



## Council Meeting

### AGENDA

**Tuesday, August 14, 2018**

**6:00 PM**

**City Hall**

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

- 1. Invocation**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Consent Agenda**
  - [a.](#) June 5, 2018 Council Minutes
  - [b.](#) June 12, 2018 Council Minutes
  - [c.](#) July 8, 2018 Council Minutes
  - [d.](#) June 5, 2018 Executive Session Minutes
  - [e.](#) July 8, 2018 Executive Session Minutes
  - [f.](#) June 19, 2018 Planning Commission Minutes
  - [g.](#) June 26, 2018 Historic Preservation Commission Minutes
  - [h.](#) July 9, 2018 Historic Preservation Commission Minutes
  - [i.](#) July 24, 2018 Historic Preservation Commission Minutes
  - [j.](#) May 10, 2018 Downtown Development Authority Minutes
  - [k.](#) June 21, 2018 Downtown Development Authority Minutes
  - [l.](#) July 9, 2018 Downtown Development Authority Minutes

- [m.](#) May 10, 2018 Conventions and Visitors Bureau Minutes
- [n.](#) June 21, 2018 Conventions and Visitors Bureau Minutes
- [o.](#) City Hall Landscaping Rehabilitation Request - To approve of landscaping for an amount not to exceed \$34,189.00. (Recommended for Council approval by Finance Committee August 7, 2018)
- [p.](#) Airport East Apron Rehabilitation and Expansion Project - To accept Federal and State funding. (Recommended for Council approval by Airport Committee August 7, 2018)
- [q.](#) Airport East Apron Rehabilitation and Expansion Project - To award contract to ER Snell Contractor. (Recommended for Council approval by Airport Committee August 7, 2018)
- [r.](#) Airport West Apron Reroute Request - To contract with ER Snell Contractor for \$103,303.50. (Recommended for Council approval by Airport Committee August 7, 2018)
- [s.](#) Transportation Alternatives Program Grant Application - To approve the application for the grant. (Recommended for Council approval by Public Works Committee August 7, 2018)
- [t.](#) Secondary Telescoping Valves - To purchase two from Templeton & Associates for \$13,750.00. (Recommended for Council approval by Utilities Committee August 7, 2018)
- [u.](#) Primary Chain Clarifiers - To purchase from USA Roller Chain & Sprockets for \$11,628.00. (Recommended for Council approval by Utilities Committee August 7, 2018)
- [v.](#) Automatic Gas Feed System - To purchase from Water Treatment & Controls for \$13,165.00 (Recommended for Council approval by Utilities Committee August 7, 2018)
- [w.](#) Purchase - VON Test Equipment - To purchase from VON for \$21,534.00. (Recommended for Council approval by Utilities Committee August 7, 2018)
- [x.](#) Purchase - 3 Viper-ST Automated Switches - To purchase from Power Connections for \$54,423.00. (Recommended for Council approval by Utilities Committee August 7, 2018)
- [y.](#) Approval - Out of State Training - To allow Lt. Matt McClung to attend the Exterior Response to Active Shooter Events in Nashville, Tennessee, September 4 - 7, 2018. (Recommended for Council approval by Public Safety Committee August 7, 2018)

[z.](#) Approval - Walton County School SRO Program Agreement - To approve contract for \$46,231.00. (Recommended for Council approval by Public Safety Committee August 7, 2018)

[aa.](#) Approval - Walton County School SRO Program Agreement for Foothills Charter - To approve contract for \$24,600.00. (Recommended for Council approval by Public Safety Committee August 7, 2018)

**II. PUBLIC PRESENTATIONS**

- 1. Monroe-Walton Center for the Arts

**III. PUBLIC FORUM**

**1. Public Comments**

**2. Public Hearing**

[a.](#) Variance - 615 East Church Street

[b.](#) Variance - 125 North Wayne Street

**IV. NEW BUSINESS**

[1.](#) Variance - 615 East Church Street

[2.](#) Variance - 125 North Wayne Street

3. R1A Zoning Update

[4.](#) 1st Reading - Soil, Erosion, Sedimentation, & Pollution Control Ordinance Amendment

[5.](#) Appointments (5) - Airport Commission

[6.](#) MCImetro Pole Attachment Agreement

[7.](#) Uniti Fiber Pole Attachment Agreement

[8.](#) MOU - MAB American Management LLC, Rowell Family Partnership LLLP, and Jane J. Still

**V. ADJOURN TO EXECUTIVE SESSION**

- 1. Personnel Issue (s)

**VI. ADJOURN**

The Mayor and Council met for a called meeting.

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

Staff Present: Danny Smith, Jeremiah Still, Tracey Hanson, Bill Owens, Beth Thompson, Rodney Middlebrooks, Brian Thompson, Patrick Kelley, Sadie Krawczyk, Chris Bailey, Beverly Harrison

Visitors: Sharon Swanepoel, Andrew Kenneson, Les Russell, Bill Scott, Ann Hollis, Jim Wilson, Johnny Martin

**I. CALL TO ORDER – JOHN HOWARD**

**1. Roll Call**

Mayor Howard noted that Council Member David Dickinson was absent. There was a quorum.

**2. City Administrator Update**

City Administrator Logan Propes explained the MEAG Bond Validation will be on next week’s agenda, which is a time sensitive issue. He is working on a GDOT Transportation Alternatives Program grant application, to finish the area between the LCI Project and City Hall. If funding is approved, it will make a seamless streetscape downtown. Mr. Propes explained the Notice to Proceed for the LCI Project has been received, and the project will begin on August 6.

**3. Central Services Update**

Mr. Chris Bailey explained Childers Park, which has been closed a couple of months for improvements, will be open next week. The Pilot Park Community Garden is finished, and the first organization meeting will be on Monday. He stated that the grass in Childers Park and the cemeteries will start being cut on a weekly basis. Mr. Bailey discussed the Water Conservation Program; the Art Guild will donate their time and paint for the rain barrels. They will be put up for auction at different events around the City, and the proceeds will be split between the Water Department and the Art Guild. The City’s new website will be live on June 15. He discussed the different safety programs: Slow Down to Get Around, Move Over, Circle for Safety, and Stop the Bleed Program.

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

Ms. Beth Thompson presented the monthly Finance Report. She explained everything is fairly on budget for this time of year. The Fraud Filter Positive Pay and ACH Fraud Filter have been fully implemented with the bank. She stated the cashier position has been filled, so the customer service area is now fully staffed. They are working to get some additional training for the new hires, beyond the standard training. Ms. Thompson explained she is working with all the Department Heads on their 5-Year CIP Budgets. Tyler Technologies has been on-site training with the Code Department, which will go live within the next couple of months.

*Council Member David Dickinson arrived at 6:09 pm.*

**b. FY2017 Popular Annual Financial Report**

Ms. Beth Thompson presented highlights from the Popular Annual Financial Report for the year ending December 31, 2017. She explained the PAFR is a consolidation of the CAFR, which are more detailed financials that are audited. This is easy-to-read up-to-date highlights of what happened in the City the last year. Ms. Thompson discussed the general information, statistics, budget process, revenues, and expenditures included in the PAFR. She explained that the property millage rate has gradually decreased since 2010 for the City.

*No Action.*

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

Mr. Chris Bailey presented the monthly Airport Report. He stated the AVGAS sales stayed consistent, even with all the rain. He explained that later in the meeting he would be discussing the East Apron Rehab and Expansion, and the West Apron changes with the taxiway areas.

**b. Airport Recognition**

Mayor John Howard introduced Bill Scott, with Skydive Monroe. He recognized Mr. Scott for helping to raise over \$200,000 for Extra Special People Summer Camps, the last couple of years. Mr. Scott and the other pilots at the Airport raised \$106,000 this year by offering free rides. Mayor Howard presented Bill Scott with a plaque, thanking him for his tireless efforts and dedication to Monroe and Walton County.

Mr. Bill Scott thanked the Mayor and Council, and stated things have come a long way with skydiving in the City.

*No Action.*

**c. Approval – Airport Apron Project**

Mr. Chris Bailey presented the tabulations from the East Apron Rehab Expansion bid closing earlier in the day. This process is in accordance with DOT guidelines to receive State and Federal Grant Funding for the project. He explained the base bid consists of the rehab of the existing east apron, and dirt foundation preparation for paving of the expansion area. The Alternate 1 bid is for a concrete pad off of the fuel farm to protect asphalt from spilled fuel. The

Alternate 2 bid is for piping the ditch between the taxiway and the apron in front of the FBO Building. The Alternate 3 bid is to actually pave the expansion area. The Alternate 4 bid is for the site preparation and taxi-lane area of the proposed hanger. Mr. Bailey explained the lowest bid received for all the items to be \$1,538,656.50, which was higher than expected. Hopefully, the project will fall into a 25% local match from the City. Unless DOT will include the funding of the Alternate 4 bid as part of the match amounts, it will be dropped from the project and added as part of the hangar bids. He explained the turnkey hangar bid will be around \$450,000 and will include: the paving, the piping for drainage, the actual hangar, the construction, and the concrete pad. The City has unofficially been given approximately a million dollars for the airport, and an allotment of about \$450,000 in entitlement funds which can be used for paving. Mr. Bailey stated they will also be requesting improvement and reroute of the western apron taxi-lane from E.R. Snell, due to DOT requiring closure of a section of the taxi-lane which is used to get to the runway. He will bring it for approval once he has all of the details. To be eligible for the funds the contracts must be sent back to DOT by the end of the month.

City Administrator Logan Propes explained the rush is because the Georgia Department of Transportation reached out to the City with the funding. The City must be shovel ready to receive the funding, and the City essentially is shovel ready.

Council and staff discussed the funding options for the project: grant funds, project funds, contribution funds, entitlement funds, and SPLOST funds.

*No Action.*

### **3. Public Works**

#### **a. Monthly Solid Waste Report**

Mr. Danny Smith presented the monthly Solid Waste Report. He discussed calls and emails about glass not being picked up with the recycling. He explained that the City is no longer able to provide this service; inserts will be sent to the customers explaining what can be collected. They are encouraging people to use Keep Walton Clean & Beautiful to drop off their glass recycling. Mr. Smith discussed the site improvements at the Transfer Station for safety and compliance. The Georgia EPD standards for Solid Waste Management require all the MSW Permitted Facilities to be reviewed every five years. He explained the drainage project and metal walls will be done in-house, but the catwalk and scale repair will be outsourced. The cost of the total project is an estimated \$34,000.00.

#### **b. Monthly Streets & Transportation Report**

Mr. Jeremiah Still presented the monthly Streets & Transportation Report. He stated they are working on the steel wall at the Transfer Station, and will start the drainage project in the next six to eight weeks. He explained the draining project will be done after hours, and won't interfere with daily operations. The right-of-way cutting is behind due to all the rain, but extra hours are being scheduled to catchup. Mr. Still discussed the LMIG prep-work and patching process for Sweet Gum, Nowell Street, Douglas Street, and Mary Street. He also discussed clearing and cleaning the inert landfill facilities, lowering the clearance for the airport, and grinding piles of debris.

**4. Utilities**

**a. Monthly Electric & Telecom Report**

Mr. Brian Thompson presented the monthly Electric & Telecom Report. He discussed the SEPA meeting with MEAG and the Department of Energy. He explained the two circuits feeding the office failed due to fallen trees, causing the outage at City Hall. They are working on solving the battery failure issues today, and working on a getting a third circuit. They are reconducting the old circuit on Carwood Drive and Mayfield Drive. Mr. Thompson explained that MEAG will be replacing the poles on the Spring Street corridor at no cost to the City. There will be seven poles replaced with concrete poles. He explained the average downtime turnaround for Telecom is now six hours, compared to 22 hours last year, due to internal controls.

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

Mr. Rodney Middlebrooks presented the monthly Water, Sewer, Gas, & Stormwater Report. He explained the natural gas project on Highway 11 has started back up, and the Mount Vernon project is waiting on materials. He will discuss replacing the gas main on Bryant Road later tonight. The sewer rehab project on Olympia Way has begun. Carl Hofstadter will begin the design and bid process for the Sewer Plant Project. The roof has been completed at the Water Treatment Plant, and they have started working on the interior.

**c. Approval – Rehab of Two Meadow Walk Subdivision Retention Ponds**

Mr. Rodney Middlebrooks discussed rehabbing the retention ponds in the Meadow Walk Subdivision on Gratis Road. He requested to hire JT Magbe Contracting to rehab two of the three retention ponds, because the work is above what staff can handle. He explained that the City will clean out the third retention pond. Mr. Middlebrooks explained JT Magbe Contracting had the lowest quote of \$37,250.00.

Council Member Lee Malcom questioned this being a continued expense for new developments and subdivisions in the future.

Mr. Middlebrooks explained that they do a yearly inspection of all the retention ponds. The City does all the maintenance, cutting, and cleaning of them. He explained this process is very expensive; there are approximately 119 retention ponds within the City.

Mayor Howard stated the City has taken this over because the Associations don't know how to clean them correctly.

Mr. Middlebrooks stated that some of the retention ponds have been there for years, but yearly inspections were not done. There was not a Stormwater Department to inspect the ponds; it was up to the homeowners association or the property owners to maintain the ponds. He explained that over the last few years, some stormwater guidelines have been developed, and they have started doing the inspections. He stated that they couldn't expect one homeowner to cover the cost of bringing the pond up to spec, when the City didn't do their part.

City Administrator Logan Propes stated that currently the City does not levy any stormwater fees, but eventually that will become a mandate. He explained that water and wastewater help pay for the remediation of the various neighborhoods.

Council Member Nathan Little stated that Council needs to look at creating a Stormwater Department, and get it setup in the proper place. He explained that in the past the duties were split between Public Works and Utilities, but most of it has fallen under the Utility Department.

The Committee recommends to Council approval to contract with JT Magbe Contracting for rehab of the two retention ponds for the amount of \$37,250.00.

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

**d. Approval – Bryant Road Gas Main Replacement**

Mr. Rodney Middlebrooks requested approval to hire Southern Pipeline for the construction and replacement of the old gas main along Bryant Road for \$17,100.00. He explained a recent leak survey determined that the two-inch steel gas main replacement needed to be moved ahead of some other projects. He explained that the City does not have welders or the ability to weld on gas pipe to do the replacement. The steel gas main will be replaced with two-inch plastic which will no longer require the protection of steel mains.

Council and staff discussed the Public Service Commission Leak Survey, types of leaks, and budget amounts.

The Committee recommends approval to hire Southern Pipeline to replace the gas main for the amount of \$17,100.00 to Council.

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

**e. Approval – Media Blasting of Interior Walls at older Water Treatment Plant Building**

Mr. Rodney Middlebrooks discussed hiring JNR & Associates to media blast the interior walls at the older water treatment plant, which will be used for office space. It will be more cost effective to sand or media blast the interior walls and preserve the original brick. He explained only one of the two bids received could provide the Dryfall spray for the ceiling, which will save from installing ceiling tiles. He is requesting approval to hire JNR & Associates for the amount of \$24,000.00.

The committee recommends to Council approval to hire JNR & Associates to refinish walls and ceiling for the amount of \$24,000.00.

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



**f. Purchase – Electric Line Truck**

Mr. Brian Thompson requested to purchase an Altec AA55E Articulating Non-Overcenter Aerial Device on a 2019 Freightliner M2-106 chassis for \$190,560.00. The purchase will be made using the National Joint Powers Alliance contract pricing. He explained there is a 330-day delivery date. It will replace a 1998 TECO Material Handling Truck that can no longer be serviced, because TECO is no longer in business and parts are scarce. The aerial unit will be removed and the truck chassis will be used in another capacity.

Council Member Larry Bradley questioned the ramifications of not purchasing the truck.

Mr. Thompson answered being down a truck would make recovery time for the electric system slower.

The committee recommends approval to purchase the truck from Altec Industries for the amount of \$190,560.00 to Council.

*Motion by Little, seconded by Adcock.  
Passed Unanimously.*

**g. Purchase – Electric Material**

Mr. Brian Thompson requested to purchase the electrical distribution material to provide electric service to the Stone Creek Development from Stuart C. Irby Company. He explained the total amount of the materials is \$168,316.60, which will be paid upfront by the contractor.

Council Member Larry Bradley questioned whether the contractor writes a check for the amount of \$168,316.60.

Mr. Thompson answered the contractor writes a check for that exact amount. The contractor also pays for the installation and street lights.

The committee recommends to Council approval to purchase the electrical distribution material from Stuart C. Irby Company for \$168,316.60, contingent upon receiving this amount from the contractor prior to the order being placed.

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

**5. Public Safety**

**a. Monthly Fire Report**

Mr. Bill Owens presented the monthly Fire Report. He explained the burn building is coming along nicely, and they will start doing the building reaction studies soon. The SAFER Grant Staff are finishing their testing for emergency medical responder training, which will complete all of their basic fire and medical training.

**b. Monthly Police Report**

Ms. Tracey Hanson presented the monthly Police Report. She stated an arrest was made in one of the Barfield homicides, which are both still active investigations with more arrests expected. There has been a rash of entering autos, which resulted in three juvenile arrests. Officers have been addressing commercial vehicle and tractor trailer traffic issues. They have issued 44

warnings and 28 citations on Church Street alone. Ms. Hanson explained the Police Department will host the Governor’s Office of Highway Safety Meeting on June 15, and there will be multiple safety checks throughout the City afterward. She stated five of the Tahoes should be going into service within the next couple of weeks.

**c. Approval – Police Department Design Selection**

City Administrator Logan Propes discussed the Walton Plaza Shopping Center purchase last December. He explained that as part of the purchase, a portion of the area will be retrofitted for the new Police Department and Municipal Court Complex. The Garland Company will be the design build group, and will basically oversee the project through the US Communities Program.

Mr. Chris Bailey discussed the proposal submitted by the Sizemore Group. He explained they have extensive experience in redesigning and repurposing buildings for law enforcement and other government facilities. He discussed jobs done by the Sizemore Group, and their references. Their proposal presented almost full scale design concept. Mr. Bailey explained that the request is for the Sizemore Group to move forward with the design build process.

Mayor Howard requested the Police and Municipal Court be a hundred percent separate, with no direct access.

Mr. Propes stated that was one of the main design considerations in the proposal request, and the walk-through of the facility. He explained there will need to be access between them to bring the inmates in for court proceedings. It will mostly be a physically separate entity within the same building. He explained that after the architect is approved, he will start getting the funding lined up. The cost of the chosen design will be approximately \$2.7 to \$3.0 million.

Mr. Bailey stated the goal is to have a completed project by May or June of 2019.

Council and staff further discussed the layout design concepts, options, and ideas.

The committee recommends acceptance of the Sizemore Group as the principal design consultants for the Police Department at the Plaza Shopping Center to Council.

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

**6. Planning & Code**

**a. Monthly Code Report**

Mr. Patrick Kelley presented the monthly Code Report. He explained they are training on the new Tyler Technologies software, and configuring the Code module. This will be a great efficiency tool to help with tracking and provide better reporting. He stated that Wendy’s has inquired about demolition, and they are working on the plans for rebuild. The developer for the Main Street Walton Mills Apartment Complex project is working on preliminary site plans. Mr. Kelley discussed stormwater detention ponds being adopted with the final plat, which would be easier to maintain going forward.

**7. Economic Development**

**a. Monthly Economic Development Report**

Ms. Sadie Krawczyk presented the monthly Economic Development Report. She explained the new alcohol ordinances have been communicated and distributed to businesses. It was in effect for the first concert in June, and restaurants have been purchasing and using the alcohol cups. The next big event will be the July 4<sup>th</sup> Bicentennial Celebration Event with fireworks. She discussed continuing communication awareness for the businesses downtown to help them understand the benefits offered to them by the new alcohol ordinance. She explained businesses and residents within the entertainment district can purchase the cups from the Code Office.

Council Member Lee Malcom questioned whether a business having an after-hours event could purchase the cups to serve alcohol.

Ms. Krawczyk answered it typically applies to a business that already has an alcohol service license.

City Attorney Paul Rosenthal explained that the new ordinance allows an amenities license for a realtor’s office, art guild, lawyer’s office, or retail business to do an amenities delivery to serve champagne or a glass of wine in the evening. The solo cup rule was drafted to address pouring license facilities. It also applies to residents in the downtown area that can pour from their homes and carry, or established pouring license locations.

**III. ITEMS OF DISCUSSION**

- 1. Upcoming Public Hearings**
  - a. Variance – 911 North Broad Street**
  - b. 2018 Community Work Program Update**
- 2. Reconsideration of Application – Spirituous Liquors and Beer & Wine On-Premise Consumption – Fuzions**
- 3. Variance – 911 North Broad Street**
- 4. Application – Beer & Wine Package Sales – Hotel-Motel In-Room Service – Sparrow Hill Inn**
- 5. 2<sup>nd</sup> Reading – Speed Zone Ordinance**
- 6. Approval – 2018 Community Work Program Update**
- 7. Resolution – 2018 Community Work Program**
- 8. Appointment – Library Board**
- 9. 2019 SPLOST Intergovernmental Agreement**
- 10. Approval – Council Chambers Upgrade**
- 11. Discussion – Highway 83 Development – Mazzawi Tract**

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

**IV. ITEMS REQUIRING ACTION**

- 1. Approval – Intergovernmental Agreement – John Deere Road**  
 City Administrator Logan Propes explained the Intergovernmental Agreement with Walton County for the joint paving project on John Deere Road for 50% of the shared material cost. He explained that it is complicated, because John Deere Road is in both the County and City. The City has annexed the road on both sides, but a large portion of the road itself still remains in the County’s inventory system, for which they receive some LMIG funding each year. A 50/50

shared material cost has been negotiated, with the County doing the paving work. The estimated cost for the City is \$49,466.25, for the 0.86 miles of road being paved.

To approve the Intergovernmental Agreement with Walton County for the joint paving project on John Deere Road for an estimated material cost of \$49,466.25, to be paid by SPLOST.

*Motion by Malcom, seconded by Adcock.  
Passed Unanimously.*

**V. ADJOURN TO EXECUTIVE SESSION**

*Motion by Little, seconded by Adcock.  
Passed Unanimously.*

*Mayor Howard recused himself from presiding over the remainder of the meeting and would not participate in the discussion or vote, due to being an adjoining landowner to the real estate issue discussed in executive session. There was still a quorum.*

*Vice-Mayor Adcock presided over the remainder of the meeting.*

Motion to approve the City entering into an Assignment of a Real Estate Sales Agreement wherein the City will be assigned the rights of the Buyer of an existing contract between Bank of Eastman as Seller and John T. Anderson and Melvin L. Music as Buyer to purchase the property commonly known as 306 and 320 South Madison Avenue, consisting of approximately 3.143 acres located at the southwest corner of the intersection of South Madison Avenue and Church Street, Monroe, Georgia subject to the following conditions: the purchase price of the property shall be \$750,000.00; due diligence period on the contract shall be extended to July 31, 2018; closing on the property shall be extended to August 31, 2018; the City shall provide the Seller, Bank of Eastman, with a letter of acknowledgement concerning Seller’s non-cash charitable contribution relating to the sale; property taxes shall be prorated as of May 31, 2018; and the property shall be submitted for application into the Georgia EPD Brownfield program.

*Council Member Lee Malcom abstained due to being an adjoining landowner.*

*Council Member Ross Bradley abstained due to business relationship conflict.*

*Motion by Dickinson, seconded by Little.  
Abstaining: Malcom, R. Bradley  
Passed Unanimously.*

Motion to approve the City entering into an Agreement for the Sale of Real Property wherein the City will sell and Monroe Business Enterprises, LLC will purchase approximately 1.476 acres of land located in the northwest corner of the intersection of South Madison Avenue and Davis Street, Monroe, Georgia under the following conditions: the purchase price of the property shall be \$475,000.00; the contract is contingent upon the City obtaining ownership to the property as contemplated for in my prior motion; due diligence period on the contract shall be for 90 days after City obtains ownership of the property; closing shall occur within 90 days after the due diligence period expires; and buyer can have early access to the property for general use upon the City obtaining ownership of the property.

*Council Member Lee Malcom abstained due to being an adjoining landowner.*

*Council Member Ross Bradley abstained due to business relationship conflict.*

*Motion by Dickinson, seconded by L. Bradley.  
Abstaining: Malcom, R. Bradley  
Passed Unanimously.*

Motion to approve the agreement with Envirorisk Consultants, Inc. to perform the Brownfield testing and application process on the 3.143 acre property commonly known as 306 and 320 South Madison Avenue at a price not to exceed \$34,816.00.

*Council Member Lee Malcom abstained due to being an adjoining landowner.*

*Council Member Ross Bradley abstained due to business relationship conflict.*

*Motion by Dickinson, seconded by Little.  
Abstaining: Malcom, R. Bradley  
Passed Unanimously.*

**VI. ADJOURN**

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

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**MAYOR**

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**CITY CLERK**

The Mayor and Council met for their regular meeting.

Those Present:	John Howard	Mayor
	Wayne Adcock	Vice-Mayor
	Myoshia Crawford	Council Member
	Ross Bradley	Council Member
	Larry Bradley	Council Member
	Norman Garrett	Council Member
	Nathan Little	Council Member
	David Dickinson	Council Member
	Logan Propes	City Administrator
	Debbie Kirk	City Clerk
	Russell Preston	City Attorney
	Paul Rosenthal	City Attorney
	Jesse Couch	City Attorney

Absent:	Lee Malcom	Council Member
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Staff Present:	Jeremiah Still, Keith Glass, Beth Thompson, Rodney Middlebrooks, Patrick Kelley, Chris Bailey, Beverly Harrison
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Visitors:	R.V. Watts, Les Russell, Andrew Kenneson, Joy Wilson, Harold Patterson, Ben Doster, Rejimon Mathew, Manubir Arora, Chasity Stewart, Henrietta Coard, Rhonda Keller, Ken Endoes, Amanda Buchanan, Alaina Ney, Ricky Buchanan, Jessie Garson, Bryan Couch, Tyrone Carrell, Janice West, Larry West, Devon Keller, Patsy Cook, Emaleigh Cook, Kathy Cook, Hunter Cook, Annika Allgood, Alexis Stevenson, Josh Alford, Scott Appling, Andrea Goga, Michelle Goga, Sue Rowe, Cody Rowe, Jennifer Jones, Brandon Thompson, Mr. & Mrs. Tony Bella, Tiffany Thompson, Abigayle Thompson, Jason Stewart, Avery Stewart, Riley Stewart, Ellie Stewart, Destiny Watts, Lauren Jackson, Courtney Hortman, Flint Hortman, Lily Hortman, Tyler Hortman, Katy Pinkerton, Ryan Pinkerton, Tom Mayfield, Cody Bellah, Kelly Bellah, S. Davis, A. Lopez, Kathy Burst, Kevin Schussler, Shannon Schussler
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**I. CALL TO ORDER – JOHN HOWARD**

**1. Invocation**

Pastor James Vaughn, Chaplain for the Monroe Police Department, gave the invocation.

**2. Roll Call**

Mayor Howard noted that Council Member Lee Malcom was absent. There was a quorum.

**3. Approval of Agenda**

To approve the agenda as presented.

*Motion by Garrett, seconded by Adcock.  
Passed Unanimously*

**4. Approval of Consent Agenda**

- a. May 1, 2018 Council Minutes
- b. May 8, 2018 Council Minutes
- c. May 10, 2018 Council Minutes
- d. May 15, 2018 Planning Commission Minutes
- e. May 22, 2018 Historic Preservation Commission Minutes
- f. April 12, 2018 Downtown Development Authority Minutes
- g. April 12, 2018 Conventions and Visitors Bureau Minutes
- h. Approval – Rehab of Two Meadow Walk Subdivision Retention Ponds – JT Magbe Contracting to rehab two ponds for \$37,250.00. (Recommended for Council approval by Utilities Committee June 5, 2018)
- i. Approval – Bryant Road Gas Main Replacement – Southern Pipeline to replace gas main for \$17,100.00. (Recommended for Council approval by Utilities Committee June 5, 2018)
- j. Approval – Media Blasting of Interior Walls at older Water Treatment Plant Building – JNR & Associates to refinish walls and ceiling for \$24,000.00. (Recommended for Council approval by Utilities Committee June 5, 2018)
- k. Purchase – Electric Line Truck – Purchase from Altec Industries for \$190,560.00. (Recommended for Council approval by Utilities Committee June 5, 2018)
- l. Purchase – Electric Material – Purchase from Stuart C. Irby Company for \$168,316.60, contingent upon receiving this amount from developer before installation. (Recommended for Council approval by Utilities Committee June 5, 2018)
- m. Approval – Police Department Design Selection – Accept Sizemore Group as principal design consultants. (Recommended for Council approval by Public Safety Committee June 5, 2018)

To approve the consent agenda as presented.

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

**II. PUBLIC PRESENTATION****1. Hands of Hope**

Ms. Chastity Stewart, Executive Director of Hands of Hope, gave a presentation. She explained that Hands of Hope is a non-profit organization in Walton County. Their mission is to support and assist families with disabilities through integrated community involvement. Currently, Hands of Hope is raising awareness and support for an All-Inclusive Project at Hammond Park. She discussed the importance and benefits of inclusive play.

Mr. Ken Erdoes, with Landscape Structures, flew in from Chicago to answer any questions related to inclusive play. He discussed kids with different skills, the challenges, and the impact. He discussed Hope Park in McDonough, which is an all-inclusive park, and how it has benefited the community. Mr. Erdoes discussed how an all-inclusive park would enhance the Monroe community. He also discussed Miracle League coaching, which is for challenged kids that want to play baseball.

*No Action.*

**III. PUBLIC FORUM**

**1. Public Comments**

Ms. Joy Wilson, of Monroe, stated she did not want to provide her address for safety, and discretionary reasons. She discussed Meantime Solutions, a personal business for productivity and stability at home and work. She stated that finding our own progress within society versus the rate of progress as a whole within society together creates the picture. She discussed being equipped for the future and a brighter tomorrow.

Mr. Harold Patterson, of 957 Masters Drive, questioned the removal of the sign for the Hampton Inn on West Spring Street. He wanted to know what happened to the hotel coming to Monroe. He also questioned why the City doesn't have a chain grocery store. He stated that all of the candidates in the public forum last fall answered positively that they would work to see that Monroe got a chain grocery store. Mr. Patterson stated that the answer is always about needing more roof tops, but according to the last census Loganville only has 2,136 more residents than Monroe. They have an Ingles, Kroger, and Publix, and we don't have any of those. He stated that John Chapman, the store manager of Ingles in Loganville, has approached Monroe in the past, but they were turned down. Ingles indicated they are very interested in somebody approaching them.

**2. Public Hearing**

**a. Variance – 911 North Broad Street**

Application has been withdrawn by the applicant.

*No Action.*

**b. 2018 Community Work Program Update**

City Administrator Logan Propes explained the Community Work Program needs to be updated as part of the Comprehensive Plan to satisfy requirements by the Department of Community Affairs. The update is required in order to continue obtaining funding for additional CDBG and EIP Grants. He stated there are very minor language updates to the document. The purpose is to accurately show progress as it is being made on certain projects, outline other future projects, and to better define the activities for the economic development scope of work. Mr. Propes explained a Public Hearing is required to formally adopt the update.

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. OLD BUSINESS**

**1. Reconsideration of Application – Spirituous Liquors and Beer & Wine On-Premise Consumption – Fuzions**

City Attorney Paul Rosenthal explained that Mayor and Council considered this application at the May Council Meeting. Procedurally Mr. Rejimon Mathew, owner of Fuzions Monroe, LLC, was not given an opportunity to be heard at that time. Attorney Manubar Arora is present to speak on behalf of Mr. Mathew. The item will come back before Council for reconsideration, after giving Mr. Mathew and his Attorney a chance to be speak. Council can then reconsider this



application, and reconsider a new motion. If Council considers a new motion, it will essentially be a motion rescinding the prior motion, and then take a new vote on the matter.

Attorney Manubir Arora spoke on behalf of the applicant Mr. Rejimon Mathew. Mr. Arora discussed the crime that has taken place at this location historically over the last five years, when it was owned by Mr. Mike Brown. Mr. Mathew was buying the business for \$275,000 starting in December of 2016, with the final payment to be made at the end of 2017. He applied for a liquor license immediately before his final payment for buying the restaurant was paid. Unfortunately, Mr. Brown had also applied for the same liquor license. Mr. Arora stated that the liquor license had been renewed six different times while Mr. Brown owned the business, even though the previously discussed crime issues had taken place. Mr. Mathew has owned a convenience store in Monroe from 2012 to 2016, and was approved for the beer and wine licenses without any issues or crimes. He was using the proceeds from selling that business in 2016 to purchase this restaurant. Mr. Arora explained they are changing the name of the restaurant. They are hiring a security company to evaluate the need for more lighting and cameras, because they don't want any more problems. They are hiring a management company to train the employees for proper alcohol serving. They are hiring City of Monroe Police Department for weekend events when they have local live music, which will enhance the community. Mr. Arora discussed the accounting books not adding up correctly in the past, but stated they are making their books open for inspection and examination. He stated they would be happy to go with a beer & wine license instead, if Council has a problem with a spirituous liquor license. They requested a 6-month trial period to show that they are doing everything correctly. Mr. Mathew did not run the business when the criminal activity took place. He has invested almost \$200,000, because he wants to run a successful business, make money, and give back to the community. He is trying to be an entrepreneur, and run a business with integrity. Mr. Arora stated that the concerns about the criminal activity did not seem to stop anybody from approving Mr. Brown's licenses over and over again. This issue would probably not have made it in front of Council if they had not applied for the licenses at the same time. Mr. Arora asked Council to please reconsider, and add any conditions or probationary issues they want.

Council Member David Dickinson stated his concerns. The information shows Mr. Mathew actually owned the establishment for over a year, and was engaged with Mr. Brown in some sort of subterfuge about who was to hold the license. It is his understanding that Mr. Mathew owned the business, had already put the money in the business, and had already taken assignment of the lease. Mr. Dickinson stated that basically the two together were running the establishment using Mr. Brown's license. They knew full well that they had done the transfer in assignment, and Mr. Mathew had paid the bulk of the money. Mr. Dickinson asked for this to be explained.

Mr. Arora asked why the subterfuge, Mr. Brown had gotten his license renewed over and over again routinely. Mr. Mathew had his license in the past for another business, so why would they need to overlap each other?

Mr. Dickinson stated that it is very simple, because the licenses are non-transferable, which the ordinances make very clear. He also pointed out that Mr. Mathew had previous licenses in the City of Monroe, and is familiar with the ordinances. He only had to read the ordinances, or have his council to read them. Mr. Dickinson stated that he has a problem with this. It also appears that two of the most serious incidents happened after Mr. Mathew became the owner including a murder, a kidnapping, and two aggravated assaults. The licenses show Mr. Brown as the licensee at the time, but he is not the owner, which violates the ordinances.

Mr. Arora answered that the whole point is Mr. Brown is the owner, Mr. Mathew never had management control over anything. The issue is Mr. Mathew was making installment payments throughout the year, and became the owner based on the last payment which took place at the beginning of this year. He was at the restaurant trying to learn the business, but in no way owned it. He had gotten approval on the lease, because if the lease had not gone through he would not have paid any money. It was an extended lease over the course of the year, so the landlord would not give the lease to someone else. It was done so that once everything was paid, Mr. Mathew would take one hundred percent control. Mr. Arora stated it was Mr. Brown and his girlfriend that ran the business on a day-to-day basis. He explained they are trying to be transparent; there is no subterfuge.

Mr. Dickinson stated that the Assignment and Assumption of the Lease Agreement was signed by all parties on December 16, 2016. The agreement states pursuant to the bill of sale of even date, which is assigning and conveying everything. He questioned why Mr. Mathew did not come forward at that time and apply for a license in his name.

Mr. Arora stated that it doesn't sound like the smartest thing in the world, but Mr. Mathew did not own it. He took over the lease, because he did not want to lose the lease while he was making installments to purchase the restaurant. Mr. Mathew did not run it; they agreed outside the four corners of a piece of paper as to what was going to happen. Mr. Mathew would not have applied for a license the day after Mr. Brown applied for it, if there was some type of subterfuge going on. Mr. Mathew applied as he was making the last payment for the restaurant, because then he officially owned it.

Council Member Norman Garrett stated that he has discussed the matter with Mr. Brown and Mr. Mathew. He feels that Mr. Brown was being misleading and trying to falsify the books. He does not believe in holding one person accountable for what someone else has done. Mr. Garrett thinks they deserve the opportunity of a trial period to prove themselves legitimate. They should at least be given a beer and wine license, if not a liquor license.

Council Member Myoshia Crawford stated she agrees with Mr. Garrett, Mr. Mathew should not be held accountable for someone else's actions.

Council Member Ross Bradley questioned the new security, security firm, and hiring off-duty police officers to maintain order. He also questioned the type of family style restaurant that would require a security firm and off-duty officers.

Mr. Arora clarified the security firm would do an assessment of the lighting and check the security of the premises. The restaurant would basically be a glorified Applebee's, with possibly some live music on the weekends. There would be officers or security there if alcohol is served in the evenings, to make sure kids don't sneak in. They will also use a management firm to train the employees. They want to make it a place where families want to come.

Council Member Nathan Little discussed the points made by Mr. Dickinson. He stated that it could have been done by mistake or ill advisement, but by executing the contracts on that date and making any kind of payment effectuates the sale. He explained that per tax law it is a traditional installment sale, so the sale was executed on that date.

Mr. Garrett stated that a person can actually purchase a business with someone else running it for them to learn the business. They can take time to learn how to run the business, while in the process of buying the business. He stated he can understand signing an agreement with the

intention of showing someone how to make money. He compared this situation to Mike Cash, someone bought the property and he was showing them how to make money from it. Mr. Garrett stated that he doesn't know whether they are cooking the books, but he doesn't think it was from Mr. Mathews.

Mr. Arora stated they provided all of these documents, including the lease, to be as transparent as possible. Mr. Mathew did not own the business legally or factually, even though he bought the place in December of 2016. The liability insurance was not his, he did not pay for the day-to-day things, and he did not take the tax benefit necessary for this year. Mr. Brown reapplied for the license, because he had not yet received the last payment. Mr. Mathew applied for the license after he made the last payment. Two people applying for the same license is what threw the red flag up. Therefore, there was no subterfuge. Mr. Arora requested a six to eight month trial period, for either the liquor license or just the beer and wine license. The City could cancel the license after the trial period if they aren't happy. Mr. Mathew had a successful business previously without any problems.

Council Member Wayne Adcock questioned why Fuzions Monroe, LLC is not on the Secretary of the State's website as a corporation.

Mr. Arora answered that he can't explain that, but Mr. Mathew was planning to change the name. He explained that he was only brought in when the whole license fiasco came up. He has been working with Mr. Rosenthal concerning the information and City regulations. If Mr. Mathew can get the license, he wants to start from scratch. He will change the name and turn a page for this location.

Council Member Larry Bradley questioned the application for the license still being in the name of Fuzions, LLC, and if there is a legal entity named Fuzions, LLC.

Mr. Arora stated that he doesn't know where it is at this point. Mr. Brown initially put the license in the name of Fuzions. Mr. Mathew put it in as Fuzions, because that is what it was still named at that time. There has been nothing new filed, until the license issue is resolved. He stated the corporation name is Fuzions Monroe, LLC.

Council and Mr. Arora further discussed the legal and corporation name of the business.

Motion to approve the liquor license for one year. If they don't comply, or have the same types of problems, the City doesn't have to renew the license. To give them one year to bring things up to standard, and the City will monitor the police activity. If things are not changing, the license will be revoked at that time.

*Motion by Garrett, seconded by Crawford.*

Mr. Ross Bradley stated to his knowledge the liquor license is good through the end of the year.

City Attorney Paul Rosenthal clarified that is correct, the liquor license will expire on December 31, 2018. City Ordinances state all alcohol licenses are for a calendar year. The license would be granted for this calendar year. The concept of a review would come upon their renewal application for the 2019 license.

Mr. Ross Bradley stated he personally feels that the motion should be amended to a six-month period, through the end of the calendar year.

To amend the motion to a six-month period.

*Motion by Garrett, seconded by Crawford.*

Mr. Adcock requested to hear more about the private security, and hiring off-duty police officers. It can't just be the Monroe Police Department, because they have a whole City to patrol.

Mr. Arora stated it would be off-duty officers which they have had experience with previously. They have previously used Sandy Springs Atlanta off-duty officers. The typical going rate is around \$45 to \$50 dollars an hour for off-duty officers. The idea is to keep it local, assuming they get the extra job approved by the Chief. They would pay them for off-duty events, not while on tax payer money.

Mayor Howard questioned whether the Chief could handle this.

Chief Keith Glass answered they do off-duty events all the time in the City. He stated that Public Safety will provide what is need based on the decisions and action taken by Mayor and Council.

Mayor, Council, and City Attorney Paul Rosenthal discussed the motion, the amendment to the motion, the previous revocation of the license, the new application submitted, and the licensing fees.

Mr. Rosenthal clarified the amended motion is to issue a spirituous liquor, and a beer and wine license for a period of time not to exceed six months with a review at that point, not for the calendar year.

Mr. Dickinson stated his concern about whether there actually is an LLC. The way the ordinance is written that information is required. The information must be provided whether the business is a partnership or a corporation. If it is a corporation, there are certain ownership interests which must be disclosed. If Mr. Mathew is going to be the applicant on behalf of that entity, there must be an entity.

Mr. Arora explained that Mr. Mathew states Fuzions Monroe, LLC has been filed with the Secretary of the State.

Mr. Little stated that at least a membership agreement for the LLC needs to be produced. A traditional LLC will be treated like a partnership, and those partners are responsible for all the actions of the LLC. He stated since this is for a liquor license, it needs to be connected to an individual. Mr. Little stated that producing the documents needs to be a condition of the consideration.

Mr. Arora requested 24 to 48 hours to get the documents emailed to Mr. Rosenthal. He stated that Mr. Mathew will be the sole owner of the business.

Council and Mr. Arora further discussed changes of the corporation and business names.

Mr. Rosenthal clarified the motion on the floor is to issue a spirituous liquor, and a beer and wine on-premise consumption license for Fuzions Monroe, LLC for a period not to exceed six months.

To amend the motion adding that approval be contingent upon the necessary documentation of the corporate name being provided.

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

Mayor Howard stated the amended motion is to issue a liquor license for six months, for Fuzions Monroe, LLC, contingent upon the documentation showing their legal entity.

*Passed Unanimously*

## V. NEW BUSINESS

### 1. Variance – 911 North Broad Street

Applicant withdrew the request.

*No Action.*

### 2. Application – Beer & Wine Package Sales – Hotel-Motel In-Room Service – Sparrow Hill Inn

*Council Member Dickinson recused himself and would not participate in the discussion or vote. There was still a quorum.*

Mr. Tom Mayfield, owner of Sparrow Hill Inn, spoke for the application. He explained that his application is complete and in order.

To approve the application.

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

### 3. 2<sup>nd</sup> Reading – Speed Zone Ordinance

City Attorney Paul Rosenthal gave the second reading of the ordinance to amend the speed zone ordinance.

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

### 4. Approval – 2018 Community Work Program Update

To approve the EIP Community Work Program Update for the Comprehensive Plan.

*Motion by Little, seconded by Garrett.  
Passed Unanimously.*

**5. Resolution – 2018 Community Work Program**

To approve the resolution as presented.

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

**6. Appointment – Library Board**

To reappoint Peggy Leicht to a six (6) year term to expire July 1, 2024.

*Motion by Dickinson, seconded by Garrett.  
Passed Unanimously.*

**7. 2019 SPLOST Intergovernmental Agreement**

City Administrator Logan Propes discussed the intergovernmental agreement. He explained it is a distribution agreement between Walton County and all of the municipalities within the county for the upcoming SPLOST, which is scheduled to be voted on in November. The SPLOST is anticipated to bring in \$60 million county-wide. He stated Monroe’s percentage will be 15.4147% of the proceeds, of which 70% will be dedicated to Transportation, Drainage, and Sidewalks. The other 30% will be dedicated to Park Improvements. Mr. Propes explained it is a simple IGA that outlines how the money will be received and how the projects will be allocated.

Council Member Nathan Little questioned the distribution. He wanted to verify there is a clear straight forward formula, with no holding back. The money will be distributed in the portions agreed upon.

Mr. Propes stated there is a Tier II project for Radio Communications Equipment which will come off the top of the collections. The rest of the collections will then flow to all the cities.

Council Member Larry Bradley questioned the 70% Transportation and 30% Parks being part of this agreement, and whether the split commitment is shown for ballot purposes. He questioned the breakdown being required for the Intergovernmental Agreement. He stated the IGA specifies how the County will distribute the money to the various entities within the County. Therefore, he doesn’t understand why Exhibit A is necessary as part of the agreement.

Mr. Propes answered that it is outlined as an exhibit within the agreement. He explained that Exhibit Schedule A outlines the estimated costs of the projects for each municipality and the county, which translates to approximately the 70/30 percentages. The Schedule A split will be on the election ballots.

Mr. Bradley expressed his belief that Council should be involved in discussing these amounts and be comfortable with the breakdown and divisions first.

Mayor Howard, Council, and Mr. Propes recapped previous discussions, meetings, and the retreat which the split percentages were discussed in detail.

Mr. Propes explained they are trying to frame it for the legally required advertisements and the ballot. This will show everyone what will be voted on, and how the money will be used, for full transparency.

City Attorney Paul Rosenthal explained that it is required legally. In order for this to be a joint SPLOST, there must be an IGA, and in order to get to the ballot, the usage of funds must be identified. The identification of funds can be described generally, as they are here for transportation, drainage, and sidewalk projects. He stated that Schedule A is a necessary requirement of the IGA, so that the County can then submit this information for a valid voter referendum at the November Elections. The City will be restricted to the expenses falling within those categories. He explained that an estimated \$6.1 million will be earmarked for Transportation, Drainage, and Sidewalks; and an estimated \$2.6 million will be earmarked for Parks Improvements. The City will be locked in for those projects for the 2019 SPLOST. Mr. Rosenthal stated the contract has been reviewed by his office and is in order.

To approve the 2019 SPLOST Intergovernmental Agreement as presented.

*Motion by Dickinson, seconded by Garrett.  
Passed Unanimously.*

### **8. Approval – Council Chambers Update**

Mr. Chris Bailey requested approval to contract with CEI Communications & Entertainment for the upgrade of audio and video. This will provide better audio for the Council, the department heads, and the audience. He explained there will also be some upgrades to the video features. The total cost of equipment and installation is \$20,249.78. He stated hopefully the upgrade will be completed by the August meeting.

To approve the CEI Communications & Entertainment contract to upgrade the council chambers' audio and video equipment for \$20,249.78.

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

### **9. Discussion – Highway 83 Development – Mazzawi Tract**

City Administrator Logan Propes explained this has been referred from the Committee to Council. The property owner and their representatives are requesting sewer access on County Parcel #C1650058, which is 92.40-acres. The property is owned by the Mazzawi Trust, and is currently zoned County A1. He explained that for the privilege of City sewer service, there is a list of conditions to satisfy for an eventual development agreement on the tract. Mr. Propes stated there are roughly 14-items on the list: minimum square footage – 1,700 square feet one story home, 2,000 square feet for two story home; brick and/or rock on 50% of home fronts with 3 sides hardi-plank or fiber cement siding on the balance of the home; no steel or fiberglass front entry doors (front entry doors shall be wood or wood and glass); no vinyl on cornice or soffits; HOA will be required; professional landscaped, bermed buffer along Hwy 83 and entrance of development to include minimum 20 gallon cryptomeria; architectural shingles on all homes; minimum of 2 trees in yard with a minimum 2” diameter trunk and does not include evergreens; multi-use field shall be landscaped, and include pavilion with timbered frame and architectural shingled roof to match homes, and a playground; pool is zero entry and will be approximate to Junior Olympic in total size with adjoining splash pad area, pool area shall have a cabana and restrooms; natural walking trail system created in the greenspace areas; all grassed areas on dwelling lots shall be sodded with a minimum 20 feet of sod in rear of lot; sidewalks on each side of the road throughout development (4’ width); and a development agreement for sewer services by the city shall be put in place upon Council approval of the above standards of the development and as also agreed upon by the developer and property owners.

Mr. Ben Doster, the property owner, stated the developer will be GDP Holdings. He explained that GDP represents Star Light Homes, which is a division of Ashton Woods, a top quality national builder. He explained that in the County they would not get the same density with the sewer; the development in front of Carver got 3.4 units per acre, and they would only get 1.8. He stated that the developer wants to change three of the discussed conditions. They would like to use all fiberglass doors, which will not dent. He explained Ashton Woods has a product that is 1,650 square feet heated space that is aimed at the senior market. They only want to commit 10% of the homes in the development to this square footage, rather than 1,700. The 10% would be roughly 18 to 20 homes. They would like to have a zero entry pool with splash pads, instead of a Junior Olympic size. The pool will be aimed for families and can be used by handicapped members; it will only be 4-feet deep and have water features for children. Mr. Doster stated the development will not only be using City sewer it will also be using City water, gas, cable, internet, and phone. The development will not be using City trash, police, or fire, and the road maintenance will be up to the County.

Council, staff, and Mr. Doster further discussed the conditions to satisfy the Development Agreement and the requested changes.

Mr. Doster stated they would also like to have a water table of either rock or brick on the fronts. It will be hardi-plank or fiber cement siding, similar to Breedlove Drive.

Mr. Probes clarified the condition changes: the minimum square footage will be 1,800 square feet for the one story home, and 2,200 square feet for the two story home; to match Walton County minimums with up to 10% of developed lots allowed as 1,650 square feet variance, if Walton County approves such variance; to allow fiberglass front entry doors; and to reduce the size of pool to approximately 30,000 gallons, instead of the 50,000 gallon Junior Olympic size pool.

To approve the variance to the policy to allow the development located at Highway 83, County Parcel #C1650058, to connect to the City's sewer system with a gravity line, contingent upon signature of the Conditions to Satisfy for Development Agreement document, with the discussed changes, and pending approval by Walton County for the development. The amended list of conditions to satisfy the Development Agreement on the Hwy 83 Mazzawi Tract, County Parcel Number C1650058 are: minimum square footage – 1,800 square feet one story home, 2,200 square feet for two story home. (Must match Walton County minimums with up to 10% of developed lots allowed for 1,650 square feet variance if Walton County approves such variance); brick and/or rock on 50% of home fronts with 3 sides hardi-plank or fiber cement siding on the balance of the home. A water table may be substituted for a portion of the exterior finish (See Retreat at Mill Creek standards); fiberglass, wood, or wood and glass front entry doors allowable; no vinyl on cornice or soffits; HOA will be required; professional landscaped, bermed buffer along Hwy 83 and entrance of development to include minimum 20 gallon cryptomeria; architectural shingles on all homes; minimum of 2 trees in yard with a minimum 2" diameter trunk and does not include evergreens; multi-use field shall be landscaped, and include pavilion with timbered frame and architectural shingled roof to match homes, and a playground; pool is zero entry and will be minimum 30,000 gallons in total size with adjoining splash pad area, pool area shall have a cabana and restrooms; natural walking trail system created in the greenspace areas; all grassed areas on dwelling lots shall be sodded with a minimum 20 feet of sod in rear of lot; sidewalks on each side of the road throughout development (4' width); and a development agreement for sewer services by the city shall be put in place upon Council approval of the



above standards of the development and as also agreed upon by the developer and property owners.

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

#### **10. MEAG – Petition to Increase Bonding Capacity and Validation**

City Administrator Logan Propes discussed the request from MEAG to approve the Answer and Acknowledgement of Service of Petition and Complaint for MEAG Power. He explained this increases the bonding capacity and validation of the bonds contained within the documents.

City Attorney Paul Rosenthal explained his office has reviewed the proposed filings as well as the proposed acknowledgement and answer. The documents are believed to be in order as drafted. He clarified that the documents have not been filed yet, due to timing. He stated that arranging the different participant cities within MEAG to get the documents approved is taking time. The approval should be made as a motion to approve the Petition and the Answer and Acknowledgement as drafted, subject to final review by City Attorney. He explained there may be further edits, but no substantive edits or changes.

To approve the Petition and Complaint for MEAG Power to increase bonding capacity and validation of said bonds in the Answers to the Court as drafted, subject to final review by City Attorney.

*Motion by Little, seconded by Adcock.  
Passed Unanimously.*

#### **11. Approval – July Meeting Schedule**

To cancel the July 3, 2018 scheduled Council Meeting.

*Motion by Garrett, seconded by R. Bradley.  
Voting no: L. Bradley, Little.  
Passed 5-2.*

## **VI. ADJOURN**

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

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MAYOR

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CITY CLERK

**2018 COUNCIL RETREAT  
THE RITZ-CARLTON, AMELIA ISLAND  
4750 AMELIA ISLAND PARKWAY  
AMELIA ISLAND, FL 30234**

**I. CALL TO ORDER – JOHN HOWARD**

All Council Members were present. Also present were City Administrator Logan Propes, Finance Director Beth Thompson, Carl Hofstadter, and Chad Hofstadter.

