C.G.A. § 36-36-9, you must notify the governing authority of the City of Monroe, in writing and by certified mail, return receipt requested, of any county facilities or property located within the property to be annexed, within five (5) business days of receipt of this letter.

Pursuant to O.C.G.A. § 36-36-11 a public hearing on zoning of the property to be annexed as B3 City will be held November 10, 2020 at 215 N. Broad Street. If the county has a bonafide land use classification objection under O.C.G.A. § 36-36-11, in accordance with the land use agreement between the City of Monroe and Walton County, please notify Patrick Kelley in accordance with said agreement

Sincerely,

Debbie Adkinson  
Code Department Assistant



## CODE DEPARTMENT

---

September 22, 2020

To Whom It May Concern:

Below you will find information regarding a Legal Notice scheduled to run in The Walton Tribune on September 27, 2020 concerning a Rezone & Annexation adjacent to your property.

Being an adjoining property owner, this could be of interest to you.

**BE ADVISED OF THE DATE, TIME AND PLACE OF PUBLIC HEARING:**

**Planning Commission: October 20, 2020**

Will be held at 215 N Broad St at 5:30 PM on the following application:

**City Council: November 10, 2020**

Will be held in the meeting room at 215 N Broad Street at 6:00 PM on the following application:

Annexation and Rezone of 7.98 acres parcel C0900009. Petition # ZONE-000069-2020

Copies of application submittal can be viewed on line at [www.monroega.com](http://www.monroega.com)  
Choose Government, Agendas Meetings, & Minutes, choose the meeting you plan to attend for this application.

If you are interested in speaking at the Council Meeting for or against the request, you will need to sign up before the meeting starts.

Sincerely,  
  
Debbie Adkinson  
Code Department Assistant

Information regarding the reputed presence, size, character and location of existing underground utilities and structures is shown hereon. There is no certainty of the accuracy of this information and it shall be considered in that light by those using this drawing. The location and arrangement of underground utilities and structures shown hereon may be inaccurate and utilities and structures not shown may be encountered. The owner, his employees, his consultants and his contractors shall hereby distinctly understand that the surveyor is not responsible for the correctness or sufficiency of this information.

**FLOOD HAZARD NOTE**  
This property does not lie within a 100 year flood hazard zone as defined by the F.E.M.A. Flood Insurance Rate Map of Walton County, Georgia and Incorporated areas, Map number 13297C0130D, dated 5-18-2009.

This plat was prepared for the exclusive use of the person, persons, or entity named in the certificate hereon. Said certificate does not extend to any unnamed person without an express recertification by the surveyor naming said person.

This map or plat has been calculated for closure and is found to be accurate within 1 foot in 512,000 feet.

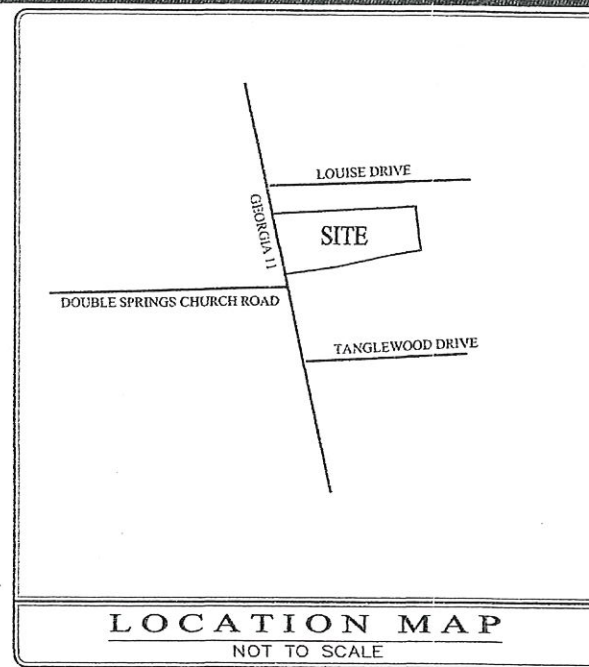
This plat has been prepared using a Nikon Total Station reading directly to 1 second and an electronic distance measuring device reading directly to 1, one hundredth of a foot.

The field data upon which this map or plat is based has a closure precision of (1) foot in 35,965 feet and an angular error of 0 seconds per angle point, and was adjusted using compass rule.

The 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.

**NOTE:**

1. THE PURPOSE OF THIS SURVEY IS TO DIVIDE THE TRACT INTO 2 PARCELS.
2. ALL MATTERS OF TITLE ARE EXCEPTED.
3. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHTS-OF-WAY, PUBLIC OR PRIVATE.
4. THOMAS R. BREEDLOVE, III AUTHORIZED THIS SURVEY ADDRESS: 3640 THOMPSON RD, MONROE, GA. 30656 770-267-6662
5. TOTAL AREA= 695,221 S.F. (15.96 ACRES)



**LEGEND**

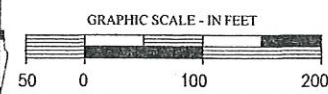
- POWER POLE
- POWER POLE W/ GUY WIRE
- ⊙ POWER POLE W/LIGHT
- ⊙ LIGHT STANDARD
- ⊙ LAMP POST
- ⊙ ELECTRIC METER
- ⊙ ELECTRIC BOX or SECURITY CAMERA
- ⊙ FIRE HYDRANT
- ⊙ WATER MANHOLE
- ⊙ WATER METER
- ⊙ WATER VALVE
- ⊙ TELEPHONE MANHOLE
- ⊙ TELEPHONE BOX
- ⊙ SANITARY SEWER MANHOLE
- ⊙ CLEAN OUT
- ⊙ JUNCTION BOX/STORM SEWER MANHOLE
- ⊙ HEADWALL
- ⊙ CATCH BASINS
- ⊙ DROP INLETS
- ⊙ STORM SEWER LINE
- ⊙ CURB INLET
- ⊙ FLARED END SECTION
- SUBDIVISION LOT NUMBER
- PROPERTY CORNER
- FIELD LOCATED PIN (AS NOTED)
- ⊙ CONCRETE MONUMENT FOUND
- ⊙ DISK CONTROL MARKER (AS NOTED)
- ⊙ TEMPORARY BENCHMARK
- ⊙ SIGN (AS NOTED)
- P- OVERHEAD POWER LINE
- T- OVERHEAD TELEPHONE LINE
- G- APPROX. LOCATION GAS LINE
- W- APPROX. LOCATION WATER LINE
- S- SANITARY SEWER LINE
- IPS IRON PIN SET
- IPF IRON PIN FOUND
- BSL BUILDING SETBACK LINE
- L.L. LAND LOT
- L.L.L. LAND LOT LINE
- P.O.B. POINT OF BEGINNING
- N/F NOW OR FORMERLY
- R/W RIGHT-OF-WAY
- F.F.E. FINISHED FLOOR ELEVATION
- D.B. DEED BOOK
- P.B. PLAT BOOK
- PG. PAGE



APPROVED FOR RECORDING  
 AS IS  
 NOT A BUILDABLE RESIDENTIAL LOT  
 WITH COMMENTS NOTED BELOW

WALTON COUNTY CODE ENFORCEMENT  
 DATE: 2/20/14 NAME: [Signature]

**CHRISTOPHER E. MOORE & ASSOCIATES, INC.**  
 PROFESSIONAL LAND SURVEYING  
 848 FAIRWAY DRIVE ~ MONROE, GA. 30655  
 Phone: (770) 963-7418 chris@cmaland.com



DIVISION PLAT FOR  
**THOMAS R. BREEDLOVE, III & ANITA DOSTER**

D.B. 2910 PG. 142  
 P.B. 7, PG. 28

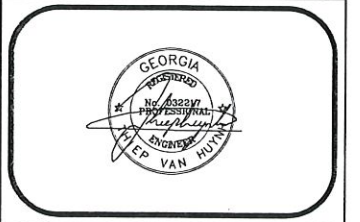
LAND LOT 62  
 3RD DISTRICT  
 WALTON COUNTY, GA  
 1-20-2014 / SCALE 1"=100'  
 JOB# 130072

REVISIONS			
NO.	DATE	DESCRIPTION	BY



**ALCOVY**  
 SURVEYING & ENGINEERING, INC.  
 P.O.C. TIP HUYNH, P.E.  
 2205 Highway 81 South  
 Loganville, Georgia 30052  
 Phone: 770-466-4002  
 Fax: 770-466-4296  
 tip@alcovyse.com  
 © 2020  
 Alcovy Surveying & Engineering, Inc. - ALL RIGHTS RESERVED

This drawing and any permitted reproductions, in whole or part, are the sole property of Alcovy Surveying & Engineering, Inc. and shall not be reproduced or conveyed in any way without the written permission of Alcovy Surveying & Engineering, Inc.



**SITE PLAN**

**PROPOSED MONROE COMMERCIAL**

C0900009  
 PARCELS: M0040001  
 LAND LOT(S): 62  
 DISTRICT: 3RD  
 1110 N. BROAD STREET  
 MONROE, GEORGIA

DATE: 8/18/2020  
 SCALE: 1" = 60'

DEVELOPER/PERMITTEE  
 HAL BREDLOVE HB LANDS  
 P.O. BOX 604  
 MONROE, GA 30655

OWNER  
 HB LANDS CO. INC.  
 P.O. BOX 604  
 MONROE, GA 30655

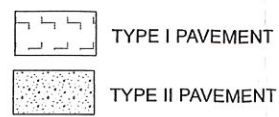
24 HOUR - EMERGENCY CONTACT  
 NATHAN PURVIS  
 PHONE: 404-819-2520  
 nathanpurvis@gmail.com

REVISIONS

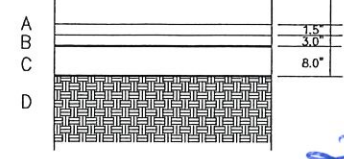
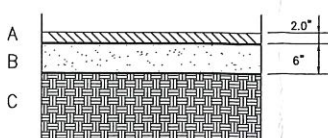
NO.	DATE	DESCRIPTION

JOB No. 15-148  
 C-1

**PAVEMENT LEGEND**



- A. 2.0 INCH ASPHALT TOPPING - TYPE "E" OR "F"
- B. 6.0 INCHES OF CRUSHED STONE BASE COURSE
- C. STABILIZED SUBGRADE  
 RAW SUBGRADE SOIL (IN SITU OR COMPACTED FILL) COMPACTED TO A MINIMUM OF 95% OF ASTM D 698 DENSITY
- D. STABILIZED SUBGRADE  
 RAW SUBGRADE SOIL (IN SITU OR COMPACTED FILL) COMPACTED TO A MINIMUM OF 98% OF ASTM D 698 DENSITY



*Inadequate Road Frontage if City Street*

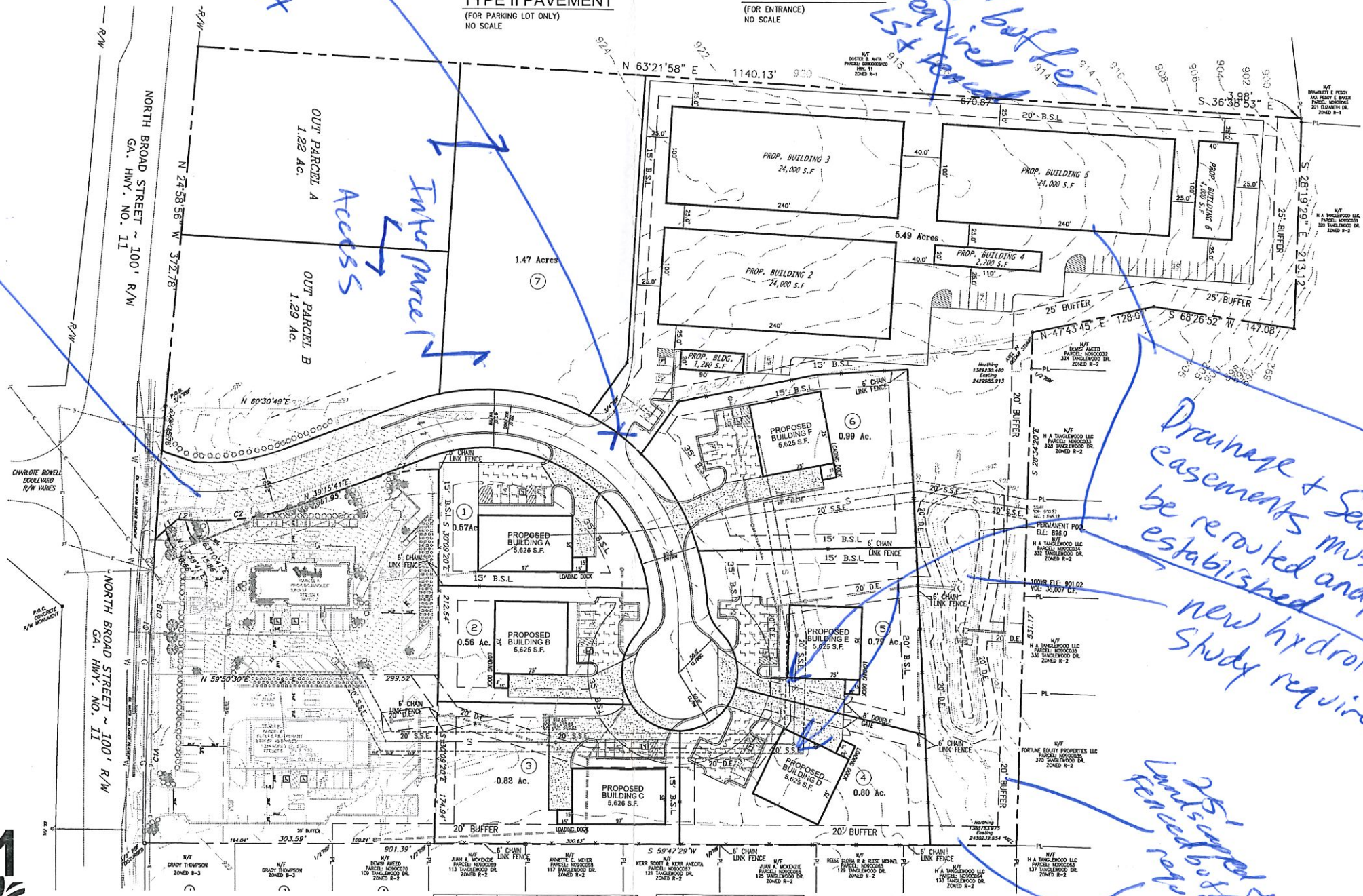
*Private Dr. or City St.?*

*Inter-Parcel Access*

*25' buffer required 1st Parcel*

*Drainage & Sewer easements must be re-routed and/or established and/or new hydrology study required*

*25' buffer required*



**GEORGIA811**  
 www.Georgia811.com

Curve	Radius	Length	Chord	Chord Bear.
C1	280.00'	116.88'	116.03'	N 51°13'11" E
C2	290.00'	82.77'	82.21'	N 50°01'58" E
C3	529.59'	140.10'	140.10'	N 29°14'58" W

Course	Bearing	Distance
L1	N 17°36'41" E	30.68'
L2	N 63°10'41" E	15.88'
L3	N 39°15'41" E	61.95'



**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**A petition has been filed with the  
City of Monroe requesting the  
property at 0 N Broad St  
to be rezoned from R1 County to  
B3 City and Annexed**

**A public hearing will be held before  
the Monroe Planning and Zoning  
Commission at City Hall Auditorium at  
215 N. Broad Street on October 20, 2020  
at 5:30 P.M. All those having an  
interest should be present to voice  
their interest.**

**A petition has been filed with the  
City of Monroe requesting the  
property at 0 N Broad St  
to be rezoned from R1 County to  
B3 City and Annexed**

**A public hearing will be held before  
The Mayor and City Council  
at the City Hall Auditorium at  
215 N. Broad Street on November 10, 2020  
at 6:00 P.M. All those having an  
interest should be present to voice  
their interest.**

**PLEASE RUN ON THE  
FOLLOWING DATE:**

**September 27, 2020**



**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 09-22-2020  
**Description:** County parcel C0900009 / 0 N. Broad St. Request for rezoning from R1 county to B3 City and Annexation

**Budget Account/Project Name:** NA

**Funding Source:** 2020 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA

**Company of Purchase:** NA

**Recommendation:** *Approve*

**Background:** This property is adjacent to a city property which is zoned B3. The applicant desires to come into the city in order to develop the entire property with City of Monroe sewer services. The presented plan is conceptual only to indicate the type and mix of uses intended. Actual development will be dependent upon engineering analysis, Zoning, Code of Ordinance and Development Regulations compliance. This property will be in the CDO District.

This plan is for illustrative purposes only and as such does not indicate acceptance of any parameter which would require modification for compliance or a variance.

**Attachment(s):** Application and supporting documents.



**City of Monroe**

215 N. Broad Street  
Monroe, GA 30655  
(770)207-4674

# Plan Report

Plan NO.: ZONE-000069-91

Plan Type: Rezone

Work Classification: Annexation - Map Amendment

Plan Status: In Review

Apply Date: 09/16/2020

Expiration:

**Location Address**

0 N BROAD ST, MONROE, GA 30656

**Contacts**

MONROE OZ PARTNERS LLC 426 W HIGHLAND AVE, MONROE, GA 30655 (404)819-2520	<b>Applicant</b>  nathanepurvis@gmail.com
---	---

**Description:** REQUEST FOR REZONE & ANNEXATION OF 7.98 ACRES - P&Z MTG 10-20-20 @ 5:30 PM - COUNCIL MTG 11-10-20 @ 6:00 PM 215 N BROAD ST

Valuation:	\$ 0.00
Total Sq Feet:	0.00

Fees	Amount
Commercial Rezone or Variance Fee	\$200.00
<b>Total:</b>	<b>\$200.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$200.00</b>
Check # 1888	\$200.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name	Description	Comments

*Hebbie Adkinson*

Issued By:

September 16, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

Date



215 N Broad St Monroe GA 30655  
(770) 207-4674 dadkinson@monroega.gov

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER \_\_\_\_\_

I. LOCATION HWY 11 North

COUNCIL DISTRICT 2

MAPNUMBER \_\_\_\_\_

PARCEL NUMBER C0900009

II. PRESENT ZONING R1 REQUESTED ZONING B3

III. ACREAGE 7.98 PROPOSED USE Commercial, self storage

IV. OWNER OF RECORD Monroe O2 Partners LLC

ADDRESS 426 W. HIGHLAND AVE MONROE, GA 30655

PHONE NUMBER 404-819-2520

The following information must be supplied by the applicant. (attach additional pages if needed)

V. ANALYSIS:

1. A description of all existing uses and zoning of nearby property  
Commercial on adjacent lot (Bojangles), Multi-family property surrounding tract (tanglewood) as well as other residential zoning.

2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification R1 does diminish the value. This tract is located on hwy 11 & commercial will be the highest & best use.

3. The existing value of the property contained in the petition for rezoning under the existing zoning classification \$ 350,000

4. The value of the property contained in the application for rezoning under the proposed zoning Classification \$ 450,000

- 5. A description of the suitability of the subject property under the existing zoning classification  
Under R1 zoning this property is not suitable for development.
- 6. A description of the suitability of the subject property under the proposed zoning classification of the property  
Under a B3 commercial zoning this property may be suitable for development.

Rezoning/Annexation Application  
Page Two (2)

- 7. A description of any existing use of property including a description of all structures presently occupying the property  
vacant land with an abandoned house
- 8. The length of time the property has been vacant or unused as currently zoned  
20 +/- years
- 9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification  
The property has been available to purchase for many years.

Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

LEGAL DESCRIPTION OF PROPERTY

\* SEE NEXT PAGE

Rezoning/Annexation Application  
Page Three (3)

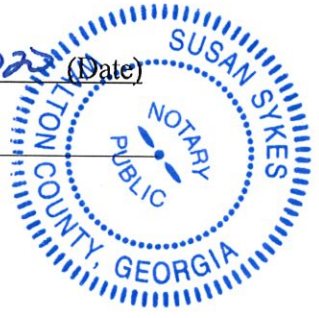
Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

Owner of property (signature) [Signature]  
Address 426 W. HIGHLAND AVE MONROE, GA 30055  
Phone Number 404-819-2520

Attorney/Agent (signature) SAME  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Personally appeared before me the above applicant named Nathan Purvis who on oath says that he/she is the Managing Member for the foregoing, and that all the above statements are true to the best of his/her knowledge.

[Signature] (Notary Public) 9/14/2020 (Date)  
My Commission Expires September 18, 2021



PETITION REQUESTING ANNEXATION  
CITY OF MONROE, GEORGIA

Date: 9-9-2020

TO THE HONORABLE CITY COUNCIL OF THE CITY OF MONROE, GEORGIA

1. The undersigned, as owner of all real property of the described herein, respectfully request that the City Council annex this territory to the City of Monroe, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed abuts the existing boundary of Monroe, Georgia, and the description of such territory area is as follows:

Address/Location of Property: 7.98 AC Hwy 11 North  
MONROE, GA 30056

Tax Map Number: C0900009

See Attached Legal Description and Boundary Survey.

