



CITY OF STONECREST, GEORGIA

CITY COUNCIL MEETING – AGENDA

3120 Stonecrest Blvd., Stonecrest, GA 30038
Tuesday, May 26, 2026 at 6:00 PM

Mayor Jazzmin Cobble

Mayor Pro Tem Tara Graves - District 1 Council Member Terry Fye - District 2

Council Member Alecia Washington - District 3 Council Member George Turner - District 4

Council Member Karmesha W. Smith - District 5

Citizen Access: [Stonecrest YouTube Live Channel](#)

- I. CALL TO ORDER:** Tara Graves, Mayor Pro-Tem
- II. ROLL CALL:** Sonya Isom, City Clerk
- III. INVOCATION**
- IV. PLEDGE OF ALLEGIANCE:** Alecia Washington, District 3 Councilmember
- V. APPROVAL OF THE AGENDA**
- VI. REVIEW AND APPROVAL OF MINUTES**
 - a.** Approval of Meeting Minutes - Special Called Meeting, April 3, 2026
 - b.** Approval of Meeting Minutes - Work Session, April 13, 2026
 - c.** Approval of Meeting Minutes - City Council Meeting, April 27, 2026

VII. PUBLIC COMMENTS

Citizens wishing to make a public comment may do so in person. Citizens may also submit public comments via email to cityclerk@stonecrestga.gov by 2 pm on the day of the meeting to be read by the City Clerk.

All members of the public wishing to address the City Council shall submit their name and the topic of their comments to the city clerk prior to the start of any meeting held by the City Council. There is a three (3) minute time limit for each speaker submitting or reading a public comment. Individuals will be held to those established time limits.

VIII. PUBLIC HEARINGS

Citizens wishing to participate and comment during the public hearing portion of the meeting may comment in person. You may also submit your request including your full name, address, position on the agenda item you are commenting on (for or against) via email to cityclerk@stonecrestga.gov by 2 pm the day of the Public Hearing to be read into the record at the meeting. A zoom link for the meeting will be sent to you upon your request.

When it is your turn to speak, please state your name, address and relationship to the case.. There is a ten (10) minute time limit for each item per side during all public hearings. Only the applicant may reserve time for rebuttal.

IX. CONSENT AGENDA

X. APPOINTMENTS & ANNOUNCEMENTS

XI. REPORTS & PRESENTATIONS

- a. GMA Presentation - *Freddie Broome, GMA*
- b. Recognition of Achievements for Arabia Mountain High School Students, 2026 - *Karmesha Smith, District 5 Councilmember*

XII. OLD BUSINESS

- a.** **For Decision** - Ordinance for Purchasing Card Policy Amendment - *Keisha Franklin, Finance Director*
- b.** **For Decision** - Resolution for the Matrix Fee Study - *Shawanna Qawiy, Division Director Community Development & Keisha Franklin, Finance Director*

XIII. NEW BUSINESS

- a.** **For Decision** - Resolution for SDF 26-002 Final Plat for Crestview Pointe Phase I @ 7199 Hayden Quarry - *Shawanna Qawiy, Division Director Community Development*
- b.** **For Decision** - Resolution for SDF 26-003 Final Plat @ 7259 Hayden Quarry - *Shawanna Qawiy, Division Director Community Development*
- c.** **For Decision** - Resolution for SDL 26-003 Lot Combination (3 Lots) @ 1901 Rock Chapel Road - *Shawanna Qawiy, Division Director Community Development*
- d.** **For Decision** - Resolution for SDP 25-002 Lot Combination (4 Lots) @ 3024 Evans Mill Road - *Shawanna Qawiy, Division Director Community Development*
- e.** **For Decision** - Resolution for SDP 25-004 Amended Preliminary Plat for Crestwind @ 7259 Hayden Quarry - *Shawanna Qawiy, Division Director Community Development*
- f.** **For Decision** - Appointment of the CID Board Members - *George Turner, District 4 Councilmember*

XIV. CITY ATTORNEY COMMENTS

XV. CITY MANAGER UPDATE

XVI. MAYOR AND COUNCIL COMMENTS

XVII. EXECUTIVE SESSION

(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security

XVIII. ADJOURNMENT

Americans with Disabilities Act

The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices.

If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.



CITY OF STONECREST, GEORGIA

CITY COUNCIL SPECIAL CALLED MEETING – SUMMARY

3120 Stonecrest Blvd., Stonecrest, GA 30038

Friday, April 03, 2026 at 6:00 PM

Mayor Jazzmin Cobble

Mayor Pro Tem Tara Graves - District 1 Council Member Terry Fye - District 2

Council Member Alecia Washington - District 3 Council Member George Turner - District 4

Council Member Karmesha W. Smith - District 5

Citizen Access: [Stonecrest YouTube Live Channel](#)

I. CALL TO ORDER: Tara Graves, Mayor Pro-Tem

The meeting began at 6:09pm.

II. ROLL CALL: Sonya Isom, City Clerk

All members were present with Mayor Cobble being absent.

III. AGENDA ITEMS

a. For Decision - Request for Extension to Appoint City Manager - Tara Graves, Mayor Pro Tem

The preamble to the Resolution was read by the City Attorney.

Motion – made by Councilmember Alecia Washington to approve the 60-day extension to appoint the City Manager with the appointment being made by the Mayor Pro Tem subject to approval by the council in accordance with the city charter. Second by Councilmember Karmesha Smith.

Motion passed 4-1 with Councilmember T. Fye voting Nay.

b. For Decision - Update on Lithonia IGA - Tara Graves, Mayor Pro Tem Tara Graves

Motion – made by Councilmember Karmesha Smith to resend the council’s previous vote on the Lithonia IGA. Second by Councilmember Alecia Washington.

Motion passed unanimously.

Motion – made by Councilmember Karmesha Smith to add the Lithonia IGA for discussion to the April City Council meeting agenda. Second by Councilmember Alecia Washington.

Motion passed 4-1 with Councilmember T. Fye voting Nay.

c. For Decision - 2026 Street Resurfacing Contract - Hari Karikaran, City Engineer

The Resolution will be provided to the City Clerk's office within 10 days of the meeting by the legal team and will be read at the upcoming Work Session.

Motion – made by Councilmember George Turner to approve the 2026 Street Resurfacing Contract. Second by Councilmember Terry Fye.

Motion passed unanimously.

d. For Decision - Sidewalk Design Services - Hari Karikaran, City Engineer

The Resolution will be read at the work session.

Motion – made by Councilmember George Turner to approve the Sidewalk Design Services, with the Resolution ready at the next Work Session. Second by Councilmember Alecia Washington.

Motion passed unanimously.

IV. EXECUTIVE SESSION

(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security

a. Personnel, Litigation, Real Estate and Cyber Security

Motion – made by Councilmember Terry Fye to enter Executive Session for personnel, litigation, real estate and cyber security. Second by Councilmember George Turner.

Motion passed unanimously.

Motion – made by Councilmember Terry Fye to exit Executive Session and return to the regular scheduled meeting. Second by Councilmember George Turner.

Motion passed unanimously.

Motion – made by Councilmember Terry Fye to approve the meeting minutes from the Executive Session. Second by Councilmember Karmesha Smith.

Motion passed unanimously.

V. ADJOURNMENT

Motion – made by Councilmember Terry Fye to adjourn the meeting Second by Councilmember Karmesha Smith.

Motion passed unanimously.

The meeting adjourned at 7:33pm.

Americans with Disabilities Act

The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices.

If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.



CITY OF STONECREST, GEORGIA

CITY COUNCIL WORK SESSION – SUMMARY

3120 Stonecrest Blvd., Stonecrest, GA 30038

Monday, April 13, 2026 at 6:00 PM

Mayor Jazzmin Cobble

Mayor Pro Tem Tara Graves - District 1 Council Member Terry Fye - District 2

Council Member Alecia Washington - District 3 Council Member George Turner - District 4

Council Member Karmesha W. Smith - District 5

Citizen Access: [Stonecrest YouTube Live Channel](#)

I. CALL TO ORDER: Tara Graves, Mayor Pro-Tem

The meeting began at 6:10pm.

II. ROLL CALL: Sonya Isom, City Clerk

All members were present with Mayor Cobble arriving after roll call.

III. AGENDA DISCUSSION ITEMS

There was a request to:

- 1. Add a discussion for Hawk Protection Group as item a.

Motion – made by Councilmember George Turner to approve the agenda with the stated addition. Second by Councilmember Terry Fye.

Motion passed unanimously.

- a. For Discussion - Monthly Financial Update - Keisha Franklin, Finance Director
b. For Discussion - Stonecrest Zoning Ordinance and Overlay Update - Shawanna Qawiy, Division Director Community Development & Nakeischea L. Smith, Sr. Project Manager (Inspire Placemaking Collective, Inc.)
c. For Discussion - Human Resources Update - Leona Durden, Director of Human Resources
d. For Discussion - Purchasing Card Policy Amendment - Terry Fye, District 2 Councilmember & Keisha Franklin, Finance Director

- e. **For Discussion** - External Sponsorship Policy - *Terry Fye, District 2 Councilmember & Keisha Franklin, Finance Director*
- f. **For Decision** - Contract with Standguard Aquatics, 2nd Amendment - *Michael McCoy, Deputy City Manager*

Motion – made by Councilmember Terry Fye to approve the contract with Standguard, with an end date of September 15, 2026. Second by Councilmember George Turner.
Motion passed unanimously.

IV. EXECUTIVE SESSION

(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security

Motion – made by Councilmember Terry Fye to enter Executive Session for personnel, litigation, real estate and/or cyber security. Second by Councilmember George Turner.
Motion passed unanimously.

Motion – made by Councilmember Terry Fye to exit Executive Session and return to the regular scheduled meeting. Second by Councilmember George Turner.
Motion passed unanimously.

Motion – made by Councilmember Terry Fye to approve the minutes from Executive Session. Second by Councilmember George Turner.
Motion passed unanimously.

Motion – made by Councilmember George Turner to approve the settlement agreement with PE Structures Professional Engineering in the amount of \$190,000. Second by Councilmember Terry Fye.
Motion passed unanimously.

V. ADJOURNMENT

Motion – made by Councilmember Terry Fye to adjourn the meeting. Second by Councilmember George Turner.
Motion passed unanimously.

The meeting adjourned at 10:19pm.

Americans with Disabilities Act

The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices. If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.



CITY OF STONECREST, GEORGIA

CITY COUNCIL MEETING – MINUTES

3120 Stonecrest Blvd., Stonecrest, GA 30038

Monday, April 27, 2026 at 6:00 PM

Mayor Jazzmin Cobble

Mayor Pro Tem Tara Graves - District 1 Council Member Terry Fye - District 2

Council Member Alecia Washington - District 3 Council Member George Turner - District 4

Council Member Karmesha W. Smith - District 5

Citizen Access: [Stonecrest YouTube Live Channel](#)

I. CALL TO ORDER: Tara Graves, Mayor Pro-Tem

The meeting began at 6:14pm.

II. ROLL CALL: Sonya Isom, City Clerk

All members were present with Mayor Cobble away from the dais during roll call.

III. INVOCATION: Bishop Johnathan Alvarado, Grace Church International

IV. PLEDGE OF ALLEGIANCE: Alecia Washington, District 3 Councilmember

V. APPROVAL OF THE AGENDA

Motion – made by Councilmember George Turner to approve the agenda as written. Second by Councilmember Karmesha Smith.

Motion passed 4-0 with Councilmember Alecia Washington away from the dais during the motion.

VI. REVIEW AND APPROVAL OF MINUTES

a. Approval of Meeting Minutes - Work Session, March 9, 2026

Motion – made by Councilmember George Turner to approve the meeting minutes from the March 9, 2026, Work Session. Second by Councilmember Terry Fye.

Motion passed unanimously.

b. Approval of Meeting Minutes - City Council Meeting, March 23, 2026

1. There was a request to change where it states Councilmember K. Smith being absent to Councilmember was unable to participate due to city related technical issues.

Motion – made by Councilmember George Turner to approve the meeting minutes from the March 23, 2026, City Council Meeting with the stated adjustments. Second by Councilmember Alecia Washington.

Motion passed unanimously.

VII. PUBLIC COMMENTS

Citizens wishing to make a public comment may do so in person. Citizens may also submit public comments via email to cityclerk@stonecrestga.gov by 2 pm on the day of the meeting to be read by the City Clerk.

All members of the public wishing to address the City Council shall submit their name and the topic of their comments to the city clerk prior to the start of any meeting held by the City Council. There is a three (3) minute time limit for each speaker submitting or reading a public comment. Individuals will be held to those established time limits.

Richard Jordan, Managing Director of Medura Entertainment – Comments on the Art Avenue in New Black Wall Street, gave updates on the Pink Lemonade for Seniors, which will be held at Privi and stated he can be reached at jcommlc@gmail.com.

Faye Coffield- Comments on her attendance at meetings, and stated she has presented opportunities with African American developers interested in upscale residential and retail projects, but they were not contacted.

Anita Dawkins - Would like to have sidewalks, mentioning it is currently unsafe. One of her main concerns is the lack of sidewalks on Panola Road.

Jacqueline Echols, Board President of South River Watershed Alliance – This is a small organization that is dedicated and committed to improving the South River. The organization has donated \$35,000 to the restoration of Panola Shoals, which turned out to be a waste. In 2021, they donated \$190k to the construction of a Kayak Launch at Everett Park. Asking that the city return the funds if the plan is to build a floating dock on the South River. They have been good stewards but cannot afford to lose any more money on projects at the South River.

CA Nation- He feels that Stonecrest only recognizes the 30038-zip code and not 30058. He stated that anytime a commercial enterprise wants to come into a residential area, they petition the city and citizens are not made aware at that time, and would like council to communicate the details to residents as soon as the commercial enterprise applies. He is concerned about safety and asks that the city keep the neighborhood in their prayers.

Anethia Cody - Concerned about the new development being built in her neighborhood. She would like her district council member to assist with getting a fence built to separate the development being built.

VIII. PUBLIC HEARINGS

Citizens wishing to participate and comment during the public hearing portion of the meeting may comment in person. You may also submit your request including your full name, address, position on the agenda item you are commenting on (for or against) via email to cityclerk@stonecrestga.gov by 2 pm the day of the Public Hearing to be read into the record at the meeting. A zoom link for the meeting will be sent to you upon your request.

When it is your turn to speak, please state your name, address and relationship to the case.. There is a ten (10) minute time limit for each item per side during all public hearings. Only the applicant may reserve time for rebuttal.

IX. CONSENT AGENDA

X. APPOINTMENTS & ANNOUNCEMENTS

XI. REPORTS & PRESENTATIONS

a. Moving Stonecrest Forward, *Mayor Pro Tem Tara Graves*

Presentation by Mayor Pro Tem Tara Graves stating in efforts to moving Stonecrest forward, the council is committed to providing positive direction, transparency and working together as a team, collaborating to find the best solutions for the city. Mr. Vaughn Irons, the founder of Privi, also commented and gave inspirational remarks to the staff and citizens of Stonecrest.

b. Citizens Academy Graduation, *City Manager's Office*

Congratulations to the Graduating 2026 Cohorts Class of Stonecrest Citizens Academy:

1. Corneal Bailey
2. Dorothy Bailey
3. Gwendolyn Beavers
4. Taraneika Brady
5. Lucretia Brown-Ramsey
6. Vikki Conwell
7. Melody Curry
8. Tanya Green
9. Latashia Hughes
10. Jah'Nya Landers
11. Sylvia Raye
12. Serena Thornton
13. Catherine Turner

XII. OLD BUSINESS

a. **For Decision** - Resolution for the 2026 Street Resurfacing Contract - *Hari Karikaran, City Engineer*

The presentation was given by Mr. Karikaran stating that the 2026 Street Resurfacing Contract was previously approved by council at the April 3rd meeting, and mentioning the

resolution was not ready. This is to read the preamble to the resolution into the records, as it is now available.

The City Clerk read the preamble.

Motion – made by Councilmember George Turner to approve the Resolution for the 2026 Streer Resurfacing Contract. Second by Councilmember Karmesha Smith.

Motion passed unanimously.

b. For Decision - Resolution for the Sidewalk Design Services Contract - *Hari Karikaran, City Engineer*

The presentation was given by Mr. Karikaran stating that the Sidewalk Design Services Contract was previously approved by council at the April 3rd meeting, and mentioning the resolution was not ready. This is to read the preamble to the resolution into the records, as it is now available.

The City Clerk read the preamble.

Motion – made by Councilmember George Turner to approve the Resolution for the Sidewalk Design Services Contract. Second by Councilmember Karmesha Smith.

Motion passed unanimously.

XIII. NEW BUSINESS

XIV. CITY ATTORNEY COMMENTS

No comments

XV. CITY MANAGER UPDATE

No comments

XVI. MAYOR AND COUNCIL COMMENTS

Mayor Cobble – Would like to extend a big thank you to the city staff for kicking off Cities Week with the Stonecrest Proud Campaign. Thank you to the community and all those who showed up throughout the week.

District 1 – Tara Graves – No comments

District 2 – Terry Fye – Thank you to the Hillvale Commons community for a wonderful meet up with the residents along with the Wellington Chase community and for allowing him to participate in their community clean up. There was a wonderful turnout in the Cove Lake community during their Garage Sale where funds were collected to support their HOA. Today is the 1st day of early voting. Please make sure your voices are heard.

District 3 – Alecia Washington – Congratulations to the graduating Cohorts of the 2026 Citizens Academy. District 3 residents are encouraged to participate in our next academy where we will introduce the Stonecrest Youth Council, allowing middle to high school students to participate.

District 4 – George Turner – There are effects to remove the feral pigs in the district, as we are working alongside DeKalb County to build a coalition to trap the animals for removal. On June 2nd there will be a meeting at City Hall to create a strategy for removing these hogs. Mables Barbecue provided meals for the graduates of the Citizens Academy tonight. Thank you for your support in the City of Stonecrest.

District 5 – Karmesha Smith – Had a great time during Cities Week and she is excited to see our neighbors out and about within the community. Thank you to the staff for putting on a great event. D4 and D5 are partnering to create a resolution to get rid of the feral hogs in our areas along with help from the Georgia Association of Conservation District. The details will be posted for the June 2nd Informational Meeting for any residents who would like to join us for the workshop.

XVII. EXECUTIVE SESSION

(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security

Motion – made by Councilmember George Turner to enter executive session for personnel, litigation, real estate and cyber security. Second by Councilmember Alecia Washington.

Motion passed unanimously.

Motion – made by Councilmember Terry Fye to exit executive session and return to the regular scheduled meeting. Second by Councilmember George Turner.

Motion passed unanimously.

Motion – made by Councilmember Terry Fye to approve the meeting minutes from the Executive Session. Second by Councilmember George Turner.

Motion passed unanimously.

XVIII. ADJOURNMENT

Motion – made by Councilmember George Turner to adjourn the meeting. Second by Councilmember Karmesha Smith.

Motion passed unanimously.

The meeting adjourned at 9:10pm.

Americans with Disabilities Act

The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices. If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.



CITY COUNCIL AGENDA ITEM

SUBJECT: Ordinance for Purchasing Card Policy Amendment

AGENDA SECTION: *(check all that apply)*

- PRESENTATION PUBLIC HEARING CONSENT AGENDA OLD BUSINESS
 NEW BUSINESS OTHER, PLEASE STATE: Click or tap here to enter text.
-

CATEGORY: *(check all that apply)*

- ORDINANCE RESOLUTION CONTRACT POLICY STATUS REPORT
 OTHER, PLEASE STATE: Click or tap here to enter text.
-

ACTION REQUESTED: DECISION DISCUSSION, REVIEW, or UPDATE ONLY

Previously Heard Date(s): 04/13/26 & Click or tap to enter a date.

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Tuesday, May 26, 2026

SUBMITTED BY: Keisha Franklin, Finance Director

PRESENTER: Keisha Franklin, Finance Director

PURPOSE: Approval

FACTS: Click or tap here to enter text.

OPTIONS: Approve, Approve with Modifications, Table, Deny, or Defer Click or tap here to enter text.

RECOMMENDED ACTION: Choose an item. Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 - Ordinance
- (2) Attachment 2 - Purchasing Card Policy
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

STATE OF GEORGIA

COUNTY OF DEKALB

CITY OF STONECREST

ORDINANCE NO. _____

1 AN ORDINANCE BY THE MAYOR AND COUNCIL OF THE CITY OF
2 STONECREST, GEORGIA AMENDING CHAPTER
3 2(ADMINISTRATION) ARTICLE VI(FINANCE) DIVISION
4 2(PURCHASING) SECTION 2-261(PURCHASING CARD POLICY); TO
5 PROVIDE AN EFFECTIVE DATE; TO PROVIDE FOR SEVERABILITY;
6 AND FOR OTHER LAWFUL PURPOSES.
7

8 **WHEREAS,** the governing authority of the City of Stonecrest (“City”) is the Mayor and Council
9 thereof; and
10

11 **WHEREAS,** pursuant to the City charter the City has the power to define, regulate, and prohibit
12 any act, practice, conduct, or use of property which is detrimental to health,
13 sanitation, cleanliness, welfare, and safety of the inhabitants of the city, and to
14 provide for the enforcement of such standards; and
15

16 **WHEREAS,** the purpose of the Financial Management Policies Purchasing Card Policy
17 (“Purchasing Card Policy”) is to is to set requirements and standards for the City
18 of Stonecrest, Georgia Purchasing Card Program.; and
19

20 **WHEREAS,** the City desires to amend Chapter 2(Administration) Article VI(Finance) Division
21 2(Purchasing) Section 2-261(Purchasing Card Policy) provide updates to said
22 policy and input new language as needed.
23

24 **BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE**
25 **CITY OF STONECREST, GEORGIA,** and by the authority thereof:
26

27 **Section 1.** The Purchasing Card Policy adopted in the Code of Ordinances, City of Stonecrest,
28 Georgia is hereby amended in Chapter 2(Administration) Article VI(Finance)
29 Division 2(Purchasing) Section 2-261(Purchasing Card Policy) as set forth in
30 Exhibit A attached hereto and made a part by reference.
31

32 **Section 2.** The preamble of this Ordinance shall be considered to be and is hereby incorporated
33 by reference as if fully set out herein.
34

35 **Section 3.** (a) It is hereby declared to be the intention of the Mayor and Council that all
36 sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were,
37 upon their enactment, believed by the Mayor and Council to be fully valid,
38 enforceable and constitutional.
39

40 (b) It is hereby declared to be the intention of the Mayor and Council that, to the
41 greatest extent allowed by law, each and every section, paragraph, sentence, clause
42 or phrase of this Ordinance is severable from every other section, paragraph,
43 sentence, clause or phrase of this Ordinance. It is hereby further declared to be the
44 intention of the Mayor and Council that, to the greatest extent allowed by law, no
45 section, paragraph, sentence, clause or phrase of this Ordinance is mutually

STATE OF GEORGIA
COUNTY OF DEKALB
CITY OF STONECREST

ORDINANCE NO. _____

46 dependent upon any other section, paragraph, sentence, clause or phrase of this
47 Ordinance.

48
49 (c) In the event that any phrase, clause, sentence, paragraph or section of this
50 Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional
51 or otherwise unenforceable by the valid judgment or decree of any court of
52 competent jurisdiction, it is the express intent of the Mayor and Council that such
53 invalidity, unconstitutionality or unenforceability shall, to the greatest extent
54 allowed by law, not render invalid, unconstitutional or otherwise unenforceable any
55 of the remaining phrases, clauses, sentences, paragraphs or sections of the
56 Ordinance and that, to the greatest extent allowed by law, all remaining phrases,
57 clauses, sentences, paragraphs and sections of the Ordinance shall remain valid,
58 constitutional, enforceable, and of full force and effect.

59
60 **Section 4.** Penalties as provided in Section 1-11 of the Code of Ordinances, City of Stonecrest,
61 Georgia shall be and are hereby made applicable to this Ordinance and shall remain
62 in full force and effect.

63
64 **Section 5.** All ordinances and parts of ordinances in conflict herewith are, to the extent of such
65 conflict, hereby repealed.

66
67 **Section 6.** The effective date of this Ordinance shall be the date of adoption unless otherwise
68 stated herein.

ORDAINED this _____ day of _____, 2026.

[SIGNATURES ON THE FOLLOWING PAGE]

STATE OF GEORGIA
COUNTY OF DEKALB
CITY OF STONECREST

ORDINANCE NO. _____

CITY OF STONECREST, GEORGIA

Jazzmin Cobble, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM BY:

City Attorney

**STATE OF GEORGIA
COUNTY OF DEKALB
CITY OF STONECREST**

Item XII. a.

ORDINANCE NO. _____

EXHIBIT A



PURCHASING CARD POLICY



TABLE OF CONTENTS

SECTION I – DEFINITIONS.....	4
SECTION II - GENERAL PROVISIONS.....	6

DISCLAIMER OF LIABILITY FOR IMPROPER PURCHASING: THE CITY DISCLAIMS ANY AND ALL RESPONSIBILITY AND LIABILITY FOR ANY PURCHASE, EXPENDITURE, PROMISE OR AGREEMENT FOR EXPENDITURE ARISING FROM ANY PROCUREMENT MADE IN ITS NAME OR IN THE NAME OF ANY AGENCY, AUTHORITY, COMMISSION, OR OTHER GOVERNMENTAL BODY UNDER ITS AUTHORITY, BY AN UNAUTHORIZED PERSON OR ANY PERSON ACTING IN VIOLATION OF THIS PURCHASING POLICY OR OUTSIDE OF THE AUTHORIZATION OR DELEGATION AS PROVIDED BY THIS POLICY. THE

EXPENSE OF ANY SUCH TRANSACTION SHALL BECOME THE PERSONAL LIABILITY OF THE INDIVIDUAL AT FAULT UNLESS OTHERWISE RATIFIED OR EXEMPTED BY MAYOR AND COUNCIL.

SECTION I – DEFINITIONS

When used in this policy, the following words, terms and phrases, and their derivations, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. **APPROVERS** means persons responsible for reviewing transactions to determine if purchases are job- related or otherwise authorized. All approvers are required to complete the Approver Card Program Acknowledgement form. The Approver is normally the supervisor to whom a Cardholder reports for authorization to purchase required supplies and services. Approvers are responsible for reconciliation of their Cardholder accounts, ensuring proper procedures are followed when purchasing supplies or services and verifying the information is properly reconciled after the Reconciler has completed the reconciliation of transactions. Policy prohibits a subordinate from acting as an Approver in any phase of the transaction.
- B. **BACKUP P-CARD PROGRAM ADMINISTRATOR** a person who has been delegated P-Card Program Administrator duties. This person must be designated by the City Manager and have the same training requirements as the P-Card Program Administrator.
- C. **CARDHOLDER** means the person responsible for using the card in a conscientious and ethical manner consistent with City policy. A cardholder card account and the cardholder’s name on the account. This person has defined responsibilities including those as outlined in this policy. Cardholders are City employees who are authorized P-Card holders who receive and use a Purchasing Card (P-Card) for the purpose of obtaining and paying for goods and services that require a credit card payment.
- D. **CARD ABUSE** use of the P-Card for non-City business use purchases (personal purchases).
- E. **CARD MISUSE** use of the card for legitimate purchases but by a nonauthorized cardholder for goods or services that are prohibited by State or internal policy (e.g., purchase of fuel for a State vehicle). See definitions of card abuse and fraud.
- F. **CITY** means the City of Stonecrest and, as the context warrants, those persons or bodies authorized to act on its behalf, including, but not limited to, the City Council, committees, boards and staff.

- G. **CITY ETHICS POLICY** shall mean Article X, Ethics, of Chapter 2, Administration, of the Code of the City of Stonecrest, Georgia.
- H. **CITY FINANCE DIRECTOR/FINANCE DIRECTOR** means the City Accountant as described in the City Charter, his agent, or the department head of the City Finance Department, if such a department is in existence.
- I. **EMPLOYEE** means an individual drawing a salary or wage from the City whether on a full-time or part-time basis. The term shall encompass all members of the City Council without regard to whether or not such individuals are compensated. ~~For purposes of this Purchasing Policy the term "employee" shall include any Vendor or any employee of such Vendor who has entered into a Contract with the City to provide administrative and department services contemplated in Section 2.12 of the Charter of the City.~~
- J. **EMERGENCY** means a situation that occurs suddenly and unexpectedly and demands immediate action to prevent delays which may vitally affect the health, safety or welfare of the public or City Employees and affects the continuation of services to the citizens, and/or serious loss or injury to the City. Emergency shall also mean a condition, malfunction, or occurrence in which the immediate procurement of an item (i.e. Good, Services, or Professional Service) is essential to comply with regulatory requirements.
- K. **EMERGENCY PURCHASES** means any procurement of Goods, Capital Assets, Services or Professional Services in the context of an Emergency.
- L. **END USER** means the Department/Division that uses the goods, services, or work after purchasing or receiving it and directly benefits from its use. End Users have the authority and responsibility for determining the need for an item or service, its related specifications, and need date. The End User is responsible for funding the need and advising Purchasing of the approved funding and the specific budget account number. The End User is responsible for authorizing the purchases of all materials, services, repairs, leases and rentals in which the negotiated price exceeds the approved funding.
- M. **GOODS or COMMODITIES** means supplies, apparatus, materials, equipment and other forms of tangible personal property used by a City department in the accomplishment of its responsibilities other than Capital Assets.
- N. **GOVERNING AUTHORITY** means the Mayor and City Council of the City of Stonecrest or its designee(s).

- O. **OFFICIAL** means any City elected or appointed person who holds office or any person appointed by the mayor and council of the City to serve on (1) the planning commission of the City, (2) any board or commission of the City having quasi-judicial authority; and, (3) any authority created by the City, either individually or jointly with other local governments pursuant to Georgia law.
- P. **PERSON** means any business, entity, company, firm, individual, union, committee, club or other organization or group of individuals.
- Q. **PURCHASING** is the organized acquisition of goods and services on behalf of the buying entity. Purchasing is also the process of securing real estate, capital assets, materials, services, repairs, leases and rentals necessary for the operation and support of the City.
- R. **PROCUREMENT OFFICIAL** means the principal purchasing official directing, monitoring and overseeing purchasing and procurement activities of the City (Section III – Procurement Official). This person is appointed by the City Manager. The Procurement Official is authorized to purchase a range of Goods, Capital Assets, Real Estate, Services, Construction Services, or Professional Services on a routine basis.
- S. **PURCHASING CARD ADMINISTRATOR** the P-Card Program Administrator serves as the main point-of-contact for all p-card program personnel and serves as a liaison between City Manager, Director of Finance, and Cardholders. In some cases, responsibilities may be shared and/or delegated as assigned by the City Manager.
- T. **P-CARD COORDINATOR** A person who has been delegated P-Card Program Administrator duties. This person must be designated by the City Manager and has the same training requirements as the P-Card Program Administrator.
- U. **SERVICES** mean any performance of effort or labor, for which the City has contracted other than Professional Services or Construction Services. Services include, but are not limited to, janitorial, landscaping, and street striping.
- V. **THE REQUESTING DEPARTMENT/DIVISION (End User)** is defined as the department which has the authority and responsibility for determining the need for an item or service, its related specifications, and need date. The User is responsible for funding the need and advising Purchasing of the approved funding and the specific budget account number.
The User is responsible for authorizing the purchases of all materials, services, repairs, leases and rentals in which the negotiated price exceeds the approved funding.

SECTION II - GENERAL PROVISIONS

A. Authority

The City of Stonecrest ("City") was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum. Senate Bill 208 provided a charter for the City of Stonecrest (the "City Charter") to establish the government structure of the city, define boundaries, specific powers, functions, essential procedures, and legal control. The City Charter authorizes the City Council by ordinance to establish procedures for a system of centralized purchasing for the city. As a part of the City's centralized purchasing the City Council must authorize the issuance and specify policies regarding the use of City Purchasing Cards (P-Cards) or government credit cards by public vote.

B. Purpose

The purpose of this policy is to establish governing requirements and standards for the City of Stonecrest, Georgia Purchasing Card Program (P-Card Program). This policy aligns with the standards set by the Official Code of Georgia Annotated (O.C.G.A) § 36-8024, O.C.G.A. § 50-5-50 et seq., all other relevant Georgia Statutes, the City Charter, the City Purchasing Policy State of Georgia Commission of Ethics, and Georgia Office of Inspector General (GOIG), related to the use of government issued P-Cards to authorized City employees.

Additionally, this policy provides a payment mechanism for Vendors that only accept credit card payments, addresses travel related reservation expenses such as hotel/flights (*refer to travel policy for additional information*), and addresses unplanned, non-routine, or urgent point of sale purchases under established internal controls. This policy also addresses unauthorized use of a City issued P-Cards for unauthorized purchases. This policy provides clarifications on the duties and responsibilities of P-Card Program Administrator, Cardholders and Approvers.

C. Cardholders

All purchases made through the program must be for official or constitutional City business. Use of the card or the transactions made on the card cannot violate other laws or policies based on the funding sources.

Note: Only the employee whose name appears on the face of the card is authorized to initiate transactions with the card. Use of card by any other person, even if the purchase is for legitimate City business, is considered misuse of the card. Cardholders are City employees and authorized designees: Cardholders must be permanent or full-time employees whose jobs require the use of a P-Card or other account.

Authorized Cardholders

- a. City Manager and/or designee(s)
- b. Finance Director and/or designee(s)
- c. Deputy City Manager and/or designee(s)
- d. Department Directors

D. Training

All cardholders must complete P-Card and Purchasing Training. ~~and be bonded~~ Pre-issuance requirements **must be completed** prior to obtaining a P-Card. Pre-issuance requirements shall include a background and credit check. P-Card holder must sign a cardholder agreement that contains the terms and conditions for use of the P-Card and any other account. The mandatory cardholder agreement is available through viewing the P-Card Policy and by contacting the Procurement Department.

E. Background Check and Credit Check

The background check shall, at a minimum, include verification of employment eligibility and a review of any criminal history relevant to financial responsibility, fraud, theft, misuse of funds, or other offenses that may pose a risk to the City.

A credit check may be conducted for prospective Cardholders whose job duties include significant purchasing authority, high transaction limits, or financial oversight responsibilities. The purpose of the credit check is to assess financial responsibility and mitigate risk associated with the issuance of a government purchasing card.

Credit checks shall be conducted in compliance with the federal Fair Credit Reporting Act (FCRA), applicable Georgia law, and City Human Resources policies. Written authorization from the employee or prospective Cardholder must be obtained prior to conducting any credit inquiry.

Final determination of eligibility for issuance of a P-Card shall be made by the Finance Director, in consultation with the Human Resources and the P-Card Program Administrator using a predefined criterion. A background check or credit history containing findings that indicate elevated financial or fiduciary risk may result in denial of P-Card privileges.

Predefined criteria typically evaluate the payment history, collections, charge offs, bankruptcy, judgements, liens, severe derogatory credit events, and indicators of financial instability in the last 5 years.

The City reserves the right to conduct periodic background checks or credit reviews of Cardholders when deemed necessary due to changes in job duties, spending limits, internal control concerns, or evidence of potential misuse or abuse.

All background check and credit check information shall be treated as confidential personnel records and maintained in accordance with applicable federal and state law, including the Official Code of Georgia Annotated (O.C.G.A.) and City personnel record retention policies.

Failure to authorize required background or credit screening shall result in denial or revocation of P-Card privileges.

F. Cardholder Responsibilities

Cardholders are limited to one (1) active P-Card.

1. Card Usage:

- 1.1 Ensure that no other persons have access to any card information (i.e., card account number, expiration date, security code).
- 1.2 Ensure that all purchases comply with State and City policies and are related to official City business.
- 1.3 Receive prior approval before making a purchase or making a payment by completing the Purchase Card Purchase Request Form.

2. Monthly Reconciliation Responsibilities and Requirements:

Note: Upon completion of implementation of the Tyler P-Card Module, all transactions will be reconciled in Tyler. Documents will be uploaded into Tyler, reviewed and approved by the designated approver and P-Card Program Administrator.

- 2.1 Ensure that all invoices and/or receipts must be signed, dated and meet the requirements in accordance with the City's P-Card Policy and contain adequate supporting documentation of each transaction.

Refer to the Purchasing Policy, Procurement Processes and Procedures Manual. Complete the Purchase Card Purchase Request Form providing the following information:

- ✓ Provide the supplier's information (name, contact information, location); o Please make sure the Vendor is registered to do business with the City prior to making a purchase or making a payment.
 - ✓ Invoice and/or receipt shall include a detailed line-item description, including quantity, unit price, and total price;
 - ✓ Request sales tax be removed. The City is tax-exempt where appropriate (Refer to Travel Policy);
 - ✓ Complete a Lost Receipt Affidavit Form, if a receipt is lost and a duplicate cannot be obtained. Use of this form more than three times during a fiscal year will result in suspension of card privileges as determined by the P-Card Program Administrator;
 - ✓ Provide all required additional supporting documentation for workshops, event, membership, subscription, and travel related expenses;
 - ✓ All documentation must be legible (e.g., not too dark, not too light); and
 - ✓ All documentation must contain copies of all pages of invoices or other documents.
- 2.2 Cardholders are responsible for maintaining proper documentation, reconciliation of assigned P-Card transactions and ensuring funds are available prior to making a purchase or making a payment and ensure department funds are reduced accordingly.
- 2.3 Reconcile of transactions within the timeframe established by the P-Card Program Administrator.
- 2.4 Maintain knowledge of City procurement policies and procedures related to use of the P-Card.

G. Restrictions

1. The City of Stonecrest will not issue P-Cards to student employees, temporary workers (e.g., hired from a temporary staffing agency), or contractors (e.g., a person hired for a pre-determined period for a specific project).

2. Cards and other accounts will not be issued in the name of a department or work unit (e.g., Facilities Maintenance) to be shared by multiple employees.
3. Only the employee whose name is shown on the face of the card is authorized to make purchases with the card, either in person, on-line, or telephone.
4. Use by any other person, even if for City business purposes, is considered misuse of the card.
5. Only the City Manager, Director of Finance and P-Card Program Administrator can approve requests for a P-Card and use of other accounts including renewals of existing accounts.

H. Legal Issues

Willful neglect or failure to comply with the P-Card policy may be subject to suspension or termination of account privileges or other disciplinary action, up to and including termination of employment and criminal prosecution to the fullest extent of the law.

The City Manager or designee reserves the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.

1. **Personal Use:**

Cardholders are prohibited from using the P-Card for the purchase of any goods or services not directly or indirectly related to official City business. Intentional use of or approval for the use of the card for personal purchases will result in disciplinary action, up to and including termination from City employment and criminal subject to prosecution.

2. **Prohibited Purchases:**

The following types of purchases are strictly prohibited:

1. Goods or services not directly related to job responsibilities or other official City business (i.e., personal purchases).

2. Data plans, software, or applications (apps) for non-City issued devices, including, but not limited to, smart phones, laptop computers, and tablets.
3. Memberships at wholesale warehouses and shopping clubs (e.g., Sam's, Costco, Amazon Prime) when membership is in the name of a person rather than the City. The City's Amazon Prime Enterprise Business account is the mandatory Amazon Prime membership account, and no other type of Amazon Prime account may be purchased.
4. Cash advances.
5. Gift cards, stored value cards, calling cards, and similar products.
6. Employee travel expenses related to lodgings and meals, except as specifically covered under Allowable Purchases. A request is an exception to this requirement in the event of a declared emergency. Purchase Card Purchase Request form is required.
7. Entertainment (e.g., in-room movies for City employees traveling on business).
8. Alcoholic beverages or products.
9. Tobacco products.
10. Fuel, mechanical repairs, and maintenance for City-owned or rental vehicles.

3. **Allowable Purchases:**

The P-Card and other accounts can be used for official purchases of supplies, materials, equipment, or services where not otherwise prohibited or restricted. All purchases must be within authorized transactional limits unless prior written approval is received to exceed those limits.

1. Goods and services used in the furtherance of the City's mission.
2. Purchases of goods or services intended for *official City work-related use* that are not otherwise excluded herein.
3. Equipment
When the Vendor requires credit card payment to purchase or rental/lease equipment.
4. Software, Data Plans, Aps
When the Vendor requires credit card payment and with the following restrictions
 - ✓ Data plans, software, or applications (apps) for City-issued computers, smart phones, and tablets only (e.g., iPhone, Android, iPad).
 - ✓ Purchases cannot be made for personal devices even if used for business purposes.

I. Emergencies and Natural Disasters

At times, an emergency purchase must be made to prevent significant disruption in operations, to protect health and safety, or to address immediate or unforeseen circumstances requiring prompt action. This can include, but is not limited to, repairs to essential equipment, procurement of safety or personal protection gear, or immediate need for services to restore infrastructure functionalities.

Purchasing Card Administrators are permitted to allow these transactions and to waive other City and Statewide Purchasing Card Policy requirements with proper supporting documentation.

Emergency P-Card use is limited to \$25,000 per incident unless a formal emergency is declared by the Mayor & Council.

Within 48 hours of the transaction, the cardholder must submit:

- Written justification
- Description of emergencies
- Vendor selection rationale

- Confirmation that standard procurement was impractical

Emergency authority expires after seven (7) calendar days unless extended in writing. All emergency transactions shall be reported to Mayor and Council within 30 days.