**II. NEW BUSINESS**

**1. Capital Improvement Plan Budgets – 5-Year Plan**

**a. Capital Projects Fund Cash Flow Budget**

City Administrator Logan Propes and Finance Director Beth Thompson went over Capital Projects Cash Flow worksheet that outlined all utility capital projects cash on hand, all 2018 budgeted projects, all projects that had been approved or let, and all 2019 CIP budgeted projects. The purpose of the worksheet was to show what the ending cash flow balances would be if ALL projects were completed over the two-year period and new inflows of revenue were added back. Ms. Thompson went through each project and noted whether it was a stand-alone or a sub-project under a broader category such as “Infrastructure Repair/Replacement”. Council Member Nathan Little noted that he felt that it was important that cash not go below \$5 million in case of major system emergency circumstances and the projections showed \$3.2 million at the end of 2019 if all projects were completed. Staff noted that it was unlikely that all projects would be completed without rolling over and that the \$3.2 million was being conservative in projections on revenue inflows and the likelihood that all projects listed in the budget would be approved and completed. It was later noted by Vice-Mayor Wayne Adcock that the cost of the Loganville water line was double-counted in the CIP for 2019, as a rollover and already in the 2018 figures as approved, so the cash flow projections would be much better if the \$1.6 million were added back. After further discussion, everyone appeared happy that balances are stable but want to be careful about approving too much in the future. Mr. Propes then handed out a list of 41 major initiatives that not all are capital improvements, but many are, that are currently in the works to note that there is plenty of work going on and that City workers, particularly in utilities, are extremely busy outside of just day-to-day services and repairs. Staff then noted that because of this, it may be a good idea to slow things down and work through the current project list, much of which is covered in the cash flow worksheet, rather than start a lot of new projects beyond what is in motion. Council Member Larry Bradley and Mr. Little both requested that this worksheet be updated and presented monthly as part of the monthly financial report.

*There was no action taken.*

**b. Overview**

Finance Director Beth Thompson gave an overview of the totals by fund, department, division, and funding source from the front of the draft CIP budget document. It was noted that for all funds, the total 2019 request from all departments was \$8,483,009. This was down from over \$10 million in 2018’s CIP budget. There are other out-year items from 2020-2023 combined with FY 2019 to total \$29,377,287. City Administrator Logan Propes noted that the only item not included, because the final quote from the RFP came in the day

after documents were printed, was for full utility GIS mapping of all systems. This came in around \$225,000 and would need to be added in the fall for the final CIP document to be approved as part of the FY 2019 budget. There was a question by Council Member Nathan Little as to what happened to the previous GIS data that was done on some of the systems several years ago. Mr. Propes noted that the data was physically stored on a computer and much of it is lost while other data cannot be usefully converted to work on the newly proposed systems. Vice-Mayor Wayne Adcock asked if the new system would be cloud based so data would not be lost. Ms. Thompson also noted that the integration into the new Tyler software for utility billing would be a major factor in making the GIS data more valuable. Mr. Propes stated that with the amount of new services being requested and the many projects performed that require analyzing current utility lines, staff is constantly going to the old, physical paper maps and sewer cards, that date to the early 20<sup>th</sup> century and are the only way this data is available. A majority of the Council Members discussed that the city needs to advance into the 21<sup>st</sup> century to move forward into an organized information management and secure data storage environment with the data archived in the cloud for redundancy. To wrap up the overview, it was noted by staff that while the overall budgets were reduced from the prior year, they would like to take a harder look at more strategic cuts to items in the 2019 year to make sure that it is achievable in the timeframe and fits the scope of services. Council Member Larry Bradley asked why so many new vehicles and pieces of equipment were included because it seemed like we just bought many of them. Mr. Propes stated that he would follow-up for the next CIP budget meeting later in the year with an asset inventory for each department showing what equipment they have and how old it is to give Council a better picture of what we have and why. All Council Members were agreeable to having this detail provided to feel more comfortable with large purchases for vehicles and equipment going forward.

*There was no action taken.*

### **c. General Fund Projects**

Discussion began with the DDA which will be mostly funded from the General Fund. The only request was for Downtown Parking meters of which Council Member Ross Bradley noted that Broad St. parking is a problem that DDA needs to address because many patrons will not utilize the stores unless they can get upfront parking which is often monopolized by a handful of business owners, employees or tenants all day long. Council Member Nathan Little did not think the high cost of installing meters was worth it and instead wanted to see more enforcement. Council Member Larry Bradley agreed that it was an enforcement problem rather than a parking problem. The sentiment was echoed by almost all present. Mr. Ross Bradley noted that a suitable alternative would be handheld scanners rather than meters that would take the place of the old “chalking” method. However, that would require a person to enforce the parking. Mr. Ross Bradley also brought up that a parking lot campaign by DDA will need to start as phase one of the parking plans before heavy enforcement commenced. All agreed to move the parking tools to the following year while the master parking plan was created by DDA.

Staff then moved to Central Services where it was noted that Chris Bailey was picking up a lot of tasks, now and for 2019, that had dropped through the cracks for the last 10+ years particularly in the areas of facility landscaping and maintenance. Council Member Norman Garrett asked if he takes on too many tasks, will things fall through the cracks. City Administrator Logan Propes challenged Council to take a look at past projects, Childers

Park, and several facilities improvements to note that nothing is falling through the cracks any longer. Entrance signage discussed by Council Member Lee Malcom as being sorely needed and better than what the City currently has with old wooden signs. Mr. Propes said this would be large monument signs and would be done one at a time due to cost and to make sure road projects are completed first so they do not have to be torn out. The City may also look for Gateway grants to help defray cost of the signage. Ms. Malcom also requested a big planter be looked at in front of the Art Guild to continue the look from the rest of Downtown to that area. Mr. Ross Bradley and Mr. Propes both noted that the DDA is looking at replacing the existing planters with large concrete planters that do not require maintenance. Ms. Malcom also asked that the sprinkler system to be looked at downtown for repair.

Staff then discussed the bulk of the Parks budget was SPLOST dependent for 2019 and would also be subject to the City ending the County leases on most parks after the next SDS.

Code had no requests for capital items in 2019 but a truck for 2020 will be needed.

Staff then presented the Fire Department CIP budget requests. The request for a new Pumper Truck for \$800,000 was noted as requested from the Department Head but subsequent conversations with the Fire Department demonstrated a potential for a refurbished pumper truck with full warranty for around \$400,000. This appeared to be the preferred route by Mayor and all of Council considering the truck is used less frequently with the new QRV truck program in place. Mr. Propes noted that the price was still too much for the current SPLOST or General Fund and that it would have to be purchased with a lease purchase for cash flow reasons.

A used Utility Vehicle (Gator or equivalent) was also discussed as needed for special events. Mr. Garrett agreed that these were important to have for emergency medical responses during the many special events the city has that have tight quarters for getting vehicles in and out.

Staff then moved into the Police Budget where the first item, Firing Range at the airport was discussed as retrofitting the abandoned 1996 firing range. Clearances are being gained from FAA to re-allow this activity. Targets will have to be purchased but that is the only hard cost at this point. Mr. Larry Bradley questioned the needed expense of \$107,955 when we use indoor ranges. Mr. Propes noted that the new requirements had changed for longer distances. Mr. Ross Bradley explained those changes. It was then asked by Mr. Larry Bradley as to why the City could not use the County range and if that had to do with other reasons such as issues between the two departments. It was agreed by all that further discussion and evaluation of the range needed to be tabled until later this year when the CIP budget is again brought back up with the annual operating budget due to its overall high expense.

The next major item discussed was the reporting management software that totaled \$99,359 per year for 5 years. Staff noted that this appeared extremely expensive even though it had specific Computer Automated Dispatch (CAD) incorporated. Finance Director Beth Thompson said she would send to Tyler, whom Finance and other departments are switching to now, to get an integrated product for much less cost (\$110k total). Ms. Malcom asked why such a high quote was included if other options were available. Ms. Thompson said the request came from the Department Head but she had subsequent conversations with Police

Staff Members that the Tyler option was preferred but the CAD needed to be double checked. Staff noted that it would be followed up on in time for the final draft later this fall.

There was some discussion by all members about current police staffing and duties such as administrative offices along with the city at large. Mr. Propes noted that he and the HR Director are conducting a full review of staffing levels across all departments and looking at organizational structure as well.

#### **ADJOURN TO EXECUTIVE SESSION (11:45 a.m.)**

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

#### **c. General Fund Projects – continued (12:17 p.m.)**

The discussion returned to the Police Department CIP budget. The tasers and body-worn cameras were up next. It was discussed by staff to move the tasers to operations and maintenance rather than capital. Mr. Propes noted that the body worn cameras, though expensive at \$56,076 per year, is important in the times we live in and protects the public and officers as well. Vice-Mayor Wayne Adcock and Mayor John Howard agreed that they are a necessity today. Staff then noted that the remaining items had to do with the outlays for the new police department and municipal court complex and most items would be addressed with the scope of the build out. The design will be finalized in the coming weeks.

In the Streets Department, Mr. Larry Bradley asked if the City needed to be in the paving business in the future given that the County already has taxpayer paid-for equipment and personnel, and the city does such a small amount of new paving each year based on LMIG. Staff said all options would be considered in the future and that most of the CIP budget is centered around maintenance. Mr. Propes noted that as part of the overall review of positions, there is a great possibility to get better utilization from Streets Department employees that can assist other departments like Stormwater when not as busy during paving season. Mr. Ross Bradley and Ms. Lee Malcom both noted that the new side-boom tractor was needed for the right-of-way crew and because of the old one's safety concerns.

*There was no action taken.*

#### **d. Utility Fund Projects**

Staff went over the Electric Department noting that it was greatly pared down from previous years to what crews could realistically accomplish in the year, rather than putting out a wish list for CIP. Council Member Larry Bradley asked what the system automation was and City Administrator Logan Propes explained it was for power protection for core areas of town when one circuit fails, the system will automatically switch over to another circuit that is tied into the area rather than deploying crews to manually do this process. Mr. Propes also explained another project was for the Downtown Green property where a large electric line segment would be placed underground.

Staff then went over each Telecom project which centered around fiber installations in the city and some cable infrastructure replacement. There were only four projects or purchases

as staff again explained the goal of keeping the CIP requests within reality of time and ability for the year. There was no dissension as to this list.

Staff then moved to the Gas Department and explained the bulk of the projects were to replace old gas mains in residential areas. Mr. Propes explained this was not optional because the Public Service Commission would step in if leak surveys continued to show a lot of leakage. There was no dissension to this list.

Staff then moved to present the sewer projects. There were nine items in the list for 2019, however, Council Member Nathan Little noted that some of the items appeared to be more operation and maintenance budget items rather than Capital Improvement items which would be funded from the capital improvement funds rather than operating revenues. Staff agreed that the aeration basin clean out for \$46,137 and the drying beds rehab for \$54,760 were more maintenance related than capital and would be removed to the O&M draft budget later this year. They were initially included in the CIP document due to high costs which far exceed usual general O&M expenses. Also, the lime slurry system was requested by Mr. Little to be addressed by the engineers as part of the upcoming Wastewater Treatment Plant (WWTP) rehab design. Other discussion items centered around the upcoming CDBG, if awarded, would bring in \$750,000 for major sewer upgrades. Mr. Propes noted that this one would be an award to get, but in general, the city needs to be careful about CDBG and grants in general, as construction prices are far outpacing the award amounts from the state and this leaves the City with a far greater match for the project, as evidenced on the current 5<sup>th</sup> & 6<sup>th</sup> street CDBG project. Council Member Lee Malcom agreed that we should carefully examine the grants to see if they are worth pursuing but the current one would rehab a lot of old sewer. Ms. Malcom then asked if any old terra cotta sewer pipe replacement was included in budget. Finance Director Beth Thompson noted there was \$46,092 for the Young Subdivision and \$37,617 for Glen Iris Dr. for 2019. Ms. Malcom asked if the downtown terra cotta would be replaced, and Mr. Propes said not immediately because the downtown streetscape would have to be torn out. Mr. Larry Bradley asked what the asphalt top coat for Jacks Creek was for in year 2020. Mr. Propes explained the asphalt is crumbling at the WWTP due to the heavy trucks and equipment that are in and out each day. It will need to be top coated then. Mr. Larry Bradley agreed that it made sense given the wear and tear.

*There was no action taken.*

#### **e. Solid Waste Fund Budgets**

Staff went over the 2019 requests for Solid Waste equipment that is to be funded from a combination of Solid Waste Capital Funds and SPLOST (2013). One of the items was questioned by both Council Member Larry Bradley and Council Member Norman Garrett, being the Knuckleboom Truck, which they both thought was just purchased. Staff explained that this is for the other 1999 model that needs replacing. City Administrator Logan Propes also noted that a full asset list for Solid Waste will be given along with a list of recent vehicle and equipment purchases so everyone can see what is old and what is new in the inventory.

In Stormwater, staff noted the bulk of the funding for 2019 will be for detention pond maintenance. By doing this work, even in some residential neighborhoods that do not keep up their detention ponds, it saves the city a great deal of money through the rest of the Stormwater system and improves water quality when emptying into the waterways. Council Member Lee Malcom asked if this would be the way forward for residential areas but will

this require a Stormwater fee or assessment. Mr. Propes said it is the best way going forward to properly maintain our whole system and that currently, the city only rehabs a couple of the worst detention ponds per year and that cost is absorbed into the water budget. Council Member Nathan Little asked if it was accounted for in a separate department. Mr. Propes said it was accounted for separately but the revenues to pay for the service comes from water and sewer revenues. The city does not yet levy a Stormwater fee. Mr. Propes then asked whether Council would in the future increase water rates or levy a Stormwater fee like Loganville or other municipalities that are now facing MS4 urban Stormwater requirements. Mr. Propes noted that the MS4 designation is coming sooner rather than later, perhaps just a couple of years away. Mr. Larry Bradley, Ms. Malcom, and Mr. Little all stated they would prefer a fee on the tax bill so it is more transparent as to what the revenues will be used for rather than other departments absorbing the Stormwater costs. Mr. Propes also noted, as part of the potential employee reorganization, there may be more employee sharing from Public Works to Stormwater to accomplish more work without adding full-time personnel.

Mr. Larry Bradley asked if mulch from the inert landfill could be sold to the public. Mr. Propes said yes as long as Council agrees that's not a problem. The City used to do it years ago. Mr. Larry Bradley proposed a nominal delivery fee to cover city cost. Council Member David Dickinson suggested about \$75. Mr. Propes said that would work but it will need to be a better quality grind than what was initially done. Mr. Larry Bradley agreed that for landscape quality material it needs to be smaller than what they have now. Mr. Propes said he would relay that back to the department to get that done so the inert landfill can be emptied of mulch.

*There was no action taken.*

#### **f. SPLOST Budgets**

Staff noted that SPLOST budgets were requested in the aforementioned department requests. The next SPLOST will begin in 2019 pending voter approval and will be 70% transportation and 30% parks.

*There was no action taken.*

## **2. Transportation Master Plan Discussion**

City Administrator Logan Propes gave a synopsis of the recently completed County-Wide Master Transportation Plan listing various priorities county-wide and the top four in the City. Mr. Propes asked the Council if all still agreed on the top projects as discussed in the May Visioning Retreat and the recent City Council Meeting. Mr. Propes said he knew Council Member Larry Bradley had some reservations with the proposed Michael Etchison Connector, though it has yet to be engineered, and its potential traffic impact on McDaniel St. Mr. Propes noted that this would be the project most likely farthest out in the list and that hopefully a lot of the traffic concerns on Spring Street can be alleviated, thereby re-routing the current traffic from McDaniel back to Spring Street, because currently a lot of people avoid Spring St. and cut down McDaniel to get to Hwy 138. Mr. Larry Bradley asked that those situations be studied and improved before proceeding with the new connector road. Mr. Propes agreed that it must be a multi-pronged approach to solving the traffic issue. Also, as for slowing traffic down from 138 to the bridge, Mr. Propes noted that GDOT may prefer a large roundabout at the intersection of the connector road and Hwy 138 instead of a traffic

light since there are two more major intersections so close by. Council Member David Dickinson then stated that in addition to traffic enforcement from the Police Department, the City still needs to move forward with traffic calming devices, not just speed bumps but speed tables or other devices. Mayor John Howard then requested that the staff look at traffic islands as a measure of speed control and beautification. Council Member Ross Bradley noted he supported the idea on residential streets that are wide enough to handle that style of calming device. Mr. Propes said this can be studied by engineers soon where Council can then have prices to several potential traffic calming fixes.

*There was no action taken.*

### **3. Tax Digest & Millage Rate Projection Discussion**

Staff presented a draft PT32.1 tax rollback calculation form, a draft five-year history of the digest, and a Millage Rate Comparison study, showing the tax digest changes from 2016-2018 along with options for setting the millage rate and what revenue that would bring in. Staff noted that a full mill increase over rollback would bring in \$526,480 more, whereas the current millage rate would bring in \$175,351 over the prior year, and a rollback would still bring in \$116,283 over the current year. City Administrator Logan Propes noted that the differential of less than \$60,000 between full rollback and same millage rate is not worth advertising as a tax increase and that he would work to find \$60,000 worth of savings in the budget before advocating for leaving the millage rate the same. Mayor and Council all agreed that it would not be worth raising the millage rate. Council Member Larry Bradley then asked why, even though the millage rate is rolled back, many homeowners still see a slight tax payment increase. Mr. Propes explained that the rollback is based on the city-wide digest average as calculated in itemized fashion on the PT-32.1 form. Mr. Propes noted that many homes that drag down the digest are full depreciated rental homes that generally leave the increases to everyone else. Council Member David Dickinson agreed that the homes valued at \$10,000-20,000 are a long-term challenge to the tax base of the City that is then shifted to other homeowners and businesses. He further stated that there is no real answer but to change the nature of the housing inventory in Monroe, which will take some time. Mr. Propes then re-capped that Finance Director Beth Thompson will then advertise a full rollback rate to further assist with property tax relief while other area entities are contemplating a tax increase. The millage rate will be set on August 7<sup>th</sup> in order for the Tax Commissioner to have ample time to prepare the bills. Mr. Larry Bradley then asked staff for a follow-up on the decline in Industrial property values and exemptions. Ms. Thompson said she would research and report back in August.

*There was no action taken.*

### **4. Project Updates From Hofstadter & Associates**

Utility Engineers Hofstadter & Associates (Carl & Chad Hofstadter) presented updates on the Alcovy/138 Sewer project, Loganville Water Transmission Line, and potential options for upgrading the Wastewater Treatment Plant. The engineers noted that Rodney Middlebrooks, WSG Director, spent many days touring various plant operations around the state to find the element of the best designs for operations and cost. Options were presented but it was noted that there was some fine tuning with staff before bringing to Council soon to proceed. Council Member Nathan Little asked how much would have to be borrowed vs. paid for in cash. City Administrator Logan Propes noted that the Sewer Tap Fees Account



would cover about \$1.2 million in cost while the rest could come from GEFA loans to be stretched out to a manageable period so as to not greatly impact sewer rates.

*There was no action taken.*

### 5. Other Business

Engineering: City Administrator Logan Propes noted that in reference to the traffic calming studies he has been looking at adding on-call engineering to the City since there are over 40 projects in the works in some capacity. This will be studied further over the coming months. Council Member Lee Malcom asked what this would cost and it was assumed by Mr. Propes around \$100,000 per year, but that could translate into savings since so many projects require individual contracts and it would be cheaper than adding a staff engineer since one person cannot do what a whole firm can. Council all agreed it was worth pursuing. Mr. Propes said he would bring a final proposal back to them likely later in the year.

Planner Position Update: Mr. Propes said the Planner Position would be filled soon and there were enough good applicants to go ahead and have the new HR Director begin pre-interviews before Council interviews for the Department Head Level position. Council Member Larry Bradley asked if this would conform to what he had envisioned at the last retreat. Mr. Propes and other Council Members confirmed it did, as a department head and main planner for the City, that would likely be over a Public Development super department that contains Code Services, Planning, Economic Development, and Main Street. Council will likely interview in August sometime after those are set up.

Ms. Malcom asked Mr. Propes to review some economic development incentives such as waiving permit fees in historic buildings that are hard and expensive to re-utilize and utility deposit changes. Finance Director Beth Thompson then noted that the utility deposit requirement changes are based on personal credit scores for business owners if they choose that as an option for cheaper or no utility deposits. She stated the process has worked much better. Council Member Ross Bradley concurred and said it was much easier and cheaper especially in an old building where the previous tenant may have had a large utility bill that the deposit would then be calculated on. Mr. Propes said he would continue to investigate incentive programs but would encourage common sense, especially when dealing with older historic buildings.

*There was no action taken.*

Mayor Howard thanked everyone for their robust participation and felt it was a productive retreat.

### III. ADJOURN

Meeting adjourned at 4:13 p.m.

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

The Mayor and Council met for an Executive Session.

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

**I. Call to Order – John Howard**

**1. Roll Call**

Mayor Howard noted that all Council Members were present. There was a quorum.

**II. Real Estate Issue (s)**

**1. Real Estate**

Real estate matters were discussed, including attorney-client discussions.

**III. Adjourn to Regular Session**

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

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

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

**2018 COUNCIL RETREAT  
The Ritz-Carlton, Amelia Island  
4750 Amelia Island Parkway  
Amelia Island, FL 30234**

The Mayor and Council met for an Executive Session.

**I. Call to Order – John Howard**

**1. Roll Call**

Mayor Howard noted that all Council Members were present. Also present was City Administrator Logan Propes.

**II. Personnel Issues (s)**

Personnel matters were discussed, including an attorney-client discussion.

**III. Adjourn to Regular Session**

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

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**MAYOR**

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**CITY CLERK**

**MONROE PLANNING COMMISSION  
MINUTES  
June 19, 2018**

**Present:** Rosalind Parks, Mike Eckles, Randy Camp, Kyle Harrison, David Butler

**Absent:** None

**Staff:** Patrick Kelley, Director of Code/Planning

**Visitors:** Aaron Charles, Jeff Carter, Don & Renee Waller, Andrew Williams, Ginny Vanoostrom-Willett, George Baker III, Carlos Hann.

The meeting was called to order by Chairman Mike Eckles at 5:28 pm.

Chairman Eckles asked for any changes, corrections or additions to the May 15, 2018 minutes. Hearing none he entertained a motion. Camp made a motion to approve. Parks seconded. Motion carried. Minutes Approved.

Code Officer Report: None

**The first item of business:** is for petition # 18-00192 for a COA at 1117 W Spring Street. The applicant, Carter Engineering Consultants, Inc is requesting a COA for the demolition and rebuilding of the Wendy’s Restaurant.

Kelley stated the Code Department does not normally give a recommendation for a Certificate of Appropriateness but looking at their application the Code Department recognizes it to be in order. The plans do, as far as technically feasible, comply with the CDO requirements as much as they possibly can and squeezing that off the same foot print that they have now.

Jeff Carter of Carter Engineering Consultants spoke to the request. The building is so old and can’t really be renovated. With the size of the lot there is not a lot of creativity to be done. They want to construct a new building in the exact same spot as the old building. They would appreciate the support of the Planning Commission.

Chairman Eckles asked for any questions. He entertained a recommendation for the COA.

Harrison asked Kelley if the materials and all were in order. He asked if the height was ok. Kelley answered yes to all.

Harrison made a motion to approve. Butler seconded. Motioned carried. COA granted.

**The second item of business:** is for petition # 18-00196 for a Variance at 615 E Church Street. The applicant Algin Investments, request a variance of Article VII, Sect 700.1 Table 11 to be allowed to move a small house onto this property. The property has approximately 254 ft of road frontage on Felker Street and approximately 109 ft on E Church Street. Code department recommends approval.

Chairman Eckles asked for Code Officer Report.

Kelley stated the property currently contains a house that is undergoing renovations. The lot is large enough in square footage to subdivide into two lots. It has been proposed that a structure be moved to the lot that could be created from its current location on S. Madison Ave. This structure does not meet the R1 square footage minimum of 1600 sq ft. The variance request is to allow the 1184 sq ft structure to be relocated without increasing the square footage to the required minimum for R1 zoning. In investigating for our recommendation for approval it was found that there were a number of houses in the neighborhood that are

also existing non conforming in size under the 1600 sq ft required amount. Considering that the square footage should blend with the neighborhood.

Chairman Eckles asked if there was anyone to represent the application.

Ginny Vanoostrom-Willett, representative for Algin Investments, spoke to the request. She stated that they want to take the lot at 615 E Church Street and divide it in half. They intend to take the little Historic house on S Madison and move it to the back lot. They are still working with the engineers to see how and if they can move it. She stated if they were not able to move the house, they would like the opportunity to build a house that is compliant with the houses that are on that street with an 1180 sq ft minimum.

**Kelley** mentioned that the recommendation for approval made by the Code Department did include the condition that if a house was built there it would have to meet the R1 zoning requirements as they stand or apply for a variance on its own. This is only to address the issue of the house being moved.

**Chairman Eckles** asked if this does not work out would she come back.

**Vanoostrom-Willett** stated the problem is since there is not a Council meeting in July, this would push them back until the end of the year to get anything done. She would really like to get something going earlier.

**Chairman Eckles** stated if it doesn't work out to move the house you would have to come back for a variance for building a new house.

**Vanoostrom-Willett** stated she was hoping to get this done tonight.

Chairman Eckles asked for questions.

**Harrison** asked if there was anything on this location pertaining to historical.

**Vanoostrom-Willett** stated the intention is to have a historical appropriate one story house. The house they would like to build if the move does not work, is a 1200 sq ft house.

**Kelley** pointed out the requested square footage is less than what is allowed even in the R1A zoning. The reason for recommending approval was to save a historic structure. The first recommendation was to move it and expand it to meet the R1 zoning requirements, but moving the house and restoring it would make sense to leave it as it is. A new house should meet the requirements.

Chairman Eckles asked for more questions or recommendations.

Harrison made a motion to approve moving the house. Camp seconded. Motion carried. Recommendation for approval goes forward to the Council in August.

**Third item of business:** is a request for a variance at 125 N Wayne Street. The applicant, Andrew Williams request a variance of Article VII, Sect 700.2 table 12, Article V, Sect 520 Table 3 and Sect 570.2 of the Zoning Ordinance. The property consists of a total of .6 acres. The property has a total of approximately 126 ft of road frontage on North Wayne Street. Code Department recommends approval

Chairman Eckles asked for Code Officer report.

Kelley: This is a repurposing of an abandoned auto parts store location to a restaurant. The property is in the newly established Monroe Historic Downtown Entertainment District which is loosely defined as the CBD and this parcel. It has been discussed that the CBD and the downtown development pattern needs to be expanded. This opportunity represents a good place to start. The CBD allows zero lot lines and does not require on-site parking. This project provides parking, landscaping and setbacks to the extent technically feasible while promoting the front loaded building pattern of the Downtown area.

Andrew Williams with Silver Queen spoke to the request. He stated he would answer any questions they had.

Chairman Eckles asked if he was asking for variance because he is short on a few parking spaces.

Williams stated he wanted to move the building forward in order to create the front loaded look like downtown. We are short parking spaces but over the maximum impervious surface required. We wanted to add in the landscaping but that didn't remove 100% of the impervious surface. If we add more parking spaces we get further away from the maximum impervious surface requirement. We are hoping for a compromise.

Kelley added his comments about the parking and how the plan they have serves to reduce the impervious surface.

Chairman Eckles asked for any questions. Being none he asked for a motion. Camp made a motion to approve. Harrison seconded. Motion Carried. Recommendation for Approval goes forward to the Council in August.

Public Hearing closed 5:55 pm

Chairman Eckles asked if there was any old business. none  
Chairman Eckles asked if there was any new business. Kelley spoke to the WOW express will be coming before them again for a COA. He withdrew the Variance request before the Council Meeting.

Chairman Eckles entertained a motion to adjourn. Parks made a motion to adjourn. Camp seconded. Meeting adjourned at 5:57 pm

Historic Preservation Commission  
Minutes  
June 26, 2018

Present: Mitch Alligood  
Fay Brassie  
Crista Carrell

Absent: Susan Brown  
Marc Hammes

Staff: Patrick Kelley – Director of Code and Planning  
Debbie Adkinson, Code Dept Assistant

Visitors: Scott Cochran, Ross Bradley

Meeting called to order at 5:58 pm.

Chairman Alligood entertained a motion for approval of the minutes from May 22, 2018. Crista made a motion to approve. Fay seconded. Motion Carried. Minutes approved.

**The first item of business** is an application for COA for petition # 18-00230 at 716 E Church Street. The applicant, Scott Cochran, request a COA to allow a dog eared privacy fence across the front and West side yard and a black chain link fence on the back and East side yard.

Chairman Alligood asked if there was a representative.

Scott Cochran spoke to the request. He stated he would like to place the dog eared fence across the front of the lots and down the side. He would also like to place the chain link fence across the back and down the side to put his dogs in.

Chairman Alligood asked if there were any questions. Being none he entertained a motion. Crista made a motion to approve. Fay Seconded. Motion carried. COA granted.

**The Second item of business** is an application for a COA for petition # 18-00242 at 110 S Broad Street. The applicant, Your Pie, requests a COA to add on to the back of the building to extend the size for new restaurant. They are also asking to paint the brick on front and back.

Ross Bradley, Representative for Your Pie spoke to the request. He stated he would like to paint the front and back of the building to be consistent with the brand. He stated the brick had to be repaired and they don't match and he feels this would enhance the beauty of the building by covering the discrepancies.

With much discussion about the painting of the building and the discrepancies of the brick the commission agreed.

Chairman Alligood asked for a motion. Crista made a motion to approve the paint color scheme discussed. Fay seconded. Motion carried. COA Granted for painting.

Chairman Alligood asked for a motion on the addition on rear of building. Fay motion to approve. Crista seconded. Motion carried. COA Granted for addition.

New Business: Kelley spoke of the need for an upcoming called meeting for a need at 400 E Church Street. Meeting will be scheduled for July 9, 2018 at 10:00 am.

Chairman Alligood entertained a motion for adjournment. Crista made a motion. Fay Seconded. Meeting Adjourned at 6:24 pm.



Historic Preservation Commission  
Called Meeting Minutes  
July 9, 2018

Present: Mitch Alligood  
Marc Hammes  
Crista Carrell

Absent: Susan Brown  
Fay Brassie

Staff: Patrick Kelley – Director of Code and Planning  
Debbie Adkinson, Code Dept Assistant

Visitors: Jeremy and Katie Bower

Meeting called to order at 10:00 am.

Chairman Alligood entertained a motion for approval of the minutes from June 26, 2018 Marc made a motion to approve. Crista seconded. Motion Carried. Minutes approved.

**The first item of business** is an application for COA for petition # 18-00253 at 400 E Church Street. The applicant, Jeremy & Katie Bower, request a COA to allow changes to the exterior of the house to bring it back to a more original state. Their list included moving a window to center it in the renovation area and to replace several windows that were removed and damaged when removing asbestos.

Chairman Alligood asked if there was a representative.

Jeremy and Katie Bower spoke to the request. They reiterated the items they have listed for renovating the exterior of the house. They would like to get approval for everything on the list included in their application. The list consist of repairing chimneys, removing awning and screens on porch, removing ornamental gable items, repair fascia boards, replace siding with Hardiplank, replace windows with similar looking energy efficient ones, move some window locations on side and back, remove concrete ramp and walk, add wide front steps, add brick paver walkway, add privacy fence in back, add shutters to the front windows, replace door with historically appropriate door, and add deck in back of home.

Chairman Alligood asked if there were any questions. Being none he entertained a motion. Crista made a motion to approve as submitted. Marc Seconded. Motion carried. COA granted.

Chairman Alligood entertained a motion for adjournment. Marc made a motion. Crista Seconded. Meeting Adjourned at 10:15 am.

Historic Preservation Commission  
Called Meeting Minutes  
July 24, 2018

Present: Mitch Alligood  
Marc Hammes  
Crista Carrell  
Susan Brown  
Fay Brassie

Absent: none

Staff: Debbie Adkinson, Code Dept Assistant

Visitors: David Dickinson, Linda Jones-Sibert, Alan Sibert, Adam Bailey, Amie Stubbs

Meeting called to order at 6:01 P.M.

Chairman Alligood entertained a motion for approval of the minutes from July 9, 2018 Fay made a motion to approve. Marc seconded. Motion Carried. Minutes approved.

**The first item of business** is an application for COA for petition # 18-00291 at 505 E Church Street. The applicant, Alan & Linda Siebert request a COA to allow changes to the exterior of the house to change siding to Hardi-plank.

Chairman Alligood asked if there was a representative.

Alan & Linda Siebert spoke to the request. Mr. Siebert stated he would be using 5 ¼” wide boards as replacement. He stated the board would already be the color yellow but not as bright as existing.

After some discussion Chairman Alligood entertained a motion. Marc made the motion to approve. Fay Seconded. Motion Carried. COA Granted.

**The Second Item of Business** is an application for a COA for petition # 18-00300 at 607 Lawrence Street. The applicants, Ami & Rodney Stubbs request a COA to place a privacy fence in the back yard of their home on Lawrence Street.

After some discussion Chairman Alligood entertained a motion. Crista made a motion to approve the fence in the back yard. Susan Seconded. Motion carried. COA Granted.

**The Third Item of Business** is an application for a COA for petition # 18-00297 at 137 S Broad Street. The applicant, David Dickinson, request a COA to change the façade to accommodate a new restaurant.

Chairman Alligood asked for representatives.

David Dickinson and Adam Bailey spoke to the request. Mr. Dickinson stated the brick of the façade would not be disturbed except to place the lights and sign on the front. He stated their plans are to change doors to be wooden, take out plate glass windows and replace with either wood frames or colored metal, the windows and wall of the building to the south will be set back 14 ft to make a patio, the front door on the northern building door will be brought out and even with the sidewalk as opposed to the set back.

Chairman Alligood asked for any questions.

With some discussion Chairman Alligood entertained a motion. Fay made the motion to accept. Susan seconded. Motion carried. COA Granted.

New Business: none

Chairman Alligood entertained a motion for adjournment. Crista made a motion. Marc Seconded.  
Meeting Adjourned at 6:16 P.M.

# Downtown Development Authority City of Monroe

Minutes of the meeting held Thursday, May 10th, 2018 at 8:00 am  
City Hall  
215 N. Broad Street, Monroe, GA 30655

Members Present:

Lisa Anderson, Chairman  
Mike Gray, Secretary  
Whit Holder  
Wesley Sisk  
Andrea Gray  
Meredith Malcom  
Charles Sanders

City Staff:  
Sadie Krawczyk  
Leigh Ann Walker  
Les Russell  
Ryan Pinkerton

Excused absences: Ross Bradley

Guests: Faye Massey

The meeting was called to order at 8:02 by Chairman Lisa Anderson  
A quorum of members was declared.

The minutes of the April meeting were approved after a motion was made by Mike Gray and a second by Charles Sanders.

The March Financial Reports were approved after a motion by Andrea Gray and a second by Mike Gray.

Public Forum

Faye Massey commented that she serves on the Historic Preservation Commission and wanted to come to our DDA board meeting to hear more what we were working on in hopes of working more closely together with HPC in our efforts.

City Update

The Georgia Main Street MOU was approved by council last month; the downtown entertainment district is in effect allowing open container in city designated cups; community gardens are close to completion in Pilot Park.

Economic Activity Update

JL Designs has opened their new retail storefront; Almost Home closing this month; 100 S. Broad Street façade work has begun; still no vacancies along Broad Street downtown.

Committee Reports

**Organization Committee** - \$37,000+ committed, \$20,000+collected to date in sponsorships; committee plans to meet next week

**Promotions Committee** -First summer concert was a good event; Farmers market opens this weekend.

**Design Committee** - Broad Street mural is complete; Washington Street alleyway is finished with the first phase of development; planters have been replanted throughout downtown.

**Economic Vitality** - 202 E. Spring Street and 115 Midland Avenue set to close by June 13, 2018; Mike Gray said that the parking meter proposal looks like a good idea and asked Sadie to prepare to present to council; discussion about Lumpkin Street relining was also discussed.

#### Projects

**Farmers Market**- Farm to Table was very successful, raised over \$7500 for the market; the tent weights have gone missing, so public works will have to create more for the market.

**Sculpt Monroe** - no report.

**Childers Park** - still moving forward with getting an official proposal for stream restoration and partial piping; cost range for project should be \$290,000 to \$350,000; dog park is still closed for upgrades.

#### Programs

**Façade Grant** - none.

**Community Event Grant** - none.

#### New Business

None.

#### Announcements

The next meeting will be June 21, 2018 at City Hall.

Georgia Downtown Conference will be August 15-17 at Chateau Elan in Braselton, GA.

The meeting was adjourned after a motion was made by Whit Holder and seconded by Charles Sanders.

# Downtown Development Authority City of Monroe

Minutes of the meeting held Thursday, June 21st, 2018 at 8:00 am  
City Hall  
215 N. Broad Street, Monroe, GA 30655

Members Present:

Lisa Anderson, Chairman  
Mike Gray, Secretary  
Wesley Sisk  
Andrea Gray  
Ross Bradley  
Meredith Malcom

City Staff:  
Sadie Krawczyk  
Leigh Ann Walker  
Logan Propes

Excused absences: Charles Sanders, Whit Holder

Guests: none

The meeting was called to order at 8:04 by Chairman Lisa Anderson  
A quorum of members was declared.

The minutes of the May meeting were approved after a motion was made by Mike Gray and a second by Meredith Malcom.

The April Financial Reports were approved after a motion by Mike Gray and a second by Wesley Sisk.

Public Forum

None.

City Update

Work will begin on alleyway behind North Broad Street businesses; City approved purchase of Town Green space on S. Madison Ave.; N. Broad Street LCI project to begin August 6 and will be completed by July 31, 2019; Spring Street sidewalk project has been delayed due to rain; Monroe Police Department planning to move to Walton Plaza by summer of 2019.

Economic Activity Update

John’s Supermarket has engaged the Downtown Design Studio for renderings on their proposed expansion on S. Broad St.; 100 S. Broad has also reached out to the Downtown Design Studio for assistance; South on Broad has taken possession of the spaces where Wild West BBQ was located.

Committee Reports

**Organization Committee** - committee didn’t meet, but current sponsor list was sent to members for review and follow up with sponsors.

**Promotions Committee** -June concert rescheduled for July 6<sup>th</sup>; July 4<sup>th</sup> city event planned; concerts will be back on the courthouse lawn for August and September concerts.

**Design Committee** - hammock park is the next Places to Play project to be installed; Phase 2 of Washington Street alleyway will be next project after other alleyway work is completed; it was noted that sprinklers downtown still need to be repaired

**Economic Vitality** - motion made by Mike Gray, seconded by Ross Bradley, to extend the contract with Pimento Investments for 202 E. Spring Street and 115 Midland Avenue to July 31, 2018; unanimous approval voted by board. Additional parking solution ideas were discussed as well.

#### Projects

**Farmers Market**- no report.

**Sculpt Monroe** - no report.

**Childers Park** - dog park re-opening in July; Corblu Ecology Group putting together a proposal to work with the city on a plan for stream restoration in Childers Park.

#### Programs

**Façade Grant** - none.

**Community Event Grant** - Community Event Grant of \$250 approved for Movies at the Mill after a motion from Meredith Malcom and a second from Andrea Gray.

#### New Business

DDA Annual Planning retreat scheduled for Monday, July 30, 2018.

#### Announcements

The next meeting will be July 30, 2018 at City Hall.

Georgia Downtown Conference will be August 15-17 at Chateau Elan in Braselton, GA.

The meeting was adjourned after a motion was made by Ross Bradley and seconded by Meredith Malcom.

# Downtown Development Authority City of Monroe

Minutes of the called meeting held Monday, July 9, 2018 at 9:00 am  
City Hall  
215 N. Broad Street, Monroe, GA 30655

Members Present:

Lisa Anderson, Chairman  
Mike Gray, Secretary  
Wesley Sisk  
Charles Sanders  
Whit Holder  
Meredith Malcom

City Staff:  
Sadie Krawczyk  
Leigh Ann Walker  
Les Russell

Excused absences: Andrea Gray, Ross Bradley

Guests: none

The meeting was called to order at 9:04 by Chairman Lisa Anderson  
A quorum of members was declared.

Public Forum

None.

New Business

The board unanimously approved the following after a motion from Mike Gray and a second from Whit Holder:

To modify the existing contract for the sale of the property located at 202 E Spring St and 115 Midland Avenue to Pimento Investments as follows:

- a. Increase the maximum allowable amount of Construction Loan Subordination from \$400,000 to \$572,000.
- b. The transaction shall be closed by counsel of the Construction Lender’s choosing.
- c. Additional interest incurred by the seller after 08/31/2018 will be the responsibility of the purchaser with payment due at the commencement of payments on the Promissory Note issued by the DDA to the purchaser.
- d. The increase of the Construction Loan Subordination will be subject to the property appraisal meeting the requirements of Synovus Bank.

The meeting was adjourned after a motion was made by Mike Gray and seconded by Wesley Sisk.



**Monroe Convention and Visitors Bureau Authority**  
**Minutes of the meeting held Thursday, May 10, 2018 at 9:00 am**  
**City Hall**  
**215 N. Broad Street, Monroe GA 30655**

**Members Present:**

Lisa Anderson, Chairman  
 Mike Gray, Secretary  
 Whit Holder  
 Wesley Sisk  
 Meredith Malcom

Charles Sanders  
 Andrea Gray

City Staff:  
 Sadie Krawczyk  
 Leigh Ann Walker  
 Les Russell  
 Ryan Pinkerton

Excused absences: Ross Bradley

Guests: Faye Massey

The meeting was called to order at 8:49 am by Chairman Lisa Reynolds.

The minutes of the April meeting were approved with a motion from Whit Holder and a second by Mike Gray.

The March Financials were approved after a motion from Charles Sanders and a second by Meredith Malcom.

Chairman's Report:  
 None.

**Executive Directors Report:**

Hammock Park is the next project for Places to Play; meeting with the Walton County Healthcare Foundation on July 24<sup>th</sup> to request additional funding for park development.

**Old Business:**

Washington Street Alleyway - phase 1 complete

TV Commercial Pricing - run the commercial June and July for a cost of \$5070, this will include Braves games and Lake Oconee. Ad campaign was approved after a motion from Whit Holder and a second from Charles Sanders.

**New Business:**

Proposal from Costa Creative for marketing services was reviewed. The board discussed the need for such services and decided that this may be a good option in future years once more hotel and motel tax funding is generated by city hotels.

The Mainstreet Breckenridge open house on April 17<sup>th</sup> was attended by some board members, and they all commented on the development saying it was first-class with amazing staff. The Monroe development by Mainstreet is on track to break ground this fall.

Sadie Krawczyk mentioned that the Hampton Inn is facing site challenges with the parking.

**Announcements:**

The next meeting will be June 21, 2018

The meeting was adjourned after a motion from Mike Gray and a second from Wesley Sisk.

Monroe Convention and Visitors Bureau Authority  
Minutes of the meeting held Thursday, June 21, 2018 at 9:00 am  
City Hall  
215 N. Broad Street, Monroe GA 30655

Members Present:

Lisa Anderson, Chairman

Mike Gray, Secretary

Wesley Sisk

Meredith Malcom

Ross Bradley

Andrea Gray

City Staff:

Sadie Krawczyk

Leigh Ann Walker

Logan Propes

Excused absences: Charles Sanders, Whit Holder

Guests: none

The meeting was called to order at 9:00 am by Chairman Lisa Reynolds.

The minutes of the May meeting were approved with a motion from Ross Bradley and a second by Andrea Gray.

The April Financials were approved after a motion from Ross Bradley and a second by Meredith Malcom.

Chairman's Report:

None.

Executive Directors Report:

No hotel development at this point.

Old Business:

TV Commercial running during Braves games and in Lake Oconee.

New Business:

Little Coupon Book is featuring downtown businesses; The Monroevian magazine is coming together; radio station has reached out to put together radio ad proposal for us to consider.

Announcements:

The next meeting will be July 30, 2018

The meeting was adjourned after a motion from Ross Bradley and a second from Wesley Sisk.



**To:** Finance Committee, City Council  
**From:** Chris Bailey, Central Services Manager  
**Department:** Central Services  
**Date:** 07/23/2018  
**Subject:** City Hall Landscaping Rehabilitation Request

**Budget Account/Project Name: Capital Improvement Program (CIP)**

**Funding Source: Capital Improvement Program (CIP)**

**Budget Allocation:** \$250,000.00

**Budget Available:** \$250,000.00

**Requested Expense:** \$34,189.00

**Company of Purchase:** PS Landscapes

**Description:**

A request is being made to approve the complete rework of the City Hall landscaping and design. This request includes the removal of existing bushes, lost sod and trees around the building; followed by the reinstallation of topsoil, Bermuda grass, mulch, plants, and ornamental bushes. This request is not a budgeted project, but a much-needed project, with an anticipated cost of less than \$34,189. Irrigation updates will be made during the project should those be necessary.

**Background:**

It is the practice of the City of Monroe to continually lead by example by providing an upgrade to facilities, and then to provide programs and schedules to maintain those newly upgraded facilities going forward.

**Attachment(s):**

- Quote – 2 pages
- Landscape Plants – 3 pages



July 25, 2018

City of Monroe

RE: City Hall

1. Clean Up/Removal of Plants/Trees/Thinning Trees/Limbing Trees - \$6360
2. 100 yards of brown pallet mulch delivered and installed - \$4500
3. 3 Loads of screened top soil - \$1206
4. Grading and Spreading top soil - \$900
5. Plants Around Building
  - a. 14 Green Arborvitae (B&B 6') - \$3150
  - b. 46 'Crimson Fire' Loropetalum (3 gallon) - \$2208
  - c. 4 Sky Pencils (15 gallon)- \$480
  - d. 6 'Lemon Lime' Nandina (2 gallon) - \$288
6. Plants Around Front Sign
  - a. 2 Spiral Juniper (5 gallon) - \$390
  - b. 5 Green Arborvitae (B&B 6') - \$1125
  - c. 33 Flats of Annuals - \$1155
7. Annuals Around Flag Pole - \$1225
8. Back Side of Building Along Walton Street
  - a. 34 'Double Red' Knock Out Roses (3 gallon) - \$1632

9. Sod Installation – 419 Bermuda Sod

- a. Installing New Sod in all agreed areas: \$3190
- b. Installing New Sod in Possible Areas:
  - i. 4 areas around flag pole: \$1450
  - ii. Along Broad Street: \$2900 (not replacing new sod installed by city)
  - iii. Along Highland Avenue: \$290
  - iv. Along Walton Street: \$580
  - v. 2 areas beside the fountain: \$1160 (not replacing new sod installed by city)

\*\*Sod Installation in All Areas: \$9570

\*\*\*There is a delivery fee for sod, but will depend on how many pallets\*\*

@ \$120 or less

Thank you,

PS Landscapes  
Chad Forehand  
Marilyn Forehand



# Green Arborvitae



# Loropetalum



Sky Pencil Cedar

Lime Green  
Nandina





# Spiral Juniper

# Knock Out Roses







**To:** Airport Committee  
**From:** Chris Bailey, Central Services Manager  
**Department:** Airport  
**Date:** 07/23/2018  
**Subject:** Airport East Apron Rehabilitation and Expansion Project

**Budget Account/Project Name: Capital Improvement Program (CIP)**

**Funding Source: Capital Improvement Program (CIP)**

**Budget Allocation:** \$200,000.00

**Budget Available:** \$200,000.00

**Requested Expense:** \$215,675.07

**Company of Purchase:** Barge Design Solutions, GDOT

**Description:**

A request is being made to accept \$468,564 in Federal funding and \$607,242 in State funding with a Local match requirement of \$215,675.07 totaling \$1,291,481.07 for rehabilitation and expansion to the paved areas on the East Apron of the Monroe-Walton County Airport. The expansion will allow for a reroute of traffic, the addition of tie-down spaces, and the added capacity for another fuel farm and potential facilities on the East Apron area.

**Background:**

It is the practice of the City of Monroe to continually leverage projects at the Monroe-Walton County Airport in a ready fashion to gain larger grant funding amounts to work towards the faster growth of the Airport.

**Attachment(s):**

- State TA Letter – 1 page
- Bid Tabulation – 1 page
- Expansion Drawing – 1 page
- Recommendation Letter – 1 page



**Russell R. McMurry, P.E., Commissioner**  
One Georgia Center  
600 West Peachtree NW  
Atlanta, GA 30308  
(404) 631-1990 Main Office

July 9, 2018

The Honorable Greg Thompson, Mayor  
City of Monroe  
P. O. Box 1249  
Monroe, GA 30655

Dear Mayor Thompson:

The Department is pleased to announce a tentative allocation of federal funding assistance in the amount of \$468,564 and state funding assistance in the amount of \$591,691 for the following project at the Monroe - Walton County Airport:

**East Apron Rehabilitation and Expansion**

Please confirm, by letter, no later than **August 13, 2018**, your intent to proceed with and fund this project in the state's Fiscal Year 2019, which ends June 30, 2019. State and/or federal funding for this project if unconfirmed by this date may be reassigned.

State funding assistance must be formally requested by letter to the Department's Commissioner. See attached sample letter. State funding participation is 75% of the state/local project and 50% of the nonfederal share of the federally eligible project. **This project will require matching funds from City of Monroe estimated in the amount of \$214,584.00.** This is a tentative allocation of funds, the actual contract amount will be based on preapproved design, planning and engineering costs and/or competitive bids received to accomplish the project. Any projects in which you are seeking reimbursement with federal funds must have been reviewed and approved by the Department prior to work commencing in order to be considered eligible for federal funding participation. State funding participation is not allowed for reimbursement projects.

The Department has scheduled this project to be ready for contract in **August 2018**. Please provide a schedule to meet this contract date or submit a revised contract date and schedule for consideration. Please note if the project does not meet the agreed upon scheduled contract date the Department will consider moving the project in order to accommodate other projects or consider deferring the project to the next fiscal year. Lynn Thompson has been assigned from our Aviation Programs office as project manager to assist in this tentative allocation award, including but not limited to, overall project coordination, federal and state guidance, and project review and scheduling. Please communicate with your project manager by the 5th of each month regarding your project's status and schedule.

As acknowledgement to this tentative allocation award, please provide a letter with the following: (see attachment)

- Confirmation of intent to proceed with and fund this project in the state's Fiscal Year 2019
- Formal request for state funding assistance
- A schedule to meet this contract date or submit a revised contract date and schedule for consideration

Please contact Lynn Thompson, Aviation Project Manager at (478) 299-3433 if you have any questions. We look forward to the successful completion of this project.