3. It is requested that this territory to be annexed shall be zoned B3 for the following reasons: to develop a self storage facility with commercial out parcels

WHEREFORE, the Petitioners pray that the City Council of the City of Monroe, Georgia, pursuant to the provisions of the Acts of the General Assembly of the State of Georgia, Georgia Laws, do by proper ordinance annex said property to the City Limits of the City of Monroe, Georgia.

Respectfully Submitted,

MONROE 02 Partners LLC  
[Signature]

Owners Address: 426 W. HIGHLAND AVE  
MONROE, GA 30655

Rezoning/Annexation Application  
Page Four (4)

What method of sewage disposal is planned for the subject property?

Sanitary Sewer                       Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from R1 to B3 located at Hwy 11 North, containing 7.98 acre(s), property owner being MONROE 02 PARTNERS LLC filed on 9-9-2020.

CHECK LIST - APPLICATION MATERIAL

- Application Fee (\$100.00 Application Fee Single Family Rezoning)  
(\$300.00 Application Fee Multi Family Rezoning)  
(\$200.00) Application Fee Commercial Rezoning  
(Application fee For Annexation is the same as a Rezone)
- The completed application form (one original with original signatures)
- Special Conditions made part of the rezoning/annexation request
- Legal Description
- Survey plat of property showing bearings and distances and:
  - abutting property owners
  - the zoning of abutting property
  - the current zoning of the subject property
- Development Plan (two full size and one 11x17)
- Site plan of the property at an appropriate scale
  - the proposed use
  - internal circulation and parking (proposed number of parking spaces)
  - landscaping minimum square footage of landscaped area
  - grading
  - lighting
  - drainage (storm water retention structures)
  - amenities (location of amenities)
  - buildings (maximum gross square footage and height of structures)
  - buffers
- Additional information that may be required by the Code Enforcement Officer:

Monroe Utilities Network Availability Letter

Application Material-Section 1421.4 of the Zoning Ordinance outlines the specific items to be included on the site plan:



Rezoning/Annexation Application  
Page five (5)

For any application for P, B-1, B-2, B-3 or M-1 districts the site plan shall identify: (circle the appropriate district applied for)

- the maximum gross square footage of building area
- the maximum lot coverage of building area
- the minimum square footage of landscaped area
- the maximum height of any structure
- the minimum square footage of parking and drive areas
- the proposed number of parking spaces

For any application for the R-1, R-1A, R-2 or MH districts the site plan shall additionally identify: (circle the appropriate district applied for)

- the maximum number of residential dwelling units
- the minimum square footage of heated floor area for any residential dwelling unit
- the maximum height of any structure
- the minimum square footage of landscaped area
- the maximum lot coverage of building area
- the proposed number of parking spaces
- on all rezoning applications a revised site plan to be approved at a later date by the Mayor and City Council may be required
- yes no Applicant site plan indicates a variance requested
- for any application for multi-family residential uses, the site plan shall also identify the maximum height of any structure, location of amenities, and buffer areas: and,
- any other information as may be reasonably required by the Code Enforcement Officer.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance as shown on the required site plan shall identify the variance(s) and identify for each variance shown the following information which shall confirm that the following condition(s) exist:

- 1. Any information which identifies that there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
- 2. Any information whereby a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
- 3. Any information supporting that granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
- 4. Information clearly showing that the requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
- 5. Information that the special circumstances are not the result of the actions of the applicant.
- 6. A description of how the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure in the use district proposed.
- 7. Information indicating the variance is not a request to permit a use of land, buildings, or structures, which are not permitted by right in the district involved.

Rezoning/Annexation Application  
Page six (6)

COMMENTS

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

Disclosure of Campaign Contributions and/or gifts:

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years. The filing shall be within ten (10) days after the application is made, and in the case of a supporter or opponent, filing shall be at least five (5) days before the first public hearing.

I hereby withdraw the above application: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LEGAL DESCRIPTION

Exhibit 'A'

BK:4661 PG:418-419  
Filed and Recorded  
Aug-27-2020 10:55 AM  
DOC# 2020 - 011861  
Real Estate Transfer Tax  
Paid: \$ 350.00  
1472020003125  
KAREN P. DAVID  
CLERK OF SUPERIOR COURT  
WALTON COUNTY, GA  
Participant ID: 7339863107

After Recording Return To:  
McMichael & Gray, P.C.  
574 Conyers Road, Suite 100  
Loganville, GA 30052

Order No.: LOG-201013-PUR

Property Appraiser's Parcel I.D. Number:  
C0900-00000-009-000

LIMITED WARRANTY DEED

STATE OF GEORGIA

COUNTY OF WALTON

THIS INDENTURE, made this 26th day of August, 2020, between

Thomas R Breedlove, III

of the County of Polk, State of Florida, as party or parties of the first part, hereinafter called Grantor, and

Monroe Oz Partners, LLC  
, a Georgia Limited Liability Company

as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee,

All that tract or parcel of land lying and being in Land Lot 62, 3rd District, Town GMD 419, Walton County, Georgia, being known as Tract 2 containing 7.98 acres, as shown on a plat of survey prepared by Christopher E. Moore & Associates, Inc., certified by Christopher E. Moore, Registered Professional Land Surveyor No. 2828, dated January 20, 2014 recorded in Plat Book 109, page 145, Clerk's Office, Walton Superior Court. Reference is hereby made to said plat of survey, and the same is incorporated herein for a more complete description of the property conveyed.

SUBJECT to all zoning ordinances, easements and restrictions of record affecting said premises.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons owning, holding or claiming by, through or under the said Grantor.

JRB



Date: September 10, 2020

In Re: Utilities

To Whom It May Concern:

The City of Monroe offers five different utilities in our service territory. The five utilities are: electricity, natural gas, water, wastewater and telecommunication.

The utilities checked below are available at Parcel: M0040001, Lot: 62, in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- TELECOMMUNICATION

Please contact our office for any additional information needed. We look forward to serving your utility needs.

*Vashon T. Hill*  
 \_\_\_\_\_  
 City of Monroe



## CODE DEPARTMENT

---

September 21, 2020

To: Walton County Board of Commissioners  
111 South Broad Street  
Monroe, Georgia 30655

Re: Map and Parcel CO900009

Dear Commissioners:

Please be advised that the City of Monroe, Georgia by the authority vested in the Mayor and the Council of the City of Monroe, Georgia by Article 2 of Chapter 36, Title 36, of the Official Code of Georgia Annotated, intends to annex the property hereinafter described by ordinance at a regular meeting of the Mayor and the City Council.

This letter has been sent to you by certified mail, return receipt requested, within five (5) business days of acceptance of an application for annexation, a petition for annexation, or upon the adoption of a resolution for annexation by the City of Monroe, in accordance with O.C.G.A. § 36-36-6 and O.C.G.A. § 36-36-9.

See Exhibit "A" Attached

Pursuant to O.C.G.A. § 36-36-7 and O.C.G.A. § 36-36-9, you must notify the governing authority of the City of Monroe, in writing and by certified mail, return receipt requested, of any county facilities or property located within the property to be annexed, within five (5) business days of receipt of this letter.

Pursuant to O.C.G.A. § 36-36-11 a public hearing on zoning of the property to be annexed as B3 City will be held November 10, 2020 at 215 N. Broad Street. If the county has a bonafide land use classification objection under O.C.G.A. § 36-36-11, in accordance with the land use agreement between the City of Monroe and Walton County, please notify Patrick Kelley in accordance with said agreement

Sincerely,

Debbie Adkinson  
Code Department Assistant



## CODE DEPARTMENT

---

September 22, 2020

To Whom It May Concern:

Below you will find information regarding a Legal Notice scheduled to run in The Walton Tribune on September 27, 2020 concerning a Rezone & Annexation adjacent to your property.

Being an adjoining property owner, this could be of interest to you.

**BE ADVISED OF THE DATE, TIME AND PLACE OF PUBLIC HEARING:**

**Planning Commission: October 20, 2020**

Will be held at 215 N Broad St at 5:30 PM on the following application:

**City Council: November 10, 2020**

Will be held in the meeting room at 215 N Broad Street at 6:00 PM on the following application:

Annexation and Rezone of 7.98 acres parcel C0900009. Petition # ZONE-000069-2020

Copies of application submittal can be viewed on line at [www.monroega.com](http://www.monroega.com) Choose Government, Agendas Meetings, & Minutes, choose the meeting you plan to attend for this application.

If you are interested in speaking at the Council Meeting for or against the request, you will need to sign up before the meeting starts.

Sincerely,  
  
Debbie Adkinson  
Code Department Assistant

Information regarding the reputed presence, size, character and location of existing underground utilities and structures is shown hereon. There is no certainty of the accuracy of this information and it shall be considered in that light by those using this drawing. The location and arrangement of underground utilities and structures shown hereon may be inaccurate and utilities and structures not shown may be encountered. The owner, his employees, his consultants and his contractors shall hereby distinctly understand that the surveyor is not responsible for the correctness or sufficiency of this information.

**FLOOD HAZARD NOTE**  
 This property does not lie within a 100 year flood hazard zone as defined by the F.E.M.A. Flood Insurance Rate Map of Walton County, Georgia and Incorporated areas, Map number 13297C0130D, dated 5-18-2009.

This plat was prepared for the exclusive use of the person, persons, or entity named in the certificate hereon. Said certificate does not extend to any unnamed person without an express recertification by the surveyor naming said person.

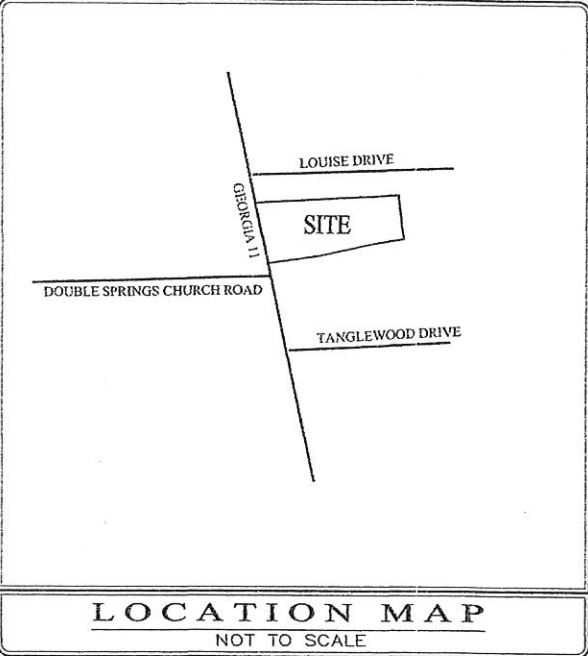
This map or plat has been calculated for closure and is found to be accurate within 1 foot in 512,000 feet.

This plat has been prepared using a Nikon Total Station reading directly to 1 second and an electronic distance measuring device reading directly to 1, one hundredth of a foot.

The field data upon which this map or plat is based has a closure precision of (1) foot in 35,965 feet and an angular error of 0 seconds per angle point, and was adjusted using compass rule.

The 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.

**NOTE:**  
 1. THE PURPOSE OF THIS SURVEY IS TO DIVIDE THE TRACT INTO 2 PARCELS.  
 2. ALL MATTERS OF TITLE ARE EXCEPTED.  
 3. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHTS-OF-WAY, PUBLIC OR PRIVATE.  
 4. THOMAS R. BREEDLOVE, III AUTHORIZED THIS SURVEY ADDRESS: 3640 THOMPSON RD, MONROE, GA. 30656 770-267-6662  
 5. TOTAL AREA= 695,221 S.F. (15.96 ACRES)



**LEGEND**

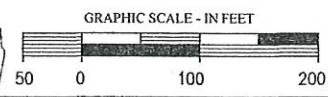
- POWER POLE
- POWER POLE W/ GUY WIRE
- ⊙ POWER POLE W/LIGHT
- ⊙ LIGHT STANDARD
- ⊙ LAMP POST
- ⊙ ELECTRIC METER
- ⊙ ELECTRIC BOX or SECURITY CAMERA
- ⊙ FIRE HYDRANT
- ⊙ WATER MANHOLE
- ⊙ WATER METER
- ⊙ WATER VALVE
- ⊙ TELEPHONE MANHOLE
- ⊙ TELEPHONE BOX
- ⊙ SANITARY SEWER MANHOLE
- ⊙ CLEAN OUT
- ⊙ JUNCTION BOX/STORM SEWER MANHOLE
- ⊙ HEADWALL
- ⊙ CATCH BASINS
- ⊙ DROP INLETS
- ⊙ STORM SEWER LINE
- ⊙ CURB INLET
- ⊙ FLARED END SECTION
- SUBDIVISION LOT NUMBER
- PROPERTY CORNER
- FIELD LOCATED PIN (AS NOTED)
- ⊙ CONCRETE MONUMENT FOUND
- ⊙ DISK CONTROL MARKER (AS NOTED)
- ⊙ TEMPORARY BENCHMARK
- ⊙ SIGN (AS NOTED)
- P- OVERHEAD POWER LINE
- T- OVERHEAD TELEPHONE LINE
- G- APPROX. LOCATION GAS LINE
- W- APPROX. LOCATION WATER LINE
- S- SANITARY SEWER LINE
- IPS IRON PIN SET
- IPF IRON PIN FOUND
- BSL BUILDING SETBACK LINE
- L.L. LAND LOT
- L.L.L. LAND LOT LINE
- P.O.B. POINT OF BEGINNING
- N/F NOW OR FORMERLY
- R/W RIGHT-OF-WAY
- F.F.E. FINISHED FLOOR ELEVATION
- D.B. DEED BOOK
- P.B. PLAT BOOK
- PG. PAGE



APPROVED FOR RECORDING  
 AS IS  
 NOT A BUILDABLE RESIDENTIAL LOT  
 WITH COMMENTS NOTED BELOW

WALTON COUNTY CODE ENFORCEMENT  
 DATE: 2/20/14 NAME: [Signature]

**CHRISTOPHER E. MOORE & ASSOCIATES, INC.**  
 PROFESSIONAL LAND SURVEYING  
 848 FAIRWAY DRIVE ~ MONROE, GA. 30655  
 Phone: (770) 963-7418 chris@cmaland.com



DIVISION PLAT FOR  
**THOMAS R. BREEDLOVE, III & ANITA DOSTER**

D.B. 2910 PG. 142  
 P.B. 7, PG. 28

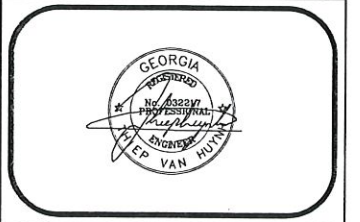
LAND LOT 62  
 3RD DISTRICT  
 WALTON COUNTY, GA  
 1-20-2014 / SCALE 1"=100'  
 JOB# 130072

REVISIONS			
NO.	DATE	DESCRIPTION	BY



**ALCOVY**  
 SURVEYING & ENGINEERING, INC.  
 P.O.C. TIP HUYNH, P.E.  
 2205 Highway 81 South  
 Loganville, Georgia 30052  
 Phone: 770-466-4002  
 Fax: 770-466-4296  
 tip@alcovyse.com  
 © 2020  
 Alcovy Surveying & Engineering, Inc. - ALL RIGHTS RESERVED

This drawing and any permitted reproductions, in whole or part, are the sole property of Alcovy Surveying & Engineering, Inc. and shall not be reproduced or conveyed in any way without the written permission of Alcovy Surveying & Engineering, Inc.



**SITE PLAN**

**PROPOSED MONROE COMMERCIAL**

C0900009  
 PARCELS: M0040001  
 LAND LOT(S): 62  
 DISTRICT: 3RD  
 1110 N. BROAD STREET  
 MONROE, GEORGIA

DATE: 8/18/2020  
 SCALE: 1" = 60'

DEVELOPER/PERMITTEE  
 HAL BREDLOVE HB LANDS  
 P.O. BOX 604  
 MONROE, GA 30655

OWNER  
 HB LANDS CO. INC.  
 P.O. BOX 604  
 MONROE, GA 30655

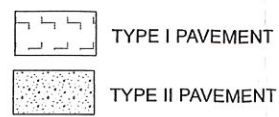
24 HOUR - EMERGENCY CONTACT  
 NATHAN PURVIS  
 PHONE: 404-819-2520  
 nathanpurvis@gmail.com

REVISIONS

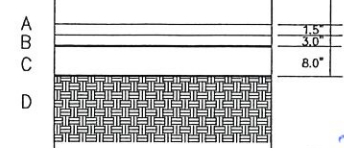
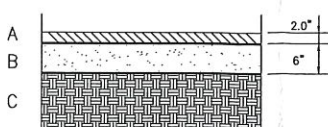
NO.	DATE	DESCRIPTION

JOB No. 15-148  
 C-1

**PAVEMENT LEGEND**



- A. 2.0 INCH ASPHALT TOPPING - TYPE "E" OR "F"
- B. 6.0 INCHES OF CRUSHED STONE BASE COURSE
- C. STABILIZED SUBGRADE  
 RAW SUBGRADE SOIL (IN SITU OR COMPACTED FILL) COMPACTED TO A MINIMUM OF 95% OF ASTM D 698 DENSITY
- D. STABILIZED SUBGRADE  
 RAW SUBGRADE SOIL (IN SITU OR COMPACTED FILL) COMPACTED TO A MINIMUM OF 98% OF ASTM D 698 DENSITY



*Inadequate Road Frontage if City Street*

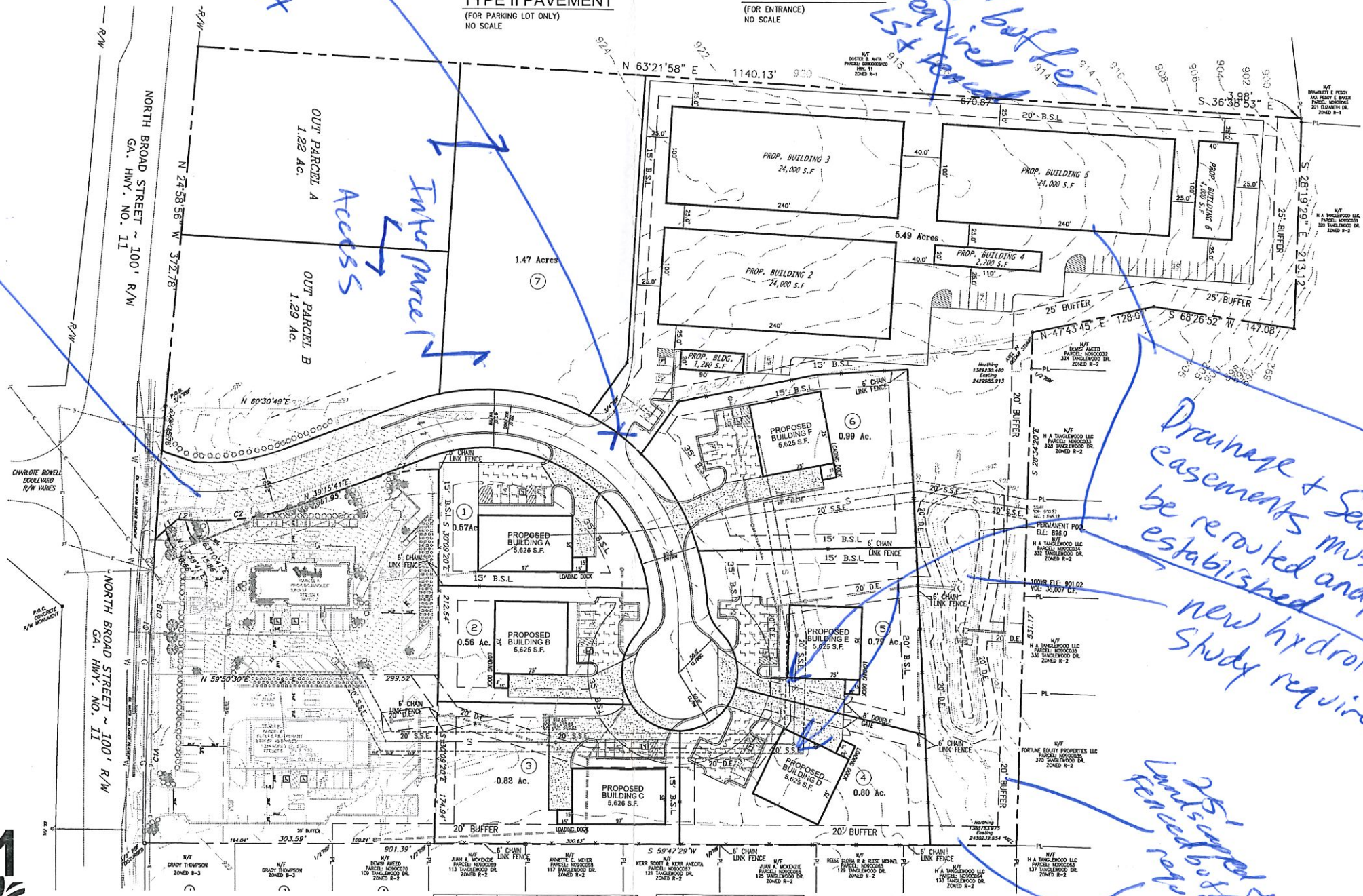
*Private Dr. or City St.?*

*Inter-Parcel Access*

*25' buffer required 1st Parcel*

*Drainage & Sewer easements must be re-routed and/or established and/or new hydrology study required*

*25' buffer required*



Curve	Radius	Length	Chord	Chord Bear.
C1	280.00'	116.88'	116.03'	N 51°13'11" E
C2	290.00'	82.77'	82.21'	N 50°01'58" E
C3	529.50'	140.10'	140.10'	N 29°14'58" W

Course	Bearing	Distance
L1	N 17°36'41" E	30.68'
L2	N 63°10'41" E	15.68'
L3	N 39°15'41" E	61.95'



**GEORGIA811**  
 www.Georgia811.com



**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**A petition has been filed with the  
City of Monroe requesting the  
property at 0 N Broad St  
to be rezoned from R1 County to  
B3 City and Annexed  
A public hearing will be held before  
the Monroe Planning and Zoning  
Commission at City Hall Auditorium at  
215 N. Broad Street on October 20, 2020  
at 5:30 P.M. All those having an  
interest should be present to voice  
their interest.**

**A petition has been filed with the  
City of Monroe requesting the  
property at 0 N Broad St  
to be rezoned from R1 County to  
B3 City and Annexed  
A public hearing will be held before  
The Mayor and City Council  
at the City Hall Auditorium at  
215 N. Broad Street on November 10, 2020  
at 6:00 P.M. All those having an  
interest should be present to voice  
their interest.**

**PLEASE RUN ON THE  
FOLLOWING DATE:**

**September 27, 2020**



P.O. Box 1249 • Monroe, Georgia 30655  
(770) 207-4674  
Attn: Business License Division

### OCCUPATION TAX APPLICATION

dchambers@monroega.gov

BUSINESS NAME QUICK FOOD MARKET TELEPHONE (770) 267-8722

ADDRESS 238 NORTH MADISON AVE. TYPE OF BUSINESS C- STORE  
MONROE GA 30655

MAILING ADDRESS SAME AS ABOVE Convenience Store

EMAIL ADDRESS mohakhaliz@yahoo.com

OWNER'S NAME MOHAMMED ULLAH TELEPHONE (678) 644-7642

EMERGENCY CONTACT PERSON: ASM ABEDDIN

TELEPHONE (404) 957-1659

PROPERTY OWNER'S NAME: AFZAL MITHWANI

TELEPHONE (404) 786-2236

\*\*NUMBER OF EMPLOYEES: FULL TIME 3  
PART TIME \_\_\_\_\_ **\*\*(Including Owners & Family Members)**

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ARE YOU DISQUALIFIED TO RECEIVE A LICENSE

BY REASON OF ANY MATTER OR THING CONTAINED IN THE LAWS OF THIS STATE, OR THIS CITY? YES  NO

WILL A SIGN BE INSTALLED ON THE BUILDING OR PROPERTY? YES  NO

**A PERMIT IS REQUIRED FOR ALL SIGNS!!**

I hereby certify that I will not violate any of the laws of this State of Georgia or of the United States. I further agree to comply with any and all ordinances of the City of Monroe in conducting business in the City.