J. Split Purchases Prohibited

The City requires competitive bidding for all open-market purchases anticipated to be \$50,000.00 or more. However, the policy requires the Single Transaction Limit (STL) for unplanned, non-routine, or urgent point of sale P-Card transactions be set at daily or monthly transaction limits provided in Section R and purchases that are preapproved and go through the requisitions process unless the Vendor only accepts P-Cards. If the Vendor requires credit card payments a P-Card Purchase Request Form must be completed and approved prior to making a purchase or making a payment under \$5,000 (i.e., \$4,999.99 or less) threshold amount.

Note: Point of sale transactions include purchases made at a physical store, in person, or over the phone.

1. Cardholders are prohibited from splitting a transaction between two or more transactions on a single account, two or more transactions on multiple accounts, or two or more transactions using the P-Card and a purchase order to circumvent competitive solicitation requirements. *Refer to the City Purchasing Policy.*
2. Cardholders are prohibited from splitting a transaction between two or more transactions on a single card number, two or more transactions on multiple card numbers, or two or more transactions using the P-Card and a purchase order in order to circumvent the Single Transaction Limit (STL) or Cycle Limit (CL) imposed on the card regardless of the amount of the STL or CL.

K. Payment of Sales and Use Tax

1. Cardholders must present the City's Tax Exemption Form to suppliers to ensure taxes are not charged and upon request. This form can be obtained by contacting the Finance Department.
2. The requirement for out-of-state suppliers to charge Sales and Use Tax on shipments to purchasers in the State of Georgia does not apply to tax-exempt State Entities including the City. To avoid confusion, the cardholder must provide out-of-state suppliers with a copy of the City Tax Exempt Form prior to placing an order to be shipped into the State of Georgia.

3. If the supplier refuses to remove taxes, the cardholder must make the purchase from a different supplier whenever possible.
4. Cardholders are responsible for ensuring that suppliers do not charge tax or provide credit for inadvertent charges.
5. If taxes are charged, the cardholder must contact the supplier to obtain a credit to the account. Please contact the P-Card Program Administrator for assistance.
6. Credits cannot be obtained by any other method, including, but not limited to, cash, gift cards, or store credit.
7. Documentation of attempts to obtain credit for any State Sales and Use Tax charged in error must be maintained with documentation for the transaction where the tax was charged. Contact the P-Card Program Administrator for assistance if needed.

L. E-Verify

The City Georgia Security and Immigration and Compliance Act, O.C.G.A. § 13-10-91, requires suppliers to file an affidavit that the supplier and its subcontractors have registered and participate in the federal work authorization program known as E-Verify. This program is intended to ensure that only lawful citizens or lawful immigrants are employed by the supplier or subcontractor.

1. The City is required to obtain a signed and notarized affidavit from suppliers prior to entering into any service contract \$2,5000 or greater involving the supplier's physical performance of services within the State of Georgia. The State of Georgia Attorney General's Office has interpreted this to include one-time P-Card transactions for services.
2. For P-Card transactions that meet this definition, the cardholder or another person within the City is responsible for ensuring receipt of this affidavit. A copy of this affidavit must be included with all transaction documentation.

M. Internal Controls

A strong system of internal controls is essential for detection and deterrence of fraud, cardholder misuse, or cardholder abuse of the P-Card. Internal controls include policies, procedures, and training in addition to spending limits and Merchant Category Code restrictions.

The City has established an internal control structure that ensures compliance with State procurement laws, the Statewide Purchasing Card Policy, and City P-Card and Purchasing Policy, and sound accounting practices.

Minimum requirements include:

1. Separation of duties between ordering cards (P-Card Program Administrators), making transactions (cardholders), and reviewing or approval of transactions for payment (directors/approvers).
2. Ensuring prior approval is obtained before a purchase is made (usually P-Card Program Administrator, Department Director, Director of Finance, City Manager or designee).
3. Ensuring reconcilers are limited to one per card and are not a subordinate of the cardholder. The reconciler role will be given to either the cardholder or assigned to a proxy to reconcile on the cardholder's behalf.

Note: Each card must have only one reconciler; however, one reconciler can be the sole reconciler on multiple cards.

4. The P-Card Program Administrator, Card Program Backup or Coordinator, or anyone with administrator-level access cannot be a cardholder.
5. The number of cardholders assigned to an approver will be limited to ensure adequate review of business needs and documentation for each purchase and payment.
6. Cardholders cannot approve their own transactions but may reconcile their own transactions.
7. Approvers cannot be subordinates of cardholders for whom they are responsible.

8. Sharing of login information or passwords is strictly forbidden.

9. Delegation of the approver duties is unallowable. Should an approver be on leave or otherwise unavailable to approve a purchase or transaction, another trained approver already assigned approver responsibility may assume those duties temporarily.

10. Provision for annual self-assessment of the P-Card Program by the P-Card Program Administrator or Internal Auditor must be submitted annually to the City Manager and Director of Finance.

Self-assessments must include adequacy of:

- City policies and procedures
- Cardholder spending limits
- Monthly reconciliation procedures
- Documentation for transactions

N. Merchant Category Code Authorizations

Merchant Category Codes (MCCs) are codes assigned by a supplier's merchant bank based on the types of goods and/or services provided. By allowing or blocking certain codes, the City has some protection against unauthorized or prohibited purchases. The Bank creates MCC groups upon request by the City. The P-Card Program Administrator, City Manager, and Director of Finance will conduct periodic evaluations of authorized codes and MCC groups to determine if the codes and the groups meet the needs of City.

O. Public Inspection and Record Retention

In accordance with O.C.G.A. § 50-18-71 where applicable any documents related to purchases using government purchasing cards or government credit cards incurred by employees shall be available for public inspection.

1. Documents related to transactions (e.g., receipts) are accounting records and must be maintained according to the requirements of Accounts Payable Files.
2. Documents related to the issuance of accounts to employees (e.g., profile forms) are accounting records and must be maintained according to the requirements of Credit Card Administration Records.

P. Spending Limits and Utilization

Imposing spending limits enables management to provide cardholders with the purchasing power to accomplish the needs of the job without exposing the City to unnecessary risk. Spending limits should be based on job responsibilities. Cardholder spending limits must be reviewed at least annually to determine if actual usage is consistent with spending limits and increases with approval or decreases made as needed.

Q. Daily and Monthly (Transaction Limits)

Transaction limits are hereby established to ensure compliance with state purchasing laws, City's policy, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the City. The established monthly card limit is based upon the city's budgetary constraints and is not to exceed the approved transaction limits as specified here in per month.

Spending Limits Requirements (STL)

City Policy establishes the maximum STL for unplanned, non-routine, or urgent point of sale P-Card transactions be set at the transaction limits listed below and purchases that are preapproved and go through the requisition process prior to the purchase be set at under \$5,000 (i.e., \$4,999.99 or less). The City Manager, Director of Finance and P-Card Program Administrator can establish STLs up to this amount as determined by overall needs.

1. Available Spending Limits:

1. **Cycle (Credit) Limit** – Mandatory spending limit that restricts the total value of purchases a cardholder can make in one billing cycle. The cycle limit cannot be more than the established limits without prior written approval from the City Manager, Director of Finance or Designee.
 - ✓ The established single transaction limit for the City Manager shall not exceed \$50,000.00.
 - ✓ The established monthly transaction limit for the City Manager shall not exceed \$100,000.00.
 - ✓ The established single transaction limit for the Director of Finance shall not exceed \$25,000.00.
 - ✓ The monthly transaction limit for the City Manager and Director of Financial Officer shall not exceed \$100,000.00.
 - ✓ The established single transaction limit for each department director's card must be less than \$5,000.00.
 - ✓ The established monthly transaction limit for each department director's card must be less than \$25,000.00

Transaction Limits	City Manager	Finance Director	City Manager Designee	Department Director
Single Transaction Limit	\$50,000	\$25,000	\$5,000	\$5,000
Monthly Transaction Limit	\$100,000	\$100,000	\$25,000	\$25,000

Note: Single Transaction Limit (STL) – Mandatory spending limit that restricts the amount of a single purchase regardless of the Cycle Limit on the card.

Note: Number of Transactions per Day – Optional spending limit that restricts the total number of transactions a cardholder can have in one 24-hour period.

2. **Request for Temporary Daily Transaction Increase:**

Changes in spending limits shall be submitted to the P-Card Program Administrator by completing a P-Card Limit Increaser Request form. A justification explaining the need for the temporary increase with supporting documentation (as applicable) is required. Such request must be approved by the City Manager.

R. P-Card Program Administrator

The City Manager appoints the Procurement Official as the P-Card Program Administrator of City’s Purchasing Cards or government credit cards. The P-Card Program Administrator serves as the main point-of-contact for all card program personnel and serves as a liaison between City Manager, Director of Finance, and Departments Directors. In some cases, responsibilities may be shared and/or delegated to a P-Card Program Back-Up or Coordinator.

The P-Card Program Administrator shall fulfill responsibilities in the following areas:

1. **P-Card Management:**

1. Develops and maintains the City’s P-Card policy to address policy areas unique to the City or that are not covered by the Statewide Purchasing Card Policy.

2. Works with the City Manager and Director of Finance, to identify job titles or positions that require a P-Card or would be good candidates for use of the card and/or other accounts and determine limits if different from established limits.
 3. Develops internal procedures for requesting new cards and/or changes to existing cards (e.g., change in spending limits).
 4. Works with the City Manager and the Director of Finance to determine appropriate cardholder spending limits based on budget restrictions, job requirements, historical spending patterns, and overall procurement practices.
 5. Evaluates cardholder spending limits against actual usage at least annually to identify cards with little or no usage to determine if the cards are needed.
 6. Cancel cards with consistent low usage.
 7. Order and cancel cards for employees as needed and directed by the City Manager.
 8. Collect, cut-up/shred and cancel cards immediately for employees that end their employment with the City by resignation or termination.
 - Cardholders P-Cards who resign with notice (2 week etc..) P-Cards limits will be reduced to \$0.00 and turned in upon date notice is given .
 - Cardholders P-Cards who are terminated will turn in surrender the card immediately.
 9. Place P-Cards in active status for cardholders on leave.
 10. Perform all other duties related to the P-Card Program Administrator assigned by the City Manager.
2. **City P-Card Reconciliation Responsibilities:**
1. Reconciliation must be completed within ten (10) business days of the monthly statement close date
 2. Cardholder may review but may not perform the primary reconciliation.
 3. Approver must review supporting documentation and certify:
 - Business purpose

- Budget availability
- Policy Compliance

4. Failure to reconcile timely shall result in automatic suspension until resolved.

5. Ensure reconciliations are timely and allocation of transactions to the General Ledger are accurate each month.
6. Ensure all card accounts are being utilized properly as set forth by state law and City P-Card and Finance Policy.
7. Ensure proper documentation and internal reconciliation processes and associated forms are appropriate for reconciliation of transactions.
8. Disputing transaction(s) with the Bank as needed.
4. Ensure compliance with State laws and policies in addition to the City policies
5. Establish and update written City policies and procedures to ensure compliance with State Procurement Laws and Statewide P-Card Policy.
6. Establish written procedures for requesting exceptions to either State or City policy requirements using the P-Card Purchase Request Form and P-Card Temporary Limit Increase Request Form.
7. Submits all P-Card Plan amendments and requests for exceptions to the Purchasing Card Policy to the City Manager and Director of Finance.

3. **Internal Controls:**

1. Ensure City's internal P-Card procedures are in compliance with the principles of sound internal controls.
2. Ensures the City has sufficiently documentation, internal controls and implement and monitor other measures (e.g., audits) to prevent and/or detect misuse or abuse of the P-Card and other accounts.
3. Ensure the City policy and procedures for ordering cards and canceling cards when lost or stolen or when a cardholder leaves employment is adhered to.
4. Report and document actual and/or potential cardholder abuse or misuse. Suspend or revoke P-Card privileges for employees found to be in violation of the City P-Card and Purchasing Policies.
5. Report violations with City Manager, Director of Finance and City Attorney.
6. Conduct monthly and/or quarterly audit reviews of transactions through a self assessment process.

4. **P-Card Program Training:**

1. P-Card Program Administrator, including primary, backups, and coordinators, must complete the relevant DOAS P-Card training to become a Georgia Certified Purchasing Card Administrator (GCPCA).
2. Develops City specific training for all cardholders and approvers.
3. Develops appropriate refresher training to be delivered at least annually.
4. Ensures that all card program personnel receive notification of changes in State and internal policies, including Official Announcements from the State Purchasing Division.
5. Report and address fraudulent uses, lost or stolen cards immediately.

S. Fraud, Misuse, and Investigation

Upon suspected misuse:

1. Immediate suspension of card privilege
2. Written incident report within five (5) business days Review by Finance Director and City Attorney
3. Determination of Restitution
4. Referral to law enforcement when appropriate
5. Final written disposition retained in personnel file

T. Limitations on Elected Officials (City Council/Mayor)

O.C.G.A. § 36-80-24 provides limitations on elected official's or constitutional officer's use of government issued purchasing or credit cards; policy development.

- a) As used in O.C.G.A. § 36-80-24, the term “constitutional officer” means the locally elected clerk of superior court, judge of the probate court, sheriff, tax receiver, tax collector, or tax commissioner.
- (b) An elected official of a county, municipal corporation, local school system, or consolidated government or a constitutional officer shall be prohibited from the use of a government purchasing card or a government credit card unless:
 - (1) Such purchases are solely for items or services that directly relate to such official's or constitutional officer's public duties; and
 - (2) Such purchases are in accordance with guidelines adopted by the county, municipal corporation, local school system, consolidated government, or constitutional officer.



Note: Pursuant to T. - Limitations on Elected Officials (City Council/Mayor) in the policy in the City of Stonecrest, elected officials will not receive P-Cards.



PURCHASE CARD (P-CARD) PURCHASE/PAYMENT REQUEST FORM:

EMPLOYEE NAME: _____ EMPLOYEE SIGNATURE: _____

JOB TITLE: _____ DEPARTMENT: _____

DEPARTMENT DIRECTOR: _____ DIRECTOR SIGNATURE: _____

VENDOR NAME: _____ VENDOR NUMBER: _____

DATE REQUEST SUBMITTED: _____

VENDOR REQUIRES PAYMENT BY P-CARD ONLY: YES NO PAYMENT DUE BY DATE: _____

DETAILED DESCRIPTION OF EVENT, WORKSHOP, PURCHASE: _____

ITEM DESCRIPTION	ACCOUNT NUMBER	EXPENSE TYPE	UNIT PRICE	TOTAL AMOUNT
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL COST:				\$



NOTE: By signing this request, you are certifying that the listed expenses are business related.

EACH REQUEST MUST INCLUDE SUPPORTING DOCUMENTATION: Quote provided by vendor, if associate with an event include the event flyer, etc..

DIRECTOR OF FINANCE: _____ DATE: _____ APPROVED DENIED

PROCUREMENT OFFICIAL/P-CARD ADMINISTRATOR: _____ DATE: _____ APPROVED DENIED

CITY MANAGER: _____ DATE: _____ APPROVED DENIED

ADDITIONAL COMMENTS:



P-Card Cardholder Agreement

The City is pleased to present you with this Purchasing Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect City assets.

I, _____, Employee ID No.: _____, hereby acknowledge receipt of a City of Stonecrest Purchasing Card, Card Number _____, a _____® card issued by _____ that will only be used to acquire materials and supplies for the City of Stonecrest.

I agree to comply with the following terms and conditions relating to my use of the Purchasing Card.

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the Purchasing Card Policy and Purchasing Policy, Procurement Processes and Procedures Manual. I have received a copy of the Purchasing Card Policy and confirm that I have read and understand its terms and conditions. In addition, I have completed the required Procurement and Purchasing Card Training.
2. I understand that City of Stonecrest is liable to _____ for all charges I make on the Purchasing Card.
3. I agree to use the Purchasing Card for authorized official business purchases only and agree not to charge personal purchases. I authorize the City of Stonecrest whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law.
4. I agree to notify the City of Stonecrest Purchasing Card Program Administrator at 770-227-0200 or Procurement@stonecrestga.gov if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license and/or decree of legal change.
5. If the Purchasing Card is lost or stolen, I will immediately notify _____ at _____. I will also notify the City's Purchasing Card Program Administrator, Department Director, and Finance Director in writing, at the first opportunity during normal business hours.
6. I understand that improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that the City of Stonecrest City Manager, Director of Finance and Purchasing Card Program Administrator, may terminate my right to use the Purchasing Card at any time for any reason.
7. I agree to surrender the Purchasing Card prior to voluntary separation from the City of Stonecrest, immediately upon request or upon termination of employment for any reason.

Cardholder: Agreed and accepted this _____ day of _____ 20__

Print Name: _____ Signature: _____

Department: _____ Phone: _____ E-Mail Address: _____

Director of Finance: _____ Date: _____

Purchasing Card Program Administrator: _____ Date: _____

City Manager: _____ Date: _____



P-Card Approver Agreement

You have designated you as an approver of one or more Purchasing Cards. This responsibility represents trust in you and your empowerment as a responsible agent to safeguard and protect City assets.

I, _____, hereby acknowledge and agree to comply with the following terms and conditions relating to my role as Purchasing Card Approver.

1. As an authorized card approver, I agree to comply with the terms and conditions of this Agreement and with the provisions of the City Purchasing Card Policy as it may be modified from time-to-time. Any Purchasing Card Policy shall be accessible through the Procurement website. I agree to read and understand terms and conditions of any Purchasing Card Policy available through the Procurement website. In addition, I have completed the required Purchasing Card and Procurement Training.
2. I understand that the City is liable for charges on Purchasing Cards in accordance with the contract agreement with Truist Bank.
3. I agree to only approve official business purchases and agree not to approve personal purchases.
4. I acknowledge that I am subject to the same disciplinary actions as those making the purchases, if I knowingly, or through willful neglect, approve personal, fraudulent, or otherwise prohibited purchases.
5. I understand that I must have a thorough knowledge of the cardholders' job responsibilities to determine if purchases are job-related or otherwise authorized.
6. I agree to notify the City's Purchasing Card Program Administrator and immediate supervisor if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license or decree of legal change.
7. I understand that the approval of improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that the City may terminate my ability to approve purchases made on Purchasing Cards at any time for any reason.

Agreed and accepted this _____ day of _____ 20__.

P-CARD APPROVER:

Name: _____

Signature: _____

E-mail Address: _____

Phone Number: _____

Department: _____

Employee Id No.: _____

Purchasing Card Program Administrator: _____ Date: _____

City Manager: _____ Date: _____

Director of Finance: _____ Date: _____



PURCHASE CARD (P-CARD) TEMPORARY LIMIT INCREASE REQUEST FORM:

EMPLOYEE NAME: _____ EMPLOYEE SIGNATURE: _____

JOB TITLE: _____ DEPARTMENT: _____

APPROVER: _____ APPROVER SIGNATURE: _____

DATE REQUEST SUBMITTED: _____

DETAILED JUSTIFICATION FOR INCREASE: _____

P-CARD PROGRAM ADMINISTRATOR: _____ DATE: _____ APPROVED DENIED

DIRECTOR OF FINANCE: _____ DATE: _____ APPROVED DENIED

CITY MANAGER: _____ DATE: _____ APPROVED DENIED

ADDITIONAL COMMENTS: _____

DATE CARD LIMIT WILL BE REDUCED: _____



CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution for the Matrix Fee Study

AGENDA SECTION: *(check all that apply)*

PRESENTATION **PUBLIC HEARING** **CONSENT AGENDA** **OLD BUSINESS**
 NEW BUSINESS **OTHER, PLEASE STATE:** Click or tap here to enter text.

CATEGORY: *(check all that apply)*

ORDINANCE **RESOLUTION** **CONTRACT** **POLICY** **STATUS REPORT**
 OTHER, PLEASE STATE: Click or tap here to enter text.

ACTION REQUESTED: **DECISION** **DISCUSSION,** **REVIEW,** or **UPDATE ONLY**

Previously Heard Date(s): 01/12/26 & 01/26/26

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Tuesday, May 26, 2026

SUBMITTED BY: Shawanna Qwiy, Division Director Community Development

PRESENTER: Shawanna Qawiy, Division Director Community Development and Keisha Franklin, Finance Director

PURPOSE: To review and evaluate to determine the full cost (direct and indirect) of fees for city services.

FACTS: The Matrix Consulting Group analyzed the cost-of-service relationships that exist between fees for service activities in the following areas: Building, Finance, Parks & Recreation, and Planning & Zoning. The results of this study provide a tool for understanding current service levels and the cost for those services. The request is to review and determine the final fees based on the study.

OPTIONS: Approve, Deny, Defer Approve

RECOMMENDED ACTION: Approve Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 - Resolution
- (2) Attachment 2 - Matrix Consulting Fee Study Report
- (3) Attachment 3 - Master Fee Schedule with Arbortist and Parks



CITY COUNCIL AGENDA ITEM

- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

CITY OF STONECREST

RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST APPROVING THE CITY OF STONECREST COMPREHENSIVE USER FEE STUDY AND ADOPTING CHANGES TO THE CITY OF STONECREST FEE SCHEDULE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Stonecrest ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the Mayor and City Council are the governing authority of the City of Stonecrest, Georgia; and

WHEREAS, the City engaged Matrix Consulting Group to conduct a formal fee study to evaluate and determine the full cost (direct and indirect) of providing a variety of City services; and

WHEREAS, the City of Stonecrest intends to establish a Fee Schedule for the purpose of providing reasonable fees that reflect the current service levels and the cost for those services within the City; and

WHEREAS, City's Fee Schedule must be approved by the City Council in accordance with Sec. 2-177 -2-179, Division 1. Article VI. Chapter 2 of the Code of Ordinances.

NOW, THEREFORE BE IT RESOLVED BY MAYOR AND CITY COUNCIL THE CITY OF STONECREST, GEORGIA, that the City of Stonecrest Comprehensive User Fee Study is hereby adopted as attached in Exhibit "A".

BE IT RESOLVED, that the City's Schedule of Fees located in Appendix A of the Code of Ordinances is amended in accordance with changes to certain fees as established in Exhibit A.

BE IT FINALLY RESOLVED that this Resolution shall be effective immediately upon its adoption.

SO RESOLVED THIS _____ DAY OF _____ 2026.

CITY OF STONECREST, GEORGIA

JAZZMIN COBBLE, MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM

CITY ATTORNEY

EXHIBIT A



COMPREHENSIVE USER FEE STUDY REPORT

OCTOBER 2025

STONECREST, GA

MATRIX
CONSULTING GROUP

TABLE OF CONTENTS

INTRODUCTION AND EXECUTIVE SUMMARY	1
LEGAL FRAMEWORK	4
USER FEE STUDY METHODOLOGY	7
RESULTS OVERVIEW	9
BUILDING	10
FINANCE	15
PARKS & RECREATION	16
PLANNING & ZONING	20
COST RECOVERY CONSIDERATIONS	27
APPENDIX – COMPARATIVE SURVEY	30

INTRODUCTION AND EXECUTIVE SUMMARY

The report, which follows, presents the results of the Comprehensive User Fee study conducted by Matrix Consulting Group for the City of Stonecrest, Georgia.

PROJECT BACKGROUND AND OVERVIEW

The City of Stonecrest has never conducted a formal fee study. The purpose of this study is to evaluate and determine the full cost (direct and indirect) of providing a variety of City services. The Matrix Consulting Group analyzed the cost-of-service relationships that exist between fees for service activities in the following areas: Building, Finance, Parks & Recreation, and Planning & Zoning. The results of this study provide a tool for understanding current service levels and the cost for those services.

GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by Matrix Consulting Group is a widely accepted “bottom up” approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Program. Once time spent for a fee activity is determined, all applicable City costs are then considered in the calculation of the “full” cost of providing each service. The following table provides an overview of types of costs applied in establishing the “full” cost of services provided by the City:

TABLE 1: OVERVIEW OF COST COMPONENTS

<i>Cost Component</i>	<i>Description</i>
<i>Direct</i>	Fiscal Year 2025 Budgeted salaries, benefits, and allowable expenditures.
<i>Indirect</i>	Division, departmental, clerical, and Citywide support.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing a service, regardless of whether a fee for that service is charged.

The work accomplished by Matrix Consulting Group in the analysis of the fees for service involved the following steps:

- **Department / Program Staff Interviews:** The project team interviewed department / program staff regarding their needs for clarification to the structure of existing fee items or for addition of new fee items.
- **Data Collection:** Data was collected for each permit / service, including time estimates. In addition, all budgeted costs and staffing levels for Fiscal Year 2025 were entered into Matrix Consulting Group’s analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established.

- **Review and Approval of Results with City Staff:** Department management has reviewed and approved these documented results.

A more detailed description of user fee methodology and legal and policy considerations are provided in subsequent chapters of this report.

SUMMARY OF RESULTS

The detailed documentation of this study will show an over-collection for some fees (on a per unit basis) and an undercharge for most others. The results of this analysis will provide the Departments and the City with guidance on how to right-size their fees to ensure that each service unit is set at an amount that does not exceed the full cost of providing that service. The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among City Councilmembers and City staff and do not represent a recommendation for where or how the City Council should act. The setting of the “rate” or “price” for services, whether at full cost recovery or lower, is a policy decision to be made only by the City Council with input from City staff and the community.

CONSIDERATIONS FOR COST RECOVERY POLICY AND UPDATES

The Matrix Consulting Group recommends that the City use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, including a standard mechanism for the annual update of fees for service.

ADOPT A FORMAL COST RECOVERY POLICY

The Government Finance Officers Association’s (GFOA) best practices for *Establishing Government Charges and Fees* states that governmental entities should adopt formal policies regarding charges and fees which include the jurisdiction’s intention to recover the full cost or partial costs of providing services, sets forth circumstances under which the jurisdiction might set a charge for fee at less than or more than 100% of full cost, and outlines the considerations that might influence the jurisdiction’s pricing decision.

The Matrix Consulting Group strongly recommends that the Council adopt a formalized, individual cost recovery policy for each service area included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

ADOPT AN ANNUAL FEE UPDATE / INCREASE MECHANISM

GFOA best practices for *Establishing Government Charges and Fees* states that governmental entities should review, and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates to avoid large, infrequent fee increases.

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions, and to account for any major shifts in cost components or organizational structures that have occurred since the City's previous analysis. The City should conduct comprehensive analyses every five to seven years as this practice captures any changes to organizational structure, processes, as well as any new service areas.

In between comprehensive updates, the City should utilize published industry economic factors, such as Consumer Price Index (CPI) or other regional factors, to update the cost calculations established in the Study on an annual basis.

LEGAL FRAMEWORK

This section of the report is intended to provide an overview of the legal rules and regulations that govern what is considered a fee for service, how those fees can be calculated, general principles, philosophies, and general policy considerations for setting fees for service.

LEGAL FRAMEWORK

A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. Georgia municipalities are authorized to collect fees by the Georgia constitution.¹ Georgia has several additional legal provisions that regulate fees for service, with the purpose of ensuring that fees are reasonable and justified. The most prominent and relevant of these relate to the following fee types:

- **Administrative Fees:** Municipalities are permitted to charge administrative fees related to the collection of occupation taxes; these fees must be directly related to the reasonable cost of processing the tax transactions.²
- **Regulatory Fees:** These fees can be charged when the municipality routinely inspects or otherwise investigates a business or other entity to ensure compliance with laws and regulations related to the health and safety of the community.³ The revenue from these fees can only be used in carrying out the associated activities and cannot be used for general purposes; it must also be directly related to the cost of the service provided.⁴ Building-related fees are classified as regulatory fees, but the current law explicitly excludes development impact fees and other zoning and land development costs from this category.⁵
- **Other Fees:** Although the Code of Georgia does not have definitive regulations for fees other than those previously discussed, Georgia case law generally holds that all user fees should be directly related to the cost of providing a service and that the service provided should provide some level of benefit to the applicant.⁶

When determining fees for service it is important to ensure there is a **direct benefit** – the service is provided directly to the payer – and that it is **cost-based** and does not exceed the reasonable cost of providing the service.

GENERAL PRINCIPLES AND PHILOSOPHIES REGARDING USER FEES

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as

¹Ga. Const. Article IX, § IV, para. I(b)(2)

² GA Code § 48-13-5; GA Code § 48-13-10

³ GA Code § 48-13-9

⁴ GA Code § 48-13-5; GA Code § 48-13-9

⁵ GA Code § 48-13-5; GA Code § 8-2-26

⁶ *McLeod v. Columbia County*, 278 Ga. 242 (2004)

globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

TABLE 2: SERVICES IN RELATION TO BENEFIT RECEIVED

"Global" Community Benefit	"Global" Benefit and an Individual or Group Benefit	Individual or Group Benefit
<ul style="list-style-type: none"> •Police •Park Maintenance •Fire Suppression 	<ul style="list-style-type: none"> •Recreation / Community Services •Fire Prevention 	<ul style="list-style-type: none"> •Building Permits •Planning and Zoning Approval •Engineering Development Review

Funding for local government is obtained from myriad revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 3, services in the “global community benefit” section tend to be funded primarily through voter-approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fees, and other funding sources. Finally, in the “individual / group benefit” section of the table are the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- ❖ **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- ❖ **A profit-making objective should not be included in the assessment of user fees.** Georgia state case law generally requires that user fees be closely tied to the costs associated with providing the associated services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term “user fee” no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax-based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why City staff or City Council may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit on the jurisdiction's ability to charge a fee. Examples include pass-through fees, such as fees charged by DeKalb County.
- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for changing a water heater in a residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.
- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community. Examples include Planning Design Review, historical dedications, and certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services and ensure that the City complies with State law.

SUMMARY OF LEGAL RESTRICTIONS AND POLICY CONSIDERATIONS

Once the full cost of providing services is known, the next step is to determine the "rate" or "price" for services at a level which is up to, and not more than, the full cost amount. The City Council is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a "grey area." However, with the resulting cost-of-services information from a User Fee Study, the City Council can be assured that the adopted fee for service is reasonable, fair, and legal.

USER FEE STUDY METHODOLOGY

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The following subsections discuss the two components of the basis of the full cost.

TIME ESTIMATION

Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the City developed these estimates. The project team worked closely with City staff in developing time estimates with the following criteria:

- Estimates are representative of **average times** for providing services. Extremely difficult or abnormally simple projects are not factored in the analysis.
- Estimates reflect the time associated with the **position or positions** that typically perform a service.
- Estimates are reviewed by the project team for “**reasonableness**” against their experience with other agencies.
- Estimates were not based on time-in-motion studies, as they are not practical for the scope of services and time frame for this project.
- Estimates match the current or proposed staffing levels to ensure there is no over-allocation of staff resources to fee and non-fee related activities.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service on which to base a jurisdiction’s fees for service and meets legal requirements.

The alternative to time estimating is actual time tracking, often referred to billing on a “time and materials” basis. Except in the case of anomalous or very large and complex projects, Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.

- Additional costs are associated with administrative staff's billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a "time and materials" basis. The Matrix Consulting Group has recommended taking a deposit and charging actual costs for such fees as appropriate and itemized within the current fee schedule.

FULLY BURDENED HOURLY RATES

The fully burdened hourly rates calculated through this study include the following components:

- **Salaries:** FY2025 Budgeted salaries were utilized and consolidated at the positional level.
- **Benefits:** FY2025 Budgeted benefits were utilized and consolidated at the positional level.
- **Productive Hours:** Based on Stonecrest's current personnel system rules, working or productive hours were calculated. This means taking the starting total working hours and reducing the hours by vacation, sick, holidays, trainings, and administrative leave.
- **Departmental / Divisional Overhead:** This captures any internal service charges or operating costs such as vehicles, supplies, etc. Additionally, this component includes the cost associated with support from Director, administrative, and analytical staff that do not directly work on fees.
- **Citywide Overhead:** This captures support provided by the City Council, City Manager, City Clerk, City Attorney, Finance, and Human Resources. The costs are based on a standard *de minimis* rate (15%).

Together these components result in the generation of fully burdened hourly rates by position / classification and / or department / division. These rates were multiplied against the time assumptions to calculate the full cost of services noted in this report.

RESULTS OVERVIEW

The motivation behind a cost of services (User Fee) analysis is for City Council and Departmental staff to maintain services at a level that is both accepted and effective for the community and to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost-of-service analysis takes a “snapshot in time,” where a fiscal year of financial and operational information is utilized. Changes to the structure of fee names, along with the use of time estimates, allow only for a reasonable projection of subsidies and revenue. Consequently, City Council and Department staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

Discussion of results in the following chapters is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each fee including the following:

- **Modifications:** discussions regarding any proposed revisions to the current fee schedule, including elimination or addition of fees.
- **“Per Unit” Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).

The full analytical results were provided to City staff under separate cover from this summary report.

BUILDING

The Building and Permitting Division ensures that any construction within the City complies with state and local building codes and regulations. The Building fees examined in this study relate to new construction; remodels and tenant improvements; mechanical, electrical, and plumbing (MEP) permits; swimming pools; certificates of occupancy; and demolition projects. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Building Department.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** In discussions with City staff, the following eliminations were proposed to the current fee schedule as they represent services no longer offered by the City or are duplicative:
 - ‘Electrical Permits – Low Voltage – Residential’
 - ‘Plumbing Permits – Miscellaneous fee’
 - ‘Sprinkler system processing’
- **New Fee:** Staff proposed the addition of a ‘Temporary Certificate of Occupancy’ fee to represent a service already offered by not codified on the fee schedule.
- **Condensed Fees:** Staff proposed condensing the following fees to simplify the fee schedule:
 - ‘Commercial Grease Trap Processing’ from a base fee with an additional fee per \$1,000 valuation to a single flat fee.
 - ‘HVAC Permits’ from a list of individual appliances to more general fee categories such as ‘Fee per heating appliance’ and ‘Fee per cooling appliance’.
 - ‘Plumbing Permits’ from a list of individual fixtures to a single ‘Fee per plumbing fixture’.
- **Modified Fees:** The following fee modifications were proposed to better clarify the services being provided:
 - ‘Swimming Pool’ fee was created to combine all related MEP permits and was divided into ‘Single-Family’ and ‘Commercial / Multi-Family’ categories.
 - All ‘Minimum Permit Fees’ were renamed ‘Base Permit Fees’.
 - ‘Grease Trap’, ‘Irrigation System’, ‘Sewer Service’, and ‘Water Service’ had the phrase ‘Application Processing’ added to clarify that the fee is only for the City to process these applications and submit them to the County for their review.
 - The ‘Technology Fee’ was converted from a flat fee to a percentage-based fee; this allows the City to better recover costs for large projects that have a greater impact on technology systems.

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Building and Permitting staff.

DETAILED RESULTS

The Building Division collects fees for new construction; remodels and tenant improvements; mechanical, electrical, and plumbing (MEP) permits; certificates of occupancy; swimming pools; demolition; and processing certain applications that the County reviews. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 3: TOTAL COST PER UNIT RESULTS – BUILDING

Fee Name	Current Fee	Total Cost	Difference
Building Permit Fee Schedule			
Base Permit Fee	\$175	\$178	(\$3)
Technology Fee	Modified	6%	N/A
Plan Review Fee	20%	40%	(20%)
Building Permit (New Construction)			
Building Permit Fee Schedule	\$0.0065	\$0.0085	(\$0.0020)
Interior Tenant Finish/Residential Remodel			
Minimum permit fee	\$175	\$174	\$1
Technology Fee	Modified	6%	N/A
Commercial Interior finish	\$6.00	\$9.33	(\$3.33)
Residential renovation/addition/repair	\$6.00	\$6.97	(\$0.97)
Other Fees			
Certificate of Occupancy Fee/Letter of Completion Fee	\$50	\$122	(\$72)
Temporary Certificate of Occupancy	New	\$182	N/A
Plans Revision Fee			
Residential Site Plan	\$25	\$62	(\$37)
Other	\$50	\$70	(\$20)
Resubmittal Fee - each resubmittal after the 2nd, Temporary Certificate of Occupancy, nonresidential only	\$25	\$62	(\$37)
Permit Extension - same owner	\$300	\$317	(\$17)
Change of Contractor after permit issued	\$175	\$188	(\$13)
House moving permit	\$150	\$169	(\$19)
Swimming Pool			
Single-Family	\$100	\$394	(\$294)
Commercial / Multi-Family			
Up to \$16,000 value	\$100	\$394	(\$294)
Per \$1,000.00 value added	\$7	\$7	(\$1)
Demolition			
Single-Family	\$100	\$164	(\$64)
Commercial / Multi-Family			
Up to \$16,000 value	\$100	\$164	(\$64)
Per \$1,000.00 value added	\$7	\$7	(\$1)
Temporary Construction Trailer	\$100	\$282	(\$182)
Temporary Structure	\$150	\$282	(\$132)

Fee Name	Current Fee	Total Cost	Difference
Minimum Miscellaneous Fee	\$100	\$99	\$1
Commercial Grease Trap Processing	\$200	\$49	\$51
Irrigation system Processing	\$100	\$49	\$51
After hours inspection (min. 4 hours)	\$50	\$142	(\$92)
Reinspection Fees - Building and Trades			
Reinspection - first occurrence	\$25	\$40	(\$15)
Reinspection - second occurrence	\$50	\$80	(\$30)
Reinspection - third and others	\$100	\$120	(\$20)
Plumbing Permits			
Base Permit Fee	\$100	\$109	(\$9)
Technology Fee	Modified	6%	N/A
Fee per plumbing fixture	\$5	\$20	(\$15)
Fee per gas service added	\$25	\$20	\$5
Other			
Re-inspection fee - First	\$25	\$40	(\$15)
Re-inspection fee - Second	\$50	\$80	(\$30)
Re-inspection fee - Third and subsequent	\$100	\$120	(\$20)
After hours inspection (min 4 hours)	\$50	\$142	(\$92)
Sewer Service Application Processing	\$30	\$49	(\$19)
Water Service Application Processing	\$30	\$49	(\$19)
HVAC Permits			
Base Permit Fee	\$100	\$109	(\$9)
Technology Fee	Modified	6%	N/A
Fee per heating appliance	\$35	\$40	(\$5)
Fee per cooling appliance	\$35	\$40	(\$5)
Fee per residential exhaust fan	\$15	\$40	(\$25)
Fee per commercial exhaust fan	\$25	\$40	(\$15)
Fee per gas service added	\$25	\$40	(\$15)
Fee per commercial vent hood	\$80	\$80	\$0
Fee per residential vent hood	\$25	\$40	(\$15)
Miscellaneous equipment	\$15	\$40	(\$25)
Gas Service	\$25	\$40	(\$15)
Gas Reconnect	\$50	\$50	\$0
Electrical Permits			
Base Permit Fee	\$100	\$109	(\$9)
Technology Fee	Modified	6%	N/A
Other			
Re-inspection fee - First	\$25	\$40	(\$15)
Re-inspection fee - Second	\$50	\$80	(\$30)
Re-inspection fee - Third and subsequent	\$100	\$120	(\$20)
After hours inspection (min 4 hours)	\$50	\$142	(\$92)
Temporary Service Pole	\$25	\$30	(\$5)
Number of receptacles	\$2	\$4	(\$2)
Number of Light Fixtures	\$2	\$4	(\$2)
Service Panel between 30 amps and 125 amps	\$20	\$30	(\$10)
Service Panel between 126 amps and 400 amps	\$30	\$40	(\$10)
Service Panel 401 amps and above	\$40	\$60	(\$20)
Number of appliances including furnace and air conditioning	\$5	\$10	(\$5)

Fee Name	Current Fee	Total Cost	Difference
Swimming pool, spa, Jacuzzi	\$50	\$60	(\$10)
Miscellaneous equipment	\$20	\$30	(\$10)
Construction trailer	\$50	\$60	(\$10)
Power reconnect	\$50	\$60	(\$10)
Low Voltage			
Commercial	\$50	\$60	(\$10)

The fees administered by the Building and Permitting Division generally under-recover. The largest deficits are in relation to the base fees for both ‘Single-Family’ and ‘Commercial / Multi-Family’ swimming pool permits at around \$300 each. A few fees do show over-recoveries; the largest overages are in relation to the ‘Commercial Grease Trap Processing’ and ‘Irrigation System Processing’ fees at about \$50 each. The City should review these results and adjust these fees to be in compliance with the state regulations, as well as to allow for greater cost recovery.

FINANCE

The Finance Department is responsible for administering the City’s Alcoholic Beverage and Business Licenses. The fees examined in this study relate to the administrative fees charged for managing those programs. The following subsections discuss fee schedule modifications and detailed per unit results.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, no modifications were proposed to the fees administered by the Finance Department.

DETAILED RESULTS

Finance’s fees are related to the administrative costs associated with providing Alcoholic Beverage Licenses and Business Licenses. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 4: TOTAL COST PER UNIT RESULTS – FINANCE

Fee Name	Current Fee	Total Cost	Difference
Alcoholic Beverage E License			
Administrative Fee			
Beer/Wine	\$100	\$214	(\$114)
Liquor	\$200	\$214	(\$14)
Business Licenses			
Administrative Fee	\$75	\$131	(\$56)

The administrative fees administered by the Finance Department all under-recover the associated costs. The largest under-recovery is for a ‘Beer/Wine’ permit at just over \$100. The smallest under-recovery is for a ‘Liquor’ permit at about \$15.