Sincerely,

Carol L. Comer, Director  
Division of Intermodal

CLC:cew

cc: Jamie Boswell, State Transportation Board  
Chris Bailey, Purchasing Manager

Attachment

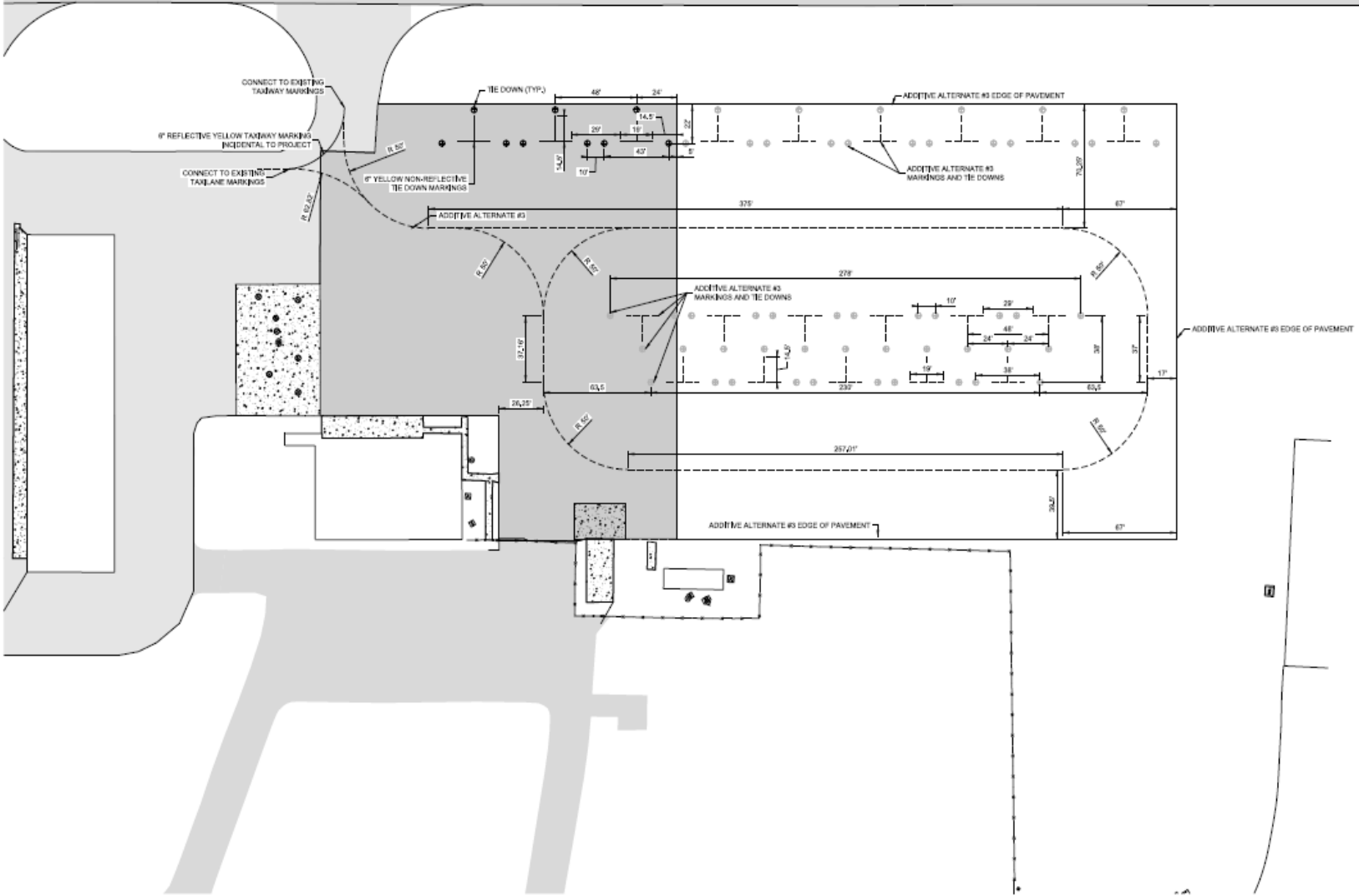
Company/Firm	Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4	Total
E.R. Snell Contractor, Inc.	\$712,839.50	\$10,117.00	\$134,520.50	\$408,498.50	\$272,681.00	\$1,538,656.50
Pittman Construction	\$903,897.50	\$16,884.00	\$218,882.46	\$523,582.00	\$352,624.70	\$2,015,870.66
Baldwin Paving Company, Inc.	No Bid					\$0.00
The Dickerson Group	\$597,478.00	\$6,365.00	\$148,454.00	\$544,028.00	\$274,653.50	\$1,570,978.50
CMES, Inc.	No Bid					\$0.00

Base Bid            Rehabilitation of East Apron, Base Preparation for Expansion  
 Alternate 1        Concrete Pad Fueling Area  
 Alternate 2        Ditch Piping between Taxiway/Apron and Expansion  
 Alternate 3        Paving of Expansion Area  
 Alternate 4        Site Preparation and Taxilane Paving for Hangar Site

Base Bid + Alternate 1 + Alternate 2 + Alternate 3 = \$1,265,975.50

- NOTES
1. THE SURFACE SHALL BE COMPLETELY DRY PRIOR TO STARTING THE MARKING OPERATIONS.
  2. THE MARKINGS SHALL BE PLACED AT THE SPECIFIED RATES IN SPECIFICATION P-422.
  3. BEADS SHALL BE APPLIED WITH A MECHANICAL SPREADER ONLY AND AT THE APPLICATION RATE SPECIFIED IN SPECIFICATION P-422. NO HAND APPLICATION OF BEADS WILL BE ALLOWED. BEADS MUST BE SPREAD UNIFORMLY.
  4. YELLOW TAIWAY MARKINGS SHALL BE OUTLINED WITH A 1/2" BLACK BORDER.
  5. ALL PAINT SHALL HAVE A GOOD APPROVED MICROSLIPIC ADDITIVE.
  6. THERE SHALL BE NO SEPARATE PAY ITEM FOR TIE DOWNS, THEY SHALL BE CONSIDERED INCIDENTAL TO THE ASPHALT PAY ITEMS.  
(# TOTAL FOR BASE BID AND 33 TOTAL FOR ADDITIVE ALTERNATE #3)

LEGEND	
	BASE BID MARKING (INCIDENTAL TO PROJECT)
	ADDITIVE ALTERNATE #3 MARKINGS
	AIRCRAFT TIE DOWN SEE DETAIL SHEET 07.01





July 24, 2018  
Project No. 33843-06

Mr. Chris Bailey, Central Services Manager  
City Of Monroe  
215 North Broad Street  
Monroe, GA 30655

Re: Recommendation to Award  
East Apron Rehab and Expansion  
Monroe-Walton County Municipal Airport  
Monroe, Georgia

Dear Mr. Bailey:

Bids for the subject project were publicly opened at the Monroe City Hall on June 5th, 2018 at 2:00 PM. Three proposals were received; E.R. Snell Contractor, Inc, The Dickerson Group, and Pittman Construction Co. All three proposals were complete.

Based on the above proposals, Barge Design Solutions, Inc. recommends awarding the Base Bid, and Alternates #2 and #3 for the East Apron Rehab and Expansion project for the Monroe-Walton County Municipal Airport to E.R. Snell Contractor, Inc. in the amount of \$1,255,858.50. This recommendation of award is contingent on available grant funding from the Georgia Department of Transportation.

Please let us know if any additional information is needed.

Sincerely,

Michael J. Cole, PE, PMP  
Project Manager

Cc: Frank Meyer, GDOT  
File



**To:** Airport Committee  
**From:** Chris Bailey, Central Services Manager  
**Department:** Airport  
**Date:** 07/23/2018  
**Subject:** Airport East Apron Rehabilitation and Expansion Project

**Budget Account/Project Name: Capital Improvement Program (CIP)**

**Funding Source: Capital Improvement Program (CIP)**

**Budget Allocation:** \$200,000.00

**Budget Available:** \$200,000.00

**Requested Expense:** \$215,675.07

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**Background:**

It is the practice of the City of Monroe to continually leverage projects at the Monroe-Walton County Airport in a ready fashion to gain larger grant funding amounts to work towards the faster growth of the Airport.

**Attachment(s):**

- State TA Letter – 1 page
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**Russell R. McMurry, P.E., Commissioner**  
One Georgia Center  
600 West Peachtree NW  
Atlanta, GA 30308  
(404) 631-1990 Main Office

July 9, 2018

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City of Monroe  
P. O. Box 1249  
Monroe, GA 30655

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Sincerely,

Carol L. Comer, Director  
Division of Intermodal

CLC:cew

cc: Jamie Boswell, State Transportation Board  
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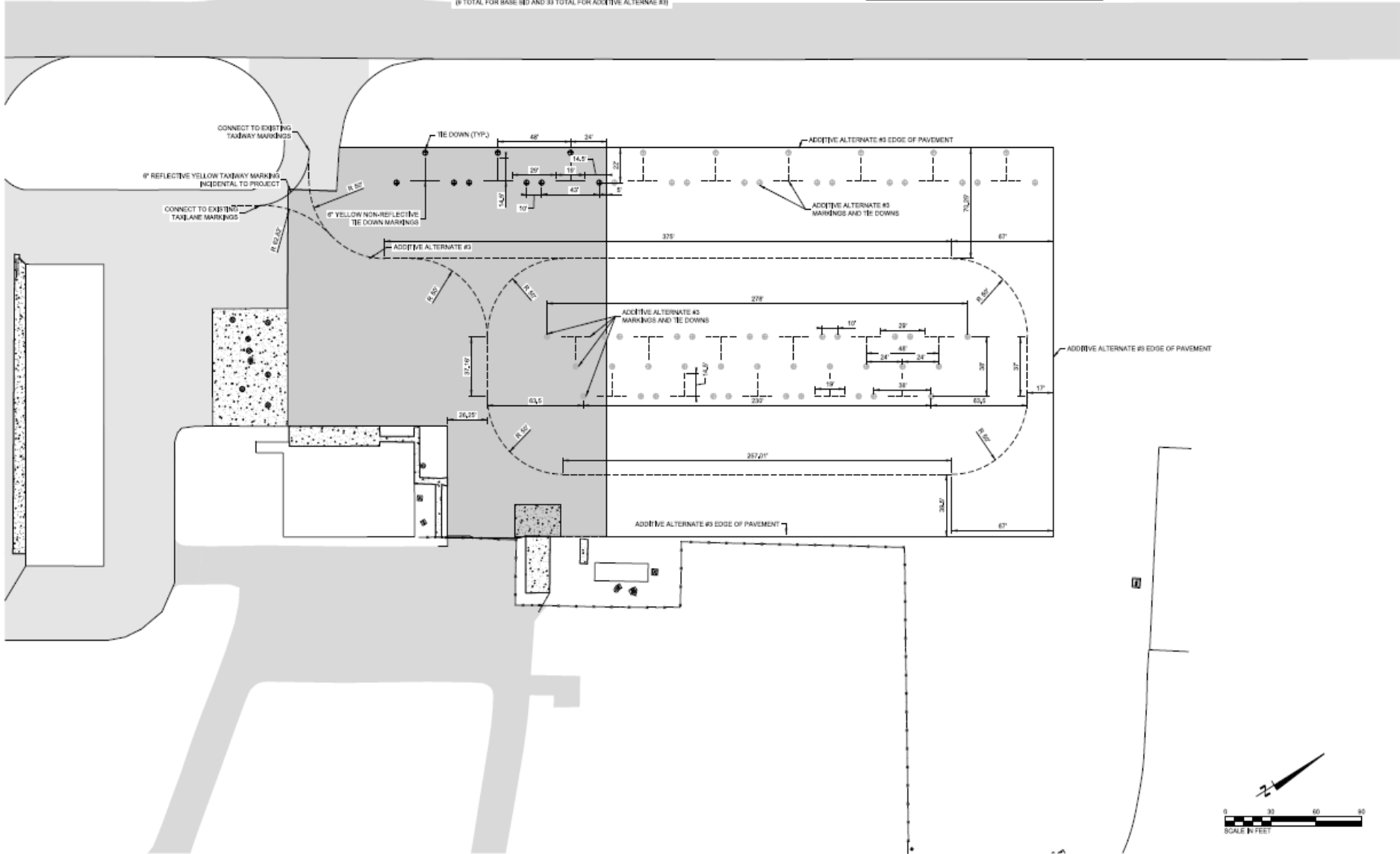
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- NOTES
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LEGEND	
	BASE BID MARKING (INCIDENTAL TO PROJECT)
	ADDITIVE ALTERNATE #3 MARKINGS
	AIRCRAFT TIE DOWN SEE DETAIL SHEET 07.01





July 24, 2018  
Project No. 33843-06

Mr. Chris Bailey, Central Services Manager  
City Of Monroe  
215 North Broad Street  
Monroe, GA 30655

Re: Recommendation to Award  
East Apron Rehab and Expansion  
Monroe-Walton County Municipal Airport  
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Please let us know if any additional information is needed.

Sincerely,

Michael J. Cole, PE, PMP  
Project Manager

Cc: Frank Meyer, GDOT  
File



**To:** Airport Committee  
**From:** Chris Bailey, Central Services Manager  
**Department:** Airport  
**Date:** 07/23/2018  
**Subject:** Airport West Apron Reroute Request

**Budget Account/Project Name: Capital Improvement Program (CIP)**

**Funding Source: Capital Improvement Program (CIP)**

**Budget Allocation:** \$0.00

**Budget Available:** \$103,303.50

**Requested Expense:** \$103,303.50

**Company of Purchase:** ER Snell, Barge Design Solutions

**Description:**

A request is being made to contract ER Snell for the paving of a required apron access area on the West Apron to bring the Monroe-Walton County Airport into compliance with GDOT/FAA requirements. This expense is for \$103,303.50 and will be performed in conjunction with the East Apron improvements to save on Mobilization costs of approximately \$37,600 should the project be stand alone.

**Background:**

It is the practice of the City of Monroe to continually perform improvements at the Monroe-Walton County Airport in an effort to comply with all GDOT/FAA regulations.

**Attachment(s):**

Bid – 1 page

Drawing – 1 page

WEST TAXIWAY IMPROVEMENTS  
 MONROE, GEORGIA  
 5/16/2018

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

BASE BID- WEST TAXIWAY IMPROVEMENTS (OPTION 1 - WITHOUT ASPHALT REMOVAL)

ITEM	DESCRIPTION	TOTAL QUANTITY	UNIT	UNIT PRICE	TOTAL COST
GP-105	Mobilization	1	LS	16,700	16,700
Plans	Roadbed Processing	1	LS	4,420	4,420
P-152-4.1	Unclassified Excavation (Removal of Topsoil)	350	CY	43.50	15,225
P-152-4.2	Borrow On-Site	500	CY	15.50	7,750
SEC. 310	Graded Aggregate Base Course - Including Material	1110	SY	12.00	13,320
SEC. 400	Asphaltic Concrete 12mm Superpave, Including Bituminous Materials and Hydrated Lime	125	TONS	135.00	16,875
SEC. 400	Asphaltic Concrete 19mm Superpave, Including Bituminous Materials and Hydrated Lime	125	TONS	128.00	16,000
SEC. 413	Bituminous Tack Coat	110	GAL	2.85	313.50
Plans	Erosion Control	1	LS	12,700	12,700

BASE BID TOTAL:

\$ 103,303.50

Additional Cost to ReMob - Add \$ 37,600 to mobilization

ER Snell  
 John White - 7/19/18

WEST TAXIWAY IMPROVEMENTS  
 MONROE, GEORGIA  
 5/16/2018

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

BASE BID- WEST TAXIWAY IMPROVEMENTS (OPTION 2 - WITH ASPHALT REMOVAL)

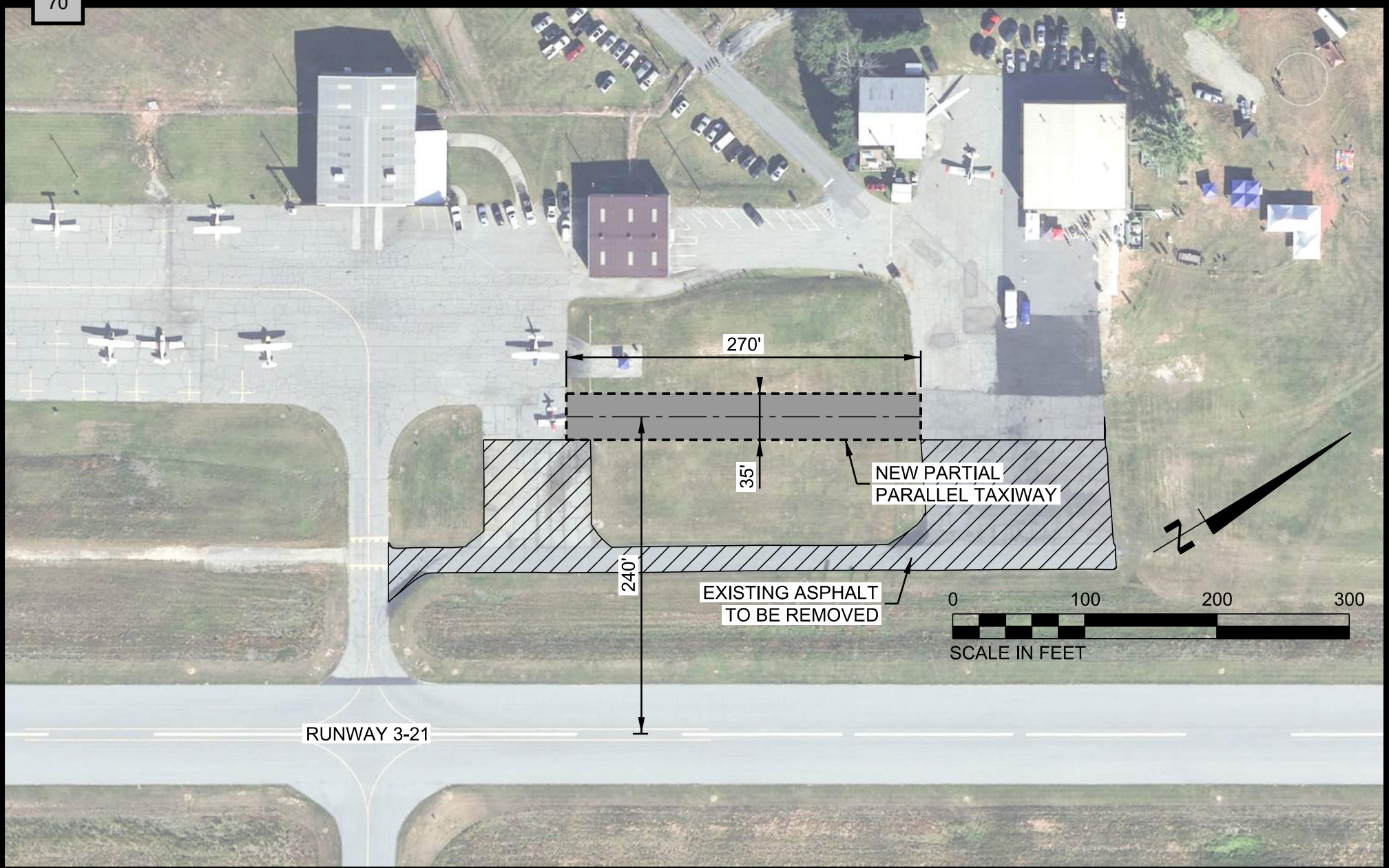
ITEM	DESCRIPTION	TOTAL QUANTITY	UNIT	UNIT PRICE	TOTAL COST
GP-105	Mobilization	1	LS	16,700	16,700
Plans	Roadbed Processing	1	LS	4,420	4,420
P-101-5.1	Removal of Existing Asphalt Pavement	3,500	SY	7.70	26,950
P-152-4.2	Borrow On-Site	500	CY	45.95	22,975
SEC. 310	Graded Aggregate Base Course - Including Material	1110	SY	12.00	13,320
SEC. 400	Asphaltic Concrete 12mm Superpave, Including Bituminous Materials and Hydrated Lime	125	TONS	135.00	16,875
SEC. 400	Asphaltic Concrete 19mm Superpave, Including Bituminous Materials and Hydrated Lime	125	TONS	128.00	16,000
SEC. 413	Bituminous Tack Coat	110	GAL	2.85	313.50
Plans	Erosion Control	1	LS	12,700	12,700

BASE BID TOTAL:

130,253.50

Additional Cost to ReMob - Add \$37,600 to Mobilization

ER Shell - 7/19/18  
 John White



**BARGE**  
DESIGN SOLUTIONS

2047 West Main Street // Suite 1 // Dothan, Alabama 36301  
PHONE (334) 793-6266 // FAX (334) 793-4459

WEST PARTIAL PARALLEL TAXIWAY SKETCH

MONROE-WALTON COUNTY AIRPORT  
MONROE, GEORGIA

DRAWN BY: JEC	CHECKED BY: KFW
DRAWING NO.: 2	
PROJECT NO.: 33843-GN	DATE: 5-15-2018



**To:** Public Works Committee  
**From:** Logan Propes, City Administrator  
**Department:** Streets & Transportation  
**Date:** 08/07/2018  
**Subject:** Transportation Alternatives Program Grant Application

**Budget Account/Project Name:** TAP

**Funding Source:** SPLOST

**Budget Allocation:** TBD

**Budget Available:** TBD

**Requested Expense:** TBD

**Company of Purchase:** TBD

**Description:**

Staff recommends that the Council authorize the Mayor to execute the application for the GDOT Transportation Alternatives Program grant.

**Background:**

The City has an opportunity to seek a grant from the Georgia Department of Transportation for a Transportation Alternatives Program award. This is for a project of a minimum of \$1,000,000 and part must be on the GDOT right-of-way. Eligible projects include Pedestrian and Streetscape improvements. The City's grant application encompasses both. The grant is a 20% local match. In this instance the total project is estimated at \$2,861,575.74 and the City would be responsible for an estimated \$572,315.15.

The scope of the project would be to connect the streetscaping and sidewalk improvements from N. Broad @ Marable Streets into downtown, turning onto E. Highland and South onto N. Lumpkin. Annual maintenance would fall on the city for the portion of GDOT sidewalk and is estimated at \$7,500 per year for the full streetscape.

**Attachment(s):**

Grant Application



# Transportation Alternatives Program Guidelines and Application

5/16/2018



## **Transportation Alternatives Program Guidance**

### **The Transportation Alternatives Program (TAP):**

The Georgia Department of Transportation (GDOT) partners with the Federal Highway Administration (FHWA) in facilitating and providing an opportunity for local governments to pursue non-traditional transportation related activities such as pedestrian facilities, bicycle facilities, and pedestrian streetscaping projects. TAP improves the quality of life for citizens in communities across the state by providing local governments the means to pursue projects that might not otherwise be possible. The Federal Transportation Funding Act, Moving Ahead for Progress in the 21st Century (MAP-21), that was signed into law on July 6, 2012 authorized the Transportation Alternatives Program. TAP builds upon the legacy of the TE program by expanding travel choices, strengthening the local economy, improving the quality of life, and protecting the environment. The most recent Transportation Funding Act, Fixing America’s Surface Transportation (FAST) Act, continues funding TAP through 2020.

### **GDOT Awards TAP Funds to Local Governments in two population categories:**

This call for projects is limited to two population areas of the state of Georgia, as outlined below:

- For TAP funds sub-allocated to small urban areas (i.e., areas with populations of 5,001 to 200,000), the State is responsible for selecting TAP projects through a competitive process. The State may make these funds available for projects anywhere within the metropolitan planning area boundaries of a Metropolitan Planning Organization (MPO) serving an urbanized area with a population less than or equal to 200,000.
- For TAP funds sub-allocated to smaller areas (i.e., areas with populations below 5,000), the State is responsible for selecting TAP projects through a competitive process. Projects are only approved up to the funds available in the population area on an annual basis.

### **Authorized Applicants:**

- Local governments
- Regional Transportation Authorities
- Transit Agencies
- Natural Resources or public lands agencies
- School Districts, local education agencies or schools
- Tribal governments

- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a MPO or a State agency that the State determines to be eligible)

State DOTs and MPOs are not eligible entities as defined under 213(c)(4)(B) and therefore are not eligible project sponsors for TAP funds. However, State DOTs and MPOs may partner with an eligible entity project sponsor to carry out a project.

Non-Governmental Organizations are eligible to partner with a government entity when applying for funding.

Local government entities include any unit of local government below a State government agency, except for MPOs. Examples include city, town, or county agencies.

Transit agencies include any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration (FTA).

Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include: State or local park or forest agencies, State or local fish and game or wildlife agencies, Department of the Interior Land Management Agencies and U.S. Forest Service.

**Funding Requirements for This Call for Projects:**

- This call for projects is limited to areas of the state with a population greater than 5,000, but less than 200,000 and areas of the state with a population of less than 5,000 (two separate areas with a defined amount of funding available for each area).
- The minimum amount of funding requested for each project is \$1,000,000. The maximum amount is the pool limit. The minimum amount can be the sum of preliminary engineering (PE) cost, right of way (ROW) cost and construction (CST) cost.
- At least one phase of the project must be ready for funding to be federally authorized in state fiscal year 2019. The state fiscal year begins on July 1, 2018 and continues through June 30 2019. The funding authorized in fiscal year 2019 can be for any project phase. The PE phase would most likely be the quickest phase to obtain funds authorization in fiscal year 2019.

**Eligible Projects as Authorized by TAP:**

**Pedestrian and bicycle facilities**, including non-motorized paths, that:

- Connect and develop documented regional or statewide non-motorized transportation networks
- Are appropriate for the need and user types targeted
- Benefit state tourism or economic development initiatives
- If locally significant, have strong transportation connection and involve planning efforts or serve as connectors to regional networks
- Are a priority on GDOT, county or regional non-motorized transportation plans
- Address documented pedestrian/bike deficiencies
- Are part of a broader non-TAP funded non-motorized system

**Streetscape Improvements**, that:

- Are located in established traditional downtowns or historic districts
- Use a creative design approach that enhances pedestrian safety and takes into account the community identity, history, context, and the human environment
- Accomplish multiple goals (traffic calming, enhancement, aesthetics, pedestrian safety, tied with other initiatives, etc.)
- Receive input and support from citizens, local businesses, economic developers, traffic engineers, etc.

**Safe Routes to School Program**, that:

- Meet the requirements under section 1404 of the SAFETEA-LU

For TAP, a pedestrian is not only defined as a person traveling by foot but also “any mobility impaired person using a wheel chair.” The definition of a bicycle transportation facility is “a new or improved lane, path, or shoulder for use by bicyclists and a traffic control device, shelter, or parking facility for bicycles.” Bicycle and pedestrian projects must be “principally for transportation, rather than recreation purposes.” It must also demonstrate a logical sense of connectivity.

**TAP funds cannot be used for:**

- State or MPO administrative purposes
- Grant administration
- Promotional activities
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
- Routine maintenance and operations
- Safety and educational activities for pedestrians and bicyclists

- Acquisition of scenic easements and scenic or historic sites (including historic battlefields), and scenic or historic highway programs (including tourist and welcome center facilities). *Exceptions:* A few specific activities under this category are eligible for funding as TAP projects, including construction of turnouts, overlooks, and viewing areas; historic preservation and rehabilitation of historic transportation facilities; and bicycle and pedestrian facilities.
- Landscaping and scenic enhancement as an independent project. However, landscaping is eligible as part of the construction of any TAP funded project. In these cases, details for long term maintenance must be provided along with details for the installation of an irrigation system if deemed necessary.
- Historic preservation and rehabilitation of historic buildings, structures, or facilities  
Historic preservation activities now are limited to preservation and rehabilitation activities relating to a historic transportation facility. See section 101(a)(29)(E).  
Operation of historic transportation facilities is not eligible under TAP.
- Archaeological planning and research. Under TAP, archaeological activities must relate to impacts from implementation of a transportation project eligible under title 23.
- Establishment of transportation museums. There is no eligibility for this activity under TAP.

Careful consideration should be given to whether an activity falls within the eligibilities created under TAP. For more information regarding definitions of eligible TAP activities, please refer to the FHWA TAP Guidance at:

[https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)

**Project Competitive Factors:**

Financial factors

- Realistic expectations and cost
- A high level of local match funding and ability to pay
- Non-participating work that is determined to be a benefit to the TAP project

Public input

- Consistency with adopted plans, policies, or other investments
- Opportunity and evidence of public involvement

Safety and Livability

- Addresses safety

- Enhances livability, demonstrates quality of experience, improves quality of life, and improves population health
- Total population served and level of exposure or access including the amount or density of nearby population or employment

Coordinated efforts

- Project supporting a community’s Complete Streets policy, is on a designated state or national bicycle trail, or is part of a statewide initiative, provides connectivity among other facilities or regions of activity, adds to or enhances existing network
- Completes planned corridors, fills gaps
- Paired with other infrastructure work
- Part of an economic development or community improvement initiative

Constructability

- Technical merit including feasibility, meeting design standards, realistic scope/schedule/budget and project readiness

Maintenance factors

- Evidence of a strong maintenance plan that includes tasks, schedule, cost, source of maintenance funding, and responsible parties

Previous Transportation Enhancement (TE) and TAP funding

- Number and scale of previously awarded projects
- Timely implementation and appropriate maintenance on previous projects

GDOT has developed criteria to evaluate and rank proposed TAP projects. Qualified projects meeting the mandatory requirements are evaluated, scored and ranked. As funding is available projects are awarded to those applicants receiving the highest scores. Applicants not receiving funding during the year may resubmit their project the following year for consideration.

**Applicant Responsibilities:**

**Application Submission:**

Applications are accepted by GDOT’s Office of Program Delivery. Applications shall be submitted by August 31, 2018 to the following email address: [TAPapplications@dot.ga.gov](mailto:TAPapplications@dot.ga.gov). Those projects meeting the state and federal requirements will be prioritized, evaluated, scored and ranked.

**Regulatory Requirements:**

The applicant must certify it complies or will comply with:

- All federally mandated requirements (such as FHWA, environmental, civil rights, debarment and fiscal management Standards)
- All mandatory codes and technical standards apply to the project, such as USDOT, AASHTO, and GDOT
- Any other standards that may apply to the project to include state and federal procurement procedures

**Applicants Must Demonstrate:**

- That the project is financially feasible
- That they are capable of providing the required matching funds in cash, completing the project and planning for its ongoing maintenance of required items
- That they will indemnify GDOT of liability for the project or its maintenance and certify that there are no known or foreseeable legal impediments to the project

**Project Administration:**

Because the TAP is a reimbursement program, applicants performing the project administration as a Local Public Agency (LPA) should be prepared to pay for the project's completion. However, successful applicants may submit invoices for reimbursement as work is completed. Any work (preliminary engineering, advertising, right of way acquisition, design, or construction) started or completed before the applicant receives an executed contract with notice to proceed shall not be reimbursed with Federal-aid funds and will not count towards the program matching fund requirements.

LPAs may request to manage the project provided the following minimum conditions are met:

- The LPA must be adequately staffed and suitably equipped to undertake and satisfactorily complete the project.
- The LPA must provide a full-time employee to be in responsible charge of the project.
- The LPA must be LAP certified by GDOT according to Departmental policies and FHWA Guidelines.
- All applicable federal and state requirements shall be completed and documented.
- The LPA will be responsible for providing the matching funds at the time the initial project development stage begins.
- A Soft match is not allowed.

If GDOT determines the LPA is not qualified to manage the project, GDOT may manage the project through the project Plan Development Process (PDP) or applicable standard and published guidelines. The LPA will be responsible for providing the matching funds at the time the initial project development stage begins.

**Local Administered Project (LAP) Manual and Certification:**

The main purpose of the GDOT LAP Manual is to assist Local Agency personnel (a public agency, local public agency, established public owned organization, or private interest that can legally enter into an agreement with GDOT for a transportation project) involved in the design, construction and management of State and Federally funded projects. The Manual is also recommended for GDOT personnel who manage Local Administered projects. The following is a link to the GDOT Local Administered Project page: <http://www.dot.ga.gov/PS/Local/LAP> .

**Project Requirements:**

Applicants for TAP funds must provide at least 20% of the total project costs in matching funds. As stated earlier, the minimum request for federal dollars is \$1,000,000 and the maximum request is the pool limit. The local match must be cash.

GDOT encourages matching funds in excess of the minimum 20% required under federal code. At the same time, it is recognized that the capacity to raise matching funds varies among communities. Availability of matching funds is evaluated during the project review stage as well as the percentage of match to the overall project cost. A “soft match” is not allowed as part of the sponsor’s match. The applicant must provide a hard match (cash) as their required participation due to stringent mandatory federal reporting requirements. Any design, labor, or work on a proposed project performed prior to receipt of an executed participation agreement and a formal notice to proceed from GDOT is ineligible for reimbursement from the program and any federal transportation funds.

The LPA shall submit a letter indicating the LPA's Financial Commitment for the required Local Match. The letter shall list the source for matching funds and the amounts.

The LPA must have the project let to construction within 5 years from the date the notice to proceed with preliminary engineering is issued to the LPA. Missing this deadline could jeopardize the federal funding for the project.

**Limitations:**

Funding can be approved for preliminary engineering, utility relocation, or property acquisition only when the applicant can demonstrate that the funds, combined with other existing resources, will result in a completed and fully funded project. The total amount requested must be at least \$1,000,000, including all phases of the project

(preliminary engineering, utility relocation, property acquisition, and construction). The applicant acknowledges the Department's resurfacing program does not account for the costs of protecting and/or replacement of enhancements. The above costs are the sole responsibility of the applicant.

Federal funding for selected projects is capped at the amount awarded for the project. Additional funding requested for the same project will not be considered.

**GDOT Contact Information:**

Electronic mailbox for application submittal: [TAPapplications@dot.ga.gov](mailto:TAPapplications@dot.ga.gov)

TAP Website: [www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx](http://www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx)



## **Application Checklist:**

Not every item listed below will apply to all applicants. It can be helpful as a guide, however, make sure that all parts of the application process have been completed.

- Review eligibility requirements for the type of applicant.
- For projects on GDOT right of way, obtain a letter indicating your project is feasible in concept from appropriate GDOT local officials. Please provide as much detail about your project as possible and allow sufficient time to receive letter.
- Verify project's conformance to disability regulations.
- Provide location maps, project boundary maps, site plan, and photographs of existing site or facility.
- Prepare an itemized list of all project elements and their costs, including quantity, unit prices, and so on. If the project is located in close proximity to a railroad crossing that does not have automatic gates with flashing light signals (within 500' along the mainline roadway, and within 200' of the mainline roadway on intersection roads), project funds to upgrade the railroad signals may be required pursuant to federal regulations.
- Identify ownership of all property and if property is to be acquired, the values of the property.
- Obtain documentation showing local support (letters, etc.).
- Provide description of plans for maintenance and management of the project including costs of maintenance and the sources of funding
- Provide any previously prepared assessments of the impact of the project. (If none have been prepared, but are required, these impact assessments, such as environmental, archaeological, and so on, must be completed before the project is implemented)
- Provide a list of the source for matching funds and amounts along with letters of commitments from these sources.
- Provide certification with a signature of an individual authorized to commit the applicant to a contract.
- Projects having no Right of Way and no Utility Impacts will receive higher consideration
- Project readiness will receive higher consideration
- Project must have a project phase (preliminary engineering, Right of Way, Construction, etc.) ready to be authorized for funding in Fiscal Year 2019
- Submit applications to the following electronic mailbox: [TAPapplications@dot.ga.gov](mailto:TAPapplications@dot.ga.gov)

## **Appendix A – Reference and Source Guides for the Transportation Alternatives Program**

US Department of Transportation, Federal Highway Administration (FHWA) FAST Act Website  
<https://www.fhwa.dot.gov/fastact/>

US Department of Transportation, FHWA TAP Guidance  
[https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)

US Department of Transportation, FHWA TAP Fact Sheet  
<http://www.fhwa.dot.gov/map21/factsheets/tap.cfm>

US Department of Transportation, FHWA TAP Questions & Answers  
<http://www.fhwa.dot.gov/map21/qandas/qatap.cfm>

Georgia Department of Transportation TAP Website  
[www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx](http://www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx)

GDOT Local Administered Project Website  
<http://www.dot.ga.gov/PS/Local/LAP>

GEORGIA DEPARTMENT OF TRANSPORTATION

TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION

APPLICANT: City of Monroe DATE:
ADDRESS: 215 N Broad St PHONE: (770) 267-3429
CITY: Monroe STATE: GA ZIP: 30655
CONTACT PERSON: Logan Propes TITLE: City Administrator
CONTACT EMAIL: lpropes@monroega.gov

PROJECT INFORMATION:

NAME OF PROJECT: Monroe Downtown Streetscapes

BRIEF PROJECT DESCRIPTION: The project will construct approximately 2,300 linear feet of streetscape improvements in the downtown area along N Broad St, E Highland Ave, and N Lumpkin St in the City of Monroe, Georgia.

PROJECT LOCATION: N Broad St, E Highland Ave, and N Lumpkin St, in the City of Monroe, Georgia.

LENGTH & TERMINI (i.e. where does project begin & end) (IF APPLICABLE): 1,200 feet along N Broad St. from Highland Ave. to Marable St. 250 feet along E Highland Ave. from N Broad St. to N Lumpkin St. 500 feet along N Lumpkin St. from E Highland Ave. to E Spring St.

COUNTY: Walton HOUSE DISTRICT: 115

SENATE DISTRICT: 46 CONGRESSIONAL DISTRICT: 10

PROJECT CATEGORY AND LOCATION OF PROJECT:

(CHECK ONLY THOSE APPLICABLE ACTIVITIES AND LOCATIONS)

- Provisions of facilities for bicycles
Provisions for pedestrians
Provisions for streetscaping
In areas of the State with a population greater than 5,000 but less than 200,000
In areas of the State with a population less than 5,000

Submit applications to the following TAP electronic mailbox : TAPapplications@dot.ga.gov

(PLEASE ANSWER THE FOLLOWING IN SPACES PROVIDED.)

**A. ELIGIBILITY DEMONSTRATION: “SEE ATTACHED” IS NOT ACCEPTABLE.**

- 1. Does the project meet the requirements outlined within the **FAST Act**?  
 YES     NO
- 2. Does project conform to applicable requirements of Americans with Disabilities Act and any other state or federal laws concurring accessibility?  
 YES     NO

**EXPLAIN BRIEFLY:**

The FAST Act builds upon MAP-21's goals to make the Federal surface transportation more streamlined, performance-based, and multimodal and to address challenges facing the U.S. transportation system, including safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The FAST Act sets aside Federal funds for smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements, and environmental mitigation related to stormwater and habitat connectivity.

The Americans with Disabilities Act prohibits discrimination against individuals with disabilities in all areas of public life, and established design standards intended to ensure that newly designed and constructed or altered State and local government facilities, public accommodations, and commercial facilities are readily accessible to and usable by individuals with disabilities.

This project meets the requirements of both the FAST Act and the Americans with Disabilities Act, as well as any other state or federal laws concerning accessibility, by providing increased accessibility to all users. The provision of sidewalks and bicycle facilities increases the safety of multimodal transportation and encourages a decreased reliance on vehicle transportation. The project proposes to meet accessibility standards through provision of wide, unimpeded sidewalks, and ADA accessible curb ramps.

**D. PROJECT DESCRIPTION: “SEE ATTACHED” IS NOT ACCEPTABLE.**

Does the applicant intend to apply to perform the administration and management functions for the project through the Local Public Agency (LPA) process?

YES  NO

Describe all necessary work needed to complete the proposed project. Description should reflect only activities checked under project category:

North Broad Street (SR 11) is a highly utilized vehicular corridor in the northern portion of Monroe, serving as a gateway to the City’s revitalized historic business district and also functioning as an urban principal arterial connection between US-78 and downtown Monroe. Unfortunately, current pedestrian facilities are inconsistent along both sides of the road and, where they exist, tend to be narrow and suffer from non ADA compliance. This is due in part to the fact that the North Broad Street corridor has been purposed into the primary commercial corridor entering the downtown area, with wide curb cuts and other vehicular amenities, and less attention has been given towards more balanced travel alternatives. Presently, pedestrian circulation is limited throughout much of the corridor. Sidewalk are badly cracked, with areas of narrow widths and little to no buffer zone between pedestrians and vehicular circulation. When constructed, the Downtown Streetscape project will represent a vital extension of the downtown pedestrian network by providing a crucial link between Monroe’s neighborhoods and commercial uses in historic downtown Monroe. Specifically the project would provide wider sidewalks and shared bicycle lane markings in a corridor that serves as a primary gateway for the residents and visitors of Monroe as they enter the City from the north. These improvements will create a more desirable connection with adjoining neighborhoods, local businesses as pedestrians, bicyclists and motorists enter the City of Monroe. The project will also promote alternative modes of transportation by providing bicycle facilities and continuous sidewalks throughout the corridor, extending into the downtown area. This project is considered a high priority in the City's effort to improve pedestrian and cycling mobility and encourage alternative transportation options to the City core.

The project is located completely within the City of Monroe. The project will construct new or expanded sidewalks and new bicycle facilities along both sides of the North Broad Street (SR 11) from Marable Street to Highland Avenue, Highland Ave from N. Broad Street to N. Lumpkin Street, & N. Lumpkin Street from Highland Avenue to E. Spring Street. The pavement will be re-striped to allow for shared bicycle lane markings and wider sidewalks. In addition, these improvements would install raised curbs, defined pedestrian crossings at intersections, a mid-block pedestrian crossing, shared bicycle lane markings, street trees and landscaping, pedestrian scale lighting and other street furnishings, ADA-accessible curb ramps and storm sewer upgrades. Improving pedestrian facilities along North Broad St., N Lumpkin St, and Highland Ave. would facilitate greater connectivity between neighborhood and commercial uses along North Broad Street, as well as the goods and services located in downtown Monroe. Connecting the project’s northern and southern termini would provide a stronger, more helpful, linkage to Monroe’s historic neighborhoods, and more balanced transportation alternatives for all users.

**C. MAPS, PLANS, & PHOTOGRAPHS:**

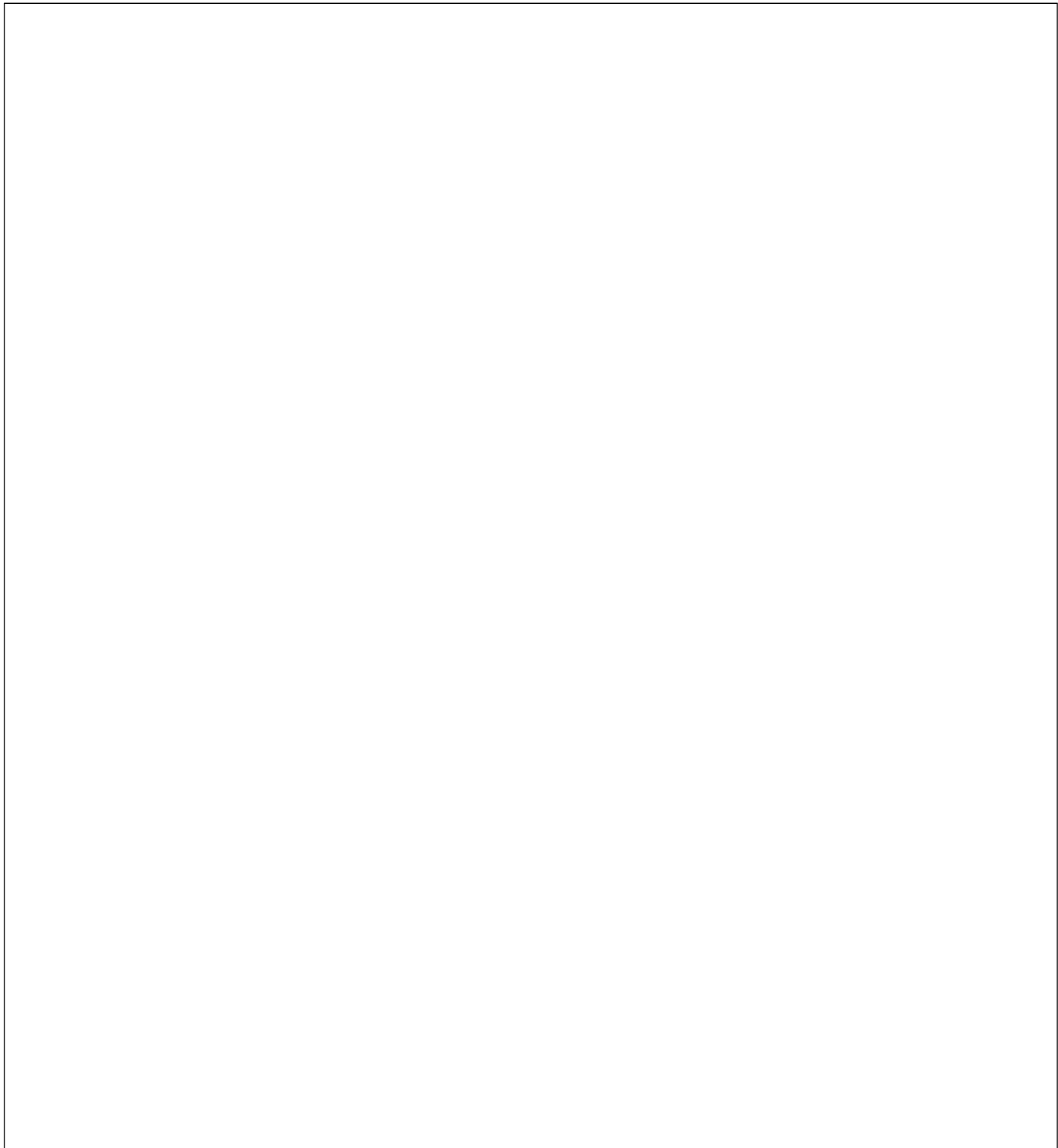
Attach project location map(s), project boundary map and site plan. Include photographs of the existing site and/or facility if applicable. COMMENTS: See attached.

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**D. PROJECT COST: “SEE ATTACHED” IS NOT ACCEPTABLE.**

Itemize all project elements and costs. List item, description, quantity, unit price, amount, etc. Ensure costs shown are accurate and sufficient to satisfactorily complete all work anticipated in accordance with federal requirements. If the project is located in close proximity to a railroad crossing that does not have automatic gates with flashing light signals (within 500’ along the mainline roadway, and within 200’ of the mainline roadway on intersecting roads), project funds to upgrade the railroad signals may be required pursuant to federal regulations. All budget item costs for project administration and management to adequately accomplish the work must be shown. These expenses are to include engineering, inspection, and testing in accordance with state and federal requirements. **Applicants MUST show a 10% contingency fee for the project.** (Enter total project cost in Section I – Line 1, Page 9.) Itemize below:

CITY OF MONROE, GEORGIA				
N BROAD STREET, N LUMPKIN STREET, & E HIGHLAND AVENUE STREETSCAPE IMPROVEMENTS (2275 FT, 0.43 MILES)				
CONCEPTUAL PROJECT COST ESTIMATE				
<b>PAY ITEMS</b>				
<b>DESCRIPTION</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>QUANTITY</b>	<b>PRICE</b>
TRAFFIC CONTROL	LS	\$50,000.00	1.0	\$50,000.00
TEMPORARY GRASSING	AC	\$1,000.00	1.6	\$1,574.00
MULCH	TN	\$500.00	27.5	\$13,772.50
EROSION CONTROL	LS	\$30,000.00	1.0	\$30,000.00
GRADING COMPLETE	LS	\$650,000.00	1.0	\$650,000.00
GR AGGR BASE CRS, 6 INCH, INCL MATL	SY	\$11.00	2261.8	\$24,880.22
AGGR SURF CRS	TN	\$25.00	59.0	\$1,475.63
RECYCLED ASPH CONC LEVELING, INCL BITUM MATL & RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY	TN	\$120.00	1515.8	\$181,891.44
RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2,	TN	\$120.00	43.3	\$5,194.20
BITUM TACK COAT	GL	\$3.50	595.0	\$2,082.40
MILL ASPH CONC PVMT, VARIABLE DEPTH	SY	\$4.00	979.0	\$3,916.00
DRIVEWAY CONCRETE, 8 IN TK	SY	\$45.00	78.7	\$3,541.50
CONC SLOPE DRAIN	SY	\$70.00	39.4	\$2,754.50
CONC SIDEWALK, 4 IN	SY	\$35.00	2502.7	\$87,593.10
CONC SIDEWALK, 8 IN	SY	\$50.00	166.1	\$8,302.85
CONCRETE MEDIAN, 7 1/2 IN	SY	\$55.00	102.3	\$5,627.05
CONC VALLEY GUTTER, 6 IN	SY	\$45.00	51.2	\$2,301.98
CONC VALLEY GUTTER WITH CURB, 8 IN	SY	\$65.00	700.4	\$45,527.95
CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	LF	\$18.00	6000.0	\$108,000.00
CLASS B CONCRETE, INCL REINF STEEL	CY	\$1,400.00	1.6	\$2,203.60
CLASS B CONC, BASE OR PVMT WIDENING	CY	\$200.00	66.9	\$13,379.00
STORM DRAIN PIPE, 18 IN, H 1-10	LF	\$45.00	1916.3	\$86,235.53
FLARED END SECTION 18 IN, STORM DRAIN	EA	\$500.00	6.0	\$3,000.00
STN DUMPED RIP RAP, TP 3, 18 IN	SY	\$45.00	157.4	\$7,083.00
PLASTIC FILTER FABRIC	SY	\$4.00	157.4	\$629.60
REM HIGHWAY SIGN, STD	EA	\$100.00	10.2	\$1,023.10
RESET HIGHWAY SIGN	EA	\$100.00	10.2	\$1,023.10
HIGHWAY SIGNS, TP 1 MATL, REFL SHEETING, TP 9	SF	\$25.00	155.8	\$3,895.65
HIGHWAY SIGNS, TP 1 MATL, REFL SHEETING, TP 11	SF	\$30.00	165.3	\$4,958.10
GALV STEEL POSTS, TP 7	LF	\$15.00	774.4	\$11,616.12
DECORATIVE FENCE	LF	\$60.00	755.5	\$45,331.20
STRIPING / PAVEMENT MARKINGS	LS	\$19,000.00	1.0	\$19,000.00
CATCH BASIN, GP 1	EA	\$2,300.00	32.0	\$73,600.00
TRENCH DRAIN, 6 IN	LF	\$200.00	118.1	\$23,610.00
PEDESTRIAN LIGHTING	LS	\$310,000.00	1.0	\$310,000.00
PERMANENT GRASSING	AC	\$1,100.00	0.8	\$865.70
LANDSCAPING	LS	\$95,000.00	1.0	\$95,000.00
BRICK PAVERS	SF	\$13.00	7646.5	\$99,404.40
				<b>CONSTRUCTION SUB-TOTAL</b>
				<b>\$2,163,926.00</b>
				<b>CONSTRUCTION ENGINEERING &amp; INSPECTION (5%)</b>
				<b>\$108,196.30</b>
				<b>CONSTRUCTION TESTING (1%)</b>
				<b>\$21,639.26</b>
				<b>CONTINGENCY (10%)</b>
				<b>\$216,392.60</b>
				<b>CONSTRUCTION TOTAL</b>
				<b>\$2,510,154.16</b>
				<b>SURVEYING (2%)</b>
				<b>\$50,203.08</b>
				<b>PROFESSIONAL ENGINEERING (12%)</b>
				<b>\$301,218.50</b>
				<b>PROJECT TOTAL</b>
				<b>\$2,861,575.74</b>

**E. PROPERTY OWNERSHIP:**

Identify ownership of all property involved in the project. If additional property must be acquired to complete the project, identify ownership and value of property, either purchased or donated.

All permanent improvements are within the existing right of way or City owned property. No fee simple ROW acquisition is anticipated. Temporary construction easements may be necessary to complete the project. There are 32 properties along the property.

**F. LOCAL SUPPORT**

Describe the level of local support for the proposed project. Attach letters from donors or sponsors committing non-federal share of project costs, commitment or support from sponsors, local government officials and regional organizations. Document the opportunities for public participation in the development of this project.



**G. PROJECT MAINTENANCE & MANAGEMENT PLANS:**

Describe maintenance and management of the project, including the yearly amount of funds to support activities: Provide details for long-term maintenance of the project with project yearly maintenance costs.

The City of Monroe will oversee regular maintenance of the landscape improvements along the project. The maintenance shall be as follows:

Task	Man-hours	Frequency
Watering	1	April thru October - Once per week - 28 total trips
Mowing	1	April thru October - Every 2 weeks as needed - 10 total trips
Edging		April thru October - Every 2 weeks as needed - 10 total trips
Blowing		April thru October - Every 2 weeks as needed - 10 total trips
Litter		Every 2 weeks - 26 trips
Weed Control Spraying	2	Twice annually
Fertilizer Application	1	Once per year
Pre-Emergent	1	Every 90 days
Refresh Mulch	1	Once per year
Over Seed (winter)	1	Once per year
Tree & Shrub Pruning	1	Once per year
Misc. Maintenance	2	As needed

The City has budgeted approximately \$7,500 per year to provide monthly weeding, mowing, and twice-yearly plantings. Periodic maintenance will also renew mulch and repair damaged turf.

Estimated Costs:		
1.	Labor - 2-man Crew with Water Truch (30 trips * \$20/hour average) =	\$ 1,200.00
2.	Equipment Usage - water truck, mowers, trimmers, trucks, etc =	\$ 2,500.00
3.	Fuel =	\$ 800.00
4.	Water (water truck) =	\$ 500.00
5.	Fertilizer =	\$ 250.00
6.	Mulch =	\$ 500.00
7.	Plant Replacement =	\$ 1,750.00
	<b>Annual Maintenance Cost</b>	<b>\$ 7,500.00</b>

**H. DATA UNIVERSAL NUMBER (DUNS NUMBER): 0759315350000**

(The federal government requires that all applications for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have DUNS number. The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name of address data for electronic grant application systems. If an applicant needs to obtain a DUNS Number, please call the dedicated toll-free DUNS Number request line a 1-866-705-5711).

**1. ENVIRONMENT ASSESSMENT:**

Attach any previously prepared environmental documentation to this application. If no previously approved environmental documentation is available, the applicant must complete necessary studies if any, and have them approved prior to project implementation. This requirement does not apply if the application is for planning or feasibility studies only. Indicate below any impact the project is expected to cause.

	<u>IMPACT</u>	
	<u>YES</u>	<u>NO</u>
Displacement of residences or business .....	<input type="radio"/>	<input type="radio"/>
Disruption of neighborhoods.....	<input type="radio"/>	<input type="radio"/>
Impacts agricultural or recreational lands.....	<input type="radio"/>	<input type="radio"/>
Impacts historical/archaeological sites .....	<input type="radio"/>	<input type="radio"/>
Impacts wetlands, streams/lakes, floodplains .....	<input type="radio"/>	<input type="radio"/>
Within coastal zone .....	<input type="radio"/>	<input type="radio"/>
Endangered species .....	<input type="radio"/>	<input type="radio"/>
Air/water quality .....	<input type="radio"/>	<input type="radio"/>
Noise.....	<input type="radio"/>	<input type="radio"/>
Hazardous waste site.....	<input type="radio"/>	<input type="radio"/>

Any county, state, and/or federal permits required will have to be secured by the applicant prior to contract signing. These may include Army Corps of Engineers, Office of Coastal Resource Management, Coast Guard, Federal Energy Regulatory Commission, County Sediment and Erosion Control and Stormwater Management Ordinance, or State Budget and Control Board.