Signature: [Signature] Date 10/01/2020

### CITY OF MONROE

#### ALCOHOLIC BEVERAGE LICENSE APPLICATION

INSTRUCTIONS: PLEASE PRINT OR TYPE APPLICATION AND ANSWER ALL QUESTIONS.

Please fill out entire application leaving no sections blank; please mark sections that do not apply N/A

Please check the licenses that you are applying for.

### CITY OF MONROE

#### ALCOHOLIC BEVERAGE LICENSE FEES

<u>CONSUMPTION ON PREMISE:</u>	<u>LICENSE FEE:</u>	
BEER/WINE	\$1000.00	_____
NON PROFIT PRIVATE CLUB	\$600.00	_____
SUNDAY SALES-PRIVATE CLUBS ONLY	\$150.00	_____
BEER/WINE AMENITIES LICENSE	\$100.00	_____
DISTILLED SPIRITS	\$3000.00	_____
NON PROFIT PRIVATE CLUB-ONLY	\$600.00	_____
SUNDAY SALES	\$150.00	_____
<u>PACKAGE:</u>	<u>LICENSE FEE:</u>	
BEER/WINE	\$2000.00	_____ ✓
HOTEL/MOTEL IN ROOM SERVICE	\$250.00	_____
GROWLERS	\$2000.00	_____
<u>MANUFACTURER</u>	<u>LICENSE FEE: 1 FEE ONLY</u>	
DISTILLERIES OR MICRO-DISTILLERIES	\$1500.00	_____
BREWERY OR MICRO-BREWERIES	\$1000.00	_____
BREWPUB	\$750.00	_____

**WHOLESALE DEALERS:**

**LICENSE FEE:**

PRINCIPAL PLACE OF BUSINESS - CITY

BEER/WINE

\$1500.00

DISTILLED SPIRITS

\$2000.00

PRINCIPAL PLACE OF BUSINESS – NOT IN CITY

\$100.00

**TEMPORARY LICENSE:**

**LICENSE FEE:**

NON PROFIT ORGANIZATIONS

\$25.00 PER DAY

FOR PROFIT ORGANIZATIONS

\$150.00 PER DAY

SPECIAL EVENT VENUES

\$300.00

REGISTRATION

**There is a \$250.00 non-refundable administrative/investigative fee for all licenses except for a Beer/Wine Amenities License which the fee is \$200.00.**

**There is no application fee for wholesale dealers.**

1. Full Name of Business SAS 2021 LLC

Under what name is the Business to operate? QUICK FOOD MART

Is the business a proprietorship, partnership or corporation? Domestic or foreign?

SINGLE MEMBER LLC

2. Address: a) Physical: 238 N MADISON AVE MONROE, GA 30655-2325

b) Mailing: 238 N MADISON AVE MONROE, GA 30655-2325

3. Phone 678-644-7642 Beginning Date of Business in City of Monroe 10/01/2020

4.  New Business \_\_\_\_\_ Existing business purchase

If change of ownership, enclose a copy of the sales contract and closing statement.

5. Federal Tax ID Number 85-2973531 Georgia Sales Tax Number 308753323

6. Is business within the designated distance of any of the following:

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements)

Beer and Wine 100 Yards Yes \_\_\_\_\_ No ✓

Liquor 100 Yards (Church) or 200 Yards (School) Yes \_\_\_\_\_ No \_\_\_\_\_

7. Full name of Applicant MOHAMMED SALIM ULLAH

Full Name of Spouse, if Married BILKISH AKTER SALINA ULLAH

Are you a Citizen of the United States or Alien Lawful Permanent Resident? CITIZEN

Birthplace DHAKA BANGLADESH

Current Address 5305 HARBINS POINT LN NW City LILBURN St GA Zip 30047

Home Telephone 678-644-7642

Number of Years at present address 20 YEARS

Previous address (If living at current address less than 2 yrs).

Number of years at previous address \_\_\_\_\_

8. If new business, date business will begin in Monroe 10/01/2020

If transfer or change of ownership, effective date of this change 09/22/2020

If transfer or change of ownership, enclose a copy of the sales contract, closing statement, ~~and check.~~

Previous applicant & D/B/A MA FRIEND LLC /DBA QUICK FOOD MART

9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer MOHAMMED SALIM ULLAH

5305 HARBINS POINT LN NW, LILBURN, GA 30047. MANAGING MEMBER

PHONE NUMBER 678-644-7642

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates. NO

---

---

---

---

11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? NO

---

---

12. Do you own the land and building on which this business is to be operated? NO

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages?  yes or  no

14. If operating as a corporation, state name and address of corporation, when and where incorporated, and the names and addresses of the officers and directors and the office held by each.

SAS 2021 LLC, STATE OF GEORGIA, DATE INCORPORATED 09/09/2020

MOHAMMED SALIM ULLAH, 5305 HARBINS POINT LN NW, LILBURN, GA 30047

---

15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

N/A

---

---

---

---

16. If operating as a partnership, list the partners with complete addresses, area code and telephone numbers, residential and business, and the amount of interest or percent of ownership of each partner. \_\_\_\_\_  
N/A  
\_\_\_\_\_  
\_\_\_\_\_

17. If partnership or individual, state names of any persons or firms owning any interest or receiving any funds from the corporation. \_\_\_\_\_  
N/A  
\_\_\_\_\_  
\_\_\_\_\_

18. Does applicant receive any financial aid or assistance from any manufacturer or wholesaler of alcoholic beverages? If yes, explain. NO  
\_\_\_\_\_  
\_\_\_\_\_

19. Does the applicant have any financial interest in any manufacturer or wholesaler of alcoholic beverages? If yes, please explain. NO  
\_\_\_\_\_  
\_\_\_\_\_

20. State whether or not applicant, partner, corporation officer, or stockholder holds any alcoholic beverage license in other jurisdiction or has ever applied for a license and been denied. (Submit full details) NO  
\_\_\_\_\_  
\_\_\_\_\_

21. Does you or your spouse or any of the other owners, partners or stockholders have any interest in any liquor store or wholesale liquor business? NO  
\_\_\_\_\_

22. If a retail grocery business in existence for more than six (6) months:  
A statement from the applicant with documentary evidence provided that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months preceding the filing of the application for this license or renewal thereof.  
  
If a retail grocery business in existence for less than six (6) months:  
A statement from the applicant with documentary evidence provided, that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months from its inception; and

within ten (10) days upon completion of six (6) months' verifying the statement required herein; and upon failure to provide such verification as prescribed herein, the license shall be suspended until such verification is made.

23. If a club, a statement that the club has been organized or chartered for at least one (1) year; a statement that during the past year the club has held regular monthly meetings; and a statement that the club has at least fifty (50) members.

24. Character References: (For the applicant)

1. Ahmed S. HUSE  
 Name  
3330 - Shady oak Dr.  
 Address  
Doraville, GA - 30340 404-784-2030  
 City State Zip Telephone

2. ASM S ABEDIN  
 Name  
2594 Boland DR NE  
 Address  
Atlanta GA 30319 4049571659  
 City State Zip Telephone

3. MD KAWSAR CHOWDHURY.  
 Name  
4003 Bayshore Cir.  
 Address  
Atlanta GA - 30340 678 949 1442  
 City State Zip Telephone

This the 1st day of October 2020.

[Signature] (Signature Applicant)  
 CEO (Title i.e. Partner, General Partner, Manager, Owner, etc.)

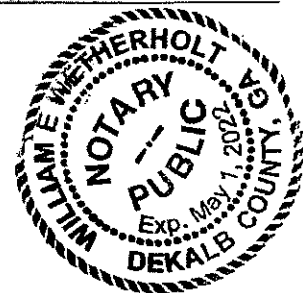
MOHAMMED SALIM ULLAH (Print Name)

Or: [Signature] (Signature of Corporate Officer)  
MOHAMMED ULLAH, CEO. (Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: William Wetherholt

Notary Public: [Signature]

Executed: 10-1-2020







P.O. Box 1249 • Monroe, Georgia 30655  
(770) 207-4674  
Attn: Business License Division

### OCCUPATION TAX APPLICATION

BUSINESS NAME SMP1, INC, / DBA. SAM FORD MART TELEPHONE (404) 786. 9332  
 ADDRESS 533. NORTH BROAD ST TYPE OF BUSINESS \_\_\_\_\_  
 MAILING ADDRESS P.O. Box 591, Monroe, Ga 30655 Convenience store  
 EMAIL ADDRESS SMATHEW1810@gmail.com  
 OWNER'S NAME SANJU JACOB MATHEW TELEPHONE 404 641.7386  
 EMERGENCY CONTACT PERSON: MATHEW KURUVILLA  
 TELEPHONE 404, 786 9332  
 PROPERTY OWNER'S NAME: SANJU JACOB MATHEW  
 TELEPHONE 404- 641 7386

\*\*NUMBER OF EMPLOYEES: FULL TIME 1  
 PART TIME 1      **\*\*(Including Owners & Family Members)**

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ARE YOU DISQUALIFIED TO RECEIVE A LICENSE

BY REASON OF ANY MATTER OR THING CONTAINED IN THE LAWS OF THIS STATE, OR THIS CITY? YES  NO

WILL A SIGN BE INSTALLED ON THE BUILDING OR PROPERTY? YES  NO

**A PERMIT IS REQUIRED FOR ALL SIGNS!!**

I hereby certify that I will not violate any of the laws of this State of Georgia or of the United States. I further agree to comply with any and all ordinances of the City of Monroe in conducting business in the City.

Signature: [Signature] Date 10 / 14 / 2020

# CITY OF MONROE

## ALCOHOLIC BEVERAGE LICENSE APPLICATION

INSTRUCTIONS: PLEASE PRINT OR TYPE APPLICATION AND ANSWER ALL QUESTIONS.

Please fill out entire application leaving no sections blank; please mark sections that do not apply N/A

Please check the licenses that you are applying for.

# CITY OF MONROE

## ALCOHOLIC BEVERAGE LICENSE FEES

### CONSUMPTION ON PREMISE:

### LICENSE FEE:

BEER/WINE	\$1000.00	_____
NON PROFIT PRIVATE CLUB	\$600.00	_____
SUNDAY SALES-PRIVATE CLUBS ONLY	\$150.00	_____
BEER/WINE AMENITIES LICENSE	\$100.00	_____
DISTILLED SPIRITS	\$3000.00	_____
NON PROFIT PRIVATE CLUB-ONLY	\$600.00	_____
SUNDAY SALES	\$150.00	_____

### PACKAGE:

### LICENSE FEE:

BEER/WINE	\$2000.00	_____
HOTEL/MOTEL IN ROOM SERVICE	\$250.00	_____
GROWLERS	\$2000.00	_____

### MANUFACTURER

### LICENSE FEE: 1 FEE ONLY

DISTILLERIES OR MICRO-DISTILLERIES	\$1500.00	_____
BREWERY OR MICRO-BREWERIES	\$1000.00	_____
BREWPUB	\$750.00	_____

**WHOLESALE DEALERS:**

**LICENSE FEE:**

PRINCIPAL PLACE OF BUSINESS - CITY

BEER/WINE

\$1500.00

DISTILLED SPIRITS

\$2000.00

PRINCIPAL PLACE OF BUSINESS - NOT IN CITY

\$100.00

**TEMPORARY LICENSE:**

**LICENSE FEE:**

NON PROFIT ORGANIZATIONS

\$25.00 PER DAY

FOR PROFIT ORGANIZATIONS

\$150.00 PER DAY

SPECIAL EVENT VENUES

\$300.00

REGISTRATION

**There is a \$250.00 non-refundable administrative/investigative fee for all licenses except for a Beer/Wine Amenities License which the fee is \$200.00.**

**There is no application fee for wholesale dealers. This administrative / investigative fee applies to new applications only-does not apply to renewals.**

1. Full Name of Business SMP 1 INC / DBA - SAM FOOD MART

Under what name is the Business to operate? SAM FOOD MART

Is the business a proprietorship, partnership or corporation? Domestic or foreign?  
CORPORATION

2. Address: a) Physical: 533 - NORTH BROAD ST, MONROE, GA. 30655

b) Mailing: P.O. Box 591, MONROE, GA. 30655

3. Phone 404 786 9332 Beginning Date of Business in City of Monroe 01-01-2021

4.  New Business  Existing business purchase

If change of ownership, enclose a copy of the sales contract and closing statement.

5. Federal Tax ID Number 85-3247165 Georgia Sales Tax Number 309-756314

6. Is business within the designated distance of any of the following:

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements)

Beer and Wine 100 Yards Yes  No

Liquor 100 Yards (Church) or 200 Yards (School) Yes  No

7. Full name of Applicant SANJU JACOB MATHEW

Full Name of Spouse, if Married NO.

Are you a Citizen of the United States or Alien Lawful Permanent Resident?

Birthplace PHILADELPHIA. U.S.A.

Current Address 3338 BROOK TREE RD City ATLANTA St GA Zip 30326

Home Telephone 404-786-9330

Number of Years at present address 1 1/2 years.

Previous address (If living at current address less than 2 yrs).

3314 KYLIE DAWN CIR, LAWRENCEVILLE, GA. 30045

Number of years at previous address 5

8. If new business, date business will begin in Monroe \_\_\_\_\_

If transfer or change of ownership, effective date of this change 01-01-2021

If transfer or change of ownership, enclose a copy of the sales contract and closing statement.

Previous applicant & D/B/A JACOB MATSON INC, REENA TOMY JACOB, MATSON FOOD MART

9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer KURUVILLA MATHEW (MANAGER)

3314, KYLIE DAWN CIR, LAWRENCEVILLE, GA. 30045  
Phone # - 404 786 9330.

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo

contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates.

\_\_\_\_\_  
NO  
\_\_\_\_\_  
\_\_\_\_\_

11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? NO.

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

12. Do you own the land and building on which this business is to be operated? NO.

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages? [ ] yes or [X] no

14. If operating as a corporation, state name and address of corporation, when and where incorporated, and the names and addresses of the officers and directors and the office held by each.

\_\_\_\_\_  
SMP 1, INC, 533 NORTH BROAD ST, MONROE, GA. 30655  
GEORGIA, INC 09-09-2000, SANJU. JACOB. MATHEW  
\_\_\_\_\_

15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

\_\_\_\_\_  
SANJU. JACOB. MATHEW (President, CEO, CFO)  
100 % - Current ADDRESS - 3338 PINEHURST ROAD  
ATLANTA - GA. 30326.  
\_\_\_\_\_

16. If operating as a partnership, list the partners with complete addresses, area code and telephone numbers, residential and business, and the amount of interest or percent of ownership of each partner. NE/A.

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ *n/a*

17. If partnership or individual, state names of any persons or firms owning any interest or receiving any funds from the corporation. \_\_\_\_\_

\_\_\_\_\_ *n/a*  
\_\_\_\_\_

18. Does applicant receive any financial aid or assistance from any manufacturer or wholesaler of alcoholic beverages? If yes, explain. \_\_\_\_\_

\_\_\_\_\_ *no.*

19. Does the applicant have any financial interest in any manufacturer or wholesaler of alcoholic beverages? If yes, please explain. \_\_\_\_\_

\_\_\_\_\_ *no.*  
\_\_\_\_\_

20. State whether or not applicant, partner, corporation officer, or stockholder holds any alcoholic beverage license in other jurisdiction or has ever applied for a license and been denied. (Submit full details) \_\_\_\_\_

\_\_\_\_\_ *no.*  
\_\_\_\_\_

21. Does you or your spouse or any of the other owners, partners or stockholders have any interest in any liquor store or wholesale liquor business? \_\_\_\_\_

\_\_\_\_\_ *no.*

22. If a retail grocery business in existence for more than six (6) months:  
A statement from the applicant with documentary evidence provided that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months preceding the filing of the application for this license or renewal thereof.

If a retail grocery business in existence for less than six (6) months:  
A statement from the applicant with documentary evidence provided, that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months from its inception; and within ten (10) days upon completion of six (6) months' verifying the statement required herein; and upon failure to provide such verification as prescribed herein, the license shall be suspended until such verification is made.

23. If a club, a statement that the club has been organized or chartered for at least one (1) year; a statement that during the past year the club has held regular monthly meetings; and a statement that the club has at least fifty (50) members.

24. Character References: (For the applicant)

1. KURUVILLA MATHEW  
Name  
3314 KYLIE BAWN CIR  
Address  
LAWRENCEVILLE GA 30045  
City State Zip Telephone  
404 786 9330

2. REINA TOMY JACOB  
Name  
1046 DOWNGTON CIR  
Address  
LAWRENCEVILLE GA 30045  
City State Zip Telephone  
404 786 2290

3. SANTHAMMA KURUVILLA  
Name  
1810 REEKSIDE LAWS  
Address  
SMALLVILLE GA 30078  
City State Zip Telephone  
404 384 2202

This the 10 day of 14 2020.

[Signature] (Signature Applicant)

OWNER (President) (Title i.e. Partner, General Partner, Manager, Owner, etc.)

SANJU JACOB MATHEW (Print Name)

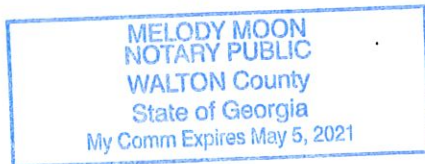
Or: [Signature] (Signature of Corporate Officer)

SANJU JACOB MATHEW (Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: [Signature]

Notary Public:

Executed: \_\_\_\_\_





**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 08-26-2020  
**Description:** City of Monroe  
 215 N. Broad St  
 Zoning text amendment #8  
 Art. X, Section 1000.3.2 to add Item (iv) cottage food business  
 Requested by Jamie Cox of 919 Holly Hill Rd.

**Budget Account/Project Name:** NA

**Funding Source:** 2020 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA **Company of Purchase:** NA



**Recommendation:**

**Background:** The applicant wishes to establish a cottage food business within their home at 919 Holly Hill Rd. pursuant to the restrictions related to a home business. They have recently relocated to the City and had operated this business in the jurisdiction from which they moved. Additionally, they have another business in the City already on Hubbard St.