PARKS & RECREATION

The Parks and Recreation Department operates and maintains the City's parks and facilitates various activities and programs for City residents. The fees examined in this study relate to facility, field, and pavilion rentals; athletic activities; and camps. The following subsections discuss fee schedule modifications and detailed per-unit results.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the 'Field Rentals – Artificial Turf Fields' fee, as the City currently does not have any of these fields available for rent.
- **New Fees:** Staff proposed the addition of the following fees as they highlight services the City would like to provide in the near future:
 - 'Afterschool Programming'
 - 'Co-Ed Softball League'
 - 'Co-Ed Kickball League'
 - 'Co-Ed Volleyball League'
 - 'Concession Stand' Rental
 - 'Flag Football'
 - 'Lacrosse'
 - 'Men's / Women's Basketball League'
 - 'School Break Camps'
 - 'Soccer'
 - 'Track and Field'
 - 'Tumbling'
 - 'Youth Basketball Clinic'
 - 'Youth Basketball League'
 - 'Youth T-Ball / Baseball League'
- **Expanded Fees:** For all rentals of spaces in the Browns Mill Recreation Center, staff proposed adding a separate fee for 'Specialty Groups.'

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Parks and Recreation staff.

DETAILED RESULTS

The Parks and Recreation Department collects fees for rentals, athletic activities, and camps. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 5: TOTAL COST PER UNIT RESULTS – PARKS & RECREATION

Fee Name	Current Fee	Total Cost	Difference
Browns Mill Recreation Center			
Multipurpose Room			
Event	\$250	\$289	(\$39)
Meeting	\$100	\$149	(\$49)
All Other Rentals:			
Resident	\$45	\$90	(\$45)
Non-Resident	\$70	\$90	(\$20)
Non-Profit	\$35	\$90	(\$55)
Specialty Groups	New	\$90	N/A
Multipurpose Room A or B			
Event	\$250	\$150	\$100
Meeting	\$100	\$59	\$41
All Other Rentals:			
Resident	\$35	\$74	(\$39)
Non-Resident	\$60	\$74	(\$14)
Non-Profit	\$25	\$74	(\$49)
Specialty Groups	New	\$74	N/A
Large Gymnasium			
Athletic Events	\$250	\$236	\$14
All Other Rentals:			
Resident	\$85	\$107	(\$22)
Non-Resident	\$110	\$107	\$3
Non-Profit	\$75	\$107	(\$32)
Specialty Groups	New	\$107	N/A
Auxiliary Gymnasium			
Athletic Events	\$250	\$146	\$104
All Other Rentals:			
Resident	\$60	\$84	(\$24)
Non-Resident	\$85	\$84	\$1
Non-Profit	\$50	\$84	(\$34)
Specialty Groups	New	\$84	N/A
Entire Gymnasium			
Athletic Events	\$250	\$339	(\$89)
All Other Rentals:			
Resident	\$125	\$132	(\$7)
Non-Resident	\$150	\$132	\$18
Non-Profit	\$115	\$132	(\$17)
Specialty Groups	New	\$132	N/A
Opening Facility Fee	\$100	\$85	\$15

Fee Name	Current Fee	Total Cost	Difference
Field Rentals			
Baseball / Football / Soccer / Softball			
Youth	\$40	\$35	\$5
Adult	\$50	\$35	\$15
Non-Profit	\$35	\$35	\$0
Tournaments			
Youth / Adult	\$120	\$218	(\$98)
Lights	\$50	\$85	(\$35)
Field Prep	\$75	\$168	(\$93)
Cleaning / Trash Removal	\$100	\$126	(\$26)
Concession Stand	New	\$63	N/A
Pavilion Rentals			
Salem Pav.			
<u>Half day (< 4 hrs.)</u>			
Resident	\$55	\$144	(\$89)
Non-Resident	\$75	\$144	(\$69)
<u>Full day (4 + hrs.)</u>			
Resident	\$95	\$204	(\$109)
Non-Resident	\$135	\$204	(\$69)
Gregory Moseley Pav.			
<u>Half day (< 4 hrs.)</u>			
Resident	\$55	\$129	(\$74)
Non-Resident	\$75	\$129	(\$54)
<u>Full day (4 + hrs.)</u>			
Resident	\$95	\$174	(\$79)
Non-Resident	\$135	\$174	(\$39)
Browns Mill Pav.			
<u>Half day (< 4 hrs.)</u>			
Resident	\$55	\$135	(\$80)
Non-Resident	\$75	\$135	(\$60)
<u>Full day (4 + hrs.)</u>			
Resident	\$95	\$187	(\$92)
Non-Resident	\$135	\$187	(\$52)
Athletic Programs			
Men's / Women's Basketball League	\$600	\$1,322	(\$722)
Co-Ed Softball League	\$500	\$1,317	(\$817)
Co-Ed Kickball League	\$500	\$1,317	(\$817)
Co-Ed Volleyball League	\$500	\$1,317	(\$817)
Flag Football	\$600	\$1,317	(\$717)
Youth Basketball Clinics	\$125	\$174	(\$49)
Tumbling	\$125	\$174	(\$49)
Youth Basketball League			
Resident	\$80	\$131	(\$51)
Non-Resident	\$95	\$131	(\$36)
Youth T-Ball / Baseball League			
Resident	\$85	\$131	(\$46)
Non-Resident	\$100	\$131	(\$31)
Track and Field			
Resident	\$95	\$131	(\$36)

Fee Name	Current Fee	Total Cost	Difference
Non-Resident	\$110	\$131	(\$21)
Soccer			
Resident	\$85	\$131	(\$46)
Non-Resident	\$100	\$131	(\$31)
Flag Football			
Resident	\$85	\$131	(\$46)
Non-Resident	\$100	\$131	(\$31)
Lacrosse			
Resident	\$95	\$131	(\$36)
Non-Resident	\$110	\$131	(\$21)
Non-Athletic Programs			
Afterschool Programming	New	\$275	N/A
School Break Camps	New	\$382	N/A
Summer Camp	\$60	\$710	(\$650)

The fees charged by the Parks and Recreation Department generally under-recover the costs of providing the associated services, with some exceptions. The largest deficit is seen between the proposed fee and the total cost for the co-ed softball, kickball, and volleyball leagues at about \$800 per team.

A few rental fees show over-recoveries, ranging from just over \$100 ('Auxiliary Gymnasium – Athletic Events') to \$1 ('Auxiliary Gymnasium – Non-Resident'). It is important to note that rental fees are generally not bound by the same cost restrictions as other types of user fees; because rentals are purely voluntary transactions that are influenced by many market factors other than cost (desirability of the facility, availability of other comparable facilities in the area, etc.), these fees can be set at the market rate, rather than purely on a cost basis.

PLANNING & ZONING

The Planning and Zoning Division is responsible for managing the City's growth and development through implementation of the Comprehensive Plan and the Zoning Ordinance. The Planning and Zoning fees included in this study relate to rezoning, variances, public notice, special administrative permits, signs, and land development. The following subsections discuss fee schedule modifications and detailed per-unit results for the fee-related services provided by Planning and Zoning.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees as they are either no longer needed or are duplicative:
 - 'Residential – Final Plats – Inspection'
 - 'Residential – Final Plats – Final Inspection and Punch List'
 - 'Revisions'
- **New Fees:** Staff proposed the addition of the following fees as they highlight services either already provided and not codified on the fee schedule or services the City would like to provide in a different way:
 - 'Re-Posting Signs'
 - 'Sign Review'
 - 'Tree Removal Permit'
- **Condensed Fees:** Staff proposed collapsing the 'Clearing', 'Clearing and Grubbing', and 'Grading Permit' fees into a single fee for all residential and non-residential projects.
- **Expanded Fees:** For all zoning districts under the 'Rezoning from any district/major modification' section, staff proposed expanding the current list of acreage-based subcategories to include an additional subcategory for Overlays.
- **Modified Fees:** The 'Technology Fee' was converted from a flat fee to a percentage-based fee; this allows the City to better recover costs for large projects that have a greater impact on technology systems.

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Planning and Zoning staff.

DETAILED RESULTS

Planning and Zoning collects fees for rezoning, variances, signs, public noticing, and land development. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and

Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 6: TOTAL COST PER UNIT RESULTS – PLANNING & ZONING

Fee Name	Current Fee	Total Cost	Difference
Technology Fee	Modified	6%	N/A
Permit Applications			
Variations			
<u>Residential Single-Family Zoning Districts</u>			
Base	\$250	\$4,111	(\$3,861)
For each additional variance on the same piece of property (maximum of three variances)	\$50	\$417	(\$367)
<u>Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts, and Commercial Uses in Residential</u>			
Base	\$350	\$4,359	(\$4,009)
For each additional variance on the same piece of property (maximum of three variances)	\$100	\$417	(\$317)
<u>All Signs</u>			
Base	\$350	\$4,111	(\$3,761)
For each additional variance on the same piece of property (maximum of three variances)	\$100	\$417	(\$317)
Sign Review	New	\$208	N/A
Zoning Certification Letter	\$50	\$124	(\$74)
Minor Modification	\$250	\$339	(\$89)
Major Modification	\$250	\$3,117	(\$2,867)
Special Land Use Permit (SLUP)	\$400	\$4,111	(\$3,711)
Swimming Pool	\$50	\$339	(\$289)
Rezoning from any district/major modification			
RE District			
0 to 5 acres	\$500	\$2,032	(\$1,532)
5+ to 10 acres	\$1,000	\$3,196	(\$2,196)
10+ to 20 acres	\$1,500	\$4,111	(\$2,611)
20+ to 100 acres	\$2,000	\$4,506	(\$2,506)
<u>100+ acres</u>			
Base	\$2,500	\$4,506	(\$2,006)
Per acre for any portion thereof over 100 acres.	\$40	\$62	(\$22)
RE District in an Overlay	New	\$4,359	N/A
RLG, R-100, R-85, R-75, R- 60			
0 to 5 acres	\$300	\$2,032	(\$1,732)
5+ to 10 acres	\$700	\$3,196	(\$2,496)
10+ to 20 acres	\$1,000	\$4,111	(\$3,111)
20+ to 100 acres	\$1,500	\$4,506	(\$3,006)
<u>100+ acres</u>			
Base	\$2,500	\$4,506	(\$2,006)
Per acre for any portion thereof over 100 acres.	\$40	\$62	(\$22)
RLG, R-100, R-85, R-75, R- 60 in an Overlay	New	\$4,359	N/A
MHP, RNC, Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts			
0 to 5 acres	\$500	\$2,281	(\$1,781)

Fee Name	Current Fee	Total Cost	Difference
5+ to 10 acres	\$100	\$3,568	(\$3,468)
10+ to 20 acres	\$1,500	\$4,359	(\$2,859)
20+ to 100 acres	\$2,000	\$5,127	(\$3,127)
100+ acres			
Base	\$2,500	\$5,127	(\$2,627)
Per acre for any portion thereof over 100 acres.	\$20	\$93	(\$73)
MHP, RNC, Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts in an Overlay	New	\$4,607	N/A
Public Notice			
All Land Use and Variance, and Administrative Appeal Petitions (except Administrative and Minor)			
Signs	\$80	\$45	\$35
Re-Posting Signs	New	\$45	N/A
Advertising (Public Notice)	\$50	\$68	(\$18)
Special Administrative Permit			
Temporary outdoor events			
Base	\$50	\$508	(\$458)
Per Day	\$10	\$84	(\$74)
Temporary outdoor sales, seasonal	\$50	\$508	(\$458)
Temporary Outdoor Retail Sales			
Base	\$50	\$508	(\$458)
Per Day	\$10	\$84	(\$74)
Temporary or seasonal farmer's markets; Temporary produce stand	\$50	\$508	(\$458)
Temporary Structure	\$50	\$508	(\$458)
Urban Community Garden, over 5 acres	\$50	\$508	(\$458)
Telecommunication	\$50	\$508	(\$458)
Home Occupation or Home-based business	\$100	\$339	(\$239)
Festival/Event (horseshow, music festival, etc.)			
Base	\$50	\$508	(\$458)
Per Day	\$10	\$84	(\$74)
Events, Outdoors Seasonal (Christmas tree, pumpkinseed)	\$50	\$508	(\$458)
Roadside Vendor			
Base	\$50	\$508	(\$458)
Per Day	\$10	\$84	(\$74)
Roadside Produce Stand	\$50	\$508	(\$458)
Sexually Oriented Business	\$50	\$4,359	(\$4,309)
Special Administrative Event Permit			
5 days or less	\$200	\$508	(\$308)
14 days	\$300	\$1,378	(\$1,078)
All Other Administrative Permits	\$25	\$508	(\$483)
Sign Variances			
Sign Variances			
Minor Modification	\$30	\$339	(\$309)
Major Modification	\$250	\$3,117	(\$2,867)
Sign Permit Fees			
Directional Sign/Wayfinding Signs	\$100	\$4,111	(\$4,011)
Special Event Sign	\$100	\$84	\$16

Fee Name	Current Fee	Total Cost	Difference
All other sign permits	\$100	\$508	(\$408)
Banner	\$25	\$508	(\$483)
Wall Signs			
Under 50 square feet	\$50	\$666	(\$616)
50 to 100 square feet	\$75	\$1,084	(\$1,009)
Over 100 square feet	\$100	\$1,378	(\$1,278)
Ground / Monumental Signs			
Under 50 square feet	\$100	\$666	(\$566)
50 to 100 square feet	\$150	\$1,084	(\$934)
Over 100 square feet	\$200	\$1,378	(\$1,178)
Land Development Fee Schedule			
Technology Fee	Modified	6%	N/A
Clearing or Clearing and Grubbing or Grading Permit - Residential/Nonresidential			
Review	\$300	\$852	(\$552)
Inspection	\$25	\$532	(\$507)
Tree Removal Permit	New	\$527	N/A
Development Permit			
Residential - Single Family			
Engineering (less than 2 Acres)			
<u>Review</u>			
Base	\$300	\$1,052	(\$752)
Per Lot	\$15	\$22	(\$7)
<u>Inspection</u>			
Base	\$200	\$532	(\$332)
Per Acre	\$100	\$133	(\$33)
Erosion Control (less than 2 Acres)			
Review	\$200	\$1,052	(\$852)
<u>Inspection</u>			
Base	\$100	\$390	(\$290)
Per Acre	\$50	\$66	(\$16)
Engineering (more than 2 Acres)			
<u>Review</u>			
Base	\$400	\$1,585	(\$1,185)
Per Lot	\$15	\$22	(\$7)
<u>Inspection</u>			
Base	\$400	\$1,065	(\$665)
Per Acre	\$100	\$133	(\$33)
Erosion Control (more than 2 Acres)			
Review	\$300	\$1,585	(\$1,285)
<u>Inspection</u>			
Base	\$200	\$656	(\$456)
Per Acre	\$50	\$133	(\$83)
As-Built Plans Review			
Review	\$0	\$66	(\$66)
Inspection	\$0	\$133	(\$133)
Residential - Town Homes (Fee Simple)			
Engineering			
<u>Review</u>			

Fee Name	Current Fee	Total Cost	Difference
Base	\$300	\$390	(\$90)
Per Lot	\$15	\$22	(\$7)
<u>Inspection</u>			
Base	\$400	\$532	(\$132)
Per Acre	\$100	\$133	(\$33)
Erosion Control			
<u>Review</u>			
Base	\$150	\$920	(\$770)
Per Lot	\$15	\$22	(\$7)
<u>Inspection</u>			
Base	\$200	\$532	(\$332)
Per Acre	\$50	\$66	(\$16)
Residential - Final Plats			
First Review			
<u>Review</u>			
Base	\$200	\$460	(\$260)
Per Lot	\$5	\$8	(\$3)
Second Review			
<u>Review</u>			
Base	\$200	\$199	\$1
Third Review and Subsequent Reviews			
<u>Review</u>			
Base	\$200	\$199	\$1
Recording Fee			
<u>Review</u>			
Base	\$100	\$136	(\$36)
Per Lot	\$20	\$45	(\$25)
Nonresidential - Condominium			
Engineering			
<u>Review</u>			
Base	\$300	\$328	(\$28)
Per Lot	\$10	\$45	(\$35)
<u>Inspection</u>			
Base	\$400	\$532	(\$132)
Per Acre	\$100	\$133	(\$33)
Erosion Control			
<u>Review</u>			
Base	\$300	\$920	(\$620)
Per Lot	\$10	\$22	(\$12)
<u>Inspection</u>			
Base	\$200	\$266	(\$66)
Per Acre	\$50	\$66	(\$16)
Nonresidential - Apartment			
Engineering			
<u>Review</u>			
Base	\$300	\$461	(\$161)
Per Lot	\$10	\$45	(\$35)
<u>Inspection</u>			
Base	\$400	\$665	(\$265)

Fee Name	Current Fee	Total Cost	Difference
Per Acre	\$100	\$133	(\$33)
Erosion Control			
<u>Review</u>			
Base	\$300	\$1,319	(\$1,019)
Per Lot	\$10	\$22	(\$12)
<u>Inspection</u>			
Base	\$200	\$266	(\$66)
Per Acre	\$50	\$66	(\$16)
Nonresidential - Commercial/Institutional			
Engineering			
<u>Review</u>			
Base	\$300	\$328	(\$28)
<u>Inspection</u>			
Base	\$400	\$665	(\$265)
Per Acre	\$300	\$133	\$167
Erosion Control			
<u>Review</u>			
Base	\$300	\$1,319	(\$1,019)
Per Lot	\$10	\$22	(\$12)
<u>Inspection</u>			
Base	\$200	\$266	(\$66)
Per Acre	\$50	\$66	(\$16)
Nonresidential - Other Service Fees			
State Water Determination Fee			
Review	N/A	\$133	N/A
Inspection	\$200	\$266	(\$66)
Arborist Tree Assessment Fee (Per Site Visit)			
Review	N/A	\$263	N/A
Inspection	\$150	\$263	(\$113)
Dumpster Permit Fee			
Review	\$50	\$195	(\$145)
Inspection	\$50	\$133	(\$83)
Permit Extension (3 Months)	\$300	\$332	(\$32)
Land Development Revisions (After Permit Issuance)	\$300	\$719	(\$419)
Lot Division/Combination			
Review	\$200	\$532	(\$332)
Penalty for Site Activity Prior to Obtaining Permit Review	\$300	\$532	(\$232)
Stream Buffer Variance Application Fee-Existing Home			
Review	\$100	\$133	(\$33)
Inspection	\$100	\$532	(\$432)
Stream Buffer Variance Application Fee-New			
Review	\$100	\$266	(\$166)
Inspection	\$200	\$532	(\$332)
City Review			
Review	\$300	\$332	(\$32)

Most fees administered by Planning and Zoning under-recover. The largest deficit is in relation to a 'Special Administrative Permit' for a 'Sexually Oriented Business' at about \$4,300. The next largest

under-recoveries are associated with the 'Directional Sign/Wayfinding Sign' fee (\$4,000) and the base fees for 'Variances' (from \$3,800 to \$4,000).

Two fees currently over-recover the associated costs. The Development Fee for 'Nonresidential - Commercial/Institutional – Engineering Inspection Per Acre' has the largest overcharge at about \$170.

City staff should review these results and consider adjusting fees to be in compliance with laws and regulations, as well as to allow for greater cost recovery.

COST RECOVERY CONSIDERATIONS

The following sections provide guidance regarding how and where to increase fees, determine annual update factors, and develop cost recovery policies and procedures.

FEE ADJUSTMENTS

This study has documented and outlined on a fee-by-fee basis where the City is under- and over-collecting for its fee-related services. City and Department management will now need to review the study results and adjust fees per Departmental and City philosophies and policies. The following points outline the major options the City has in adjusting its fees:

- **Over-Collection:** Upon review of the fees that were shown to be over-collecting for costs of services provided, the City should reduce the current fee to be in line with the full cost of providing the service.
- **Full Cost Recovery:** For fees that show an under-collection for costs of services provided, the City may decide to increase the fee to full cost recovery immediately.
- **Phased Increase:** For fees with significantly low-cost recovery levels, or which would have a significant impact on the community, the City could choose to increase fees gradually over a set period.

The City will need to review the results of the fee study and associated cost recovery levels and determine how best to adjust fees. While decisions regarding fees that currently show an over-recovery are straightforward, the following subsections provide further detail on why and how the City should consider either implementing Full Cost Recovery or a Phased Increase approach to adjusting its fees.

FULL COST RECOVERY

Based on the permit or review type, the City may wish to increase the fee to cover the full cost of providing services. Certain permits may be close to cost recovery already, and an increase to full cost may not be significant. Other permits may have a more significant increase associated with full cost recovery.

Increasing fees associated with permits and services that are already close to full cost recovery can potentially bring a Department's overall cost recovery level higher. Often, these minimal increases can provide necessary revenue to counterbalance fees that cannot be increased.

The City should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the City is recovering the full cost of its services.

PHASED INCREASES

Depending on current cost recovery levels, some current fees may need to be increased significantly to comply with established or proposed cost recovery policies. Due to the type of permit or review or the amount by which a fee needs to be increased, it may be best for the City to use a phased approach to reaching its cost recovery goals.

As an example, you may have a current fee of \$200 with a full cost of \$1,000, representing 20% cost recovery. If the current policy is 80% cost recovery, the current fee would need to increase by \$600, bringing the fee to \$800, to comply with proposed recovery levels. Assuming this service is something the City provides quite often and affects various members of the community, an instant increase of \$600 may not be feasible. Therefore, the City could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period not only allows the City to monitor and control the impact to applicants but also ensure that applicants have time to adjust to significant increases. Continuing with the example above, the City could increase the fee by \$150 per year for the next four years, spreading out the increase. Depending on the desired overall increase and the impact to applicants, the City could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the City not phase increases for periods greater than five years, as that is the maximum window after which a comprehensive fee assessment should be completed.

ANNUAL ADJUSTMENTS

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general recommendation is that a comprehensive fee analysis should be conducted every five to seven years. This allows jurisdictions to ensure they account for organizational changes, such as staffing levels and merit increases, and process efficiencies, code or rule changes, or technology improvements. Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index (CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms:

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases are not tied to merit or seniority but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally, these factors are around two or three percent annually.
- **CPI / ECI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index or Employment Cost Index. These factors are calculated by the Bureau of Labor Statistics, are put out at various intervals within a year, and are specific to states and regions.

The City of Stonecrest should pick one of these factors to ensure that fees are increased in alignment with cost increases.

POLICIES AND PROCEDURES

This study has identified areas where the City is under-collecting the costs associated with providing services. This known funding gap is therefore being subsidized by other City revenue sources.

Development of cost recovery policies and procedures will ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward. The following subsections outline typical cost recovery levels and discuss the benefits of developing target cost recovery goals and procedures for achieving and increasing cost recovery.

TYPICAL COST RECOVERY

The Matrix Consulting Group has extensive experience in analyzing local government operations across the United States and has calculated typical cost recovery ranges. The following table outlines cost recovery ranges by major service area.

TABLE 7: TYPICAL COST RECOVERY RANGES BY MAJOR SERVICE AREA

Service Areas	Typical Cost Recovery Ranges
Building	80-100%
Finance	50-80%
Parks & Recreation	70-90%
Planning & Zoning	50-80%

On average, Stonecrest’s Building fees recover **65%** of their costs on a per-unit basis. This is below the typical cost recovery range seen in other jurisdictions. The average per-unit cost recovery for Finance is **66%**, which is within the typical cost recovery range. Parks and Recreation recovers **71%** of the costs of administering its fees, on average. This falls within the typical cost recovery range. Planning falls below the typical cost recovery range, recovering an average of **40%** of its costs on a per-fee basis.

DEVELOPMENT OF COST RECOVERY POLICIES AND PROCEDURES

The City should review the current cost recovery levels and adopt a formal policy regarding cost recovery. This policy can be general in nature and can apply broadly to the City as a whole or to each department and division specifically. A department-specific cost recovery policy would allow the City to better control the cost recovery associated with different types of services being provided and the community benefit received.

APPENDIX – COMPARATIVE SURVEY

As part of the Cost of Services (User Fee) study for the City of Stonecrest, Matrix Consulting Group conducted a comparative survey of user fees. The City identified five municipalities to be included in the comparative survey: Alpharetta, Brookhaven, Dunwoody, Marietta, and Smyrna. The project team then reviewed public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances) and/or contacted jurisdictions to get comparative information.

While this full report provides the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to benchmark themselves against other comparable jurisdictions to understand the local “rates” for comparable services. This type of comparative analysis allows for the City to assess what types of changes in fee levels their community can bear. However, benchmarking does not provide adequate information regarding the relationship of other jurisdictions’ costs to their fees (i.e., policy decisions to subsidize, cost recovery goals, etc.). To contextualize this portion of the analysis, the project team provided economic and recency factors for the comparable jurisdictions.

The following sections detail various factors to consider when reviewing comparative survey results, as well as graphical comparisons of current fees and total calculated costs for various permits issued or services provided by the City.

ECONOMIC FACTORS

To provide additional context to the comparative survey information, the project team collected economic factors for the jurisdictions included. Three important economic factors to consider when comparing fees across multiple jurisdictions are: population, budget, and workforce size. These factors can impact how and when fees are administered, as a jurisdiction with a smaller population may choose to not charge a fee, or a smaller workforce size may inhibit their ability to administer a fee.

The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

TABLE 8: RANKING OF JURISDICTIONS BY POPULATION

Jurisdiction	Population⁷
Dunwoody	51,795
Smyrna	57,177
Brookhaven	59,370
Stonecrest	61,015
Marietta	63,122
Alpharetta	67,275

⁷ 2024 Census estimates were used for all jurisdictions.

TABLE 9: RANKING OF JURISDICTIONS BY CITYWIDE TOTAL BUDGET

Jurisdiction	FY2025 Budget ⁸
Stonecrest	\$30,147,100
Dunwoody	\$70,533,717
Smyrna	\$105,697,703
Brookhaven	\$142,447,818
Alpharetta	\$163,590,569
Marietta	\$359,947,689

TABLE 10: RANKING OF JURISDICTIONS BY FTE

Jurisdiction	FY2025 Authorized FTE
Stonecrest	102.00
Dunwoody	127.50
Brookhaven	230.60
Alpharetta	473.50
Smyrna	480.49
Marietta	810.00

When compared to the surveyed jurisdictions, the City of Stonecrest has an average population size but the lowest budget and FTE count.

RECENCY FACTOR

While the above comparative information can provide some perspective when paralleling Stonecrest’s fees with surveyed jurisdictions, other key factors to consider are when a jurisdiction’s fee schedule was last updated and when the last comprehensive analysis was undertaken. It is important to note that even when jurisdictions have conducted recent fee studies, their fees are not always adopted at full cost recovery. The comparative results only show the adopted fee for the surveyed jurisdiction, not necessarily the full cost associated with the comparable service. The following tables detail when each surveyed jurisdiction last updated its fee schedule:

TABLE 11: LAST FEE SCHEDULE UPDATE

Jurisdiction	Response
Alpharetta	N/A ⁹
Brookhaven	2023
Dunwoody	2024
Marietta	2024
Smyrna	2025

All the surveyed jurisdictions have published an updated fee schedule within the last two to three years. However, none of the surveyed jurisdictions have conducted a comprehensive fee study.

⁸ To ensure appropriate comparisons, full operating budget (all funds) has been used for all jurisdictions.

⁹ Alpharetta generally updates fees individually on an as-needed basis.

ADDITIONAL FACTORS

Along with keeping the statistics outlined in the previous sections in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- **Cost Recovery Factors:** Each jurisdiction and its fees are different, and many are not based on the actual cost of providing services as various policy decisions may subsidize services.
- **Fee Variance Factors:** A fee with the same name may encompass different types of services or activities across jurisdictions. Variability may stem from differences in service delivery models (e.g., in-house vs. contracted), the scope of work included under the fee, and staffing configurations, all of which can influence how indirect and overhead costs are allocated.

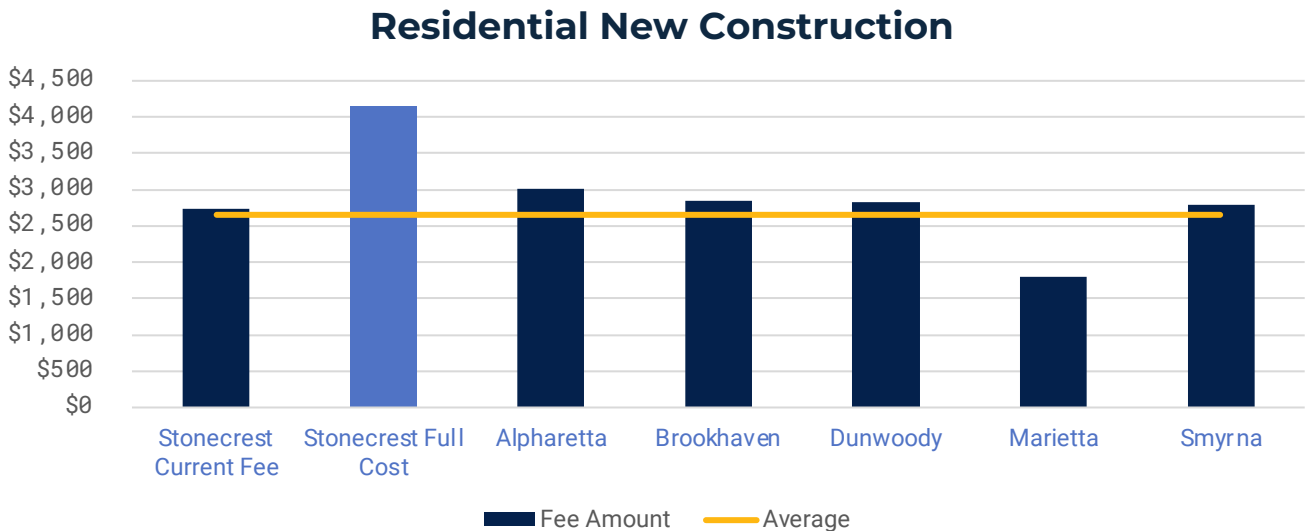
In addition to the issues noted, market surveys can also run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than the primary method for determining an acceptable price point for services.

COMPARATIVE SURVEY RESULTS

As part of this study, the project team conducted a survey of how the City’s current user fees and calculated full cost compare to other identified jurisdictions. The following subsections provide a comparative look at several fee-related services provided by the City versus the surveyed jurisdictions.

RESIDENTIAL NEW CONSTRUCTION

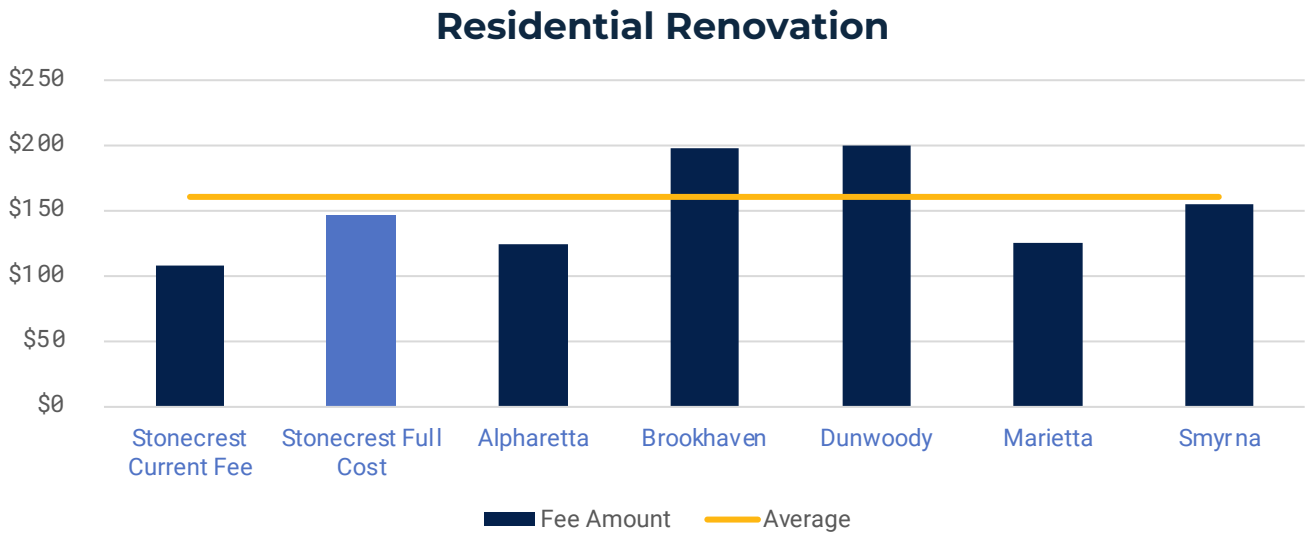
For a residential new construction project valued at \$350,000, Building and Permitting currently charges a fee of \$2,730, which includes both plan check and inspection costs. Through this study, the project team calculated the full cost of this service to be \$4,143. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.



Stonecrest’s current fee is near the jurisdictional average of \$2,655 and is most similar to Smyrna’s fee (\$2,800). The City’s full cost, however, falls significantly above average and is higher than any other surveyed municipality. Marietta has the lowest fee at \$1,800, while Alpharetta has the highest at \$3,008.

RESIDENTIAL RENOVATION

For a small residential renovation project valued at \$15,000, Building and Permitting currently charges a fee of \$108 for plan check and inspection. Through this study, the project team calculated the full cost of this service to be \$146. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

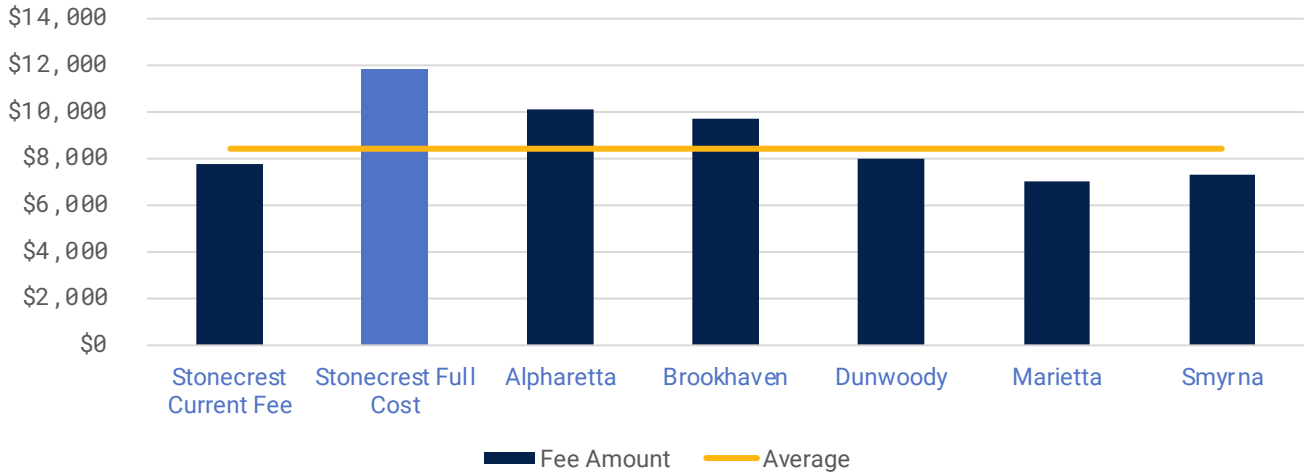


Stonecrest’s current fee and full cost are both below the jurisdictional average of \$160. The City’s current fee is most comparable to Alpharetta’s fee of \$124 and is the lowest fee among the surveyed jurisdictions. The City’s full cost is most comparable to Smyrna’s fee (\$155).

COMMERCIAL NEW CONSTRUCTION

For a commercial new construction project valued at \$1,000,000, Building and Permitting currently charges a fee of \$7,800 for plan check and inspection. Through this study, the project team calculated the full cost of this service to be \$11,837. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

Commercial New Construction

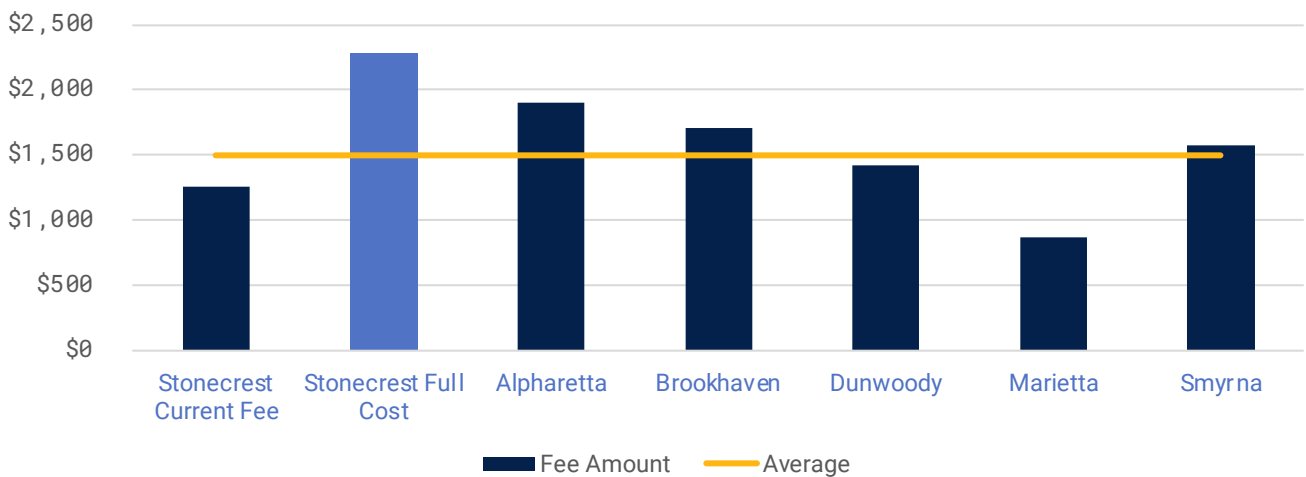


Stonecrest’s current fee falls below the jurisdictional average of \$8,465; it is most similar to Dunwoody’s fee (\$8,025). The City’s full cost, on the other hand, falls above average and is most comparable to Alpharetta’s fee of \$10,150, the highest among the surveyed jurisdictions. Marietta has the lowest fee at \$7,050.

COMMERCIAL INTERIOR FINISH

Building and Permitting currently charges a fee of \$1,260 for plan check and inspection of a commercial interior finish project valued at \$175,000. Through this study, the project team calculated the full cost of this service to be \$2,285. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

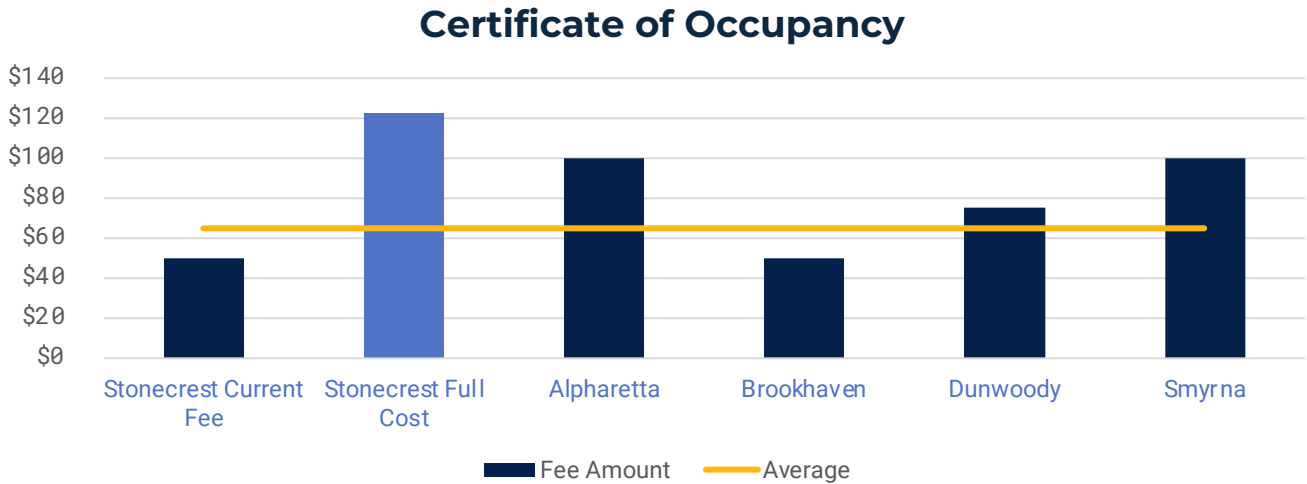
Commercial Interior Finish



Stonecrest’s current fee is below the jurisdictional average of \$1,496 and is closest to Dunwoody’s fee (\$1,425). The City’s full cost falls above average; it is higher than the fee of any surveyed jurisdiction but most similar to Alpharetta’s fee of \$1,900.