**Comments:**

The attached programmatic categorical exclusion is for a project of similar scope along N Broad St. from US 78 to Marabel St.

**J. FUNDS REQUESTED, LOCAL MATCH AND SOURCE**

LINE 1 – Total project cost (From Section D; Page #5) \$ 2,861,575.74

LINE 2 – Funds requested by applicant \$ 2,289,260.59  
 (80%) of line 1

LINE 3 – Local Match (Must be at least 20 % of Line 1 \$ 572,315.15  
 List source of match and amount from each  
 source

**LIST SOURCES (Be Specific)**

**AMOUNT**

A - Local Funds (SPLOST & General funds) \$ 572,315.15

B - \_\_\_\_\_ \$ \_\_\_\_\_

C - \_\_\_\_\_ \$ \_\_\_\_\_

D - \_\_\_\_\_ \$ \_\_\_\_\_

E - \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL AMOUNT OF MATCH** (Should be equal to Line #3 above.) \$ \_\_\_\_\_

Is project within a Transportation Management Area (TMA) boundary?  YES  NO

If yes, is the project in the Transportation Improvement Program (TIP)?  YES  NO

List TMA \_\_\_\_\_ Amount in TIP for project: \$ \_\_\_\_\_

**K. CERTIFICATION**

The undersigned has authority to sign on behalf of the applicant and certifies that the applicant has legal authority to enter into contract to implement this project and that all information provided is complete and accurate to their best knowledge.

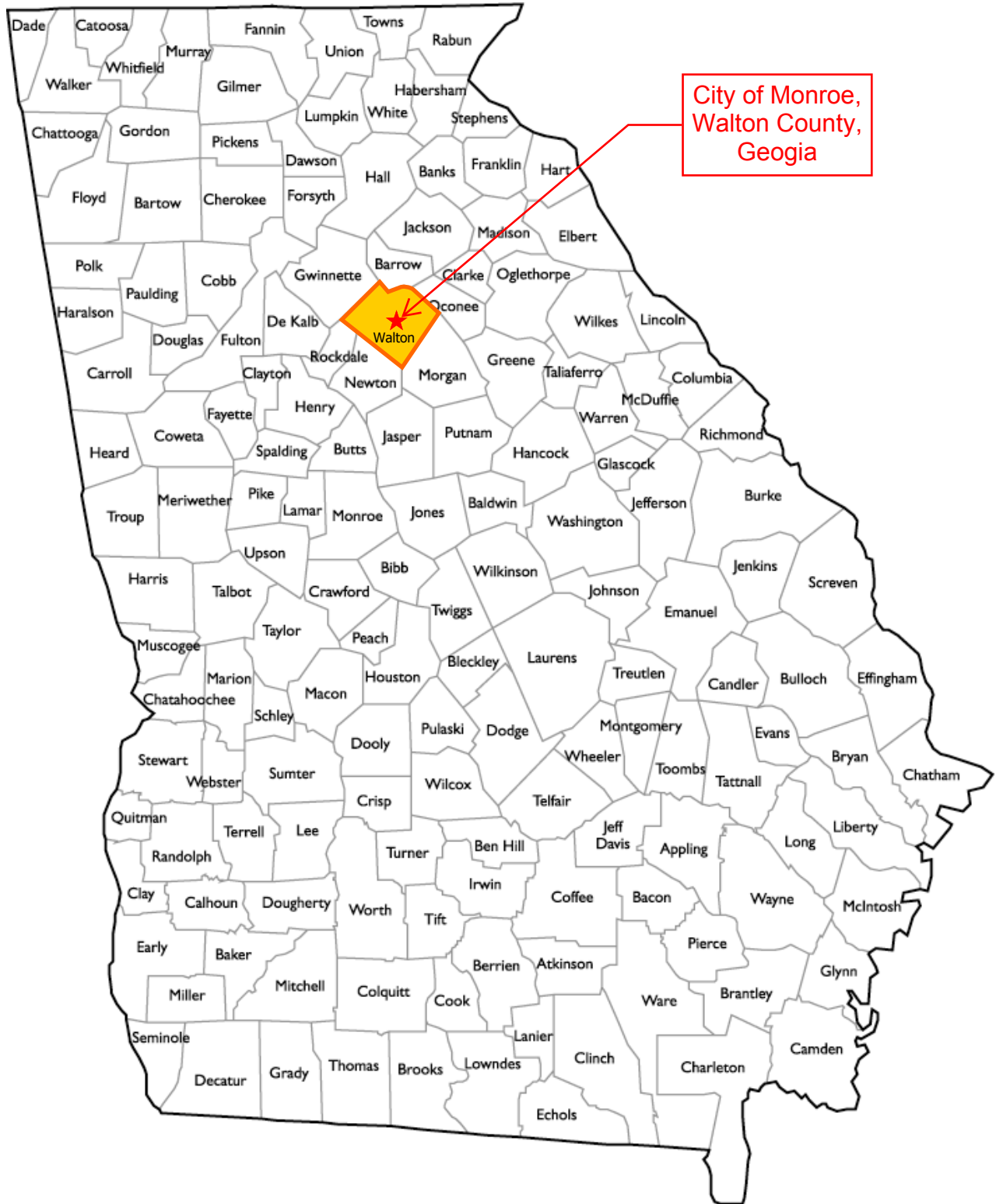
\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
TITLE PHONE NO.

\_\_\_\_\_  
PRINTED NAME

PART C  
MAPS, PLANS, & PHOTOGRAPHS

# PROJECT LOCATION MAP



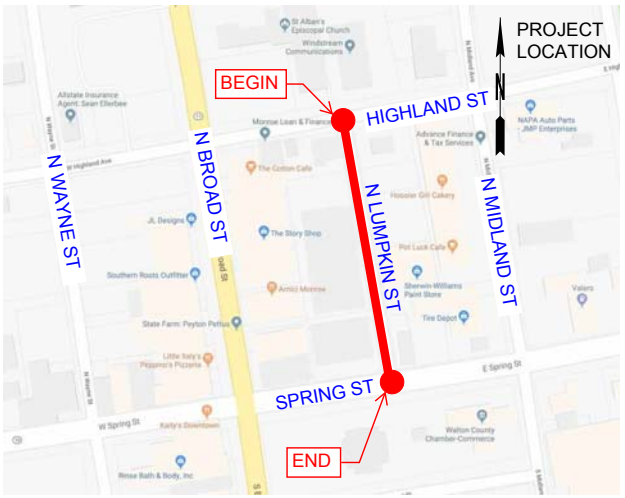
# PROJECT BOUNDARY MAP



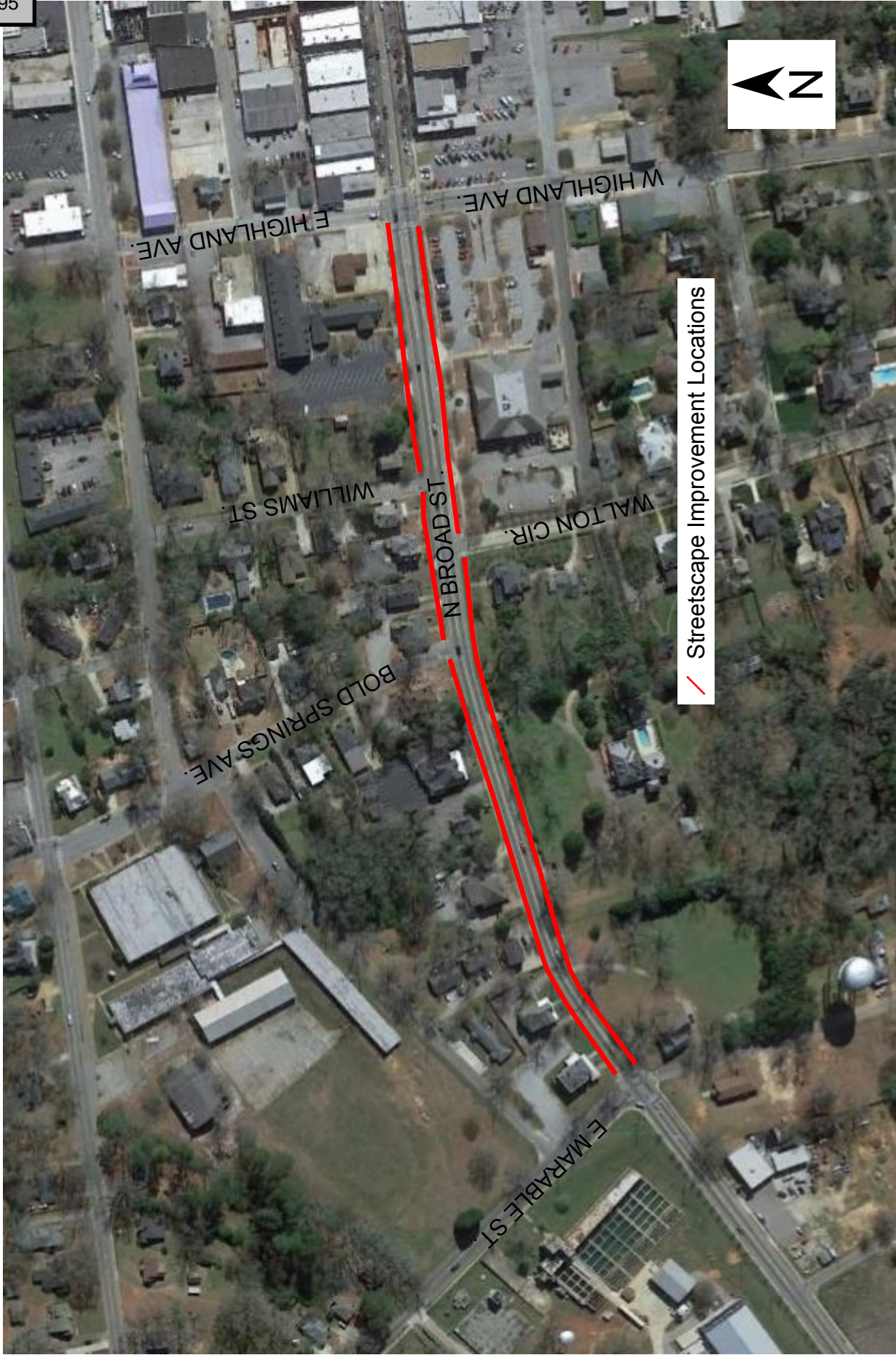
N. Broad St. from Marable St. to Highland Ave.



Highland Ave. from N. Broad St. to N. Lumpkin St.



N. Lumpkin St from Highland Ave. to E. Spring St.



**PROJECT SITE PLAN**  
**N Broad St. - E Marabel St. to E Highland Ave.**



### PROJECT SITE PLAN

E Highland Ave - N Broad St. to N Lumpkin St.

N Lumpkin St. - E Highland Ave. to E Spring St.



# EXISTING IMAGES - BROAD STREET



# EXISTING IMAGES - BROAD STREET CONTINUED



# EXISTING IMAGES - HIGHLAND AVENUE



# EXISTING IMAGES - HIGHLAND AVENUE CONTINUED



# EXISTING IMAGES - LUMPKIN STREET



# EXISTING IMAGES - LUMPKIN STREET CONTINUED



**PART I**  
**ENVIRONMENTAL ASSESSMENT**  
**PROGRAMMATIC CATEGORICAL EXCLUSION**

**ENVIRONMENTAL COMMITMENTS TABLE**

Pl#: 0011641 | County: Walton | Date Updated: 5/12/2014 | Stage: P.C.E.  
 Date on Plans Reviewed by OES: Plans Not Available

**Review**

These commitments are feasible.  
*(must be checked at all stages)*  
 Project Manager (PM) William R. Reardon 5/14/14  
 PM Signature/Date William R. Reardon 5/14/14

Plans incorporate the commitments.  
*(must be checked to certify for letting)*  
 Engineer of Record (EOR) William R. Reardon 5/13/14  
 EOR Signature/Date William R. Reardon 5/13/14

Air/Noise AP 5/22/14 Arch MM 5/15/14  
 Eco MH 5/15/14 Hist MM 5/15/14  
 NEPA AB 5/22/14

**A. Resources to be Delineated on the Plans and/or Listed in the Environmental Resource Impact Table (ERIT)**

Resource Name	Additional Information (refer to the SP plan note, design feature, permit, variance, commitment, etc...)	Name and Date of Report or Transmittal	Correctly Shown?	
			Plan Sheet	ERIT
A-1 North Broad Street Historic District, West Side Historic District, Monroe Negro and Carver High School Historic District, East Marable Street Historic District, and First African Baptist Church	Refer to C-1, C-2, C-3 & C-4.	AOE: SHPO concurrence 4/17/2014	No	No

**B. Special Provisions (Attach all special provisions to the commitments table, if available)**

Special Provision	Purpose	Est. Cost	SP's Latest Date
B-1 None			

**C. Plan Notes and Design Features (Description: For plan notes, provide exact wording in "quotes" and approximate location)**

Purpose	Description	Est. Cost	Correctly Shown?
C-1 Protect Environmental Resources	Delineate historic resource boundaries on plans. Include the following note on all plan sheets with historic resources delineated as ESAs: "See Environmental Resources Impact Table in General Notes for Construction Restrictions." 1) "The historic concrete block retaining wall at the southwest corner of the SR 11 and Marable Street intersection will be left intact." 2) "The contributing tree at the northeast corner of the SR 11 and Marable Street intersection will be protected. Construction methods will be utilized which would lessen the impact on its root system."	Negligible	No
C-2 Avoid adverse impacts to historic resources: North Broad Street Historic District	1) "The historic steps with private entry sidewalk (approximate station 29+00 west) will be left intact." 2) "The contributing tree (approximate station 38+80 west) will be protected. Construction methods will be utilized which would lessen the impact on its root system."	\$1,000	No
C-3 Avoid adverse impacts to historic resources: West Side Historic District	1) "The existing grade and ditch within the temporary easement will be maintained. And the lawn will be replaced in-kind (approximate station 20+50 to 21+50 east)."	\$500	No
C-4 Avoid adverse impacts to historic resources: Monroe Negro and Carver High School Historic District		\$500	No

Estimated Costs are for planning purpose only, in current dollars as of date updated.

**ENVIRONMENTAL COMMITMENTS TABLE**

PI#: 00116411 County: Walton | Date Updated: 5/12/2014 | Stage: P.C.E.  
 Date on Plans Reviewed by OES: Plans Not Available

C-5 Prevent or Minimize the spread of three invasive species identified in the project limits: kudzu ( <i>Pueraria montana</i> ), johnsongrass ( <i>Sorghum halepense</i> ), and mimosa ( <i>Albizia julibrissin</i> )	"During the construction process, the contractor will take measures to prevent or minimize the spread of these species as appropriate for the time of the year. These measures will include removal and disposal of vegetative parts in the soil that may reproduce by root raking, burning on site any such parts and aboveground parts that bear fruit, controlling or eradicating infestations prior to construction, and cleaning of vehicles and other equipment prior to leaving the infested site. The measures used will be appropriate for the particular species and conditions that exist on the project, as described in Georgia Standard Specifications Section 201, Clearing and Grubbing of Right of Way."	\$1,000	No
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**D. Permits, Buffer Variances and Mitigation Credits**

<i>Permit, Variance, etc</i>	<i>Additional Information (permit details, number of credits needed, etc...)</i>	<i>Est. Cost</i>	<i>Acquired?</i>
D-1	Notice of Intent (NOI) for NPDES The Construction Contractor will submit a NOI to the NPDES General Permit following award of the contract but prior to construction.	Negligible	Will be acquired following letting

**E. Other Commitments or Requirements (Status: Pre- and Post – Complete or Incomplete; During – Signature Req'd)**

<i>Pre-, During, or Post</i>	<i>Commitment</i>	<i>Responsible party</i>	<i>Est. Cost</i>	<i>Status</i>
E-1	None.		\$3,000	

*If Project is Complete or Under Construction, Area or Construction Engineer affirms that all Special Provisions, Plan Notes and During Construction Commitments were or are being adhered to during the project's construction.*

*Please Print Name and Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Please provide an explanation if unable to sign.*



**GDOT Office of Environmental Services | Type III PCE Checklist**

PI#(s): 0011641, County: Walton County

**General Information**

<i>Project Name:</i> North Broad Street Pedestrian and Bicycle Improvements		
<i>GDOT District #:</i> 1		<i>STIP/TIP #:</i> WA-030
<i>Funded Years</i>	<i>Right of Way:</i> 2015	<i>Construction:</i> 2017

**Project Description:** The proposed project is located within the City of Monroe. The proposed project would construct new or expanded sidewalks along both sides of North Broad Street/SR 11, beginning at Marable Street (Milepost (MP) 11.91) and ending at US 78 (MP 12.51). The existing pavement would be re-stripped to allow for bicycle lanes between Marable Street and Mayfield Drive (MP 12.41) (approximately 0.48 mile). "Share the Road" bicycle signage would be posted adjacent to the roadway between Mayfield Drive and US 78 (approximately 0.10 mile). Additional improvements along the entire corridor include raised curbs, dedicated pedestrian crossings, street trees, landscaping, pedestrian scale lighting, benches, trash receptacles, Americans with Disabilities Act (ADA) accessible curb ramps, and drainage upgrades. Total project length is 0.58 mile. No right-of-way is required for project implementation. Minor easements totaling 0.8 acre would be required from 19 parcels to reconstruct slopes and reconnect driveways. All construction would meet ADA requirements.

**Eligibility Determination for Type III Programmatic Categorical Exclusion (PCE)**

**Qualifies as a project type eligible for a PCE:** h. Enhancement or facility improvement projects (i.e. landscaping, curb and gutter installation, streetscape improvements) except for Transportation Enhancement (TE) projects.

**Right of Way (ROW):** The project requires the following ROW/easement amounts:

<i>Required Right of Way</i>	None.
<i>Permanent Easement</i>	Approximately 19 parcels, 0.5 acre(s)
<i>Temporary Easement</i>	Approximately 18 driveway easements, 0.3 acre(s)

Further evaluation of the ROW and easement requirements demonstrates the following conditions apply:

- No commercial or residential displacements are required.
- No access changes from existing conditions.  
(example: median removals, driveway access removals/modifications.)
- No impairments to land use functions.  
(example: net loss of parking or substantial loss of residential front yards.)

**Public Involvement:** Please list all public involvement activities to date in the table below.

<i>Type of Public Involvement</i>	<i>Date</i>	<i># Attendees</i>	<i># Comments</i>	<i>Date of Response</i>
None				

(Add rows as needed. If no public involvement activities will occur, note as NONE in the table.)

The project is minor in scope and no public involvement was necessary.

**Public Controversy:** This project is minor in scope and not anticipated to have public controversy.

**Community Impacts:** This project is minor in scope and not anticipated to result in community impacts.

**Economic Impacts:** This project is minor in scope and not anticipated to result in economic impacts.

**Churches and Institutions:** This project is minor in scope and not anticipated to impact churches or institutions.

**Environmental Justice (EO 12898):** Based on the nature of this project, environmental justice communities would not be affected. [DOT Order 5610.2 (a).]

**Floodplain/way (EO 11988):** The proposed project will not encroach upon floodplains or floodways.

PI#(s): 0011641, County: Walton County

**Coastal Zone Management Act (CZMA):** The proposed project is not within one of the eleven counties along the coast. Therefore, the CZMA does not apply.

**Farmland Protection Policy Act:** The project does not occur within an area with Prime farmland.

**Traffic Disruptions:** The GDOT Project Manager, Steven Heng, verified that the project would not require temporary or permanent removal of access and that traffic disruptions will be low intensity and/or short duration (compared to the construction life of the project and, other than off-site detours meeting the conditions discussed below). Verification date: May 22, 2014.

*Detour potential and conditions:* The project's construction requires no off-site detour.

**Underground Storage Tanks (USTs)/Hazardous Materials:** The proposed project would not involve UST or hazardous material removal.

**Archaeology Resources (National Historic Preservation Act, Section 106):** The following determination is from the archaeology evaluation dated 10/28/2013. The project has No Archaeological Resources Present. As a result of this determination, no further concurrence is necessary. Because there are no adverse effects to archaeological resources, the project is eligible for processing under the PCE agreement.

**Historic Resources (National Historic Preservation Act, Section 106):** The following determination is from the history evaluation dated 4/7/2014. The project has four Historic Districts and one Historic Resource present with No Adverse Effect resulting from the project. These resources are listed in the attached Environmental Commitments Table. This determination was concurred by the GA State Historic Preservation Officer on 4/17/2014. Because there are no adverse effects to historic resources, the project is eligible for processing under the PCE agreement.

**Section 4(f) of the U.S. Department of Transportation Act:** The proposed project corridor has been evaluated for Section 4(f) resources. The following Section 4(f) resources were identified: North Broad Street Historic District, West Side Historic District, Monroe Negro and Carver High School Historic District, East Marable Street Historic District, and First African Baptist Church. It has been determined that the project does not require the use of Section 4(f) land (including *de minimis* uses). Since no Section 4(f) uses were identified, the proposed project is eligible for processing under the PCE agreement.

**Ecological Resources:** The following determinations are from the ecology evaluation dated 4/24/2014.

Waters of the U.S./Jurisdictional Waters (Clean Water Action, Section 404):

	Wetlands	Streams	Open Waters
Total Number Identified	0	0	0
Largest Individual impact (ft or ac)			
Cumulative impact to all sites (ft or ac)			

A complete listing of jurisdictional waters and associated are provided in the attached Environmental Commitments Table.

Based on the results listed above, the project does not need a Section 404 Permit. Thus, it is eligible to be processed under the PCE Agreement.

**Fish and Wildlife Coordination Act (FWCA):** Coordination is not required.

**Protected Species (Endangered Species Act, Section 7):** The proposed project has been evaluated for impacts to federal and state protected species. To qualify for processing under the PCE Agreement, the project must either qualify under Appendix A of the Joint Coordination Procedures (JCP) as having been programmatically determined to have No Effect, or receive a No Effect determination for all species from FHWA prior to PCE approval. Determination: The project qualifies under Appendix A of the JCP.

PI#(s): 0011641, County: Walton County

If the project qualified under the JCP, list the project type it qualified under: 1. In urban areas, the construction of bike or pedestrian lanes. (Note: The project cannot impact Waters of the U.S. to qualify. If it qualifies under multiple #s, choose the first listed.)

Bald or Golden Eagle Protection Act: The project will have No Take/No Effect to Bald Eagles or Golden Eagles or their habitat.

Magnuson-Stevens Fisheries Conservation and Management Act: The project is not within one of the eleven coastal counties and no marine habitat is present.

Wildlife and Habitat: The project will not involve migratory birds or bat roosting habitat.

**Air (Clean Air Act)**: The following determinations are from the air quality impact assessment dated 2/20/2014.

Particulate Matter (PM) 2.5:	In a non-attainment or maintenance area and interagency concurrence was provided on 2/14/2014
Ozone:	In a non-attainment or maintenance area and the conforming TIP number is WA-030
Carbon Monoxide (CO):	No increase to CO emissions
Mobile Source Air Toxins (MSATs):	No meaningful effects

**Noise (23 CFR 772)**: The following determination is from the noise impact analysis dated 10/22/2013: The project is considered a Type III project (for noise assessments).

#### **Permits**

Permit Type	Applicable to Project?
Section 404 Permit (if Individual Permit needed, project not eligible for PCE)	<b>no</b>
US Coast Guard Permit (if needed, project not eligible for PCE)	<b>no</b>
Stream Buffer Variance	<b>no</b>
Tennessee Valley Authority Permit (TVA)	<b>no</b>
National Pollutant Discharge Elimination System (NPDES)	<b>yes</b>
Other: (List Type)	<b>no</b>

**Supporting File Documentation**: The preparer, reviewer, and approver should confirm that all supporting documentation is in the GDOT file. The following should be included, if applicable:

- |   |            |
|---|------------|
| 1. All Section 106 documentation (including tribal coordination)  | <b>yes</b> |
| 2. All Section 7 documentation, including effect determinations and correspondence                          | <b>NA</b>  |
| 3. FWCA Coordination documentation, including correspondence  | <b>NA</b>  |
| 4. Early Coordination Letters and Responses   | <b>NA</b>  |
| 5. Public Involvement Information (including: Summary of Comments, Public Comments, Responses to Comments.) | <b>NA</b>  |
| 6. Air Quality Analysis (including PM 2.5 concurrence, if needed)   | <b>yes</b> |
| 7. Noise Impact Analysis  | <b>yes</b> |
| 8. Special Provision(s)   | <b>NA</b>  |
| 9. Ecology Reports and Addenda (including survey reports)   | <b>yes</b> |
| 10. Reference Page from STIP/TIP  | <b>yes</b> |
| 11. Farmland Rating Form (NRCS Form AD 1006)  | <b>NA</b>  |
| 12. Floodplain/way (H&H study cover page or anticipated H&H results)  | <b>NA</b>  |

**The Environmental Commitments Table is attached.**

**GDOT Office of Environmental Services | Type III PCE Checklist**

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PI#(s): 0011641, County: Walton County

Prepared By:	<u>Jack Burnside</u> Jack Burnside, NEPA Specialist Cypress Cultural Consultants, LLC	<u>6/10/2014</u> Date
Reviewed By:	<u>Aaron Burgess</u> Aaron Burgess, NEPA Analyst Georgia Department of Transportation	<u>7/1/2014</u> Date
Approved By:	<u>Keisha Jackson</u> GDOT Approver's Name, NEPA Section Manager (or Higher) Georgia Department of Transportation	<u>7/8/14</u> Date

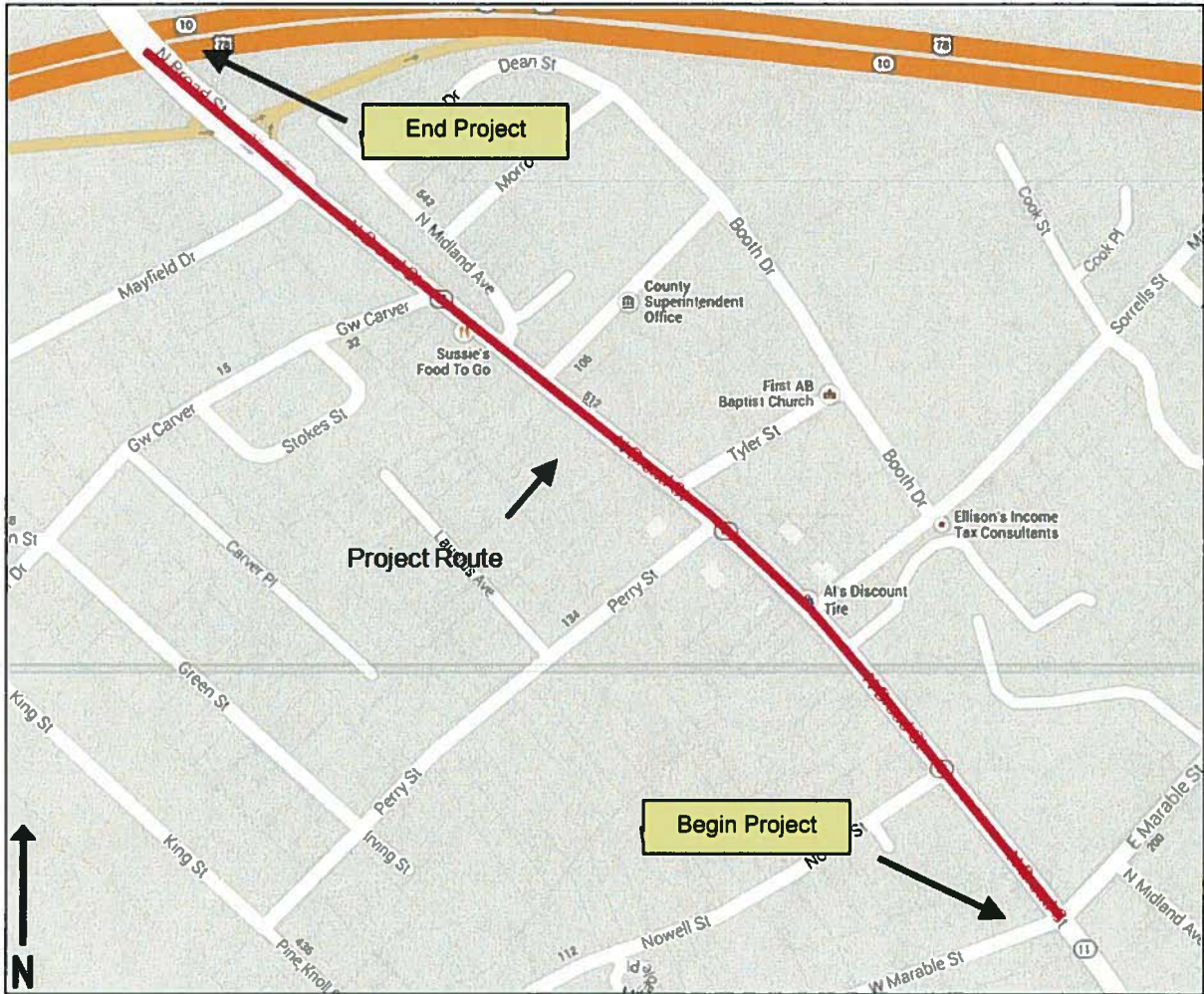
*This PCE is approved on behalf of FHWA Georgia Division, Division Administrator.*

cc: Provide PDF (or link) to Project Manager, State Project Review Engineer, and Project Documents; Hardcopy to General Files

# SR 11 PEDESTRIAN & BICYCLE IMPROVEMENTS

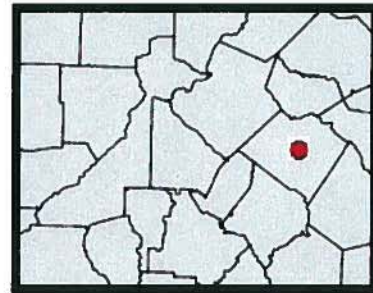
City of Monroe  
P.I. # 0011641, Walton County

Project Location Map



The proposed project would construct new or expanded sidewalks and new bicycle facilities for 0.58 miles along both sides of North Broad Street/SR 11, beginning at Marable Street and ending at US 78. The pavement will be re-striped to allow for bicycle lanes and wider sidewalks.

*Monroe location in Atlanta region*



FY 2014-2019 Transportation Improvement Program - Sorted by ARC Project Number

<b>WA-021</b>	Jurisdiction	Regional - East	Existing	2	Planned	4	Length (mi.)	1.2	Network Year	2030
142000-	Sponsor	GDOT								
Programmed	Service Type	Roadway / General Purpose Capacity								
	Analysis	In the Region's Air Quality Conformity Analysis								

Status	Year	Fund Type	Federal	State	Local	Bonds	Total
PE AUTH	1999	STP - Statewide Flexible (GDOT)	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000
PE AUTH	2013	STP - Statewide Flexible (GDOT)	\$80,000	\$20,000	\$0,000	\$0,000	\$100,000
PE	2015	STP - Statewide Flexible (GDOT)	\$8,000	\$2,000	\$0,000	\$0,000	\$10,000
ROW	2016	STP - Statewide Flexible (GDOT)	\$5,678,601	\$2,169,650	\$0,000	\$0,000	\$10,848,251
UTL	2019	STP - Statewide Flexible (GDOT)	\$3,241,502	\$810,375	\$0,000	\$0,000	\$4,051,877
CST	2019	STP - Statewide Flexible (GDOT)	\$16,730,676	\$4,182,669	\$0,000	\$0,000	\$20,913,345
			\$28,738,779	\$7,184,694	\$0,000	\$0,000	\$35,923,473

<b>WA-030</b>	Jurisdiction	Walton County	Existing	N/A	Planned	N/A	Length (mi.)	0.6	Network Year	2020
0011641	Sponsor	City of Monroe								
Programmed	Service Type	Last Mile Connectivity / Joint Bike-Ped Facilities								
	Analysis	Exempt from Air Quality Analysis (40 CFR 93)								

Status	Year	Fund Type	Federal	State	Local	Bonds	Total
PE AUTH	2013	STP - Urban (>200K) (ARC)	\$160,000	\$0,000	\$0,000	\$0,000	\$200,000
ROW	2015	STP - Urban (>200K) (ARC)	\$40,000	\$0,000	\$10,000	\$0,000	\$50,000
CST	2017	STP - Urban (>200K) (ARC)	\$1,440,000	\$0,000	\$360,000	\$0,000	\$1,800,000
			\$1,640,000	\$0,000	\$410,000	\$0,000	\$2,050,000



**To:** City Council, Committee, City Administrator  
**From:** Rodney Middlebrooks, Director of Water & Gas  
**Department:** Sewer  
**Date:** 8-1-2018  
**Subject:** Secondary Telescoping Valves

**Budget Account/Project Name:** 520-527-04335-00522-522201

**Funding Source:** Equipment R&M

**Budget Allocation:** \$ 75,000.00

**Budget Available:** \$ 65,549.00

**Requested Expense:** \$13,750.00

**Company of Purchase:** Templeton & Associates

**Description:**

Approval of two new telescoping valves

**Background:**

The final clarifiers are basins that allow sludge to settle to the bottom while the clean water is discharged from the top. It is very important to maintain the sludge at the bottom. Some of the sludge must be returned to the aeration basin and some must be wasted to the digesters to maintain a sludge blanket around 2-3ft. The telescopic valves that are in place are what allow the wasting of the sludge to the digesters. They have very large cracks in them and at some points this allows for the sludge to escape through them. This is not good because when the sludge escapes through the cracks the aeration basin will not receive the correct amount of sludge in order to reduce the nutrient levels to meet permit numbers. The escaped sludge will also make its way back to head works and will put a lot of stress on the primary clarifiers.

**Attachment(s):**

- Documents – Templeton & Associates Quote
- Heyward Incorporated Atlanta Quote

# TEMPLETON & ASSOCIATES

## ENGINEERING SALES

To: Ms. Jessica DeBenedictis, Monroe Utilities  
From: Stanley Mize, Templeton & Associates Engineering Sales  
Date: May 31, 2017  
Ref.: Telescopic Valve Quote

Jessica,

Templeton & Associates are pleased to offer you the following quote for two telescoping valves.

The scope of supply for these 304 stainless steel telescoping valves is as follows:

- Anchorage, 304 stainless steel for stand
- 6" nominal dia. stainless steel slip tube w/ 150# companion flange
- (2) -1/4" neoprene wipe gaskets
- 36" of travel on a non-rising stem via 1-1/8" stainless steel acme rod with brass lift nut
- 42" stainless steel floor stand
- 16" aluminum handwheel
- Delivery to Monroe, GA
- I, O & M manual

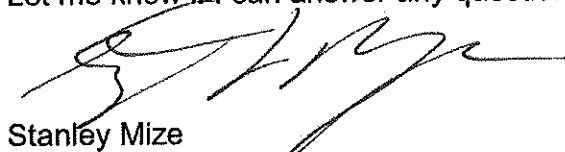
The price for these **two (2)** telescoping valves would be \$ 13,750.00 **total**.

I have attached a typical drawing of the telescoping valve for your reference.  
**\*\*\* We would need to do approval drawings as required if we get an order.**

There is no field service included in this offer.

Any PO generated would be to Templeton.

Let me know if I can answer any questions for you.



Stanley Mize  
Templeton & Associates Engineering Sales

Suite 100 , 4324 Brogdon Exchange , Suwanee, Georgia , 30024  
(770) 614.8550 , fax (770) 614.5992



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## RE: Secondary Telescoping Valves

Rory E. Russo <rory.russo@heywardatlanta.com>

Fri 6/22/2018 4:35 PM

To: Jessica DeBenedictis <JDeBenedictis@MonroeGA.gov>;

Jessica:

Got a price for the two Telescopic Sludge Valves.

The cost is \$18,411.00 including freight to the jobsite.

Shipment is 14 weeks after approval.

If you have any questions, please give me a call.

Thanks,

**Rory E. Russo**

**Heyward Incorporated Atlanta**

3590 Habersham at Northlake

Tucker, Georgia 30084

770-496-9808 Phone

404-444-0026 Mobile

rory.russo@heywardatlanta.com

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**From:** Jessica DeBenedictis [mailto:JDeBenedictis@MonroeGA.gov]

**Sent:** Wednesday, May 30, 2018 9:18 AM

**To:** Rory E. Russo

**Subject:** Secondary Telescoping Valves

Good Morning Rory,

I hope all has been well with you!

I was wondering if you could please provide me with a quote on two telescoping valves we have in our secondary clarifiers. Attached are two sheets of information on them. If you happen to need anything else feel free to call me.

Thank you,

Jessica de Benedictis

*The City of Monroe*

*Jacks Creek WWTP*

678-635-8073



**To:** City Council, Committee, City Administrator  
**From:** Rodney Middlebrooks, Director of Water & Gas  
**Department:** Sewer  
**Date:** 8-1-2018  
**Subject:** Primary Chain Clarifiers

**Budget Account/Project Name:** 520-527-04335-00522-522201

**Funding Source:** Equipment R&M

**Budget Allocation:** \$ 75,000.00

**Budget Available:** \$ 51,799.70

**Requested Expense:** \$11,628.00

**Company of Purchase:** USA Roller Chain & Sprockets

**Description:**

Approval of chain to allow for Primaries 1 & 2 to be put back into service.

**Background:**

The primary clarifiers are basins that help settle out the solids that are in the wastewater. We have 4 basins and right now only two are operational. Having two of them down is causing more wear and tear on the two that are operational. This is also decreasing the retention time in the primary clarifiers making the system less efficient. Purchasing the new chain will allow us to have all four basins operational.

**Attachment(s):**

- Documents – USA Roller Chain & Sprockets Quote
- Templeton & Associates Quote



# USA Roller Chain & Sprockets

P.O. BOX 783695  
Winter Garden FL 34778

Phone #	(407) 347-3519
---------	----------------

## Estimate

Date	Estimate #
5/18/2018	Q011527

Name / Address
CITY OF MONROE JACK'S CREEK WWT FACILITY 2200 GEORGIA HWY 83 MONROE, GA 30655

Ship To
CITY OF MONROE JACK'S CREEK WWT FACILITY 2200 GEORGIA HWY 83 MONROE, GA 30655

Terms	Rep	FOB
TBD	AMB	

MPN	Description	Qty	Cost	Total
	NM720S NON METALLIC COLLECTOR CHAIN, 6" PITCH WITH F22-8" ATTACHMENTS EVERY 10', CHAIN WILL BE SUPPLIED IN 10' STRANDS EACH STRAND CONTAINS AN F22-6" LOOSE AND 2 PINS PER SECTION OF PLAIN CHAIN. PRICE PER 10' SECTIONS.	68	135.00	9,180.00T
	NM720S NON METALLIC COLLECTOR CHAIN, 6" PITCH WITH F22-6" ATTACHMENTS EVERY 5', CHAIN WILL BE SUPPLIED IN 5' STRANDS EACH STRAND CONTAINS AN F22-6" LOOSE AND 2 PINS PER SECTION OF PLAIN CHAIN. PRICE PER 5' SECTIONS.	36	68.00	2,448.00T
	LTL SHIPPING & HANDLING, PRE-PAY & ADD TO INVOICE *NON-RESIDENTIAL*NO LIFT GATE INCLUDED* Freight charges to be added upon shipping		0.00	0.00
	*NOTE: Cut to length and special attachment chain assemblies, all MTO products and rebored sprockets are non-returnable/non-refundable.		0.00	0.00T
	The above pricing was prepared based BOTH on number of line items quoted as well as quantities of individual line items. Changes in quantities or number of line items could result in increased pricing or re-quote. Thank You! DELIVERY: 1-2 WEEKS ARO, ALL ORDERS ARE SUBJECT TO PRIOR SALES TERMS: TO BE DECIDED.		0.00	0.00T

<b>Subtotal</b>
<b>Total</b>

E-mail	Orders@usarollerchain.com
--------	---------------------------



**USA Roller Chain & Sprockets**

P.O. BOX 783695  
Winter Garden FL 34778

Phone #	(407) 347-3519
---------	----------------

**Estimate**

Date	Estimate #
5/18/2018	Q011527

Name / Address
CITY OF MONROE JACK'S CREEK WWT FACILITY 2200 GEORGIA HWY 83 MONROE, GA 30655

Ship To
CITY OF MONROE JACK'S CREEK WWT FACILITY 2200 GEORGIA HWY 83 MONROE, GA 30655

Terms	Rep	FOB
TBD	AMB	

MPN	Description	Qty	Cost	Total
	Out of State Sales			0.00

\*Please send ALL Purchase Orders to [Orders@usarollerchain.com](mailto:Orders@usarollerchain.com) to help insure that it is processed immediately. If your order needs to ship out the same day or next day, please call so we can ship best method for your delivery needs.  
 \* Price and availability subject to change pending prior sales.  
 \* Lead times are estimated based on current shop loads and subject to change.  
 \* Applicable sales tax and shipping charges to be added.  
 \*ALL MTO assemblies, cut to length chains and bored to size sprockets are non returnable/non-refundable.  
 \*Eligible returns are subject to re-stock fees.

<b>Subtotal</b>	\$11,628.00
<b>Total</b>	\$11,628.00

E-mail	<a href="mailto:Orders@usarollerchain.com">Orders@usarollerchain.com</a>
--------	--

Customer Signature  
Page 2

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## Revised Chain Quote

Stanley Mize <stanley@templeton-associates.com>

Fri 5/11/2018 1:38 PM

To: Jessica DeBenedictis <JDeBenedictis@MonroeGA.gov>;

Jessica,

Here is the quote for the replacement chains for two basins.

Any PO will be to Templeton & Associates.

AMWELL miscellaneous parts for installation in two (2) existing longitudinal basins 20' wide x 80' long

- 720S 6" pitch non-metallic chain for two (2) longitudinal collectors with attachment links every 10' (approximately 680 LF)
- - 720S 6" pitch non-metallic chain for one (1) cross collector with attachment links every 5' (approximately 180 LF) and UHMW Wear Strips 1/2" X 3" for floor rails (hardware included) (approximately 100 LF)
- Shipping will be prepaid and added.

**Note: - Existing flight hardware to be reused**

----- **PRICE: \$ 25,000.00**

Stanley Mize  
Templeton & Associates  
WC Equipment Sales  
678-521-6212



**To:** City Council, Committee, City Administrator  
**From:** Rodney Middlebrooks, Director of Water & Gas  
**Department:** Sewer  
**Date:** 8-1-2018  
**Subject:** Automatic Gas Feed Equipment for Cl<sub>2</sub> & SO<sub>2</sub>

**Budget Account/Project Name:** 520-527-04335-00522-522201

**Funding Source:** Equipment R&M

**Budget Allocation:** \$ 75,000.00

**Budget Available:** \$40,171.70

**Requested Expense:** \$13,165.00

**Company of Purchase:** Water Treatment & Controls Co.

**Description:**

Approval of Installation of automatic gas feed equipment for Cl<sub>2</sub> & SO<sub>2</sub>.

**Background:**

To disinfect the wastewater before it is released into Jacks Creek is done so with chlorine. Because chlorine is toxic to aquatic life it must be neutralized before it is released. That is done by adding sulfur dioxide after the chlorine contact chamber. The chlorine and sulfur dioxide right now are being fed manually through adjustable rotameters. This method is not sufficient because the flow levels range differently through the day. Having the automatic system set up will allow the chlorine and sulfur dioxide to be fed at the correct rates depending on the flow going through the plant at the specific time. This will lead to saving on chemicals in the long run and ensure that the bacteria in the water are being disinfected.

**Attachment(s):**

- Documents – Water Treatment & Controls Co. Quote
- Sole Source Letter



(850) 474-1805  
 (800) 826-7699  
 (850) 474-1776 FAX

9900A N. PALAFOX STREET • PENSACOLA, FLORIDA 32534-1227

**June 13, 2018**

Jessica DeBenedictis  
 City of Monroe, Jacks Creek WWTP  
 2200 Highway 83  
 Monroe, Georgia 30655  
 Phone 678-635-8073  
[jdebenedictis@monroega.gov](mailto:jdebenedictis@monroega.gov)

**Re: Automatic Gas Feed Equipment**  
**Quote Number 061318REBA**

Jessica,

We are pleased to offer the scope of work for the installation of Automatic gas feed equipment for your chlorine and sulfur dioxide systems:

**Chlorine System Equipment Included**

One S10K Automatic Chlorinator

- 5" 100 PPD Rotameter
- 115 Volt Automatic Actuator
- SFC/SC Flow Proportional Controller

**Sulfur Dioxide System Equipment Included**

One S10K Automatic Sulphonator

- 5" 45 PPD Rotameter
- 115 Volt Automatic Actuator
- SFC/SC Flow Proportional Controller

**Parts included**

- PVC manifold to connect the manual and new chlorinator (3) ½" TUBV, SCH 80 PVC pipe and fittings
- Electrical connections to connect to existing power
- Hardware for mounting automatic feeders
- 100 Feet of 5/8" OD Poly Tubing
- 12 – 5/8" Parker Compression Fittings

**Technical Services included**

- Travel to and from your facility
- Shipping of new equipment
- Remove existing automatic gas equipment
- Mount new S10K feeders
- Build supply manifold to connect and valve manual and automatic S10K
- Connect new feeders to existing power and control signal
- Startup and test new equipment
- Operator training

**Total Price \$13,165.00**

Note: We assume the analog control signal is functional. If repair is needed it is **NOT** included in this quote.

Our Standard Terms and Conditions Apply and are attached.

If you have any questions, please call my cell phone at 404-975-8524.

Regards,  
 Rich Bulgrin

**PARTS - SERVICE - SALES**



### **Standard Terms and Conditions:**

1. Quotation is good for (30) days.
2. Quotation includes only the items and services specified herein and does not include installation, field erection, accessory or related materials such as controls, piping, etc. unless specifically listed.
3. Quotation and order acceptance are subject to buyer's approved credit.
4. Payment term is Net 30 Days.
5. PLEASE NOTE: All pricing anticipates payment by check or ACH. Due to additional costs incurred, payments by credit card will require an additional "pass through" 3% processing fee for acceptance.
6. Delivery shall be F.O.B. Shipping Point. Freight charges will be prepaid and added to the total unless otherwise instructed and agreed to.
7. All applicable taxes or government charges upon the sale, shipment, and/or use of equipment/services covered by the proposal shall be added to the total price and paid by the buyer. Please add any and all taxes to the total quotation price.
8. Allow 4 to 6 weeks for shipment after receipt of an approved written purchase order.
9. All orders are subject to a 25% restocking fee upon cancellation and if restockable.
10. Submittal and Operating & Maintenance Manuals may be available upon request and subject to extra charge(s).
11. Additional Startup & Technical Services available at additional expense.
12. WTC shall be entitled to receive reasonable attorneys and collection fees on matters arising out of this quotation.

Please call for any assistance or questions regarding the scope of materials or Terms & Conditions.





July 30, 2018

City of Monroe  
Jessica de Benedictis  
P.O. Box 1249  
Monroe, GA 30655

Subject: **Manufacturer's Representative for Wallace & Tiernan®**

Ms. Jessica de Benedictis,

This letter is to inform you that Water Treatment and Controls Company is the exclusive municipal Manufacturer's Representative for Wallace & Tiernan® equipment, parts and services for the following states:

***Georgia, Florida and Alabama***

With Headquarter offices located at:

Headquarters address  
9900A North Palafox Street  
Pensacola, FL 32534-1227  
Telephone: 850.474.1805

And Regional Sales Offices in Gulf Breeze, Cape Coral, Gainesville, Leesburg and Vero Beach, FL, Atlanta, GA and Abbeville, AL

Evoqua utilizes exclusive municipal Manufacturer's Representatives to promote and support our equipment on a regional basis.

If you have any questions or require additional information please feel free to contact me.

With kind regards,

*John Kiernan*

John Kiernan  
Technical Sales Manager, Wallace & Tiernan



**To:** City Council  
**From:** Brian Thompson  
**Department:** Electric  
**Date:** 08/13/2018  
**Subject:** Purchase VON test equipment

**Budget Account/Project Name:** CIP Fault Finder

**Funding Source:** CIP

**Budget Allocation:** \$22,000.00

**Budget Available:** \$22,000.00

**Requested Expense:** \$21,534.00

**Company of Purchase:** VON Corp.

**Description:**

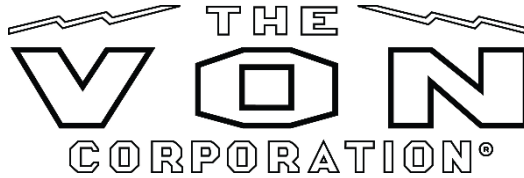
Purchase a VON Model XF16-1280v2 with accessories directly from VON.

**Background:**

The VON fault finder locates faults in the electric system quickly and safely. Having this device limits the time of any underground outage and allows restoration times to be significantly reduced.

**Attachment(s):**

VON quote.



P.O. BOX 110096, 1038 LOMB AVENUE SW - BIRMINGHAM, ALABAMA 35211  
VOICE: (205) 788-2437 FAX: (205) 780-4015 e-mail: voncorp@voncorp.com

June 8, 2018

Brian Thompson  
Monroe Water, Light & Gas Comm  
PO Box 725  
Monroe, GA 30655-0725

Dear Mr. Thompson:  
We are pleased to quote our reliable VON equipment. Proposal A is our 16kv VON Model XF16-1280v.2 arc reflection system.

Proposal A: Arc Reflection Model XF16-1280v.2

One	VON Model XF16-1280v.2 arc reflection system in one self contained unit mounted on an aluminum handtruck. The thumper can be operated at 8kv 40 mfd. 1280 joules or 16kv 10 mfd. 1280 joules. The unit can be operated from its own 12 volt battery, an external 12 volt car or truck battery, or 120 or 240 volts AC. The coupler and 320 x 240 pixel digital memory radar are built into the system. The impulse control gap and all high voltage switches are motor operated. The 50 foot (15m) high voltage test lead is terminated in a male MC connector. Unit includes a 15-foot (4.5m) long battery cable, a hot line clamp with female MC connector, a vice grip plier with female MC connector, and an elbow adapter with female MC connector.	\$18,900.00
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Total Proposal A - F.O.B., Birmingham, AL	\$18,900.00
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THE FOLLOWING ACCESSORIES ARE OFTEN PURCHASED TO SPEED THE LOCATION OF CABLE FAULTS WITH THE ABOVE PROPOSAL.

One	Thumpphone III acoustic detector including amplifier with pickup, headphones, three spikes, carrying case, and two instruction manuals.	\$2,475.00
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One	MI-88 Magnetic Impulse Indicator	\$159.00
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Our prices are firm for thirty days and unless otherwise noted, F.O.B. Birmingham, Alabama. Unless otherwise noted, the equipment will be shipped prepaid, and actual charges added to our invoice. Upon credit approval, our terms are net tenth prox with 2% interest per month on all accounts over thirty days. We also accept VISA,

MasterCard and American Express. Unless provided with tax exemption documentation, we will add the appropriate sales tax for shipments to Alabama, California, Florida, Georgia, Illinois, Kentucky and Washington. Customers in all other areas assume responsibility for payment of all applicable local taxes.

We can have this equipment ready for shipment within four weeks or less after receipt of an order.

The reliability of the VON testers has made them very popular with the utility industry. In many cases a test set breakdown on the job can easily cost more than the entire cost of a new unit in lost time. Reliability features include a very simple circuit that is understandable by field personnel. All major parts are air insulated and accessible so that field repairs can be made to complete a test. When VON testers do break down, a telephone call to Birmingham for a diagnosis and course of action gets the unit back in operation in most cases. Portable D.C. test and cable fault locating equipment is our primary business.

We offer several different operator-training courses on our equipment. The next courses on Fault Locating of Power Cable Systems in the Field are scheduled for March 20-21, May 1-2, September 11-12 and October 16-17, 2018 in Birmingham, Alabama. Operator training is also available on site.

We hope we may serve your company with reliable VON equipment.

Very truly yours,

THE VON CORPORATION

Martin von Herrmann  
Vice President

MvH/am

CC: Morgan Advanced Products

F:\DOCUMENT\Qcombo\Monroe XF16 06-08-18.docx



**To:** City Council  
**From:** Brian Thompson  
**Department:** Electric  
**Date:** 08/13/2018  
**Subject:** Purchase 3 Viper-ST automated switches

**Budget Account/Project Name:** Automated Switching

**Funding Source:** CIP

**Budget Allocation:** \$150,000.00

**Budget Available:** \$150,000.00

**Requested Expense:** \$54,423.00

**Company of Purchase:** Power Connections

**Description:**

Purchase 3 Viper-ST automated switches to protect power to City Hall and surrounding area.

**Background:**

Staff has had extensive meetings with ECG, Walton EMC, and Jackson EMC about system automation. Walton and Jackson have standardized on the Viper-ST 3-phase automated switch controlled by the same SEL controller used in our substations. This gave us access to both their engineering staffs for questions and solutions. This is the first phase in our automation plan with Public safety facilities being in the second phase.