**Attachment(s):** Application receipt, application, adopting ordinance (if approved). Notice to the public.





**City of Monroe**  
215 N. Broad Street  
Monroe, GA 30655  
(770)207-4674

# Plan Report

Plan NO.: ZONE-000066-2020

Plan Type: Rezone

Work Classification: Text Amendment

Plan Status: In Review

Apply Date: 08/19/2020

Expiration:

Location Address	Parcel Number
215 N BROAD ST, MONROE, GA 30655	M0140026

Contacts	
City Of Monroe P.O. BOX 1249, Monroe, GA 30655 (770)267-7536	<b>Owner</b> JAMIE COX 919 HOLLY HILL RD, MONROE, GA 30655 (678)758-0203
	<b>Applicant</b> doughandbatterllc@gmail.com


**Description:** Zoning Code Text Amendment for Article X, Sect 1000.3.2 - P&Z Mtg 9/15/20 @ 5:30 pm -Council Mtg 10/13/20 @ 6:00 pm 215 N Broad St

<b>Valuation:</b>	\$0.00
<b>Total Sq Feet:</b>	0.00

Fees	Amount
Single Family Rezone or Variance Fee	\$100.00
<b>Total:</b>	<b>\$100.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$100.00</b>
Check # 1031	\$100.00
<b>Amount Due:</b>	<b>\$0.00</b>

<u>Condition Name</u>	<u>Description</u>	<u>Comments</u>
-----------------------	--------------------	-----------------

  
 \_\_\_\_\_  
 Issued By:

August 19, 2020  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Plan\_Signature\_1

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Plan\_Signature\_2

\_\_\_\_\_  
 Date



**Zoning Code Text Amendment Application**

Application must be submitted to the Code Department 45 days prior to the Planning & Zoning

Meeting of: \_\_\_\_\_

Your representative must be present at the meeting

Text to be amended Section 1000.3.2 of Article X

Applicant  
Name Jamie Cox  
Address 919 Holly Hill Rd  
Phone # 678-758-0203

**Statement of intent (explain in detail the requested change):**

To obtain a cottage license through the department of agriculture. which will allow me to my in home bakery that was established in Jackson County. This will allow me to make wedding cakes & be able to participate in festivals & venues. Be able to sell as a vender at events.

**Statement explaining why any subject property is not suitable for development under the existing text:**

**Explanation of the hardship which will result if the amendment is not granted:**

I would not be able to sell wedding cakes, be a vender at events, or sell in any capacity. I would have to close my business that is already established.

**Other information required by the Code Enforcement Officer:**

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years.

The above statements and accompanying materials are complete and accurate. Applicant hereby authorizes Code department personnel to enter upon and inspect the property for all purposes allowed and required by the zoning ordinance and the development regulations.

**PUBLIC NOTICE WILL BE PLACED AND REMOVED BY THE CODE DEPARTMENT  
SIGN WILL NOT BE REMOVED UNTIL AFTER THE COUNCIL MEETING.**

Signature Jamie Cox

Date: 8/19/2020

Notary Public Deborah M Adkinson

Date: 8/19/2020

Commission Expires: Sept 8, 2020



I hereby withdraw the above application: Signature \_\_\_\_\_ Date \_\_\_\_\_

**AN ORDINANCE TO AMEND THE ZONING  
ORDINANCE OF THE CITY OF MONROE, GEORGIA**

**The Mayor and Council of the city of Monroe, Georgia, hereby ordain as follows:**

**The Zoning Ordinance of the City of Monroe, officially adopted June 10, 2014, and Effective July 1, 2014, as thereafter amended, is hereby amended by implementing text amendments and changes outlined and identified in particular detail on Exhibit A, which such exhibit is incorporated herein by reference.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

These text amendments of the City of Monroe Zoning Ordinance shall take effect upon their adoption by the Mayor and Council.

**FIRST READING.** This 13<sup>th</sup>, day of October, 2020.

**SECOND READING AND ADOPTED** on this 10<sup>th</sup> day of November, 2020.

**CITY OF MONROE, GEORGIA**

**By: \_\_\_\_\_ (SEAL)  
John Howard, Mayor**

**Attest: \_\_\_\_\_ (SEAL)  
Debbie Kirk, City Clerk**

EXHIBIT A

City of Monroe Zoning Ordinance Text Amendment

Amendment # 8

1. Section 1000.3.2 (a) Additional Minimum Requirements – Residential Business. A residential Business: limited to – add item (iv) cottage food business.

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe Planning & Zoning commission will be holding a hearing for a zoning action/zoning code text amendment of Article X Sect 100.3.2. A public hearing will be held on September 15, 2020 at 5:30 P. M. in the City Hall Building at 215 N Broad Street.**

**The City of Monroe Council will be holding a hearing for a zoning action/zoning code text amendment of Article X, Sect. 1000.3.2. A public hearing will be held on October 13, 2020 at 6:00 P.M. in the City Hall Building at 215 N Broad Street**

**All those having an interest should be present.**

**Please run on the following date:**

**August 23, 2020**

AN ORDINANCE TO AMEND THE OFFICIAL ZONING ORDINANCE OF THE CITY OF  
MONROE, GEORGIA

THE MAYOR AND THE COUNCIL OF THE CITY OF MONROE HEREBY ORDAIN AS  
FOLLOWS:

**Article I.**

The following Sections of the Official Zoning Ordinance of the City of Monroe, Georgia are hereby deleted in their entirety and replaced with Amendment # 9 of said zoning ordinance as follows:

ARTICLE VIII: SITE DESIGN;

ARTICLE IX: BUILDING DESIGN;

ARTICLE XIII: LANDSCAPING DESIGN AND TREE PRESERVATION.

SEE THE ATTACHED “**EXHIBIT A**” FOR THE COMPLETE TEXT OF THE ABOVE-REFERENCED SECTIONS OF THE OFFICIAL ZONING ORDINANCE OF THE CITY OF MONROE, GEORGIA

**Article II.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Article III.**

This ordinance shall take effect from and after its adoption by the Mayor and Council of the City of Monroe, Georgia.

**FIRST READING.** This 3<sup>rd</sup> day of November, 2020.

**SECOND READING AND ADOPTED.** This 10<sup>th</sup> day of November, 2020.

**CITY OF MONROE, GEORGIA**

**By:** \_\_\_\_\_ **(SEAL)**

**John S. Howard, Mayor**

**Attest:** \_\_\_\_\_ **(SEAL)**

**Debbie Kirk, City Clerk**

**EXHIBIT A**

**OFFICIAL ZONING ORDINANCE OF THE CITY OF MONROE, GEORGIA,  
NINTH AMENDMENT  
NOVEMBER 10, 2020**

**ARTICLE VIII: SITE DESIGN**

**Section 800 General.**

All site designs shall comply with this article's site design, and building form standards.

**Section 810 Newly Platted Subdivisions.**

**810.1 Single and Two Family Dwelling Subdivisions.**

The following site design standards shall be utilized for every newly platted residential subdivision containing single and two family dwellings.

- (1) There shall be only one building design or substantially similar building design permitted per 5 adjacent or opposite adjacent lots. Provided however, if the average lot size of the subdivision exceeds 1 acre, one building design or substantially similar building design shall be permitted per 3 adjacent or opposite adjacent lots.
- (2) Every newly platted residential lot in the city limits that abuts a street on the back side of the property shall maintain designated natural or undisturbed buffers.

**ARTICLE IX: BUILDING DESIGN**

**Section 900 General.**

This Article is established to ensure that building design standards are developed for certain zoning districts within the City. These building design standards are implemented to promote and encourage quality building construction and design elements consistent with the desired construction styles that promote the best interests of the residents of the City of Monroe, Georgia.

**Section 910 Residential Building Design Standards.**

**910.1 Single and Two Family Dwellings.**

The following building design standards shall apply to all single and two family dwelling units constructed in the City, regardless of their zoning district:

- (1) All dwellings facades shall be constructed of wood siding, brick, stone or other masonry type product. Cement based siding such as Hardiplank or other similar material is permitted. Vinyl and aluminum siding is prohibited. Vinyl or aluminum may be utilized on a limited basis in the soffit and eave trim areas.



- (2) All primary roofs shall have a minimum 6/12 pitch. Dormer and porch roofs may have lower slopes.
- (3) All primary roof overhangs for exterior walls shall be no less than 16 inches for brick sided designs, and no less than 12 inches for all other designs. Said overhang requirements shall apply to gable ends as well as exterior walls supporting rafters.
- (4) All primary front entrances shall be scaled to the relative proportions of the building design, adjoining streetscape, and maintain the overall architectural style of the residence.
- (5) All primary front and rear entrances shall be recessed a minimum of 5 feet, and shall be covered by a roof extension, trellis extension, or shed roof extension no less than 6 feet by 6 feet in dimension.
- (6) All exterior wall sections wider than 25 feet shall include an interruption in the plane of the façade by recess, protrusion, or fenestration.
- (7) No exposed unpainted wood is allowed on the front façade of any dwelling except porch flooring boards.
- (8) All garage doors must be side or rear facing except in cul-de-sac lots where lot widths would prohibit side or rear entry.
- (9) All garage doors in cul-de-sac lots where the lot width would prohibit side or rear entry shall be no more than 20% of the front façade or 120 square feet, whichever is less.

**910.2 Multi Family Dwellings.**

All multi-family dwellings located in the City shall be constructed with brick veneers.

**ARTICLE XIII: LANDSCAPING DESIGN AND TREE PRESERVATION**

**Section 1300 General.**

The purpose of this article is to encourage the preservation of existing trees and other vegetation on residential property in the city by regulating and controlling the removal of native and planted trees and other vegetation, thereby maintaining and enhancing the quality of life of the City; and, to preserve and protect existing vegetation on public lands from destruction, damage, conversion, or abuse for the benefit of ourselves and future generations; to encourage homeowners to preserve and respect our urban forests and to encourage the replacement of trees on residential property in order to maintain this valuable resource as an integral part of the community's environment.

**Section 1310 Newly Platted Residential Subdivisions**

**1310.1 Single and Two Family Dwellings**

- (1) Every newly platted residential subdivision of single and two family dwellings in the city limits shall plant and/or maintain no less than one tree per 50 feet of road frontage at least two inches in diameter, and shall situate the tree(s) on the front half of the property and within the boundaries of the subject lot. These trees shall be in addition to any specimen trees located on the lot.

(2) All stormwater and related structures shall be screened or eliminated from visibility. No visible stormwater or related structures shall be permitted.



**To:** City Council  
**From:** Logan Propes, City Administrator, Les Russell Human Resources Director  
**Department:** Human Resources  
**Date:** 11-03-2020  
**Description:** Personnel Search Firm – Fire Chief

**Budget Account/Project Name:**

**Funding Source:** General Fund

**Budget Allocation:** TBD Current Encumbered

**Budget Available:** TBD Available

**Requested Expense:** \$25,000.00 **Company of Purchase:** Ralph Anderson & Associates

**Recommendation:**

Staff recommends the APPROVAL the professional services contract with Ralph Anderson & Associates for the nationwide search for the Director position of City of Monroe Fire Chief.

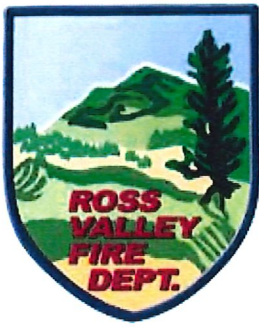
**Background:**

There exists a need to fill the position of Fire Chief, which serves as a Department Head/Director level position to be hired by the City Council and Mayor. Employing a professional search firm allows for a broad pool to find the next Fire Chief and to have a third-party vetting system in place before coming the Council for interviews. Local/internal applicants WILL NOT be excluded from candidacy. The full cost is a flat \$25,000 paid at four points in the process and there is a one-year guarantee of employment with reimbursement of expenses paid.

Final in-person interviews may be elected for by City Council.

Funding will come from residual Fire Dept salary and benefit line items.

**Attachment(s): Proposal**



# Ross Valley Fire Department

Announcing An Outstanding Career Opportunity

# Fire Chief



# The Opportunity

This is truly an exciting opportunity to live and work in one of the most dynamic areas of Northern California. The Ross Valley Fire Department (RVFD) Board of Directors is conducting a national search for an innovative and committed fire professional to serve as the next Fire Chief. Ideal candidates must be hands-on with the ability to wear many hats while demonstrating strong leadership, communication, and interpersonal skills to provide innovative and dynamic approaches in emergency and public safety services that contribute to the quality of life for residents and visitors. This exciting career opportunity has become available due to the pending retirement of Chief Roger Meagor after 32 years with RVFD and 8 years serving as its Fire Chief.

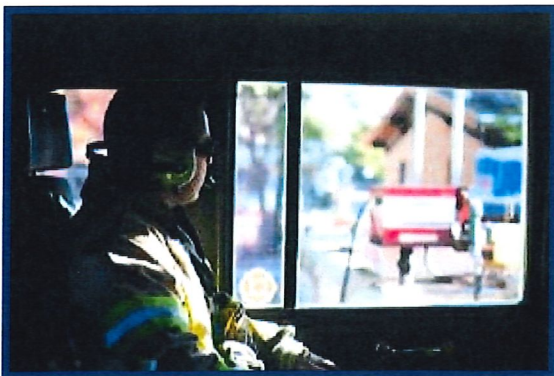
## Marin County

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 250,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area – the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes insurance related organizations, finance, movie and video production, agriculture, aquaculture, computer software, communications equipment, printing, and tourism. Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, and the Marin Community College District has two campuses (Kentfield and Novato).

## RVFD History and Governance Structure

Organized fire protection in the upper Ross Valley dates back to the early 1900's. In 1907, the San Anselmo Independent Volunteer Fire Department was established. Fairfax and Ross soon followed, establishing volunteer fire departments in 1910. These volunteer fire departments, through the years, added full-time firefighters to augment the volunteer firefighters to address increased demand for fire protection services. The Sleepy Hollow Fire Protection District was formed in 1949; starting in the 1950's, the District contracted with the Town of San Anselmo to provide fire protection services.



On July 1, 1982, the Fairfax and San Anselmo fire departments merged to form the Ross Valley Fire Department. RVFD is administered under a joint powers agreement (JPA). The original JPA provided fire protection to Fairfax, San Anselmo, and the unincorporated county area known as Sleepy Hollow. The Department was governed by two voting members from each Town and one non-voting member from the Sleepy Hollow Fire Protection District.

133

On July 1, 2010, the Sleepy Hollow Fire Protection District became a full member of the joint powers agreement. The governing board was expanded to six voting members, two from each of the member agencies.

On July 1, 2012, the joint powers agreement was expanded once again to include the Town of Ross. With the addition of the Town of Ross, the governing board was expanded to eight voting members, two from each of the member agencies. The former Ross Fire Department personnel, with the exception of the Fire Chief, joined RVFD, adding six full-time positions and a fourth fire station to the JPA.

## The Ross Valley Fire Department

The men and women of the Ross Valley Fire Department work to protect approximately 25,000 residents, including businesses and visitors, over a ten square mile area through four fire stations. The Department provides services in the areas of Fire Prevention, Fire Suppression, Investigation, Inspection, Emergency Medical Services (EMS), Public Education, and community programs including Community Emergency Response Teams (CERT), Explorer Program, and a highly dedicated Volunteer Firefighter Program. RVFD has a history of providing outstanding services since 1907 and currently has an authorized staffing level of 33 full-time employees: 1 fire chief, 3 battalion chiefs, 12 captains, 15 firefighter/engineers, 1 administrative assistant, and 1 fire inspector. In addition, RVFD has an active volunteer force of 15 members and a FY 2013/14 operating budget of \$8,347,188 annually.

### Mission Statement

Ross Valley Fire Department is a consolidated fire agency with the mission of protecting the lives, property, and environment of Ross, San Anselmo, Sleepy Hollow, and Fairfax through education, prevention, and community service in a professional and caring manner that is fair, honest, respectful, and ethical.

The RVFD operates an apparatus fleet of 8 fire engines out of four stations. There are 7 Type-I engines and 1 Type-III engine. The Type-I engines include an engine assigned to the Department by the California Office of Emergency Services (OES). The RVFD also has command and utility vehicles for day-to-day department operations. In 2012, the RVFD responded to 2,068 calls for services. Approximately 52% of those calls were EMS calls.

## The Position

The Fire Chief serves at-will and is appointed by and reports to the RVFD Board of Directors. The Fire Chief works under the day-to-day administrative direction of the Executive Officer position, which rotates among the three Town Managers of Fairfax, Ross, and San Anselmo. The Fire Chief will be joining a high-energy, creative, and professional team to assume command

of a results-driven organization with a tradition of providing excellent service. The Chief will coordinate assignments and activities for all personnel as well as collaboration with other Town, County, and State agencies. In addition to providing oversight and leadership for the day-to-day operational activities of a progressive organization, he/she will serve as a technical advisor to the Board of Directors and Town Managers on fire, disaster management, and EMS issues. The Chief is also responsible for establishing and maintaining a positive employee/labor relations climate, and for the proper and efficient use of both human and financial resources. The Fire Chief also contributes to the JPA's organizational strategic mission, planning, operations, processes, and procedures.

**Specific responsibilities of the Fire Chief include:**

- Providing strong leadership that will inspire achievement and earn the confidence of Department personnel, the Board, Town Managers, outside agencies, and the community;
- Utilizing a quality professional and technical staff, being mindful of their abilities, and able to listen and make informed decisions;
- Ensuring professional development of command staff and employees that will enhance their success as managers, and facilitate positive employee morale and strong organizational performance;
- Establishing collaborative working relationships and partnerships with community and neighborhood associations, business groups, development organizations, and other agencies, to pursue a common goal of community safety;
- Articulating a vision and leading the development of strategic and master plans in support of that vision;
- Providing an appropriate flow of information to citizens, the media, and interest groups, and serving as the primary spokesperson on matters of fire safety and life safety;
- Managing the Department's financial resources and communicating the Department's financial structure and position to internal and external stakeholders;
- Working effectively with the Board, Town Managers, other agencies, and affiliated labor associations toward the common good of the organization and the community with a participative leadership style; and
- Operating as the Fire Marshal, develop and enforce fire codes and ordinances within the scope of the Department. Interpret and apply laws, regulations, ordinances and codes for specific applicable situations.

In summary, the Fire Chief will provide dynamic leadership and vision in order to manage people and constructive change while continuing to mentor, coach, and provide staff development.

## Challenges and Opportunities

The Fire Chief will have a variety of opportunities and challenges to address including:

- Ensuring prudent fiscal management of the Department's budget in light of the current challenging economic times and shrinking resources;
- Developing and proposing a balanced budget for the Department's operations;

- Maintaining good communication and ongoing positive union/labor relations;
- Continuing training and development of staff including succession planning; and
- Continuing to expand opportunities to acquire special project funding through grants and other non-traditional financial pathways.

## The Ideal Candidate

The top candidate selected as the next RVFD Fire Chief will be an experienced fire services manager and administrator who possesses outstanding interpersonal, organizational, and leadership skills. This top executive will have exceptional communication skills and be able to work effectively as leader of a team. The ideal candidate will be amiable, open, and honest; and possess a reputation as a firm, competent, fair, and consistent manager. An unblemished record of ethical and professional conduct is essential.

The selected candidate for Fire Chief will be a person of imagination and vision that will ensure continued progress for RVFD's service areas of fire prevention, fire education, fire suppression, emergency management services, and emergency medical services. The new Chief must also be willing to take reasonable risks to guide the organization to new levels of achievement and share the credit for successes with others. The Chief must have a reputation as an effective developer, motivator, and evaluator of subordinate personnel, with a reputation for providing training and education equitably for all personnel.

The Fire Chief will be expected to demonstrate and promote the highest standards of personal and professional conduct. The ideal candidate will be expected to practice an open style of management and to work collaboratively with members of the Department to foster a working environment that encourages individuals to excel in their areas of responsibility. The Fire Chief will establish positive relationships with employees throughout the organization and place a high value on the professional development of staff. The Fire Chief will be considered a progressive leader within the fire service and be recognized for being an ongoing contributor to the advancement of the profession. Ross Valley Fire Department's next Fire Chief will be well-versed in all operational and administrative aspects of comprehensive emergency service operations including fire suppression, fire prevention, hazardous materials response, emergency medical services, and associated services.



Extensive experience with sound and effective labor relations will be expected. A sophisticated understanding of California employment practices, including the Firefighter Procedural Bill of Rights, is strongly desired. Known for being a relationship builder, the top candidate will also have a reputation for establishing and maintaining a high level of trust between management and rank and file. Highly qualified candidates must be able to formulate long-range plans that communicate future vision, direction, and leadership expectations. The Ross Valley Fire Department's Fire Chief will demonstrate

effectiveness as being an innovator in developing a model department in areas such as labor-management, training and development, community outreach and education, and the effective use of technology.