CERTIFICATE OF OCCUPANCY

Building and Permitting currently charges a fee of \$50 for a Certificate of Occupancy. Through this study, the project team calculated the full cost of this service to be \$123. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

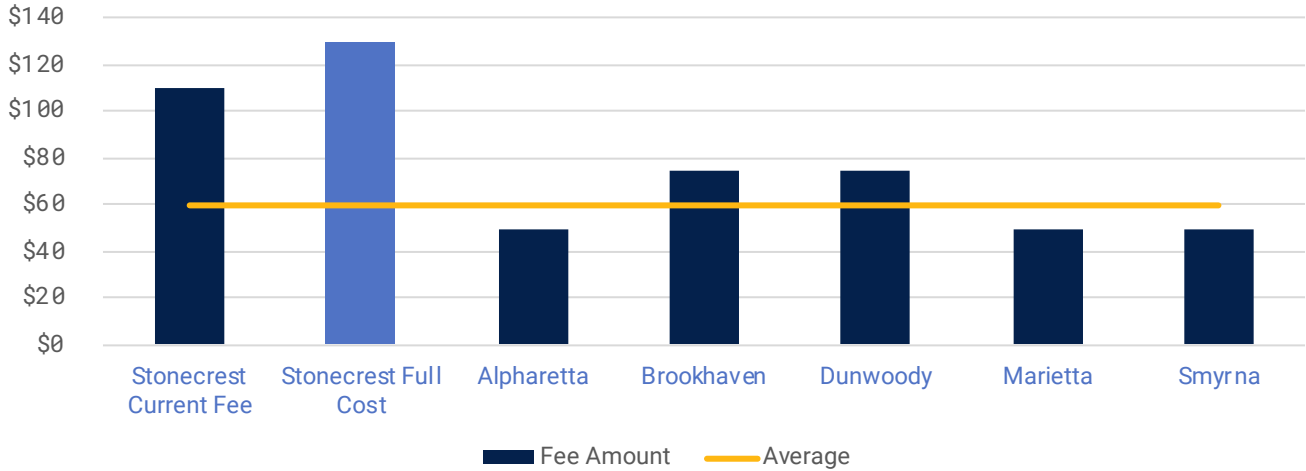


The City’s current fee is below the jurisdictional average of \$81; it is most comparable to Brookhaven’s fee, which is also \$50. Stonecrest’s full cost falls above average and is closest to Alpharetta and Smyrna’s fees (\$100 each).

WATER HEATER REPLACEMENT

Building and Permitting currently charges a fee of \$110 for the replacement of a water heater. Through this study, the project team calculated the full cost of this service to be \$130. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

Water Heater Replacement

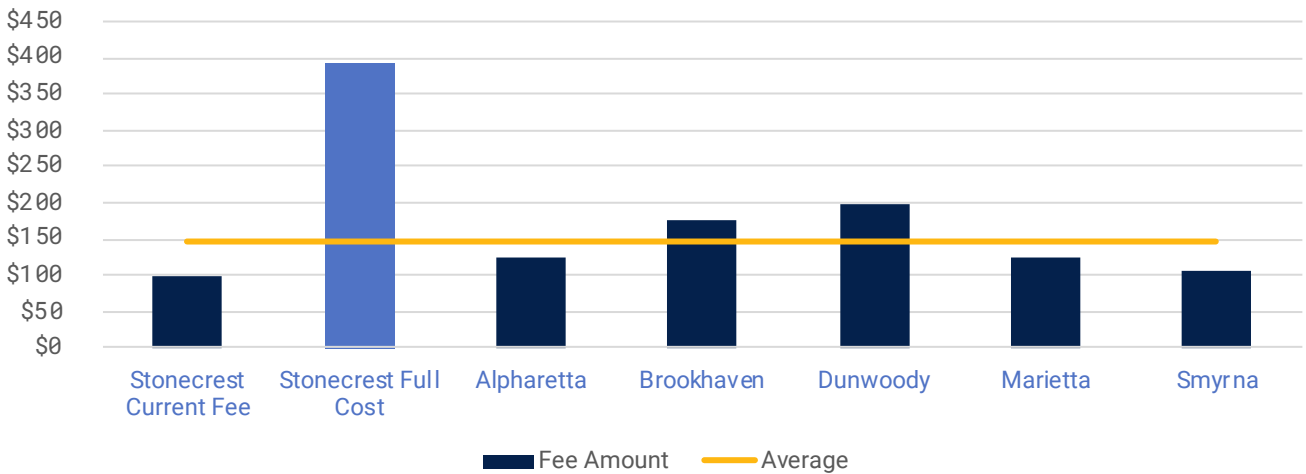


Both Stonecrest’s current fee and full cost are above the jurisdictional average of \$60. The jurisdictions with the highest fees among the survey group are Brookhaven and Dunwoody at \$75; all other jurisdictions charge \$50 for this permit.

SWIMMING POOL – SINGLE-FAMILY

Building and Permitting currently charges a fee of \$100 for a Single-Family Residential Swimming Pool permit. Through this study, the project team calculated the full cost of this service to be \$394. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.¹⁰

Swimming Pool - Single-Family



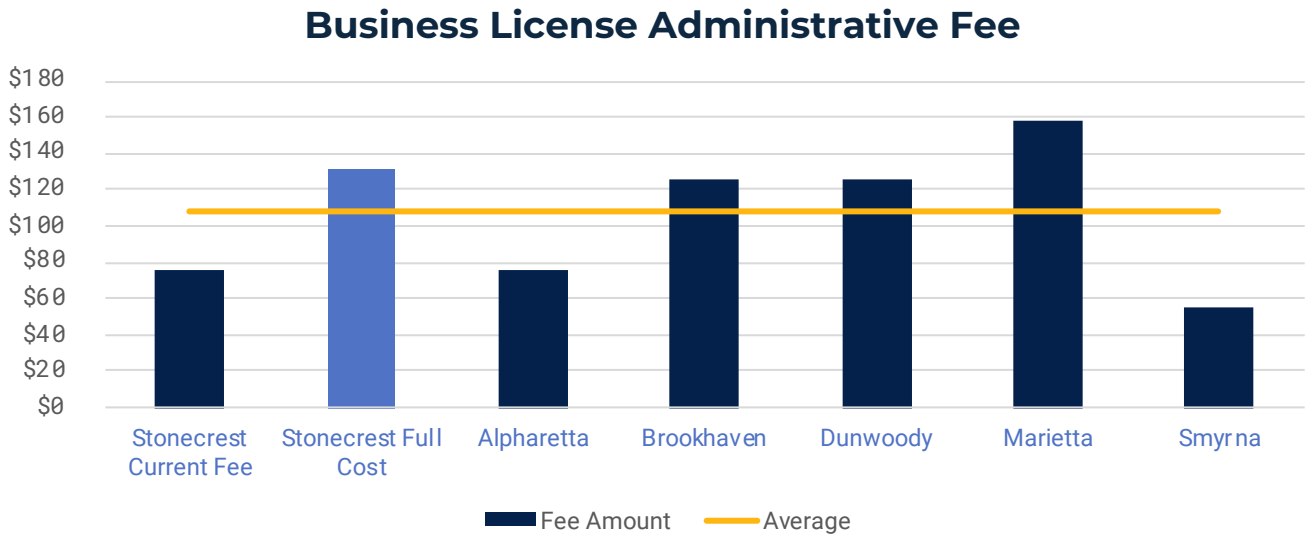
The City’s current fee falls below the jurisdictional average of \$146 and is most similar to Smyrna’s fee of \$105 (the lowest fee among the surveyed jurisdictions). Stonecrest’s full cost falls above average,

¹⁰ For those jurisdictions that do not have a separate Swimming Pool permit, a valuation of \$15,000 was used.

though, and is well above the fee of any surveyed municipality. Among the localities included here, only Brookhaven has a separate Pool fee; the other cities charge this fee based on valuation.

BUSINESS LICENSE ADMINISTRATIVE FEE

Finance currently charges a fee of \$75 as an administrative fee associated with issuing Business Licenses. Through this study, the project team calculated the full cost of this service to be \$131. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

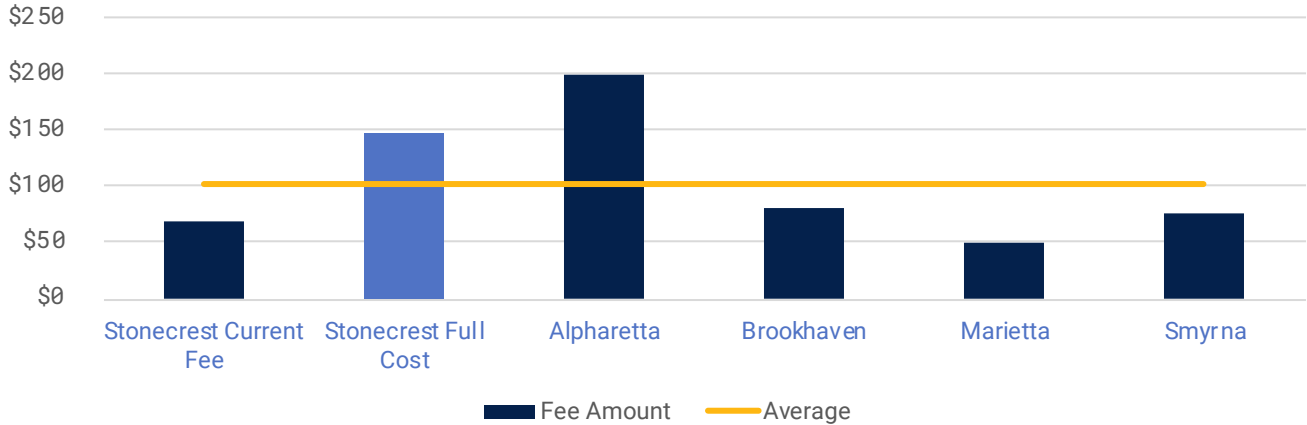


Stonecrest’s current fee is below the jurisdictional average of \$108; it is the same as Alpharetta’s fee (\$75) and higher than the lowest fee among the surveyed municipalities (Smyrna at \$55). The City’s full cost is above the jurisdictional average but lower than Marietta’s fee of \$158. Marietta charges both an Administrative Fee and a Processing Fee; both were considered together here to more directly compare to Stonecrest’s singular fee.

BROWNS MILL RECREATION CENTER MULTIPUPOSE ROOM A RENTAL

The Parks and Recreation Department currently charges a fee of \$70 for a resident to rent Multipurpose Room A at the Browns Bill Recreation Center for two hours. Through this study, the project team calculated the full cost of this service to be \$148. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

Browns Mill Recreation Center Multipurpose Room A Rental

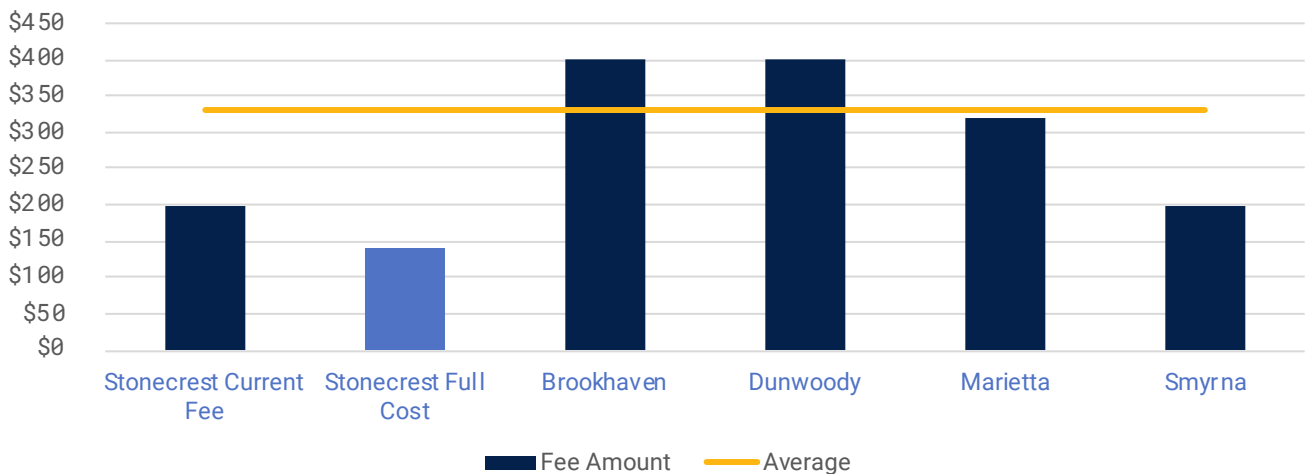


The City’s current fee is below the jurisdictional average of \$101 and most similar to Smyrna’s fee of \$75. Stonecrest’s full cost falls above average but is less than Alpharetta’s fee (\$200). It is important to note that these comparisons do not take into account factors such as the newness or desirability of the facility, although the project team makes the scenarios as comparable as possible.

BASEBALL FIELD RENTAL

The Parks and Recreation Department currently charges a fee of \$200 to rent a baseball field for an adult game for 4 hours. Through this study, the project team calculated the full cost of this service to be \$140. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

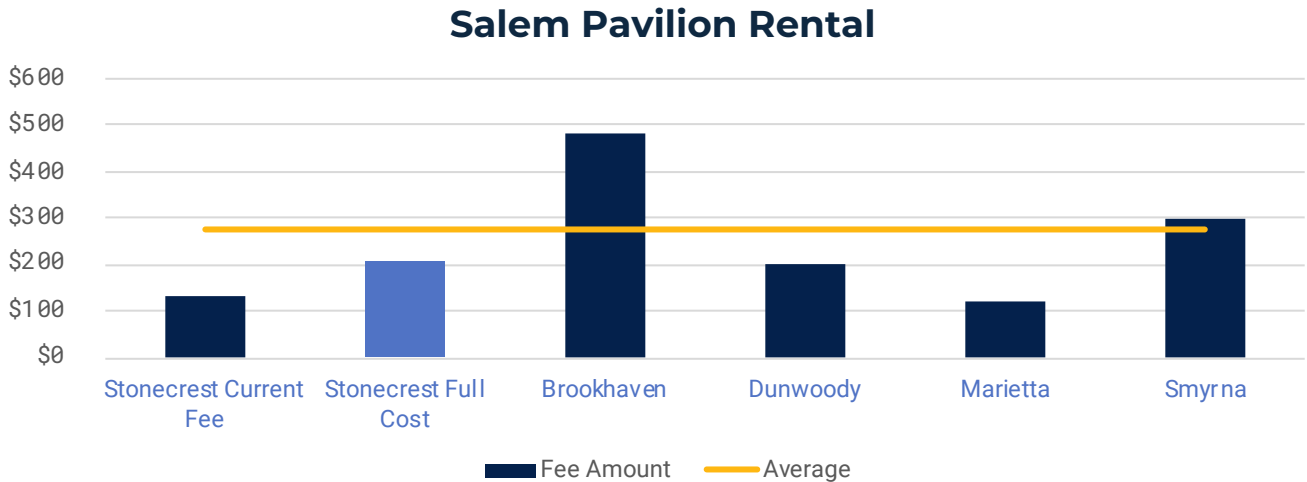
Baseball Field Rental



Stonecrest’s current fee and full cost both fall below the jurisdictional average of \$330. Both fees are most comparable to Smyrna’s fee (\$200). Notably, it is common for rental fees to be set at market rate, which may be above the cost of making those fields available for rent.

SALEM PAVILION RENTAL

Parks and Recreation currently charges a fee of \$135 to rent the Salem Park Pavilion for a full day. Through this study, the project team calculated the full cost of this service to be \$204. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.¹¹



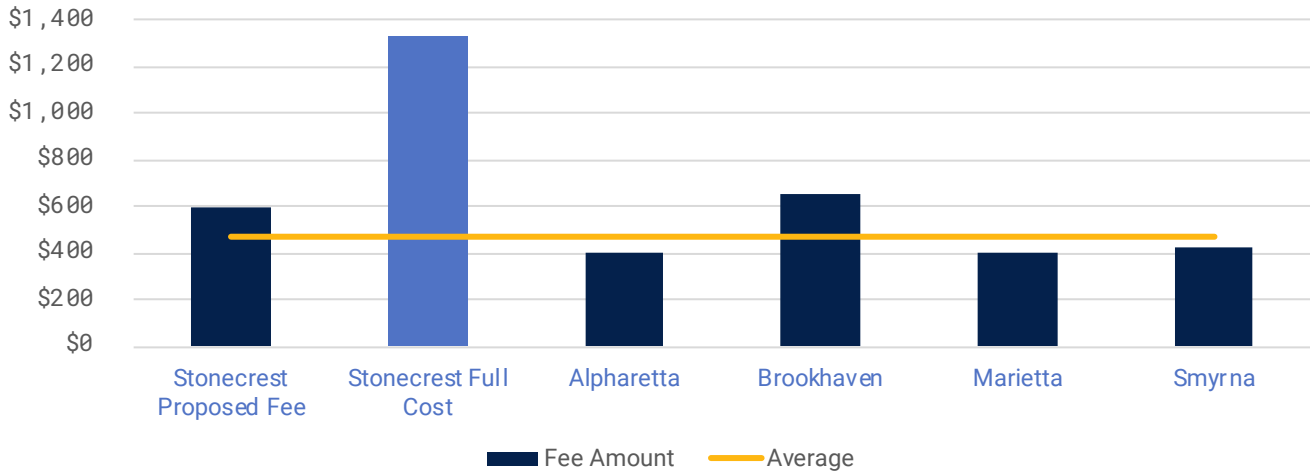
Stonecrest’s current fee and full cost both fall below the jurisdictional average of \$275. The City’s current fee is most similar to Marietta’s fee (\$120), while the full cost is closest to Dunwoody’s fee (\$200). Alpharetta does not rent most of its pavilions and does not charge for those it does rent.

MEN’S / WOMEN’S BASKETBALL LEAGUE

Parks and Recreation has proposed charging a fee of \$600 per team for a men’s or women’s basketball league. Through this study, the project team calculated the full cost of this service to be \$1,322 per team. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

¹¹ For those jurisdictions that charge an hourly fee, a rental duration of 6 hours was used.

Men's / Women's Basketball League

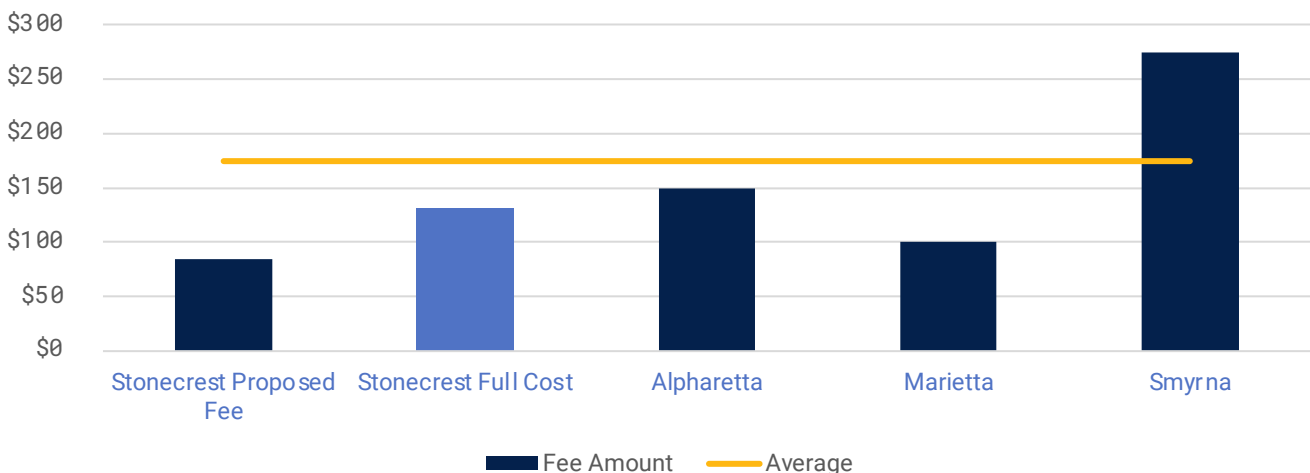


Stonecrest’s proposed fee and full cost are both above the jurisdictional average of \$468. The proposed fee is similar to Brookhaven’s fee of \$650, but the full cost is not comparable to any fee charged by the comparison jurisdictions. It is important to note that recreational activity fees are often subsidized below the full cost of providing the service.

YOUTH BASKETBALL LEAGUE

The Parks and Recreation Department has proposed charging a fee of \$85 per DeKalb County resident for participation in a youth basketball league. Through this study, the project team calculated the full cost of this service to be \$131. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

Youth Basketball League

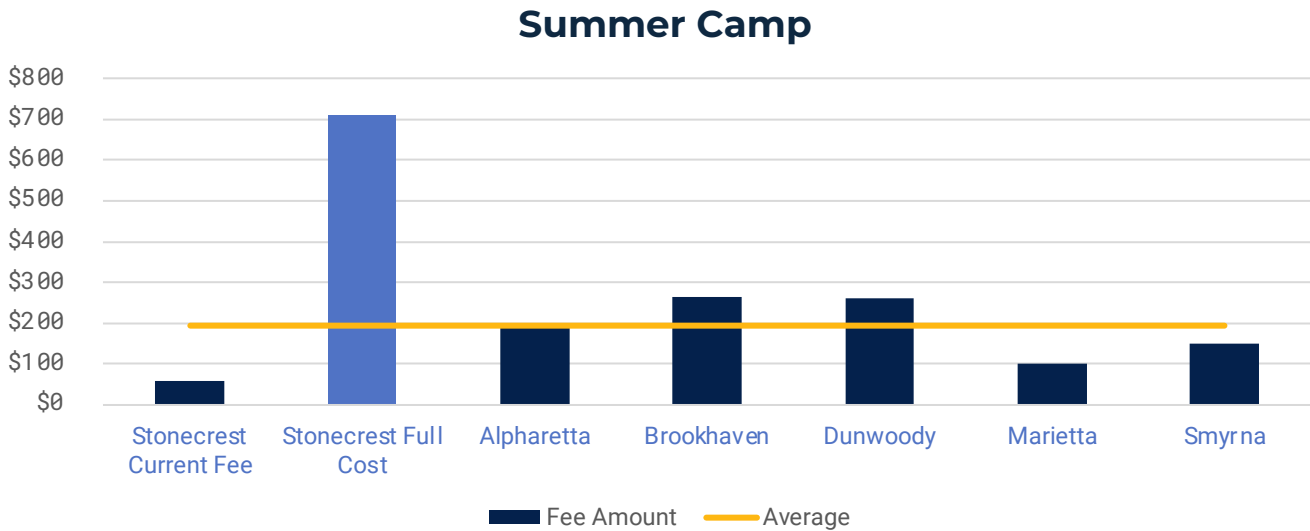


Stonecrest’s current fee and full cost are both below the jurisdictional average of \$175. The City’s current fee is most comparable to Marietta’s fee (\$85) while the full cost is most similar to Alpharetta’s fee

(\$150). Smyrna charges \$275, but it is important to note that Smyrna only provides the facility for these leagues, which are run by a local non-profit rather than in-house staff.

SUMMER CAMP

Parks and Recreation currently charges a fee of \$60 per participant per week for summer camp. Through this study, the project team calculated the full cost of this service to be \$710 per participant per week. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

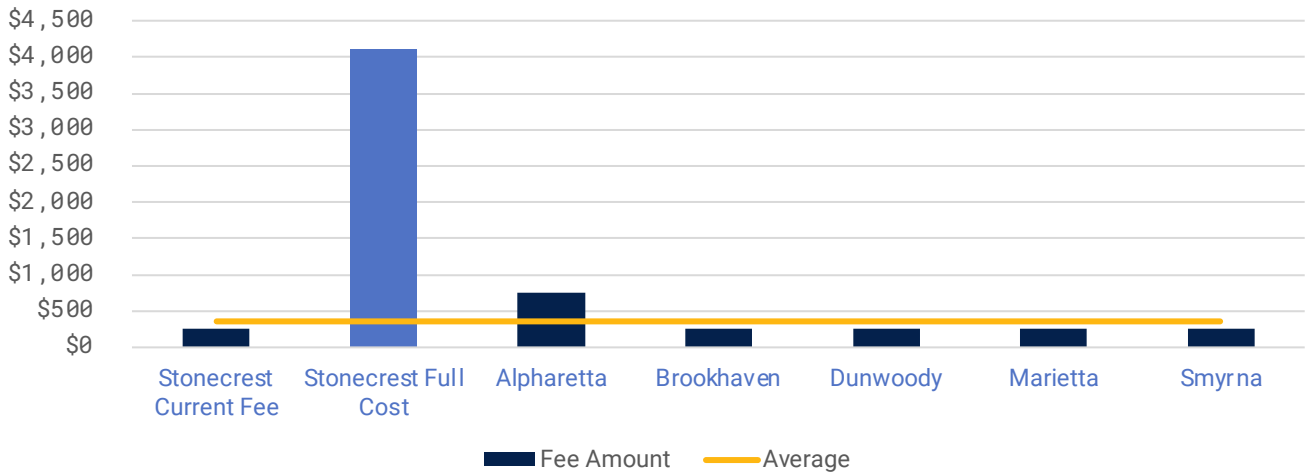


Stonecrest’s current fee falls below the jurisdictional average of \$194 and is closest to Marietta’s fee of \$100. The full cost of providing summer camp, however, is well above average and is not comparable to the fee charged by any of the surveyed municipalities. Brookhaven has the highest fee at \$265, followed closely by Dunwoody at \$260. Brookhaven’s summer camp is provided by the YMCA at Brookhaven facilities and is not provided by City staff. It is important to note that summer camp fees are often set well below full cost recovery due to the community benefit they provide.

VARIANCE – RESIDENTIAL SINGLE-FAMILY ZONING DISTRICTS

Planning and Zoning currently charges a fee of \$250 for a variance in residential single-family zoning districts. Through this study, the project team calculated the full cost of this service to be \$4,111. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

Variance - Residential Single-Family Zoning Districts

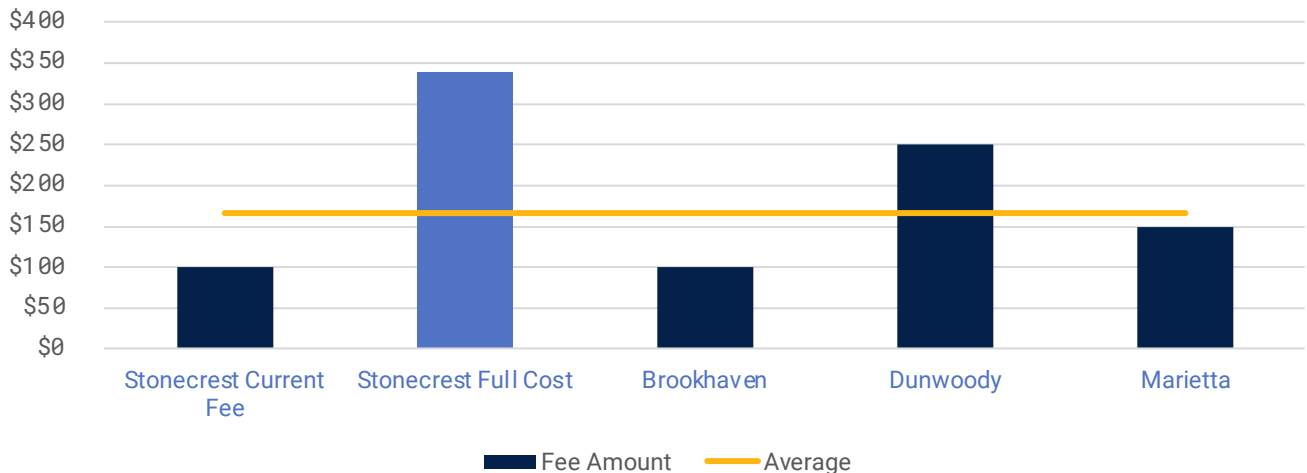


Stonecrest’s current fee is below the jurisdictional average of \$350; the full cost is well above the fee charged by any other surveyed jurisdiction. Brookhaven, Dunwoody, Marietta, and Smyrna all charge the same fee as Stonecrest (\$250). Alpharetta charges \$750 for a variance but does not consider the type of zoning district when assessing their fee.

HOME OCCUPATION OR HOME-BASED BUSINESS

Planning and Zoning currently charges a fee of \$100 for a Home Occupation or Home-based Business permit. Through this study, the project team calculated the full cost of this service to be \$339. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

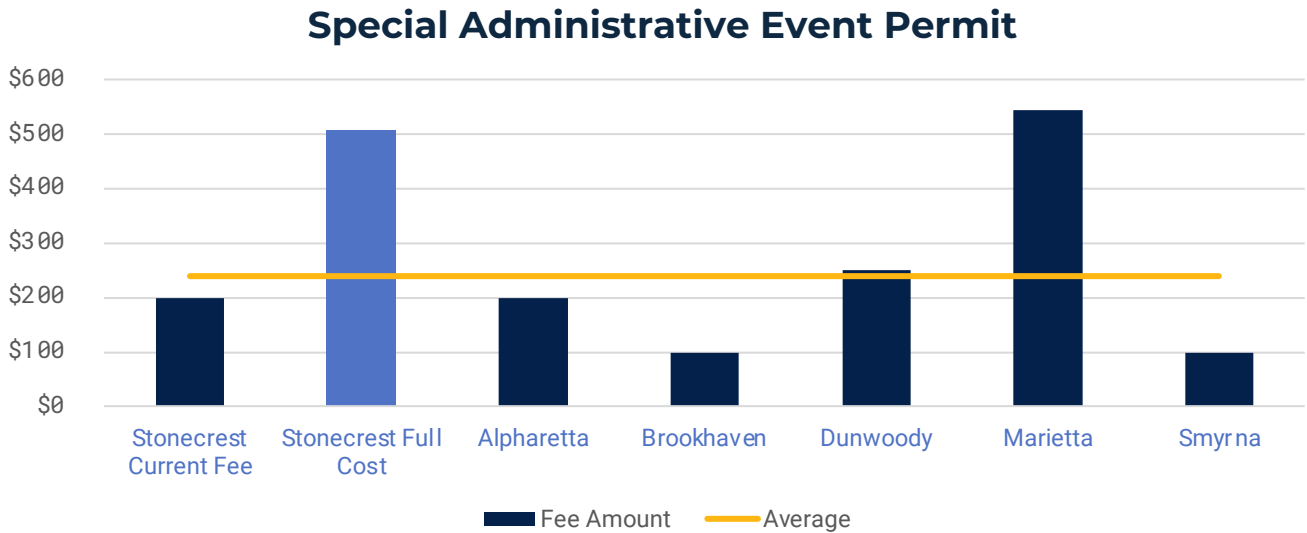
Home Occupation or Home-based Business



Stonecrest’s current fee falls below the jurisdictional average of \$167 and is the same as Brookhaven’s fee (\$100). The full cost is above average and is most comparable to Dunwoody’s fee (\$250).

SPECIAL ADMINISTRATIVE EVENT PERMIT

Planning and Zoning currently charges a fee of \$200 for a Special Administrative Event Permit for events that are 5 days or less. Through this study, the project team calculated the full cost of this service to be \$509. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

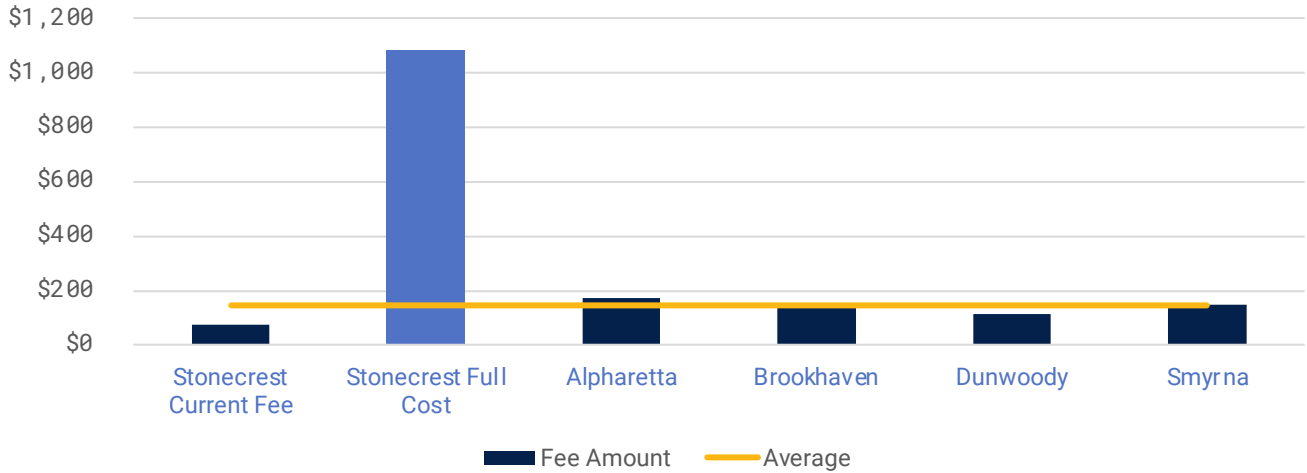


Stonecrest’s current fee is slightly below the jurisdictional average of \$239 and matches Alpharetta’s fee (\$200). The City’s full cost of providing this service is above average but similar to Marietta’s fee (\$545). Marietta’s fee as presented here includes an application fee and one event day; a longer event would incur a larger fee.

WALL SIGN PERMIT

Planning and Zoning currently charges a fee of \$75 for a Wall Sign Permit for signs that are between 50 and 100 square feet. Through this study, the project team calculated the full cost of this service to be \$1,084. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

Wall Sign Permit

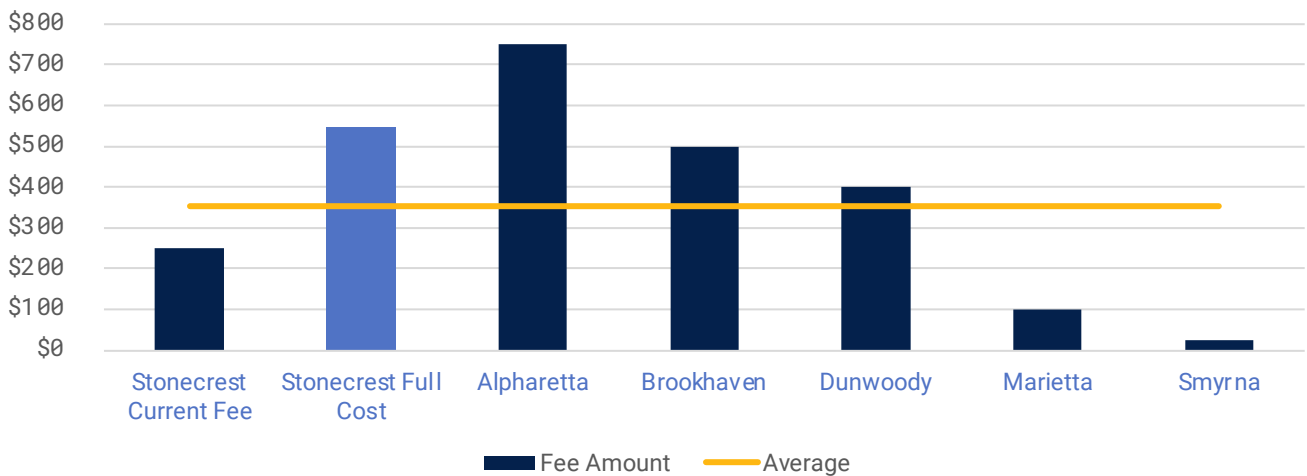


Stonecrest’s current fee is below the jurisdictional average of \$148; it is most similar to Dunwoody’s fee of \$115. The City’s full cost is well above average and is not comparable to the fees charged by any of the surveyed jurisdictions. The highest fee among the surveyed municipalities is Alpharetta’s fee at \$175.

RESIDENTIAL FINAL PLAT

Planning and Zoning currently charges a fee of \$250 for the first review of a Residential Final Plat with 10 lots. Through this study, the project team calculated the full cost of this service to be \$549. The following graph shows how Stonecrest’s current fee and full cost compare to the surveyed jurisdictions.

Residential Final Plat



Stonecrest’s current fee falls below the jurisdictional average of \$355 and falls between Marietta’s fee (\$100) and Dunwoody’s fee (\$400). The City’s full cost is above average but is comparable to Brookhaven’s fee (\$500) and below Alpharetta’s fee (\$750).

SUMMARY

Overall, Stonecrest generally has current fees that are lower than the fees of the other surveyed jurisdictions. Of the surveyed jurisdictions, Stonecrest's current fees are most comparable to Dunwoody's fees. At the same time, the City's full cost is generally above the fees charged by the surveyed jurisdictions and is most comparable to the fees charged by Alpharetta. It is important to note that the results of this survey only show the fees adopted by the respective councils, not the cost recovery policy decisions of departments or a jurisdiction. As such, the results of this survey should be used as a secondary decision-making tool.