**Attachment(s):**

- Sole source letter from G&W
- Sole source letter from SEL
- Quote Power Connections



G&W Electric Company  
305 W. Crossroads Pkwy  
Bolingbrook, IL 60440 USA  
Tel: 708.388.5010  
Fax: 708.388.0755  
www.gwelec.com

ISO 9001:2008 Certified  
ISO 14001:2004 Certified

G&W Southeast United States Customers

June 29, 2018

RE: Power Connections is the Exclusive G&W Utility Manufacturers' Representative.

To: City of Monroe, GA

This document shall confirm Power Connections, Inc. as our exclusive Sales Representative for Electric Utilities and Distributors serving the Electric Utilities in Parts of Florida, and all of Georgia, Alabama, Mississippi, Louisiana, Arkansas and Tennessee.

All requests for quotations, purchase order submittals, order processing and post-sale service shall go through Power Connections, Inc. All financial transactions shall occur directly between the buyer (City of Monroe, GA) and seller (G&W Electric Company).

Please feel free to contact us should you have further questions.

Sincerely,

**Jeff McCammon**  
**Regional Vice President**  
G&W Electric Company  
2731 Indian Pipe Lane  
Signal Mountain, TN 37377  
Cell: 678-206-7611  
[jmccammon@gwelec.com](mailto:jmccammon@gwelec.com)  
[www.gwelec.com](http://www.gwelec.com)



**SCHWEITZER ENGINEERING LABORATORIES, INC.**

2350 NE Hopkins Court • Pullman, WA 99163-5603 USA  
Phone: +1.509.332.1890 • Fax: +1.509.332.7990  
[www.selinc.com](http://www.selinc.com) • [info@selinc.com](mailto:info@selinc.com)

10/24/17

To Whom It May Concern,

This letter is to notify you that Power Connections, Inc., is the sole source provider of SEL products for the following states in the southeast United States: Alabama, Florida, Georgia, Louisiana, Mississippi, Arkansas and Tennessee. All requests for quotes, purchase order submittals and order processing will go through Power Connections, Inc.

We appreciate the opportunity to serve and do business with your company. Feel free to contact me directly with any questions or concerns.

Sincerely,

Todd Bridges  
Regional Sales & Service Director, Southeast  
3020 Hartford Hwy  
Dothan, AL 36305  
509.334.8192  
[Todd\\_Bridges@selinc.com](mailto:Todd_Bridges@selinc.com)

***Making Electric Power Safer, More Reliable, and More Economical®***

Customer:	City of Monroe, GA
Attn:	Brian Thompson
Date:	June 14, 2018
Validity:	30 Days
Quotation Number:	VCQ18A302

**Item 1: G&W Electric Viper-ST Solid Dielectric Recloser, Catalog No. VIP388ER-12-1-ST**

**Quantity: 2**

**Standard Features:**

- Three (3) epoxy insulated vacuum interrupter modules
- One (1) magnetic actuator operator per phase, providing single or three phase operation
- One (1) manual trip and lockout handle with mechanical block per phase, capable of physically blocking electronic and manual operation
- Contact position indicator
- Three (3) 1000/500:1 current transformers, encapsulated within the solid dielectric insulation, exclusively for use with the recloser control
- Deadline Operation
- Lifting provisions

**Additional Features:**

- "L" style vacuum interrupter modules
- Six (6) 800 Amp interfaces with screw-on silicone insulators.
- Aerial lugs included: **NEMA 4 hole pads**
- **Six (6) wildlife protectors**
- **Six (6)** capacitively coupled voltage sensors, encapsulated within the solid dielectric insulation, exclusively for use with the recloser control.
- **40 foot** control cable, with 32 pin connectors on both ends
- Aluminum pole mount center bracket, with provisions for lightning arrester mounting
- **SEL-651R2 - 0651R22AXGAXAE2113DCXX** (key code 6876) Control with the following features:

Category	Selection
Firmware	Standard
Control Cable Interface	G&W Viper-ST or G&W Viper-LT (32-Pin)
Enclosure	Dual Door (Side Mount), Painted Steel with 3-Point Latches
Conformal Coat	None
Secondary Input Voltage	(6) 8 Vac Max LEA Inputs



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Secondary Input Current	1 Amp Phase, 0.2 Amp Neutral
Extra Inputs/Outputs	None
Communications Port	3 EIA-232, USB
Communications Interface	(2)10/100Base-T, EIA-485
Communications Protocol	Standard plus IEC 61850
Power Supply	120 Vac (Includes GFCI Outlet)
Battery Option	12 V, 16 Ahr
User Interface	Configurable Labels and Tri-Color LEDs
Installed Accessories	Accessory Shelf and AC Transfer Switch
Bundled Accessories	None

**Note:** The SEL-651R2 requires 120VAC for control power, to be provided via connection to a user supplied source.

#### Ratings:

Maximum design voltage	27kV
Impulse level (BIL)	125kV
Continuous and load break current	800 Amp
8 Hr. Overload at 20°C	960A
60Hz Withstand, kV rms Dry, 1 min	60kV
60Hz Withstand, kV rms Wet, 10 sec	50kV
Interrupting Rating RMS (kA)	12.5kA
Making Current, RMS, asym, KA	20kA
Peak, asym (kA)	32kA
Short Circuit Current, kA sym, 3 second	12.5kA
Mechanical Operations	10K

**Operating Temperature Range:** Temperature range, -40°C to +65°C (-40°F to 150°F)

#### Standards:

Ratings per IEEE C37.60-2003 and IEC 62271-111

**Price Each: \$18,141**

**Net Total Price: \$36,282**

#### Commercial Terms and Conditions

##### Submittal drawings (if required):

If required, submittal drawings will be issued for approval 4 weeks after receipt of order.

##### Lead time for shipment:

18-19 weeks after receipt of order and release to production.

**Shipping Terms:** FOB-Factory, Bolingbrook, IL USA

**Freight:** Prepaid and Allowed on a standard closed top trailer.

**Payment:** Net 30 days; Payment terms are subject to G&W Finance Department approval.

**Purchase Order Submission:** Purchase order should be addressed as follows and emailed to Victor Caine or faxed to our number below:

G&W Electric Co.  
305 W. Crossroads Parkway  
Bolingbrook, IL 60440-4938

**Recloser Warranty:** Seller warrants all goods sold hereunder to be free from defects in material and workmanship under normal use and service for a period of three (3) years from the date of shipment by Seller.

**SEL Control Warranty:** Seller warrants all goods sold hereunder to be free from defects in material and workmanship under normal use and service for a period of ten (10) years from the date of shipment by Seller.

All other terms and conditions are as per SM-F-1 rev 6 attached.

If your company has not ordered directly through G&W in the past two years, please provide tax status. If tax exempt, please include a copy of the tax certificate with your purchase order. If not, please state the percentage of state and local tax to add on the purchase order.

Thank you for the opportunity to quote on your requirement. We look forward to serving you in the near future.

Sincerely,  
Victor Caine

Power Connections – Inside Sales

Phone: (334)-702-6645 Fax: (334)-702-0051 E-Mail: [Victor@PowerConnections.com](mailto:Victor@PowerConnections.com)

**Note:** Please feel free to visit the web site at: [www.qwelec.com](http://www.qwelec.com)



**To:** Public Safety Committee, City Council  
**From:** Keith Glass, Director of Public Safety, Lt. Matt McClung  
**Department:** Police  
**Date:** 7/16/2018  
**Subject:** Out of State Training

**Budget Account/Project Name: Out of State Training**

**Funding Source: 100-550-03200-00523-523700**

<b>Budget Allocation:</b>	\$35,000.00	
<b>Budget Available:</b>	\$3600.00	
<b>Requested Expense:</b>	\$800.60	<b>Company of Purchase:</b> N/A

**Description:**

Public Safety Committee, City Council to APPROVE out of State Training for Sept. 4<sup>th</sup> thru 7<sup>th</sup> in Tennessee

**Background:**

This course is designed to prepare first responders for an open-air active shooter encounter. It addresses a wide range of tactics and techniques when addressing an exterior armed aggressor. This hands-on course will cover equipment selection, vehicle ambushes, medical emergency, vehicle and dismounted officer/citizen down rescue, individual/team movement techniques, and emergency vehicle crisis response. Some participants attending this course have found it to be physically challenging. Officers attending this course should be able to walk moderate distances, jog, kneel, crawl, and lift moderate weight. This is an outside class and is routinely conducted during inclement weather conditions. There is no cost for this training class. It is provided free on a federal grant to sworn Law Enforcement Officers. Officer attending will drive city vehicle.

**Attachment(s):**

Exterior Response to Active Shooter Events information  
Expense Report for Lt. McClung



*Registered*

# EXTERIOR RESPONSE TO ACTIVE SHOOTER EVENTS CO-TAUGHT (ERASE) ON SEP 05, 2018

## Class Information & Details

Course Exterior Response to Active Shooter Events Co-Taught (ERASE)

Dates Wed Sep 05 - 07 (2018)

Location Nashville, TN

Hosting Agency Tennessee Highway Patrol

Point of Contact Lt. W. Shane Stafford 615-232-2901 wesley.stafford@tn.gov

## Exterior Response to Active Shooter Events (ERASE)

**Time:** (24 hours/3 days)

**Class Size:** 36

**Prerequisite:** Sworn law enforcement officer

**Recommended Equipment:** Good attitude, open mind, pen and paper, duty gear, clothing conducive for crawling around on the ground, water and or hydration system, body armor, long gun (if issued), and inclement weather gear (majority of course is outside regardless of weather conditions)

**Description:** This course is designed to prepare first responders for an open-air active shooter encounter. It addresses a wide range of tactics and techniques when addressing an exterior armed aggressor. This hands on course will cover equipment selection, vehicle ambushes, medical emergencies, vehicle and dismounted officer/citizen down rescue, individual/ team movement techniques, and emergency vehicle crisis response. Some participants attending this course have found it to be physically challenging. Officers attending this course should be able to walk moderate distances, jog, kneel, crawl, and lift moderate weight. This is an outside class and is routinely conducted during inclement weather conditions.

Thank you for your interest in ALERRT courses. Online registration is not available for this class. Registration is being handled by the host agency. Please contact the POC listed above to see if space is available.

[<< Back to Upcoming courses \(/Upcoming?back=1\)](#)

### CITY OF MONROE EXPENSE REPORT

Name: Matt McClung

Department: MPD

Date:	Sunday	Monday	Sept. 4th Tuesday	Sept. 5th Wednesday	Sept. 6th Thursday	Sept. 7th Friday	Saturday	Totals
Miles Driven								-
Reimbursement	-	-	-	-	-	-	-	-
Parking & Tolls								-
Auto Rental								-
Taxi/Limo								-
Other Travel								-
Airfare								-
Transportation Total		-	-	-	-	-	-	-
Lodging								-
Registration Fee								-
Breakfast				15.00	15.00	15.00		45.00
Lunch				15.00	15.00	15.00		45.00
Dinner			25.00	25.00	25.00			75.00
Sub-Total Meals	-	-	25.00	55.00	55.00	30.00	-	165.00
Supplies/Equipment								-
Food Charged								-
Gas Charged								-
Entertainment								-
Other Expenses								-
Total Expenses/Day	-	-	-	-	-	-	-	-

Detailed Entertainment Record					
Date	Item	Persons Entertained/Business	Place Name & Location	Business Purpose	Amount
					-
					-
					-
					-
					-
					-

Purpose of Trip	SUMMARY
	Total Expenses <span style="float: right;">165.00</span>
Active Shooter Training-Exterior	Less Cash Advance <span style="float: right;">-</span>
	Less Amount Charged To City <span style="float: right;">-</span>
	Amount Due Employee <span style="float: right;">165.00</span>
	Amount Due City <span style="float: right;">-</span>

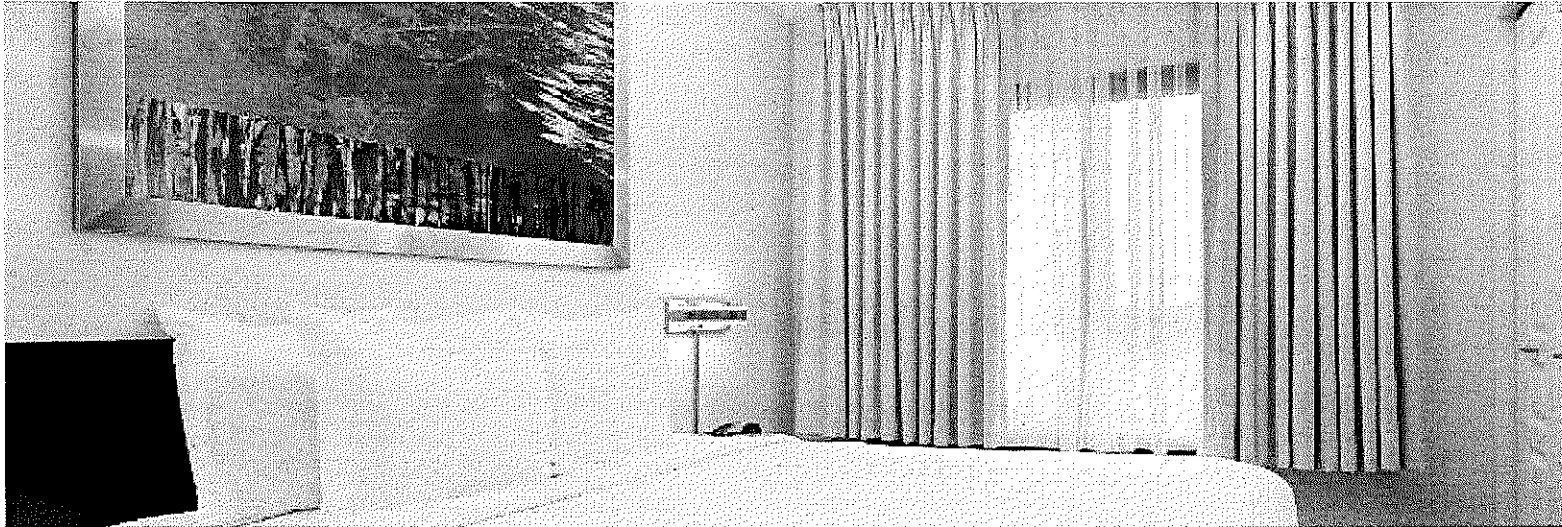
M. Queen 7-12-18  
 Prepared By Date

[Signature] 7-12-18  
 Approved By Date

# Review Reservation Details

🕒 Room(s) held for: 14:27

[Continue](#)



## Larger Suite, 1 King, Sofa bed

### ROOM DETAILS

**Check in:** Tuesday, September 4, 2018

**Check out:** Friday, September 7, 2018

**Room(s):** 1

**Guest(s) per room:** 1



## Summary of Charges

181.67      +      90.61      **635.62**  
USD Avg./night      USD Taxes and fees      USD Subtotal



Get the Marriott Rewards Premier Plus Credit Card and receive a \$200 statement credit after first card purchase.  
[LEARN MORE >](#)

**635.62 USD**

Total Stay

**- 200.00 USD**

Statement Credit

**435.62 USD**

Total after statement credit\*

\* Total for stay and statement credit may post on separate statements.

## Hotel Cancellation Policy

### About this reservation:

You may cancel your reservation for no charge until September 2, 2018 (2 day[s] before arrival). Please note that we will assess a fee of 185.00 USD if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card. This fee equals 1 night of your room charge (for the first night of your reservation).



**To:** Public Safety Committee, City Council  
**From:** Keith Glass, Director of Public Safety  
**Department:** Police  
**Date:** 7/26/2018  
**Subject:** 2018-2019 MAHS SRO Contract Approval

**Budget Account/Project Name:** 2018-2019 SRO Contract

**Funding Source:** Walton County Board of Education

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$0.00

**Company of Purchase:**

**Description:**

MPD and the Walton Co. Board of Education seek approval of the 2018-2019 school cycle SRO contract. WCBOE agrees to pay the City of Monroe 46,231.00 for the SRO services provided by the City of Monroe Police Department as set forth in the conditions of the contract.

**Background:**

The City of Monroe Police Department has provided the SRO service to the Monroe Area High School since 2005. Monroe Area High School is the only Public School within the city limits of Monroe.

**Attachment(s):**

Agreement-5 pages

**AGREEMENT BETWEEN THE CITY OF MONROE**

**and**

**THE WALTON COUNTY SCHOOL DISTRICT**

**for**

**THE SCHOOL RESOURCE OFFICER PROGRAM**

THIS AGREEMENT is made and entered into as of the 26 day of July, 2018 (the "Effective Date"), by and between the CITY OF MONROE, and the WALTON COUNTY SCHOOL DISTRICT (the "WCSD").

**WITNESSETH**

WHEREAS, it is the intent and desire of the MPD and the WCSD to provide for law enforcement and related services as set forth herein;

WHEREAS, the MPD and the WCSD recognize the benefits of a School Resource Officer Program ("Program") to the citizens of Walton County, and particularly to the employees and students of Walton County Public Schools;

NOW, THEREFORE, for and in consideration of the promises and mutual covenants contained herein, and other good and valuable consideration, the MPD and the WCSD hereby agree as follows:

**Section 1. Purpose.** The purpose of this Agreement is to increase the security and safety of WCSD through the funding necessary to permit, *inter alia*, the assignment of School Resource Officer's to serve WCSD on a full-time basis during the regular school year.

**Section 2. Term of Agreement.** The term of this Agreement shall be for one (1) year from the Effective Date; provided, however, that the Agreement shall be automatically renewed unless either party provides written notice of its intent not to renew the Agreement at least thirty (30) days prior to the expiration of the term. The MPD and the WCSD agree to negotiate the Program costs annually for any subsequent term in accordance with Section 5 below.

**Section 3. Program Staffing.** The Program shall be staffed in accordance with the following:

3.1.1 **School Resource Officers.** The MPD shall assign one (1) full-time Police Officer to each of the following schools to serve as a School Resource Officer ("SRO"): Monroe Area High School. The duties of the SRO shall include the following:

(a) *Instruction.* The SRO shall act as an instructor for specialized, short-term programs about Georgia criminal and juvenile laws, as well as the law-related section of the Alcohol Drug Awareness Program (ADAP), when requested to do so by the Principal or a faculty member of the school to which the SRO is assigned.

(b) *Investigations.* The SRO may assist with non-campus investigations related to juveniles who attend the school to which the SRO is assigned.

(c) *Law Enforcement.* The SRO may take emergency law enforcement action when required by law; provided, however, that the Principal of the school shall be notified of such action as soon as practicable.

(d) *Traffic Control.* The SRO shall assist in traffic control during the arrival and departure of students.

3.1.2. Supervising Officer. The Chief of Police shall assign one (1) full-time Supervising Officer to oversee the Program and serve as a liaison with WCSD, whose duties shall include the following:

(a) *School Visits.* The Supervising Officer shall perform scheduled and non-scheduled visits to the schools within WCSD to which an SRO is assigned by MPD.

(b) *Program Administration.* The Supervising Officer shall approve Program reports; provide leadership, training and direction for the Program; conduct Program evaluations; analyze campus statistics and problem areas for WCSD; establish rapport with WCSD administrators; oversee school traffic issues; submit monthly reports to the Superintendent; oversee major school functions in which an SRO is participating; coordinate with the Walton County Juvenile Court regarding school-related criminal cases; keep accurate crime reports for WCSD; and maintain time cards and keep up with overtime and comp time for the Program.

(c) *Investigations.* The Supervising Officer shall be available for investigation of crime-related incidents involving a WCSD employee that have a student as the complainant or victim.

3.2 Application and Appointment Process. The MPD's School Resource Officer Unit Commander shall recruit, interview and evaluate potential candidates for the positions above. The names of any applicants receiving a favorable recommendation from the School Resource Officer Unit Commander shall be forwarded to the Chief of Police, who shall make the appointments necessary to staff said positions. Applicants must meet the following requirements:

1. An applicant must have a desire to serve in the position for which he or she is applying.

2. An applicant must be certified and sworn peace officers with a minimum of three (3) years law enforcement experience.
3. An applicant must have successfully completed the School Resource Officers 40-hour training course.

3.3 Scheduling. SRO's shall be scheduled in accordance with the following:

3.3.1. Working Hours. SRO's shall serve WCSD on a full-time basis, i.e., from one-half (1/2) hour prior to the start of classes until one-half (1/2) hour after classes are dismissed, although a SRO's working hours may be adjusted on a situational basis, with the prior consent of the School Resource Unit Commander, in order to cover campus-related activities which require the presence of a law enforcement officer. Notwithstanding the foregoing, SRO's may periodically be required by the MPD to perform other tasks during school hours, including, but not limited to mandatory training.

3.3.2. Temporary Reassignment. The Chief of Police may temporarily reassign the SRO's when school is not in session and during periods of law enforcement emergency.

3.3.3 Overtime. The SRO may not work overtime hours without the prior approval of the School Resource Unit Commander. Overtime work will be paid in accordance with MPD policies. SRO's shall neither expect nor accept any additional compensation for overtime work directly from the WCSD.

3.4 Employment Status. The SRO and Supervising Officer (SRO's) shall be and remain employees of the MPD and shall not be WCSD employees. SRO's shall remain responsive to the supervision and chain of command of the MPD. The MPD shall remain solely responsible for the SRO's hiring, firing, training, discipline and/or dismissal. The MPD agrees to pay the salary and employment benefits of the SRO's in accordance with the applicable salary schedules and employment practices of the MPD, including but not limited to: sick leave, annual leave, retirement compensation, workers compensation, unemployment compensation, life insurance, medical and dental insurance. The SRO's shall be subject to all other personnel policies of the MPD.

3.5 Removal and Replacement Process. SRO's may be removed and replaced in accordance with the following:

3.5.1. Removal for Cause. If the Principal, in consultation with the Assistant Principal, requests that the SRO be removed from the school (1) because the SRO is not effectively performing the duties of the SRO and/or (2) because the SRO has engaged in unprofessional conduct, MPD will replace the SRO in accordance with 3.5.3.

3.5.2. Discretionary Removal. The MPD reserves the right to dismiss or reassign an SRO when it is deemed to be in the best interests of either the WCSD or the MPD.

3.5.3. Replacement. In the event of a resignation, dismissal, reassignment, removal, or long-term absence of an SRO, the MPD shall provide a temporary replacement for the SRO as soon as possible, but not more than fifteen (15) school days of receiving notice of such absence, dismissal, resignation, removal, or reassignment. As soon as practicable, the MPD shall provide a permanent replacement for the position.

**Section 4. Duties and Responsibilities of SRO's.** In addition to those duties and responsibilities specifically provided for in Section 3.1 above, SRO's shall have the following duties and responsibilities:

1. SRO's shall enforce federal, state and local laws and, at the request of the school administration, assist WCSD officials with the enforcement of WCSD policies and regulations regarding student conduct.
2. SRO's shall investigate criminal activity committed on or adjacent to WCSD property.
3. SRO's shall assist school administrators in developing plans and strategies to prevent and minimize dangerous situations that may occur on campus or during school-sponsored events.
4. SRO's shall maintain a detailed weekly report of duties performed.

Notwithstanding the foregoing, SRO's shall not be used by WCSD as school disciplinarians; provided, however, that an SRO may be contacted regarding incidents believed to be in violation of the law, and the SRO shall then determine whether law enforcement action is appropriate. SRO's shall also not be used for regularly-assigned monitoring duties, including but not limited to lunchroom, hallway, carpool, or bus monitoring duties.

**Section 5. Compensation.** The MPD shall be compensated by the WCSD in the total amount of \$46,231 annually for the services to be performed under this Agreement. Not less than sixty (60) days prior to the expiration of this Agreement, the MPD shall inform the WCSD of any additional compensation it is requesting for the subsequent term. Compensation owed to the MPD by the WCSD shall be paid in accordance with the Payment Schedule attached hereto as Exhibit "A" and incorporated herein by reference.

**Section 6. Termination.** Either party may terminate this Agreement for any reason whatsoever with sixty (60) days prior written notice to the other party. In the event of such termination by the WCSD, the SRO's will be immediately reassigned by the MPD and, if the termination is not for cause, the WCSD shall immediately pay any remaining funds due to the MPD for the remainder of the school year. In the event of termination by the MPD, the WCSD shall compensate the MPD for all services provided up to the date of termination.

**Section 7. Assignability.** This Agreement may not be delegated or assigned by either party and any purported delegation or assignment of this Agreement (or rights hereunder) is void unless prior written consent of the other party has been obtained.

**Section 8. Entire Agreement.** This Agreement incorporates all prior negotiations, interpretations, and understandings between the parties and is the full and complete expression of their Agreement.

**Section 9. Modifications.** Any change, alteration, deletion, or addition to the terms set forth in this Agreement must be in writing and signed by both parties.

**Section 10. Governing Law.** This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Georgia.

**Section 11. Miscellaneous.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which counterparts together shall constitute but one and the same instrument. Each provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision of this Agreement be for any reason unenforceable, the balance shall nonetheless remain in and be of full force and effect, without giving effect to such unenforceable provision. Time is of the essence hereof. The section headings of this Agreement are for convenience only and in no way limit or enlarge the scope or meaning of the language hereof.

**IN WITNESS WHEREOF,** the parties hereto have duly signed, sealed, and delivered this Agreement as of the Effective Date.

**THE CITY OF MONROE:**

By: \_\_\_\_\_ (Seal)  
Mayor

Date: \_\_\_\_\_

**WALTON COUNTY SCHOOL DISTRICT:**

By: \_\_\_\_\_

Name: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

[BOE SEAL]

**EXHIBIT "A"**

The WCSD shall pay in full the amount set forth in Section 6 of the Agreement in a lump sum payment at a time mutually agreeable to the parties. Notwithstanding the foregoing, said payment must be made prior to the end of the applicable school year.





**To:** Public Safety Committee, City Council  
**From:** Keith Glass, Director of Public safety  
**Department:** Police  
**Date:** 7/26/2018  
**Subject:** 2018-2019 Foothills Education Charter High School SRO Contract Approval

**Budget Account/Project Name:** 2018-2019 FECHS SRO contract

**Funding Source:** Walton County Board of Education

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$0.00

**Company of Purchase:**

**Description:**

MPD and the Walton Co. Board of Education seek approval of the 2018-2019 school cycle FECHS SRO contract. WCBOE agrees to pay the City of Monroe at the rate of \$150.00 per day, for 164 days, for a total amount of 24,600.00 annually for SRO services provided by the City of Monroe Police Department as set forth in the conditions of the contract.

**Background:**

The City of Monroe Police Department has provided the SRO service to the Monroe Area High School since 2005. MPD began this piolet program with WCBOE last year. FECHS graduated 25 students with fully accredited high school diplomas this year. The program provides an excellent opportunity for the targeted students to graduate from High School. MPD believes FECHS greatly benefits our community.

**Attachment(s):**

Agreement-6 pages

**AGREEMENT BETWEEN THE CITY OF MONROE**

**and**

**THE WALTON COUNTY SCHOOL DISTRICT**

**for**

**THE SCHOOL RESOURCE OFFICER PROGRAM**

THIS AGREEMENT is made and entered into as of the 27th day of July, 2018 (the "Effective Date"), by and between the CITY OF MONROE, and the WALTON COUNTY SCHOOL DISTRICT (the "WCSD").

**WITNESSETH**

WHEREAS, it is the intent and desire of the MPD and the WCSD to provide for law enforcement and related services as set forth herein;

WHEREAS, the MPD and the WCSD recognize the benefits of a School Resource Officer Program ("Program") to the citizens of Walton County, and particularly to the employees and students of Foothills Education Charter High School (Walton Site).

NOW, THEREFORE, for and in consideration of the promises and mutual covenants contained herein, and other good and valuable consideration, the MPD and the WCSD hereby agree as follows:

**Section 1. Purpose.** The purpose of this Agreement is to increase the security and safety of WCSD through the funding necessary to permit, *inter alia*, the assignment of School Resource Officer's to serve WCSD on a full-time basis during the regular school year.

**Section 2. Term of Agreement.** The term of this Agreement shall be for one (1) year from the Effective Date; provided, however, that the Agreement shall be automatically renewed (dates may change) unless either party provides written notice of its intent not to renew the Agreement at least thirty (30) days prior to the expiration of the term. The MPD and the WCSD agree to negotiate the Program costs annually for any subsequent term in accordance with Section 5 below.

**Section 3. Program Staffing.** The Program shall be staffed in accordance with the following:

3.1.1 School Resource Officers. The MPD shall assign one (1) Police Officer to each of the following schools to serve as a School Resource Officer ("SRO"): Foothills Education Charter High School (Walton Site) @ Monroe Area High School. The duties of the SRO shall include the following:

3. An applicant must have successfully completed the School Resource Officers 40-hour training course.

3.3 Scheduling. SRO's shall be scheduled in accordance with the following:

3.3.1. Working Hours. SRO's shall serve WCSD at the FHCS (Walton site) on a full-time basis, i.e., from the start of classes until one-half (1/2) hour after classes are dismissed, although a SRO's working hours may be adjusted on a situational basis, with the prior consent of the School Resource Unit Commander, in order to cover campus-related activities which require the presence of a law enforcement officer. Notwithstanding the foregoing, SRO's may periodically be required by the MPD to perform other tasks during school hours, including, but not limited to mandatory training.

3.3.2. Temporary Reassignment. The Chief of Police may temporarily reassign the SRO's when school is not in session and during periods of law enforcement emergency.

3.3.3 Overtime. The SRO may not work overtime hours without the prior approval of the School Resource Unit Commander. Overtime work will be paid in accordance with MPD policies. SRO's shall neither expect nor accept any additional compensation for overtime work directly from the WCSD.

3.4 Employment Status. The SRO and Supervising Officer (SRO's) shall be and remain employees of the MPD and shall not be WCSD employees. SRO's shall remain responsive to the supervision and chain of command of the MPD. The MPD shall remain solely responsible for the SRO's hiring, firing, training, discipline and/or dismissal. The MPD agrees to pay the salary and employment benefits of the SRO's in accordance with the applicable salary schedules and employment practices of the MPD, including but not limited to: sick leave, annual leave, retirement compensation, workers compensation, unemployment compensation, life insurance, medical and dental insurance. The SRO's shall be subject to all other personnel policies of the MPD.

3.5 Removal and Replacement Process. SRO's may be removed and replaced in accordance with the following:

3.5.1. Removal for Cause. If the Site Director, in consultation with the Assistant Site Director, requests that the SRO be removed from the school (1) because the SRO is not effectively performing the duties of the SRO and/or (2) because the SRO has engaged in unprofessional conduct, MPD will replace the SRO in accordance with 3.5.3.

3.5.2. Discretionary Removal. The MPD reserves the right to dismiss or reassign an SRO when it is deemed to be in the best interests of either the WCSD or the MPD.

3.5.3. Replacement. In the event of a resignation, dismissal, reassignment, removal, or long-term absence of an SRO, the MPD shall provide a temporary replacement for the SRO as soon as possible, but not more than fifteen (15) school days of receiving

(a) *Investigations.* The SRO may assist with non-campus investigations related to juveniles who attend the school to which the SRO is assigned.

(b) *Law Enforcement.* The SRO may take emergency law enforcement action when required by law; provided, however, that the Principal of the school shall be notified of such action as soon as practicable.

(c) *Traffic Control.* The SRO shall assist in traffic control during the arrival and departure of students.

3.1.2. Supervising Officer. The Chief of Police shall assign one (1) full-time Supervising Officer to oversee the Program and serve as a liaison with WCSD, whose duties shall include the following:

(a) *School Visits.* The Supervising Officer shall perform scheduled and non-scheduled visits to the schools within WCSD to which an SRO is assigned by MPD.

(b) *Program Administration.* The Supervising Officer shall approve Program reports; provide leadership, training and direction for the Program; conduct Program evaluations; analyze campus statistics and problem areas for Foothills Education Charter High School (FHCS); establish rapport with FHCS administrators; oversee school traffic issues; submit quarterly reports to the Site Director; oversee major school functions in which an SRO is participating; coordinate with the Walton County Juvenile Court regarding school-related criminal cases; keep accurate crime reports for FHCS; and maintain time cards and keep up with overtime and comp time for the Program.

(c) *Investigations.* The Supervising Officer shall be available for investigation of crime-related incidents involving a FHCS employee that have a student as the complainant or victim.

3.2 Application and Appointment Process. The MPD's School Resource Officer Unit Commander shall recruit, interview and evaluate potential candidates for the positions above. The names of any applicants receiving a favorable recommendation from the School Resource Officer Unit Commander shall be forwarded to the Chief of Police, who shall make the appointments necessary to staff said positions. Applicants must meet the following requirements:

1. An applicant must have a desire to serve in the position for which he or she is applying.
2. An applicant must be certified and sworn peace officers with a minimum of three (3) years law enforcement experience.

notice of such absence, dismissal, resignation, removal, or reassignment. As soon as practicable, the MPD shall provide a permanent replacement for the position.

**Section 4. Duties and Responsibilities of SRO's.** In addition to those duties and responsibilities specifically provided for in Section 3.1 above, SRO's shall have the following duties and responsibilities:

1. SRO's shall enforce federal, state and local laws and, at the request of the school administration, assist FHCS officials with the enforcement of FHCS policies and regulations regarding student conduct.
2. SRO's shall investigate criminal activity committed on or adjacent to WCSD property.
3. SRO's shall assist school administrators in developing plans and strategies to prevent and minimize dangerous situations that may occur on campus or during school-sponsored events.
4. SRO's shall maintain a detailed weekly report of duties performed.

Notwithstanding the foregoing, SRO's shall not be used by FHCS as school disciplinarians; provided, however, that an SRO may be contacted regarding incidents believed to be in violation of the law, and the SRO shall then determine whether law enforcement action is appropriate. SRO's shall also not be used for regularly-assigned monitoring duties, including but not limited to lunchroom, hallway, carpool, or bus monitoring duties.

**Section 5. Compensation.** The MPD shall be compensated at the rate of \$150 per day, for 164 days, for a total amount of **\$24,600** annually for the services to be performed under this Agreement. Not less than sixty (60) days prior to the expiration of this Agreement, the MPD shall inform the WCSD of any additional compensation it is requesting for the subsequent term. Compensation owed to the MPD by the WCSD shall be paid in accordance with the Payment Schedule attached hereto as Exhibit "A" and incorporated herein by reference.

**Section 6. Termination.** Either party may terminate this Agreement for any reason whatsoever with sixty (60) days prior written notice to the other party. In the event of such termination by the WCSD, the SRO's will be immediately reassigned by the MPD and, if the termination is not for cause, the WCSD shall immediately pay any remaining funds due to the MPD for the remainder of the school year. In the event of termination by the MPD, the WCSD shall compensate the MPD for all services provided up to the date of termination.

**Section 7. Assignability.** This Agreement may not be delegated or assigned by either party and any purported delegation or assignment of this Agreement (or rights hereunder) is void unless prior written consent of the other party has been obtained.

**Section 8. Entire Agreement.** This Agreement incorporates all prior negotiations, interpretations, and understandings between the parties and is the full and complete expression of their Agreement.

**Section 9. Modifications.** Any change, alteration, deletion, or addition to the terms set forth in this Agreement must be in writing and signed by both parties.

**Section 10. Governing Law.** This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Georgia.

**Section 11. Miscellaneous.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which counterparts together shall constitute but one and the same instrument. Each provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision of this Agreement be for any reason unenforceable, the balance shall nonetheless remain in and be of full force and effect, without giving effect to such unenforceable provision. Time is of the essence hereof. The section headings of this Agreement are for convenience only and in no way limit or enlarge the scope or meaning of the language hereof.

**IN WITNESS WHEREOF**, the parties hereto have duly signed, sealed, and delivered this Agreement as of the Effective Date.

**THE CITY OF MONROE:**

By: \_\_\_\_\_ (Seal)  
Mayor

Date: \_\_\_\_\_

**WALTON COUNTY SCHOOL DISTRICT:**

By: \_\_\_\_\_

Name: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

[BOE SEAL]

**EXHIBIT "A"**

The WCSD shall pay in full the amount set forth in Section 6 of the Agreement in a lump sum payment at a time mutually agreeable to the parties. Notwithstanding the foregoing, said payment must be made prior to the end of the applicable school year.



**To:** City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning and Code  
**Date:** 05-14-18  
**Description:** Variance request 615 E. Church St.

**Budget Account/Project Name:** NA

**Funding Source:** 2017 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA **Company of Purchase:** NA

**Recommendation: Approve with conditions.**

1. *Subdivide the property into conforming lots.*
2. *Clarify the request to moving a structure rather than building a house.*
3. *Understand that any house built on the lot would have to conform to R1 Zoning requirements.*

**Background:** 615 Church St. currently contains a house that is undergoing renovations. The lot is large enough in square footage to subdivide into two lots. It has been proposed that a structure be moved to the lot that could be created from its current locations on S. Madison Ave. This structure does not meet the R1 square footage minimum of 1600 sq. ft. The variance request is to allow the 1184 sq. ft. structure to be relocated without increasing the square footage to the required minimum for R1 zoning.

**Attachment(s):**



May 9, 2018

**Petition Number: 18-00196**  
**Applicant: Algin Investments, LLC**  
**Location: 615 East Church Street**  
**Existing Zoning: R1**  
**Acreage: .68**  
**Proposed Use: Residential**

**CODE ENFORCEMENT STAFF RECOMMENDATION**

- Approve
- Deny
- Approve with recommended conditions

1. The applicant, Algin Investments LLC, request a variance of Article VII, Sect 700.1 table 11 of the Zoning Ordinance to build a 1200 sq ft house on lot. The request is for 615 East Church Street. The property consists of a total of .68 acres. The property has a total of approximately 254 ft of road frontage on Felker Street and approximately 109 ft of road frontage on Church Street. Code Department recommends Approval.
2. Extra ordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography if any:
3. The literal application of this ordinance does not create an unnecessary hardship.
4. The variance would cause substantial detriment to public good or impair the purposes or intent of this Ordinance.
5. The variance does confer upon the property of the applicant a special privilege denied to other properties in the district.
6. The special circumstances surrounding the request for the variances are the result of acts by the applicant.
7. The variance is not a request to permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district.
8. The zoning proposal is not consistent with the construction and design standards and design criteria adopted by the City of Monroe.
9. The variance is not the minimum variance that will make possible an economically viable use of the land, building, or structure.

Please Note: Conditions

1. Subdivide the property into conforming lots
2. Clarify the request to moving a structure rather than building a house.
3. Understand that any house built on the lot would have to conform to R1 Zoning requirements.

**ZONING VARIANCE  
REQUEST**

154



215 North Broad Street  
Monroe, GA 30655  
CALLFORINSPECTIONS  
770-207-4674 ... Phone  
dadkinson@monroega.gov

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00196	05/08/2018	\$ 0.00	\$ 100.00	adkinson

NAME + ADDRESS	LOCATION	615 E Church St Monroe, GA 30655	USEZONE	R1	FLOODZONE	
			PN	M0017-003-000		
			SUBDIVISION			
	CONTRACTOR	Algin Investments, LLC	LOT			
			BLOCK	0		
		304 N Broad St Monroe GA 30655	UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	Algin Investments, LLC, 770 616 4460	PROJECTID#	615EChurchSt-180216 -1		
	304 N Broad St Monroe GA 30655	EXPIRATIONDATE:	11/08/2018			

**CHARACTERISTICS OF WORK**

DESCRIPTION OF WORK

Request for Variance of Article VII Section  
700.1 Table 11- P&Z Mtg 6/19/18 @ 5:30 pm  
& Council Mtg 7/3/18 @ 6:00 pm 215 N  
Broad Street

NATURE OF WORK

Other

CENSUS REPORT CODE

880 - \* Zoning Variance Request

DIMENSIONS

	#STORIES	
SQUAREFOOTAGE		Sq. Ft.
	#UNITS	
SINGLE FAMILY ONLY		
	#BATHROOMS	
	#BEDROOMS	
	TOTAL ROOMS	

**NOTICE**

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor or Authorized Agent

Date

*Dabri Adkinson*

5-8-18

Approved By

Date

**MANAGE YOUR PERMIT ONLINE**

WEBADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

18-00196

PERMIT PIN

56181



Variance/Conditional Use 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

Street address 615 E Church Street Council District \_\_\_\_\_ / \_\_\_\_\_ Map and Parcel # \_\_\_\_\_  
Zoning RI Acreage .68 Proposed Use RI Road Frontage 254 ft. / on Felker St. (street or streets)

Applicant Name Align Investments LLC Owner Name Align Investments LLC  
Address 304 N Broad Street Monroe Address 304 N Broad Street Monroe  
Phone # (770) 616-4460 Phone # (770) 616-4460

Request Type: (check one) Variance  Conditional Use \_\_\_\_\_

Nature of proposed use, including without limitation the type of activity proposed, manner of operation, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters:  
N/A

State relationship of structure and/or use to existing structures and uses on adjacent lots;  
RI next door. want to build a minimum sq feet of 1200 sq ft.

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):  
Build a house similar to 319 S Madison or move the white house off of 319 S Madison to this location.

State area, dimensions and details of the proposed structure(s) or use(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways:  
The house will be built within the set backs of the city requirements with the parking pad that meets city requirements

State the particular hardship that would result from strict application of this Ordinance:  
No hardship - similar to other houses along Felker Street as there are several smaller homes along Felker in the historic district.

Check all that apply: Public Water:  Well: \_\_\_\_\_ Public Sewer:  Septic: \_\_\_\_\_ Electrical: \_\_\_\_\_ Gas: \_\_\_\_\_

For any application for an overlay district, a Certificate of Appropriateness or a letter of support from the Historic Preservation Commission or the Corridor Design Commission for the district is required.

Documents to be submitted with request:

- Recorded deed
- Survey plat
- Site plan to scale
- Proof of current tax status

Application Fees:

- \$100 Single Family
- \$300 Multi Family
- \$200 Commercial

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.

Signature  Date: 3/14/2013

**PUBLIC NOTICE WILL BE PLACED AND REMOVED BY THE CODE DEPARTMENT  
SIGN WILL NOT BE REMOVED UNTIL AFTER THE COUNCIL MEETING.**

**\*Property owners signature if not the applicant**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Notary Public

Commission Expires: \_\_\_\_\_

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

## REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

Under Monroe's Historic Preservation ordinance, you are required to obtain a Certificate of Appropriateness (COA) for any exterior material change you wish to make to your property if your property is located within a historic district, or if the change would affect property in a historic district. Please see pages 3 and 4, Definitions.

The following steps must be taken in order to have your proposed change considered by the Historic Preservation Commission (HPC):

1. Stop by the Code Office at least 10 working days in advance of the next regular meeting of the HPC (the fourth Tuesday of each month at 6:00 pm), read the Historic Preservation Ordinance, and request that your proposal be added to the agenda.
2. Fill out the application for a COA and turn it in to the Code Office.
3. Pay the \$10.00 fee. If you request a "special meeting" at some date or time (other than the 4<sup>th</sup> Tuesday of every month), the fee is \$50.00. If you are requesting to demolish Historic property, the fee is \$50.00 on the regular scheduled meeting.
4. Provide all documentation which will assist the HPC in deciding if your proposed change(s) are in keeping with the historic district standards and guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the COA application for additional information.

Suggested documentation consists of all architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to the Code Office at the time of your application, as it gives HPC members time to consider your request prior to the meeting. Physical samples, if applicable, should be brought with you to the meeting.

5. Appear at the meeting on the scheduled day and time to present your proposal.

Thank you, the HPC looks forward to considering your request.

**Please read the following directions for completing the Request for COA Application.**

Attach photograph(s) of existing condition of property necessary to show all areas affected.

Attach plans, sketches, drawings, and diagrams of the project and detail the materials that will be used.

Provide such other information that is necessary for the HPC to adequately consider the application in light of the following criteria.

In reviewing applications for COAs, the HPC’s duties include taking into account the historic and architectural significance of the structure and maintaining maps showing the historic and architectural significance of structures in the Historic Districts.

In its review, the HPC shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
2. The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
3. Exterior construction materials, including textures and patterns.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
5. Roof shapes, forms, and materials;
6. Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration.

The **Code Office** will post a notice which will notify all affected property owners of the material change being requested not less than seven (7) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

**DEFINITIONS:**

A “material change in appearance” means a change that will affect either the exterior architectural or environmental features of a historic property or any structure, site, or work of art within a historic district, and may include any one or more of the following:

1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and
5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

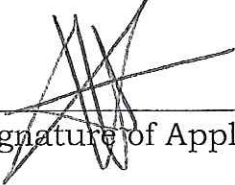
[Sec. 8-4-2(f)]

“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing [Sec. 8-4-2(b)].

“Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property [Sec. 8-4-2(c)].

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 8-4-81]

**I acknowledge that I have read this material and will abide by the ordinances set forth.**

  
 \_\_\_\_\_  
 Signature of Applicant

2/13/18  
 \_\_\_\_\_  
 Date

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of Article VII, Sect 700.1, Table 11 of the Zoning Ordinance for 615 East Church Street. A public hearing will be held on June 19, 2018 before the Planning & Zoning Commission, at 5:30 P. M.**

**The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.**

**Please run on the  
following date:**

**June 3, 2018**



**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of section Article VII, Sect 700.1 table 11 of the Zoning Ordinance for 615 East Church Street. A public hearing will be held on August 14, 2018 before the Mayor and Council, at 6:00 pm.**

**The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.**

**Please run on the  
following date:**

**July 29, 2018**



**To:** City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning and Code  
**Date:** 06-12-18  
**Description:** 125 North Wayne St. / Variance request for a full service restaurant.

**Budget Account/Project Name:** NA

**Funding Source:** 2017 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA **Company of Purchase:** NA

***Recommendation: Approval***

**Background:** This is a repurposing of an abandoned auto parts store location to a restaurant. The property is in the newly established Monroe Historic Downtown Entertainment District which is loosely defined as the CBD and this parcel. It has been discussed that the CBD and the downtown development pattern needs to be expanded. This opportunity represents a good place to start. The CBD allows zero lot lines and does not require on-site parking. This project provides parking, landscaping and setbacks to the extent technically feasible while promoting the front loaded building pattern of the Downtown area.

**Attachment(s):** Please see information below.

May 30, 2018

**Petition Number: 18-00221**  
**Applicant: Andrew Williams**  
**Location: 125 North Wayne Street**  
**Existing Zoning: B2**  
**Acreage: .6 AC**  
**Proposed Use: Commercial Restaurant**

**CODE ENFORCEMENT STAFF RECOMMENDATION**

- Approve
- Deny
- Approve with recommended conditions

1. The applicant, Andrew Williams request a variance of Article VII, Sect 700.2 table 12, Article V, Sect 520 Table 3 and Sect 570.2 of the Zoning Ordinance. The request is for 125 North Wayne Street. The property consists of a total of .6 acres. The property has a total of approximately 126 ft of road frontage on North Wayne Street. Code Department recommends Approval.
2. Extra ordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography if any: None
3. The literal application of this ordinance does create an unnecessary hardship.
4. The variance would not cause substantial detriment to public good or impair the purposes or intent of this Ordinance.
5. The variance does confer upon the property of the applicant a special privilege denied to other properties in the district.
6. The special circumstances surrounding the request for the variances are the result of acts by the applicant.
7. The variance is not request to permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district.
8. The zoning proposal is consistent with the construction and design standards and design criteria adopted by the City of Monroe.
9. The variance is not the minimum variance that will make possible an economically viable use of the land, building, or structure.

Please Note:

- Parking variance recommended for approval due to the large number of public parking spaces available in close proximity to the subject property.
- Front setback variance recommended for approval to encourage the expansion of CBD design parameters to adjacent streets in order to expand our downtown.
- Impervious surface variance recommended for approval due to efforts to comply with a net reduction of impervious surface.

# ZONING VARIANCE REQUEST

164



215 North Broad Street  
 Monroe, GA 30655  
 CALL FOR INSPECTIONS  
 770-207-4674 ... Phone  
 dadkinson@monroega.gov

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00221	05/30/2018	\$ 0.00	\$ 200.00	adkinson

NAME + ADDRESS	LOCATION	125 N Wayne St Monroe, GA 30655	USEZONE	B2	FLOODZONE	Yes
			PIN	M0014-067-000		
	CONTRACTOR	ANDREW LOREN WILLIAMS	SUBDIVISION			
			LOT			
			BLOCK	0		
			UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	SILVER QUEEN MONROE LLC,  600 S BROAD BLDG 4 St Ste 1A Monroe GA 30655	PROJECTID#	125NWayneSt-180417-1		

EXPIRATIONDATE: 08/31/2018

## CHARACTERISTICS OF WORK

DESCRIPTION OF WORK

REQUEST FOR VARIANCE - P&Z MTG  
 6/19/18 5:30 PM - COUNCIL MTG 8/14/18 @  
 6:00 PM 215 N BROAD STREET

NATURE OF WORK

Other

CENSUS REPORT CODE

880 - \* Zoning Variance Request

DIMENSIONS

	#STORIES	
SQUARE FOOTAGE		Sq. Ft.
	#UNITS	
SINGLE FAMILY ONLY		
	#BATHROOMS	
	#BEDROOMS	
	TOTAL ROOMS	

## NOTICE

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

  
 Signature of Contractor or Authorized Agent

5-30-18  
 Date

  
 Approved By

5-30-18  
 Date

## MANAGE YOUR PERMIT ONLINE

WEB ADDRESS	PERMIT NUMBER	PERMIT PIN
<a href="http://BuildingDepartment.com/project">http://BuildingDepartment.com/project</a>	18-00221	56274



Variance/Conditional Use 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

Street address 125 N Wayne St. Council District 65 / 3 Map and Parcel # M0140067
Zoning B2 Acreage .6 Proposed Use Restaurant Road Frontage 126 ft. / on N. Wayne St. (street or streets)

Applicant Name Andrew Williams Address 200 Walton St Phone # 678-863-0031

Owner Name Silver Queen Monroe, LLC Address 125 N. Wayne St Phone # 678-863-0031

Request Type: (check one) Variance [X] Conditional Use

Nature of proposed use, including without limitation the type of activity proposed, manner of operation, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters:

- Full service restaurant with patio/roof top dining.
- Hours 11am - 10pm

State relationship of structure and/or use to existing structures and uses on adjacent lots;
The new structure will stand alone & it will not affect adjacent lots. We will define boundaries & make sure all traffic is on our property.

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):
We want to move the building to the front so we can be more visible, and clean up the property. Also, it will not have a negative impact on surrounding community or businesses.

State area, dimensions and details of the proposed structure(s) or use(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways:
see information attached.

State the particular hardship that would result from strict application of this Ordinance:
We will have to redesign the space, and we will lose a lot of time. A redesign will cost thousands of dollars and we won't be able to build the building consistent with others downtown.

Check all that apply: Public Water: [X] Well: [X] Public Sewer: [X] Septic: [X] Electrical: [X] Gas: [X]

For any application for an overlay district, a Certificate of Appropriateness or a letter of support from the Historic Preservation Commission or the Corridor Design Commission for the district is required.

Documents to be submitted with request:

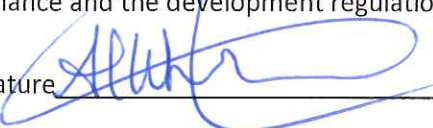
- Recorded deed
- Survey plat
- Site plan to scale
- Proof of current tax status

Application Fees:

- \$100 Single Family
- \$300 Multi Family
- \$200 Commercial

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.