In summary, the Fire Chief will also be a positive influence on day-to-day operations, have a "can-do" attitude, and will be comfortable with a hands-on approach to all aspects of RVFD procedures. Additionally, the Chief must be recognized as having the ability to provide the following:

#### Exceptional leadership skills

- Display outstanding character, integrity, and professionalism;
- Ability to build consensus and provide a positive example;
- Proven success working in an active labor environment where consensus and positive relationships are crucial to the organization's success;
- Ability to embrace and effectively implement new ideas, a genuine interest in the community, and the broad range of issues facing the RVFD service communities;
- Consistently communicate and implement the RVFD mission; and
- Display financial acumen and the ability to do long-range financial planning for the Department.

#### Outstanding managerial skills

- Ability to manage a small but diverse staff while providing personnel management including the ability to coordinate, delegate, supervise, train, and develop staff; assess staff capabilities; handle/prevent personnel problems; and optimize staff skills and communication;
- Possess proven experience and be committed to staff development and succession planning;
- Creative problem-solving capabilities, with the ability to analyze and resolve complex and sensitive issues, problems, and situations; and
- A proven track record of identifying and evaluating specific organizational needs.

#### A proven, effective communicator

- Display an outgoing, communicative style, one that is comfortable working with a variety of individuals at any level in the organization;
- Legislative process and policy decision-making, including working with elected officials and local, state, and federal agencies;
- A good listener; open and approachable with new ideas;
- Excellent writing skills, a highly articulate oral communicative style, and the ability to clearly explain complex issues to a wide variety of constituents; and
- Proactive at providing information to the Board of Directors, the Executive Officer, and the community.

In summary, qualified candidates will excel in providing executive leadership and guidance to this dynamic Fire Department.

## Qualifying Experience and Education

135

**Education** – Bachelor's degree from an accredited college or university with major course work in fire science, fire administration, emergency management, public administration, or a closely related field is strongly desired. Master's or other advanced degree is a significant plus. Executive Fire Officer Certification, the Chief Fire Officer Designation, Executive Development Institute, or similar endeavors are also highly desirable.

**Experience** – The successful candidate will have a minimum of five (5) years of increasingly responsible command and management experience at the Executive Officer level (as a Fire Chief, Assistant Chief, Division Chief, or Battalion Chief). With a passion for public service and a proven track record of success, top candidates will have an outstanding career in fire service and a progressively responsible senior level career path. Candidates will be evaluated based on their qualifications and career history presented through their submittal of a comprehensive package of information outlining career highlights and notable achievements.



#### Desired Qualifications

- California SFM Certified Chief Officer
- National Fire Academy Executive Fire Officer
- Experience in a combination career/volunteer fire agency

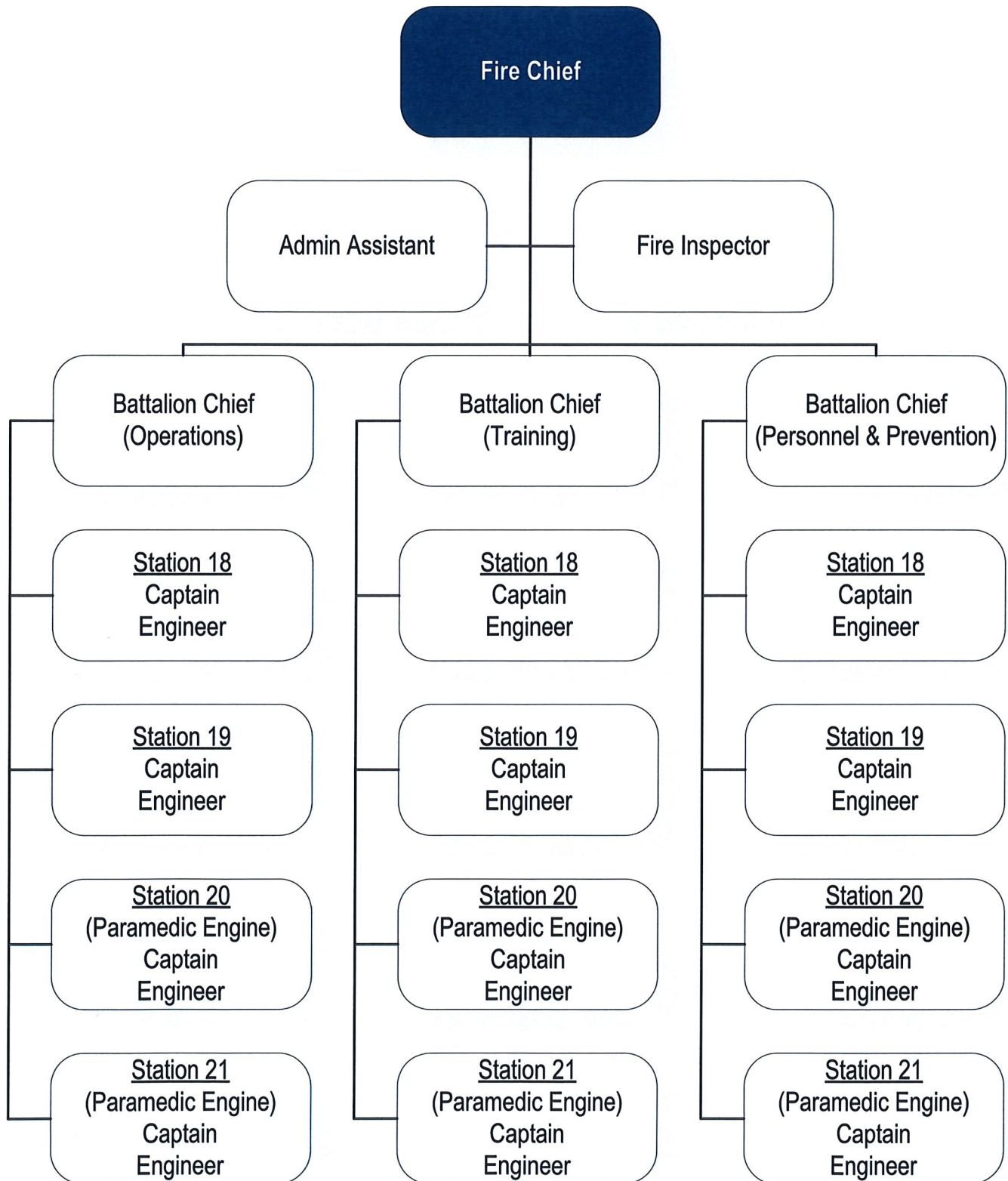
## To Be Considered

This is a **confidential process** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. The first review of resumes will take place on November 1, 2013. ***This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.***

Confidential inquiries are encouraged to Mr. Robert Burg and Ms. Heather Renschler at (916) 630-4900. ***Interested candidates are encouraged to consider this career opportunity and submit immediately.*** Submittal should include a comprehensive resume, compelling letter of interest, salary history, and professional references via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). ***Electronic submittals are required.***

Ralph Andersen & Associates will determine the best overall match with the established criteria as outlined in this recruitment profile. ***Top tier candidates, as recommended by the Interview Panel(s), will be interviewed by the Board of Directors during November.*** A final decision will be made by the Board and it is anticipated that the newly selected Fire Chief will join the Ross Valley Fire Department in January 2014 or at a mutually agreeable date.

# Ross Valley Fire Department Organization Chart

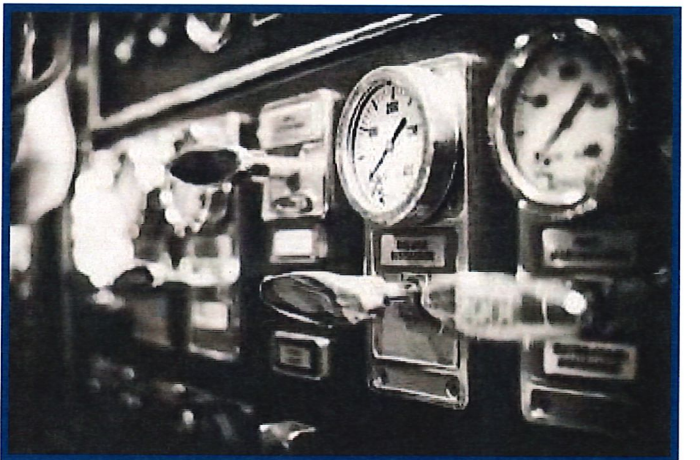




# Compensation and Benefits

A competitive compensation package will be offered for this at-will executive position, including an excellent benefits package, and may include moving/relocation assistance. Benefits include:

- **Holidays** – 13 paid holidays annually.
- **Vacation Leave.**
- **Administrative Leave** – 10 days per year (does not accrue).
- **Sick Leave** – Accrues at 8 hours per month.
- **Health Insurance** – Department Cafeteria Plan, with \$1,738 per month available for all insurance (health, dental, life, vision, etc.).
- **Retirement** – Participation in CalPERS with a 3% @ 55 benefit for "Classic Members" or 2.7% @ 57 benefit for "New Members."
- **Retiree Medical** – CalPERS Public Employees Medical and Hospital Care Act PEMHCA (vested after five years). Retiree Health Savings plan, equal contribution by employee and Department.
- **Housing allowance.**
- **Uniform allowance.**
- **Use of Department vehicle.**





5800 Stanford Ranch Road  
Suite 410  
Rocklin, California 95765  
916.630.4900

October 1, 2020

Mr. Logan Propes  
City Administrator  
City of Monroe  
215 N. Broad Street  
Monroe, Georgia 30655

Via Email: [russell@monroega.gov](mailto:russell@monroega.gov)

Dear Mr. Propes:

Thank you for inviting Ralph Andersen & Associates to submit a proposal to provide executive search services for the position of Fire Chief with the City of Monroe. We would be delighted to work with the City on this search assignment.

During these extraordinary times, it is important to note that it is “business as usual” at Ralph Andersen & Associates with our team working very effectively while sheltered in place. The firm has leveraged technological solutions to the maximum extent possible to keep our search processes moving forward and, at the same time, adhere to State, CDC, NIH, and other public health mandates. If selected to conduct this search engagement, kick-off activities, resume review meetings, City as well as all candidate interviews will be enabled using Zoom Video Technology in order to address a quick start on this project. No on-site visits or meetings will be conducted. Additionally, we will move through the interview and selection stage as expeditiously as the situation allows.

Our mission and commitment to the City of Monroe is to provide the highest quality of search services in the industry as measured by the comprehensive nature of our search process, the caliber of candidates we present, and the success of those candidates in our client’s organizations.

We have all the advantages of a large firm – extensive resources, collective knowledge in our markets, and are an extremely capable, high performance 18-member search team – with a long-term proven and verifiable track record of exceeding our clients’ expectations. The combination of experience and diverse backgrounds gives the consultants at Ralph Andersen & Associates a comprehensive understanding of what it takes to build an effective organization – leadership, integrity, vision, fiscal acumen, transparency, superior interpersonal skills, and a strong commitment to service.

The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 48 years. With the reputation of Ralph Andersen & Associates you will have the opportunity to consider candidates located throughout the State of Georgia, the Eastern Region, as well as from across the United States.

We are proud of how we market and represent our clients; all of the design, graphics, and printing of our marketing material is done in-house so we can control the quality and production timing. A sample brochure for the Ross Valley Fire Department – Fire Chief recruitment is attached for your review. To see additional samples of our recruitment brochures, please visit the *Career Opportunities* page of our website at [www.ralphandersen.com](http://www.ralphandersen.com).

The City will have Mr. Robert Burg, Executive Vice President of Ralph Andersen & Associates, as the Project Director. Mr. Burg is located in the Sarasota, Florida area and focuses on representing the Midwest and Eastern United States.

Upon the City's approval and authorization to proceed, we will begin coordinating a search effort that emphasizes both quality and timeliness.

Thank you very much for your favorable consideration of this proposal. We look forward to further refinement of this work plan to suit the City's specific needs. You may reach me at (916) 630-4900 should you have any questions or need further clarification.

Sincerely,



Robert Burg  
Executive Vice President



**Ralph Andersen & Associates**  
A Tradition of Excellence Since 1972

5800 Stanford Ranch Road  
Suite 410  
Rocklin, California 95765  
916.630.4900

140

## Experience

### Firm Profile and Description

Attracting top talent has never been more complex and Ralph Andersen & Associates is highly qualified to assist the City of Monroe with recruiting the position of Fire Chief. We have conducted more successful executive recruitments than any other firm since 1972. From helping you to create a competency-based interviewing framework for your new Fire Chief to assessing candidates and attracting top human capital, our search professionals offer an unparalleled depth of experience, national reach, and industry knowledge.

The City has requested our proposal to assist in the identification and recruitment of a highly qualified group of candidates for the new Fire Chief. In particular, the City is seeking a firm with the national reach and professional experience to clearly assess your organizational needs and formulate a strategy to **deliver results**.

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of important details such as the candidate's desired skills and experience as well as the critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We begin each search by working closely with your leadership, stakeholders, staff, and, when appropriate, your community to ensure a complete picture of the desired candidate pool is developed. Our team-oriented approach, matched with this 360-degree perspective, means we ensure that a complete understanding of the organization's mission and culture translates into those specific traits and characteristics necessary to ensure the selected candidate is successful in the position.

We understand that the City expects aggressive, personalized outreach to identify a diverse and highly qualified applicant pool and a selection process that includes comprehensive candidate reports based on thorough reference and background checks. We will begin with a fully detailed profile of the desired candidate's characteristics and build a recruitment strategy that is tailored to meet the City's specific needs. The resulting outreach and advertising campaign will incorporate the extensive use of personal outreach to recruit a diverse and highly qualified group of candidates.

Ralph Andersen & Associates has been providing practical, responsive executive search and management consulting services to the local public sector and related industries since 1972. With each new assignment, we earn our reputation as the nation's premier local government consulting organization.

### Why Choose Ralph Andersen & Associates?

Ralph Andersen & Associates is a California Corporation providing executive search and management consulting services since 1972. As such, the executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 48 years. Our substantial background and understanding of cities and your specific needs makes us ideally suited to represent the interests of the City.

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of important details such as the candidate's desired skills and experience as well as the critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We take a multi-disciplinary approach to executive search and the entire process. This is where Ralph Andersen & Associates sets itself apart:

- There's always an **entire team** behind every assignment;
- We take a multi-disciplinary approach to **meeting our client's needs**; and
- We **keep commitments**, performing at a level that **exceeds our client's expectations**.

Ralph Andersen & Associates, a California Corporation, serves a nationwide clientele through its Corporate Office in Sacramento (Rocklin), California.

Our national staff of professionals and support staff include acknowledged leaders in their respective fields. Supplementing their extensive consulting backgrounds, our senior staff all have personal, hands-on executive experience in the operation of public agencies and private businesses.

### Range of Services Offered

Ralph Andersen & Associates specializes in the following primary service areas: executive search, management consulting, and human resources consulting.

- **Executive Search** – At Ralph Andersen & Associates, there's always an entire team behind every recruitment assignment that we undertake. Our multi-disciplinary approach takes the best ideas in executive recruiting and creates innovative ways to get the right candidates for clients. When you retain Ralph Andersen & Associates, you actually get an entire team's worth of support and expertise working together to achieve your organization's objectives. The firm has conducted executive searches for large and small organizations throughout the nation. In addition to conducting searches for city manager and other chief executive officer positions, Ralph Andersen & Associates has successfully completed searches in every area of municipal service. Ralph Andersen & Associates believes the most important element of a successful executive search is to listen carefully to what our clients are looking for in terms of candidate experience and qualifications. Using these client-focused guidelines, candidate identification is undertaken through marketing and personal outreach.
- **Management Consulting** – Ralph Andersen & Associates helps organizations improve their performance potential with a range of management consulting services. The types of services provided by the firm include management and performance audits, organizational analyses, productivity improvement analyses, agency and service consolidation assessments, specialized financial management including debt restructuring and organizational problem solving. In addition to providing these services to entire organizations, the firm often conducts management consulting engagements that are focused in a specific service area such as public safety, city management, finance, public works, community development and other major service areas. Ralph Andersen & Associates treats every management consulting engagement as unique. This approach means we will assemble a consulting team comprised of consultants with the specific talents and experiences needed to successfully achieve the client's objectives. Our team of experienced consultants perform complex analyses and recommend solutions that are practical and most importantly, are capable of being implemented by our clients.
- **Human Resources Consulting** – The firm provides a full range of contemporary human resources consulting including classification studies, compensation studies, benefits analysis, pay plan development, executive pay, and pay for performance. Key staff have proven success in working with labor groups and elected officials in identifying solutions

and solving challenging problems. Services also include expert witness services for mediation and arbitration hearings. Our approach to consulting services is characterized by proven methods, extensive data collection, accurate analysis, and effective communication and messaging.

## Recent Recruitments

Below is a listing of recent Fire Chief related recruitments conducted, or currently underway, by Ralph Andersen & Associates (2005 to Present):

- Alameda County, CA
  - Fire Chief (2020)
- Anaheim, CA
  - Fire Chief (2019)
- Arlington, TX
  - Fire Chief and Director of Emergency Services (2010)
- Bishop, CA
  - Fire Chief (2018)
- Boise, ID
  - Fire Chief (Current Search)
- Carson City, NV
  - Fire Chief (2017)
- Charlotte, NC
  - Fire Chief (2018)
- Cincinnati, OH
  - Fire Chief (2017)
- Columbus, OH
  - Fire Chief (Current Search)
- Corona, CA
  - Fire Chief (2018)
- El Dorado Hills Fire Department, CA
  - Fire Chief (2018)
- Hillsborough County, FL
  - Fire Marshal (2008)
- Huntington Beach, CA
  - Fire Chief (2020)
- Kansas City, MO
  - Fire Chief (2013)
- La Habra Heights, CA
  - Fire Chief Backgrounds (2010 & 2011)
- Los Angeles, CA
  - Fire Chief (2014)
- Menlo Park Fire Protection District, CA
  - Fire Marshal (2014)

- Metropolitan Washington Airports Authority
  - Assistant Fire Chief (2018)
  - Fire Chief (2018)
- Oakland, CA
  - Fire Chief (2012)
- Orange County, FL
  - Fire Chief (Partial Recruitment) (2012)
- Orange County Fire Authority, CA
  - Assistant Chief/Fire Marshal (2014)
  - Fire Chief (2014 & 2018)
  - Interim Fire Chief (2014)
- Renton Regional Fire Authority, WA
  - Fire Chief (Current Search)
- Richmond, CA
  - Fire Chief (2005)
- Riverside, CA
  - Fire Chief (2014)
- Ross Valley Fire Department, CA
  - Fire Chief (2014) – **Brochure Attached**
- Sacramento, CA
  - Fire Chief (2018)
- San Bernardino County, CA
  - Deputy Fire Chief of Administration (2020)
  - Deputy Fire Chief of Operations (2020)
  - Fire Chief/Fire Warden (2019)
- Santa Barbara, CA
  - Fire Chief (2018)
- Santa Barbara County, CA
  - Fire Chief (2015 & 2019)
- South Lake Tahoe, CA
  - Fire Chief (2020)
- Truckee Meadows Fire Protection District, NV
  - Deputy Chief of Fire Prevention (2018)
- Tucson, AZ
  - Fire Chief (2019)
- Turlock, CA
  - Fire Chief (2015)
- Wichita, KS
  - Fire Chief (2017)

# Work Plan

We approach every search with a sense of excitement and urgency and we always “hit the ground running.” That means that when the City gives us notice to proceed, we kickoff the process immediately – working closely with the City Administrator, Human Resources Director, and others, as requested, to identify the key characteristics and professional experience desired in the candidate pool. We believe strongly in providing timely client communications and while we will deliver regular status reports at each stage of the search, our consultants pride themselves in being highly accessible and responsive to all client requests and inquiries.

**Given the uncertainty regarding in-person meetings due to the COVID-19 pandemic, meetings will be conducted via videoconference if travel or in-person gatherings are not advised.**

## Task 1 – Review Project Management Approach

The Project Director, Mr. Burg, will begin work on this project within 10 days (or sooner) after the City provides a contract or, alternatively, an official notice to proceed. The first task will include established individual and/or group video meetings (done via the Zoom Video Technologies application) with the City Administrator, Human Resources Director, and others, as appropriate, to finalize the recruiting and selection process. This will include discussion of the project management for this search, review of the work plan, confirmation of timing, and communication methods. Working collaboratively with the City Administrator, Human Resources Director, and key City staff, this task will result in a more definitive timetable.

## Task 2 – Develop Position Profile

The position profile for the Fire Chief is the guide for the entire search process. The development of the profile includes the collection of technical information and recruitment criteria.

### **Technical Information**

Mr. Burg will conduct video meetings with the City Administrator, Human Resources Director, and other appropriate individuals as may be necessary, to gain an understanding of the experience and professional background requirements desired in the Fire Chief. These discussions, all done via video conferencing, will also help the Project Director gain an understanding of the work environment and the opportunities and challenges facing the City.

### **Recruitment Criteria**

The recruitment criteria are those personal and professional characteristics and experiences desired in the Fire Chief. The criteria should reflect the goals and priorities of the City. Mr. Burg will meet via videoconference with key staff in the City and others, as appropriate, to facilitate the identification and articulation of that criteria.

**Optional Services** – The City may desire obtaining input from the community on the qualities they would like to see in the new Fire Chief. To facilitate community input, the search team is available to conduct an on-line survey instrument. Additionally, our process can allow for email comments to Ralph Andersen & Associates relative to the desired qualities in the next Fire Chief. The cost to conduct this optional survey would be supplemental to the contract.