Master Fee Schedule - City of Stonecrest

Fee Name	Unit	Current Fee	Total Cost	Consultant's Proposed Fee	Difference (Current vs. Proposed)	Fee Type	City's Proposed Fee
Building							
Building Permit Fee Schedule							
Base Permit Fee	Each	\$175	\$178	\$178	\$3	User Fee	\$175
Technology Fee	% of Fee	Modified	6%	6%		User Fee	\$50.00
Plan Review Fee	% of Building Permit	20%	40%	40%	20%	User Fee	
Building Permit (New Construction)							
Building Permit Fee Schedule	Per Valuation	\$0.0065	\$0.0085	\$0.0085	\$0.0020	User Fee	
Interior Tenant Finish/Residential Remodel							
Minimum permit fee	Each	\$175	\$174	\$174	(\$1)	User Fee	
Technology Fee added to each permit	Each	Modified	6%	6%		User Fee	\$50
Commercial Interior finish:	Per \$1,000.00	\$6.00	\$9.33	\$9.33	\$3.33	User Fee	\$9
Residential renovation/addition/repair	Per \$1,000.00	\$6.00	\$6.97	\$6.97	\$0.97	User Fee	\$6
Other Fees							
Certificate of Occupancy Fee/Letter of Completion Fee	Each	\$50	\$122	\$122	\$72	User Fee	\$120
Temporary Certificate of Occupancy	Each	New	\$182	\$182		User Fee	\$175
Plans Revision Fee							
Residential Site Plan	Each	\$25	\$62	\$62	\$37	User Fee	\$60
Other	Each	\$50	\$70	\$70	\$20	User Fee	
Resubmittal Fee - each resubmittal after [the] 2[nd], Temporary Certificate of Occupancy, nonresidential only	Each	\$25	\$62	\$62	\$37	User Fee	\$60
Permit Extension - same owner	Each	\$300	\$317	\$317	\$17	User Fee	\$300
Change of Contractor after permit issued	Each	\$175	\$188	\$188	\$13	User Fee	\$180
Working without valid permit	Permit Fee	2x		2x		Penalty	
Permit Fee refunds after plan review completed	% of Total Fee	50%		50%	0%	Other	
House moving permit	Each	\$150	\$169	\$169	\$19	User Fee	\$170
Swimming Pool							
Single-Family	Each	\$100	\$394	\$394	\$294	User Fee	\$300
Commercial / Multi-Family:							
Up to \$16,000 value	Base	\$100	\$394	\$394	\$294	User Fee	\$300
Per \$1,000.00 value added	Per \$1,000.00 value added	\$7	\$7	\$7	\$1	User Fee	
Demolition							
Single-Family	Each	\$100	\$164	\$164	\$64	User Fee	
Commercial / Multi-Family							
Up to \$16,000 value	Base	\$100	\$164	\$164	\$64	User Fee	
Per \$1,000.00 value added	Per \$1,000.00 value added	\$7	\$7	\$7	\$1	User Fee	
Temporary Construction Trailer	Each	\$100	\$282	\$282	\$182	User Fee	\$280
Temporary Structure	Each	\$150	\$282	\$282	\$132	User Fee	\$280
Minimum Miscellaneous Fee	Each	\$100	\$99	\$99	(\$1)	User Fee	\$100
Commercial Grease Trap Processing							
Irrigation system Processing	Each	\$100	\$49	\$49	(\$51)	User Fee	\$100
Refunds for after plans review completed	% of Fee	50%		50%	0%	Other	
After hours inspection (min. 4 hours)	Per Hour	\$50	\$142	\$142	\$92	User Fee	\$140
Reinspection Fees - Building and Trades							
Reinspection - first occurrence	Each	\$25	\$40	\$40	\$15	User Fee	
Reinspection - second occurrence	Each	\$50	\$80	\$80	\$30	User Fee	
Reinspection - third and others	Each	\$100	\$120	\$120	\$20	User Fee	
Plumbing Permits							
Base Permit Fee	Each	\$100	\$109	\$109	\$9	User Fee	\$100
Technology Fee	Each	Modified	6%	6%		User Fee	\$50
Fee per plumbing fixture	Per Fixture	\$5	\$20	\$20	\$15	User Fee	
Fee per gas service added	Per Gas Service	\$25	\$20	\$20	(\$5)	User Fee	
Other							
Re-inspection fee - First	Each	\$25	\$40	\$40	\$15	User Fee	

Re-inspection fee - Second	Each	\$50	\$80	\$80	\$30	User Fee	
Re-inspection fee - Third and subsequent	Each	\$100	\$120	\$120	\$20	User Fee	
After hours inspection (min 4 hours)	Per Hour	\$50	\$142	\$142	\$92	User Fee	\$140
Sewer service Application Processing	Per Unit	\$30	\$49	\$49	\$19	User Fee	\$45
Water service Application Processing	Per Unit	\$30	\$49	\$49	\$19	User Fee	\$45
HVAC Permits							
Base Permit Fee	Each	\$100	\$109	\$109	\$9	User Fee	\$100
Technology Fee	Each	Modified	6%	6%		User Fee	\$50
Fee per heating appliance	Each	\$35	\$40	\$40	\$5	User Fee	
Fee per cooling appliance	Each	\$35	\$40	\$40	\$5	User Fee	
Fee per residential exhaust fan	Each	\$15	\$40	\$40	\$25	User Fee	
Fee per commercial exhaust fan	Each	\$25	\$40	\$40	\$15	User Fee	
Fee per gas service added	Each	\$25	\$40	\$40	\$15	User Fee	
Fee per commercial vent hood	Each	\$80	\$80	\$80	\$0	User Fee	
Fee per residential vent hood	Each	\$25	\$40	\$40	\$15	User Fee	
Miscellaneous equipment	Each	\$15	\$40	\$40	\$25	User Fee	
Gas Service	Each	\$25	\$40	\$40	\$15	User Fee	
Gas Reconnect	Each	\$50	\$50	\$50	\$0	User Fee	
Electrical Permits							
Base Permit Fee	Each	\$100	\$109	\$109	\$9	User Fee	\$100
Technology Fee	Each	Modified	6%	6%		User Fee	\$50
Other							
Re-inspection fee - First	Each	\$25	\$40	\$40	\$15	User Fee	
Re-inspection fee - Second	Each	\$50	\$80	\$80	\$30	User Fee	
Re-inspection fee - Third and subsequent	Each	\$100	\$120	\$120	\$20	User Fee	
After hours inspection (min 4 hours)	Per Hour	\$50	\$142	\$142	\$92	User Fee	\$140
Temporary Service Pole	Each	\$25	\$30	\$30	\$5	User Fee	
Number of receptacles	Each	\$2	\$4	\$4	\$2	User Fee	
Number of Light Fixtures	Each	\$2	\$4	\$4	\$2	User Fee	
Service Panel between 30 amps and 125 amps	Each	\$20	\$30	\$30	\$10	User Fee	
Service Panel between 126 amps and 400 amps	Each	\$30	\$40	\$40	\$10	User Fee	
Service Panel 401 amps and above	Each	\$40	\$60	\$60	\$20	User Fee	
Number of appliances including furnace and air conditioning	Each	\$5	\$10	\$10	\$5	User Fee	
Swimming pool, spa, Jacuzzi	Each	\$50	\$60	\$60	\$10	User Fee	
Miscellaneous equipment	Each	\$20	\$30	\$30	\$10	User Fee	
Construction trailer	Each	\$50	\$60	\$60	\$10	User Fee	
Power reconnect	Base	\$50	\$60	\$60	\$10	User Fee	
Low Voltage							
Commercial	Each	\$50	\$60	\$60	\$10	User Fee	
Planning and Zoning Fee Schedule							
Technology Fee (applies to each permit)	% of Fee	Modified	6%	6%		User Fee	\$50
Permit Applications							
Variances							
<u>Residential Single-Family Zoning Districts</u>							
Base	Base	\$250	\$4,111	\$4,111	\$3,861	User Fee	\$4,000
For each additional variance on the same piece of property (maximum of three variances at any	Each Variance	\$50	\$417	\$417	\$367	User Fee	\$400
<u>Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts, and Commercial Uses in Residential</u>							
Base	Base	\$350	\$4,359	\$4,359	\$4,009	User Fee	\$4,300
For each additional variance on the same piece of property (maximum of three variances at any	Each Variance	\$100	\$417	\$417	\$317	User Fee	\$400
<u>All Signs</u>							
Base	Base	\$350	\$4,111	\$4,111	\$3,761	User Fee	\$4,000
For each additional variance on the same piece of property (maximum of three variances at any	Each Variance	\$100	\$417	\$417	\$317	User Fee	\$400

Sign Review	Per Sign	New	\$208	\$208		User Fee	\$200
Zoning Certification Letter	Each	\$50	\$124	\$124	\$74	User Fee	\$120
Minor Modification	Each	\$250	\$339	\$339	\$89	User Fee	\$300
Major Modification	Each	\$250	\$3,117	\$3,117	\$2,867	User Fee	\$3,100
Special Land Use Permit (SLUP)	Each	\$400	\$4,111	\$4,111	\$3,711	User Fee	\$4,000
Swimming Pool	Each	\$50	\$339	\$339	\$289	User Fee	\$300
GIS Maps >11 x 17	Each	\$5		\$5	\$0	User Fee	
Rezoning from any district/major modification							
RE District							
0 to 5 acres	Each	\$500	\$2,032	\$2,032	\$1,532	User Fee	\$2,000
5+ to 10 acres	Each	\$1,000	\$3,196	\$3,196	\$2,196	User Fee	\$3,000
10+ to 20 acres	Each	\$1,500	\$4,111	\$4,111	\$2,611	User Fee	\$4,000
20+ to 100 acres	Each	\$2,000	\$4,506	\$4,506	\$2,506	User Fee	\$4,000
<u>100+ acres</u>							
Base	Base	\$2,500	\$4,506	\$4,506	\$2,006	User Fee	\$4,500
Per acre for any portion thereof over 100 acres.	Each Add'l Acre	\$40	\$62	\$62	\$22	User Fee	\$60
RE District in an Overlay	Each	New	\$4,359	\$4,359		User Fee	\$4,300
RLG, R-100, R-85, R-75, R-60							
0 to 5 acres	Each	\$300	\$2,032	\$2,032	\$1,732	User Fee	\$2,000
5+ to 10 acres	Each	\$700	\$3,196	\$3,196	\$2,496	User Fee	\$3,000
10+ to 20 acres	Each	\$1,000	\$4,111	\$4,111	\$3,111	User Fee	\$4,000
20+ to 100 acres	Each	\$1,500	\$4,506	\$4,506	\$3,006	User Fee	\$4,500
<u>100+ acres</u>							
Base	Base	\$2,500	\$4,506	\$4,506	\$2,006	User Fee	\$4,500
Per acre for any portion thereof over 100 acres.	Each Add'l Acre	\$40	\$62	\$62	\$22	User Fee	\$60
RLG, R-100, R-85, R-75, R-60 in an Overlay	Each	New	\$4,359	\$4,359		User Fee	\$4,300
MHP, RNC, Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts							
0 to 5 acres	Each	\$500	\$2,281	\$2,281	\$1,781	User Fee	\$2,200
5+ to 10 acres	Each	\$100	\$3,568	\$3,568	\$3,468	User Fee	\$3,500
10+ to 20 acres	Each	\$1,500	\$4,359	\$4,359	\$2,859	User Fee	\$4,300
20+ to 100 acres	Each	\$2,000	\$5,127	\$5,127	\$3,127	User Fee	\$5,000
<u>100+ acres</u>							
Base	Base	\$2,500	\$5,127	\$5,127	\$2,627	User Fee	\$5,000
Per acre for any portion thereof over 100 acres.	Each Add'l Acre	\$20	\$93	\$93	\$73	User Fee	\$90
MHP, RNC, Medium and High Density Residential Districts, Mixed-Use Districts, Nonresidential Districts in an Overlay	Each	New	\$4,607	\$4,607		User Fee	\$4,600
Public Notice							
All Land Use and Variance, and Administrative Appeal Petitions (except Administrative and Minor)							
Signs	Per Sign	\$80	\$45	\$45	(\$35)	User Fee	
Re-Posting Signs	Per Sign	New	\$45	\$45		User Fee	
Advertising (Public Notice)	Each	\$50	\$68	\$68	\$18	User Fee	\$65
Special Administrative Permit							
Temporary outdoor events							
Base	Base	\$50	\$508	\$508	\$458	User Fee	\$500
Per Day	Per Day	\$10	\$84	\$84	\$74	User Fee	\$80
Temporary outdoor sales,seasonal	Base	\$50	\$508	\$508	\$458	User Fee	\$500
Temporary Outdoor Retail Sales							
Base	Base	\$50	\$508	\$508	\$458	User Fee	\$500
Per Day	Per Day	\$10	\$84	\$84	\$74	User Fee	\$80
Temporary or seasonal farmer's markets; Temporary produce stand	Each	\$50	\$508	\$508	\$458	User Fee	\$500

Temporary Structure	Each	\$50	\$508	\$508	\$458	User Fee	\$500
Urban Community Garden, over 5 acres	Each	\$50	\$508	\$508	\$458	User Fee	\$500
Telecommunication	Each	\$50	\$508	\$508	\$458	User Fee	\$500
Home Occupation or Home-based business	Each	\$100	\$339	\$339	\$239	User Fee	\$330
Festival/Event (horseshow, music festival, etc.)							
Base	Base	\$50	\$508	\$508	\$458	User Fee	\$500
Per Day	Per Day	\$10	\$84	\$84	\$74	User Fee	\$80
Events, Outdoors Seasonal (Christmas tree, pumpkinseed)	Each	\$50	\$508	\$508	\$458	User Fee	\$500
Roadside Vendor							
Base	Base	\$50	\$508	\$508	\$458	User Fee	\$500
Per Day	Per Day	\$10	\$84	\$84	\$74	User Fee	\$80
Roadside Produce Stand	Each	\$50	\$508	\$508	\$458	User Fee	\$500
Sexually Oriented Business	Each	\$50	\$4,359	\$4,359	\$4,309	User Fee	\$4,300
Special Administrative Event Permit							
5 days or less	Each	\$200	\$508	\$508	\$308	User Fee	\$500
14 days	Each	\$300	\$1,378	\$1,378	\$1,078	User Fee	\$1,300
All Other Administrative Permits	Each	\$25	\$508	\$508	\$483	User Fee	\$500
Sign Variances							
Sign Variances							
Minor Modification	Each	\$30	\$339	\$339	\$309	User Fee	\$330
Major Modification	Each	\$250	\$3,117	\$3,117	\$2,867	User Fee	\$3,000
Sign Permit Fees							
Directional Sign/Wayfinding Signs	Each	\$100	\$4,111	\$4,111	\$4,011	User Fee	\$4,000
Special Event Sign	Per Sign	\$100	\$84	\$84	(\$16)	User Fee	\$80
All other sign permits	Each	\$100	\$508	\$508	\$408	User Fee	\$500
Banner	Each	\$25	\$508	\$508	\$483	User Fee	\$500
Wall Signs							
Under 50 square feet	Each	\$50	\$666	\$666	\$616	User Fee	\$600
50 to 100 square feet	Each	\$75	\$1,084	\$1,084	\$1,009	User Fee	\$1,000
Over 100 square feet	Each	\$100	\$1,378	\$1,378	\$1,278	User Fee	\$1,300
Ground / Monumental Signs							
Under 50 square feet	Each	\$100	\$666	\$666	\$566	User Fee	\$600
50 to 100 square feet	Each	\$150	\$1,084	\$1,084	\$934	User Fee	\$1,000
Over 100 square feet	Each	\$200	\$1,378	\$1,378	\$1,178	User Fee	\$1,300
Land Development Fee Schedule							
Technology Fee	Each	Modified	6%	6%		User Fee	
Resubmittal Fee (each resubmittal after second)	% of Permit Fee	25%		25%	0%	User Fee	
Clearing or Clearing and Grubbing or Grading Permit - Residential/Nonresidential							
Review	Each	\$300	\$852	\$852	\$552	User Fee	\$850
Inspection	Per Acre	\$25	\$532	\$532	\$507	User Fee	\$530
Tree Removal Permit	Each	New	\$527	\$527		User Fee	\$500
Development Permit							
Residential - Single Family							
Engineering (less than 2 Acres)							
<u>Review</u>							
Base	Base	\$300	\$1,052	\$1,052	\$752	User Fee	\$1,000
Per Lot	Per Lot	\$15	\$22	\$22	\$7	User Fee	\$20
<u>Inspection</u>							
Base	Base	\$200	\$532	\$532	\$332	User Fee	\$530
Per Acre	Per Acre	\$100	\$133	\$133	\$33	User Fee	\$130
Erosion Control (less than 2 Acres)							

Review	Each	\$200	\$1,052	\$1,052	\$852	User Fee	\$1,000
<u>Inspection</u>							
Base	Base	\$100	\$390	\$390	\$290	User Fee	\$390
Per Acre	Per Acre	\$50	\$66	\$66	\$16	User Fee	\$60
Engineering (more than 2 Acres)							
<u>Review</u>							
Base	Base	\$400	\$1,585	\$1,585	\$1,185	User Fee	\$1,500
Per Lot	Per Lot	\$15	\$22	\$22	\$7	User Fee	\$20
<u>Inspection</u>							
Base	Base	\$400	\$1,065	\$1,065	\$665	User Fee	\$1,000
Per Acre	Per Acre	\$100	\$133	\$133	\$33	User Fee	\$130
Erosion Control (more than 2 Acres)							
Review	Each	\$300	\$1,585	\$1,585	\$1,285	User Fee	\$1,500
<u>Inspection</u>							
Base	Base	\$200	\$656	\$656	\$456	User Fee	\$650
Per Acre	Per Acre	\$50	\$133	\$133	\$83	User Fee	\$130
As-Built Plans Review							
Review	Each	\$0	\$66	\$66	\$66	User Fee	\$60
Inspection	Each	\$0	\$133	\$133	\$133	User Fee	\$130
Residential - Town Homes (Fee Simple)							
Engineering							
<u>Review</u>							
Base	Base	\$300	\$390	\$390	\$90	User Fee	
Per Lot	Per Lot	\$15	\$22	\$22	\$7	User Fee	\$20
<u>Inspection</u>							
Base	Base	\$400	\$532	\$532	\$132	User Fee	\$530
Per Acre	Per Acre	\$100	\$133	\$133	\$33	User Fee	\$130
Erosion Control							
<u>Review</u>							
Base	Base	\$150	\$920	\$920	\$770	User Fee	
Per Lot	Per Lot	\$15	\$22	\$22	\$7	User Fee	\$20
<u>Inspection</u>							
Base	Base	\$200	\$532	\$532	\$332	User Fee	\$530
Per Acre	Per Acre	\$50	\$66	\$66	\$16	User Fee	\$60
Residential - Final Plats							
First Review							
<u>Review</u>							
Base	Base	\$200	\$460	\$460	\$260	User Fee	
Per Lot	Per Lot	\$5	\$8	\$8	\$3	User Fee	
Second Review							
<u>Review</u>							
Base	Per Sheet	\$200	\$199	\$199	(\$1)	User Fee	\$200
Third Review and Subsequent Reviews							
<u>Review</u>							
Base	Per Sheet	\$200	\$199	\$199	(\$1)	User Fee	\$200
Recording Fee							
<u>Review</u>							
Base	Base	\$100	\$136	\$136	\$36	User Fee	\$130
Per Lot	Per Lot	\$20	\$45	\$45	\$25	User Fee	
Nonresidential - Condominium							
Engineering							

<u>Review</u>							
Base	Base	\$300	\$328	\$328	\$28	User Fee	\$320
Per Lot	Per Lot	\$10	\$45	\$45	\$35	User Fee	
<u>Inspection</u>							
Base	Base	\$400	\$532	\$532	\$132	User Fee	\$530
Per Acre	Per Acre	\$100	\$133	\$133	\$33	User Fee	\$130
Erosion Control							
<u>Review</u>							
Base	Base	\$300	\$920	\$920	\$620	User Fee	
Per Lot	Per Lot	\$10	\$22	\$22	\$12	User Fee	\$20
<u>Inspection</u>							
Base	Base	\$200	\$266	\$266	\$66	User Fee	\$260
Per Acre	Per Acre	\$50	\$66	\$66	\$16	User Fee	\$60
Nonresidential - Apartment							
Engineering							
<u>Review</u>							
Base	Base	\$300	\$461	\$461	\$161	User Fee	\$460
Per Lot	Per Lot	\$10	\$45	\$45	\$35	User Fee	
<u>Inspection</u>							
Base	Base	\$400	\$665	\$665	\$265	User Fee	\$660
Per Acre	Per Acre	\$100	\$133	\$133	\$33	User Fee	\$130
Erosion Control							
<u>Review</u>							
Base	Base	\$300	\$1,319	\$1,319	\$1,019	User Fee	\$1,300
Per Lot	Per Lot	\$10	\$22	\$22	\$12	User Fee	\$20
<u>Inspection</u>							
Base	Base	\$200	\$266	\$266	\$66	User Fee	\$260
Per Acre	Per Acre	\$50	\$66	\$66	\$16	User Fee	\$60
Nonresidential - Commercial/Institutional							
Engineering							
<u>Review</u>							
Base	Per Acre	\$300	\$328	\$328	\$28	User Fee	\$320
<u>Inspection</u>							
Base	Base	\$400	\$665	\$665	\$265	User Fee	\$660
Per Acre	Per Acre	\$300	\$133	\$133	(\$167)	User Fee	\$130
Erosion Control							
<u>Review</u>							
Base	Base	\$300	\$1,319	\$1,319	\$1,019	User Fee	\$1,300
Per Lot	Per Lot	\$10	\$22	\$22	\$12	User Fee	\$20
<u>Inspection</u>							
Base	Base	\$200	\$266	\$266	\$66	User Fee	\$260
Per Acre	Per Acre	\$50	\$66	\$66	\$16	User Fee	\$60
Nonresidential - Other Service Fees							
State Water Determination Fee							
Review	Each	N/A	\$133	\$133		User Fee	\$130
Inspection	Each	\$200	\$266	\$266	\$66	User Fee	\$260
Arborist Tree Assessment Fee (Per Site Visit)							
Review	Each	N/A	\$263	\$263		User Fee	\$260
Inspection (per developers request)	Per Inch	\$150	\$263	\$263	\$113	User Fee	\$260
Illegal Tree Removal Fee - determined by Tree's DBH	Per Inch	\$240		\$100	(\$140)	Penalty	
<u>Illegal Tree Removal Fine</u>							

First Illegal Removal	Base	\$500	\$500	\$0	Penalty	
Each additional removal	Each additional removal	\$1,000	\$1,000	\$0	Penalty	
Clear cut 5 or more acres within LOD, TDU will double from 120 inches to 240 inches and calculated	Each			\$0	Penalty	
Dumpster Permit Fee						
Review	Each	\$50	\$195	\$195	\$145	User Fee \$190
Inspection	Each	\$50	\$133	\$133	\$83	User Fee \$130
Permit Extension (3 Months)	Each	\$300	\$332	\$332	\$32	User Fee \$330
Land Development Revisions (After Permit Issuance)	Each	\$300	\$719	\$719	\$419	User Fee \$700
Lot Division/Combination						
Review	Each	\$200	\$532	\$532	\$332	User Fee \$530
Penalty for Site Activity Prior to Obtaining Permit	Each	\$300	\$532	\$532	\$232	User Fee \$530
Stream Buffer Variance Application Fee-Existing Home						
Review	Each	\$100	\$133	\$133	\$33	User Fee \$130
Inspection	Each	\$100	\$532	\$532	\$432	User Fee \$530
Stream Buffer Variance Application Fee-New						
Review	Each	\$100	\$266	\$266	\$166	User Fee \$260
Inspection	Each	\$200	\$532	\$532	\$332	User Fee \$530
City Review						
Review	Each	\$300	\$332	\$332	\$32	User Fee \$330
Finance						
Alcoholic Beverage E License						
Annual License						
Consumption on the Premises						
Wine	Each	\$600	\$600	\$0	Tax	
Malt Beverages	Each	\$600	\$600	\$0	Tax	
Wine/Malt Beverage	Each	\$900	\$900	\$0	Tax	
<u>Distilled Spirits</u>						
Distilled Spirits	Each	\$400	\$400	\$0	Tax	
Fixed	Each	\$600	\$600	\$0	Tax	
Movable	Each	\$300	\$300	\$0	Tax	
<u>Sunday Sales</u>						
General	Each	\$1,100	\$1,100	\$0	Tax	
Temporary	Each	\$200	\$200	\$0	Tax	
<u>Ancillary Tasting License</u>						
Wine	Each	\$75	\$75	\$0	Tax	
Malt Beverages	Each	\$75	\$75	\$0	Tax	
Employee Permit	Each	\$35	\$35	\$0	Tax	
Package						
Wine	Each	\$600	\$600	\$0	Tax	
Malt Beverage	Each	\$600	\$600	\$0	Tax	
Wine/Malt Beverage	Each	\$900	\$900	\$0	Tax	
Distilled Spirits	Each	\$4,000	\$4,000	\$0	Tax	
Wine/Malt Beverages/Distilled Spirits	Each	\$3,800	\$3,800	\$0	Tax	
Wine and Malt Beverage Tasting	Each	\$75	\$75	\$0	Tax	
Wholesale						
Wine	Each	\$600	\$600	\$0	Tax	
Malt Beverages	Each	\$600	\$600	\$0	Tax	
Distilled Spirits	Each	\$4,000	\$4,000	\$0	Tax	
Fraternal Organization						
Wine/Malt Beverages	Each	\$500	\$500	\$0	Tax	

Distilled Spirits	Each	\$1,000		\$1,000	\$0	Tax
Patio Permit						
General	Each	\$50		\$50	\$0	Tax
Administrative Fee						
Beer/Wine	Each	\$100	\$214	\$214	\$114	User Fee
Liquor	Each	\$200	\$214	\$214	\$14	User Fee
Business Licenses						
Optional flat rate for professionals.	Each	\$400		\$400	\$0	Tax
Administrative Fee	Each	\$75	\$131	\$131	\$56	User Fee
Minimum Receipts Tax	Each	\$50		\$50	\$0	Tax
Business Tax of Gross Receipts over \$20,000.00						
Class 1	Per Dollar of Gross Receipts	0.000300		0.000300	\$0	Tax
Class 2	Per Dollar of Gross Receipts	0.000500		0.000500	\$0	Tax
Class 3	Per Dollar of Gross Receipts	0.000700		0.000700	\$0	Tax
Class 4	Per Dollar of Gross Receipts	0.000900		0.000900	\$0	Tax
Class 5	Per Dollar of Gross Receipts	0.001100		0.001100	\$0	Tax
Class 6	Per Dollar of Gross Receipts	0.001300		0.001300	\$0	Tax
Employee Fee						
Class 1	Per Employee	\$4		\$4	\$0	Tax
Class 2	Per Employee	\$6		\$6	\$0	Tax
Class 3	Per Employee	\$8		\$8	\$0	Tax
Class 4	Per Employee	\$10		\$10	\$0	Tax
Class 5	Per Employee	\$12		\$12	\$0	Tax
Class 6	Per Employee	\$14		\$14	\$0	Tax
Permit/License Type						
Carnival Permit	Each	\$50		\$50	\$0	Tax
Escort or Dating Services Permit	Each	\$300		\$300	\$0	Tax
Pawn Shop Permit	Each	\$200		\$200	\$0	Tax
Precious Metal Dealer Annual Permit	Each	\$300		\$300	\$0	Tax
Precious Metal Dealers Employee/Owner Permit	Each	\$50		\$50	\$0	Tax
Sexually Oriented Business Employee License	Each	\$200		\$200	\$0	Tax
Fingerprinting	Each	\$5		\$5	\$0	User Fee
Business Licenses Background Investigations						
Escort of Dating Services License	Per Applicant	\$1,000		\$1,000	\$0	Tax
Going-Out-Of-Business Sales License	Per Applicant	\$35		\$35	\$0	Tax
Massage Therapy/Establishment License	Per Applicant	\$50		\$50	\$0	Tax
Non-Consensual Towing License	Per Applicant	\$50		\$50	\$0	Tax
Pawn Shop License	Per Applicant	\$35		\$35	\$0	Tax
Pool Room Establishment License	Per Applicant	\$100		\$100	\$0	Tax
Sexually Oriented Business License	Per Applicant	\$50		\$50	\$0	Tax
Penalties						
Late Filing Fee Schedule						
Late filing fee between January 1st through January 31st	Each	\$150		\$150	\$0	Penalty
Late filing fee between February 1st through February 28th	Each	\$300		\$300	\$0	Penalty
Late filing fee between March 1st through April 30th	Each	\$600		\$600	\$0	Penalty
Additional Penalty and Interest Fee Schedule						
One-time penalty on delinquent tax on or after May 1st	% of Amount Due	10%		10%	0%	Penalty
Interest on delinquent tax each month after	% of Amount Due	1.50%		1.50%	0%	Penalty
Evade Fee	Each	\$500		\$500	\$0	Penalty
City Clerk's Office						
Open Record Requests						

Letter or legal sized documents	Per Page	\$0.10		\$0.10	\$0.00	User Fee	
Administrative Cost							
First 15 Minutes	Base	\$0		\$0	\$0	User Fee	
Per Hour	Per Hour	\$24		\$24	\$0	User Fee	
GIS Fee Schedule							
Maps							
8 x 11	Each	\$1		\$1	\$0	User Fee	
24 x 36	Each	\$5		\$5	\$0	User Fee	
Parks and Rec							
Browns Mill Recreation Center							
Multipurpose Room							
Event	Per Event	New	\$289	\$289		User Fee	
Meeting Deposit Refundable	Per Meeting	\$100	\$149	\$149	\$49	User Fee	125
<u>All Other Rentals:</u>							
Resident	Per Hour	\$30	\$90	\$90	\$60	User Fee	45
Non-Resident	Per Hour	\$45	\$90	\$90	\$45	User Fee	60
Non-Profit	Per Hour	New	\$90	\$90		User Fee	65
Specialty Groups	Per Hour	New	\$90	\$90		User Fee	75
Classroom							
Event	Per Event	New	\$289	\$289		User Fee	
Meeting Deposit Refundable	Per Meeting	\$100	\$149	\$149	\$49	User Fee	125
Meeting	Per Meeting	\$100	\$59	\$59	(\$41)	User Fee	
<u>All Other Rentals:</u>							
Resident	Per Hour	\$20	\$74	\$74	\$54	User Fee	35
Non-Resident	Per Hour	\$30	\$74	\$74	\$44	User Fee	50
Non-Profit	Per Hour	New	\$90	\$90		User Fee	55
Specialty Groups	Per Hour	\$25	\$74	\$74	\$49	User Fee	70
Kitchen							
Event	Per Event	New	\$289	\$289		User Fee	
Meeting Deposit Refundable	Per Meeting	\$100	\$149	\$149	\$49	User Fee	125
<u>All Other Rentals:</u>							
Resident	Per Hour	\$20	\$90	\$90	\$70	User Fee	35
Non-Resident	Per Hour	\$30	\$90	\$90	\$60	User Fee	50
Non-Profit	Per Hour	New	\$90	\$90		User Fee	55
Specialty Groups	Per Hour	New	\$90	\$90		User Fee	70
Large Gymnasium - Current refundable deposit \$100.00							
Athletic Events	Per Event	\$250	\$236	\$236	(\$14)	User Fee	150
<u>All Other Rentals:</u>							
Resident	Per Hour	\$80	\$107	\$107	\$27	User Fee	100
Non-Resident	Per Hour	\$120	\$107	\$107	(\$13)	User Fee	150
Non-Profit	Per Hour	New	\$107	\$107		User Fee	85
Specialty Groups	Per Hour	New	\$107	\$107		User Fee	175
Auxiliary Gymnasium- Current refundable deposit \$100.00							
Athletic Events	Per Event	\$250	\$146	\$146	(\$104)	User Fee	150
<u>All Other Rentals:</u>							
Resident	Per Hour	\$50	\$84	\$84	\$34	User Fee	65
Non-Resident	Per Hour	\$75	\$84	\$84	\$9	User Fee	95
Non-Profit	Per Hour	New	\$84	\$84		User Fee	70
Specialty Groups	Per Hour	New	\$84	\$84		User Fee	115
Entire Gymnasium (Based on 7.00 hours) Deposit Attached							
Athletic Events	Per Event	\$250	\$339	\$339	\$89	User Fee	300

All Other Rentals:								
Resident	Per Hour (Based on 7.00hrs)	New	\$132	\$132		User Fee	750	
Non-Resident	Per Hour (Based on 7.00hrs)	new	\$132	\$132		User Fee	1025	
Non-Profit	Per Hour (Based on 7.00hrs)	New	\$132	\$132		User Fee	755	
Specialty Groups	Per Hour (Based on 7.00hrs)	New	\$132	\$132		User Fee	1035	
Opening Facility Fee	Flat		\$100	\$85	\$85	(\$15)	User Fee	150
Athletic Field Rentals								
Browns Mill Park								
Practice Only								
Resident	Per Hour		\$10	\$35	\$35	\$25	User Fee	30
Non-Resident	Per Hour		\$20	\$35	\$35	\$15	User Fee	50
Game time only-non lighted 1-4hrs								
Deposit	Per Field		\$200	\$350	\$350	\$150	User Fee	250
Resident	Per Hour		\$40			(\$40)	User Fee	60
Non-Resident	Per Hour		\$80			(\$80)	User Fee	100
Game time only-non lighted 4.01-6hrs								
Deposit	Per Field		\$200	\$350	\$350	\$150	User Fee	250
Resident	Per Hour		\$80			(\$80)	User Fee	100
Non-Resident	Per Hour		\$100			(\$100)	User Fee	120
Game time only-non lighted 6.01 + hrs								
Deposit	Per Field		\$200	\$350	\$350	\$150	User Fee	250
Resident	Per Hour		\$120			(\$120)	User Fee	140
Non-Resident	Per Hour		\$140			(\$140)	User Fee	160
Lighted Fields								
Resident	Per Field		\$25	\$85	\$85	\$60	User Fee	50
Non-Resident	Per Field		\$50	\$85	\$85	\$35	User Fee	75
Entire BM Park 1-4 hrs								
Deposit	Per Field		\$0				User Fee	0
Resident	Per Field		\$320			(\$320)	User Fee	365
Non-Resident	Per Field		\$640			(\$640)	User Fee	685
Entire BM Park 4.01-6 hrs								
Deposit	Per Field		\$0				User Fee	0
Resident	Per Field		\$640			(\$640)	User Fee	685
Non-Resident	Per Field		\$800			(\$800)	User Fee	845
Entire BM Park over 6 hrs								
Deposit	Per Field		\$200				User Fee	250
Resident	Per Field		\$1,560			(\$1,560)	User Fee	1605
Non-Resident	Per Field		\$1,820			(\$1,820)	User Fee	1865
Lights	Each		\$25	\$85	\$85	\$60	User Fee	50
Field Prep	Per Field		\$75	\$168	\$100	\$25	User Fee	105
Cleaning / Trash Removal	Each	New	\$126	\$126			User Fee	125
Concession Stand (Based on 7 hours)	Per Hour	New					User Fee	300
Southeast Athletic Complex								
Practice Only								
Resident	Per Hour		\$10	\$35	\$35	\$25	User Fee	30
Non-Resident	Per Hour		\$20	\$35	\$35	\$15	User Fee	50
Game time only-non lighted 1-4hrs								
Deposit	Per Field		\$200	\$350	\$350	\$150	User Fee	250
Resident	Per Hour		\$40			(\$40)	User Fee	60
Non-Resident	Per Hour		\$80			(\$80)	User Fee	100
Game time only-non lighted 4.01-6hrs								

Deposit	Per Field	\$200	\$350	\$350	\$150	User Fee	250
Resident	Per Hour	\$80			(\$80)	User Fee	100
Non-Resident	Per Hour	\$100			(\$100)	User Fee	120
Game time only-non lighted 6.01 + hrs							
Deposit	Per Field	\$200	\$350	\$350	\$150	User Fee	250
Resident	Per Hour	\$120			(\$120)	User Fee	140
Non-Resident	Per Hour	\$140			(\$140)	User Fee	160
Lighted Fields						User Fee	
Resident	Per Field	\$25	\$85	\$85	\$60	User Fee	50
Non-Resident	Per Field	\$50	\$85	\$85	\$35	User Fee	75
Entire SE Park 1-4 hrs							
Deposit	Per Field	\$0				User Fee	0
Resident	Per Field	\$520			(\$520)	User Fee	565
Non-Resident	Per Field	\$1,040			(\$1,040)	User Fee	1085
Entire SE Park 4.01-6 hrs							
Deposit	Per Field	\$0				User Fee	0
Resident	Per Field	\$1,040			(\$1,040)	User Fee	1085
Non-Resident	Per Field	\$1,300			(\$1,300)	User Fee	1345
Entire SE Park over 6 hrs							
Deposit	Per Field	\$200				User Fee	250
Resident	Per Field	\$1,560			(\$1,560)	User Fee	1605
Non-Resident	Per Field	\$1,820			(\$1,820)	User Fee	1865
Lights	Each	\$25	\$85	\$85	\$60	User Fee	50
Field Prep	Per Field	\$75	\$168	\$100	\$25	User Fee	105
Cleaning / Trash Removal	Each	New	\$126	\$126		User Fee	125
Concession Stand (Based on 7 hours)	Per Hour	New				User Fee	300
Pavilion Rentals							
Salem Pav.							
<u>Half day (< 4 hrs.)</u>							
Deposit	Deposit	\$100	\$100	\$100	\$0	User Fee	
Resident	Flat	\$55	\$144	\$75	\$20	User Fee	70
Non-Resident	Flat	\$75	\$144	\$100	\$25	User Fee	90
<u>Full day (4 + hrs.)</u>							
Deposit	Deposit	\$100	\$100	\$100	\$0	User Fee	
Resident	Flat	\$75	\$204	\$115	\$40	User Fee	90
Non-Resident	Flat	\$135	\$204	\$160	\$25	User Fee	150
Gregory Moseley Pav.							
<u>Half day (< 4 hrs.)</u>							
Deposit	Deposit	\$100	\$100	\$100	\$0	User Fee	
Resident	Flat	New	\$129	\$75		User Fee	50
Non-Resident	Flat	New	\$129	\$100		User Fee	70
<u>Full day (4 + hrs.)</u>							
Deposit	Deposit	\$100	\$100	\$100	\$0	User Fee	
Resident	Flat	New	\$174	\$115		User Fee	75
Non-Resident	Flat	New	\$174	\$160		User Fee	135
Browns Mill Pav.							
<u>Half day (< 4 hrs.)</u>							
Deposit	Deposit	\$100	\$100	\$100	\$0	User Fee	
Resident	Flat	\$55	\$135	\$75	\$20	User Fee	70
Non-Resident	Flat	\$75	\$135	\$100	\$25	User Fee	90
<u>Full day (4 + hrs.)</u>							

Deposit	Deposit	\$100	\$100	\$100	\$0	User Fee	
Resident	Flat	\$95	\$187	\$115	\$20	User Fee	90
Non-Resident	Flat	\$135	\$187	\$160	\$25	User Fee	150
Parking lot rental- Browns Mill Rec							
<u>Browns Mill Recreation Center</u>							
Deposit	Deposit	\$100	\$100	\$100	\$0	User Fee	
Resident	Hour	\$10	New	\$75	\$65	User Fee	30
Non-Resident	Hour	\$20	New	\$100	\$80	User Fee	50
Parking lot rental- Fairington							
<u>Fairington Park</u>							
Deposit	Deposit	\$100	\$100	\$100	\$0	User Fee	
Resident	Hour	\$10	New	\$75	\$65	User Fee	30
Non-Resident	Hour	\$20	New	\$100	\$80	User Fee	50
Youth & Adult Athletic Programs							
Men's / Women's Basketball League	Per Team	New	\$1,322	\$650		User Fee	325
Men's Slow Pitch Softball League	Per Team	New	\$1,317	\$650		User Fee	450
Co-Ed Softball League	Per Team	NEW	\$1,317	\$550		User Fee	450
Co-Ed Kickball League	Per Team	New	\$1,317	\$550		User Fee	450
Co-Ed Volleyball League	Per Team	New	\$1,317	\$550		User Fee	400
Flag Football	Per Team	New	\$1,317	\$650		User Fee	225
Youth Basketball Clinics	Per Participant	\$125	\$174	\$175	\$50	User Fee	125
Tumbling	Per Participant	New	\$174	\$175		User Fee	75
Youth Basketball League							
Resident	Per Participant	\$60	\$131	\$100	\$40	User Fee	80
Non-Resident	Per Participant	New	\$131	\$130		User Fee	95
Team Fee	Per Team	New	\$0	\$0		User Fee	250
Youth T-Ball / Baseball League							
Resident	Per Participant	New	\$131	\$100		User Fee	65
Non-Resident	Per Participant	New	\$131	\$130		User Fee	80
Track and Field							
Resident	Per Participant	New	\$131	\$120		User Fee	55
Non-Resident	Per Participant	New	\$131	\$135		User Fee	70
Soccer							
Resident	Per Participant	New	\$131	\$100		User Fee	55
Non-Resident	Per Participant	New	\$131	\$130		User Fee	70
Flag Football							
Resident	Per Participant	New	\$131	\$100		User Fee	80
Non-Resident	Per Participant	New	\$131	\$130		User Fee	95
Lacrosse							
Resident	Per Participant	\$95	\$131	\$100	\$5	User Fee	80
Non-Resident	Per Participant	\$110	\$131	\$130	\$20	User Fee	95
Non-Athletic Programs							
Afterschool Programming							
Resident	Per Participant Week	New	\$275	\$150	\$0	User Fee	65
Non-Resident	Per Participant Week	New	\$131	\$120		User Fee	85
School Break Camps							
Resident	Per Participant Week	New	\$382	\$300		User Fee	110
Non-Resident	Per Participant Week	New	\$131	\$120		User Fee	140
Summer Camp							
Resident	Per Participant per Week	\$60	\$710	\$100	\$40	User Fee	125
Non-Resident	Per Participant per Week	New				User Fee	160

Tap				
Resident	Per Participant Session	New		70
Non-Resident	Per Participant Session	New		90
Hip Hop				
Resident	Per Participant Session	New		65
Non-Resident	Per Participant Session	New		85
Karate				
Resident	Per Participant Session	New		80
Non-Resident	Per Participant Session	New		105
Youth Boxing				
Resident	Per Participant Session	New		75
Non-Resident	Per Participant Session	New		95
Nutrition				
Resident	Per Participant Session	New		45
Non-Resident	Per Participant Session	New		60
Spanish				
Resident	Per Participant Session	New		75
Non-Resident	Per Participant Session	New		95
Sign Language				
Resident	Per Participant Session	New		75
Non-Resident	Per Participant Session	New		95
H.I.T Fitness				
Resident	Per Participant Session	New		65
Non-Resident	Per Participant Session	New		85
Kickboxing				
Resident	Per Participant Session	New		70
Non-Resident	Per Participant Session	New		90
Fencing				
Resident	Per Participant Session	New		90
Non-Resident	Per Participant Session	New		115
Barre				
Resident	Per Participant Session	New		65
Non-Resident	Per Participant Session	New		85
Cardio Jam				
Resident	Per Participant Session	New		55
Non-Resident	Per Participant Session	New		70
Line Dancing				
Resident	Per Participant Session	New		50
Non-Resident	Per Participant Session	New		65
Water Aerobics				
Resident	Per Participant Session	New		60
Non-Resident	Per Participant Session	New		80
Aqua Zumba				
Resident	Per Participant Session	New		65
Non-Resident	Per Participant Session	New		85
Tabata				
Resident	Per Participant Session	New		60
Non-Resident	Per Participant Session	New		80
Gymnastics				
Resident	Per Participant Session	New		85
Non-Resident	Per Participant Session	New		110

Tumbling				
Resident	Per Participant Session	New		75
Non-Resident	Per Participant Session	New		95
Jazz				
Resident	Per Participant Session	New		70
Non-Resident	Per Participant Session	New		90
Pilates				
Resident	Per Participant Session	New		65
Non-Resident	Per Participant Session	New		85
Stretch/Mobility				
Resident	Per Participant Session	New		50
Non-Resident	Per Participant Session	New		65
Yoga				
Resident	Per Participant Session	New		60
Non-Resident	Per Participant Session	New		80
Chair Yoga				
Resident	Per Participant Session	New		45
Non-Resident	Per Participant Session	New		60
Cycle (Spin)				
Resident	Per Participant Session	New		70
Non-Resident	Per Participant Session	New		90
Zumba				
Resident	Per Participant Session	New		55
Non-Resident	Per Participant Session	New		70
Tai Chi				
Resident	Per Participant Session	New		60
Non-Resident	Per Participant Session	New		80
Mediation				
Resident	Per Participant Session	New		40
Non-Resident	Per Participant Session	New		55
Boxing				
Resident	Per Participant Session	New		75
Non-Resident	Per Participant Session	New		95
City Events				
Vendor (non-food) One day fee		New		\$50
Annual vendor pass		New		150
Food Truck Fee (one day city sponsored events)		New		



CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution for SDF 26-002 Final Plat for Crestview Pointe Phase I @ 7199 Hayden Quarry

AGENDA SECTION: *(check all that apply)*

PRESENTATION PUBLIC HEARING CONSENT AGENDA OLD BUSINESS
 NEW BUSINESS OTHER, PLEASE STATE: Click or tap here to enter text.

CATEGORY: *(check all that apply)*

ORDINANCE RESOLUTION CONTRACT POLICY STATUS REPORT
 OTHER, PLEASE STATE: Click or tap here to enter text.

ACTION REQUESTED: DECISION DISCUSSION, REVIEW, or UPDATE ONLY

Previously Heard Date(s): Click or tap to enter a date. & Click or tap to enter a date.