Signature  Date: 5/30/18

**PUBLIC NOTICE WILL BE PLACED AND REMOVED BY THE CODE DEPARTMENT  
SIGN WILL NOT BE REMOVED UNTIL AFTER THE COUNCIL MEETING.**

**\*Property owners signature if not the applicant**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Notary Public

Commission Expires: \_\_\_\_\_

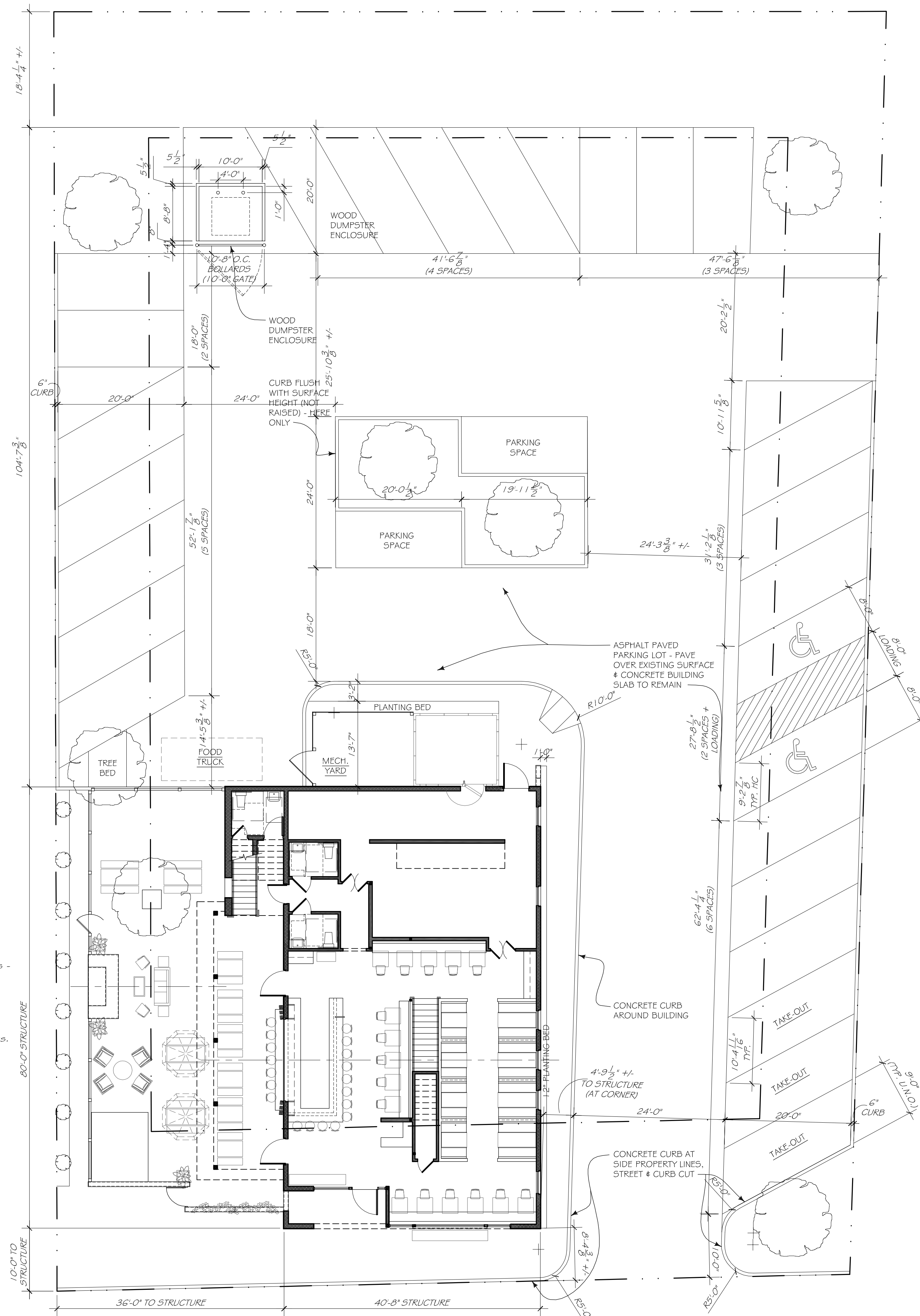
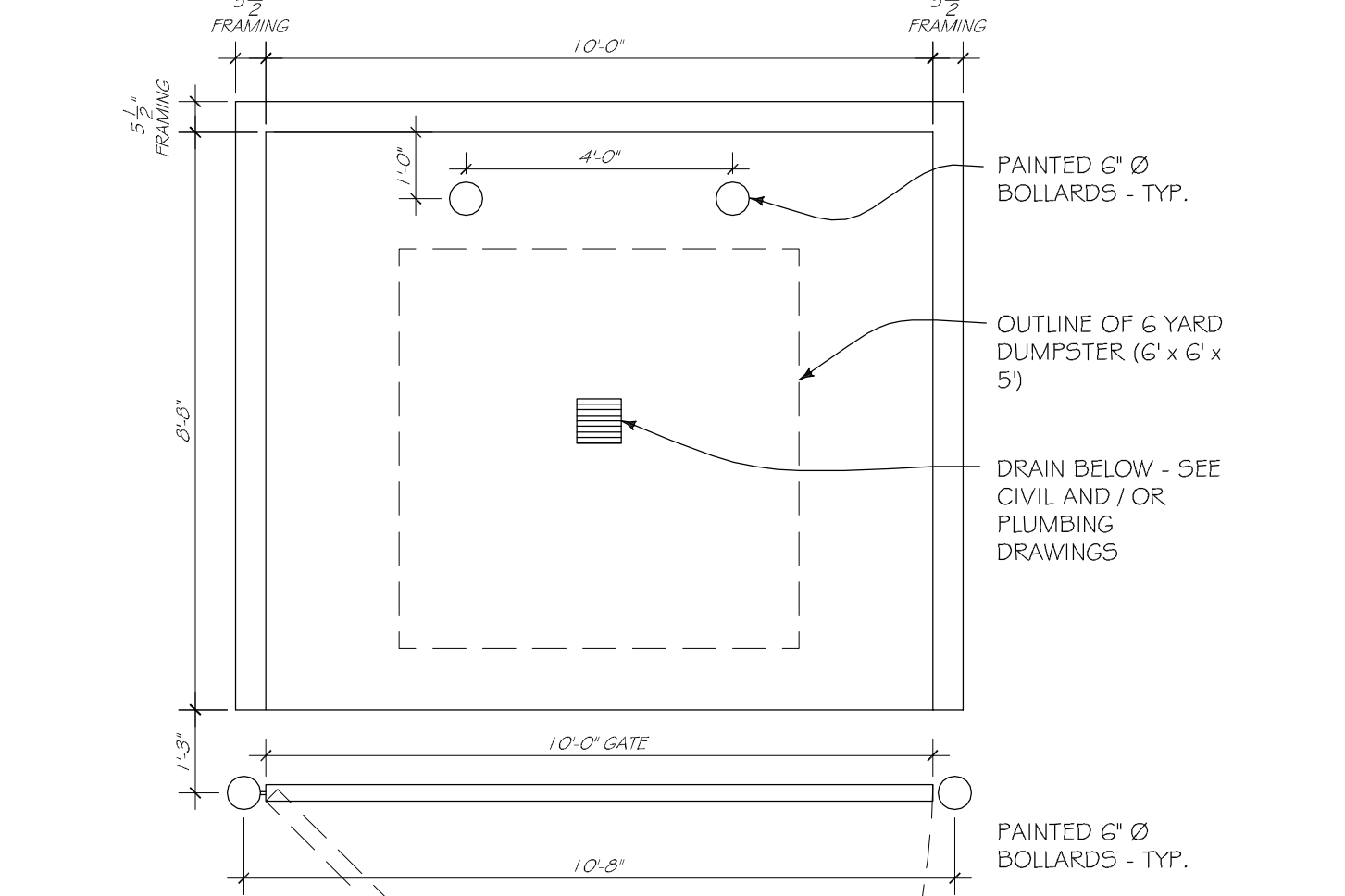
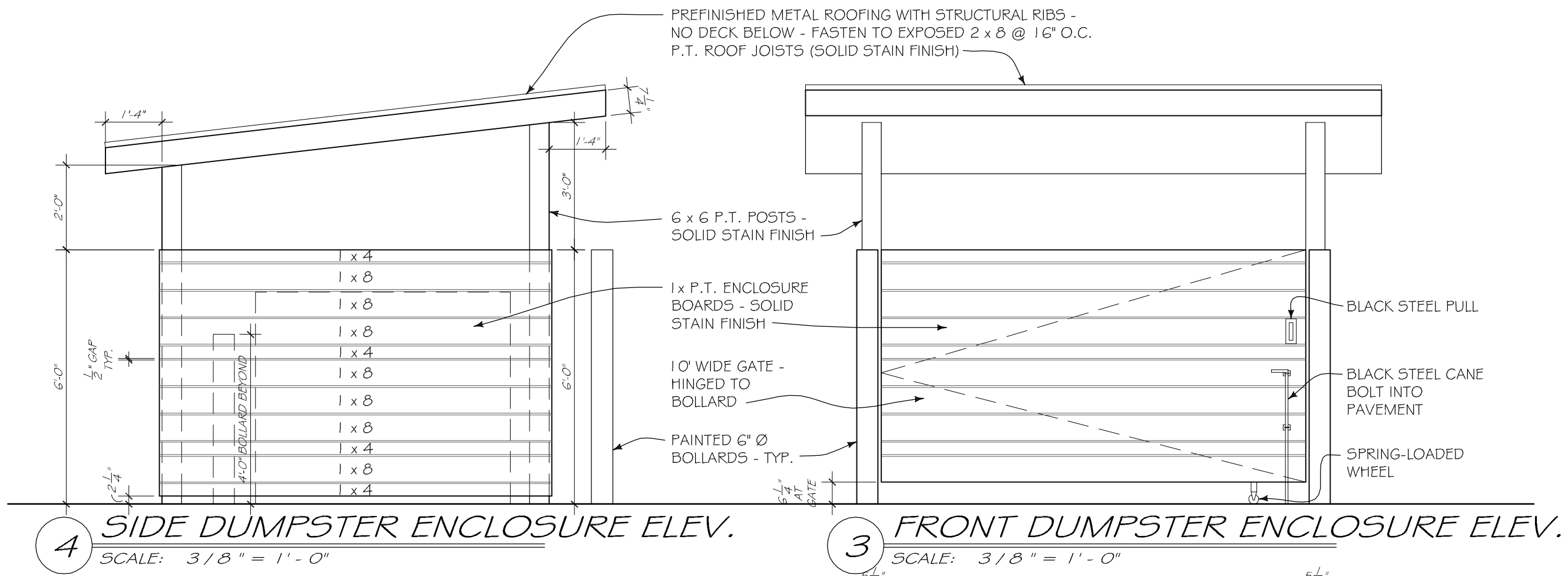
I hereby withdraw the above application: Signature \_\_\_\_\_ Date \_\_\_\_\_

Remove more spaces and get landscaping in parking area which would increase pervious surface and landscaping.

- Parking: we are 9 spaces short of zoning minimums. We could add these 9 spaces in the back of the property, but we are already over the maximum impervious surface, so the current parking count seems like a nice balance.
- Impervious Surface (Lot Coverage): We are currently at 87.6% of total property and 75% is the maximum.
- Parking Landscaping: 12% parking lot interior minimum must be landscaped and we do not have that. If we landscaped the parking lot, it would counterintuitively ADD (non-compliant) impervious surface to the property because the we'd have to enlarge the overall footprint of the paved parking area.
- Front Building Setback: 20'-0" zoning minimum, and we are at 8'-3". Moved the building close to the street per the City's request. Left room for a public walk.
- Side Building Setback: 15'-0" zoning minimum. Courtyard walls are allowed within that, but the courtyard chimney is not. The courtyard chimney (structure) is 4'-11" off of the side property line. The chimney flue is over 5'-0" away from the property line if that is a safety concern on the City's part.

Don't know where this came from but is not the case

Since we wish to encourage the downtown development pattern on adjacent streets this may be appropriate w/o Hearing



**PROJECT DESCRIPTION:**

Demolish an existing commercial building in order to construct a new restaurant to include a bar, kitchen, dining room, outdoor courtyard, and a second level bar and open air balcony.

**APPLICABLE CODES:**

- International Building Code, 2012 Edition, with Georgia Amendments (2014) (2015) (2017)
- International Residential Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Fire Code, 2012 Edition, with Georgia Amendments (2014)
- International Plumbing Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Mechanical Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Fuel Gas Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- National Electrical Code, 2017 Edition (No Georgia Amendments)
- International Energy Conservation Code, 2009 Edition, with Georgia Supplements and Amendments (2011) (2012)
- 2012 NFPA 101 - LIFE SAFETY CODE with State Amendments (2013)
- GEORGIA ACCESSIBILITY CODES

**CODE INFORMATION:**

Project Address:	125 N. Wayne St. Monroe GA 30312
Zoning:	B-2
Occupancy:	Assembly A-2 (Restaurant)
Construction Type:	III-B Non-Sprinklered (Exterior Bearing walls 2-hr. rated)
Building Height:	26'-1 1/2", 2 stories (Complies with 35'-0" zoning max.) (Complies with 2 stories max. per IBC Table 503)
Floor Area:	Ground Floor: 2,847 s.f. Second Floor: 785 s.f. TOTAL PROPOSED: 3,632 s.f.
	(Complies with 9,500 s.f. per floor max. per IBC Table 503) (Area measured as gross s.f. to extents of exterior finish)
Occupant Load:	Dining Room (loose seating) 29 Dining Room (booths & banquettes) 75 Bar Dining 24 Bar Dining (banquette) 12 Bar (Back of House) 3 Kitchen / Restrooms / Back of House 11 GROUND FLOOR INTERIOR: 154 occupants
	Covered Porch 30 Outdoor Courtyard 85 GROUND FLOOR EXTERIOR: 115 occupants
	Storage / Office / Restroom / Bar 9 Outdoor dining banquette 12 Outdoor Dining 51 SECOND FLOOR: 68 occupants
	Total Interior Occupants: 154 + 9 = 163 Total Int. + Ext. Occupants: 337 (Per NFPA Table 7.3.1.2)
Occupant Load (Seats):	Ground floor Dining Area 62 Ground floor Bar 22 Covered Porch (bar) 7 Covered Porch (loose seating) 24 Courtyard seating 24 Courtyard lounge seating 9 Second floor Bar terrace 41 TOTAL: 189 seats (For parking calculations only)

Egress Door Width:	3'-0" min. at each exit (337 x 0.2 in./occ. = 67.4' / 3 exits = 22.5" min.) (NFPA Table 7.3.3.1)
Egress Corr. Width:	3'-8" min. at each exit (337 x 0.3 in./occ. = 101.1' / 3 exits = 33.7" min.) (NFPA 7.3.4.1, 12.2.3.8, Table 7.3.3.1)
Number of Exits:	3 public + 1 additional for Kitchen (Complies with 2 min. per NFPA 7.4.1.1 & 12.2.4.1)
Exit Separation:	Ground floor: 79'-2 1/2" diag. x 1/2 = 39'-7 3/8" min. (46'-2 1/2" provided) Second floor: 77'-4 1/2" diag. x 1/2 = 38'-8 1/2" min. (40'-4 1/2" provided)  (All exits separated by over 1/2 x building/space diagonal distance min.) (NFPA 7.5.1.3.3)
Max. Travel Distance:	Ground floor: 52'-6 1/2" Second floor: 126'-4 1/2" (Complies with 200'-0" max. per NFPA 12.2.6.2)
Max. Common Path:	Ground floor: 19'-11" Second floor: 39'-7 1/2" (Complies with 75'-0" max. (<50 occupants) per NFPA 12.2.5.1.2)  (No common path of travel exists for areas with more than 50 occupants - 20' max. per NFPA 12.2.5.1.2)
Max. Dead End Corr.:	Ground floor: 7'-4 1/2" Second floor: 11'-0 1/2" (Complies with 20'-0" max. per NFPA 12.2.5.1.3)
Ext. Wall Openings:	East (Front - 8' to prop. line): No limit to unprotected ext. fire wall opgs. (front facade) South (36' to prop. line): No limit to unprotected ext. fire wall opgs. North (49' to prop. line): No limit to unprotected ext. fire wall opgs. West (123' to prop. line): No limit to unprotected ext. fire wall opgs.  (Complies with IBC 705.8, Table 705.8)
Building Setbacks:	Outdoor fireplace 4'-1 1/2" from side property line (15'-0" setback) Building 8'-3" from front property line (20'-0" setback) ***VARIANCES REQUIRED
Min. Plumbing:	5 toilets provided (337 total occs. / 75 = 5 min. per IPC Table 403.1)  5 lavatories provided (337 total occs. / 200 = 2 min. per IPC Table 403.1)
Parking:	189 seats / 5 + 3,509 s.f. / 6 = 37.80 + 5.85 = 43.65 parking spots required  28 parking spots provided  (1 space per 5 seats provided for patron use AND 1 space per 600 sq. ft. of gross floor area - per zoning 520 Table 3) ***VARIANCE REQUIRED
Parking Landscaping:	12% min. provided
Site Area:	25,962 s.f. (0.569 acres)
Impervious Surface:	21,434 s.f. (82.6% of site) (Exceeds 75% max. per zoning 570.3(2)) ***VARIANCE REQUIRED

08 JUN 2018	CODE INFO TO CITY
21 MAR 2018	TO CONSULTANTS
08 MAR 2018	SITE & OWNER REVISIONS
07 MAR 2018	REVISED BUILDING LOCATION
16 FEB 2018	CONCEPTUAL DESIGN
07 FEB 2018	OWNER REVIEW
06 FEB 2018	OWNER REVIEW

SILVER QUEEN  
RESTAURANT

125 N. WAYNE ST.  
MONROE, GA.

JOB NO. 1726

ARCHITECTURAL  
SITE PLAN  
& DETAILS

A0.1



DECARLO  
HAWKER  
ARCHITECTURE & DESIGN  
4545 HULL WILKINS DRIVE, SUITE 100  
DUBLIN, GEORGIA 31033  
404.261.1111  
WWW.DHARCHITECTURE.COM

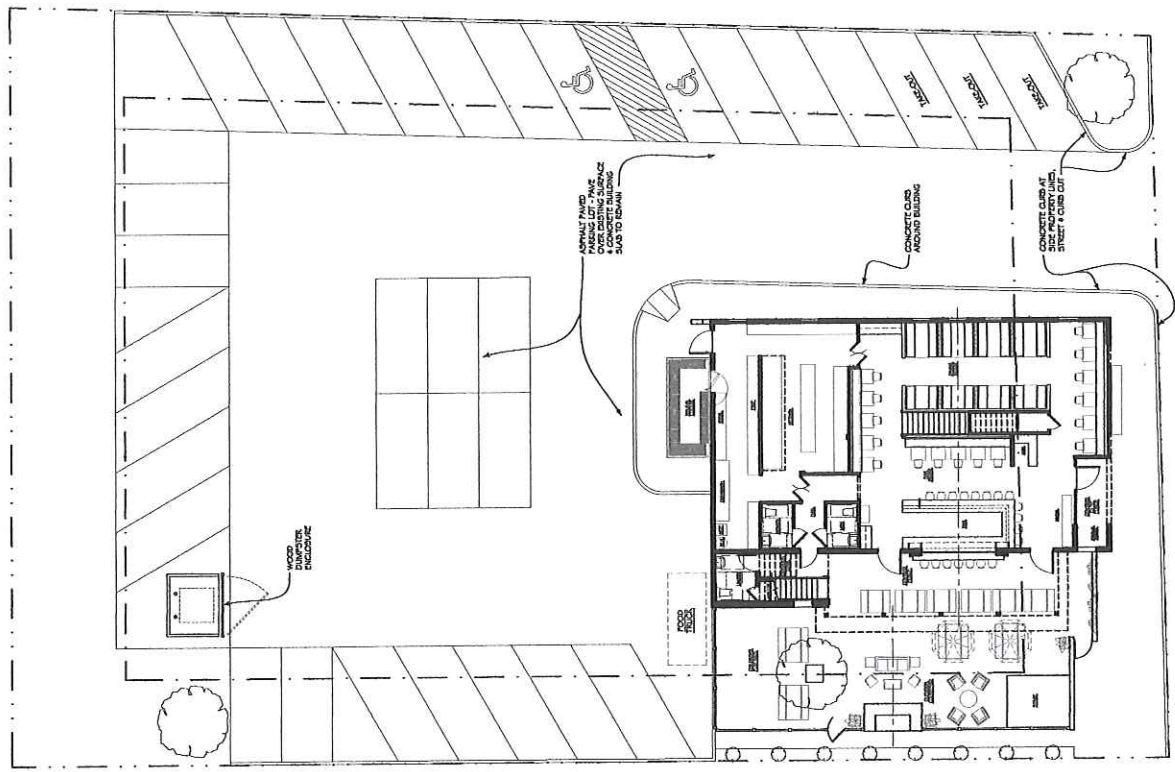
21 MAR 2015 TO CONSULTANTS  
22 MAR 2015 FOR REVIEW  
07 MAR 2015 REVISED SUBMITTAL LOCATION  
14 MAR 2015 CONCEPTUAL DESIGN  
07 FEB 2015 OWNER REVIEW  
04 FEB 2015

SILVER QUEEN  
RESTAURANT  
122 N. WAYNE ST.  
DORRIS, GA.

JOB NO. 1715  
SITE PLAN

A01

NOT RELEASED FOR CONSTRUCTION




1 SITE PLAN  
SCALE 1" = 10'-0"


Search

GREER ANNE C &amp;

 Search


 Clear

9 records returned



### Search Tips

You can search for Names, Addresses, Bill Numbers, Account Numbers and Map Numbers. Just start typing!

 **PayPal CREDIT**  
 Get more time to pay.  
 Subject to credit approval. [See terms.](#)  
 US customers only.

### Status

 Paid (9)

### Type

 Property (9)

### Years

- 2017 (1)
- 2016 (1)
- 2015 (1)
- 2014 (1)
- 2013 (1)
- 2012 (1)
- 2011 (1)
- 2010 (1)
- 2009 (1)

Owner Name	Tax Year	Bill #	Map	Paid Date	Paid	
GREER ANNE C &	2017	14198	M0140-00000-067-000	11/15/2017	 Paid	 View
GREER ANNE C &	2016	14131	M0140-00000-067-000	11/15/2016	 Paid	 View
GREER ANNE C &	2015	14009	M0140-00000-067-000	11/16/2015	 Paid	 View
GREER ANNE C &	2014	14052	M0140-00000-067-000	11/15/2014	 Paid	 View
GREER ANNE C &	2013	14002	M0140-00000-067-000	11/15/2013	 Paid	 View
GREER ANNE C &	2012	14168	M0140-00000-067-000	12/11/2012	 Paid	 View
GREER ANNE C &	2011	13982	M0140-00000-067-000	12/12/2011	 Paid	 View
GREER ANNE C &	2010	14108	M0140-00000-067-000	12/12/2011	 Paid	 View
GREER ANNE C &	2009	14066	M0140-00000-067-000	07/28/2011	 Paid	 View

**SURVEYOR CERTIFICATION**

This plat is a retracement of an existing parcel of land and does not subdivide or create a new parcel or make changes to any real property boundaries. The recording information of this document, maps, plans or other instruments which created the parcel or parcels are attached hereto. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Ronald Calvin Smith, Ga. R.L.S. no. 2921

THE FOLLOWING GOVERNMENTAL BODIES HAVE APPROVED THIS PLAT, MAP OR PLAN FOR FILING:

CITY OF MONROE CODE DEPARTMENT DATE:

THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT

NOTE: BEARINGS & ELEVATIONS SHOWN HEREON ARE BASED UPON GPS SURVEY USING CHAMPION TPO EQUIPMENT AND GPS SOLUTIONS REAL TIME NETWORK ADJUSTMENT AS OF THE FIELD WORK DATE SHOWN.

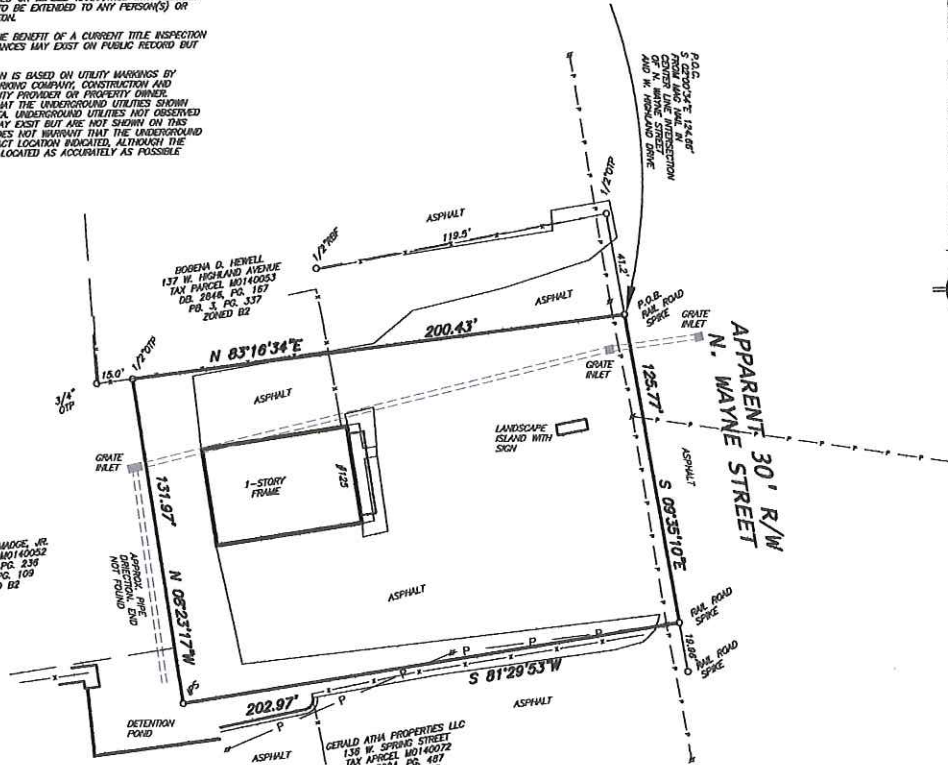
NOTE: THE INITIAL CONTROL POINTS FOR THIS SURVEY WERE LOCATED UTILIZING GPS. THE EQUIPMENT USED WAS A CHAMPION TPO DUAL FREQUENCY RECEIVER WITH A SCPECTER TPO DATA COLLECTOR RUNNING CARLOSON SURFACE SOFTWARE. NETWORK RTK CORRECTIONS WERE RECEIVED VIA A CELLULAR MODEM. THE TYPE OF SURVEY WAS NETWORK RTK UTILIZING TRIMBLE VRS REAL TIME NETWORK OPERATED BY GPS SOLUTIONS, INC. THE RELATIVE POSITIONAL ACCURACY, AS CALCULATED ACCORDING TO THE FEDERAL GEODETIC DATA COMMITTEE PART 3: NATIONAL STANDARD FOR SPATIAL DATA ACCURACY IS 0.04 FT. HORIZONTAL AND 0.07 FT. VERTICAL AT A 95% CONFIDENCE LEVEL.

NOTE: NO PORTION OF THE PROPERTY SHOWN HEREON IS IN A DESIGNATED FLOOD HAZARD AREA, ACCORDING TO THE F.L.R.M. NO. 132970137E DATED 12/08/2016

NOTE: THIS SURVEY HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF THE PERSON(S) OR ENTITIES NAMED HEREON. NO EXPRESSED OR IMPLIED WARRANTIES WITH RESPECT TO THE INFORMATION SHOWN HEREON IS TO BE EXTENDED TO ANY PERSON(S) OR ENTITIES OTHER THAN THOSE SHOWN HEREON.

THIS SURVEY WAS PREPARED WITH OUT THE BENEFIT OF A CURRENT TITLE INSPECTION REPORT. EASEMENTS OR OTHER ENCUMBRANCES MAY EXIST ON PUBLIC RECORD BUT ARE NOT SHOWN HEREON.

ANY UNDERGROUND UTILITY SHOWN HEREON IS BASED ON UTILITY MARKINGS BY THE UTILITY OWNER, A PRIVATE UTILITY MARKING COMPANY, CONSTRUCTION AND ASBUILT DRAWINGS PROVIDED BY THE UTILITY PROVIDER OR PROPERTY OWNER. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COURSE ALL SUCH UTILITIES IN THE AREA. UNDERGROUND UTILITIES NOT OBSERVED DURING THE FIELD SURVEY PROCEDURE MAY EXIST BUT ARE NOT SHOWN ON THIS SURVEY. FURTHERMORE, THE SURVEYOR DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN HEREON ARE IN THE EXACT LOCATION INDICATED, ALTHOUGH THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE.



GRID NORTH GA. WEST ZONE

**LEGEND**

- R.B.F. = REBAR FOUND
- I.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOY"
- C.M.P. = CONCRETE MONUMENT FOUND
- O.T.P. = OPEN TOP PIPE
- C.T.P. = COVERED TOP PIPE
- R.O.W. = RIGHT OF WAY
- P.L. = PROPERTY LINE
- C.L. = CENTER LINE
- B.S.L. = BUILDING SETBACK LINE
- L.L. = LAND LOT LINE
- L.L. = LAND LOT LINE
- G.M.D. = GEORGIA METRA DISTRICT
- T.B.M. = TEMPORARY BENCH MARK
- R. = RADARS
- C. = CHAINS
- T.A. = TANGENT
- N.O. = NOW OR FORMERLY
- O.B. = OBTAIN BOOK
- P.B. = PLAT BOOK
- P.C. = PLAT
- D.E. = DRAINAGE EASEMENT
- S.S.E. = SANITARY SEWER EASEMENT
- F.F.E. = FINISHED FLOOR ELEVATION
- (M) = MANHOLE
- (D) = DRAIN INLET
- (F) = FIRE HYDRANT
- (L) = LIGHT POLE
- (P) = POWER POLE
- (E) = POWER LINE
- (-X-) = FENCE LINE
- (W) = WATER LINE
- (G) = GAS LINE
- (V) = VALVE
- (W) = WELL
- (D) = DEED OR PLAT CALL
- P.O.C. = POINT OF COMMENCEMENT
- P.O.B. = POINT OF BEGINNING

REFERENCE: SURVEY FOR KENNETH MURRAY, DATED 10/3/1985 PREPARED BY SRS SURVEY COMPANY, RECORDED IN PLAT BOOK 36, PAGE 181, WALTON COUNTY RECORDS.

A TOPCON 225 TOTAL STATION WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 47,401 FEET AND AN ANGULAR ERROR OF 04" PER ANGLE POINT, AND WAS ADJUSTED USING LEAST SQUARES METHOD.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 102,450 FEET.

FOR CURRENT TAX INFORMATION OWNERS: ANNE C. GREER, BARRY W. GREER, 1259 WINDHOLM DRIVE, MONROE, GA 30655



BOUNDARY RETRACEMENT SURVEY FOR:	
<b>SILVER QUEEN MONROE, LLC</b> IN THE CITY OF MONROE	
FIELD WORK DATE: 8/16/17	DATE OF PLAT PREPARATION: 8/18/17
LAND LOT(S) 65	3rd DISTRICT WALTON COUNTY, GEORGIA
ALCOY SURVEYING AND ENGINEERING, INC.	
2205 HWY. 81 S., LOGANSVILLE, GA. 30052 Phone 770-466-4002 - LSF #000759	
SCALE: 1" = 30' JOB NO. 17-119	

4  
SB

172

Recorded 12/22/2017 04:08PM

Deed

KATHY K. TROST

Doc: WD

WALTON COUNTY CLERK OF COURT

Georgia Transfer Tax Paid : \$150.00

Bk04169

Pg 0188-0191

-----Space Above This Line for Recorder's Use-----

After recording, please return to:  
Fortson, Bentley and Griffin, P.A.  
2500 Daniell's Bridge Road \*  
Building 200, Suite 3A  
Athens, Georgia 30606  
Attn: Gregory O. DeBacker

**LIMITED WARRANTY DEED**

THIS INDENTURE, made the 22<sup>nd</sup> day of December, 2017, between BARRY W. GREER AND ANNE C. GREER, individual residents of the State of Georgia (hereinafter collectively referred to as "Grantor"), and SILVER QUEEN MONROE, LLC, a Georgia limited liability company (hereinafter referred to as "Grantee") (the words "Grantor" and "Grantee" to include their respective heirs, executors, administrators, successors and assigns, where the context requires or permits):

**WITNESSETH:**

That Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration to Grantor in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and does by these presents grant, bargain, sell and convey unto Grantee, the following described real property located in Walton County, Georgia:

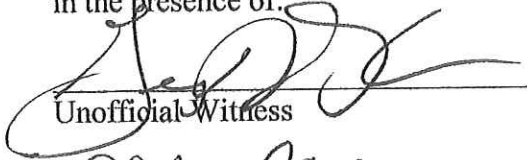
See Exhibit "A" attached hereto and by reference made a part hereof.

**TO HAVE AND TO HOLD** the said described property, with all and singular the rights, members and appurtenances thereunto appertaining, to the only proper use, benefit and behoof of Grantee, in **FEE SIMPLE**,

And, subject to the matters set forth on Exhibit "B" attached hereto and by reference made a part hereof, Grantor will warrant and forever defend the right and title to the above-described property unto Grantee against the lawful claims of all persons owning, holding or claiming by, through or under Grantor.

IN WITNESS WHEREOF, Grantor has caused this Limited Warranty Deed to be executed, under seal, the day and year first above written.

Signed, sealed and delivered  
in the presence of:

  
Unofficial Witness

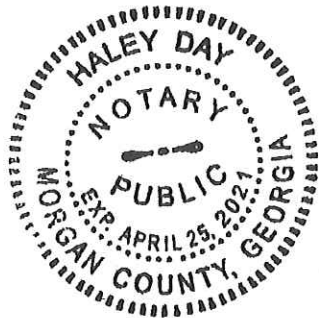
  
Notary Public

GRANTOR:

 (Seal)  
BARRY W. GREER

 (Seal)  
ANNE C. GREER

[NOTARIAL SEAL]



**EXHIBIT A****Legal Description**

All of that tract or parcel of land, together with all improvements thereon, situate, lying and being in the State of Georgia, County of Walton and in the City of Monroe, located in Land Lot 65 of the 3rd District, containing 0.597 acres as shown on a plat of survey entitled "SURVEY FOR KENNETH MURRAY" prepared by Kenneth C. Sims, Registered Professional Land Surveyor No. 1783, dated October 3, 1985 and recorded in Plat Book 36, page 191, in the Office of the Clerk of the Superior Court of Walton County, said plat of survey and the record thereof being incorporated herein by reference for a more complete description.

**EXHIBIT B****Title Exceptions**

1. Taxes and assessments for the year 2018 and subsequent years, not due and payable and any additional taxes which may result from a reassessment of the subject property.
2. All matters disclosed on that certain plat of survey entitled "Boundary Retracement Survey For: Silver Queen Monroe, LLC" dated August 18, 2017, prepared by Alcovy Surveying and Engineering, Inc., Ronald Calvin Smith, Registered Land Surveyor No. 2921, and recorded in Plat Book 113, page 186, in the Office of the Clerk of the Superior Court of Walton County, Georgia.

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of Article VII, Sect 700.2, Table 12, Article V Sect. 520, Table 3 and Sect 570.2 of the Zoning Ordinance for 125 N Wayne Street. A public hearing will be held on June 19, 2018 before the Planning & Zoning Commission, at 5:30 P. M.**

**The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.**

**Please run on the  
following date:**

**June 3, 2018**



**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of Article VII, Sect 700.2, Table 12, Article V Sect. 520, Table 3 and Sect 570.2 of the Zoning Ordinance for 125 North Wayne Street. A public hearing will be held on August 14, 2018 before the Mayor and Council, at 6:00 pm.**

**The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.**

**Please run on the  
following date:**

**July 29, 2018**



**To:** City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning and Code  
**Date:** 05-14-18  
**Description:** Variance request 615 E. Church St.

**Budget Account/Project Name:** NA

**Funding Source:** 2017 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA **Company of Purchase:** NA

**Recommendation: Approve with conditions.**

1. *Subdivide the property into conforming lots.*
2. *Clarify the request to moving a structure rather than building a house.*
3. *Understand that any house built on the lot would have to conform to R1 Zoning requirements.*

**Background:** 615 Church St. currently contains a house that is undergoing renovations. The lot is large enough in square footage to subdivide into two lots. It has been proposed that a structure be moved to the lot that could be created from its current locations on S. Madison Ave. This structure does not meet the R1 square footage minimum of 1600 sq. ft. The variance request is to allow the 1184 sq. ft. structure to be relocated without increasing the square footage to the required minimum for R1 zoning.

**Attachment(s):**

May 9, 2018

**Petition Number: 18-00196**  
**Applicant: Algin Investments, LLC**  
**Location: 615 East Church Street**  
**Existing Zoning: R1**  
**Acreage: .68**  
**Proposed Use: Residential**

**CODE ENFORCEMENT STAFF RECOMMENDATION**

- Approve
- Deny
- Approve with recommended conditions

1. The applicant, Algin Investments LLC, request a variance of Article VII, Sect 700.1 table 11 of the Zoning Ordinance to build a 1200 sq ft house on lot. The request is for 615 East Church Street. The property consists of a total of .68 acres. The property has a total of approximately 254 ft of road frontage on Felker Street and approximately 109 ft of road frontage on Church Street. Code Department recommends Approval.
2. Extra ordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography if any:
3. The literal application of this ordinance does not create an unnecessary hardship.
4. The variance would cause substantial detriment to public good or impair the purposes or intent of this Ordinance.
5. The variance does confer upon the property of the applicant a special privilege denied to other properties in the district.
6. The special circumstances surrounding the request for the variances are the result of acts by the applicant.
7. The variance is not a request to permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district.
8. The zoning proposal is not consistent with the construction and design standards and design criteria adopted by the City of Monroe.
9. The variance is not the minimum variance that will make possible an economically viable use of the land, building, or structure.

Please Note: Conditions

1. Subdivide the property into conforming lots
2. Clarify the request to moving a structure rather than building a house.
3. Understand that any house built on the lot would have to conform to R1 Zoning requirements.

**ZONING VARIANCE  
REQUEST**

180



215 North Broad Street  
Monroe, GA 30655  
CALLFORINSPECTIONS  
770-207-4674 ... Phone  
dadkinson@monroega.gov

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00196	05/08/2018	\$ 0.00	\$ 100.00	adkinson

NAME + ADDRESS	LOCATION	615 E Church St Monroe, GA 30655	USEZONE	R1	FLOODZONE	
			PN	M0017-003-000		
			SUBDIVISION			
	CONTRACTOR	Algin Investments, LLC	LOT			
			BLOCK	0		
		304 N Broad St Monroe GA 30655	UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	Algin Investments, LLC, 770 616 4460	PROJECTID#	615EChurchSt-180216 -1		
	304 N Broad St Monroe GA 30655	EXPIRATIONDATE:	11/08/2018			

**CHARACTERISTICS OF WORK**

DESCRIPTION OF WORK

Request for Variance of Article VII Section 700.1 Table 11- P&Z Mtg 6/19/18 @ 5:30 pm & Council Mtg 7/3/18 @ 6:00 pm 215 N Broad Street

NATURE OF WORK

Other

CENSUS REPORT CODE

880 - \* Zoning Variance Request

DIMENSIONS

	#STORIES	
SQUAREFOOTAGE		Sq. Ft.
	#UNITS	
SINGLE FAMILY ONLY		
	#BATHROOMS	
	#BEDROOMS	
	TOTAL ROOMS	

**NOTICE**

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor or Authorized Agent

Date

*Dabri Adkinson*

5-8-18

Approved By

Date

**MANAGE YOUR PERMIT ONLINE**

WEBADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

18-00196

PERMIT PIN

56181



Variance/Conditional Use 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

Street address 615 E Church Street Council District \_\_\_\_\_ / \_\_\_\_\_ Map and Parcel # \_\_\_\_\_  
Zoning RI Acreage .68 Proposed Use RI Road Frontage 254 ft. / on Felker St. (street or streets)

Applicant Name Align Investments LLC Owner Name Align Investments LLC  
Address 304 N Broad Street Monroe Address 304 N Broad Street Monroe  
Phone # (770) 616-4460 Phone # (770) 616-4460

Request Type: (check one) Variance  Conditional Use \_\_\_\_\_

Nature of proposed use, including without limitation the type of activity proposed, manner of operation, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters:  
N/A

State relationship of structure and/or use to existing structures and uses on adjacent lots;  
RI next door. want to build a minimum sq feet of 1200 sq ft.

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):  
Build a house similar to 319 S Madison or move the white house off of 319 S Madison to this location.

State area, dimensions and details of the proposed structure(s) or use(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways:  
The house will be built within the set backs of the city requirements with the parking pad that meets city requirements

State the particular hardship that would result from strict application of this Ordinance:  
No hardship - similar to other houses along Felker Street as there are several smaller homes along Felker in the historic district.

Check all that apply: Public Water:  Well: \_\_\_\_\_ Public Sewer:  Septic: \_\_\_\_\_ Electrical: \_\_\_\_\_ Gas: \_\_\_\_\_

For any application for an overlay district, a Certificate of Appropriateness or a letter of support from the Historic Preservation Commission or the Corridor Design Commission for the district is required.

Documents to be submitted with request:

- Recorded deed
- Survey plat
- Site plan to scale
- Proof of current tax status

Application Fees:

- \$100 Single Family
- \$300 Multi Family
- \$200 Commercial

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.

Signature  Date: 3/14/2013

**PUBLIC NOTICE WILL BE PLACED AND REMOVED BY THE CODE DEPARTMENT  
SIGN WILL NOT BE REMOVED UNTIL AFTER THE COUNCIL MEETING.**

**\*Property owners signature if not the applicant**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Notary Public

Commission Expires: \_\_\_\_\_

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

## REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

Under Monroe's Historic Preservation ordinance, you are required to obtain a Certificate of Appropriateness (COA) for any exterior material change you wish to make to your property if your property is located within a historic district, or if the change would affect property in a historic district. Please see pages 3 and 4, Definitions.

The following steps must be taken in order to have your proposed change considered by the Historic Preservation Commission (HPC):

1. Stop by the Code Office at least 10 working days in advance of the next regular meeting of the HPC (the fourth Tuesday of each month at 6:00 pm), read the Historic Preservation Ordinance, and request that your proposal be added to the agenda.
2. Fill out the application for a COA and turn it in to the Code Office.
3. Pay the \$10.00 fee. If you request a "special meeting" at some date or time (other than the 4<sup>th</sup> Tuesday of every month), the fee is \$50.00. If you are requesting to demolish Historic property, the fee is \$50.00 on the regular scheduled meeting.
4. Provide all documentation which will assist the HPC in deciding if your proposed change(s) are in keeping with the historic district standards and guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the COA application for additional information.

Suggested documentation consists of all architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to the Code Office at the time of your application, as it gives HPC members time to consider your request prior to the meeting. Physical samples, if applicable, should be brought with you to the meeting.

5. Appear at the meeting on the scheduled day and time to present your proposal.

Thank you, the HPC looks forward to considering your request.

**Please read the following directions for completing the Request for COA Application.**

Attach photograph(s) of existing condition of property necessary to show all areas affected.

Attach plans, sketches, drawings, and diagrams of the project and detail the materials that will be used.

Provide such other information that is necessary for the HPC to adequately consider the application in light of the following criteria.

In reviewing applications for COAs, the HPC’s duties include taking into account the historic and architectural significance of the structure and maintaining maps showing the historic and architectural significance of structures in the Historic Districts.

In its review, the HPC shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
2. The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
3. Exterior construction materials, including textures and patterns.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
5. Roof shapes, forms, and materials;
6. Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration.

The **Code Office** will post a notice which will notify all affected property owners of the material change being requested not less than seven (7) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

**DEFINITIONS:**

A “material change in appearance” means a change that will affect either the exterior architectural or environmental features of a historic property or any structure, site, or work of art within a historic district, and may include any one or more of the following:



1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and
5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

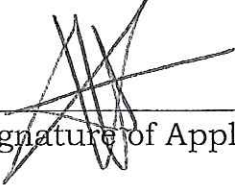
[Sec. 8-4-2(f)]

“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing [Sec. 8-4-2(b)].

“Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property [Sec. 8-4-2(c)].

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 8-4-81]

**I acknowledge that I have read this material and will abide by the ordinances set forth.**

  
 \_\_\_\_\_  
 Signature of Applicant

2/13/18  
 \_\_\_\_\_  
 Date

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of Article VII, Sect 700.1, Table 11 of the Zoning Ordinance for 615 East Church Street. A public hearing will be held on June 19, 2018 before the Planning & Zoning Commission, at 5:30 P. M.**

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**Please run on the  
following date:**

**June 3, 2018**

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of section Article VII, Sect 700.1 table 11 of the Zoning Ordinance for 615 East Church Street. A public hearing will be held on August 14, 2018 before the Mayor and Council, at 6:00 pm.**

**The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.**

**Please run on the  
following date:**

**July 29, 2018**



**To:** City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning and Code  
**Date:** 06-12-18  
**Description:** 125 North Wayne St. / Variance request for a full service restaurant.

**Budget Account/Project Name:** NA

**Funding Source:** 2017 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA **Company of Purchase:** NA

***Recommendation: Approval***

**Background:** This is a repurposing of an abandoned auto parts store location to a restaurant. The property is in the newly established Monroe Historic Downtown Entertainment District which is loosely defined as the CBD and this parcel. It has been discussed that the CBD and the downtown development pattern needs to be expanded. This opportunity represents a good place to start. The CBD allows zero lot lines and does not require on-site parking. This project provides parking, landscaping and setbacks to the extent technically feasible while promoting the front loaded building pattern of the Downtown area.

**Attachment(s):** Please see information below.

May 30, 2018

**Petition Number: 18-00221**  
**Applicant: Andrew Williams**  
**Location: 125 North Wayne Street**  
**Existing Zoning: B2**  
**Acreage: .6 AC**  
**Proposed Use: Commercial Restaurant**

**CODE ENFORCEMENT STAFF RECOMMENDATION**

- Approve
- Deny
- Approve with recommended conditions

1. The applicant, Andrew Williams request a variance of Article VII, Sect 700.2 table 12, Article V, Sect 520 Table 3 and Sect 570.2 of the Zoning Ordinance. The request is for 125 North Wayne Street. The property consists of a total of .6 acres. The property has a total of approximately 126 ft of road frontage on North Wayne Street. Code Department recommends Approval.
2. Extra ordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography if any: None
3. The literal application of this ordinance does create an unnecessary hardship.
4. The variance would not cause substantial detriment to public good or impair the purposes or intent of this Ordinance.
5. The variance does confer upon the property of the applicant a special privilege denied to other properties in the district.
6. The special circumstances surrounding the request for the variances are the result of acts by the applicant.
7. The variance is not request to permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district.
8. The zoning proposal is consistent with the construction and design standards and design criteria adopted by the City of Monroe.
9. The variance is not the minimum variance that will make possible an economically viable use of the land, building, or structure.

Please Note:

- Parking variance recommended for approval due to the large number of public parking spaces available in close proximity to the subject property.
- Front setback variance recommended for approval to encourage the expansion of CBD design parameters to adjacent streets in order to expand our downtown.
- Impervious surface variance recommended for approval due to efforts to comply with a net reduction of impervious surface.

**ZONING VARIANCE  
REQUEST**

190



215 North Broad Street  
Monroe, GA 30655  
CALL FOR INSPECTIONS  
770-207-4674 ... Phone  
dadkinson@monroega.gov

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00221	05/30/2018	\$ 0.00	\$ 200.00	adkinson

NAME + ADDRESS	LOCATION	125 N Wayne St Monroe, GA 30655	USEZONE	B2	FLOODZONE	Yes
			PIN	M0014-067-000		
	CONTRACTOR	ANDREW LOREN WILLIAMS	SUBDIVISION			
			LOT			
			BLOCK	0		
			UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	SILVER QUEEN MONROE LLC,  600 S BROAD BLDG 4 St Ste 1A Monroe GA 30655	PROJECTID#	125NWayneSt-180417- 1		
		EXPIRATIONDATE:	08/31/2018			

**CHARACTERISTICS OF WORK**

DESCRIPTION OF WORK

REQUEST FOR VARIANCE - P&Z MTG  
6/19/18 5:30 PM - COUNCIL MTG 8/14/18 @  
6:00 PM 215 N BROAD STREET

NATURE OF WORK

Other

CENSUS REPORT CODE

880 - \* Zoning Variance Request

DIMENSIONS

	#STORIES	
SQUARE FOOTAGE		Sq. Ft.
	#UNITS	
SINGLE FAMILY ONLY		
	#BATHROOMS	
	#BEDROOMS	
	TOTAL ROOMS	

**NOTICE**

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor or Authorized Agent

Date

5-30-18

Approved By

Date

5-30-18

**MANAGE YOUR PERMIT ONLINE**

WEB ADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

18-00221

PERMIT PIN

56274



Variance/Conditional Use 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

Street address 125 N Wayne St. Council District 65 / 3 Map and Parcel # M0140067
Zoning B2 Acreage .6 Proposed Use Restaurant Road Frontage 126 ft. / on N. Wayne St. (street or streets)

Applicant Name Andrew Williams Address 200 Walton St Phone # 678-863-0031

Owner Name Silver Queen Monroe, LLC Address 125 N. Wayne St Phone # 678-863-0031

Request Type: (check one) Variance [X] Conditional Use

Nature of proposed use, including without limitation the type of activity proposed, manner of operation, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters:

- Full service restaurant with patio/roof top dining.
- Hours 11am - 10pm

State relationship of structure and/or use to existing structures and uses on adjacent lots;
The new structure will stand alone & it will not affect adjacent lots. We will define boundaries & make sure all traffic is on our property.

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):
We want to move the building to the front so we can be more visible, and clean up the property. Also, it will not have a negative impact on surrounding community or businesses.

State area, dimensions and details of the proposed structure(s) or use(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways:
see information attached.

State the particular hardship that would result from strict application of this Ordinance:
We will have to redesign the space, and we will lose a lot of time. A redesign will cost thousands of dollars and we won't be able to build the building consistent with others downtown.

Check all that apply: Public Water: [X] Well: [X] Public Sewer: [X] Septic: [X] Electrical: [X] Gas: [X]

For any application for an overlay district, a Certificate of Appropriateness or a letter of support from the Historic Preservation Commission or the Corridor Design Commission for the district is required.

Documents to be submitted with request:

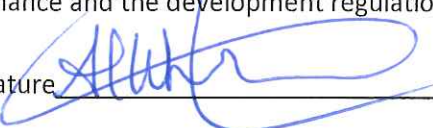
- Recorded deed
- Survey plat
- Site plan to scale
- Proof of current tax status

Application Fees:

- \$100 Single Family
- \$300 Multi Family
- \$200 Commercial

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.