Subsequent to the development and adoption of the candidate profile, the technical information and recruitment criteria will be documented in an electronic recruitment brochure prepared by the search consultant. The electronic recruitment brochure will be



reviewed by the City in draft format, revised as appropriate, and published for use throughout the search.

### Task 3 – Outreach and Recruiting

This task is among the most important of the entire search. It is the focus of the activities of the search consultant and includes specific outreach and recruiting activities briefly described below.

#### ***Outreach***

An outreach and advertising campaign will be developed. This will include the placement of ads in publications specifically targeted to the position of Fire Chief, including the International Association of Fire Chiefs, Georgia Association of Fire Chiefs, and other professional associations. Other Internet sites related to fire safety will be used as a method of extending the specific outreach in a short period of time.

Additionally, the advertisement and the full text of the position profile (the recruitment brochure) will be placed on Ralph Andersen & Associates' website, which is accessed by a large number of qualified candidates. This method of outreach to potential applicants provides a **confidential source** that is monitored by many key level executives on an on-going basis.

#### ***Candidate Identification***

Ralph Andersen & Associates will use their extensive contacts to focus the recruiting effort. In making these contacts, the search consultant will target those individuals who meet the criteria established. Each of the candidates identified through the recruiting efforts will be sent an electronic recruitment brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process once all resumes have been received.

### Task 4 – Candidate Evaluation

This task will be conducted following the application closing date. It includes the following specific activities:

#### ***Screening***

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate profile.

#### ***Preliminary Research and Internet Review***

The research staff of Ralph Andersen & Associates, under the direction of the Project Director, will conduct preliminary research and internet review for those candidates identified as the most qualified as a result of the screening process. This level of research will be done on a limited number of candidates to learn more about each candidate's public profile and related information that is available on the internet.

#### ***Preliminary Interviews via Video Technology***

Mr. Burg will conduct preliminary interviews with the top group of candidates identified through the screening and preliminary research processes. The interviews are extensive and designed to gain additional information about the candidates' experience, management

style, and “fit” with the recruitment criteria. Interviews will be done using video technology. No consultant travel for preliminary in-person interviews has been included in this proposal.

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately five (5) to six (6) individuals. Those individuals will be reviewed with the City prior to proceeding with the individual (video) interviews conducted for finalist candidates.

### **Task 5 – Search Report**

After completing Task 4, all documentation will be supplied to the City electronically. No hard copies will be supplied to the City for any phase of this search engagement. Mr. Burg will prepare detailed information for review including resumes uploaded to a file sharing system (i.e., DropBox or ShareFile). Mr. Burg will facilitate a review meeting (using Zoom) with the City Administrator, Human Resources Director, or other designated representative, to discuss the top candidates. The report divides all of the candidates into four groups including 1) the top group of candidates recommended to be interviewed via video; and 2) a backup group to the first group. The search report will include candidate resumes. The results of the preliminary research and interviews will be provided in writing to the City. This video meeting will result in a confirmed group of top candidates for the City to further consider.

The results of the Search Report will be a confirmed group of finalist candidates (typically 4 to 5) that the City will interview using video technology.

### **Task 6 – Selection**

The final selection process and the timing of the final selection will vary depending upon the desires of the City. The typical services provided by Ralph Andersen & Associates in the selection process are described briefly below. Mr. Burg will coordinate the selection process for the finalist group of candidates. This includes handling the logistical matters with candidates and with the City.

Mr. Burg will coordinate the video selection process for the finalist group of candidates. All finalist interviews will be done via video using Zoom. This includes handling the logistical matters with candidates and with the City.

Ralph Andersen & Associates will prepare an electronic interview booklet (uploaded to a file sharing program such as DropBox or ShareFile) that includes the resumes and candidate report (with interview comments, preliminary research, and other relevant information about the candidates). In addition, this electronic information will contain suggested questions and areas for discussion based upon the recruitment criteria. Electronic copies of the interview booklet will be provided in advance of the candidate interviews. No hard copies of material will be provided. Should the City desire hard copies, that will be the responsibility of the City to produce and distribute.

Mr. Burg will facilitate the Zoom Video Interviews to assist the City through the selection process. Important to note, all parties will be using this video technology. This includes all candidates, panel members, and the City. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.

Additionally, verifications will be made on the top two candidates and will include education verifications, Department of Motor Vehicle check, wants and warrants, civil and criminal litigation search, and credit check. The results of these verifications will be discussed with the City at the appropriate time.

Reference checks will be conducted on the top two candidates. For each top candidate, former co-workers, and supervisors will be identified and contacted. The results of these reference checks will be discussed with the City at the appropriate time. Should the City require additional reference checks on more than the top two candidates, an additional fee will be added.

As needed, Mr. Burg is available to provide assistance to the City in the final selection as may be desired. This assistance may include providing or obtaining any additional information desired to

assist in making the final selection decision. Mr. Burg's participation will be done using video technology or telephonically.

### Task 7 – Negotiation

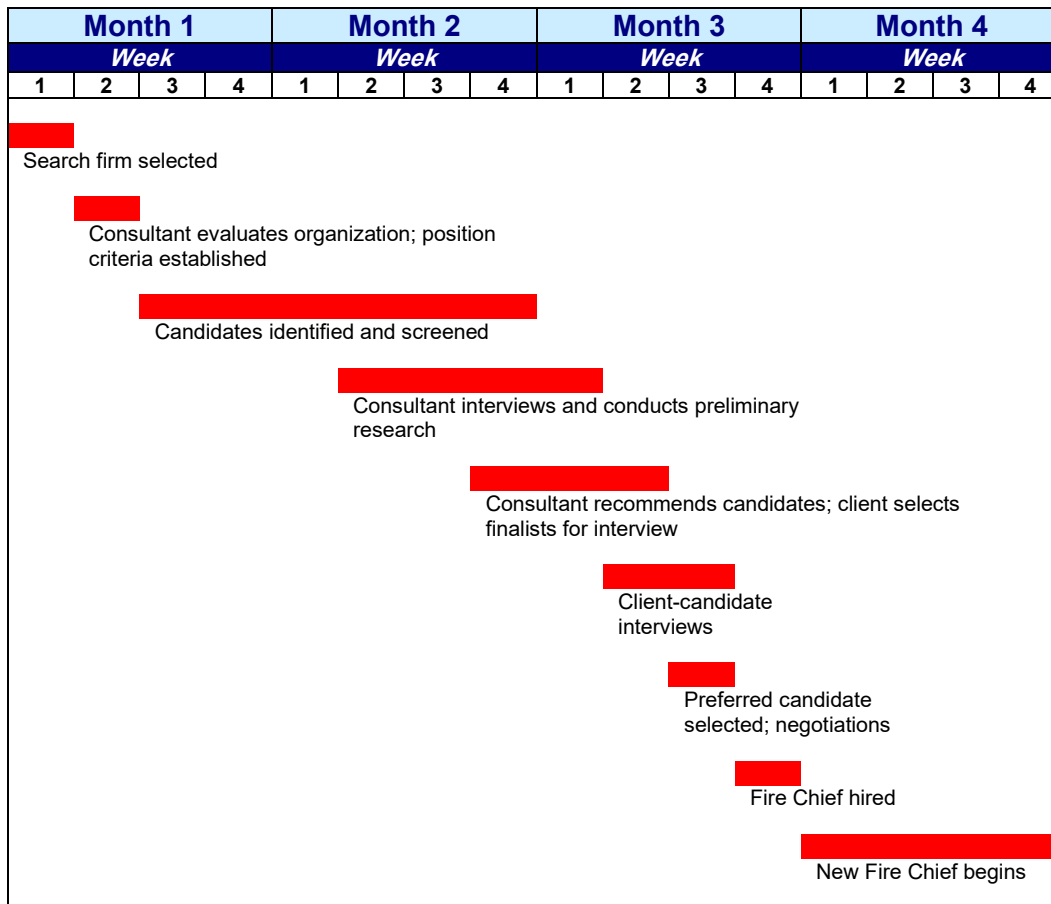
Mr. Burg is available to assist the City in negotiating a compensation package with the selected candidate. This may include recommendations on setting compensation levels.

### Task 8 – Close Out

After the City has reached agreement with the individual selected for the position, the Project Director will close out the search. These activities will include advising all of the finalist candidates of the status of the search. Candidates that were not interviewed will also be updated electronically.

## Schedule

Ralph Andersen & Associates will complete the search within 75 to 90 days from the execution of the agreement to the presentation of candidates. A brief overview of the recruitment schedule is presented below. The schedule does not include transition time by the selected candidate to join the City.



*\*Timeframe for the Fire Chief to transition to the City is dependent upon the selected candidate's notification to his or her current employer.*

# Key Personnel

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf. **The City of Monroe will have Mr. Robert Burg as the Project Director.**



## Mr. Robert Burg, Project Director

Mr. Burg is the Executive Vice President of Ralph Andersen & Associates and is based in the Sarasota, Florida area. As a senior executive, his area of concentration is on executive search and management consulting. His client base, as a retained consultant and high-level advisor, is focused on all facets of government, non-profit, and private enterprise. Mr. Burg has a total of 41 years of experience in the area of government. Mr. Burg has successfully completed some of the most challenging, complex recruitments in the United States. Mr. Burg has extensive leadership and consulting experience in both the public and private sectors. He has held senior administrative positions in organizations ranging in size from less than 100 employees to over 1,000. Mr. Burg has a Bachelor of Arts degree in Economics and a Master of Business Administration with a specialty in Healthcare both from the University of Miami, Coral Gables, Florida. He has taught business management courses and lectured at several prestigious organizations.

**It is anticipated that Mr. Burg will provide 100% of the professional time on this search for a new Fire Chief. Mr. Burg will be assisted (if needed) will be the following key members of our Search Team:**



## Heather Renschler, President/CEO

Ms. Renschler has been with Ralph Andersen & Associates for more than 34 years and is the firm's President/CEO. Ms. Renschler has overseen the recruitment practice of Ralph Andersen & Associates for the last 24 years and as a result, is often involved with recruitments on a national scale and those of a highly sensitive and critical nature. She is experienced at working with boards, city councils, staff members, and selection committees in the recruitment and selection process. Her network of contacts and potential candidates are on a national scale. Prior to joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in the areas of construction management, health care and public accounting. Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.



**Doug Johnson, Vice President**

Mr. Johnson is a Vice President with Ralph Andersen & Associates and has over 30 years of local government consulting experience. Mr. Johnson has over 17 years of experience with Ralph Andersen & Associates in addition to 13 years as President of Johnson & Associates, a human resources consulting firm. Mr. Johnson participates in all facets of the firm’s recruitments and has extensive experience working with elected officials, public executives, staff members, labor organizations, and ad-hoc committees. He is the firm’s expert in executive compensation and related matters and has served as an expert witness in arbitration/mediation

proceedings. Mr. Johnson has a Bachelor’s degree in Psychology from California State University, Sacramento.



**Mr. Greg Nelson, Vice President**

Mr. Greg Nelson, Vice President, joined Ralph Andersen & Associates following a career of over 20 years in the public sector. Prior to joining Ralph Andersen & Associates, Chief Nelson served as Chief of Police for a Midwestern police department for a city of 34,000 residents where he was known for his progressive and principled leadership. Under his tenure, the city enjoyed double-digit reductions in crime, while increasing employee engagement, citizen satisfaction (amongst the highest in a national survey), and made drastic improvements in the labor-management climate. He created public-private partnerships that allowed for superior levels of service during budget shortfalls, while enhancing relationships with stakeholders in the community. Chief Nelson served in the United States Air Force/Air National Guard, where he held a Top Secret security clearance. He is a graduate of both the FBI National Academy and Northwestern University’s prestigious School of Police Staff and Command.

Chief Nelson has served on numerous executive boards covering all facets of law enforcement, especially those of a multi-jurisdictional nature. He has worked extensively with human rights and diversity groups and community organizations. Additionally, he has provided expert testimony for state and local legislative bodies.

Chief Nelson holds a Master’s degree in Public Administration from the University of Illinois-Springfield with graduate certificates in both Public Sector Labor Relations and Criminal Justice Education. He is a member of the FBI National Academy Associates, the International Association of Chiefs of Police, the National Public Employers Labor Relations Association, and the Society for Human Resource Management, and served on the executive board of the Illinois Association of Chiefs of Police. Chief Nelson is an adjunct faculty member for Nova Southeastern University in Ft. Lauderdale, Florida.



**Mr. P. Lamont Ewell, Senior Consultant**

Mr. P. Lamont Ewell has over 35 years of experience in the public sector and possesses a unique blend of expertise. He has recently joined the firm of Ralph Andersen & Associates to focus on key executive level positions for local government. His practice will be focused primarily in California although the expanse of his recruitment network will be national in scope. Highly regarded for his expertise in restructuring operational delivery systems, strengthening communities’ economic base, and stabilizing city finances, he successfully managed the cities of Santa Monica and San Diego, California; and Durham, North Carolina.

Additionally, he is a former Fire Chief for a large urban city, and past President of the International Association of Fire Chiefs (IAFC).

During his accomplished career, he has successfully recruited and hired high quality executive leaders. Each appointed individual was well received by the organization and community. He attributes his successes in making the right appointments by first ensuring that each of the selected candidates possessed very specific characteristics, traits, and abilities.

Mr. Ewell served on the Board of Directors for the North Carolina School of Math and Science and as a guest lecturer on public policy at UNC, UCLA, Cal State Northridge, and Santa Monica College. He also served as a fellow in the Public Policy Department at UCLA.

He has a Bachelor of Science degree in Business Administration and later pursued an Executive Master's degree in General Administration from the University of Maryland.



**Mr. David M. Morgan, Senior Consultant**

Mr. Morgan, Senior Consultant with Ralph Andersen & Associates, brings more than 35 years of public sector leadership and experience to the firm. With a distinguished career as City Manager for the City of Anaheim, Mr. Morgan oversaw California's 10th largest city (population 336,265) for eight years (2001 – 2009). In his role as City Manager, Mr. Morgan was responsible for a full-service city including implementing the policies established by the Anaheim City Council, overseeing the City's \$1.3 billion budget, staff of 2,200 full-time and 1,000 part-time employees and shepherding the City's five-year \$678 million Capital Improvement Budget.

He had a lead role in working with professional sports teams and facilities as well as overseeing the City's Enterprise operations including the Convention Center and Electric and Water Departments. During his career with the City of Anaheim beginning in December 1974, Mr. Morgan worked in many City Departments. From 1993 through 2001, as the Assistant City Manager, Mr. Morgan directly oversaw the City's Finance, Human Resources, Information Systems, Audit, Intergovernmental Relations, Convention Center, Stadium, Arena, Parks, Recreation, Library, and Community Services operations. Since retiring from Anaheim, he has taught at the Graduate level in Local Government Leadership and served as a consultant for local Government Agencies.

Mr. Morgan holds both a Bachelor's and Master's degree in public administration from California State University, Fullerton. Mr. Morgan is a member of the International City/County Management Association, and served as a Board Member for the California City Management Foundation. He also has been an adjunct faculty member for the Graduate Center for Public Policy and Administration at California State University, Long Beach.



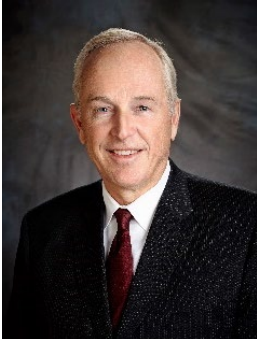
**Mr. Nick Marano, Senior Consultant**

Mr. Nick Marano, Senior Consultant, specializes in both executive search and management consulting. An accomplished leader, Mr. Marano has over 35 years of government and private sector experience and brings a passion for excellence into everything he does. He has spent his life building and leading teams in organizations from under 50 people to more than 6,000. His secret to success has been to find and identify the right person for the right job and then provide the appropriate level of coaching, responsibility, and mentorship to ensure a successful outcome.

Mr. Marano served as the City/County Manager for the Consolidated Municipality of Carson City, Nevada's Capital City and only Consolidated Municipality. He was responsible for the operations and administration of the departments of a full-service city and county, including Health and Human Services, Alternative Sentencing and the Public Guardian. Mr. Marano hired 7 of the 11 Department Directors and led Carson City during a significant period of austerity and growth. His priorities were detailed fiscal planning, public transparency, and lean management. He supervised the annual execution of the City's \$127 million budget and its 670 employees, led the redevelopment of its Downtown and secured TIGER Grant funding for important infrastructure improvements. In 2015, USA Today named Carson City as America's Most Travel-Worthy State Capital.

In the private sector, Mr. Marano was the Market President of a publicly traded, Chicago-based startup. He built a manufacturing and retail business with over 55 employees and in excess of \$20 million in annual sales. The retail business was recognized two years in a row as the top business in the *Nevada Appeal's* annual poll of readers.

A retired Marine Colonel, Mr. Marano had a prominent military career, commanding both an infantry battalion in combat operations in Iraq and Camp Pendleton, the Corps' largest base. Mr. Marano has a Bachelor of Science degree in Finance from St. Joseph's University.



**Fred Wilson, Senior Consultant**

Mr. Wilson, Senior Consultant with Ralph Andersen & Associates, brings more than 35 years of experience as a local government executive, including 21 years serving as City Manager of Huntington Beach and San Bernardino. Working in full-service cities, he brings a strong background in identifying and recruiting top quality executive staff. This experience gives Mr. Wilson a unique perspective to the needs of City Councils recruiting for City Managers.

In Huntington Beach, Mr. Wilson oversaw all aspects of city operations including City Finance, Human Resources, IT, Community Development, Police, and Fire services. Mr. Wilson has recruited and hired Department Directors in all of these key departments. His skills in identifying, recruiting, and retaining high quality employees, and talent management, coupled with succession planning, have contributed significantly to the successes of those organizations.

Under Mr. Wilson's leadership, in 2018 Wallethub ranked Huntington Beach #1 in "Quality of Service."

As a long-tenured local government executive, Mr. Wilson has extensive experience in all aspects of governance including organizational development, succession planning, municipal finance, community development, and general management. His experience includes working in organizations with different governance structures. Mr. Wilson has served on various League of California Cities Policy Committees, as well as on the advisory board in the School of Public Administration at California State University, San Bernardino. He is past president of the Orange County City Managers' Association and has been active on various advisory boards throughout his career.

Mr. Wilson holds a Bachelor of Science degree in Urban Planning from Cal Poly Pomona, and a Master's degree in Public Administration from California State University, Northridge.



**Mr. John Slaughter, Senior Consultant**

Based in Texas, Mr. Slaughter, Senior Consultant, is available to lead and conduct recruitments throughout the Southwestern Region and nationally, as needed. Mr. Slaughter brings 33 years of local government experience to Ralph Andersen & Associates, most recently serving as County Manager of Nevada's second most populous county where he was responsible for oversight of the county's \$634 million budget, providing the full range of county, municipal, regional, and inter-county services through 24 departments and 2,700 employees. Mr. Slaughter had direct responsibility for county finances, human resources, information

technology, public works, community development, and parks, as well as coordinating with elected and commission appointed department heads responsible for criminal justice, public health, fire protection, and other aspects of county services. Mr. Slaughter recruited and hired department directors in all areas of county government and is recognized for his ability to recruit, develop, and retain high performing teams.

During his tenure in county government, Mr. Slaughter facilitated countywide information technology planning projects, jail overcrowding studies, fire protection studies, emergency medical services studies, studies of flexible staff scheduling, employee award programs, and team building. He has provided direct oversight and project vision to several programs recognized by the National Association of Counties in strategic planning, land use planning, elected official orientation, employee engagement and recognition, and organizational effectiveness.

Mr. Slaughter has extensive experience working with elected officials at all levels of government, including serving 12 years as the county's liaison at the Nevada Legislature, where he coordinated legislative affairs activities and provided expert testimony to numerous legislative committees and commissions.

Mr. Slaughter holds a Bachelor of Science degree in Sociology and Anthropology from Emporia State University, and a Master of Urban Planning degree from the University of Kansas. He has also received the Continuing Education Certificate in Public Management from the University of Nevada, Reno. He is a member of the American Planning Association (APA), the American Institute of Certified Planners (AICP), and the International City/County Management Association. Additionally, Mr. Slaughter has maintained his AICP Certification throughout his public service career and has been extensively involved in economic development projects of significant size and complexity as well as major capital projects.



**Mr. John Rossi, Senior Consultant**

Mr. Rossi, Senior Consultant with Ralph Andersen & Associates, specializes in executive search and consulting for water utilities and other public agencies. He has had an extensive career in the public water and wastewater utility sector and has held the positions of CEO/General Manager with three agencies in California over the past 18 years. As General Manager of the Western Municipal Water District, Mr. Rossi was responsible for the 500-square mile water district including wholesale and retail water, wastewater, and reclaimed water operations. Mr. Rossi was previously a court appointed Watermaster for the Santa Ana River surface

water and Western ground water adjudications.