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Tuesday, May 26, 2026

SUBMITTED BY: Shawanna Qawiy, Division Director Community Development

PRESENTER: Shawanna Qawiy, Division Director Community Development

PURPOSE: Approval of Final Plat for Phase I of Crestview Pointe subdivision.

FACTS: To approve Phase I Final Plat of the Crestview Pointe Subdivision located at 7199 Hayden Quarry Road for 65 of the 129 (total) lots.

OPTIONS: Approve, Deny, Defer APPROVE

RECOMMENDED ACTION: Approve APPROVE

ATTACHMENTS:

- (1) Attachment 1 - Resolution
- (2) Attachment 2 - Crestview Preliminary Plat Phase I
- (3) Attachment 3 - Crestview Final Plat Phase I
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

**STATE OF GEORGIA
CITY OF STONECREST**

RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA TO APPROVE PHASE I FINAL PLAT OF CRESTVIEW POINTE SUBDIVISION LOCATED AT 7199 HAYDEN QUARY ROAD FOR 65 OF THE 129 (TOTAL) LOTS; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the governing body of the City of Stonecrest (“City”) is the Mayor and City Council (“City Council”) thereof; and

WHEREAS, Article IX, Section II, Paragraph IV of the 1983 Constitution of the State of Georgia authorizes the City to adopt plans and exercise the power of zoning; and

WHEREAS, the City Council is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs, and local government; and

WHEREAS, Section 14-121 through Section 14-136 within DIVISION 2 (PLAT APPROVAL PROCEDURE) Chapter 14 (LAND DEVELOPMENT) outlines the procedures to prepare a final plat for approval; and

WHEREAS, Section 14-121 requires owners of the land or authorized agents to submit final plats for approval and certification by City departments following the approval of a preliminary plat; and

WHEREAS, in accordance with Section 14-87 the Director of Planning and Zoning shall review the final plat within 90 days of a complete application and submission of the final plat; and

WHEREAS, the final plat shall not be forwarded to the mayor and council until such time that the Director of Planning and Zoning certifies that final plat complies with all city zoning, environmental, and subdivision ordinances and regulations and all applicable state and federal laws; and

WHEREAS, the City Council shall vote to approve, deny, or defer the final plat based on its compliance with chapter 14 LAND DEVELOPMENT; and

WHEREAS, the Director of Planning and Zoning has properly reviewed analyzed the application and final plat submitted on behalf of Phase I of the Crestview Pointe Subdivision; and

WHEREAS, the preliminary plat for Phase I of the Crestview Pointe Subdivision was approved by the City Council on December 18, 2025 attached herein as Exhibit A; and

WHEREAS, the Director of Planning and Zoning certifies that the final plat complies with all city zoning, environmental, and subdivision ordinances and regulations and all applicable state and federal laws; and

WHEREAS, the Director of Planning and Zoning presents to the City Council the final plat submitted on behalf of Phase I of the Crestview Pointe Subdivision located at 7199 Hayden Quarry Road attached here as EXHIBIT B for approval, denial, or deferment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA, HEREBY RESOLVES, that the Mayor, on behalf of the City, hereby approves the final plat submitted on behalf of Phase I of the Crestview Pointe Subdivision located at 7199 Hayden Quarry Road.

BE IT FURTHER RESOLVED, that the final plat and supporting documentation are attached here as EXHIBIT B and shall be considered to be and is hereby incorporated as if fully set out herein.

BE IT FURTHER RESOLVED, that final plat acknowledgement and approval by the Mayor and Council shall constitute that approval.

BE IT FURTHER RESOLVED, the approved final plat shall be recorded with the clerk of the superior court of DeKalb County by the applicant and returned to the Director of Planning and Zoning.

BE IT FURTHER RESOLVED, the filing and recording of the final plat by the Director of Community Development shall, upon completion of the improvements by the applicant and compliance with all procedures of this chapter, be deemed an acceptance of the dedication of the streets and other public land as shown upon said plat as dedicated to the City of Stonecrest, Georgia, on behalf of the public.

BE IT FURTHER RESOLVED, the final plat shall comply with the requirements of chapter 27 and all conditions of zoning for the subject property

BE IT FURTHER RESOLVED, to the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.

BE IT FURTHER RESOLVED, all City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.

BE IT FINALLY RESOLVED, this Resolution shall take effect immediately.

SO RESOLVED AND EFFECTIVE this _____ day of _____, 2026.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF STONECREST, GEORGIA

Jazzmin Cobble, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM BY:

City Attorney

EXHIBIT A

APPLICANT/AUTHORIZED AGENT

LIA SURVEYING
CONTACT NAME: CHAYCE BELL
ADDRESS: 4525 SOUTH LEE STREET,
BUFORD, GA 30518
PHONE: 770-540-9688

SITE DESIGNER/ENGINEER

LIA ENGINEERING
ALPHARETTA, GA 30009
CONTACT NAME: TYLER MARCHMAN
PHONE: 770-855-2430

SITE SURVEYOR

LIA SURVEYING
BUFORD, GA 30518
CONTACT NAME: CHAYCE BELL
PHONE: 770-540-9688

SITE OWNER

RLS CRESTVIEW LLC
250 VESLEY STREET 15TH FLOOR
NEW YORK, NEW YORK 10281

SITE DEVELOPER

BROOKFIELD PROPERTIES
1180 PEACHTREE ST. NE
ATLANTA GA 30309

843-214-3893
DEREK HARRIS

NOTES

- 1. NO LOTS PLATTED ARE NONCONFORMING OR WILL RESULT IN ANY NONCONFORMING LOTS.
2. ELECTRICAL SERVICE WILL BE UNDERGROUND.
3. ACCORDING TO THE FLOOD INSURANCE RATE MAP (FIRM) FOR DEKALB COUNTY, GEORGIA, (COMMUNITY-PANEL NUMBER 130890C178K DATED 12/08/20) 16 # 130890C186J DATED 05/16/2013, ALL OF THE SUBJECT PROPERTY LIES WITHIN ZONE X, DEFINED AS "AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN."
4. THIS DEVELOPMENT SHARES AN INTER-PARCEL ACCESS ON BYRDHOUSE FARM ROAD WITH CRESTWIND TOWNSHIP.
5. ALL OWNERS AND RESIDENTS OF PROPERTY WITHIN THE CRESTVIEW/CRESTWIND MASTER DEVELOPMENT THAT ARE IN GOOD STANDING WITH THE HOMEOWNERS ASSOCIATION SHALL HAVE ACCESS TO THE AMENITIES AND COMMON AREAS.

CONTOUR DATA NOTE

- 1. TOPOGRAPHIC DATA SHOWN HEREON IS BASED ON LIDAR DRONE TOPO.

Owner's Acknowledgement

I, RLS CRESTVIEW LLC, the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets indicated as public streets and rights-of-way, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless City of Stonecrest from any/all claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon, on account of the roads, fills, embankments, ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams. And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that City of Stonecrest shall not be liable to him/her, his/hers, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, curbs or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these present. The owner of record of the land shown on this plat and whose name is subscribed thereto in person or through a duly authorized agent, hereby acknowledges that this plat was made from an actual survey, and dedicates to City of Stonecrest, as noted below, the complete ownership and use of all improvements constructed or to be constructed in accordance with this plat, and dedicates to the use of the public forever the following:

Public Street Right-of-Way 3.46 acres
Drainage Easement 2.13 acres
Public Water/Sewer Easements to DeKalb County 0.12 acres

In witness whereof, I have hereunto set my hand this 19th day of September 2025

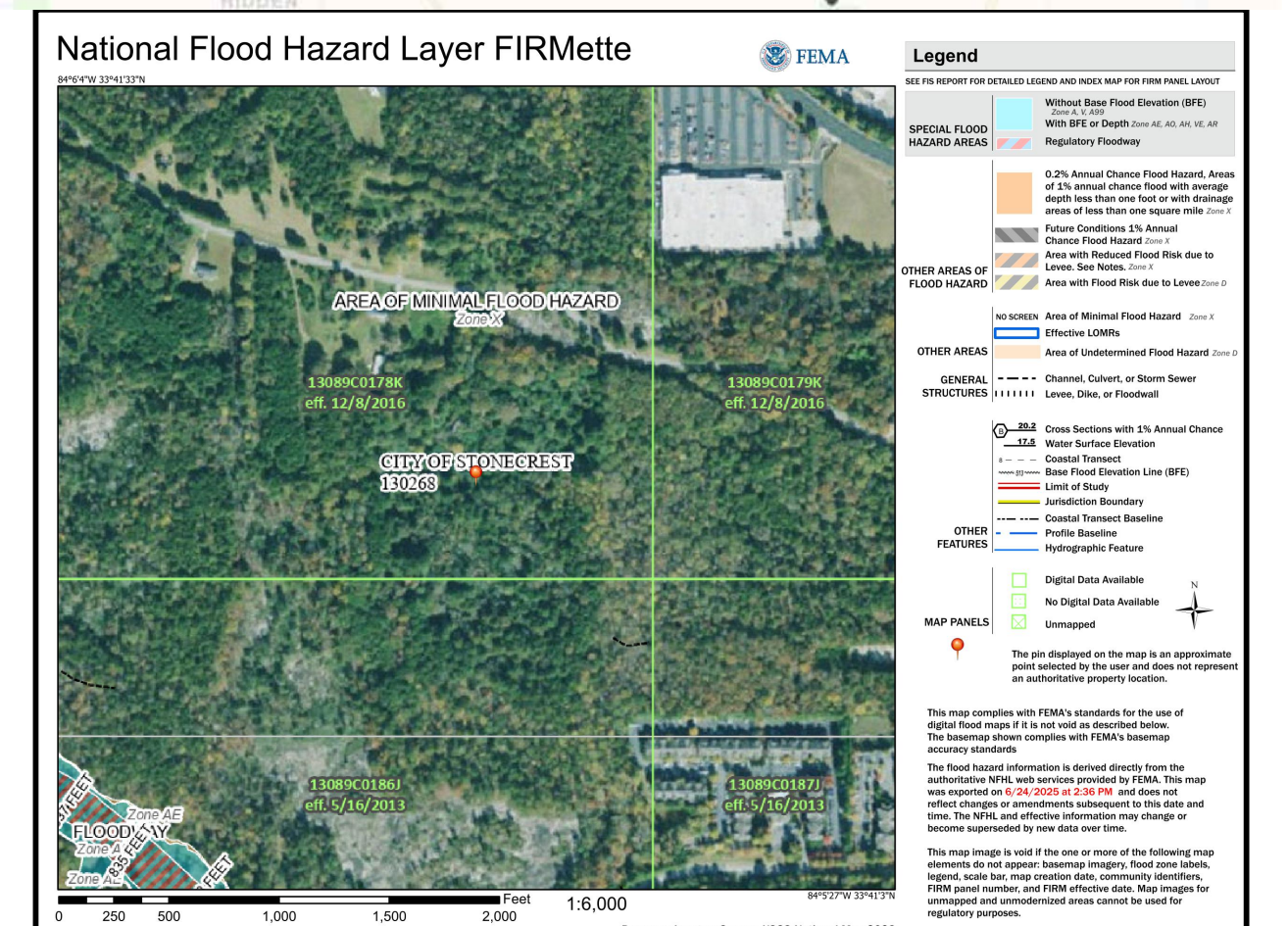
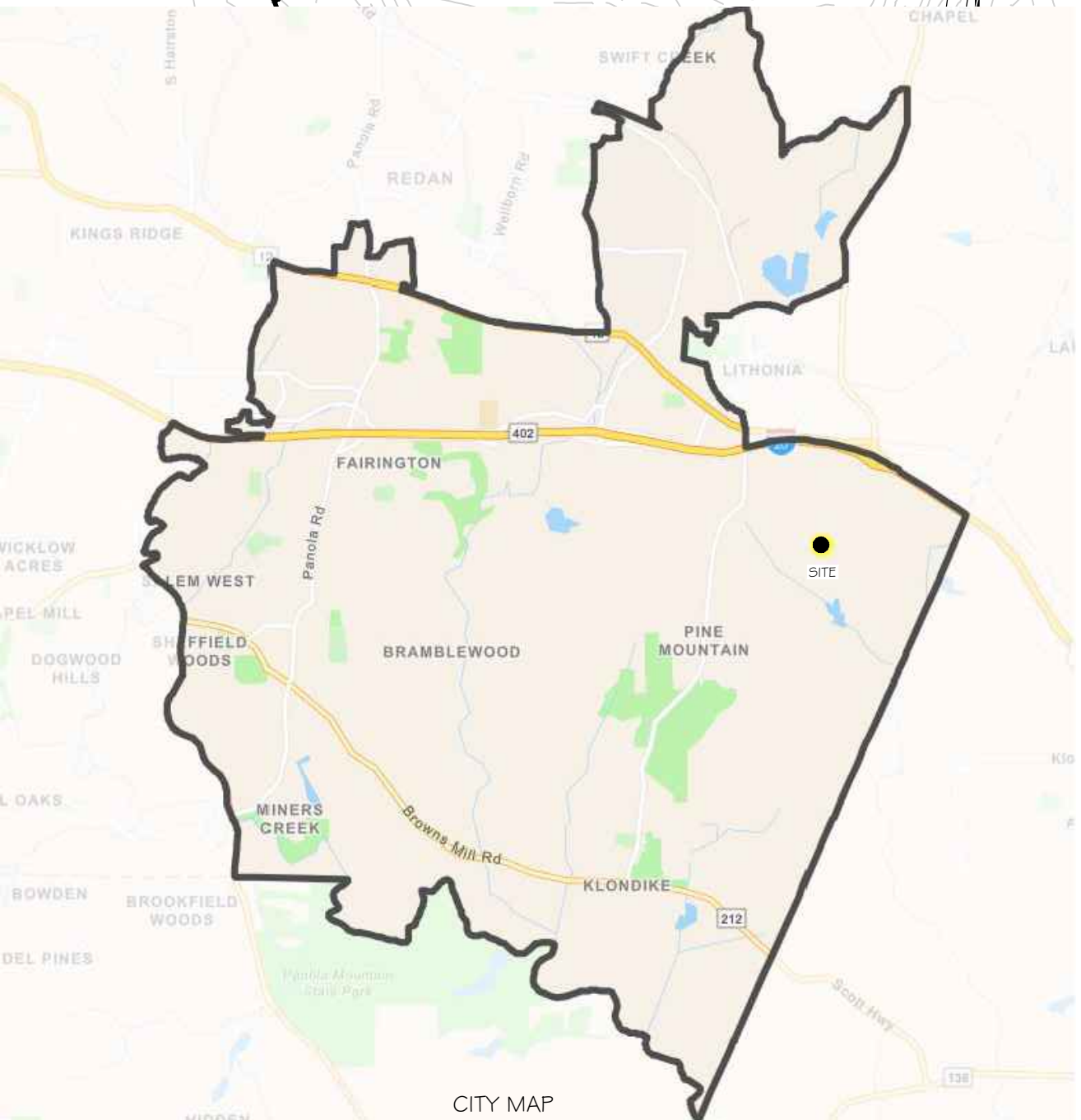
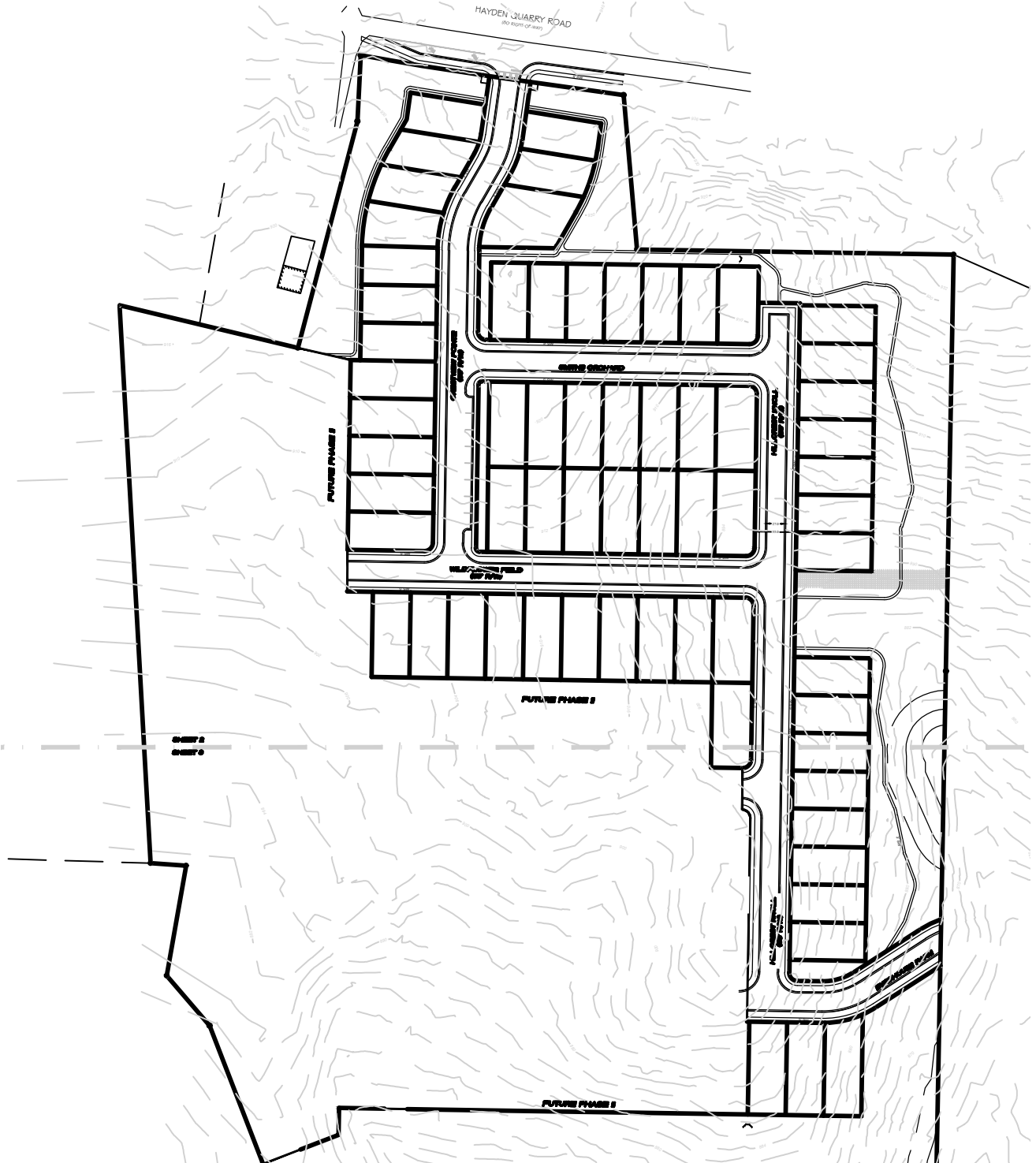
(SEAL) Owner: [Signature]

Witness: [Signature]

Notary Public: Kathleen M. Sepulveda, II

Table with columns: LOT, SQUARE FEET, ACRES, ADDRESS#, STREET NAME. Lists 122 lots with their respective details.

PRELIMINARY PLAT FOR: CRESTVIEW POINTE PHASE I 65 LOTS
DEKALB AP #3092055
#7199 HAYDEN QUARRY ROAD
LITHONIA, GA, 30038
PARCEL ID #1617102003

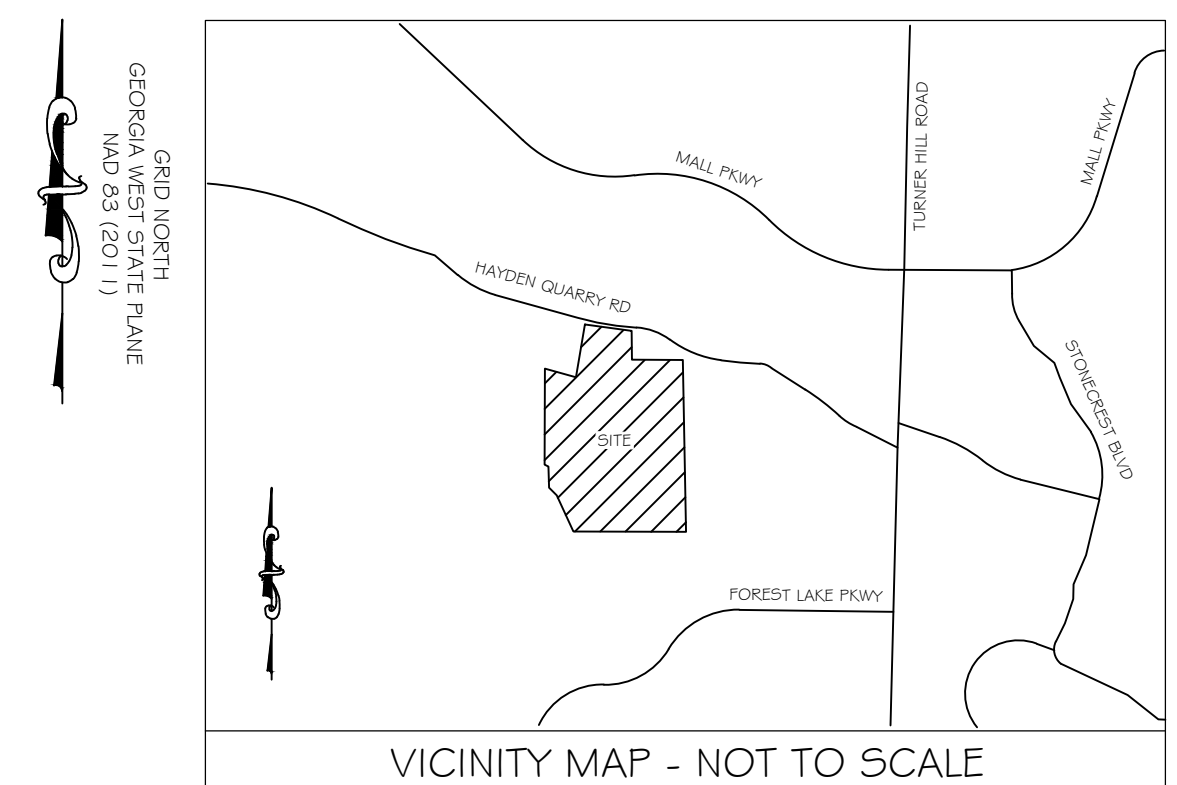


FOUNDATION LOCATION CERTIFICATE

A FOUNDATION LOCATION CERTIFICATE MUST BE SUBMITTED TO CITY OF STONECREST PRIOR TO FOOTING INSPECTION FOR THE FOLLOWING LOTS. ALL EASEMENTS, BUFFERS, AND FLOOD LIMITS ON THESE LOTS MUST BE CLEARLY IDENTIFIED ON SITE AT THE TIME OF FOOTING INSPECTION. LOTS: ALL LOTS

AS-BUILT ELEVATION CERTIFICATE

AN AS-BUILT ELEVATION CERTIFICATE IS REQUIRED PRIOR TO FRAMING ON THE FOLLOWING LOTS. LOTS: -



Department of Watershed Management
I certify that the developer has complied with the potable water requirements and the sanitary sewer requirements of the County. This ___ day of ___, 20__.

City of Stonecrest/City Engineer
I certify that this plat has been approved by all affected departments and complies with all County Zoning, Environmental and Subdivision requirements. this ___ day of ___, 2024

City of Stonecrest/Planning and Zoning Director
This plat has been submitted to and accepted by the City of Stonecrest/Planning and Zoning, Georgia and has been approved as required by state law and county codes as meeting all conditions precedent to recording in the superior court of this circuit. this ___ day of ___, 2024

Mayor's Certification
This plat has been submitted to and accepted by the mayor and council of the City of Stonecrest, Georgia, and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit. Dated this ___ day of ___, ___, ___, ___. By: (Mayor as designee of governing authority)

- GENERAL NOTES
1. Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in 269,905 feet."
2. "According to the F.I.R.M. of DeKalb County, panel number 130890C178K, dated December 8, 2015, this property not located in a Special Flood Hazard Area."

PLAT APPROVAL
This plat has been submitted to and accepted by the Community Development Department for the City of Stonecrest, GA and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit.

Director, Department of Community Development Date

FLOOD HAZARD
The Special Flood Hazard Areas (SFHA) shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Stonecrest does not, by approving this plat, warrant their accuracy, and does not imply that land outside the areas of flood hazard shown will be free from flooding or flood damage. Further, the City of Stonecrest does not by approving this plat nor accepting the public improvements thereon, assumes maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner(s) of the land upon which they exist. The owner of a lot or parcel that contains a flood hazard area is required to submit a site plan to the City of Stonecrest prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the SFHA within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of Stonecrest is required prior to the issuance of a building permit.

DRAINAGE
The owner of record on behalf of himself (self) and all successors in interest specifically releases the City of Stonecrest from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, river, or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by city regulations. The City may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of staff and Director, is potentially injurious to life, property, or the public road or utility system. Such emergency maintenance conducted for the common good shall not be construed as constituting a continuing maintenance obligation on the part of the City of Stonecrest nor abrogation of the City of Stonecrest right to seek reimbursement for expenses from the owner(s) of the property (ies) or the lands that generated the conditions. NOTE: Stream buffers are to remain in a natural and undisturbed condition. NOTE: Structures, other than approved storm structures, are not allowed in drainage easements.
City of Stonecrest and DeKalb County personnel and/or agents shall have free and total access to and across all easements.

Surveyor's Acknowledgement
In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law. M. Chayce Bell, G.A., R.L.S. #3465

I, RLS CRESTVIEW LLC, CERTIFY THAT NO LOTS PLATTED ARE NONCONFORMING OR WILL RESULT IN ANY NONCONFORMING LOTS.

NOTE: HORIZONTAL ALIGNMENTS MEET AASHTO DESIGN STANDARDS FOR 25 MPH DESIGN SPEED
NOTE: VERTICAL ALIGNMENTS MEET AASHTO DESIGN STANDARDS FOR 25 MPH DESIGN SPEED

LEGEND table listing symbols for SIGN, FIRE HYDRANT, GRATE INLET, STORM SEWER MANHOLE, SANITARY SEWER MANHOLE, IRON PIN FOUND, COMPUTED POINT, IRON PIN SET, RAW MARKER, CRIMP TOP PIPE, OPEN TOP PIPE, CORRUGATED METAL PIPE, DUCTILE IRON PIPE, POLYVINYL CHLORIDE PIPE, REINFORCED CONCRETE PIPE, OUTLET CONTROL STRUCTURE, HEADWALL, RIGHT OF WAY, POINT OF COMMENCEMENT, POINT OF BEGINNING, BACK OF CURB, STORM SEWER LINE, SANITARY SEWER, WATER LINE, PROPERTY LINE, ADJACENT PROPERTY LINE, FENCE, SINGLE WING CATCH BASIN, DOUBLE WING CATCH BASIN, DROP INLET (PEDESTAL), JUNCTION BOX, LAND LOT, SLAB LOT, BASEMENT LOT, SLABBASEMENT LOT, HANDICAP RAMP, WETLANDS (HATCH)

SITE DATA

EXISTING ZONING: RSM (STONECREST OVD TIER 3 OVERLAY)
SITE AREA: +/- 19.06 ACRES
TOTAL LOTS: 65 HOME SITES
LOT DENSITY: 4.02 HOMES/ACRE
SINGLE FAMILY MIN. LOT WIDTH: 40' MIN.
SINGLE FAMILY MIN. LOT SIZE: 5,000 SF
SF/D SETBACKS AND INFO:
FRONT YARD: 25 FT.
SIDE SETBACK(SF): 10 FT.
REAR YARD: 10 FT.
BUILDING HEIGHT: 35' MAX
MIN PARKING REQUIRED: 2 SPACES PER UNIT
MIN PARKING PROVIDED: 2 SPACES PER UNIT (1 GARAGE + 1 DRIVEWAY)
OVERFLOW PARKING PROVIDED: 8 SPACES
NOTE: TOPOGRAPHY IS FROM DRONE SURVEY
TYPICAL STREET LAYOUT
PUBLIC / PRIVATE STREETS: PUBLIC STREETS
STREET WIDTH: 26' F.C. - F.C.
RIGHT OF WAY WIDTH: 55' TYPICAL
SIDEWALKS / GRASS STRIP: 5' SIDEWALKS, 4' GRASS STRIP

Vertical sidebar containing LJA SURVEYING INC. logo, contact info, project location (LAND LOT 171, 16TH DISTRICT, CITY OF STONE CREST, DEKALB COUNTY, GEORGIA), and sheet number (1 OF 4).



Department of Planning and Zoning
3120 Stonecrest Boulevard, Suite 190
Stonecrest, Georgia 30038
P: (770) 224-0200
E: stonecrestga.gov

April 22, 2024

Battle Law PC on behalf of Parkland Communities, Inc.
7199 Hayden Quarry Road
Stonecrest, GA 30038

RZ 23-002 Applicant is seeking a major modification of the conditions of the subject property to change the conditions for case number Z-05-01.
Zoning: RSM (Small Lot Residential Mix)
Overlay District: Stonecrest Overlay District Tier 3
Parcel Identification(s): 16 171 02 003 and 16 171 02 010
Property Owners: Parkland Communities Inc.
Council District: I. Councilperson Tara Graves

Dear Petitioner,
This letter is to confirm the revised City Council approved conditions for the above referenced request as a result of the public hearing held on July 31, 2023. The conditions are contained from the modification of zoning conditions of CZ-86187 and Z-05-01. Combined the modifications resulted in the attached conditions as RZ-23-002.

APPROVED ZONING CONDITIONS FOR CZ-05-01 (August 23, 2005)
AS AMENDED Case # RZ 23-002 (July 31, 2023)
7199 Hayden Quarry Road Stonecrest GA 30038

1. The maximum number of units shall be 129 single family detached units. (RZ 23-002-7.31.23^a)
2. There shall be a mandatory homeowners association ("HOA") which shall own all of the common area located within the project. (Z-05-01 #2 original condition 8.23.05^{**})
3. All units within the project shall be fee simple units. None of the lots will be marketed to investors as rental property, and the HOA Declaration of Restrictive Covenants shall provide that no more than 15% of the total lots within the subdivision shall be utilized for rental purposes, except for "hardship cases" as provided for in the Declaration. Z-05-01 (#3 original condition 8.23.05^{**})
4. Each unit shall have the following:
 - a. Two car garages (#4b original condition 8.23.05- Amended condition- RZ 23-002 7.31.23^a)
 - b. Each single-family dwelling must have a patio pad in the backyard; (Z-05-01 #2 original condition 8.23.05. Amended RZ 23-002 7.31.23^a)
 - c. Sidewalks shall be located on both sides of the streets throughout the project; (Z-05-01 #4d original condition 8.23.05.**)
 - d. The front facades shall vary such that two adjacent homes will not be the same; (Z-05-01#4e original condition 8.23.05^{**})
 - e. Front facades shall be constructed of brick, stone, or stucco and up to forty percent (40%) Hardi-plank siding; and (Z-05-01 #4f original condition 8.23.05^{**})

Planning and Zoning Department
3120 Stonecrest Blvd. Stonecrest, Georgia 30038 ~ 770.224.0200 ~ www.stonecrestga.gov

- f. The side and rear facades of the units shall be constructed of brick, stone, stucco, or Hardi-plank siding. The use of vinyl siding shall be strictly prohibited. (Z-05-01 4g original condition 8.23.05^{**})
5. The entrance to the project shall be a brick monument sign and shall be landscaped. (Z-05-01 #4h original condition 8.23.05^{**})
6. All detention facilities shall be shielded from view with evergreen trees and a minimum six (6) foot high fence, as provided in the (DeKalb County) City of Stonecrest Development Code. (Z-05-01 4i original condition 8.23.05^{**})
7. Sidewalks shall be placed along property frontage on Hayden Quarry Road (Z-05-01 4j original condition 8.23.05^{**})
8. Underground utilities shall be used throughout the property (Z-05-01 4k original condition 8.23.05^{**})
9. The Applicant has provided Staff with a copy of the as-built survey showing that all gas lines are located within the public right of way, with none being located onsite. The Applicant acknowledges that any work to be conducted within the right of way in connection with the tapping into the existing gas lines or other utilities lines within the public right of way, or with installing any required streetscapes shall be done as required by Georgia Natural Gas during any approved land disturbance activity. (RZ-23-002 added condition 7.31.23^a)
10. The developer must install a 6ft powdered-coated aluminum fence along the Hayden Quarry right of way and rear of lots 126-128 and 118-121. (RZ-23-002 added condition 7.31.23^a)
11. A playlot shall be installed between and/or adjacent to lots 119-120 of the proposed development. (RZ-23-002 added condition 7.31.23^a)
12. There shall be a master HOA agreement between the Crestview Pointe® and Crestwind Township communities for use of the following amenities: (RZ-23-002 added condition 7.31.23^a)
 - a. 4,956 sq. ft. Junior Olympic Swimming no more than 5ft deep.
 - b. A cabana or clubhouse.
 - c. 8,866 sq. ft. pool decking area.
 - d. A Tot Lot adjacent to the pool.
 - e. A soccer field in the location shown as the Playfield on the submitted site plan and
 - f. A mulched walking trail to be located on the subject property with identifying signage showing the entrance to and distance of the trail.

A copy of this modified letter from (drafted August 2, 2023) shall be uploaded to the [Citizenserve Online Portal](https://www.citizenserve.com) along with your application for a building permit. Information related to this application may be found online using <https://www.citizenserve.com>.

Thank you in advance for your cooperation and please do not hesitate to contact our office with any questions.

Sincerely,

Tre'Jon Singletary

Tre'Jon Singletary
Senior Planner
(Amended on 4/19/24 by SQ-Director Planning and Zoning)

CC: Raymond White Sr. Director 8.2.23

Planning and Zoning Department
3120 Stonecrest Blvd, Stonecrest, Georgia 30038 ~ 770.224.0200 ~ www.stonecrestga.gov

LJA SURVEYING INC.
Phone: 770.953.5200
LSP No. 11930
4525 SOUTH LEE STREET
DUNWOODY, GA 30097

LOCATED IN:
LAND LOT 171
16TH DISTRICT
CITY OF STONE CREST
DEKALB COUNTY, GEORGIA

PRELIMINARY PLAT
CRESTVIEW POINTE PHASE I
FOR
BROOKFIELD PROPERTIES DEVELOPMENT, LLC
ATLANTA, GA 30309

ISSUE DATE	DESCRIPTION
INITIAL: []	
REV. 1: []	
REV. 2: []	
REV. 3: []	
REV. 4: []	
REV. 5: []	
REV. 6: []	
REV. 7: []	

DRAFTED BY: MSJ
CHECKED BY: MCB
PROJECT #: GA3293-2402.205

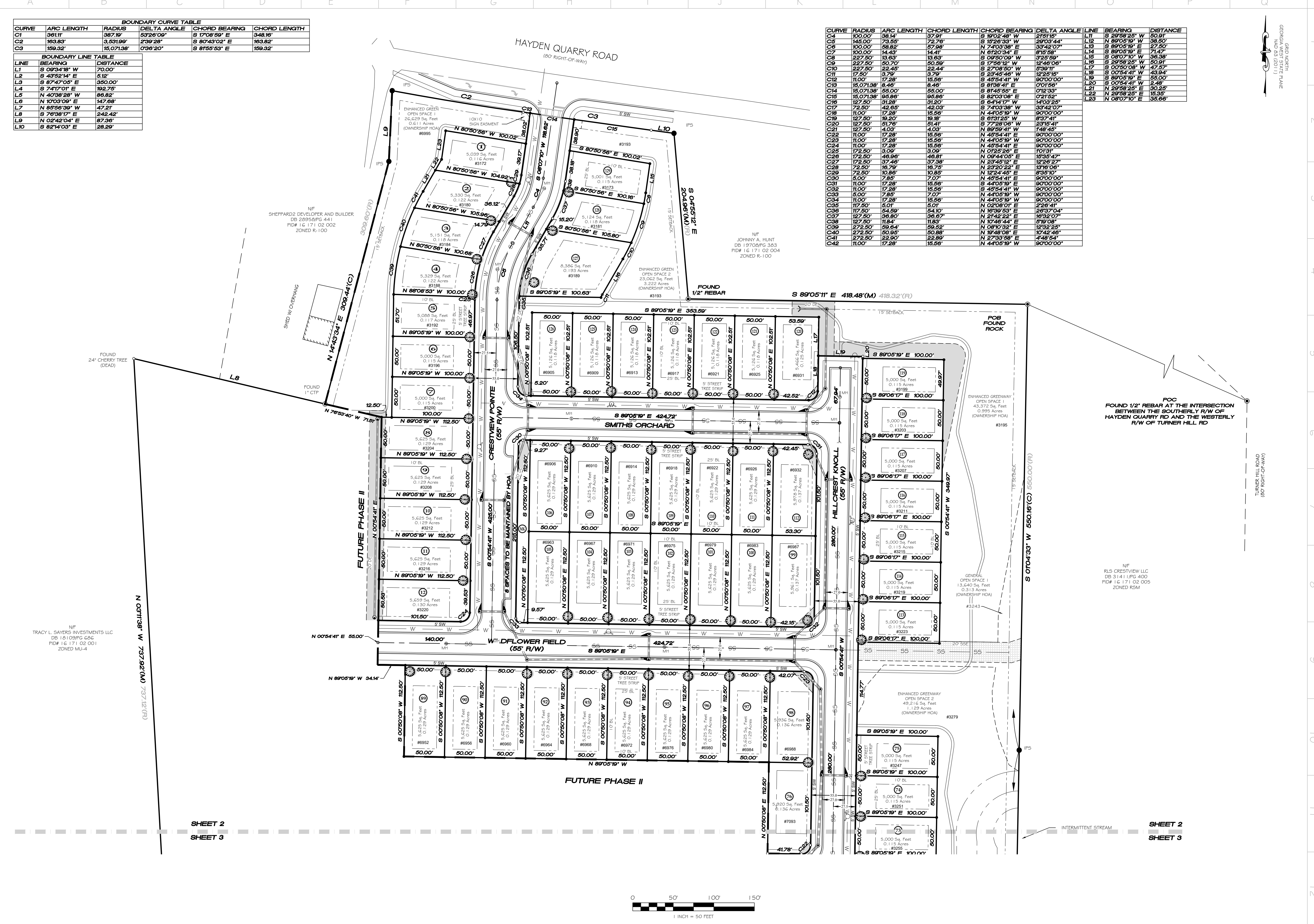
811
Know what's below.
Call before you dig.
THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
COPYRIGHT ©2023 LJA SURVEYING INC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF LJA SURVEYING INC.

File Location: \\server\projects\ga3293_brookfield_properties_development\cresview_pointe_1_crestwind\06_wmcy_cad\cresview_plat_phase1

BOUNDARY CURVE TABLE					
CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	361.1'	387.19'	53°26'09"	S 17°08'59" E	348.16'
C2	163.83'	3,531.99'	2°39'28"	S 80°43'02" E	163.82'
C3	159.32'	15,071.38'	0°36'20"	S 87°55'53" E	159.32'

BOUNDARY LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 09°34'18" W	70.00'
L2	S 43°52'14" E	5.12'
L3	S 87°47'05" E	350.00'
L4	S 7°47'01" E	192.75'
L5	N 40°38'28" W	86.82'
L6	N 10°03'09" E	147.68'
L7	N 85°56'39" W	47.21'
L8	S 76°38'17" E	242.42'
L9	N 02°42'04" E	87.36'
L10	S 82°14'03" E	28.29'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE	LINE BEARING	DISTANCE
C04	100.00'	38.14'	37.91'	S 19°02'48" W	21°01'15"	L11 S 29°58'25" W	50.91'
C05	145.00'	73.55'	72.76'	S 15°26'33" W	29°03'44"	L12 N 89°05'19" W	38.50'
C06	100.00'	58.82'	57.98'	N 7°03'38" E	33°42'07"	L13 S 89°05'19" E	27.50'
C07	100.00'	14.43'	14.41'	N 6°20'34" E	8°15'58"	L14 S 89°05'19" E	71.42'
C08	227.50'	13.63'	13.63'	S 05°50'09" W	3°25'59"	L15 S 08°07'10" W	36.38'
C09	227.50'	50.70'	50.59'	S 17°56'12" W	12°48'06"	L16 S 29°58'25" W	50.91'
C10	227.50'	22.45'	22.44'	S 27°08'50" W	5°39'11"	L17 S 00°50'08" W	47.57'
C11	17.50'	3.79'	3.79'	S 23°45'48" W	12°28'16"	L18 S 00°54'41" W	43.94'
C12	11.00'	17.28'	15.56'	S 45°54'41" W	90°00'00"	L19 S 89°05'19" E	55.00'
C13	15,071.38'	8.46'	8.46'	S 87°38'41" E	0°01'56"	L20 S 00°54'41" W	2.48'
C14	15,071.38'	55.00'	55.00'	S 87°45'55" E	0°12'33"	L21 N 29°58'25" E	34.25'
C15	15,071.38'	93.68'	93.68'	S 89°03'04" E	0°21'42"	L22 N 29°58'25" E	15.35'
C16	127.50'	31.28'	31.20'	S 64°14'17" W	14°03'25"	L23 N 08°07'10" E	35.66'
C17	72.50'	42.65'	42.03'	S 74°03'38" W	33°42'07"		
C18	11.00'	17.28'	15.56'	N 44°05'19" W	90°00'00"		
C19	127.50'	19.20'	19.18'	S 67°31'25" W	8°32'41"		
C20	127.50'	51.78'	51.41'	S 77°28'06" W	23°15'41"		
C21	127.50'	4.03'	4.03'	N 89°59'41" W	1°48'45"		
C22	11.00'	17.28'	15.56'	N 45°54'41" E	90°00'00"		
C23	11.00'	17.28'	15.56'	N 44°05'19" W	90°00'00"		
C24	11.00'	17.28'	15.56'	N 45°54'41" E	90°00'00"		
C25	172.50'	3.09'	3.09'	N 07°25'28" E	10°13'31"		
C26	172.50'	46.96'	46.81'	N 05°44'05" E	12°35'47"		
C27	172.50'	37.46'	37.38'	N 23°45'12" E	12°26'27"		
C28	72.50'	16.79'	16.78'	N 23°20'22" E	12°16'06"		
C29	172.50'	10.85'	10.84'	N 12°24'45" E	8°35'10"		
C30	5.00'	7.85'	7.07'	N 45°54'41" E	90°00'00"		
C31	11.00'	17.28'	15.56'	S 44°05'19" E	90°00'00"		
C32	11.00'	17.28'	15.56'	S 45°54'41" W	90°00'00"		
C33	5.00'	7.85'	7.07'	N 44°05'19" W	90°00'00"		
C34	11.00'	17.28'	15.56'	N 44°05'19" W	90°00'00"		
C35	17.50'	5.01'	5.01'	N 02°08'01" E	2°26'41"		
C36	127.50'	54.59'	54.10'	N 16°39'53" W	26°37'04"		
C37	127.50'	36.80'	36.67'	N 27°42'22" E	16°32'07"		
C38	127.50'	11.84'	11.83'	N 10°48'44" E	5°19'08"		
C39	272.50'	59.64'	59.52'	N 08°10'39" E	12°32'25"		
C40	272.50'	50.95'	50.88'	N 15°48'08" E	10°42'46"		
C41	272.50'	22.90'	22.89'	N 27°33'58" E	4°48'54"		
C42	11.00'	17.28'	15.56'	N 44°05'19" W	90°00'00"		



LJA SURVEYING INC.