Signature  Date: 5/30/18

**PUBLIC NOTICE WILL BE PLACED AND REMOVED BY THE CODE DEPARTMENT  
SIGN WILL NOT BE REMOVED UNTIL AFTER THE COUNCIL MEETING.**

**\*Property owners signature if not the applicant**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Notary Public

Commission Expires: \_\_\_\_\_

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

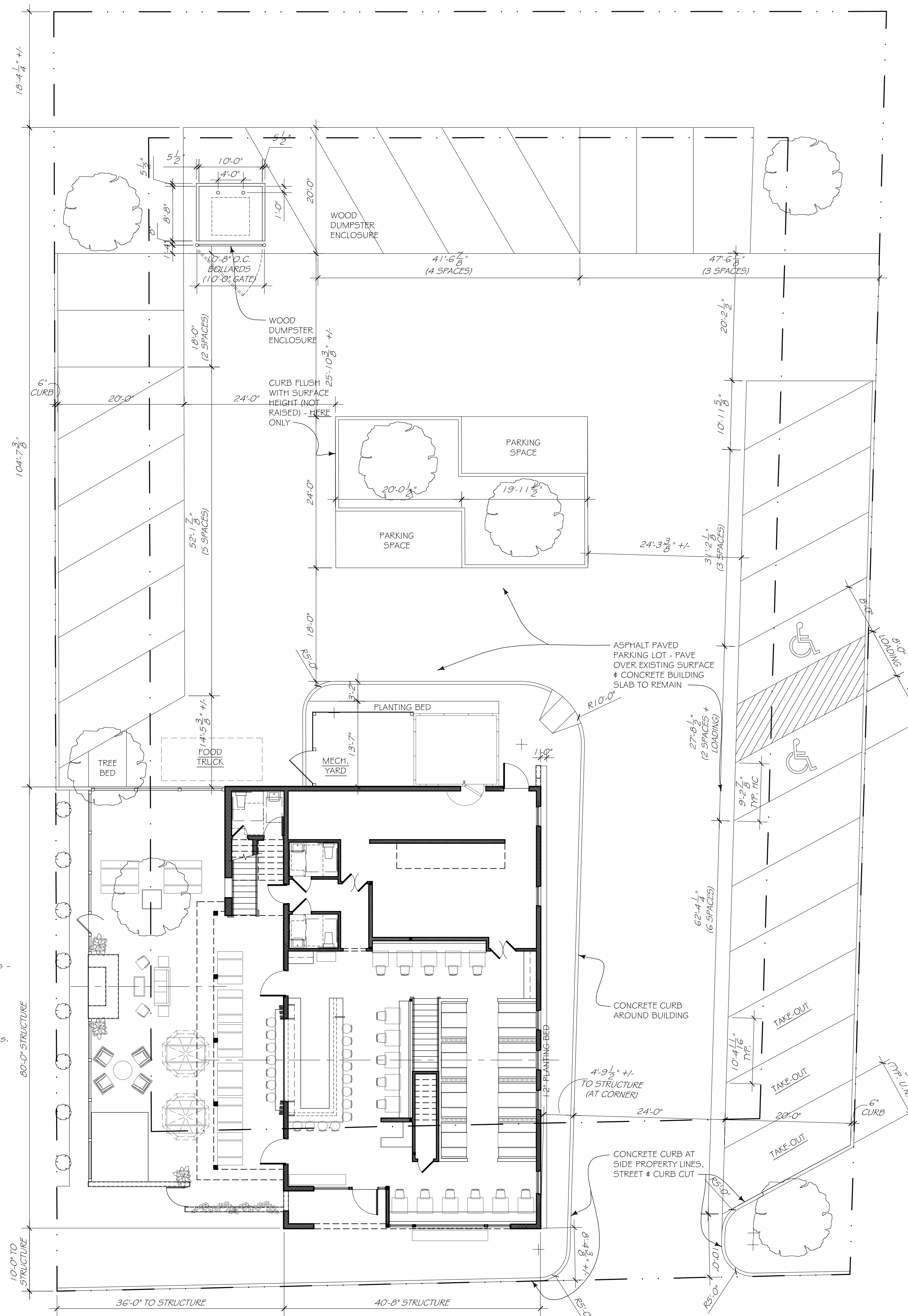
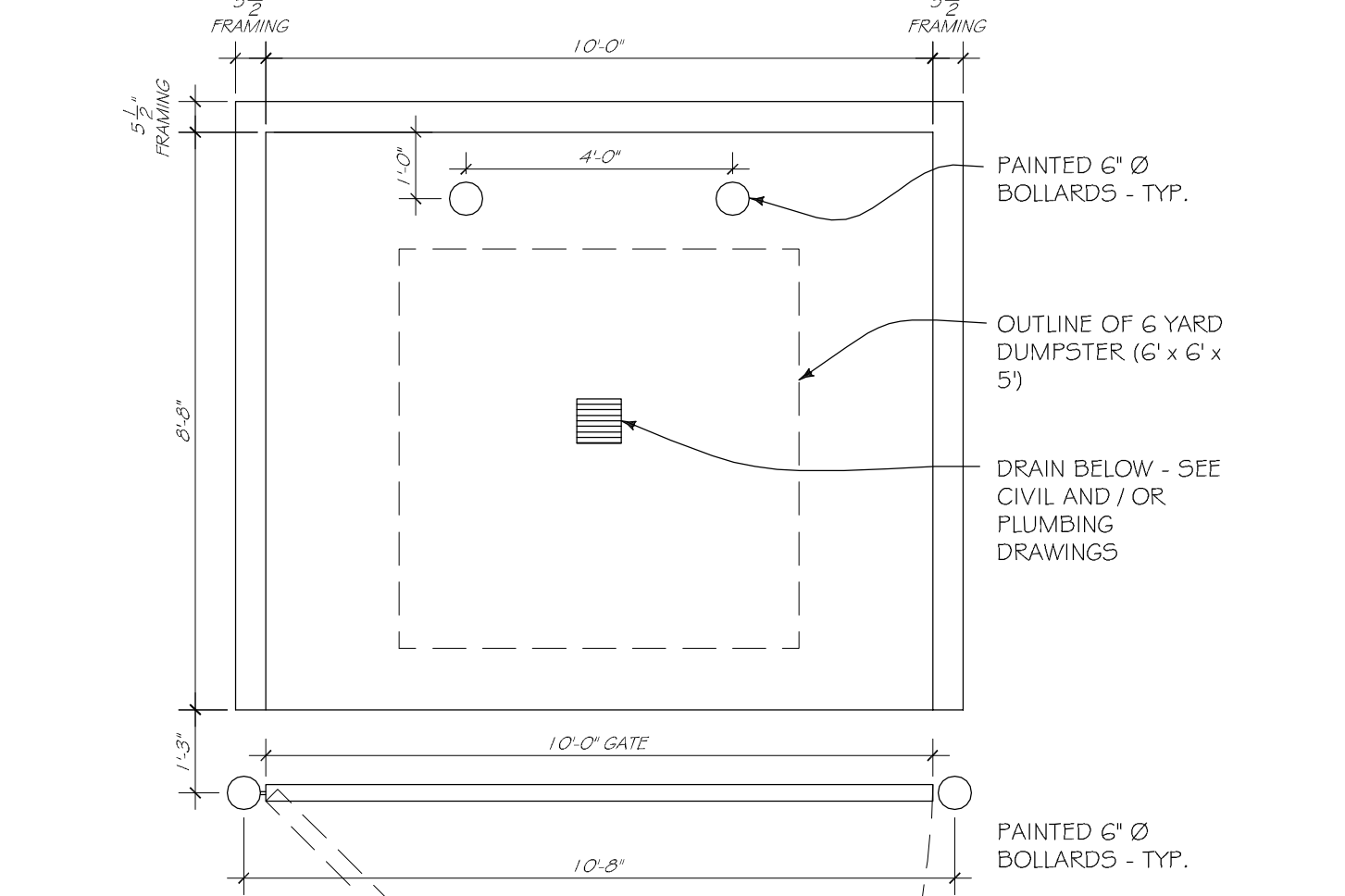
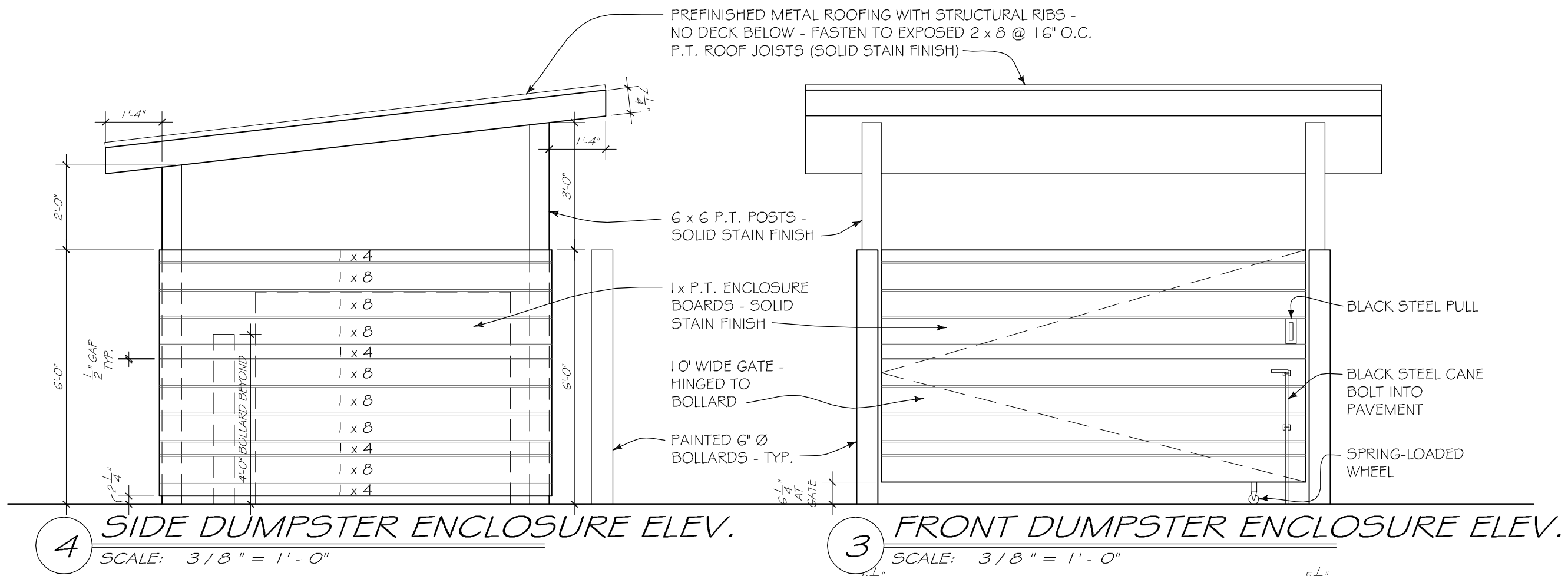


Remove more spaces and get landscaping in parking area which would increase pervious surface and landscaping.

- Parking: we are 9 spaces short of zoning minimums. We could add these 9 spaces in the back of the property, but we are already over the maximum impervious surface, so the current parking count seems like a nice balance.
- Impervious Surface (Lot Coverage): We are currently at 87.6% of total property and 75% is the maximum.
- Parking Landscaping: 12% parking lot interior minimum must be landscaped and we do not have that. If we landscaped the parking lot, it would counterintuitively ADD (non-compliant) impervious surface to the property because the we'd have to enlarge the overall footprint of the paved parking area.
- Front Building Setback: 20'-0" zoning minimum, and we are at 8'-3". Moved the building close to the street per the City's request. Left room for a public walk.
- Side Building Setback: 15'-0" zoning minimum. Courtyard walls are allowed within that, but the courtyard chimney is not. The courtyard chimney (structure) is 4'-11" off of the side property line. The chimney flue is over 5'-0" away from the property line if that is a safety concern on the City's part.

Don't know where this came from but is not the case

Since we wish to encourage the downtown development pattern on adjacent streets this may be appropriate w/o Hearing



**PROJECT DESCRIPTION:**

Demolish an existing commercial building in order to construct a new restaurant to include a bar, kitchen, dining room, outdoor courtyard, and a second level bar and open air balcony.

**APPLICABLE CODES:**

- International Building Code, 2012 Edition, with Georgia Amendments (2014) (2015) (2017)
- International Residential Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Fire Code, 2012 Edition, with Georgia Amendments (2014)
- International Plumbing Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Mechanical Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Fuel Gas Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- National Electrical Code, 2017 Edition (No Georgia Amendments)
- International Energy Conservation Code, 2009 Edition, with Georgia Supplements and Amendments (2011) (2012)
- 2012 NFPA 101 - LIFE SAFETY CODE with State Amendments (2013)
- GEORGIA ACCESSIBILITY CODES

**CODE INFORMATION:**

Project Address:	125 N. Wayne St. Monroe GA 30312
Zoning:	B-2
Occupancy:	Assembly A-2 (Restaurant)
Construction Type:	III-B Non-Sprinklered (Exterior Bearing walls 2-hr. rated)
Building Height:	26'-1 1/2", 2 stories (Complies with 35'-0" zoning max.) (Complies with 2 stories max. per IBC Table 503)
Floor Area:	Ground Floor: 2,847 s.f. Second Floor: 785 s.f. TOTAL PROPOSED: 3,632 s.f.
	(Complies with 9,500 s.f. per floor max. per IBC Table 503) (Area measured as gross s.f. to extents of exterior finish)
Occupant Load:	Dining Room (loose seating) 29 Dining Room (booths & banquettes) 75 Bar Dining 24 Bar Dining (banquette) 12 Bar (Back of House) 3 Kitchen / Restrooms / Back of House 11 GROUND FLOOR INTERIOR: 154 occupants
	Covered Porch 30 Outdoor Courtyard 85 GROUND FLOOR EXTERIOR: 115 occupants
	Storage / Office / Restroom / Bar 9 Outdoor dining banquette 12 Outdoor Dining 51 SECOND FLOOR: 68 occupants
	Total Interior Occupants: 154 + 9 = 163 Total Int. + Ext. Occupants: 337 (Per NFPA Table 7.3.1.2)
Occupant Load (Seats):	Ground floor Dining Area 62 Ground floor Bar 22 Covered Porch (bar) 7 Covered Porch (loose seating) 24 Courtyard seating 24 Courtyard lounge seating 9 Second floor Bar terrace 41 TOTAL: 189 seats (For parking calculations only)

Egress Door Width:	3'-0" min. at each exit (337 x 0.2 in./occ. = 67.4' / 3 exits = 22.5" min.) (NFPA Table 7.3.3.1)
Egress Corr. Width:	3'-8" min. at each exit (337 x 0.3 in./occ. = 101.1' / 3 exits = 33.7" min.) (NFPA 7.3.4.1, 12.2.3.8, Table 7.3.3.1)
Number of Exits:	3 public + 1 additional for Kitchen (Complies with 2 min. per NFPA 7.4.1.1 & 12.2.4.1)
Exit Separation:	Ground floor: 79'-2 1/2" diag. x 1/2 = 39'-7 3/8" min. (46'-2 1/2" provided) Second floor: 77'-4 1/2" diag. x 1/2 = 38'-8 3/8" min. (40'-4 1/2" provided)  (All exits separated by over 1/2 x building/space diagonal distance min.) (NFPA 7.5.1.3.3)
Max. Travel Distance:	Ground floor: 52'-6 1/2" Second floor: 126'-4 1/2" (Complies with 200'-0" max. per NFPA 12.2.6.2)
Max. Common Path:	Ground floor: 19'-11" Second floor: 39'-7 1/2" (Complies with 75'-0" max. (<50 occupants) per NFPA 12.2.5.1.2)  (No common path of travel exists for areas with more than 50 occupants - 20' max. per NFPA 12.2.5.1.2)
Max. Dead End Corr.:	Ground floor: 7'-4 1/2" Second floor: 11'-0 1/2" (Complies with 20'-0" max. per NFPA 12.2.5.1.3)
Ext. Wall Openings:	East (Front - 8' to prop. line): No limit to unprotected ext. fire wall opgs. (front facade) South (36' to prop. line): No limit to unprotected ext. fire wall opgs. North (49' to prop. line): No limit to unprotected ext. fire wall opgs. West (123' to prop. line): No limit to unprotected ext. fire wall opgs.  (Complies with IBC 705.8, Table 705.8)
Building Setbacks:	Outdoor fireplace 4'-1 1/2" from side property line (15'-0" setback) Building 8'-3" from front property line (20'-0" setback) ***VARIANCES REQUIRED
Min. Plumbing:	5 toilets provided (337 total occs. / 75 = 5 min. per IPC Table 403.1)  5 lavatories provided (337 total occs. / 200 = 2 min. per IPC Table 403.1)
Parking:	189 seats / 5 + 3,509 s.f. / 6 = 37.80 + 5.85 = 43.65 parking spots required  28 parking spots provided  (1 space per 5 seats provided for patron use AND 1 space per 600 sq. ft. of gross floor area - per zoning 520 Table 3) ***VARIANCE REQUIRED
Parking Landscaping:	12% min. provided
Site Area:	25,962 s.f. (0.569 acres)
Impervious Surface:	21,434 s.f. (82.6% of site) (Exceeds 75% max. per zoning 570.3(2)) ***VARIANCE REQUIRED

08 JUN 2018	CODE INFO TO CITY
21 MAR 2018	TO CONSULTANTS
08 MAR 2018	SITE & OWNER REVISIONS
07 MAR 2018	REVISED BUILDING LOCATION
16 FEB 2018	CONCEPTUAL DESIGN
07 FEB 2018	OWNER REVIEW
06 FEB 2018	OWNER REVIEW

SILVER QUEEN  
RESTAURANT

125 N. WAYNE ST.  
MONROE, GA.

JOB NO. 1726

ARCHITECTURAL  
SITE PLAN  
& DETAILS

A0.1

DECARLO  
HAWKER  
ARCHITECTURE & DESIGN  
4545 HULL WILKINS DRIVE, SUITE 100  
DUBLIN, GEORGIA 31006  
404.487.1111  
WWW.DCHAWKER.COM

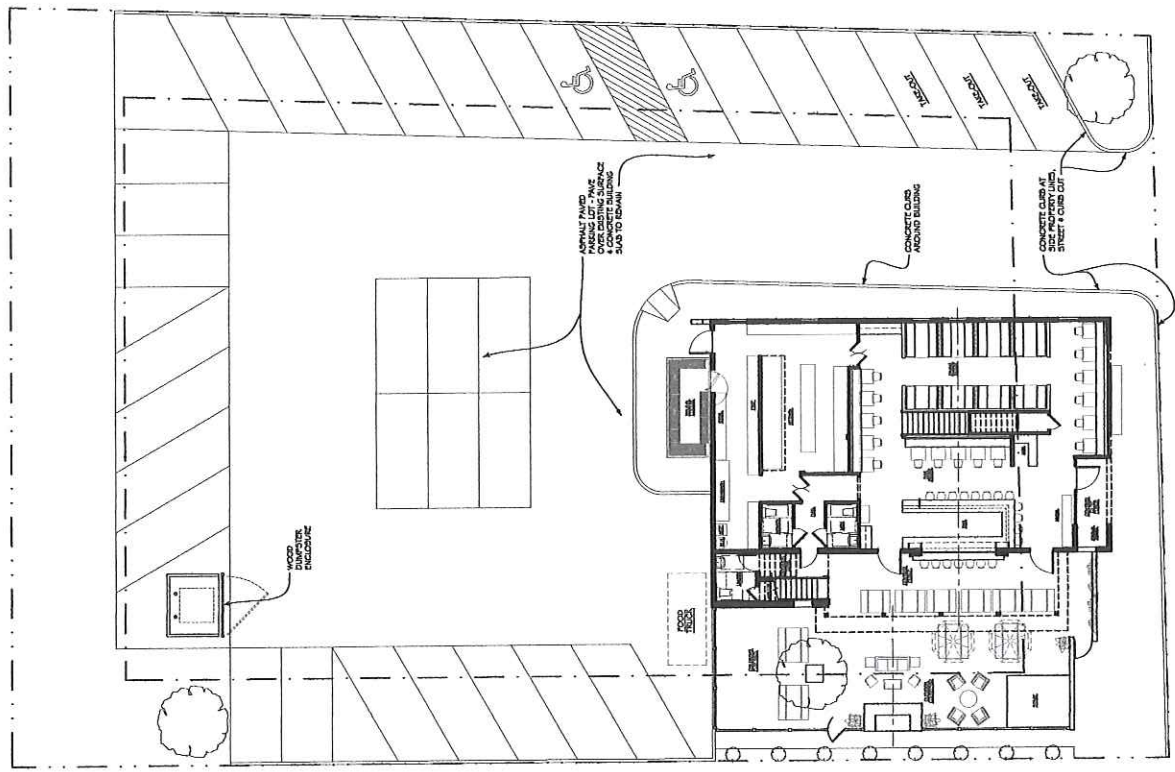
21 MAR 2013 TO CONSULTANTS  
22 MAR 2013 FOR REVIEW  
07 MAR 2013 REVISED BUILDING FOOTPRINT  
14 MAR 2013 CONCEPTUAL DESIGN  
07 FEB 2013 OWNER REVIEW  
04 FEB 2013

SILVER QUEEN  
RESTAURANT  
122 N. WAYNE ST.  
DORRIS, GA.

JOB NO. 1715  
SITE PLAN

A01

NOT RELEASED FOR CONSTRUCTION




1" = 10'-0"  
SITE PLAN  
SCALE

Search

GREER ANNE C &amp;

 Search


 Clear

9 records returned



### Search Tips

You can search for Names, Addresses, Bill Numbers, Account Numbers and Map Numbers. Just start typing!

 **PayPal CREDIT**  
 Get more time to pay.  
 Subject to credit approval. [See terms.](#)  
 US customers only.

### Status

 Paid (9)

### Type

 Property (9)

### Years

 2017 (1) 2016 (1) 2015 (1) 2014 (1) 2013 (1) 2012 (1) 2011 (1) 2010 (1) 2009 (1)

Owner Name	Tax Year	Bill #	Map	Paid Date	Paid	
GREER ANNE C &	2017	14198	M0140-00000-067-000	11/15/2017	 Paid	 View
GREER ANNE C &	2016	14131	M0140-00000-067-000	11/15/2016	 Paid	 View
GREER ANNE C &	2015	14009	M0140-00000-067-000	11/16/2015	 Paid	 View
GREER ANNE C &	2014	14052	M0140-00000-067-000	11/15/2014	 Paid	 View
GREER ANNE C &	2013	14002	M0140-00000-067-000	11/15/2013	 Paid	 View
GREER ANNE C &	2012	14168	M0140-00000-067-000	12/11/2012	 Paid	 View
GREER ANNE C &	2011	13982	M0140-00000-067-000	12/12/2011	 Paid	 View
GREER ANNE C &	2010	14108	M0140-00000-067-000	12/12/2011	 Paid	 View
GREER ANNE C &	2009	14066	M0140-00000-067-000	07/28/2011	 Paid	 View

**SURVEYOR CERTIFICATION**

This plot is a retracement of an existing parcel of land and does not subdivide or create a new parcel or make changes to any real property boundaries. The recording information of this document, maps, plots or other instruments which created the parcel or parcels are attached hereto. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plot complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Ronald Calvin Smith, Ga. R.L.S. no. 2921

THE FOLLOWING GOVERNMENTAL BODIES HAVE APPROVED THIS PLAT, MAP OR PLAN FOR FILING:

CITY OF MONROE CODE DEPARTMENT DATE:

THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT

NOTE: BEARINGS & ELEVATIONS SHOWN HEREON ARE BASED UPON GPS SURVEY USING CHAMPION TWO EQUIPMENT AND GPS SOLUTIONS REAL TIME NETWORK ADJUSTMENT AS OF THE FIELD WORK DATE SHOWN.

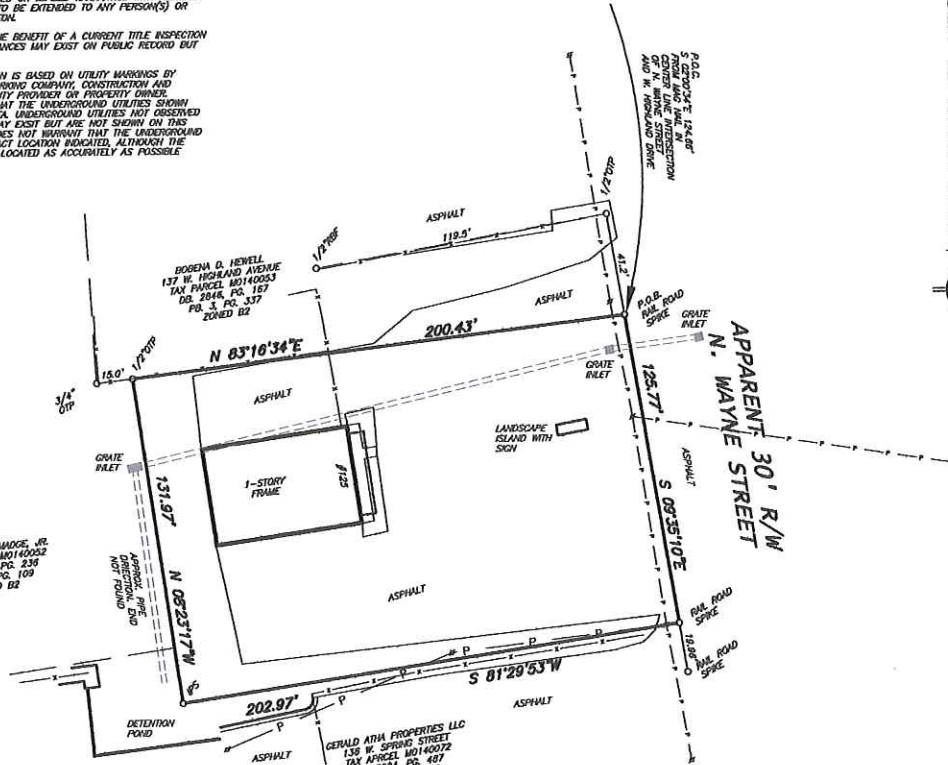
NOTE: THE INITIAL CONTROL POINTS FOR THIS SURVEY WERE LOCATED UTILIZING GPS. THE EQUIPMENT USED WAS A CHAMPION TWO DUAL FREQUENCY RECEIVER WITH A SCPECTER TWO DATA COLLECTOR RUNNING CARLOSON SURFACE SOFTWARE. NETWORK RTK CORRECTIONS WERE RECEIVED VIA A CELLULAR MODEM. THE TYPE OF SURVEY WAS NETWORK RTK UTILIZING TRIMBLE VRS REAL TIME NETWORK OPERATED BY GPS SOLUTIONS, INC. THE RELATIVE POSITIONAL ACCURACY, AS CALCULATED ACCORDING TO THE FEDERAL GEODESIC DATA COMMITTEE PART 3: NATIONAL STANDARD FOR SPATIAL DATA ACCURACY IS 0.04 FT. HORIZONTAL AND 0.07 FT. VERTICAL AT A 95% CONFIDENCE LEVEL.

NOTE: NO PORTION OF THE PROPERTY SHOWN HEREON IS IN A DESIGNATED FLOOD HAZARD AREA, ACCORDING TO THE F.L.R.M. NO. 132970137E DATED 12/08/2016

NOTE: THIS SURVEY HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF THE PERSON(S) OR ENTITIES NAMED HEREON. NO EXPRESSED OR IMPLIED WARRANTIES WITH RESPECT TO THE INFORMATION SHOWN HEREON IS TO BE EXTENDED TO ANY PERSON(S) OR ENTITIES OTHER THAN THOSE SHOWN HEREON.

THIS SURVEY WAS PREPARED WITH OUT THE BENEFIT OF A CURRENT TITLE INSPECTION REPORT. EASEMENTS OR OTHER ENCUMBRANCES MAY EXIST ON PUBLIC RECORD BUT ARE NOT SHOWN HEREON.

ANY UNDERGROUND UTILITY SHOWN HEREON IS BASED ON UTILITY MARKINGS BY THE UTILITY OWNER, A PRIVATE UTILITY MARKING COMPANY, CONSTRUCTION AND ASBUILT DRAWINGS PROVIDED BY THE UTILITY PROVIDER OR PROPERTY OWNER. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COURSE ALL SUCH UTILITIES IN THE AREA. UNDERGROUND UTILITIES NOT OBSERVED DURING THE FIELD SURVEY PROCEDURE MAY EXIST BUT ARE NOT SHOWN ON THIS SURVEY. FURTHERMORE, THE SURVEYOR DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN HEREON ARE IN THE EXACT LOCATION INDICATED, ALTHOUGH THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE.



GRID NORTH GA. WEST ZONE

**LEGEND**

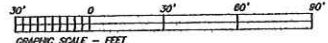
- R.B.F. = REBAR FOUND
- I.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOY"
- C.M.P. = CONCRETE MONUMENT FOUND
- O.T.P. = OPEN TOP PIPE
- C.T.P. = COVERED TOP PIPE
- R.O.W. = RIGHT OF WAY
- P.L. = PROPERTY LINE
- C.L. = CENTER LINE
- B.S.L. = BUILDING SETBACK LINE
- L.L. = LAND LOT LINE
- L.L. = LAND LOT LINE
- G.M.D. = GEORGIA METRA DISTRICT
- T.B.M. = TEMPORARY BENCH MARK
- R. = RADARS
- C. = CHAINS
- T.M. = TANGENT
- N.O. = NOW OR FORMERLY
- O.B. = OLD BOOK
- P.B. = PLAT BOOK
- P. = PILE
- O.E. = DRAINAGE EASEMENT
- S.E. = SANITARY SEWER EASEMENT
- F.F.E. = FINISHED FLOOR ELEVATION
- (M) = MANHOLE
- (D) = DRAIN INLET
- (H) = FIRE HYDRANT
- (L) = LIGHT POLE
- (P) = POWER POLE
- (-L) = POWER LINE
- (-F) = FENCE LINE
- (-W) = WATER LINE
- (-G) = GAS LINE
- (V) = VALVE
- (W) = WELL
- (D) = DEED OR PLAT CALL
- P.O.C. = POINT OF COMMENCEMENT
- P.O.B. = POINT OF BEGINNING

REFERENCE: SURVEY FOR KENNETH MURRAY, DATED 10/3/1985 PREPARED BY SRS SURVEY COMPANY, RECORDED IN PLAT BOOK 36, PAGE 181, WALTON COUNTY RECORDS.

A TOPCON 225 TOTAL STATION WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 47,401 FEET AND AN ANGULAR ERROR OF 04" PER ANGLE POINT, AND WAS ADJUSTED USING LEAST SQUARES METHOD. THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 102,450 FEET.

FOR CURRENT TAX INFORMATION OWNERS: ANNE C. GREER, BARRY W. GREER, 1259 WINDHOLM DRIVE, MONROE, GA 30655



BOUNDARY RETRACEMENT SURVEY FOR:	
<b>SILVER QUEEN MONROE, LLC</b> IN THE CITY OF MONROE	
FIELD WORK DATE: 8/16/17	DATE OF PLAT PREPARATION: 8/18/17
LAND LOT(S) 65	3rd DISTRICT WALTON COUNTY, GEORGIA
ALCOY SURVEYING AND ENGINEERING, INC.	
2205 HWY. 81 S., LOGANSVILLE, GA. 30052 Phone 770-466-4002 - LSF #000759	
SCALE: 1" = 30' JOB NO. 17-119	

4  
SB

Recorded 12/22/2017 04:08PM

Deed

KATHY K. TROST

Doc: WD

WALTON COUNTY CLERK OF COURT

Georgia Transfer Tax Paid : \$150.00

Bk04169

Pg 0188-0191

-----Space Above This Line for Recorder's Use-----

After recording, please return to:  
Fortson, Bentley and Griffin, P.A.  
2500 Daniell's Bridge Road \*  
Building 200, Suite 3A  
Athens, Georgia 30606  
Attn: Gregory O. DeBacker

**LIMITED WARRANTY DEED**

THIS INDENTURE, made the 22<sup>nd</sup> day of December, 2017, between BARRY W. GREER AND ANNE C. GREER, individual residents of the State of Georgia (hereinafter collectively referred to as "Grantor"), and SILVER QUEEN MONROE, LLC, a Georgia limited liability company (hereinafter referred to as "Grantee") (the words "Grantor" and "Grantee" to include their respective heirs, executors, administrators, successors and assigns, where the context requires or permits):

**WITNESSETH:**

That Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration to Grantor in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and does by these presents grant, bargain, sell and convey unto Grantee, the following described real property located in Walton County, Georgia:

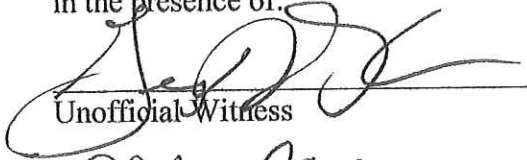
See Exhibit "A" attached hereto and by reference made a part hereof.

**TO HAVE AND TO HOLD** the said described property, with all and singular the rights, members and appurtenances thereunto appertaining, to the only proper use, benefit and behoof of Grantee, in **FEE SIMPLE**,

And, subject to the matters set forth on Exhibit "B" attached hereto and by reference made a part hereof, Grantor will warrant and forever defend the right and title to the above-described property unto Grantee against the lawful claims of all persons owning, holding or claiming by, through or under Grantor.

IN WITNESS WHEREOF, Grantor has caused this Limited Warranty Deed to be executed, under seal, the day and year first above written.

Signed, sealed and delivered  
in the presence of:

  
Unofficial Witness

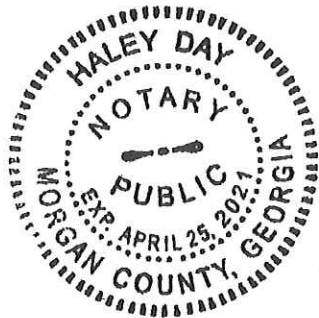
  
Notary Public

GRANTOR:

 (Seal)  
BARRY W. GREER

 (Seal)  
ANNE C. GREER

[NOTARIAL SEAL]



**EXHIBIT A****Legal Description**

All of that tract or parcel of land, together with all improvements thereon, situate, lying and being in the State of Georgia, County of Walton and in the City of Monroe, located in Land Lot 65 of the 3rd District, containing 0.597 acres as shown on a plat of survey entitled "SURVEY FOR KENNETH MURRAY" prepared by Kenneth C. Sims, Registered Professional Land Surveyor No. 1783, dated October 3, 1985 and recorded in Plat Book 36, page 191, in the Office of the Clerk of the Superior Court of Walton County, said plat of survey and the record thereof being incorporated herein by reference for a more complete description.



**EXHIBIT B****Title Exceptions**

1. Taxes and assessments for the year 2018 and subsequent years, not due and payable and any additional taxes which may result from a reassessment of the subject property.
2. All matters disclosed on that certain plat of survey entitled "Boundary Retracement Survey For: Silver Queen Monroe, LLC" dated August 18, 2017, prepared by Alcovy Surveying and Engineering, Inc., Ronald Calvin Smith, Registered Land Surveyor No. 2921, and recorded in Plat Book 113, page 186, in the Office of the Clerk of the Superior Court of Walton County, Georgia.

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of Article VII, Sect 700.2, Table 12, Article V Sect. 520, Table 3 and Sect 570.2 of the Zoning Ordinance for 125 N Wayne Street. A public hearing will be held on June 19, 2018 before the Planning & Zoning Commission, at 5:30 P. M.**

**The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.**

**Please run on the  
following date:**

**June 3, 2018**

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of Article VII, Sect 700.2, Table 12, Article V Sect. 520, Table 3 and Sect 570.2 of the Zoning Ordinance for 125 North Wayne Street. A public hearing will be held on August 14, 2018 before the Mayor and Council, at 6:00 pm.**

**The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.**

**Please run on the  
following date:**

**July 29, 2018**



**To:** City Council / Planning Commission  
**From:** Patrick Kelley  
**Department:** Code Department  
**Date:** 07-24-18  
**Subject:** Erosion Control ordinance update to Chapter 42 of the City of Monroe, Code of Ordinances.

**Budget Account/Project Name:** NA

**Funding Source:** NA

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$0.00

**Company of Purchase:**

**Description:**

To amend Chapter 42, Environment, Article IV, Soil Erosion and Sedimentation Control, Sec. 42-136 – 42-143 as required by the EPD to maintain Local Issuing Authority regarding Land disturbance and development permitting.

**Background:**

As modifications are made to State law regarding erosion control the City is required to amend its ordinance to reflect these changes. This proposed amendment accomplishes that goal pursuant to maintaining LIA status with the EPD.

**Attachment(s):**

See Below

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF MONROE, GEORGIA, WITH RESPECT TO THE ENVIRONMENT; AND FOR OTHER PURPOSES.**

The Mayor and Council of the City of Monroe, Georgia, hereby ordains as follows:

**ARTICLE I**

To amend Chapter 42, Environment, Article IV, Soil Erosion and Sedimentation Control, Sec. 42-136 – 42-143 by deleting said section in its entirety and substituting the following in lieu thereof:

**ARTICLE IV. SOIL EROSION, SEDIMENTATION AND POLLUTION CONTROL**

Sec. 42-136. - Definitions.

The following definitions shall apply in the interpretation and enforcement of this article, unless otherwise specifically stated:

*Best management practices (BMPs)* means a collection of structural practices and vegetative measures which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control. The term "properly designed" means designed in accordance with the hydraulic design specifications contained in the Manual for Erosion and Sediment Control in Georgia specified in O.C.G.A. § 12-7-6(b).

*Board* means the board of natural resources.

*Buffer* means the area of land immediately adjacent to the banks of state waters in its natural state of vegetation, which facilitates the protection of water quality and aquatic habitat.

*Certified personnel* means a person who has successfully completed the appropriate certification course approved by the Georgia Soil and Water Conservation Commission.

*Commission* means the state soil and water conservation commission.

*CPESC* means certified professional in erosion and sediment control with current certification by EnviroCert, Inc, which is also referred to as CPESC or CPESC, Inc.

*Cut* means a portion of land surface or area from which earth has been removed or will be removed by excavation; the depth below original ground surface to excavated surface. Also known as "excavation."

*Department* means the department of natural resources.

*Design professional* means a professional licensed by the State of Georgia in the field of: engineering, architecture, landscape architecture, forestry, geology, or land surveying; or a person that is a certified professional in erosion and sediment control (CPESC) with a current certification by EnviroCert Inc Design Professionals shall practice in a manner that complies with applicable Georgia law governing professional licensure.

*Director* means the director of the environmental protection division of the department of natural resources.

*District* means the Walton County Soil and Water Conservation District.

*Division* means the environmental protection division of the department of natural resources.

*Drainage structure* means a device composed of a virtually nonerodible material such as concrete, steel, plastic or other such material that conveys water from one place to another by intercepting the flow and carrying it to a release point for stormwater management, drainage control, or flood control purposes.

*Erosion* means the process by which land surface is worn away by the action of wind, water, ice or gravity.

*Erosion, sedimentation and pollution control plan* means a plan required by the Erosion and Sedimentation Act, O.C.G.A. chapter 12-7, that includes, as a minimum protections at least as stringent as the State General Permit, best management practices, and requirements in section 42-138(c). Also known as the "plan."

*Fill* means a portion of land surface to which soil or other solid material has been added; the depth above the original ground.

*Final stabilization* means that all soil disturbing activities at the site have been completed, and that for unpaved areas and areas not covered by permanent structures and areas located outside the waste disposal limits of a landfill cell that has been certified by EPD for waste disposal, 100 percent of the soil surface is uniformly covered in permanent vegetation with a density of 70 percent or greater, or landscaped according to the Plan (uniformly covered with landscaping materials in planned landscape areas), or equivalent permanent stabilization measures as defined in the Manual (excluding a crop of annual vegetation and seeding of target crop perennials appropriate of the region). Final stabilization applies to each phase of construction.

*Finished grade* means the final elevation and contour of the ground after cutting or filling and conforming to the proposed design.

*Grading* means altering the shape of ground surfaces to a predetermined condition; this includes stripping, cutting, filling, stockpiling and shaping or any combination thereof and shall include the land in its cut or filled condition.

*Ground elevation* means the original elevation of the ground surface prior to cutting or filling.

*Land-disturbing activity* means any activity which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands within the state, including, but not limited to, clearing, dredging, grading, excavating, transporting, and filling of land but not including agricultural practices as described in section 42-137(5).

*Larger common plan of development or sale* means a contiguous area where multiple separate and distinct construction activities are occurring under one plan of development or sale. For the purposes of this definition, the term "plan" means an announcement; piece of documentation such as a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, or computer design; or physical demarcation such as boundary signs, lot stakes, or surveyor markings, indicating that construction activities may occur on a specific plot.

*Local issuing authority* means the governing authority of any county or municipality which is certified pursuant to O.C.G.A. § 12-7-8(a).

*Metropolitan River Protection Act (MRPA)* means a state law referenced as O.C.G.A. § 12-5-440 et seq., which addresses environmental and developmental matters in certain metropolitan river corridors and their drainage basins.

*Natural ground surface* means the ground surface in its original state before any grading, excavation or filling.

*Nephelometric turbidity units (NTU)* means numerical units of measure based upon photometric analytical techniques for measuring the light scattered by finely divided particles of a substance in suspension. This technique is used to estimate the extent of turbidity in water in which colloidally dispersed particles are present.

*NOI* means a notice of intent form provided by EPD for coverage under the state general permit.

*NOT* means a notice of termination form provided by EPD to terminate coverage under the state general permit.

*Operator* means the party or parties that have: (a) operational control of construction project plans and specifications, including the ability to make modifications to those plans and specifications; or (b) day-to-day operational control of those activities that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other permit conditions, such as a person authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or to comply with other permit conditions.

*Outfall* means the location where storm water in a discernible, confined and discrete conveyance, leaves a facility or site or, if there is receiving water on site, becomes a point source discharging into that receiving water.

*Permit* means the authorization necessary to conduct a land-disturbing activity under the provisions of this article.

*Person* means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, state agency, municipality or other political subdivision of this state, any interstate body or any other legal entity.

*Phase or phased* means sub-parts or segments of construction projects where the sub-part or segment is constructed and stabilized prior to completing construction activities on the entire construction site.

*Project* means the entire proposed development project regardless of the size of the area of land to be disturbed.

*Properly designed* means designed in accordance with the design requirements and specifications contained in the Manual for Erosion and Sediment Control in Georgia (manual) published by the Georgia Soil and Water Conservation Commission as of January 1 of the year in which the land-disturbing activity was permitted and amendments to the manual as approved by the commission up until the date of NOI submittal.

*Roadway drainage structure* means a device such as a bridge, culvert, or ditch, composed of a virtually nonerodible material such as concrete, steel, plastic, or other such material that conveys water under a roadway by intercepting the flow on one side of a traveled way consisting

of one or more defined lanes, with or without shoulder areas, and carrying water to a release point on the other side.

*Sediment* means solid material, both organic and inorganic, that is in suspension, is being transported, or has been moved from its site of origin by air, water, ice, or gravity as a product of erosion.

*Sedimentation* means the process by which eroded material is transported and deposited by the action of water, wind, ice or gravity.

*Soil and water conservation district approved plan* means an erosion and sedimentation control plan approved in writing by the Walton County Soil and Water Conservation District.

*Stabilization* means the process of establishing an enduring soil cover of vegetation by the installation of temporary or permanent structures for the purpose of reducing to a minimum the erosion process and the resultant transport of sediment by wind, water, ice or gravity.

*State general permit* means the national pollution discharge elimination system general permit or permits for stormwater runoff from construction activities as is now in effect or as may be amended or reissued in the future pursuant to the state's authority to implement the same through federal delegation under the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and O.C.G.A. § 12-5-30(f).

*State waters* means any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells, and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the state which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

*Structural erosion, sedimentation and pollution control practices* means practices for the stabilization of erodible or sediment-producing areas by utilizing the mechanical properties of matter for the purpose of either changing the surface of the land or storing, regulating or disposing of runoff to prevent excessive sediment loss. Examples of structural erosion and sediment control practices are riprap, sediment basins, dikes, level spreaders, waterways or outlets, diversions, grade stabilization structures, sediment traps and land grading, etc. Such practices can be found in the publication Manual for Erosion and Sediment Control in Georgia.

*Trout streams* means all streams or portions of streams within the watershed as designated by the Wildlife Resources Division of the Georgia department of natural resources under the provisions of the Georgia Water Quality Control Act, O.C.G.A. § 12-5-20 et seq. Streams designated as primary trout waters are defined as water supporting a self-sustaining population of rainbow, brown or brook trout. Streams designated as secondary trout waters are those in which there is no evidence of natural trout reproduction, but are capable of supporting trout throughout the year. First order trout waters are streams into which no other streams flow except springs.

*Vegetative erosion and sedimentation control measures* means measures for the stabilization of erodible or sediment-producing areas by covering the soil with:

- (1) Permanent seeding, sprigging or planting, producing long-term vegetative cover;
- (2) Temporary seeding, producing short-term vegetative cover; or



- (3) Sodding, covering areas with a turf of perennial sod-forming grass. Such measures can be found in the publication Manual for Erosion and Sediment Control in Georgia.

*Watercourse* means any natural or artificial watercourse, stream, river, creek, channel, ditch, canal, conduit, culvert, drain, waterway, gully, ravine, or wash in which water flows either continuously or intermittently and which has a definite channel, bed and banks, and including any area adjacent thereto subject to inundation by reason of overflow or floodwater.

*Wetlands* means those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

(Ord. No. 2004-06, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-137. - Exemptions.

This article shall apply to any land-disturbing activity undertaken by any person on any land except for the following:

- (1) Surface mining, as the same is defined in O.C.G.A. § 12-4-72, the "Georgia Surface Mining Act of 1968";
- (2) Granite quarrying and land clearing for such quarrying;
- (3) Such minor land-disturbing activities as home gardens and individual home landscaping, repairs, maintenance work, fences, and other related activities which result in minor soil erosion;
- (4) The construction of single-family residences, when such construction disturbs less than one acre and is not a part of a larger common plan of development or sale with a planned disturbance of equal to or greater than one acre and not otherwise exempted under this subsection; provided, however, that construction of any such residence shall conform to the minimum requirements as set forth in section 42-138 and this subsection. For single-family residence construction covered by the provisions of this subsection, there shall be a buffer zone between the residence and any state waters classified as trout streams pursuant to Article 2 of Chapter 5 of the Georgia Water Quality Control Act. In any such buffer zone, no land-disturbing activity shall be constructed between the residence and the point where vegetation has been wrested by normal stream flow or wave action from the banks of the trout waters. For primary trout waters, the buffer zone shall be at least 50 horizontal feet, and no variance to a smaller buffer shall be granted. For secondary trout waters, the buffer zone shall be at least 50 horizontal feet, but the director may grant variances to no less than 25 feet. Regardless of whether a trout stream is primary or secondary, for first order trout waters, which are streams into which no other streams flow except for springs, the buffer shall be at least 25 horizontal feet, and no variance to a smaller buffer shall be granted. The minimum requirements of section 42-138 and the buffer zones provided by this section shall be enforced by the issuing authority;
- (5) Agricultural operations as defined in O.C.G.A. § 1-3-3, definitions, to include raising, harvesting or storing of products of the field or orchard; feeding, breeding or managing

livestock or poultry; producing or storing feed for use in the production of livestock, including but not limited to cattle, calves, swine, hogs, goats, sheep, and rabbits or for use in the production of poultry, including but not limited to chickens, hens and turkeys; producing plants, trees, fowl, or animals; the production of aqua culture, horticultural, dairy, livestock, poultry, eggs and apiarian products; farm buildings and farm ponds;

- (6) Forestry land management practices including harvesting; provided, however, that when such exempt forestry practices cause or result in land-disturbing or other activities otherwise prohibited in a buffer, as established in section 42-138(c)(15) and (16), no other land-disturbing activities, except for normal forest management practices, shall be allowed on the entire property upon which the forestry practices were conducted for a period of three years after completion of such forestry practices;
- (7) Any project carried out under the technical supervision of the Natural Resources Conservation Service of the United States Department of Agriculture;
- (8) Any project involving less than one acre of disturbed area; provided, however, that this exemption shall not apply to any land-disturbing activity within a larger common plan of development or sale with a planned disturbance of equal to or greater than one acre or within 200 feet of the bank of any state waters, and for purposes of this subsection, the term "state waters" excludes channels and drainageways which have water in them only during and immediately after rainfall events and intermittent streams which do not have water in them year-round; provided, however, that any person responsible for a project which involves less than one acre, which involves land-disturbing activity, and which is within 200 feet of any such excluded channel or drainageway, must prevent sediment from moving beyond the boundaries of the property on which such project is located and provided, further, that nothing contained herein shall prevent the local issuing authority from regulating any such project which is not specifically exempted by subsection (1), (2), (3), (4), (5), (6), (7), (9) or (10) of this section;
- (9) Construction or maintenance projects, or both, undertaken or financed in whole or in part, or both, by the department of transportation, the Georgia Highway Authority, or the state tollway authority; or any road construction or maintenance project, or both, undertaken by any county or municipality; provided, however, that construction or maintenance projects of department of transportation or state tollway authority which disturb one or more contiguous acres of land shall be subject to provisions of O.C.G.A. § 12-7-7.1; except where the department of transportation, the Georgia Highway Authority, or the state road and tollway authority is a secondary permittee for a project located within a larger common plan of development or sale under the state general permit, in which case a copy of a notice of intent under the state general permit shall be submitted to the local issuing authority, the local issuing authority shall enforce compliance with the minimum requirements set forth in O.C.G.A. § 12-7-6 as if a permit had been issued, and violations shall be subject to the same penalties as violations by permit holders;
- (10) Any land-disturbing activities conducted by any electric membership corporation or municipal electrical system or any public utility under the regulatory jurisdiction of the public service commission any utility under the regulatory jurisdiction of the Federal Energy Regulatory Commission, any cable television system as defined in O.C.G.A. §

36-18-1, or any agency or instrumentality of the United States engaged in the generation, transmission, or distribution of power; except where an electric membership corporation or municipal electrical system or any public utility under the regulatory jurisdiction of the public service commission, any utility under the regulatory jurisdiction of the Federal Energy Regulatory Commission, any cable television system as defined in O.C.G.A. § 36-18-1, or any agency or instrumentality of the United States engaged in the generation, transmission, or distribution of power is a secondary permittee for a project located within a larger common plan of development or sale under the state general permit, in which case the local issuing authority shall enforce compliance with the minimum requirements set forth in O.C.G.A. § 12-7-6 as if a permit had been issued, and violations shall be subject to the same penalties as violations by permit holders; and

(11) Any public water system reservoir.

(Ord. No. 2004-06, § III, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-138. - Minimum requirements for erosion and sedimentation control using best management practices.

- (a) *General provisions.* Excessive soil erosion and resulting sedimentation can take place during land-disturbing activities if requirements of the ordinance and the NPDES general permit are not met. Therefore, plans for those land-disturbing activities which are not exempted by this article shall contain provisions for application of soil erosion, sedimentation and pollution control measures and practices. The provisions shall be incorporated into the erosion, sedimentation and pollution control plans. Soil erosion, sedimentation and pollution control measures and practices shall conform to the minimum requirements of subsections (b) and (c) of this section. The application of measures and practices shall apply to all features of the site, including street and utility installations, drainage facilities and other temporary and permanent improvements. Measures shall be installed to prevent or control erosion and sedimentation pollution during all stages of any land-disturbing activity in accordance with requirements of this article and the NPDES general permit.
- (b) *Minimum requirements/BMPs.*
- (1) Best management practices as set forth in subsections (b) and (c) of this section shall be required for all land-disturbing activities. Proper design, installation, and maintenance of best management practices shall constitute a complete defense to any action by the director or to any other allegation of noncompliance with subsection (2) of this section or any substantially similar terms contained in a permit for the discharge of stormwater issued pursuant to O.C.G.A. § 12-5-30(f), the Georgia Water Quality Control Act. As used in this subsection, the terms "proper design" and "properly designed" mean designed in accordance with the hydraulic design specifications contained in the Manual for Erosion and Sediment Control in Georgia specified in O.C.G.A. § 12-7-6(b).
  - (2) A discharge of stormwater runoff from disturbed areas where best management practices have not been properly designed, installed, and maintained shall constitute a separate violation of any land-disturbing permit issued by a local issuing authority or of

any state general permit issued by the division pursuant to O.C.G.A. § 12-5-30(f), the Georgia Water Quality Control Act, for each day on which such discharge results in the turbidity of receiving waters being increased by more than 25 nephelometric turbidity units for waters supporting warm water fisheries or by more than ten nephelometric turbidity units for waters classified as trout waters. The turbidity of the receiving waters shall be measured in accordance with guidelines to be issued by the director. This subsection shall not apply to any land disturbance associated with the construction of single-family homes which are not part of a larger common plan of development or sale unless the planned disturbance for such construction is equal to or greater than five acres.