Mr. Rossi has served on a number of boards of state and national water related associations such as the Association of California Water Agencies, WateReuse, Urban Water Institute, and the California Municipal Utilities Association where he served as President. He was a founding member of the California Utility Executives Management Association and past President as well as being elected to his local water board – the Rancho California Water District. Mr. Rossi was recognized by the Association of California Water Agencies with their Excellence in Leadership award in 2013 for his contributions to the water industry. He also served on the University of California Riverside's Board of the Water Policy and Science Center.

Prior to work in the water utility industry, Mr. Rossi began his career in public accounting and specialized in work with private water companies and water districts including rate work with the California Public Utilities Commission.

Mr. Rossi has a Bachelor's degree in Business Administration and is a Certified Public Accountant (inactive) in the State of California.





**Chief Bryan Noblett, Consultant**

Chief Noblett recently joined Ralph Andersen & Associates as a consultant, following a nearly 35-year career in the public sector. Chief Noblett has a vast array of experience as a law enforcement leader, manager, and executive. In his most recently held position, Chief Noblett served as the Chief of Police in the City of Elk Grove, California, a city of approximately 175,000 residents. As Chief, Chief Noblett was directly responsible for overseeing a \$50 million budget and approximately 250 full-time employees.

Chief Noblett has extensive experience in the area of leadership development, coaching, and mentoring. He has a strong passion for identifying and developing leaders who will provide stellar service to their communities and organizations. He actively practiced Community Oriented Policing concepts throughout his career and very effectively integrated community participation into the delivery of public safety service in the communities he served. Chief Noblett is experienced in the integration of Information Technology and in strategically leveraging its use in public sector applications to maximize effectiveness.

Chief Noblett holds a Bachelor’s degree in Criminal Justice from California State University, Sacramento and a Master’s degree in Organizational Leadership from Chapman University. In addition, Chief Noblett is a graduate of the FBI National Academy and the Senior Management Institute for Police. He is a member of the California Police Chiefs Association, the Police Executive Research Forum, the International Association of Chiefs of Police, and the FBI National Academy Association.

**Paraprofessional and Support Staff**

Paraprofessional, graphics, and support staff will provide administrative support to the search team on recruitment assignments. These may include:



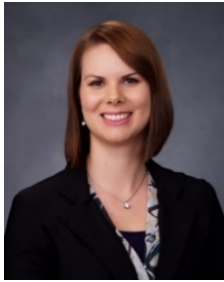
**Ms. Diana Haussmann, Recruitment Manager**

Ms. Haussmann joined Ralph Andersen & Associates in 1998 and currently serves as a Senior Recruitment Coordinator. Ms. Haussmann provides administrative and technical support to the Executive Search team, and is involved with the recruitment process from start to finish, working closely with the firm’s clients and candidates. Prior to joining Ralph Andersen & Associates, Ms. Haussmann provided administrative support to the legal profession and also worked in the fast-paced world of title and escrow. Ms. Haussmann has more than 25 years of executive level administrative experience and holds an Associate of Arts degree in Legal Office Administration.



**Ms. Hannah Jones, Senior Recruitment Coordinator**

Ms. Hannah Jones joined Ralph Andersen & Associates as a Research Assistant and was quickly promoted to Senior Recruitment Coordinator. As a Senior Recruitment Coordinator, Ms. Jones provides support services to consultants on some of the firm’s most complex recruitments. Ms. Jones holds a Bachelor of Arts degree in History with coursework in Public Policy from William Jessup University. She has also completed coursework in History at the University of Oxford in the United Kingdom. Ms. Jones also holds a Master of Arts degree in Museum Studies from the University of Oklahoma.



**Ms. Christen Sanchez, Senior Recruitment Coordinator**

Ms. Christen Sanchez is a Senior Recruitment Coordinator with Ralph Andersen & Associates and provides administrative support services to the Executive Search team. Prior to joining Ralph Andersen & Associates, Ms. Sanchez provided administrative services as a Scheduling Coordinator for applied behavioral analysis services provided to children with developmental disabilities across the Central Valley and the Greater Sacramento area. Ms. Sanchez holds a Bachelor of Arts degree in English from California State University, Stanislaus.



**Tina Keller, Recruitment Assistant/Coordinator**

Ms. Tina Keller joined Ralph Andersen & Associates as a Human Resources Analyst and was elevated to Recruitment Assistant/Coordinator. As a Recruitment Assistant/Coordinator, Ms. Keller provides assistance and scheduling to the Senior Recruitment Coordinators, working side by side with on many of the firm's Executive searches. Additionally, Ms. Keller assists Consultants on research and scheduling needs. Prior to joining Ralph Andersen & Associates, Ms. Keller was a Human Resources Generalist in the Semi-Conductor industry in the Bay Area for 10 years. Ms. Keller holds a Bachelor of Arts degree in Speech Communication from San Jose State University



**Karen AllGood, Graphic Designer/Creative Coordinator**

Ms. Prior to joining Ralph Andersen & Associates, Ms. AllGood provided graphic design services as a Technical Illustrator for The Jones Group apparel production corporation; and provided administrative support services as a Legal Secretary for the Jones Day law firm. Ms. AllGood also served in the United States Navy. Ms. AllGood holds a Bachelor of Fine Arts degree in Marketing and Fashion Design from AIU, Atlanta, Georgia.



**Teresa Heple, Contracts/Proposal Manager**

Ms. Teresa Heple joined Ralph Andersen & Associates in 1981 and currently serves as a Contracts/Proposal Manager. Throughout her tenure with the firm, Ms. Heple has provided administrative and technical support to all of the firm's operating divisions. Prior to joining Ralph Andersen & Associates, Ms. Heple provided administrative support to a capital investment firm and served in the United States Navy. Ms. Heple has more than 40 years' experience in the field of administrative and executive level support. She holds an Associate's degree from American River Community College.

# Cost Proposal

The recruitment effort for a new Fire Chief will be a comprehensive search process with a focus in Georgia and the Eastern Region. The review of resumes and qualifications will be conducted on all candidates that submit giving the City the ability to select from a broad field of qualified candidates. The professional services fee to perform this search will be a **fixed fee of \$25,000\*** for recruitment services and all related expenses.

**\*Note** – Expenses included in this fixed fee include such items as advertising, consultant interaction (anticipated to be done 100% through videoconferencing), clerical, graphic design, research, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV check, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top two candidates. Reference checks will be conducted on the top candidate. Should the City desire to conduct references calls on more than one candidate, a background fee of \$1,800 per candidate will be billed in addition to the above stated fees.

**As previously stated, Ralph Andersen & Associates is leveraging cloud-based applications to operate in a total virtual environment. All meetings and interviews will be conducted by video (Zoom Technologies), all work products provided to the client will be electronically transmitted (properly organized and tabbed) using either DropBox or ShareFile.**

**Invoicing for Services** – Ralph Andersen & Associates will bill the City in four installments as follows:

- Following kick-off and finalization of recruitment brochure – \$7,500
- After the closing date – \$7,500
- After finalist interviews – \$7,500
- Upon placement – \$2,500

Progress payments will be due upon receipt.

**Brochure** – A full color electronic brochure will be developed for the Fire Chief recruitment. All pictures will be the responsibility of the City.

**Optional Services (Organizational and Community Survey)** – Should the City choose to conduct an Organizational and Community Survey with summarized results, this would be conducted for an additional \$3,500.

**Exception** – Based on the recommendation for all video interviews (at least during the COVID-19 Pandemic), any candidate travel is the full responsibility of the City.

## Ralph Andersen & Associates' Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our search services. If within a one-year period after appointment, the Fire Chief resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The City would be expected to pay for the reimbursement of all incurred expenses.

Should the initial outreach efforts not result in a successful placement, Ralph Andersen & Associates will continue the outreach efforts until the ideal candidate is found. The City will be responsible for expenses based on actual receipts.

**DEVELOPMENT AGREEMENT**

**THIS DEVELOPMENT AGREEMENT** (this "**Agreement**") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and among **THE CITY OF MONROE, GEORGIA** (the "**City**"), **MAB MONROE, LLC**, a Delaware limited liability company ("**MAB**"), **ROWELL FAMILY LIMITED PARTNERSHIP, LLLP**, a Georgia limited liability limited partnership, and **STILL FAMILY REALTY, LLC**, (collectively, "**Rowell**"). The City, MAB, and Rowell are each referred to in this Agreement as a "**Party**" and collectively as the "**Parties**".

**RECITALS:**

A. Rowell owns certain real property in the City of Monroe, Walton County, Georgia more particularly described on Exhibit "A" attached hereto ("**Rowell Affected Property**").

B. MAB acquired from Rowell approximately 83.888 acres of land adjacent to the Rowell Affected Property in the City of Monroe, Walton County, Georgia and more particularly described on Exhibit "B" (the "**MAB Property**"). The MAB Property and Rowell Affected Property are referred to herein collectively, or as appropriate, as the "**Development Property**".

C. MAB has the right to acquire approximately 11 acres more particularly described on Exhibit "C" as the "MAB Option Property" (the "**MAB Option Property**").

D. MAB intends to develop and construct a commercial shopping center on the MAB Property, which commercial shopping center may also include the MAB Option Property ("**MAB Project**").

E. Rowell intends to develop and construct or sell and/or facilitate hotel, restaurant, and/or other retail and business uses compatible with the MAB Project on the Rowell Affected Property ("**Rowell Project**"). The MAB Project, the Rowell Project, and the MAB Option Property are referred to herein collectively, or as appropriate, as the "**Project**".

F. The City deems this proposed Project to be consistent with the City's comprehensive plan, if constructed, and beneficial to the City by reason of improving an underutilized tract of property within the City.

G. The City believes the Project, if constructed, will increase economic vitality to the City along with creating new employment opportunities for its residents, providing a major grocery chain supermarket and other major brand retailers new to Walton County, and generating new sales tax dollars, property tax dollars, and other taxes, licenses, fees, and charges to support municipal services.

H. The City believes this Project, if constructed, would enlarge its utility infrastructure and roadway infrastructure, and furthermore believes it is wise and prudent to assist MAB and Rowell with the Project.

I. Due to the substantial extraordinary costs associated with the development and construction of the Project, which is projected to create approximately 1,000 jobs, and the anticipated revenue generation derived from sales taxes, property taxes, and other taxes and fees, among other economic benefits to the City from the Project, the City believes it to be in the best interests of the City to assist MAB in the provision of infrastructure necessary for the Project.

J. The Parties desire to enter into this Agreement to address the design of the Project, the land use planning of the overall Development Property, tenancy, and development scheduling.

NOW THEREFORE, in consideration of the foregoing, the mutual promises of the Parties, and for other good and valuable consideration, the receipt of which hereby is acknowledged, the Parties hereby agree as follows.

1. **Development Plan.** The Parties have cooperatively developed a development plan and pattern book that governs the construction of the Project attached collectively hereto as Exhibit "D". Additionally, MAB has submitted to the City the Construction Plans for Monroe Pavilion dated March 31, 2020, as revised from time to time. Collectively the development plan and the pattern book attached as Exhibit D along with the submitted plans on file with the City concerning the Project as identified above shall be referred to herein as the Development Plan. The Development Plan has been approved by the City Council of Monroe with certain conditions on July 2, 2019. MAB and the Owner understand and agree that the Project will be designed and built in accordance with Development Plan. The parties further agree that any matters not specifically addressed in the Development Plan shall be controlled and governed by the City of Monroe's Zoning Ordinance and Development Regulations.

2. **Party Obligations.**

A. **Due Diligence Cooperation.** The City agrees to assist in the due diligence process of the Development Project, including providing MAB and Rowell available copies of its environmental, geotechnical, surveys, plans, licenses, easements, leases, maps, drawings, and other relevant documents associated with the Development Property (if any such are either in its possession or readily accessible to the City or its staff).

B. **Charlotte Rowell Water Main Extension.** The City agrees to coordinate with MAB and Rowell on the extension by MAB of a minimum 10" water main (the "**Charlotte Rowell Water Main Extension**") along Charlotte Rowell Boulevard to and through the Project from its current terminus at the intersection of Drake Road and Charlotte Rowell Boulevard to the westerly property line of the MAB Property and extending through the MAB Property following the Retail Boulevard (as defined in Section 2.L. below) to the vicinity of GA 11, then extending southerly from the Retail Boulevard, crossing under US Highway 78 to Mayfield Drive as shown on the Project's utility plan attached as Exhibit "F".

i. The Charlotte Rowell Water Main Extension is to be completed no later than December 31, 2021 ("**Due Date**") with adequate supply, capacity, flow, and pressure, including fire flow, to properly and adequately serve the MAB Project. MAB will construct the Charlotte Rowell Water Main Extension in accordance with City

standards. The parties understand and agree that MAB will be solely responsible for all elements of installation and completion of the Charlotte Rowell Water Main Extension including all costs associated with the same. MAB will dedicate to the City and the City will accept the completed Charlotte Rowell Water Main Extension upon such dedication.

ii. The Charlotte Rowell Water Main Extension includes a segment extending from Charlotte Rowell Boulevard following along the Retail Boulevard, then extending south under US Highway 78 to Mayfield Drive (the "**Mayfield Drive Oversized Water Line Segment**") in the location shown on the Development Plan.

iii. MAB has agreed to "oversize" the Mayfield Drive Oversized Water Line Segment as a 20" line, rather than a 10" line, at the City's request. Accordingly, the City has agreed to reimburse MAB for the costs associated with the City's requested "oversizing" of the line. MAB, in conjunction with its site contractor, has prepared an estimate of the costs of installing the Mayfield Drive Oversized Water Line Segment as a 10" line and an estimate of the costs of installing the Mayfield Drive Oversized Water Line Segment as a 20" line, which estimates are set forth on Exhibit "G" (the "**Mayfield Drive Water Line Segment Oversizing Costs**"). The City will remit reimbursement for the Mayfield Drive Water Line Segment Oversizing Costs to MAB upon MAB's completion of the Mayfield Drive Oversized Water Line Segment within thirty (30) days of MAB's provision to the City of notice of completion. In no event shall said reimbursement from the City to MAB exceed the total sum of Four Hundred Ninety-Nine Thousand Six Hundred Eight and 06/100 Dollars (\$499,608.06).

iv. To provide for installation of the Mayfield Drive Oversized Water Line Segment, (i) MAB will grant an easement to the City running from the southerly right-of-way of the Retail Boulevard to the northerly right-of-way US Highway 78, and (ii) the City will permit MAB to utilize the City's existing utility easement running from the southerly right-of-way of US Highway 78 to Mayfield Drive.

C. **Southern Water Line Connection.** There shall be installed an extension by the City of a minimum 20" water line from the Monroe Water Treatment Plant to Mayfield Drive in the approximate location shown on Exhibit "E" (the "**Southern Water Line Connection**") to connect to the Mayfield Drive Oversized Water Line Segment. The City, will complete the Southern Water Line Connection to help ensure adequate supply, capacity, flow, and pressure, including fire flow, to properly and adequately serve the MAB Project. The City will construct the Southern Water Line Connection in accordance with City standards. Except as provided herein, the City shall be responsible for all costs associated with the installation of the Southern Water Line Connection. MAB has completed all necessary engineering related to the Southern Water Line Connection. MAB will provide or cause to be provided in a form and format agreeable to the City all engineering plans, reports, specifications, drawings, details, schematics and the like concerning or related to the Southern Water Line Connection. MAB shall provide such plans at no cost to the City.

**D. Donation of Rowell Lots.**

i. Rowell will provide the City with fee simple ownership of surveyed, or platted, lots for (i) a gas regulator station; (ii) electric substation; and (iii) fire station (approximately 1 acre) (the "**Fire Station Lot**") consistent with the prior separate agreement between City and Rowell, all as shown on the Development Plan, as such location(s) may be revised from time to time by mutual agreement of the Parties.

ii. Within seven (7) years after donation of the Fire Station Lot, the City will construct, equip, and man a fire station on the deeded site sufficient to maintain the City's current ISO rating, failing which the site shall revert to MAB or Rowell, as the case may be, free and clear of all liens and encumbrances, and the conveyance deed shall so provide. The City in its sole discretion shall not be obligated to construct, equip and man this fire station if funds are not available to do so.

**E. Sewer Extensions.**

i. The City agrees to coordinate with MAB on the extension by MAB of a minimum 8" sanitary sewer gravity trunk line shown on the Mass Grading Plans For Monroe Pavilion prepared by Columbia Engineering dated November 18, 2019, as revised from time to time prior to approval and approved by the City (the "**8-inch Sewer Extension**"). The entire 8-inch Sewer Extension lies within the MAB Property. MAB will dedicate to the City the 8-inch Sewer Extension and the City will accept the completed 10-inch Sewer Extension upon such dedication.

ii. Rowell has previously incurred approximately \$85,000.00 in expenses for surveying, engineering, blasting rock, and installation of the minimum 12" sanitary sewer gravity trunk line in the form of installation of a dry section of the sanitary sewer gravity trunk line pipe underneath the right-of-way of Charlotte Rowell Boulevard shown on the Gravity Sewer Outfalls Charlotte Rowell Boulevard Tracts for Lee Rowell prepared by Precision Planning Inc. dated November 12, 2019 and approved by the City and placement of sanitary sewer manholes at either end of this section of trunk line (the "**12-inch Sewer Extension**"). The entirety of the 12-inch Sewer Extension is not located on the MAB Property. The 10-inch Sewer Extension and 12-inch Sewer Extension are collectively referred to as the "**Sewer Extensions**".

iii. Rowell and MAB jointly agree to donate to the City a public easement for the route of the extension of the Sewer Extensions across property Rowell owns west of Charlotte Rowell Boulevard. The Sewer Extensions are to be completed no later than the Due Date. MAB or Rowell will construct the Sewer Extensions in accordance with City standards and at their costs.

iv. The Sewer Extensions will have adequate capacity to properly and adequately serve the MAB Project and will be consistent with the foregoing engineering plans approved by the City.

F. **US Highway 78 On-Ramp.** Pursuant to the Signed WB On Ramp letter of support dated January 7, 2020 among the City, MAB, Georgia Department of Transportation, and Walton County, the City will cooperate to facilitate surveying, engineering, design, and construction of an on-ramp for southbound traffic on Charlotte Rowell Boulevard to access the westbound lanes of US Highway 78. This Development Agreement is not intended to create conflict with respect to the letter of support referenced in this Section 2.F. The City’s contribution to this on-ramp project shall be limited to its providing \$350,000.00 in a cost sharing contribution pursuant to the letter of support representing the same.

G. **Fee Waivers.** The City agrees to waive up to twenty-five percent (25%) of its development permit fees relating to the Code Department plan review and building and site permits as required in connection with the Project and up to twenty-five percent (25%) of fees related to water, sewer, electrical, telecom/fiber or other utility related impact fees, tap fees, permit fees, design fees or the like; provided, however, that the total waiver of all the foregoing fees shall not exceed Fifty Thousand and No/100 Dollars (\$50,000.00).

H. **Traffic Light Installation.**

i. Subject to MAB obtaining all necessary governmental approvals, MAB will cause a traffic light to be installed at the entrance to the Project off Charlotte Rowell Boulevard (the "**Charlotte Rowell Traffic Light**"). The City agrees to reimburse MAB for the actual hard and soft costs incurred by MAB in obtaining and installing the Charlotte Rowell Traffic Light, up to a cap of Two Hundred Thirty Thousand and No/100 Dollars (\$230,000.00), which reimbursement will be paid within thirty (30) days after MAB provides invoices for the same.

ii. Subject to MAB obtaining all necessary governmental approvals, MAB, at MAB's sole cost, will cause a traffic light to be installed at the entrance to the Project off Georgia Highway 11 (the "**Highway 11 Traffic Light**").

I. **Cooperation and Easements.** To the extent completion of MAB's or Rowell's obligations under this Agreement require easements from third parties not subject to this Agreement, the City agrees to cooperate to secure easements from such parties, including, without limitation, using its condemnation powers on an expedited basis given the overall benefits to the public of the additional public infrastructure and improvements. The City will be solely responsible for all costs associated with the same.

J. **Construction of Commercial Buildings.** MAB agrees to construct at least 125,000 square feet of commercial buildings on the MAB Property once it has secured fully executed leases with retail tenants within the shopping center for this threshold amount of space. Rowell agrees to facilitate construction of incremental square footage of commercial buildings upon the sale or lease of property therefor on the Rowell Affected Property.

K. **Retail Boulevard.** MAB agrees to construct an access boulevard and related fully signalized intersections between Charlotte Rowell Boulevard and GA Hwy 11 as



shown on Construction Plans For Monroe Pavilion Plan Sheet C1.1 Overall Site Plan prepared by Columbia Engineering and dated March 31, 2020 attached as Exhibit "I" hereto ("**Retail Boulevard**"), and to dedicate same, including approximately 7.3 acres of right-of-way, to the City upon substantial completion, for City's maintenance and policing as a public street, which the City will accept upon such dedication. Notwithstanding the foregoing, upon dedication of the Retail Boulevard to the City, MAB or its successors and assigns shall remain responsible for a period of ten (10) years for all costs of irrigation and professional landscaping of the landscaping features installed along the Retail Boulevard that are for the mutual benefit of the City and the tenants of the Project. MAB or its successors and assigns agree to enter into a Right of Way Maintenance Agreement prior to the City's acceptance of the right of way of the Retail Boulevard to memorialize MAB's obligations hereunder concerning the Retail Boulevard Right of Way Maintenance. Additionally the parties agree that all street plantings, buffers and irrigation of the same on the Project shall be completed at the same time in order to maintain a balanced maturity of the vegetation thereon.