1525 SOUTH LEE STREET
DUNWOODY, GA 30016

Phone: 770.955.5200
Fax: 770.955.1950

LOCATED IN:
LAND LOT 171
16TH DISTRICT
CITY OF STONE CREST
DEKALB COUNTY, GEORGIA

PRELIMINARY PLAT
CRESTVIEW POINTE PHASE I
FOR
BROOKFIELD PROPERTIES DEVELOPMENT, LLC
ATLANTA, GA 30309

ISSUE	DATE	DESCRIPTION
INITIAL	REV. 1/1	
REV. 1	REV. 2	
REV. 2	REV. 3	
REV. 3	REV. 4	
REV. 4	REV. 5	
REV. 5	REV. 6	
REV. 6	REV. 7	

DRAFTED BY: MSJ

CHECKED BY: MCB

PROJECT #:
GA3293-2402.205

Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRETECT ANY AND ALL UNDERGROUND UTILITIES.

SHEET 2

SHEET 3

SHEET 2

SHEET 3

122

File Locations: \\sdc\survey\projects\ga3293_brookfield_properties_development\crestview_pointe_16th_district\preliminary_plat_phase_1

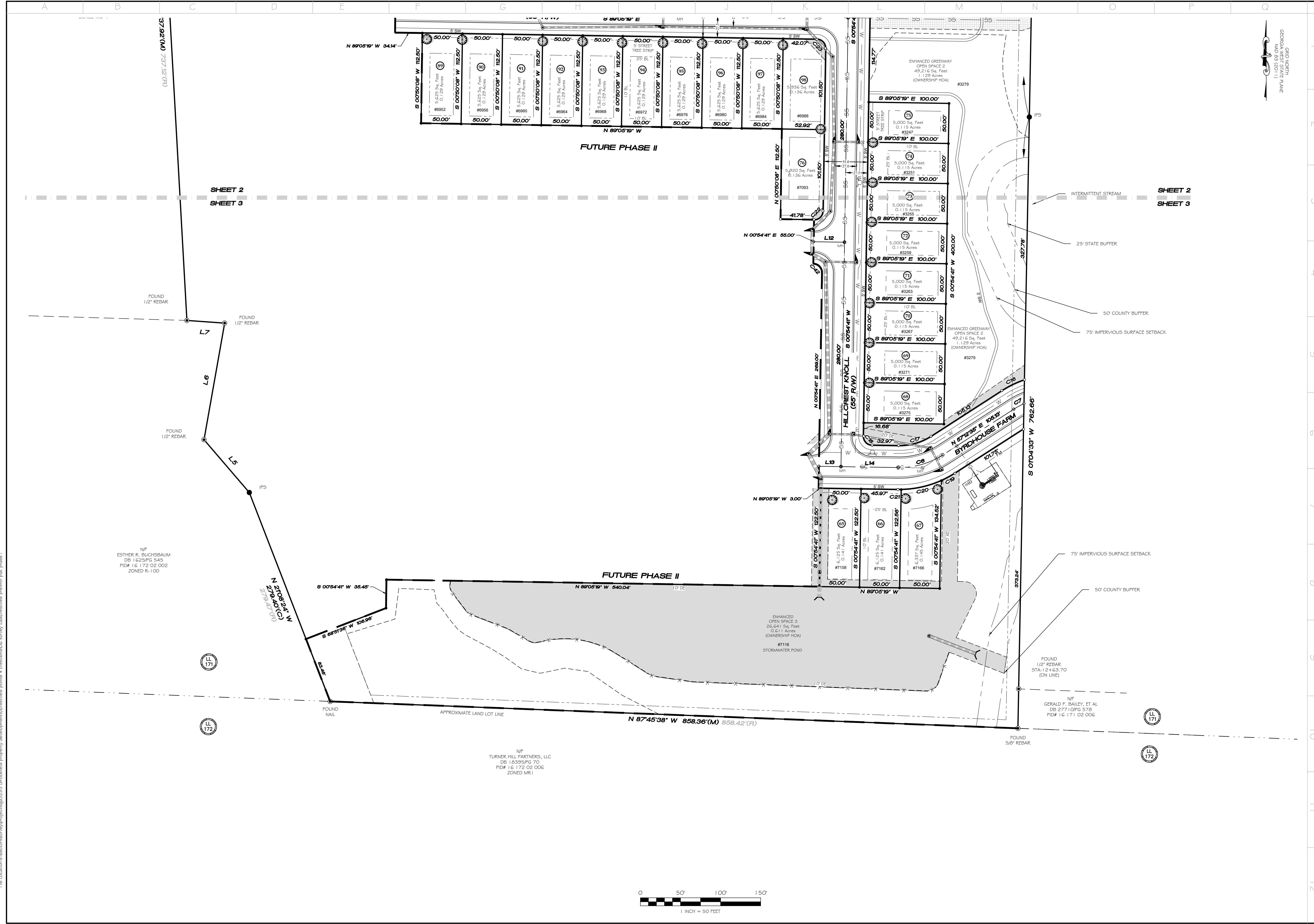


EXHIBIT B

APPLICANT/AUTHORIZED AGENT

LIA SURVEYING
CONTACT NAME: CHAYCE BELL
ADDRESS: 4525 SOUTH LEE STREET,
BUFORD, GA 30518
PHONE: 770-540-9688

SITE DESIGNER/ENGINEER

LIA ENGINEERING
ALPHARETTA, GA 30009
CONTACT NAME: TYLER MARCHMAN
PHONE: 770-855-2430

SITE SURVEYOR

LIA SURVEYING
BUFORD, GA 30518
CONTACT NAME: CHAYCE BELL
PHONE: 770-540-9688

SITE OWNER

RLS CRESTVIEW LLC
250 VESKY STREET 15TH FLOOR
NEW YORK, NEW YORK 10281

SITE DEVELOPER

BROOKFIELD PROPERTIES
1180 PEACHTREE ST. NE
ATLANTA GA 30309

843-214-3893
DEREK HARRIS

NOTES

- 1. NO LOTS PLATTED ARE NONCONFORMING OR WILL RESULT IN ANY NONCONFORMING LOTS.
2. ELECTRICAL SERVICE WILL BE UNDERGROUND.
3. ACCORDING TO THE FLOOD INSURANCE RATE MAP (FIRM) FOR DEKALB COUNTY, GEORGIA, (COMMUNITY-PANEL NUMBER 13089C0178K DATED 12/08/20) 16 # 13089C0186I DATED 05/16/2013, ALL OF THE SUBJECT PROPERTY LIES WITHIN ZONE X, DEFINED AS "AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN."
4. THIS DEVELOPMENT SHARES AN INTER-PARCEL ACCESS ON BYRDHOUSE FARM ROAD WITH CRESTWIND TOWNSHIP.
5. ALL OWNERS AND RESIDENTS OF PROPERTY WITHIN THE CRESTVIEW/CRESTWIND MASTER DEVELOPMENT THAT ARE IN GOOD STANDING WITH THE HOMEOWNERS ASSOCIATION SHALL HAVE ACCESS TO THE AMENITIES AND COMMON AREAS.

CONTOUR DATA NOTE

- 1. TOPOGRAPHIC DATA SHOWN HEREON IS BASED ON LIDAR DRONE TOPO.

Owner's Acknowledgement

I, RLS CRESTVIEW LLC, the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets indicated as public streets and rights-of-way, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed.

Public Street Right-of-Way 3.46 acres
Drainage Easement 2.13 acres
Public Water/Sewer Easements to DeKalb County 0.12 acres

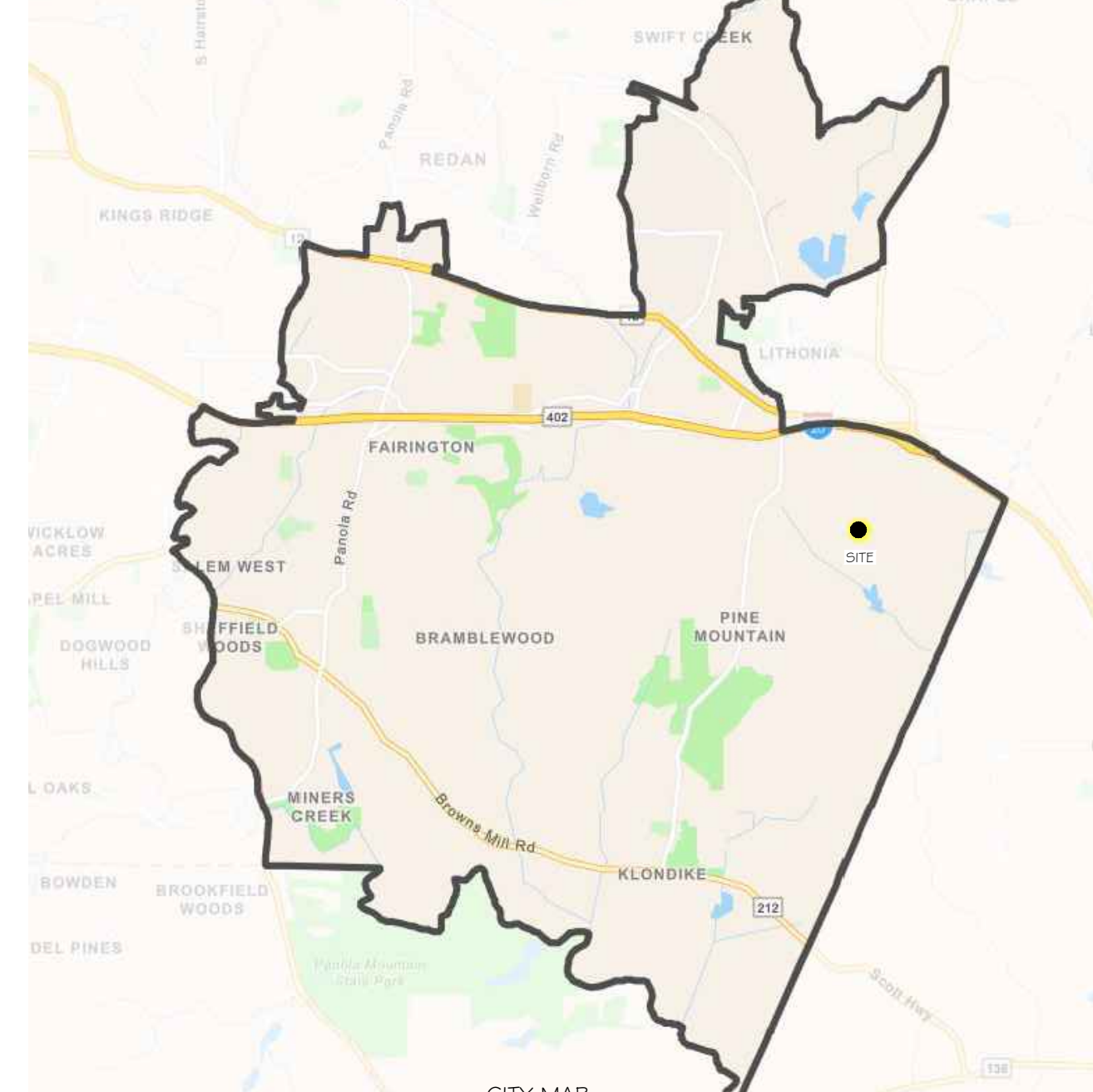
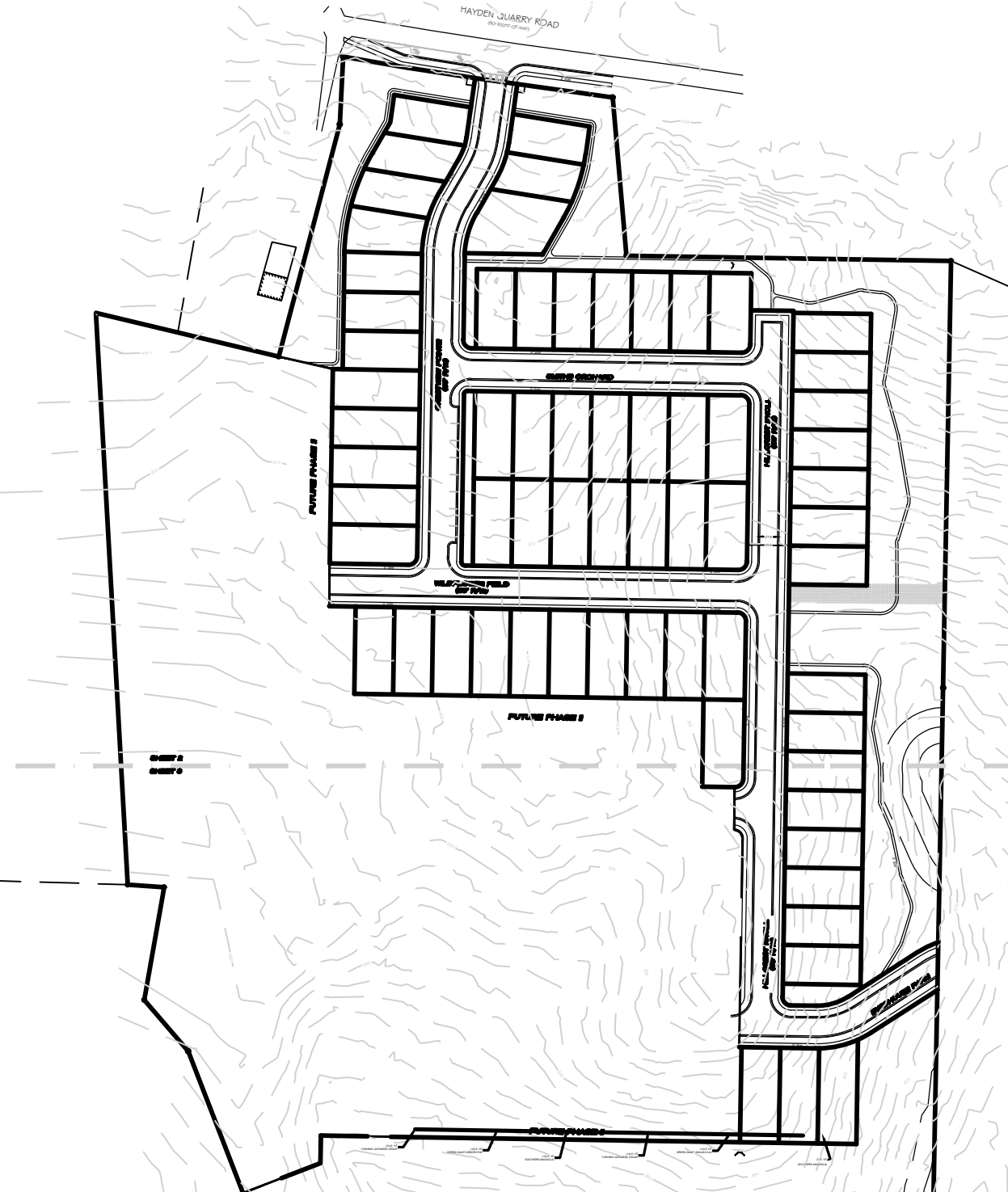
In witness whereof, I have hereunto set my hand this 19th day of September 2025

(SEAL) Owner: Chayce Bell

Witness: [Signature]
Notary Public: Kathleen M. Sepulveda II

Table with columns: LOT, SQUARE FEET, ACRES, ADDRESS#, STREET NAME. Lists 165 lots with their respective details.

FINAL PLAT FOR: CRESTVIEW POINTE PHASE I 65 LOTS
DEKALB AP #3092055
#7199 HAYDEN QUARRY ROAD
LITHONIA, GA, 30038
PARCEL ID #1617102003

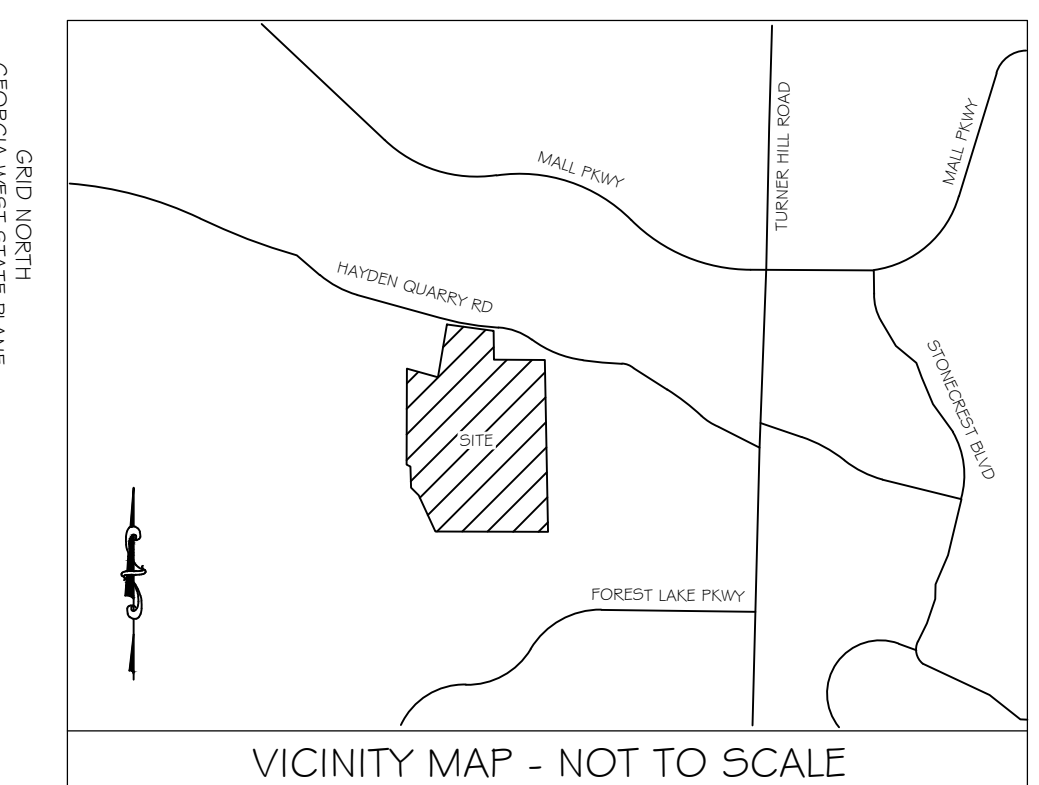


FOUNDATION LOCATION CERTIFICATE

A FOUNDATION LOCATION CERTIFICATE MUST BE SUBMITTED TO CITY OF STONECREST PRIOR TO FOOTING INSPECTION FOR THE FOLLOWING LOTS. ALL EASEMENTS, BUFFERS, AND FLOOD LIMITS ON THESE LOTS MUST BE CLEARLY IDENTIFIED ON SITE AT THE TIME OF FOOTING INSPECTION. LOTS: ALL LOTS

AS-BUILT ELEVATION CERTIFICATE

AN AS-BUILT ELEVATION CERTIFICATE IS REQUIRED PRIOR TO FRAMING ON THE FOLLOWING LOTS. LOTS: -



Department of Watershed Management
I certify that the developer has complied with the potable water requirements and the sanitary sewer requirements of the County. This ___ day of ___, 20__.

City of Stonecrest/City Engineer
I certify that this plat has been approved by all affected departments and complies with all County Zoning, Environmental and Subdivision requirements. this ___ day of ___, 2024

City of Stonecrest/Planning and Zoning Director
This plat has been submitted to and accepted by the City of Stonecrest/Planning and Zoning, Georgia and has been approved as required by state law and county codes as meeting all conditions precedent to recording in the superior court of this circuit. this ___ day of ___, 2024

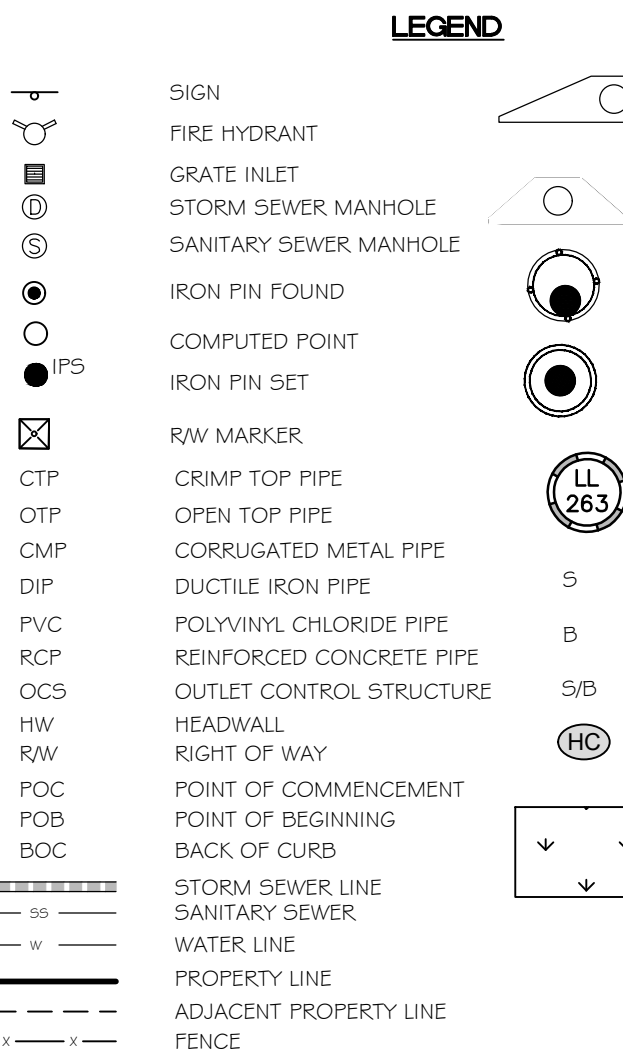
Mayor's Certification
This plat has been submitted to and accepted by the mayor and council of the City of Stonecrest, Georgia, and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit. Dated this ___ day of ___, ___, ___.

GENERAL NOTES
1. Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in 269,905 feet."
2. "According to the F.I.R.M. of DeKalb County, panel number 13089C0178K, dated December 8, 2016, this property not located in a Special Flood Hazard Area."

FLOOD HAZARD
The Special Flood Hazard Areas (SFHA) shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Stonecrest does not, by approving this plat, warrant their accuracy, and does not imply that land outside the areas of flood hazard shown will be free from flooding or flood damage. Further, the City of Stonecrest does not by approving this plat nor accepting the public improvements thereon, assume maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner(s) of the land upon which they exist.

Surveyor's Acknowledgement
In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law. M. CHAYCE BELL G.A. R.L.S. #3465

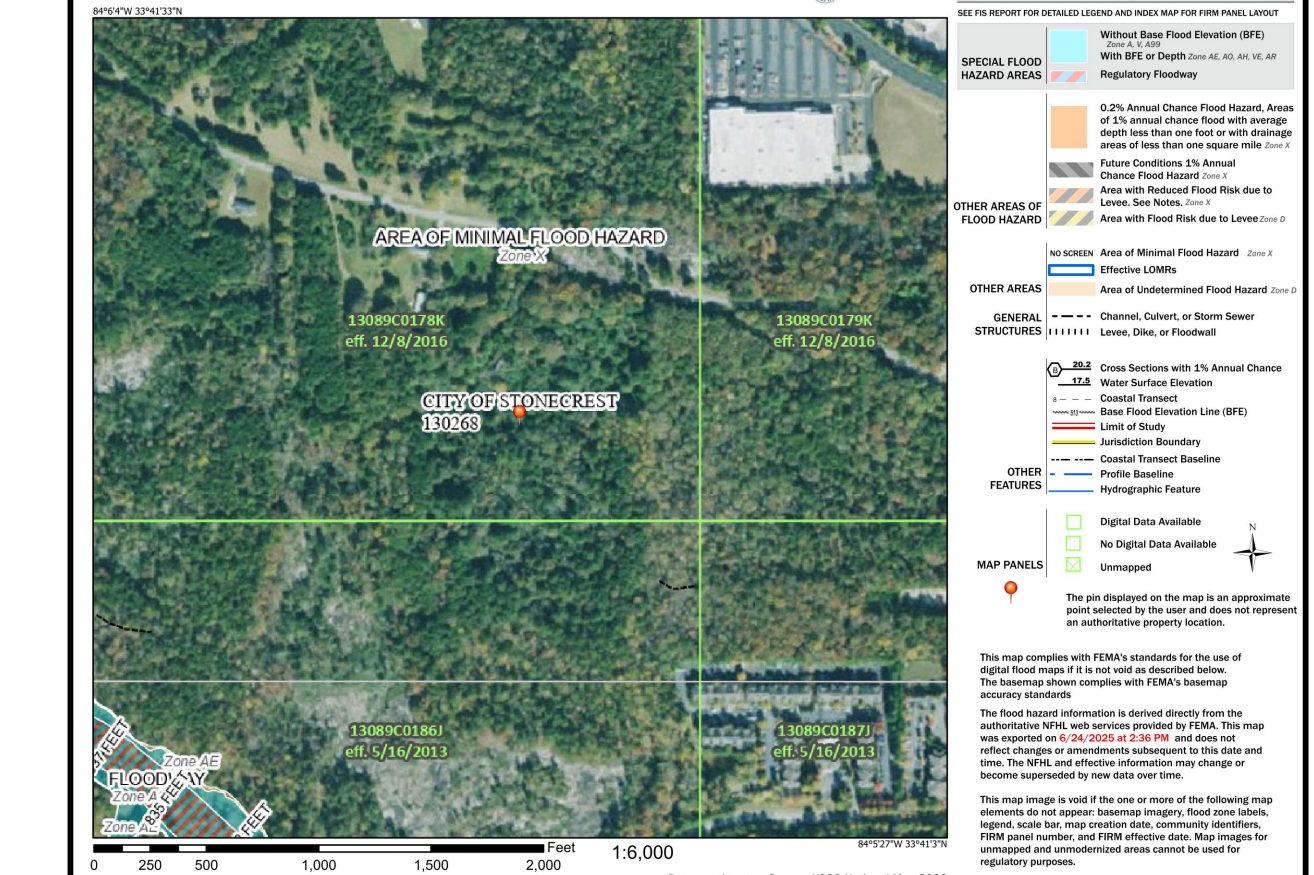
I, RLS CRESTVIEW LLC, CERTIFY THAT NO LOTS PLATTED ARE NONCONFORMING OR WILL RESULT IN ANY NONCONFORMING LOTS.



SITE DATA

EXISTING ZONING: RSM (STONECREST OVD TIER 3 OVERLAY)
SITE AREA: +/- 19.06 ACRES
TOTAL LOTS: 65 HOME SITES
LOT DENSITY: 4.02 HOMES/ACRE
SINGLE FAMILY MIN. LOT WIDTH: 40' MIN.
SINGLE FAMILY MIN. LOT SIZE: 5,000 SF
FRONT YARD: 25 FT.
SIDE SETBACK(SF): 10 FT.
REAR YARD: 10 FT.
BUILDING HEIGHT: 35' MAX
MIN PARKING REQUIRED: 2 SPACES PER UNIT
MIN PARKING PROVIDED: 2 SPACES PER UNIT (1 GARAGE + 1 DRIVEWAY)
OVERFLOW PARKING PROVIDED: 8 SPACES

National Flood Hazard Layer FIRMette



NOTE: HORIZONTAL ALIGNMENTS MEET AASHTO DESIGN STANDARDS FOR 25 MPH DESIGN SPEED
NOTE: VERTICAL ALIGNMENTS MEET AASHTO DESIGN STANDARDS FOR 25 MPH DESIGN SPEED

LJA SURVEYING INC. logo and contact information: 4525 SOUTH LEE STREET, BUFORD, GA 30518, Phone: 770.955.5200, Fax: 770.955.1930

LOCATED IN: LAND LOT 171 16TH DISTRICT CITY OF STONE CREST DEKALB COUNTY, GEORGIA

FINAL PLAT CRESTVIEW POINTE PHASE I FOR BROOKFIELD PROPERTIES DEVELOPMENT, LLC ATLANTA, GA 30309

Table with columns: ISSUE, DATE, DESCRIPTION. Lists revision history for the plat.

DRAFTED BY: MSJ
CHECKED BY: MCB

PROJECT #: GA3293-2402.205

811 Know what's below. Call before you dig.
SHEET NO: 1 OF 4



Department of Planning and Zoning
3120 Stonecrest Boulevard, Suite 190
Stonecrest, Georgia 30038
P: (770) 224-0200
E: stonecrestga.gov

April 22, 2024

Battle Law PC on behalf of Parkland Communities, Inc.
7199 Hayden Quarry Road
Stonecrest, GA 30038

RZ 23-002 Applicant is seeking a major modification of the conditions of the subject property to change the conditions for case number Z-05-01.
Zoning: RSM (Small Lot Residential Mix)
Overlay District: Stonecrest Overlay District Tier 3
Parcel Identification(s): 16 171 02 003 and 16 171 02 010
Property Owners: Parkland Communities Inc.
Council District: I. Councilperson Tara Graves

Dear Petitioner,
This letter is to confirm the revised City Council approved conditions for the above referenced request as a result of the public hearing held on July 31, 2023. The conditions are contained from the modification of zoning conditions of CZ-86187 and Z-05-01. Combined the modifications resulted in the attached conditions as RZ-23-002.

APPROVED ZONING CONDITIONS FOR CZ-05-01 (August 23, 2005)
AS AMENDED Case # RZ 23-002 (July 31, 2023)
7199 Hayden Quarry Road Stonecrest GA 30038

- 1. The maximum number of units shall be 129 single family detached units. (RZ 23-002-7.31.23^a)
- 2. There shall be a mandatory homeowners association ("HOA") which shall own all of the common area located within the project. (Z-05-01 #2 original condition 8.23.05^{**})
- 3. All units within the project shall be fee simple units. None of the lots will be marketed to investors as rental property, and the HOA Declaration of Restrictive Covenants shall provide that no more than 15% of the total lots within the subdivision shall be utilized for rental purposes, except for "hardship cases" as provided for in the Declaration. Z-05-01 (#3 original condition 8.23.05^{**})
- 4. Each unit shall have the following:
 - a. Two car garages (#4b original condition 8.23.05- Amended condition- RZ 23-002 7.31.23^a)
 - b. Each single-family dwelling must have a patio pad in the backyard; (Z-05-01 #2 original condition 8.23.05. Amended RZ 23-002 7.31.23^a)
 - c. Sidewalks shall be located on both sides of the streets throughout the project; (Z-05-01 #4d original condition 8.23.05.**)
 - d. The front facades shall vary such that two adjacent homes will not be the same; (Z-05-01#4e original condition 8.23.05^{**})
 - e. Front facades shall be constructed of brick, stone, or stucco and up to forty percent (40%) Hardi-plank siding; and (Z-05-01 #4f original condition 8.23.05^{**})

Planning and Zoning Department
3120 Stonecrest Blvd, Stonecrest, Georgia 30038 ~ 770.224.0200 ~ www.stonecrestga.gov

- f. The side and rear facades of the units shall be constructed of brick, stone, stucco, or Hardi-plank siding. The use of vinyl siding shall be strictly prohibited. (Z-05-01 4g original condition 8.23.05^{**})
- 5. The entrance to the project shall be a brick monument sign and shall be landscaped. (Z-05-01 #4h original condition 8.23.05^{**})
- 6. All detention facilities shall be shielded from view with evergreen trees and a minimum six (6) foot high fence, as provided in the (DeKalb County) City of Stonecrest Development Code. (Z-05-01 4i original condition 8.23.05^{**})
- 7. Sidewalks shall be placed along property frontage on Hayden Quarry Road (Z-05-01 4j original condition 8.23.05^{**})
- 8. Underground utilities shall be used throughout the property (Z-05-01 4k original condition 8.23.05^{**})
- 9. The Applicant has provided Staff with a copy of the as-built survey showing that all gas lines are located within the public right of way, with none being located onsite. The Applicant acknowledges that any work to be conducted within the right of way in connection with the tapping into the existing gas lines or other utilities lines within the public right of way, or with installing any required streetscapes shall be done as required by Georgia Natural Gas during any approved land disturbance activity. (RZ-23-002 added condition 7.31.23^a)
- 10. The developer must install a 6ft powdered-coated aluminum fence along the Hayden Quarry right of way and rear of lots 126-128 and 118-121. (RZ-23-002 added condition 7.31.23^a)
- 11. A playlot shall be installed between and/or adjacent to lots 119-120 of the proposed development. (RZ-23-002 added condition 7.31.23^a)
- 12. There shall be a master HOA agreement between the Crestview Pointe® and Crestwind Township communities for use of the following amenities: (RZ-23-002 added condition 7.31.23^a)
 - a. 4,956 sq. ft. Junior Olympic Swimming no more than 5ft deep.
 - b. A cabana or clubhouse.
 - c. 8,866 sq. ft. pool decking area.
 - d. A Tot Lot adjacent to the pool.
 - e. A soccer field in the location shown as the Playfield on the submitted site plan; and
 - f. A mulched walking trail to be located on the subject property with identifying signage showing the entrance to and distance of the trail.

A copy of this modified letter from (drafted August 2, 2023) shall be uploaded to the [Citizenserve Online Portal](https://www.citizenserve.com) along with your application for a building permit. Information related to this application may be found online using <https://www.citizenserve.com>.

Thank you in advance for your cooperation and please do not hesitate to contact our office with any questions.

Sincerely,

Tre'Jon Singletary

Tre'Jon Singletary
Senior Planner
(Amended on 4/19/24 by SQ Director Planning and Zoning)

CC: Raymond White Sr. Director 8.2.23

Planning and Zoning Department
3120 Stonecrest Blvd, Stonecrest, Georgia 30038 ~ 770.224.0200 ~ www.stonecrestga.gov



Phone: 770.953.5200
LJA No. 11990
4525 SOUTH LEE STREET
DUNWOODY, GA 30097

LOCATED IN:
LAND LOT 171
16TH DISTRICT
CITY OF STONE CREST
DEKALB COUNTY, GEORGIA

FINAL PLAT
CRESTVIEW POINTE PHASE I
FOR
BROOKFIELD PROPERTIES DEVELOPMENT, LLC
ATLANTA, GA 30309

DESCRIPTION

ISSUE DATE

INITIAL: []
REV. 1: []
REV. 2: []
REV. 3: []
REV. 4: []
REV. 5: []
REV. 6: []
REV. 7: []

DRAFTED BY: MSJ
CHECKED BY: MCB

PROJECT #:
GA3293-2402.205



Know what's below.
Call before you dig.
THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

COPYRIGHT ©2024 LJA SURVEYING INC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF LJA SURVEYING INC.

SHEET NO:
2 OF 4

File Location: \\server\projects\ga3293_brookfield_properties\development\crestview_pointe_1_crestwind\06_wmcy_cad\crestview_final_plat_phase1

BOUNDARY CURVE TABLE					
CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	361.1'	387.19'	53°26'09"	S 17°08'59" E	348.16'
C2	163.83'	3,531.99'	2°39'28"	S 80°43'02" E	163.82'
C3	159.32'	15,071.38'	0°36'20"	S 87°55'53" E	159.32'

BOUNDARY LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 09°34'18" W	70.00'
L2	S 43°52'14" E	5.12'
L3	S 87°47'05" E	350.00'
L4	S 7°47'01" E	192.75'
L5	N 40°38'28" W	86.82'
L6	N 10°03'09" E	147.68'
L7	N 85°56'39" W	47.21'
L8	S 76°38'17" E	242.42'
L9	N 02°42'04" E	87.36'
L10	S 82°14'03" E	28.29'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE	LINE BEARING	DISTANCE
C04	100.00'	38.14'	37.91'	S 19°02'48" W	21°01'15"	L11 S 29°58'25" W	50.91'
C05	145.00'	73.55'	72.76'	S 15°26'33" W	29°03'44"	L12 N 89°05'19" W	38.50'
C06	100.00'	58.82'	57.98'	N 7°03'38" E	33°42'07"	L13 S 89°05'19" E	27.50'
C07	100.00'	14.43'	14.41'	N 6°20'34" E	8°15'58"	L14 S 89°05'19" E	71.42'
C08	227.50'	13.63'	13.63'	S 05°50'09" W	3°25'59"	L15 S 08°07'10" W	36.38'
C09	227.50'	50.70'	50.59'	S 17°56'12" W	12°46'06"	L16 S 29°58'25" W	50.91'
C10	227.50'	22.45'	22.44'	S 27°08'50" W	5°39'11"	L17 S 00°50'08" W	47.57'
C11	17.50'	3.79'	3.79'	S 23°45'48" W	12°28'16"	L18 S 00°54'41" W	43.94'
C12	11.00'	17.28'	15.56'	S 45°54'41" W	90°00'00"	L19 S 89°05'19" E	55.00'
C13	15,071.38'	8.46'	8.46'	S 87°38'41" E	0°01'56"	L20 S 00°54'41" W	2.48'
C14	15,071.38'	55.00'	55.00'	S 87°45'55" E	0°12'33"	L21 N 29°58'25" E	34.25'
C15	15,071.38'	93.68'	93.68'	S 89°03'04" E	0°21'42"	L22 N 29°58'25" E	15.35'
C16	127.50'	31.28'	31.20'	S 64°14'17" W	14°03'25"	L23 N 08°07'10" E	35.66'
C17	72.50'	42.65'	42.03'	S 74°03'38" W	33°42'07"		
C18	11.00'	17.28'	15.56'	N 44°05'19" W	90°00'00"		
C19	127.50'	19.20'	19.18'	S 67°31'25" W	8°37'41"		
C20	127.50'	51.78'	51.41'	S 77°28'06" W	23°15'41"		
C21	127.50'	4.03'	4.03'	N 89°59'41" W	1°48'45"		
C22	11.00'	17.28'	15.56'	N 45°54'41" E	90°00'00"		
C23	11.00'	17.28'	15.56'	N 44°05'19" W	90°00'00"		
C24	11.00'	17.28'	15.56'	N 45°54'41" E	90°00'00"		
C25	172.50'	3.09'	3.09'	N 07°25'28" E	10°13'31"		
C26	172.50'	46.96'	46.81'	N 05°44'05" E	12°35'47"		
C27	172.50'	37.46'	37.38'	N 23°45'12" E	12°26'27"		
C28	72.50'	16.79'	16.78'	N 23°20'22" E	12°16'06"		
C29	172.50'	10.85'	10.84'	N 12°24'45" E	8°35'10"		
C30	5.00'	7.85'	7.07'	N 45°54'41" E	90°00'00"		
C31	11.00'	17.28'	15.56'	S 44°05'19" E	90°00'00"		
C32	11.00'	17.28'	15.56'	S 45°54'41" W	90°00'00"		
C33	5.00'	7.85'	7.07'	N 44°05'19" W	90°00'00"		
C34	11.00'	17.28'	15.56'	N 44°05'19" W	90°00'00"		
C35	17.50'	5.01'	5.01'	N 02°08'01" E	2°26'41"		
C36	17.50'	54.59'	54.10'	N 16°39'53" E	26°37'04"		
C37	127.50'	36.80'	36.67'	N 27°42'22" E	16°32'07"		
C38	127.50'	11.84'	11.83'	N 10°48'44" E	5°19'08"		
C39	272.50'	59.64'	59.52'	N 08°10'39" E	12°32'25"		
C40	272.50'	50.95'	50.88'	N 15°48'08" E	10°42'46"		
C41	272.50'	22.90'	22.89'	N 27°33'58" E	4°48'54"		
C42	11.00'	17.28'	15.56'	N 44°05'19" W	90°00'00"		



LJA SURVEYING INC.
 4525 SOUTH LEE STREET
 BUFORD, GA 30516
 Phone: 770.953.5200
 License No. 1390

LOCATED IN:
 LAND LOT 171
 16TH DISTRICT
 CITY OF STONE CREST
 DEKALB COUNTY, GEORGIA

FINAL PLAN
 CRESTVIEW POINTE PHASE I
 FOR
 BROOKFIELD PROPERTIES DEVELOPMENT, LLC
 ATLANTA, GA 30309

ISSUE	DATE	DESCRIPTION
INITIAL	REV. 1/20/20	
REV. 1		
REV. 2		
REV. 3		
REV. 4		
REV. 5		
REV. 6		
REV. 7		

DRAFTED BY: MSJ
 CHECKED BY: MCB
 PROJECT #: GA3293-2402.205

811
 Know what's below.
 Call before you dig.
 THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
 COPYRIGHT © 2020 LJA SURVEYING INC. NO REPRODUCTION SHALL BE MADE WITHOUT THE WRITTEN CONSENT OF LJA SURVEYING INC.