- (3) Failure to properly design, install, or maintain best management practices shall constitute a violation of any land-disturbing permit issued by a local issuing authority or of any state general permit issued by the division pursuant to O.C.G.A. § 12-5-30(f), the Georgia Water Quality Control Act, for each day on which such failure occurs.
  - (4) The director may require, in accordance with regulations adopted by the board, reasonable and prudent monitoring of the turbidity level of receiving waters into which discharges from land disturbing activities occur.
- (c) *[Additional requirements.]* The rules and regulations, ordinances, or resolutions adopted pursuant to this chapter for the purpose of governing land-disturbing activities shall require, as a minimum, protections at least as stringent as the state general permit; and best management practices, including sound conservation and engineering practices to prevent and minimize erosion and resultant sedimentation, which are consistent with, and no less stringent than, those practices contained in the Manual for Erosion and Sediment Control in Georgia published by the Georgia Soil and Water Conservation Commission as of January 1 of the year in which the land-disturbing activity was permitted, as well as the following:
- (1) Stripping of vegetation, regarding and other development activities shall be conducted in a manner so as to minimize erosion;
  - (2) Cut-fill operations must be kept to a minimum;
  - (3) Development plans must conform to topography and soil type so as to create the lowest practical erosion potential;
  - (4) Whenever feasible, natural vegetation shall be retained, protected and supplemented;
  - (5) The disturbed area and the duration of exposure to erosive elements shall be kept to a practicable minimum;
  - (6) Disturbed soil shall be stabilized as quickly as practicable;
  - (7) Temporary vegetation or mulching shall be employed to protect exposed critical areas during development;
  - (8) Permanent vegetation and structural erosion control practices shall be installed as soon as practicable;
  - (9) To the extent necessary, sediment in run-off water must be trapped by the use of debris basins, sediment basins, silt traps, or similar measures until the disturbed area is stabilized. As used in this subsection, a disturbed area is stabilized when it is brought to

a condition of continuous compliance with the requirements of O.C.G.A. § 12-7-1 et seq.;

- (10) Adequate provisions must be provided to minimize damage from surface water to the cut face of excavations or the sloping of fills;
- (11) Cuts and fills may not endanger adjoining property;
- (12) Fills may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners;
- (13) Grading equipment must cross flowing streams by means of bridges or culverts except when such methods are not feasible, provided, in any case, that such crossings are kept to a minimum;
- (14) Land-disturbing activity plans for erosion and sedimentation control shall include provisions for treatment or control of any source of sediments and adequate sedimentation control facilities to retain sediments on-site or preclude sedimentation of adjacent waters beyond the levels specified in subsection (b)(2) of this section;
- (15) Except as provided in subsection (c)(16) and (17) of this section, there is established a 25-foot buffer along the banks of all state waters, as measured horizontally from the point where vegetation has been wrested by normal stream flow or wave action, except where the director determines to allow a variance that is at least as protective of natural resources and the environment, where otherwise allowed by the director pursuant to O.C.G.A. § 12-2-8, or where a drainage structure or a roadway drainage structure must be constructed, provided that adequate erosion control measures are incorporated in the project plans and specifications, and are implemented; or along any ephemeral stream. As used in this provision, the term "ephemeral stream" means a stream: that under normal circumstances has water flowing only during and for a short duration after precipitation events; that has the channel located above the ground-water table year round; for which ground water is not a source of water; and for which runoff from precipitation is the primary source of water flow, unless exempted as along an ephemeral stream, the buffers of at least 25 feet established pursuant to part 6 of Article 5, Chapter 5 of Title 12, the "Georgia Water Quality Control Act," shall remain in force unless a variance is granted by the director as provided in this subsection. The following requirements shall apply to any such buffer:
  - a. No land-disturbing activities shall be conducted within a buffer and a buffer shall remain in its natural, undisturbed state of vegetation until all land-disturbing activities on the construction site are completed. Once the final stabilization of the site is achieved, a buffer may be thinned or trimmed of vegetation as long as a protective vegetative cover remains to protect water quality and aquatic habitat and a natural canopy is left in sufficient quantity to keep shade on the stream bed; provided, however, that any person constructing a single-family residence, when such residence is constructed by or under contract with the owner for his or her own occupancy, may thin or trim vegetation in a buffer at any time as long as protective vegetative cover remains to protect water quality and aquatic habitat and a natural canopy is left in sufficient quantity to keep shade on the stream bed; and

- b. The buffer shall not apply to the following land-disturbing activities, provided that they occur at an angle, as measured from the point of crossing, within 25 degrees of perpendicular to the stream; cause a width of disturbance of not more than 50 feet within the buffer; and adequate erosion control measures are incorporated into the project plans and specifications and are implemented:
    - (i) Stream crossings for water lines; or
    - (ii) Stream crossings for sewer lines; and
- (16) There is established a 50-foot buffer as measured horizontally from the point where vegetation has been wrested by normal stream flow or wave action, along the banks of any state waters classified as "trout streams" pursuant to Article 2 of Chapter 5 of Title 12, the Georgia Water Quality Control Act, except where a roadway drainage structure must be constructed; provided, however, that small springs and streams classified as trout streams which discharge an average annual flow of 25 gallons per minute or less shall have a 25-foot buffer or they may be piped, at the discretion of the landowner, pursuant to the terms of a rule providing for a general variance promulgated by the board, so long as any such pipe stops short of the downstream landowner's property and the landowner complies with the buffer requirement for any adjacent trout streams. The director may grant a variance from such buffer to allow land-disturbing activity, provided that adequate erosion control measures are incorporated in the project plans and specifications and are implemented. The following requirements shall apply to such buffer:
- a. No land-disturbing activities shall be conducted within a buffer and a buffer shall remain in its natural, undisturbed, state of vegetation until all land-disturbing activities on the construction site are completed. Once the final stabilization of the site is achieved, a buffer may be thinned or trimmed of vegetation as long as a protective vegetative cover remains to protect water quality and aquatic habitat and a natural canopy is left in sufficient quantity to keep shade on the stream bed; provided, however, that any person constructing a single-family residence, when such residence is constructed by or under contract with the owner for his or her own occupancy, may thin or trim vegetation in a buffer at any time as long as protective vegetative cover remains to protect water quality and aquatic habitat and a natural canopy is left in sufficient quantity to keep shade on the stream bed; and
  - b. The buffer shall not apply to the following land-disturbing activities, provided that they occur at an angle, as measured from the point of crossing, within 25 degrees of perpendicular to the stream; cause a width of disturbance of not more than 50 feet within the buffer; and adequate erosion control measures are incorporated into the project plans and specifications and are implemented:
    - (i) Stream crossings for water lines; or
    - (ii) Stream crossings for sewer lines.
- (17) There is established a 25 foot buffer along coastal marshlands, as measured horizontally from the coastal marshland-upland interface, as determined in accordance with Chapter

5 of Title 12 of this title, the “Coastal Marshlands Protection Act of 1970.” And the rules and regulations promulgated thereunder, except where the director determines to allow a variance that is at least as protective of natural resources and the environment, where otherwise allowed by the director pursuant to Code Section 12-2-8, where an alteration within the buffer area has been authorized pursuant to Code Section 12-5-286, for maintenance of any currently serviceable structure, landscaping, or hardscaping, including bridges, roads, parking lots, golf courses, golf cart paths, retaining walls, bulkheads, and patios; provided, however, that if such maintenance requires any land-disturbing activity, adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented, where a drainage structure or roadway drainage structure is constructed or maintained; provided, however, that if such maintenance requires any land-disturbing activity, adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented, on the landward side of any currently serviceable shoreline stabilization structure, or for the maintenance of any manmade storm-water detention basin, golf course pond, or impoundment that is located entirely within the property of a single individual, partnership, or corporation; provided, however, that adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented. For the purposes of this paragraph maintenance shall be defined as actions necessary or appropriate for retaining or restoring a currently serviceable improvement to the specified operable condition to achieve its maximum useful life. Maintenance includes emergency reconstruction of recently damaged parts of a currently serviceable structure so long as it occurs within a reasonable period of time after damage occurs. Maintenance does not include any modification that changes the character, scope or size of the original design and serviceable shall be defined as usable in its current state or with minor maintenance but not so degraded as to essentially require reconstruction.

- a. No land-disturbing activities shall be conducted within a buffer and a buffer shall remain in its natural, undisturbed, state of vegetation until all land-disturbing activities on the construction site are completed. Once the final stabilization of the site is achieved, a buffer may be thinned or trimmed of vegetation as long as a protective vegetative cover remains to protect water quality and aquatic habitat; provided, however, that any person constructing a single-family residence, when such residence is constructed by or under contract with the owner for his or her own occupancy, may thin or trim vegetation in a buffer at any time as long as protective vegetative cover remains to protect water quality and aquatic habitat; and
- b. The buffer shall not apply to crossings for utility lines that cause a width of disturbance of not more than 50 feet within the buffer, provided, however, that adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented.
- c. The buffer shall not apply to any land-disturbing activity conducted pursuant to and in compliance with a valid and effective land-disturbing permit issued subsequent to

April 22, 2014, and prior to December 31, 2015; provided, however, that adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented or any lot for which the preliminary plat has been approved prior to December 31, 2015 if roadways, bridges, or water and sewer lines have been extended to such lot prior to the effective date of this Act and if the requirement to maintain a 25 foot buffer would consume at least 18 percent of the high ground of the platted lot otherwise available for development; provided, however, that adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented.

- d. Activities where the area within the buffer is not more than 500 square feet or that have a “Minor Buffer Impact” as defined in 391-3-7-.01(r), provided that the total area of buffer impacts is less than 5,000 square feet are deemed to have an approved buffer variance by rule. Bank stabilization structures are not eligible for coverage under the variance by rule and notification shall be made to the Division at least 14 days prior to the commencement of land disturbing activities.

- (d) *[Authority.]* Nothing contained in this chapter shall prevent any local issuing authority from adopting rules and regulations, ordinances, or resolutions which contain stream buffer requirements that exceed the minimum requirements in subsections (b) and (c) of this section.
- (e) *[Indemnification.]* The fact that land-disturbing activity for which a permit has been issued results in injury to the property of another shall neither constitute proof of nor create a presumption of a violation of the standards provided for in this article or the terms of the permit.

(Ord. No. 2004-06, § IV, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-139. - Application/permit process.

- (a) *General.* The property owner, developer and designated planners and engineers shall review the general development plans and detailed plans of the local issuing authority that affect the tract to be developed and the area surrounding it. They shall review the zoning ordinance, storm water management ordinance, subdivision ordinance, flood damage prevention ordinance, this article, and other ordinances which regulate the development of land within the jurisdictional boundaries of the local issuing authority. However, the owner and/or operator is the only party who may obtain a permit.
- (b) *Application requirements.*
- (1) No person shall conduct any land-disturbing activity within the jurisdictional boundaries of the city without first obtaining a permit from the code enforcement officer to perform such activity and providing a copy of notice of intent submitted to EPD if applicable.
  - (2) The application for a permit shall be submitted to the code enforcement officer and must include the applicant's erosion and sedimentation control plan with supporting



data, as necessary. Said plans shall include, as a minimum, the date specified in subsection (c) of this section. Soil erosion, sedimentation and pollution control plans shall conform to the provisions of section 42-138(b) and (c). Applications for a permit will not be accepted unless accompanied by two copies of the applicant's soil erosion and sedimentation control plans. All applications shall contain a certification stating that the plan preparer or the designee thereof visited the site prior to creation of the plan in accordance with EPD Rule 391-3-7-.10.

- (3) A fee shall be charged according to a fee schedule adopted from time to time by the city.
- (4) In addition to the local permitting fees, fees will also be assessed pursuant to O.C.G.A. § 12-5-23(a)(5), provided that such fees shall not exceed \$80.00 per acre of land-disturbing activity, and these fees shall be calculated and paid by the primary permittee as defined in the state general permit for each acre of land-disturbing activity included in the planned development or each phase of development. All applicable fees shall be paid prior to issuance of the land disturbance permit. In a jurisdiction that is certified pursuant to O.C.G.A. § 12-7-8(a) half of such fees levied shall be submitted to the division; except that any and all fees due from an entity which is required to give notice pursuant to O.C.G.A. § 12-7-17(9) or (10) shall be submitted in full to the division, regardless of the existence of a local issuing authority in the jurisdiction.
- (5) Immediately upon receipt of an application and plan for a permit, the local issuing authority shall refer the application and plan to the district for its review and approval or disapproval concerning the adequacy of the erosion and sedimentation control plan. A district shall approve or disapprove a plan within 35 days of receipt. Failure of a district to act within 35 days shall be considered an approval of the pending plan. The results of the district review shall be forwarded to the issuing authority. No permit will be issued unless the plan has been approved by the district, and any variances required by section 42-138(c)(15) and (16) and bonding, if required as per subsection (b)(7) of this section, have been obtained. Such review will not be required if the issuing authority and the district have entered into an agreement which allows the issuing authority to conduct such review and approval of the plan without referring the application and plan to the district.
- (6) If a permit applicant has had two or more violations of previous permits, this article section, or the Erosion and Sedimentation Act, as amended, within three years prior to the date of filing of the application under consideration, the local issuing authority may deny the permit application.
- (7) The local issuing authority may require the permit applicant to post a bond in the form of government security, cash, irrevocable letter of credit, or any combination thereof up to, but not exceeding, \$3,000.00 per acre or fraction thereof of the proposed land-disturbing activity, prior to issuing the permit. If the applicant does not comply with this article or with the conditions of the permit after issuance, the local issuing authority may call the bond or any part thereof to be forfeited and may use the proceeds to hire a contractor to stabilize the site of the land-disturbing activity and bring it into compliance. These provisions shall not apply unless there is in effect an ordinance or

statute specifically providing for hearing and judicial review of any determination or order of the local issuing authority with respect to alleged permit violations.

(c) *Plan requirements.*

- (1) Plans must be prepared to meet the minimum requirements as contained in section 42-138(b) and (c). Conformance with the minimum requirements may be attained through the use of design criteria in the current issue of the Manual for Erosion and Sediment Control in Georgia, published by the state soil and water conservation commission as a guide; or through the use of more stringent, alternate design criteria which conform to sound conservation and engineering practices. The Manual for Erosion and Sediment Control in Georgia is hereby incorporated by reference into this article. The plan for the land-disturbing activity shall consider the interrelationship of the soil types, geological and hydrological characteristics, topography, watershed, vegetation, proposed permanent structures including roadways, constructed waterways, sediment control and storm water management facilities, local ordinances and state laws. Maps, drawings and supportive computations shall bear the signature and seal of the certified design professional. Persons involved in land development design, review, permitting, construction, monitoring, or inspections or any land disturbing activity shall meet the education and training certification requirements, dependent on his or her level of involvement with the process, as developed by the commission and in consultation with the division and the stakeholder advisory board created pursuant to O.C.G.A § 12-7-20.
- (2) Data required for a site plan shall include all the information required from the appropriate erosion, sedimentation and pollution control plan review checklist established by the commission as of January 1 of the year in which the land-disturbing activity was permitted.
- (3) Maintenance of all soil erosion and sedimentation control practices, whether temporary or permanent, shall be at all times the responsibility of the property owner.

(d) *Permits.*

- (1) Permits shall be issued or denied as soon as practicable but in any event not later than 45 days after receipt by the local issuing authority of a completed application, providing variances and bonding are obtained, where necessary.
- (2) No permit shall be issued by the local issuing authority unless the erosion and sedimentation control plan has been approved by the district and the local issuing authority has affirmatively determined that the plan is in compliance with this article, any variances required by section 42-138(c)(15) and (16) are obtained, bonding requirements, if necessary, as per subsection (b)(7) of this section are met and all ordinances and rules and regulations in effect within the jurisdictional boundaries of the local issuing authority are met. If the permit is denied, the reason for denial shall be furnished to the applicant.
- (3) Any land-disturbing activities by a local issuing authority shall be subject to the same requirements of this ordinance, and any other ordinances relating to land development, as are applied to private persons and the division shall enforce such requirements upon the local issuing authority.

- (4) If the tract is to be developed in phases, then a separate permit shall be required for each phase.
- (5) The permit may be suspended, revoked, or modified by the local issuing authority, as to all or any portion of the land affected by the plan, upon finding that the holder or his successor in the title is not in compliance with the approved erosion and sedimentation control plan or that the holder or his successor in title is in violation of this article. A holder of a permit shall notify any successor in title to him as to all or any portion of the land affected by the approved plan of the conditions contained in the permit.
- (6) The LIA may reject a permit application if the applicant has had two or more violations of previous permits or the Erosion and Sedimentation Act permit requirements within three years prior to the date of the application, in light of O.C.G.A § 12-7-7(f)(1).

(Ord. No. 2004-06, § V, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-140. - Inspection and enforcement.

- (a) The code enforcement officer will periodically inspect the sites of land-disturbing activities for which permits have been issued to determine if the activities are being conducted in accordance with the plan and if the measures required in the plan are effective in controlling erosion and sedimentation. Also, the local issuing authority shall regulate both primary, secondary and tertiary permittees as such terms are defined in the state general permit. Primary permittees shall be responsible for installation and maintenance of best management practices where the primary permittee is conducting land-disturbing activities. Secondary permittees shall be responsible for installation and maintenance of best management practices where the secondary permittee is conducting land-disturbing activities. Tertiary permittees shall be responsible for installation and maintenance where the tertiary permittee is conducting land-disturbing activities. If, through inspection, it is deemed that a person engaged in land-disturbing activities as defined herein has failed to comply with the approved plan, with permit conditions, or with the provisions of this article, a written notice to comply shall be served upon that person. The notice shall set forth the measures necessary to achieve compliance and shall state the time within which such measures must be completed. If the person engaged in the land-disturbing activity fails to comply within the time specified, he shall be deemed in violation of this article.
- (b) The local issuing authority must amend its ordinances to the extent appropriate within 12 months of any amendments to the Erosion and Sedimentation Act.
- (c) The code enforcement officer shall have the power to conduct such investigations as it may reasonably deem necessary to carry out duties as prescribed in this article, and for this purpose to enter at reasonable times upon any property, public or private, for the purpose of investigation and inspecting the sites of land-disturbing activities.
- (d) No person shall refuse entry or access to any authorized representative or agent of the issuing authority, the commission, the district, or division who requests entry for the purposes of inspection, and who presents appropriate credentials, nor shall any person obstruct, hamper or interfere with any such representative while in the process of carrying out his official duties.

- (e) The districts or the commission or both shall periodically review the actions of counties and municipalities which have been certified as local issuing authorities pursuant to O.C.G.A. § 12-7-8(a). The districts or the commission or both may provide technical assistance to any county or municipality for the purpose of improving the effectiveness of the county's or municipality's erosion and sedimentation control program. The districts or the commission shall notify the division and request investigation by the division if any deficient or ineffective local program is found.
- (f) The board, on or before December 31, 2003, shall promulgate rules and regulations setting forth the requirements and standards for certification and the procedures for decertification of a local issuing authority. The division may periodically review the actions of counties and municipalities which have been certified as local issuing authorities pursuant to O.C.G.A. § 12-7-8(a). Such review may include, but shall not be limited to, review of the administration and enforcement of a governing authority's ordinance and review of conformance with an agreement, if any, between the district and the governing authority. If such review indicates that the governing authority of any county or municipality certified pursuant to O.C.G.A. § 12-7-8(a) has not administered or enforced its ordinances or has not conducted the program in accordance with any agreement entered into pursuant to O.C.G.A. § 12-7-7(e), the division shall notify the governing authority of the county or municipality in writing. The governing authority of any county or municipality so notified shall have 30 days within which to take the necessary corrective action to retain certification as a local issuing authority. If the county or municipality does not take necessary corrective action within 30 days after notification by the division, the division may revoke the certification of the county or municipality as a local issuing authority.

(Ord. No. 2004-06, § VI, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-141. - Penalties and incentives.

- (a) *Failure to obtain a permit for land-disturbing activity.* If any person commences any land-disturbing activity requiring a land-disturbing permit as prescribed in this article without first obtaining said permit, the person shall be subject to revocation of his business license, work permit or other authorization for the conduct of a business and associated work activities within the jurisdictional boundaries of the issuing authority.
- (b) *Stop-work orders.*
  - (1) For the first and second violations of the provisions of this article, the director or the local issuing authority shall issue a written warning to the violator. The violator shall have five days to correct the violation. If the violation is not corrected within five days, the director or the local issuing authority shall issue a stop-work order requiring that land-disturbing activities be stopped until necessary corrective action or mitigation has occurred; provided, however, that, if the violation presents an imminent threat to public health or waters of the state or if the land-disturbing activities are conducted without obtaining the necessary permit, the director or the local issuing authority shall issue an immediate stop-work order in lieu of a warning.
  - (2) For a third and each subsequent violation, the director or the local issuing authority shall issue an immediate stop-work order.

- (3) All stop-work orders shall be effective immediately upon issuance and shall be in effect until the necessary corrective action or mitigation has occurred.
  - (4) When a violation in the form of taking action without a permit, failure to maintain a stream buffer, or significant amounts of sediment, as determined by the local issuing authority or by the director or his or her designee, have been or are being discharged into state waters and where best management practices have not been properly designed, installed, and maintained, a stop-work order shall be issued by the local issuing authority or by the director or his or her designee. All such stop-work orders shall be effective immediately upon issuance and shall be in effect until the necessary corrective action or mitigation has occurred. Such stop-work orders shall apply to all land-disturbing activity on the site with the exception of the installation and maintenance of temporary or permanent erosion and sediment controls.
- (c) *Bond forfeiture.* If, through inspection, it is determined that a person engaged in land-disturbing activities has failed to comply with the approved plan, a written notice to comply shall be served upon that person. The notice shall set forth the measures necessary to achieve compliance with the plan and shall state the time within which such measures must be completed. If the person engaged in the land-disturbing activity fails to comply within the time specified, he shall be deemed in violation of this article and, in addition to other penalties, shall be deemed to have forfeited his performance bond, if required to post one under the provisions of section 42-139(b)(7). The issuing authority may call the bond or any part thereof to be forfeited and may use the proceeds to hire a contractor to stabilize the site of the land-disturbing activity and bring it into compliance.
- (d) *Monetary penalties.*
- (1) Any person who violates any provisions of this article, or any permit condition or limitation established pursuant to this article, or who negligently or intentionally fails or refuses to comply with any final or emergency order of the director issued as provided in this article shall be liable for a civil penalty not to exceed \$2,500.00 per day. For the purpose of enforcing the provisions of this article, notwithstanding any provisions in any city charter to the contrary, municipal courts shall be authorized to impose penalty not to exceed \$2,500.00 for each violation. Notwithstanding any limitation of law as to penalties which can be assessed for violations of county ordinances, any magistrate court or any other court of competent jurisdiction trying cases brought as violations of this article under county ordinances approved under this article shall be authorized to impose penalties for such violations not to exceed \$2,500.00 for each violation. Each day during which violation or failure or refusal to comply continues shall be a separate violation.

(Ord. No. 2004-06, § VII, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-142. - Education and certification.

- (a) Persons involved in land development design, review, permitting, construction, monitoring, or inspection or any land-disturbing activity shall meet the education and training certification requirements, dependent on their level of involvement with the process, as

developed by the commission in consultation with the division and the stakeholder advisory board created pursuant to O.C.G.A. § 12-7-20.

- (b) For each site on which land-disturbing activity occurs, each entity or person acting as either a primary, secondary, or tertiary permittee, as defined in the state general permit, shall have as a minimum one person who is in responsible charge of erosion and sedimentation control activities on behalf of said entity or person and meets the applicable education or training certification requirements developed by the commission present on site whenever land-disturbing activities are conducted on that site. A project site shall herein be defined as any land-disturbance site or multiple sites within a larger common plan of development or sale permitted by an owner or operator for compliance with the state general permit.
- (c) Persons or entities involved in projects not requiring a state general permit but otherwise requiring certified personnel on site may contract with certified persons to meet the requirements of this article.
- (d) If a state general permittee who has operational control of land-disturbing activities for a site has met the certification requirements of O.C.G.A. 12-7-19(b)(1), then any person or entity involved in land-disturbing activity at that site and operating in a subcontractor capacity for such permittee shall meet those educational requirements specified in O.C.G.A. 1207-19(b)(4) and shall not be required to meet any educational requirements that exceed those specified in said paragraph.

(Ord. No. 2004-06, § VIII, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-143. - Administrative appeal; judicial review.

- (a) *Administrative remedies.* The suspension, revocation, modification or grant with condition of a permit by the issuing authority upon finding that the holder is not in compliance with the approved erosion, sediment and pollution control plan; or that the holder is in violation of permit conditions; or that the holder is in violation of any ordinance; shall entitle the person submitting the plan or holding the permit to a hearing before the mayor and council within 30 days after receipt by the issuing authority of written notice of appeal.
- (b) *Judicial review.* Any person, aggrieved by a decision or order of the issuing authority, after exhausting his administrative remedies, shall have the right to appeal de novo to the Superior Court of Walton County.

(Ord. No. 2004-06, § IX, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Section 42-144 – 42-175 reserved

**ARTICLE II. SEVERABILITY**

In any section, clause, sentence or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall no way effect the validity of the remaining portions of this Ordinance.

**ARTICLE III**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**ARTICLE IV**

This Ordinance shall take effect from and after its adoption by the Mayor and Council of the City of Monroe, Georgia.

**FIRST READING** this 14<sup>th</sup> day of August, 2018.

**SECOND READING AND ADOPTED** on this 11<sup>th</sup> day of September, 2018.

**CITY OF MONROE, GEORGIA**

**By:** \_\_\_\_\_

**John Howard, Mayor**

**Attest:** \_\_\_\_\_

**Logan Propes, City Administrator**

APPOINTMENTS  
Updated

June 12, 2018

Appointed

Term Expires

AIRPORT COMMISSION (Three year term)

Larry Fussell	August 12, 2014	July 31, 2017
Bill Scott	August 12, 2014	July 31, 2017
Daniel Nugent	March 8, 2016	July 31, 2017
	(to fill unexpired term of John Reiner)	
Rodney Etheredge	August 12, 2014	July 31, 2017
Bill Stone	August 12, 2014	July 31, 2017



APPLICATION FOR NOMINATION/APPOINTMENT

MONROE-WALTON COUNTY AIRPORT ADVISORY COMMISSION

Name: VIRGIL R. WILLIAMS JR.

Email: VRW@TYMAR.NET

Address: 600 RICHARD PARSONS DR MONROE 30655

Phone: 770-267-1227

I am: (Check all that apply)

- A resident of Monroe or Walton County
- Available to attend Commission meetings the second Wednesday of every other month
- A current lease holder at the Monroe-Walton County Airport (hangar, ground, land, etc.)
- A current business owner at the Monroe-Walton County Airport

My involvement with the Monroe-Walton County Airport over the past two years includes:

WAS INCLUDED IN ORIGINAL SAFETY COMMITTEE

Aviation Organizations to which I belong and/or volunteer service include:

EAA  
AOPA

My interest in serving on the Monroe-Walton County Airport Advisory Commission is:

IMPROVE G.A. AND GENERAL AT OUR A/P  
TO HELP FOSTER BUSINESS AND INDUSTRY IN OUR  
CITY & COUNTY

Signature: VRW Date: 7-15-18

Return to: City of Monroe, Attn: Chris Bailey, PO Box 1249, Monroe, GA 30655

APPLICATION FOR NOMINATION/APPOINTMENT

MONROE-WALTON COUNTY AIRPORT ADVISORY COMMISSION

Name: Bill Scott

Email: Scottbill@Comcast.net

Address: 820 Riverbend Rd Monroe Ga 30655

Phone: 770 712 5281

I am: (Check all that apply)

- A resident of Monroe or Walton County
- Available to attend Commission meetings the second Wednesday of every other month
- A current lease holder at the Monroe-Walton County Airport (hangar, ground, land, etc.)
- A current business owner at the Monroe-Walton County Airport

My involvement with the Monroe-Walton County Airport over the past two years includes:

operating skydiving business .

Aviation Organizations to which I belong and/or volunteer service include:

AOPA United States Parachute Assoc.  
Cessna Pilots Assoc.

My interest in serving on the Monroe-Walton County Airport Advisory Commission is:

To help give guidance for the productive growth and use of the airport.

Signature: Bill Scott Date: 7-18-18

Return to: City of Monroe, Attn: Chris Bailey, PO Box 1249, Monroe, GA 30655

APPLICATION FOR NOMINATION/APPOINTMENT

MONROE-WALTON COUNTY AIRPORT ADVISORY COMMISSION

Name: Dan Nugent

Email: danug@comcast.net

Address: 2075 Southers Circle, Suwanee, GA 30024

Phone: (770) 886-1714

I am: (Check all that apply)

- A resident of Monroe or Walton County
[X] Available to attend Commission meetings the second Wednesday of every other month
A current lease holder at the Monroe-Walton County Airport (hangar, ground, land, etc.)
A current business owner at the Monroe-Walton County Airport

My involvement with the Monroe-Walton County Airport over the past two years includes:

Serving as a member of the Monroe-Walton County Airport Commission and Secretary providing detailed meeting minutes. I have also participated in discussions and recommendations for Airport Safety and facilities improvements.

Aviation Organizations to which I belong and/or volunteer service include:

I have been an active member of Mid-Georgia Soaring Association (MGSA) since 1994 and held various offices including City of Monroe Liaison. I helped form the Monroe Airport Safety Committee in 2009 that created the "Flight Safety Guidelines" document and reference distributed to all airport users.

My interest in serving on the Monroe-Walton County Airport Advisory Commission is:

to continue my active participation and involvement with the Advisory Commission to promote airport safety and economic growth through identification of new opportunities for FAA grants and other financing resources to improve pilot services and safety with more facilities and amenities to be more competitive with other local airports.

Signature: Dan Nugent Date: July 20, 2018

Return to: City of Monroe, Attn: Chris Bailey, PO Box 1249, Monroe, GA 30655

APPLICATION FOR NOMINATION/APPOINTMENT

MONROE-WALTON COUNTY AIRPORT ADVISORY COMMISSION

Name: William Chapman

Email: wc1400@gmail.com

Address: 1400 Monroe Jersey Rd. Monroe GA

Phone: 404-593-8720

I am: (Check all that apply)

- A resident of Monroe or Walton County
- Available to attend Commission meetings the second Wednesday of every other month
- A current lease holder at the Monroe-Walton County Airport (hangar, ground, land, etc.)
- A current business owner at the Monroe-Walton County Airport

My involvement with the Monroe-Walton County Airport over the past two years includes:  
Flight Instructor teaching the Private Pilot course and Flight Reviews.

Annual Maintenance on my personal aircraft

Purchasing Fuel from the Monroe Fuel Farm.

Aviation Organizations to which I belong and/or volunteer service include:

I am a pilot for Southwest Airlines

Airplane Owners and Pilots Association

National Association of Flight Instructors

Grumman Pilots Association

My interest in serving on the Monroe-Walton County Airport Advisory Commission is:

I am very interested in helping guide the City Council with decisions relative to the economic sustainability and growth of the airport. The airport is an asset that should be used wisely to attract new business and promote itself as a gateway to our beautiful city.

Signature:  Date: 7-25-18

Return to: City of Monroe, Attn: Chris Bailey, PO Box 1249, Monroe, GA 30655

APPLICATION FOR NOMINATION/APPOINTMENT

MONROE-WALTON COUNTY AIRPORT ADVISORY COMMISSION

Name: JASON CYRUS "Cy" Munnally

Email: CyMunnally@yahoo.com

Address: 2336 MT. PATAW. Ch. Rd.

Phone: 678-725-3542

I am: (Check all that apply)

- A resident of Monroe or Walton County
- Available to attend Commission meetings the second Wednesday of every other month
- A current lease holder at the Monroe-Walton County Airport (hangar, ground, land, etc.)
- A current business owner at the Monroe-Walton County Airport

My involvement with the Monroe-Walton County Airport over the past two years includes:

Aircraft Maintenance & Management Services  
Helicopter Flight Services  
General Aircraft Operation

Aviation Organizations to which I belong and/or volunteer service include:

AOPA - Aircraft Owners & Pilots Association  
ALEA - Airborne Law Enforcement Association  
AAAF - Army Aviation Heritage Foundation  
P&P - Pilots & PAWS Animal Rescue

My interest in serving on the Monroe-Walton County Airport Advisory Commission is:

To advise the City of Monroe of the future direction and potential of the Airport and its surrounding area

Signature: [Handwritten Signature] Date: 7-30-18

Return to: City of Monroe, Attn: Chris Bailey, PO Box 1249, Monroe, GA 30655



**To:** City Council  
**From:** Brian Thompson  
**Department:** Electric  
**Date:** 08/07/2018  
**Subject:** Pole Attachment/MCI metro

**Budget Account/Project Name:** N/A

**Funding Source:** N/A

<b>Budget Allocation:</b>	\$0.00	
<b>Budget Available:</b>	\$0.00	
<b>Requested Expense:</b>	\$0.00	<b>Company of Purchase:</b> N/A

**Description:**

MCI has requested that we enter into a pole attachment agreement for future fiber construction.

**Background:**

Several attempts have been made by Carriers to force pole attachments through at the State level. Through ECG, the Cities have come together to create master pole attachment agreements that can be passed State wide that includes all of the ECG members. ECG negotiated on our behalf and had the agreement passed by their attorney Peter Floyd.

**Attachment(s):**

ECG Cover letter



July 27, 2018

Mr. Brian Thompson  
Director of Electric and Telecommunications  
City of Monroe  
PO Box 725  
Monroe, Georgia 30655

RE: MCImetro Access Transmission Services Corporation Pole Attachment Agreement

Dear Brian:

As we have recently communicated, ECG has been working with MCImetro Access (MCI) to sign the ECG Statewide Pole Attachment Agreement. This agreement is in substantial form to all the Comcast, Mediacom and Charter statewide agreements created in 2011.

MCI is a telecommunications company. They plan on expanding and/or upgrading their network by placing new aerial fiber. Additional information about MCI can be found on their website [www.mci.com](http://www.mci.com).

MCI would like the agreements executed at your earliest convenience. Once approved, please sign and return both copies to the following:

Christine Carling  
Electric Cities of Georgia  
1470 Riveredge Parkway  
Atlanta, GA 30328

ECG will have both copies executed by MCI and will forward an original agreement to you.

If you have any questions, please contact Christine Carling at 770.919.6308 or Walter West at 678.642.1856.

Regards,

Walter C. West  
Senior Vice President and  
Chief Operating Officer  
Electric Cities of Georgia

Enclosures



**To:** City Council  
**From:** Brian Thompson  
**Department:** Electric  
**Date:** 08/07/2018  
**Subject:** Pole Attachment/Uniti Fiber

**Budget Account/Project Name:** N/A

**Funding Source:** N/A

<b>Budget Allocation:</b>	\$0.00	
<b>Budget Available:</b>	\$0.00	
<b>Requested Expense:</b>	\$0.00	<b>Company of Purchase:</b> N/A

**Description:**

Uniti Fiber has requested that we enter into a pole attachment agreement for future fiber construction.

**Background:**

Several attempts have been made by Carriers to force pole attachments through at the State level. Through ECG, the Cities have come together to create master pole attachment agreements that can be passed State wide that includes all of the ECG members. ECG negotiated on our behalf and had the agreement passed by their attorney Peter Floyd.

**Attachment(s):**

ECG Cover letter





July 17, 2018

Mr. Brian Thompson  
Director, Electric and Telecommunications  
City of Monroe  
PO Box 725  
Monroe, Georgia 30655

RE: Uniti Fiber (CSL Georgia System, LLC) Pole Attachment Agreement

Dear Brian:

As we have recently communicated, ECG has been working with Uniti Fiber to sign the ECG Statewide Pole Attachment Agreement. This agreement is in substantial form to all the Comcast, Mediacom and Charter statewide agreements created in 2011.

Uniti Fiber is a telecommunications company that owns fiber and towers. They plan on expanding and/or upgrading their network by placing new aerial fiber. Additional information about Uniti can be found on their website <https://uniti.com>.

Uniti Fiber would like the agreements executed at your earliest convenience. Once approved, please sign and return both copies to the following:

Christine Carling  
Electric Cities of Georgia  
1470 Riveredge Parkway  
Atlanta, GA 30328

ECG will have both copies executed by Uniti Fiber and will forward an original agreement to you.

If you have any questions, please contact Christine Carling at 770.919.6308 or Walter West at 678.642.1856.

Regards,

Walter C. West  
Senior Vice President and  
Chief Operating Officer  
Electric Cities of Georgia

Enclosures



**To:** City Council  
**From:** Logan Propes  
**Department:** Economic Development  
**Date:** 08/09/2018  
**Subject:** Memorandum of Understanding with MAB American Management, LLC., Rowell Family Partnership LLLP, and Jane J. Still

**Budget Account/Project Name:** MAB  
**Funding Source:** SPLOST – 2007, SPLOST 2013

<b>Budget Allocation:</b>	TBD	
<b>Budget Available:</b>	TBD	
<b>Requested Expense:</b>	TBD	<b>Company of Purchase:</b> N/A

**Description:**

Staff recommends that the Council authorize the Mayor to execute the Memorandum of Understanding with MAB American Management, LLC., Rowell Family Partnership LLLP, and Jane J. Still, for a potential future retail development.

**Background:**

Over the past year, staff has been in discussions and negotiations with MAB American Management, LLC, along with the Rowell Family Partnership for how the city can help facilitate the development on the Rowell Family Partnership tract with specified infrastructure improvements and at what levels.

The scope of the project is a phased development on 40 acres just north of Hwy 78 and between Charlotte Rowell Boulevard and Hwy 11 (N. Broad St.). For its part the city has agreed to several concessions primarily pertaining to water & sewer infrastructure development along with some traffic control assistance which involves coordinating with GDOT and Walton County for an additional west bound on-ramp for Hwy 78 and assisting with the installation of a traffic signal.

In total the City will be contributing up to \$1,661,000 towards the project in utility infrastructure along Charlotte Rowell Boulevard, traffic signal installation, and waiver of some permit and inspection fees. This

is a precursor to a full Development Agreement that will be struck as the project moves further along into design and engineering.

The MOU lists out the various responsibilities of each party but in summary, these are the City's initial monetary responsibilities;

- Water and Sewer infrastructure: \$1,381,000 from SPLOST 2007 proceeds (utility and economic development)
- Traffic Signal contribution: \$230,000 (SPLOST 2013 or subsequent SPLOST)
- Permit and Inspection Fee Waivers: \$50,000 (General Fund waiver)
- Coordination and planning with GDOT and Walton County for a West-Bound on-ramp onto Hwy 78 at Charlotte Rowell Boulevard: Staff time

It is staff's belief that this major retail economic development project will eventually return to the City of Monroe more than what is put in as concessions to the project though sales tax proceeds, utility proceeds, and jobs. The rate of return will be dependent on the phased build out of the project.

**Attachment(s):**

Memorandum of Understanding and Exhibit Map



**MEMORANDUM OF UNDERSTANDING July 23, 2018 Draft**

The Memorandum of Understanding (“MOU”) is entered into by and among the City of Monroe, Georgia, (“City”); MAB American Management, LLC, a Delaware limited liability company (“Developer”); and Rowell Family Limited Partnership, LLLP, a Georgia limited liability limited partnership and Jane J. Still (collectively the “Seller”) as of \_\_\_\_\_, 2018, and effective at such date thereon.

**RECITALS**

- A. Seller owns approximately 113.6 acres of land in the City of Monroe, Georgia labeled on Exhibit A attached hereto (“Development Property”). An affiliate of Developer has a portion of the Development Property under contract to purchase, said portion being approximately 40 acres and more particularly shown outlined in red and labeled on Exhibit A attached hereto (the “Purchase Property”).
- B. After Developer’s affiliate purchases the Purchase Property, Seller will continue to own the balance of the Development Property, which is shown labeled on Exhibit A attached hereto (“Seller Property”).
- C. Developer intends to develop and construct a commercial shopping center on the Purchase Property (“Purchase Project”).
- D. Seller intends to develop and construct or sell and/or facilitate hotel, restaurant, and/or other retail and business uses compatible with the Purchase Project on the Seller Property (“Seller Project”). The Purchase Project and Seller Project are referred to herein collectively, or as appropriate, as the “Project”.
- E. 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.
- F. 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.
- G. 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 the Developer and Seller with the Project.
- H. 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 the Developer in the provision of infrastructure necessary for the Project.

- I. The Parties desire to enter into this MOU for the purpose of formulating a working relationship that will provide guidance for the development of the Project, and ultimately intend to formalize the commitments of each party herein through a formal Development Agreement that will require additional time to address specific information, including the design of Project, 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 hereto, and for other good and valuable consideration, the receipt of which hereby is acknowledged, the Parties hereby commit to work together to deliver the intended improvements by entering into this binding MOU, upon which the parties may rely and pursuant to which Developer and Seller will incur up to \$500,000 on marketing and development related expenses, followed by a binding Development Agreement and agree as follows.

- 1. **Concept Plan.** The Parties agree to work cooperatively to develop a conceptual plan (“Concept Plan”), an initial draft of which is attached hereto as Exhibit B, to maximize the use of the Development Property for private benefit and related public purposes by planning for the possible future development of an approximately 360,000 square foot commercial shopping center on the Purchase Property and approximately 190,000 square feet of business uses on the Seller Property inclusive of hotels and individual freestanding commercial buildings offering food, merchandise, or services, which Project may be phased over time. Specifically the Seller and Developer understand and agree that the Concept Plan and the final design of the Project will be subject to the approval of the City of Monroe Corridor Design Overlay Committee. The Developer and the Owner understand and agree that the Project will be designed and built in accordance with the stated goals, rules and regulations of the City of Monroe Corridor Design Overlay District found in the City of Monroe Zoning Ordinance. Seller and Developer will work with the City to create a Concept Plan and final design for the Project acceptable to the City.

2. **Party Obligations**

A. City Obligations. The City agrees:

- (a) To assist in the due diligence process of the Development Project, including providing the Developer and Seller 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) To facilitate meetings between the City and its staff and the Developer and Seller in connection with the entitling of the Development Property, if required, upon application therefor by the Developer and/or Seller, to its highest and best

use which will allow its potential utilization for at least 550,000 square feet of commercial, retail, office, service, restaurant, hotel and business buildings with related improvements such as parking, lighting, signage, landscaping, sidewalks, utilities, access roadways, drainage, storm water management, fences, walls, bridges, crosswalks, traffic signals and controls, and open space as is usual and customary in a shopping center land and mixed use arrangement.

- (c) To coordinate with Developer and Seller on the extension by Developer of a minimum 12” water main along Charlotte Rowell Boulevard to and through the Project from either its current terminus on GA 138 South of US 78, or Double Springs Road near Monroe High School to the westerly property line of the Purchase Property and extending through the Purchase Property to the vicinity of GA 11 as shown on Project’s ultimate utility plan. Such water main extension is to be completed no later than the currently projected opening of the Purchase Project tentatively scheduled for July 1, 2020 (“Due Date”) with adequate supply, capacity, flow, and pressure, including fire flow, to properly and adequately serve the Purchase Project. Developer will construct the water main in accordance with City standards. The City responsibility for the combined costs (including without limitation surveying, engineering, design, construction, financing, carry, acquisition, supervision, supplies, insurance, and equipment) of this water main installation and of the sanitary sewer gravity line installation in subsection (e) below shall be no more and no less than One Million Three Hundred Eighty-One Thousand Dollars (\$1,381,000). The Developer and Seller shall be responsible for all the remaining costs and overages associated with the water main and sewer line, the total costs of which are currently projected to be in excess of Three Million Dollars (\$3,000,000). The City will remit to Developer the City’s \$1,381,000 share of these total costs upon Developer’s completion of the water main extension and sewer line installation and within thirty (30) days of Developer’s provision to the City of notice of completion and copies of its paid invoices therefor. Developer will dedicate to the City and the City will accept the completed water main and sewer line.
- (d) Within five (5) years after donation of the fire station lot noted at Section 2B(a)(iii) below, to 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 the Developer or Seller, as the case may be, free and clear of all liens and encumbrances, and the conveyance deed shall so provide. The parties anticipate donation of the lot to be made not later than December 31, 2019. 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) To coordinate with Developer and Seller on the extension by Developer of a minimum 10” sanitary sewer gravity trunk line from Mountain Creek to and through the Project as shown on the Project’s ultimate utility plan to the vicinity of GA 11, with adequate capacity to properly and adequately serve the Purchase

Project, and consistent with engineering plans for such trunk line prepared by Precision Engineering which are in City's possession. Seller has previously incurred approximately \$85,000 in expenses for surveying, engineering, blasting rock, and installation of part of the trunk line extension 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 (GA 138) and placement of sanitary sewer manholes at either end of this section of trunk line. Seller agrees to donate to the City a public easement for the route of the extension of sanitary sewer gravity trunk line across property it owns west of Charlotte Rowell Boulevard. Such trunk line extension is to be completed no later than the Due Date set forth in subparagraph (c) above. Developer will construct the trunk line in accordance with City standards. The City's maximum contribution to the cost of this trunk line is set forth in subparagraph (c) above.

- (f) The City will cooperate with the Developer and Seller in seeking approval from the Georgia Department of Transportation and Walton County so as to facilitate surveying, engineering, design, and construction of a one-way traffic loop on-ramp for northbound and southbound traffic on Charlotte Rowell Boulevard to access the westbound lanes of US Highway 78 with a goal of such on-ramp being open to the public on or before the Due Date or as soon thereafter as reasonably possible.
- (g) To accept dedication of the Boulevard, Sanitary Line, and Water Main (all as defined in B. below) within sixty (60) days of substantial completion of each.
- (h) The City will coordinate with Developer and Seller regarding the possible re-routing of the existing 20-foot raw water line easement on the Seller Property so as to minimize impact on Seller's outparcels. The City agrees that if it elects to install an additional raw water line, such additional line will be located within such existing easement in coordination with the Developer of the Purchase Project
- (i) 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 \$50,000.
- (j) The City agrees to contribute up to \$230,000 in funding to provide and install a traffic light at the entrance to the Project off Charlotte Rowell Boulevard (GA 138) pending all necessary GDOT approvals. If the cost is less than \$230,000, the City's contribution will be reduced accordingly. If the cost is more than \$230,000, the City's contribution is capped at \$230,000.

B. Developer/Seller Obligations: Developer and/or Seller, as applicable, agrees:

- (a) To provide the City with free and clear fee simple ownership of surveyed, or platted, lots for (i) a gas regulator station; (ii) electric substation; and (iii) fire station (approximately 1 acre) consistent with the prior separate agreement between City and Seller, all as shown on the Concept Plan, as such location(s) may be revised from time to time by mutual agreement of the parties hereto.
- (b) Developer agrees to construct at least 125,000 sf of commercial buildings on the Purchase Property once it has secured fully executed leases with retail tenants within the shopping center for this threshold amount of space.
- (c) Seller agrees to facilitate construction of incremental square footage of commercial buildings upon the sale or lease of property therefor on the Seller Property.
- (d) Developer agrees to construct an access boulevard and related fully signalized intersections between Charlotte Rowell Boulevard and GA Hwy 11 generally where located on the Concept Plan (“Boulevard”), as a minimum 32’ wide, 3-lane, non-residential street in accordance with the standards required generally by the City, 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.
- (e) Developer agrees to construct both the off-site and on-site extension of an 10” sanitary sewer gravity trunk line to serve the Purchase Project as described in Section 2A(e) above (“Sanitary Line”) generally following the alignment noted on the Concept Plan for the on-site segment, to the standards required by the City, and to dedicate same to the City upon substantial completion, for City’s maintenance.
- (f) Developer agrees to construct both the off-site and on-site 12” water main to serve the Purchase Project as described in Section 2A(c) above (“Water Main”) extending from GA Hwy 11 to Charlotte Rowell Boulevard generally following the alignment noted on the Concept Plan for the on-site segment, to the standards required by the City, and to dedicate same to the City upon substantial completion, for City’s maintenance.
- (g) By separate agreement with the City, Seller shall cause all utility realignments and improvements to be made on or near the property of Seller located in the northwestern corner of the intersection of Charlotte Rowell Boulevard and Georgia Highway 11 within the earlier of September 19, 2019 or two hundred sixty (260) days after the date that Seller sells the Purchase Property to the affiliate of Developer.



3. **Development Agreement.** Within 240 days of the full execution of this MOU, unless extended by the parties, the parties hereto will execute a Development Agreement, negotiated in good faith and properly approved by all parties, in substantial accordance with the terms of this MOU, and revised as necessary to reflect adjustments necessitated by Developer and Seller's engineering of the Project and the City's desired development goals and approval processes. The Development Agreement will take effect upon the Developer closing on its purchase of the Development Property.
4. **Commitments of the City Utilities.** The City represents that it has sufficient water and sanitary sewer capacities to serve the Project and will maintain such capacities for the benefit of the Project, provided Developer/Seller have constructed and completed with issued certificates of occupancy for a minimum of 125,000 square feet of commercial space on their respective portions of the Project on or before the Due Date.
5. **Cooperation of City and Developer and Seller.** 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 hereto 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 MOU and the Development Agreement to be entered into by the parties hereto.
6. **Term.** This MOU shall remain in effect for a period of one (1) year from and after the date hereof, unless terminated sooner by mutual agreement of all the parties. The parties may agree to modify this MOU from time to time during the development of the Project by executing an instrument of equal dignity.
7. **Invalidity.** Should any provision of this MOU be held invalid in whole or in part, it shall not affect or invalidate the balance of such provision or any other provisions.
8. **Amendments.** This MOU may not be modified or changed except by an instrument in writing and signed and executed by all parties.
9. **Entire Agreement.** This MOU supersedes all prior discussions between the parties with respect to the Project. This MOU 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.
10. **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 American Management, 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 Limited Partnership LLLP and Jane J. Still  
 Attention: Lee Rowell  
 P. O. Box 1936  
 779 Rowe Road  
 Monroe, Georgia 30655  
 Telephone: 770-318-6153  
 Email: rowell.m@gmail.com

11. **Execution.** This MOU may be executed in several counterparts, each of which shall be deemed original, and such counterparts together shall constitute the entire Agreement.
12. **Successors and assigns and termination.** This MOU shall be binding on the parties hereto and their successors and assigns in accordance with the obligations as stated in paragraph 2 herein. This MOU can only be terminated with the consent of all parties hereto.
13. **Choice of Law.** This MOU shall be governed by and construed in accordance with the laws of the State of Georgia.
14. **Relationship of the Parties.** The Parties agree and acknowledge that this MOU 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 the Development Agreement and such other necessary or required operative documents, resolutions, or ordinances as a result of further negotiations contemplated upon the execution of this MOU; provided however, that the financial terms contemplated hereunder shall be incorporated into the Development Agreement.
15. **Confidentiality.** The Parties acknowledge and agree that the terms and conditions of the MOU are confidential to the maximum extent permitted by Georgia law. No party shall

disclose the terms and conditions of the MOU to any person other than the Parties' respective members, officers, directors, employees, affiliates, legal counsel, accountants, or other consultant bound by professional privilege to keep such matters confidential except that the Developer may discuss the MOU with its prospective tenants and lenders.

16. Tax Treatment. The Parties agree to structure any payments or contributions by the City under the proposed Development Agreement in a mutually agreed upon manner, guided by Developer's tax counsel, to ensure such Development Agreement incorporates the requisite language so as to avoid the need for Developer to recognize any such payments or contributions as gross income under Section 61 of the Internal Revenue Code.
17. Non-Transferability. Developer agrees that it shall not transfer or assign its rights and interests in this MOU or the proposed Development Agreement, other than to an affiliate of Developer or as pledged to a lender, for a period of five (5) years from the Effective Date of this MOU or Development Agreement, as the case may be, 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 Purchase Property pursuant to the Project plan as approved for development by the City.

[Signature Page Follows]

In WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed effective as of the date as first written above.

**MAB AMERICAN MANAGEMENT, LLC**

**CITY OF MONROE**

\_\_\_\_\_  
By: Its Managing Member

\_\_\_\_\_  
By: John Howard, Mayor

**ATTEST:**

\_\_\_\_\_  
By: Debbie Kirk, City Clerk

**ROWELL FAMILY LIMITED PARTNERSHIP, LLLP**

By: \_\_\_\_\_

Its: \_\_\_\_\_


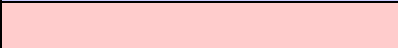
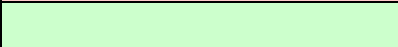
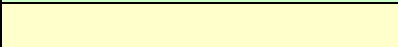

**JANE J. STILL**

\_\_\_\_\_  
Jane J. Still

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Document comparison by Workshare 9.5 on Thursday, July 26, 2018 12:33:18 PM

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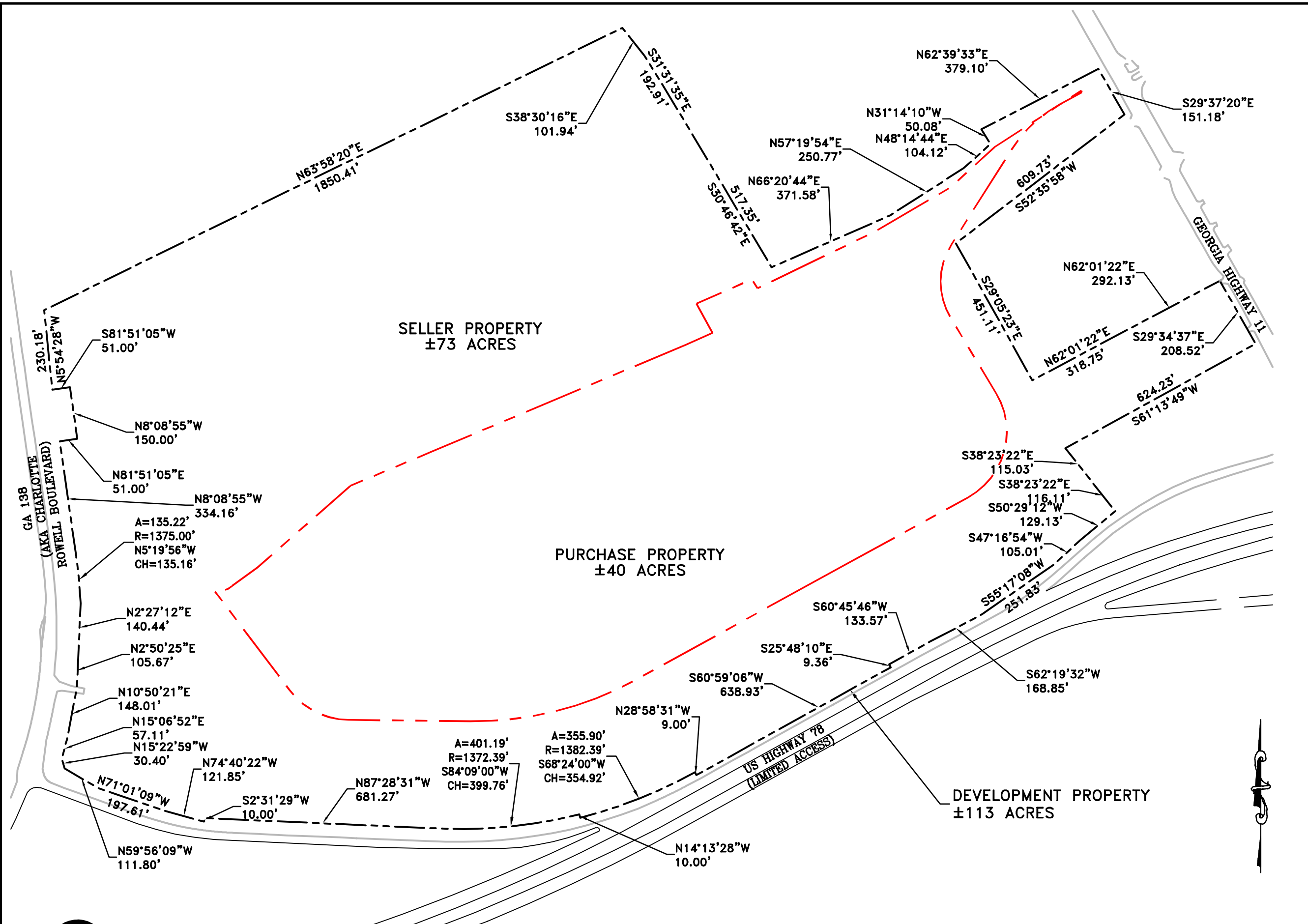
EXHIBIT A

REVISIONS	DATE

DRAWING TITLE

EXHIBIT A

DWG FILE:		
DRAWN BY:	JCW	DRAWING NO.
DATE:	04/11/18	EX-A
PROJECT NO.	4273.01	



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