L. **Rowell Utility Realignments and Improvements.** By separate agreement with the City, Rowell shall cause all utility and road realignments and improvements to be made on or near the property of Rowell located in the northwestern corner of the intersection of Charlotte Rowell Boulevard and Georgia Highway 11 by the Due Date.

M. **Electrical Distribution Line Installation for the Project.** The parties acknowledge and agree that the City is installing certain electrical distribution lines throughout the Project to service the power needs of tenants of the Project at an estimated cost of \$900,000.00 to the City.

N. **Funding of Obligations.** The parties acknowledge that certain requirements of MAB and Rowell under this Agreement and the Development Plan may not be completed prior to MAB or its future tenants desiring to commence construction efforts on buildings located on the Project which will require the pulling of various permits and approvals from the City. Should the same occur, the parties agree to cooperate together and enter into appropriately secured arrangements to secure the obligations hereunder of MAB or Rowell as the case may be for the completion of said requirements within an agreed upon timeframe. Such arrangements may be in the form of letters of credit, insurance or bonds provided by MAB or Rowell This will allow tenants of the Project to continue to proceed towards final completion in a timely manner yet provide the City with the necessary assurances that the Project will be fully completed in accordance with Development Plan and this Agreement.

3. **Commitments of the City Utilities.** Pursuant to "will serve" letters<sup>1</sup> previously provided by the City, the City has represented to MAB and Rowell that it has sufficient water and sanitary sewer capacities to serve the Project assuming the infrastructure improvements called for herein are installed and will maintain such capacities for the benefit of the Project, provided MAB or Rowell, as applicable, have constructed and completed and have ready for occupancy a minimum of 125,000 square feet of commercial space on their respective portions of the Project

---

<sup>1</sup>

on or before the Due Date.

4. **Cooperation of City and MAB and Rowell.** The City shall promptly take all actions and enact all resolutions and ordinances as are necessary to fully implement all of the obligations set forth in this Agreement, and all Parties agree to cooperate with a requesting Party to obtain necessary permits and approvals from all governmental authorities and agencies, and shall submit such applications and perform such acts as may be necessary, appropriate, or convenient to implement the intentions of this Agreement to be entered into by the Parties. The City agrees that the City will not take any actions or enact any resolutions, ordinances, or executive orders which are contrary to this Agreement.

5. **Events of Default.** Subject to Section 17 below, whenever performance is required of any Party, such Party shall use all due diligence and take all necessary measures in good faith to perform. Notwithstanding anything in this Section 5 to the contrary, if a Party defaults under this Agreement, the rights and obligations of the non-defaulting Parties to each other under this Agreement will remain unaffected and neither of the non-defaulting Parties will be required to cure such default or incur additional obligations as a result of such default. In no event shall any Party have a claim against or be responsible to another Party for consequential or punitive damages. All payments required of a Party under this Agreement which are past due shall, after five (5) business days' written notice and failure to cure, bear interest from the date due until paid at the lesser of fifteen percent (15%) or the maximum lawful rate of interest. The Parties agree that such late charge and interest represent a fair and reasonable estimate of the costs that the non-defaulting Party will incur by reason of such late payment. The provision for such late charge shall be in addition to all other rights and remedies under this Agreement or at law or in equity and shall not be construed as a penalty.

6. **Invalidity.** Should any provision of this Agreement be held invalid in whole or in part, it shall not affect or invalidate the balance of such provision or any other provisions.

7. **Amendments.** This Agreement may not be modified or changed except by an instrument in writing and signed and executed by all Parties.

8. **Entire Agreement.** This Agreement supersedes all prior discussions between the Parties with respect to the Project. This Agreement contains the sole and entire understanding between the Parties and all other promises, inducements, agreements, representations, and warranties heretofore made between the Parties, if any.

9. **Notices.** All notices, requests, demands, or other communications required to be given hereunder shall be in writing and addressed and delivered by hand or by certified mail or by deposit with an overnight delivery service with document tracking to each Party as set forth below:

City of Monroe  
c/o John Howard, Mayor  
215 N. Broad Street  
Monroe, Georgia 30655

with a copy to:  
Paul L. Rosenthal, Esq.  
Preston & Malcom, P.C.  
110 Court Street  
P.O. Box 984  
Monroe, Georgia 30655

MAB Monroe, LLC  
Attention: John C. Argo  
525 N. Tryon Street, Suite 1600  
Charlotte, North Carolina 28202  
Telephone: 704-331-6587  
Email: [john@mabamerican.com](mailto:john@mabamerican.com)

Rowell Family Partnership, LLLP  
Attention: Lee Rowell  
P. O. Box 1936  
779 Rowe Road  
Monroe, Georgia 30655  
Telephone: 770-318-6153  
Email: rowell.m@gmail.com

10. **Execution.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, and such counterparts together shall constitute the entire Agreement.

11. **Successors and Assigns and Termination.** This Agreement shall be binding on the Parties and their successors and assigns in accordance with the obligations as stated in Section 2 herein. This Agreement can only be terminated with the consent of all Parties.

12. **Choice of Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

13. **Relationship of the Parties.** The Parties agree and acknowledge that this Agreement does not establish a specific relationship among the Parties except as specifically provided herein. It is the intent of the Parties to specifically describe the exact nature and extent of the business relationship, including all rights and responsibilities of each Party, in this Agreement and such other necessary or required operative documents, resolutions, or ordinances as a result of further negotiations contemplated upon the execution of this Agreement.

14. **Recordation of Agreement.** At the request of any Party, the Parties hereby agree to execute and deliver the original of this Agreement or a Memorandum thereof in proper form for recording in the appropriate property or governmental records. The Party requesting recordation shall pay for all costs of preparing the instrument to be recorded, and the recordation costs associated with such instrument.

15. **Tax Treatment.** The Parties agree to structure any payments or contributions by the City under this Agreement in a mutually agreed upon manner, guided by MAB’s tax counsel, so as to avoid the need for MAB to recognize any such payments or contributions as gross income under Section 61 of the Internal Revenue Code.

16. **Non-Transferability.** MAB agrees that it shall not transfer or assign its rights and interests in this Agreement, other than to an affiliate of MAB or as pledged to a lender, for a period of five (5) years from the Effective Date of this Agreement, without the consent of the City, unless the Project has been completed earlier; provided, however, that such limitation does not apply to the sale or lease of parcels or buildings within the MAB Property pursuant to the Project plan as approved for development by the City.

17. **Force Majeure.** If any Party is delayed, hindered or prevented from the performance of any act required under this Agreement by reason of strikes, lock-outs, labor troubles, inability to procure materials, failure of power, restrictive governmental laws or regulations, riots, terrorist acts, public health concerns not in the control of such Party (including, without limitation, epidemic or pandemic), insurrection, the act, failure to act or default of the other party, war or any reason beyond their control, then performance of the act will be excused for the period of the delay and the period for the performance of any such act will be extended for a period equivalent to the period of such delay. If (i) there should arise any permitted delay for which a Party is entitled to delay its performance under this Agreement and (ii) such Party anticipates that such permitted delay will cause a delay in its performance under this Agreement, then such Party agrees to provide written notice to the other Parties of this Agreement of the nature and the anticipated length of such delay. Notwithstanding the foregoing, obligations to make a payment of money will not be subject to this Section 17.

[Signature Page Follows]

In WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective as of the date as first written above.

**CITY OF MONROE**

---

By: John Howard, Mayor

**ATTEST:**

---

By: Debbie Kirk, City Clerk

**MAB MONROE, LLC,**  
a Delaware limited liability company

By: \_\_\_\_\_

Name: Cary Uretz

Title: Authorized Representative

**ROWELL FAMILY PARTNERSHIP, LLLP,**  
a Georgia limited liability limited partnership

By: Rowell Holdings, Inc., a Georgia  
corporation, its General Partner

By: \_\_\_\_\_  
Name: Michael Lee Rowell  
Title: President

**STILL FAMILY REALTY, LLC,**  
a Georgia limited liability company

By: The Jane J. Still Living Trust,  
its Sole Member and Manager

By: \_\_\_\_\_  
Name: Jane M. Still, as Trustee, by Michael Lee  
Rowell, as attorney in fact pursuant to that certain  
Limited Power of Attorney dated February 10, 2020  
and recorded simultaneously herewith

By: \_\_\_\_\_  
Name: Robert H. Still, Jr., as Trustee, by Michael  
Lee Rowell, as attorney in fact pursuant to that  
certain Limited Power of Attorney dated February  
10, 2020 and recorded simultaneously herewith

**EXHIBIT "A"**

**DESCRIPTION OF ROWELL AFFECTED PROPERTY**

Tax Parcel ID Nos. M0050045, M004003, and M0050045D00



**EXHIBIT "B"**

**DESCRIPTION OF MAB PROPERTY**

Lots 1 of Monroe Pavilion, a subdivision of Walton County, Georgia, according to the Minor Subdivision Plat prepared by Columbia Engineering and recorded at Plat Book 117, Page 26 of the Walton County, Georgia real estate records.

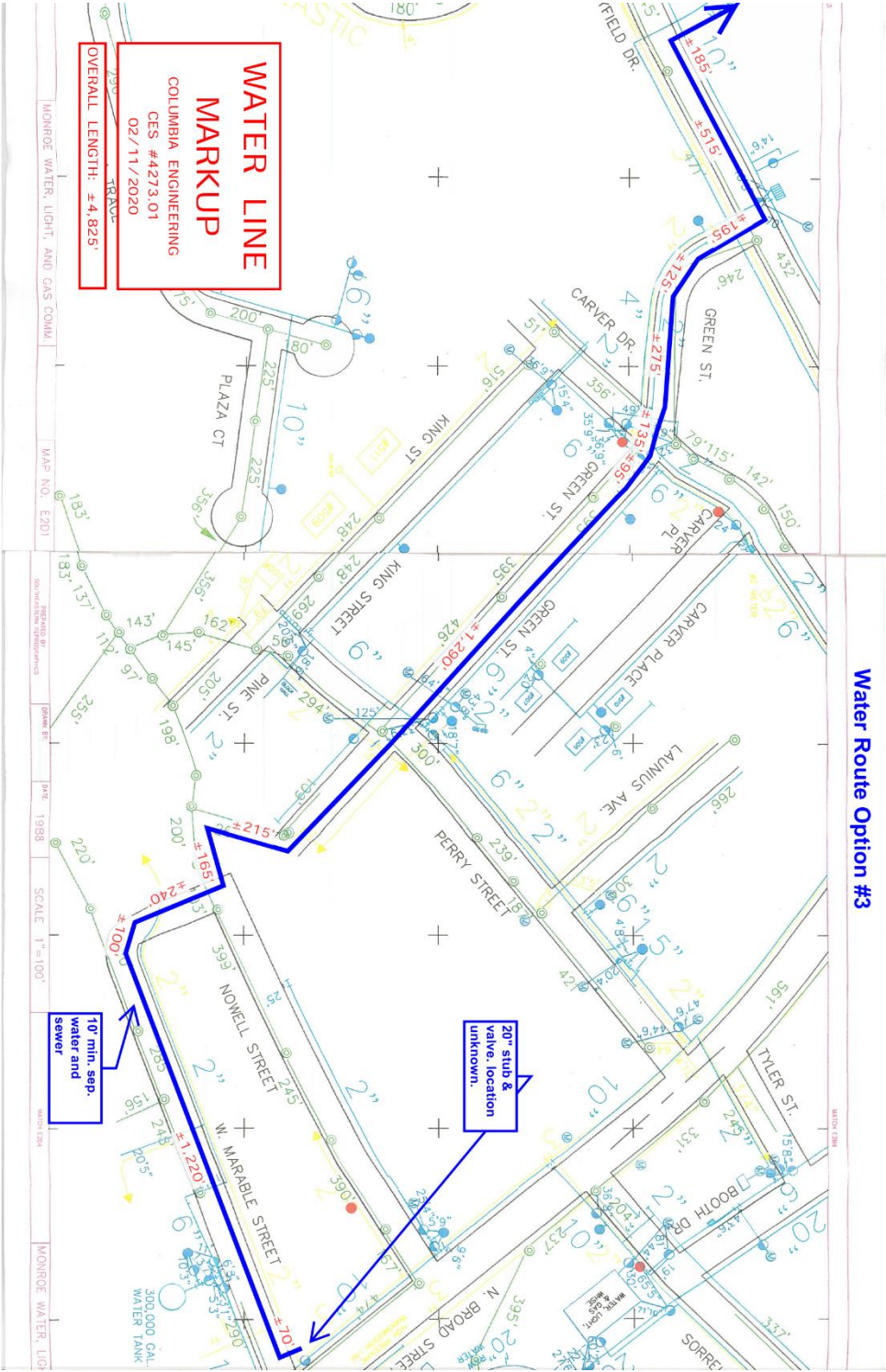
**EXHIBIT "C"**

**DESCRIPTION OF MAB OPTION PROPERTY**

Lots 2 of Monroe Pavilion, a subdivision of Walton County, Georgia, according to the Minor Subdivision Plat prepared by Columbia Engineering and recorded at Plat Book 117, Page 26 of the Walton County, Georgia real estate records.

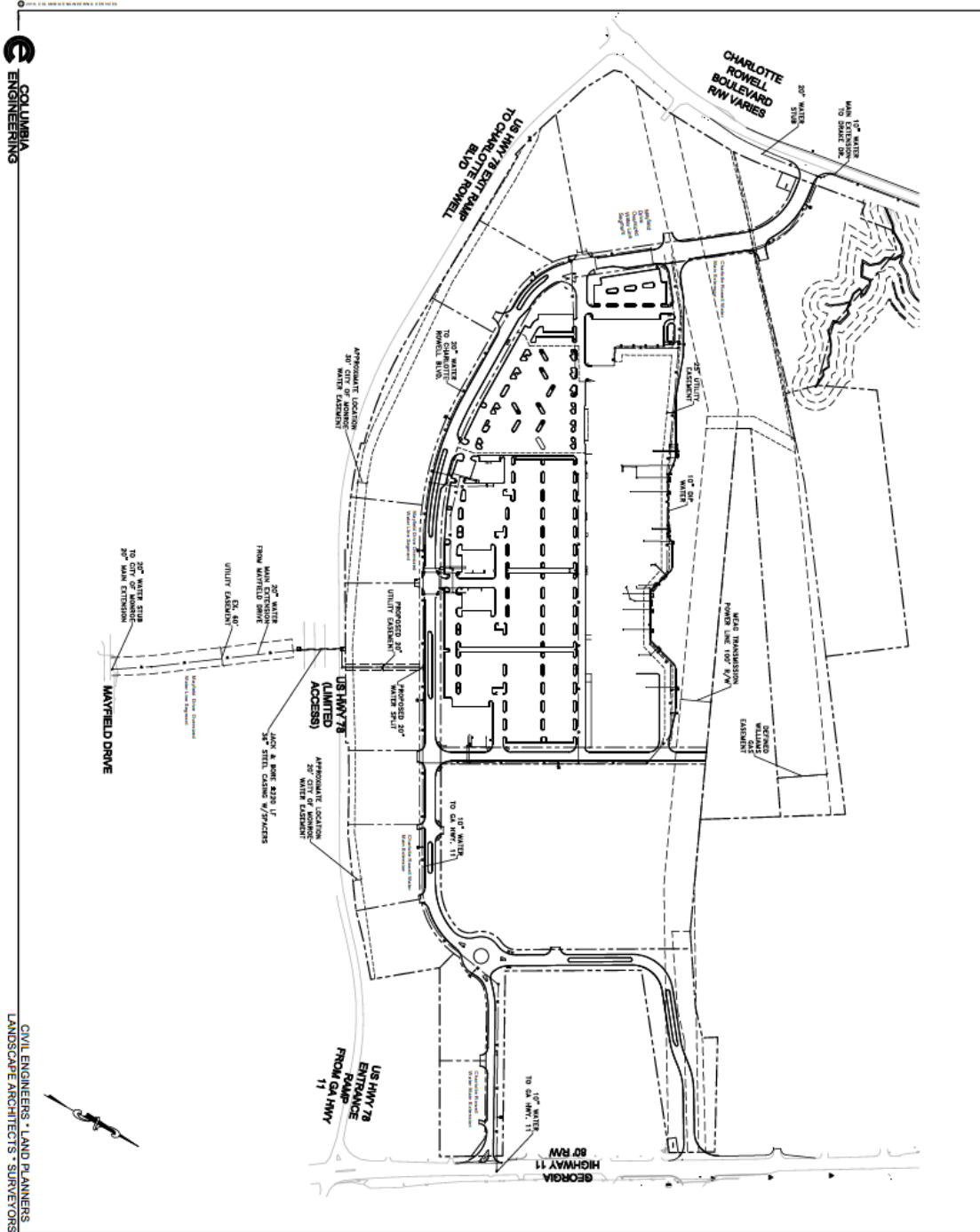


**EXHIBIT "E"**  
**SOUTHERN WATER LINE CONNECTION**



# EXHIBIT "F"

## MAB UTILITY PLAN



**COLUMBIA ENGINEERING**

CIVIL ENGINEERS - LAND PLANNERS  
 LANDSCAPE ARCHITECTS - SURVEYORS

DRAWING TITLE	
OVERALL WATER UTILITY PLAN	EX-F1

NO.	REVISION	DATE

DESIGNER DATE
------------------

**PROJECT**  
 MONROE PAVILION  
 US HIGHWAY 78 AT CHARLOTTE ROWELL BLVD  
 MONROE, GEORGIA

**DEVELOPER**  
 MAB AMERICAN MANAGEMENT, LLC  
 525 N. TYRON STREET, SUITE 1600  
 CHARLOTTE, NC 28202

**COLUMBIA ENGINEERING**  
 2100 BURNING-HIGHWAY  
 DUBLIN, GEORGIA 30098  
 (770) 252-0257



**EXHIBIT "G"**

**MAYFIELD DRIVE WATER LINE SEGMENT OVERTSIZING COSTS**

**20" vs 10" Waterline**



4/22/2020

Sheet 1 of 1

Submitted To:	Phone:	Fax:
	Job Name:	
	Location:	

As per preliminary plans dated 3/31/2020  
 We hereby submit specifications and estimates for:

**20" C905 Water**

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Price</u>	<u>Subtotal</u>
20" CL250 DIP (For Bore)	lf	220	119.65	26323.00
20" C905 DR18 Water Main	lf	3,785	83.18	314831.95
20" Fittings	ea	18	2317.26	41710.68
20" Plug	ea	1	1347.00	1347.00
20"x10" Reducer	ea	2	1429.83	2859.66
20"x20"x6" Tee	ea	10	2396.23	23962.30
20"x20"x10" Tee	ea	1	2453.44	2453.44
20"x20"x20" Tee	ea	2	2928.14	5856.28
20" Gate Valve	ea	4	27820.00	111280.00
36" Jack and Bore under GA Hwy 78	lf	220	598.00	131560.00
36"x20" Casing Spacers	ea	27	519.00	14013.00
36"x20" End Seal	ea	2	984.53	1969.06
20" Locking Gasket	ea	10	908.66	9086.57
Thrust Blocking for 20"	ea	31	1050.00	32550.00
Dead Man Blocking for 20"	ea	1	1500.00	1500.00
Testing	lf	3,965	2.25	8921.25
<b>Total</b>				<b>\$ 730,224.19</b>

*Note: Back taps of existing water main excluded.  
 Note: Bedding stone for water line excluded.  
 Note: Trench assumed to be backfilled with native soils. Stone backfill excluded.*

**If 20" C905 Water was 10" C900**

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Price</u>	<u>Subtotal</u>
10" DIP (For Bore)	lf	220	40.16	8835.20
10" C900 DR14 Water Main	lf	3,785	31.89	120703.65
10" Fittings	ea	18	712.13	12818.34
10" Plug	ea	1	381.05	381.05
10"x10"x6" Tee	ea	10	838.70	8387.00
10"x10"x10" Tee	ea	3	987.43	2962.29
10" Gate Valve	ea	4	2596.53	10386.12
20" Jack and Bore under GA Hwy 78	lf	220	404.00	88880.00
20"x10" Casing Spacers	ea	27	295.83	7987.41
20"x10" End Seal	ea	2	585.42	1170.84
10" Locking Gasket	ea	10	475.42	4754.23
Thrust Blocking for 10"	ea	31	285.00	8835.00
Dead Man Blocking for 10"	ea	1	550.00	550.00
Testing	lf	3,965	1.00	3965.00
<b>Total</b>				<b>\$ 280,616.13</b>

*Note: Back taps of existing water main excluded.  
 Note: Bedding stone for water line excluded.  
 Note: Trench assumed to be backfilled with native soils. Stone backfill excluded.*

**Difference \$ 449,608.06**

**EXHIBIT "H"**

**[Intentionally Omitted]**



# EXHIBIT "I" RETAIL BOULEVARD