File Locations: \\sdc\survey\projects\ga3293_brookfield_properties_development\crestview_pointe_16th_district\final_plan_phase1

NF TRACY L. SAYERS INVESTMENTS LLC
 DB 18109PG C06
 PID# 16 171 02 001
 ZONED MU-4

NF SHEPPARD2 DEVELOPER AND BUILDER
 DB 25955PG 441
 PID# 16 171 02 002
 ZONED R-100

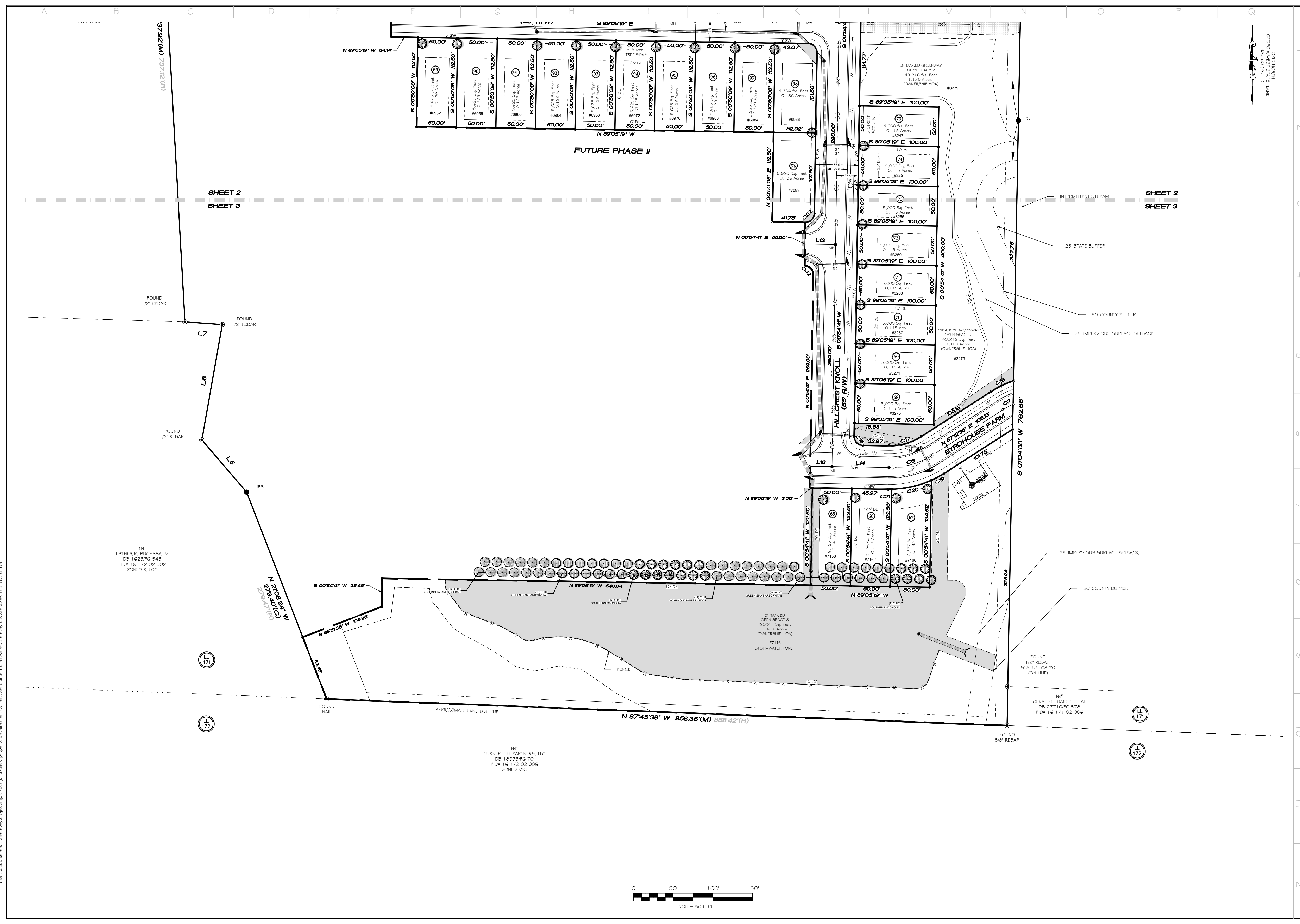
NF JOHNNY A. HUNT
 DB 19708PG 383
 PID# 16 171 02 004
 ZONED R-100

NF R15 CRESTVIEW LLC
 DB 31411PG 400
 PID# 16 171 02 005
 ZONED R5M

SHEET 2
 SHEET 3

SHEET 2
 SHEET 3







CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution for SDF 26-003 Final Plat @ 7259 Hayden Quarry

AGENDA SECTION: *(check all that apply)*

- PRESENTATION PUBLIC HEARING CONSENT AGENDA OLD BUSINESS
- NEW BUSINESS OTHER, PLEASE STATE: Click or tap here to enter text.

CATEGORY: *(check all that apply)*

- ORDINANCE RESOLUTION CONTRACT POLICY STATUS REPORT
- OTHER, PLEASE STATE: Click or tap here to enter text.

ACTION REQUESTED: DECISION DISCUSSION, REVIEW, or UPDATE ONLY

Previously Heard Date(s): Click or tap to enter a date. & Click or tap to enter a date.

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Tuesday, May 26, 2026

SUBMITTED BY: Shawanna Qawiy, Division Director Community Development

PRESENTER: Shawann Qawiy, Division Director Community Development

PURPOSE: Approval of Final Plat for Phase I of Crestwind Township Subdivision.

FACTS: Approval of Final Plat for Phase I of Crestwind Township located at 7259 Hayden Quarry Road to grant approval of 192 of the 260 (total) townhomes.

OPTIONS: Approve, Deny, Defer Approve

RECOMMENDED ACTION: Approve Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 - Resolution
- (2) Attachment 2 - Crestwind Final Plat Phase I
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

**STATE OF GEORGIA
CITY OF STONECREST**

RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA TO APPROVE THE FINAL PLAT FOR PHASE I OF CRESTWIND TOWNSHIP LOCATED AT 7259 HAYDEN QUARRY ROAD TO GRANT APPROVAL OF 192 OF THE 260 (TOTAL) TOWNHOMES; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the governing body of the City of Stonecrest (“City”) is the Mayor and City Council (“City Council”) thereof; and

WHEREAS, Article IX, Section II, Paragraph IV of the 1983 Constitution of the State of Georgia authorizes the City to adopt plans and exercise the power of zoning; and

WHEREAS, the City Council is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs, and local government; and

WHEREAS, Section 14-121 through Section 14-136 within DIVISION 2 (PLAT APPROVAL PROCEDURE) Chapter 14 (LAND DEVELOPMENT) outlines the procedures to prepare a final plat for approval; and

WHEREAS, Section 14-121 requires owners of the land or authorized agents to submit final plats for approval and certification by City departments following the approval of a preliminary plat; and

WHEREAS, in accordance with Section 14-87 the Director of Planning and Zoning shall review the final plat within 90 days of a complete application and submission of the final plat; and

WHEREAS, the final plat shall not be forwarded to the mayor and council until such time that the Director of Planning and Zoning certifies that final plat complies with all city zoning, environmental, and subdivision ordinances and regulations and all applicable state and federal laws; and

WHEREAS, the City Council shall vote to approve, deny, or defer the final plat based on its compliance with chapter 14 LAND DEVELOPMENT; and

WHEREAS, the Director of Planning and Zoning has properly reviewed analyzed the application and final plat submitted on behalf of Phase I of Crestwind Township; and

WHEREAS, the preliminary plat for Phase I of Crestwind Township was approved by the City Council on December 18, 2025; and

WHEREAS, the amended preliminary plat for Phase I of Crestwind Township was approved by the City Council on May 25, 2026; and

WHEREAS, the Director of Planning and Zoning certifies that the final plat complies with all city zoning, environmental, and subdivision ordinances and regulations and all applicable state and federal laws; and

WHEREAS, the Director of Planning and Zoning presents to the City Council the final plat submitted on behalf of Phase I of Crestwind Township attached here as EXHIBIT A for approval, denial, or deferment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA, HEREBY RESOLVES, that the Mayor, on behalf of the City, hereby approves the final plat submitted on Phase I of Crestwind Township located at 7259 Hayden Quarry Road to grant approval of 192 of the 260 (total) townhomes.

BE IT FURTHER RESOLVED, that the final plat and supporting documentation are attached here as EXHIBIT A and shall be considered to be and is hereby incorporated as if fully set out herein.

BE IT FURTHER RESOLVED, that final plat acknowledgement and approval by the Mayor and Council shall constitute that approval.

BE IT FURTHER RESOLVED, the approved final plat shall be recorded with the clerk of the superior court of DeKalb County by the applicant and returned to the Director of Planning and Zoning.

BE IT FURTHER RESOLVED, the filing and recording of the final plat by the Director of Community Development shall, upon completion of the improvements by the applicant and compliance with all procedures of this chapter, be deemed an acceptance of the dedication of the streets and other public land as shown upon said plat as dedicated to the City of Stonecrest, Georgia, on behalf of the public.

BE IT FURTHER RESOLVED, the final plat shall comply with the requirements of chapter 27 and all conditions of zoning for the subject property

BE IT FURTHER RESOLVED, to the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.

BE IT FURTHER RESOLVED, all City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.

BE IT FINALLY RESOLVED, this Resolution shall take effect immediately.

SO RESOLVED AND EFFECTIVE this _____ day of _____, 2026.

CITY OF STONECREST, GEORGIA

Jazzmin Cobble, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM BY:

City Attorney

EXHIBIT A

APPLICANT/AUTHORIZED AGENT

LJA SURVEYING
CONTACT NAME: CHAYCE BELL
ADDRESS: 4525 SOUTH LEE STREET,
BUFORD, GA 30518
PHONE: 770-540-9688

SITE DESIGNER/ENGINEER

LJA ENGINEERING
ALPHARETTA, GA 30009
CONTACT NAME: TYLER MARCHMAN
PHONE: 770-855-2430

SITE SURVEYOR

LJA SURVEYING
BUFORD, GA 30518
CONTACT NAME: CHAYCE BELL
PHONE: 770-540-9688

SITE OWNER

RLS CRESTVIEW LLC
250 VESEY STREET 15TH FLOOR
NEW YORK, NEW YORK 10281

SITE DEVELOPER

BROOKFIELD PROPERTIES
1180 PEACHTREE ST. NE.
ATLANTA GA 30309

NOTES

- 1. NO LOTS PLATTED ARE NONCONFORMING OR WILL RESULT IN ANY NONCONFORMING LOTS.
2. ELECTRICAL SERVICE WILL BE UNDERGROUND.
3. ACCORDING TO THE FLOOD INSURANCE RATE MAP (FIRM) FOR DEKALB COUNTY, GEORGIA, (COMMUNITY-PANEL NUMBER 13089C0178K DATED 1/20/2016 & 13089C0186J DATED 05/16/2013), ALL OF THE SUBJECT PROPERTY LIES WITHIN ZONE X, DEFINED AS "AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN."
4. THIS DEVELOPMENT SHARES AN INTER-PARCEL ACCESS ON BYRDHOUSE FARM ROAD WITH CRESTVIEW POINTE.
5. ALL OWNERS AND RESIDENTS OF PROPERTY WITHIN THE CRESTVIEW/CRESTWIND MASTER DEVELOPMENT THAT ARE IN GOOD STANDING WITH THE HOMEOWNERS ASSOCIATION SHALL HAVE ACCESS TO THE AMENITIES AND COMMON AREAS.

CONTOUR DATA NOTE

- 1. TOPOGRAPHIC DATA SHOWN HEREON IS BASED ON LIDAR DRONE TOPO.

Owner's Acknowledgement

I, RLS CRESTVIEW LLC, the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets indicated as public streets and rights-of-way, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless City of Stonecrest from any claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams. And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that City of Stonecrest shall not be liable to him/her, his/hers, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these presents. The owner of record of the land shown on this plat and whose name is subscribed thereto in person or through a duly authorized agent, hereby acknowledges that this plat was made from an actual survey, and dedicates to City of Stonecrest, as noted below, the complete ownership and use of all improvements constructed or to be constructed in accordance with this plat, and dedicates to the use of the public forever the following:

Public Street Right-of-Way 4.85 acres
Drainage Easement 2.47 acres
Public Water/Sewer Easements to DeKalb County 0.12 acres
In witness whereof, I have hereto set my hand this 19th day of September, 2025.

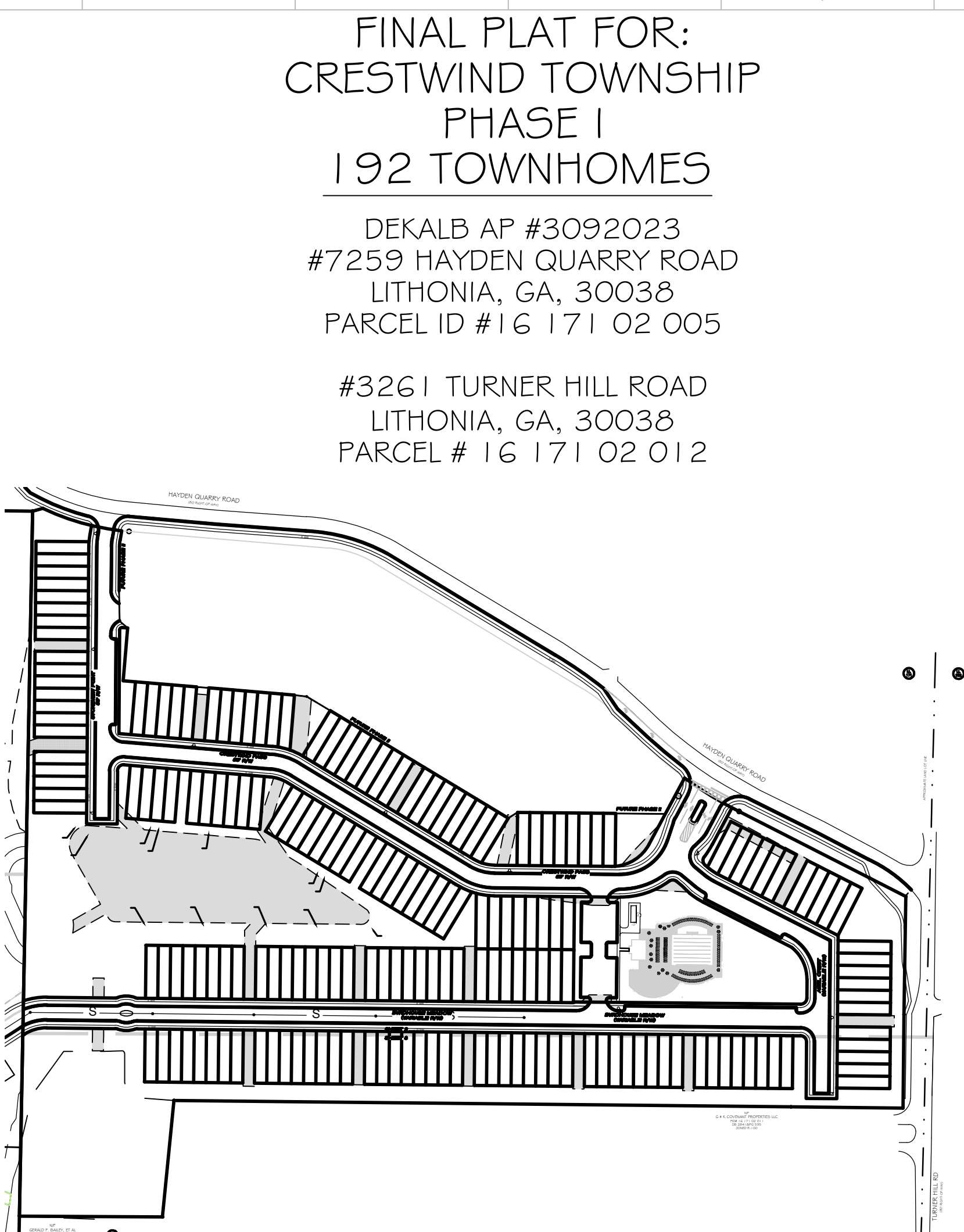
(SEAL) Owner: Chayne Bell
Witness: Kathleen M Sepulveda II
Notary Public Kathleen M Sepulveda II

KATHLEEN M. SEPULVEDA, II
Notary Public, State of Texas
Comm. Expires 02-11-2026
Notary ID 133585119

SITE DATA

Table with 2 columns: SITE DATA and NOTES. Includes existing zoning (C-1), site area (4.85 acres), total lots (192 townhomes), lot density (8.61 homes/acre), townhome min. lot width (20 min), townhome min. lot size (1,000 sq ft), front yard (15 ft), side setback (0 ft), rear yard (10 ft), building height (3 story / 45' max), min. parking required (2 spaces per unit), min. parking provided (2 spaces per unit), garage + 1 driveway, overflow parking provided (67 spaces), and note: topography is lidar from drone survey.

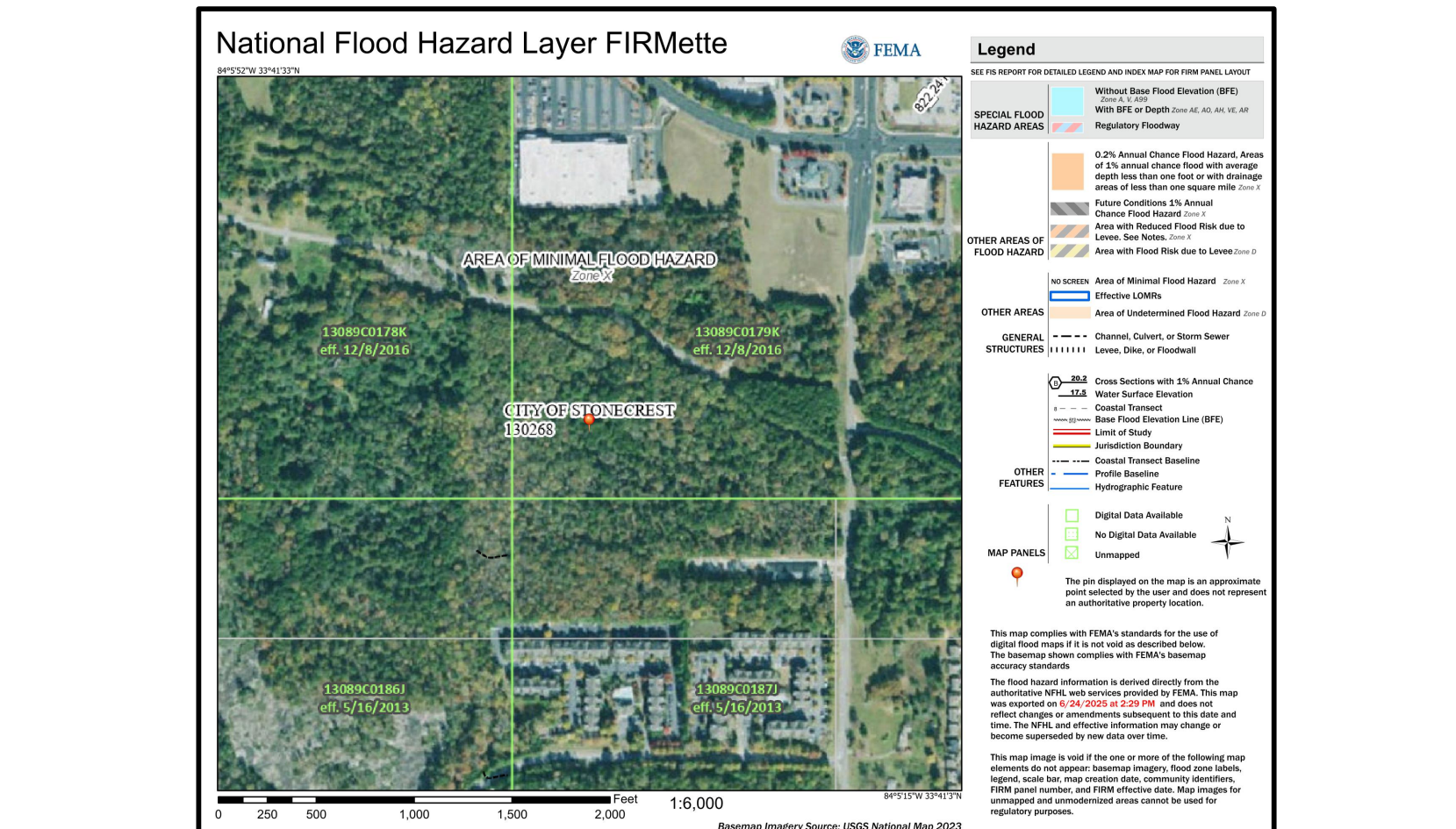
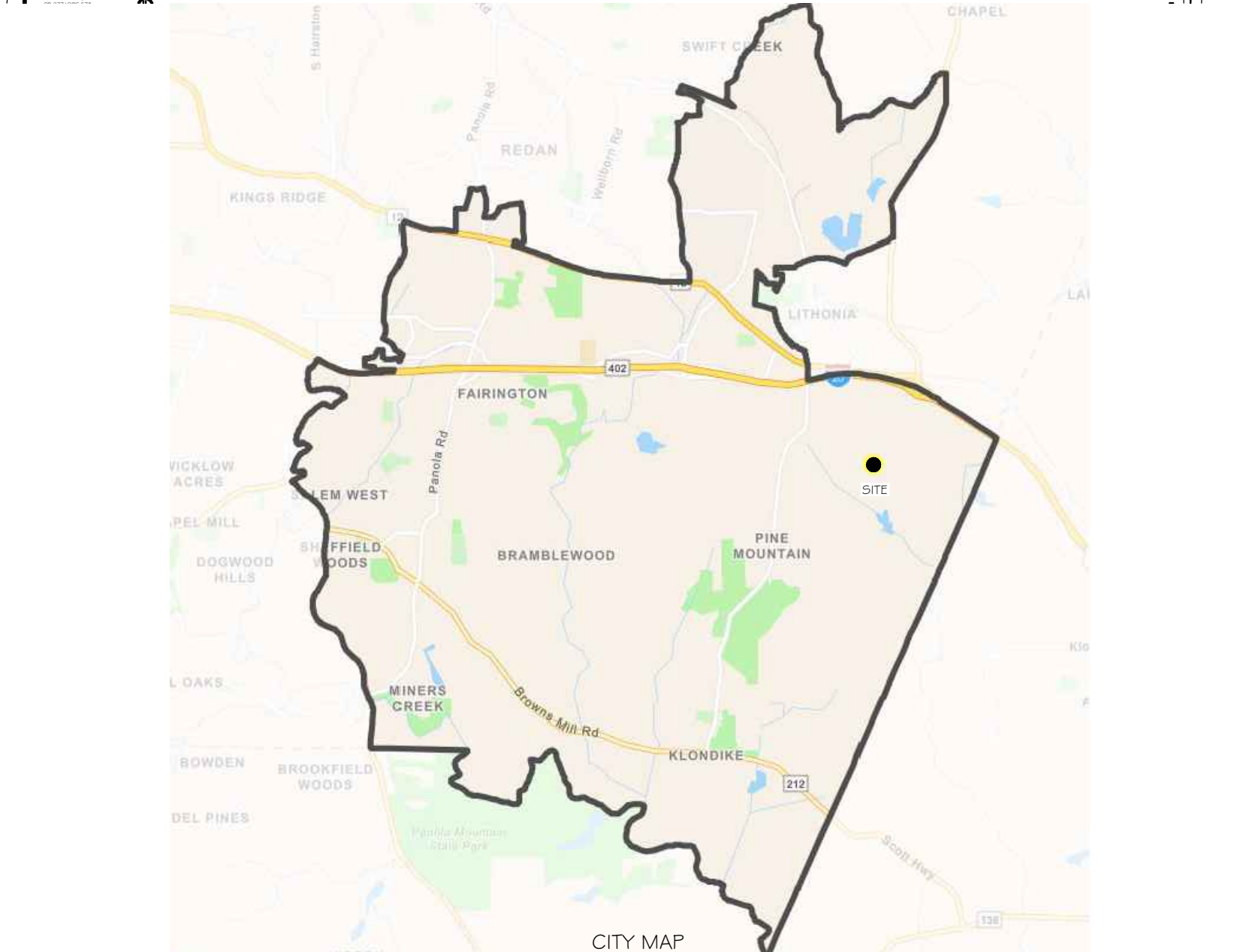
LEGEND table listing symbols for SIGN, FIRE HYDRANT, GRATE INLET, STORM SEWER MANHOLE, SANITARY SEWER MANHOLE, IRON PIN FOUND, COMPUTED POINT, IRON PIN SET, RW MARKER, CTP, OTP, CMP, DIP, PVC, RCP, OCS, HW, RW, POC, POB, BOC, STORM SEWER LINE, SANITARY SEWER, WATER LINE, PROPERTY LINE, ADJACENT PROPERTY LINE, FENCE.



FINAL PLAT FOR: CRESTWIND TOWNSHIP PHASE I 192 TOWNHOMES

DEKALB AP #3092023
#7259 HAYDEN QUARRY ROAD
LITHONIA, GA, 30038
PARCEL ID #16 171 02 005

#3261 TURNER HILL ROAD
LITHONIA, GA, 30038
PARCEL # 16 171 02 012

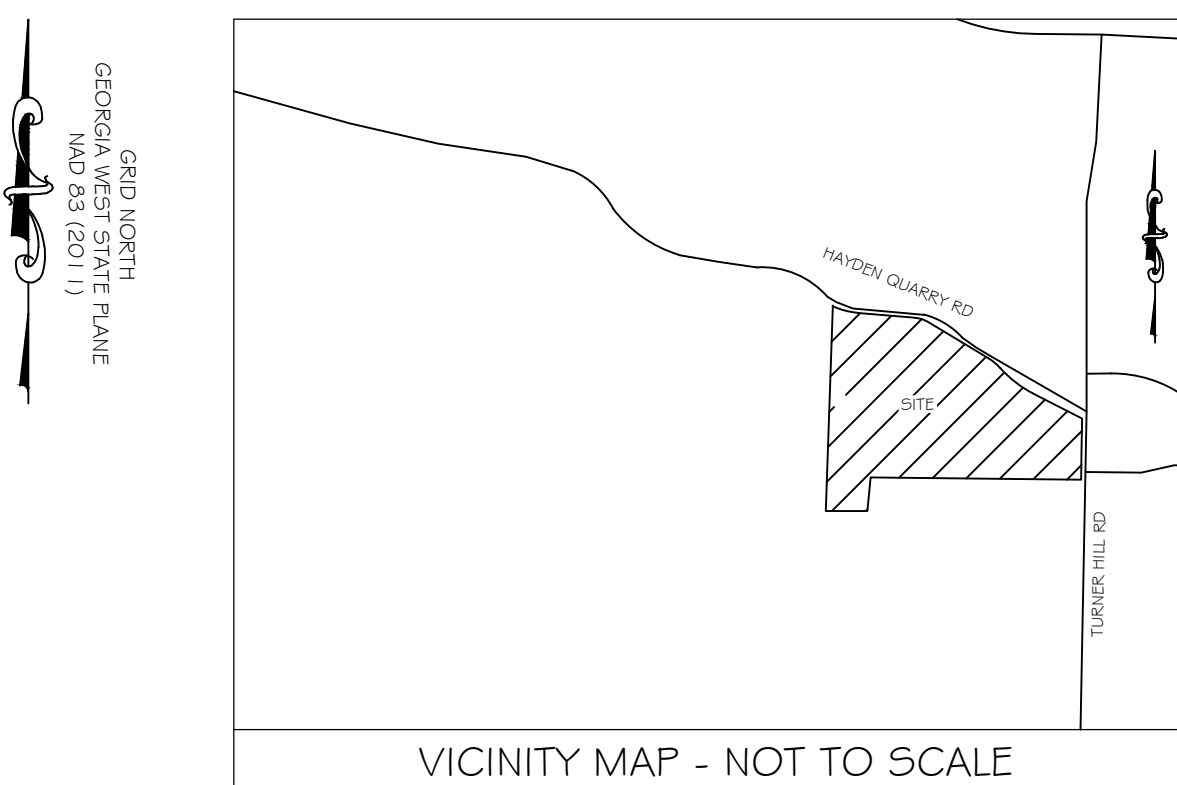


FOUNDATION LOCATION CERTIFICATE

A FOUNDATION LOCATION CERTIFICATE MUST BE SUBMITTED TO CITY OF STONECREST PRIOR TO FOOTING INSPECTION FOR THE FOLLOWING LOTS. ALL EASEMENTS, BUFFERS, AND FLOOD LIMITS ON THESE LOTS MUST BE CLEARLY IDENTIFIED ON SITE AT THE TIME OF FOOTING INSPECTION. LOTS: ALL LOTS

AS-BUILT ELEVATION CERTIFICATE

AN AS-BUILT ELEVATION CERTIFICATE IS REQUIRED PRIOR TO FRAMING ON THE FOLLOWING LOTS. LOTS: ALL LOTS



Department of Watershed Management
I certify that the developer has complied with all potable water requirements and the sanitary sewer requirements of the County.
This ___ day of ___, 2024.
Director, Department of Watershed Management

City of Stonecrest/City Engineer
I certify that this plat has been approved by all affected departments and complies with all County Zoning, Environmental and Subdivision requirements.
this ___ day of ___, 2024
City of Stonecrest/City Engineer

City of Stonecrest/Planning and Zoning Director
This plat has been submitted to and accepted by the City of Stonecrest/Planning and Zoning, Georgia and has been approved as required by state law and county codes as meeting all conditions precedent to recording in the superior court of this circuit.
this ___ day of ___, 2024
City of Stonecrest Planning and Zoning Director

Mayor's Certification
This plat has been submitted to and accepted by the mayor and council of the City of Stonecrest, Georgia, and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit.
Dated this ___ day of ___, 2024.
By: (Mayor as designee of governing authority)

GENERAL NOTES
1. Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in ___ feet."
2. "According to the F.I.R.M. of DeKalb County, panel number 13089C0179K, dated December 8, 2016, this property not located in a Special Flood Hazard Area."
PLAT APPROVAL
This plat has been submitted to and accepted by the Community Development Department for the City of Stonecrest, GA and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit.
Director, Department of Community Development Date

FLOOD HAZARD
The Special Flood Hazard Areas (SFHA) shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Stonecrest does not, by approving this plat, warrant their accuracy, and does not imply that land outside the areas of flood hazard shown will be free from flooding or flood damage. Further, the City of Stonecrest does not by approving this plat nor accepting the public improvements thereon, assumes maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner(s) of the land upon which they exist. The owner of a lot or parcel that contains a flood hazard area is required to submit a site plan to the City of Stonecrest prior to the installation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the SFHA within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of Stonecrest is required prior to the issuance of a building permit.

DRAINAGE
The owner of record on behalf of himself (itself) and all successors in interest specifically releases the City of Stonecrest from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers, or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by city regulations. The City may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of staff and Director, is potentially injurious to life, property, or the public road or utility system. Such emergency maintenance conducted for the common good shall not be construed as constituting a continuing maintenance obligation on the part of the City of Stonecrest nor abrogation of the City of Stonecrest's right to seek reimbursement for expenses from the owner(s) of the property (lot) on the lands that generated the conditions. NOTE: Stream Buffers are to remain in a natural and undisturbed condition. NOTE: Structures, other than approved storm structures, are not allowed in drainage easements.

Surveyor's Acknowledgement
In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.
M. CHAYCE BELL G.A. R.L.S. #3465



NOTE: VERTICAL ALIGNMENTS MEET AASHTO DESIGN STANDARDS FOR 25 MPH DESIGN SPEED
NOTE: HORIZONTAL ALIGNMENTS MEET AASHTO DESIGN STANDARDS FOR 25 MPH DESIGN SPEED

I, RLS CRESTVIEW LLC., CERTIFY THAT NO LOTS PLATTED ARE NONCONFORMING OR WILL RESULT IN ANY NONCONFORMING LOTS.

Vertical sidebar containing LJA SURVEYING INC. logo, contact info, location (1710 16th District, Stonecrest, GA), and sheet number (1 OF 4).



Department of Planning and Zoning
3120 Stonecrest Boulevard, Suite 190
Stonecrest, Georgia 30038
P: (770) 224-0200
E: stonecrestga.gov

April 22, 2024

Battle Law PC on behalf of Parkland Communities, Inc.
7199 Hayden Quarry Road
Stonecrest, GA 30038

RZ-23-002 Applicant is seeking a major modification of the conditions of the subject property to change the conditions for case number Z-05-01.
Zoning: RSM (Small Lot Residential Mix)
Overlay District: Stonecrest Overlay District Tier 3
Parcel Identification(s): 16 171 02 003 and 16 171 02 010
Property Owner: Parkland Communities Inc.
Council District: Councilperson Tara Graves

Dear Petitioner,
This letter is to confirm the revised City Council approved conditions for the above referenced request as a result of the public hearing held on July 31, 2023. The conditions are contained from the modification of zoning conditions of CZ-86187 and Z-05-01. Combined the modifications resulted in the attached conditions as RZ-23-002.

**APPROVED ZONING CONDITIONS FOR CZ-05-01 (August 23, 2005)
AS AMENDED Case # RZ-23-002 (July 31, 2023)
7199 Hayden Quarry Road Stonecrest GA 30038**

1. The maximum number of units shall be 129 single family detached units. (RZ-23-002-7.31.23⁶)
2. There shall be a mandatory homeowners association ("HOA") which shall own all of the common area located within the project. (Z-05-01 #2 original condition 8.23.05^{6a})
3. All units within the project shall be fee simple units. None of the lots will be marketed to investors as rental property, and the HOA Declaration of Restrictive Covenants shall provide that no more than 15% of the total lots within the subdivision shall be utilized for rental purposes, except for "hardship cases" as provided for in the Declaration. (Z-05-01 #3 original condition 8.23.05^{6a})
4. Each unit shall have the following:
 - a. Two car garages (#4b original condition 8.23.05-Amended condition- RZ-23-002 7.31.23⁶)
 - b. Each single-family dwelling must have a patio pad in the backyard; (Z-05-01 #2 original condition 8.23.05-Amended RZ-23-002 7.31.23⁶)
 - c. Sidewalks shall be located on both sides of the streets throughout the project; (Z-05-01 #4d original condition 8.23.05^{6b})
 - d. The front facades shall vary such that two adjacent homes will not be the same; (Z-05-01#4e original condition 8.23.05⁶)
 - e. Front facades shall be constructed of brick, stone, or stucco and up to forty percent (40%) Hardi-plank siding; and (Z-05-01 #4f original condition 8.23.05⁶)

Planning and Zoning Department
3120 Stonecrest Blvd, Stonecrest, Georgia 30038 ~ 770.224.0200 ~ www.stonecrestga.gov

- f. The side and rear facades of the units shall be constructed of brick, stone, stucco, or Hardi-plank siding. The use of vinyl siding shall be strictly prohibited. (RZ-05-01 4g original condition 8.23.05^{6a})
5. The entrance to the project shall be a brick monument sign and shall be landscaped. (Z-05-01 #4h original condition 8.23.05^{6a})
6. All detention facilities shall be shielded from view with evergreen trees and a minimum six (6) foot high fence, as provided in the (DeKalb County) City of Stonecrest Development Code. (Z-05-01 4i original condition 8.23.05^{6a})
7. Sidewalks shall be placed along property frontage on Hayden Quarry Road (Z-05-01 4j original condition 8.23.05^{6a})
8. Underground utilities shall be used throughout the property (Z-05-01 4k original condition 8.23.05^{6a})
9. The Applicant has provided Staff with a copy of the as-built survey showing that all gas lines are located within the public right of way, with none being located onsite. The Applicant acknowledges that any work to be conducted within the right of way in connection with the tapping into the existing gas lines or other utilities lines within the public right of way, or with installing any required streetscapes shall be done as required by Georgia Natural Gas during any approved land disturbance activity. (RZ-23-002 added condition 7.31.23⁶)
10. The developer must install a 6ft powdered-coated aluminum fence along the Hayden Quarry right of way and rear of lots 126-128 and 118-121. (RZ-23-002 added condition 7.31.23⁶)
11. A playlot shall be installed between and/or adjacent to lots 119-120 of the proposed development. (RZ-23-002 added condition 7.31.23⁶)
12. There shall be a master HOA agreement between the Crestview Pointe* and Crestwind Township* communities for use of the following amenities: (RZ-23-002 added condition 7.31.23⁶)
 - a. 4,956 sq. ft. Junior Olympic Swimming no more than 5ft deep.
 - b. A cabana or clubhouse.
 - c. 8,866 sq. ft. pool decking area.
 - d. A Tot Lot adjacent to the pool.
 - e. A soccer field in the location shown as the Playfield on the submitted site plan; and
 - f. A mulched walking trail to be located on the subject property with identifying signage showing the entrance to and distance of the trail.

A copy of this modified letter from (drafted August 2, 2023) shall be uploaded to the [Citizenserve Online Portal](https://www.citizenserve.com) along with your application for a building permit. Information related to this application may be found online using <https://www.citizenserve.com>.

Thank you in advance for your cooperation and please do not hesitate to contact our office with any questions.

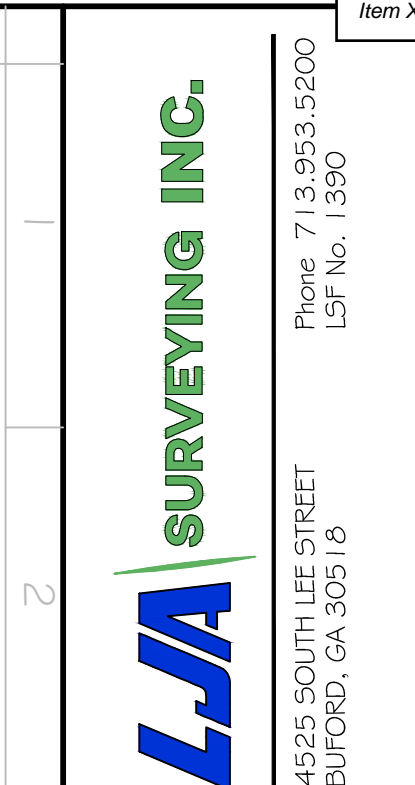
Sincerely,

Tye Jon Singleary

Tye Jon Singleary
Senior Planner
(Amended on 4/19/24 by SQ-Director Planning and Zoning)

CC: Raymond White Sr, Director 8.2.23

Planning and Zoning Department
3120 Stonecrest Blvd, Stonecrest, Georgia 30038 ~ 770.224.0200 ~ www.stonecrestga.gov

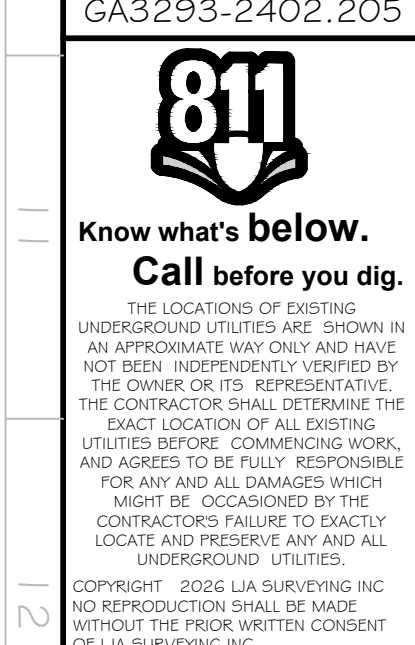


LOCATED IN:
LAND LOT 171
16TH DISTRICT
CITY OF STONE CREST
DEKALB COUNTY, GEORGIA

FINAL PLAT
CRESTWIND TOWNSHIP PHASE I
FOR
BROOKFIELD PROPERTIES DEVELOPMENT, LLC
ATLANTA, GA 30309

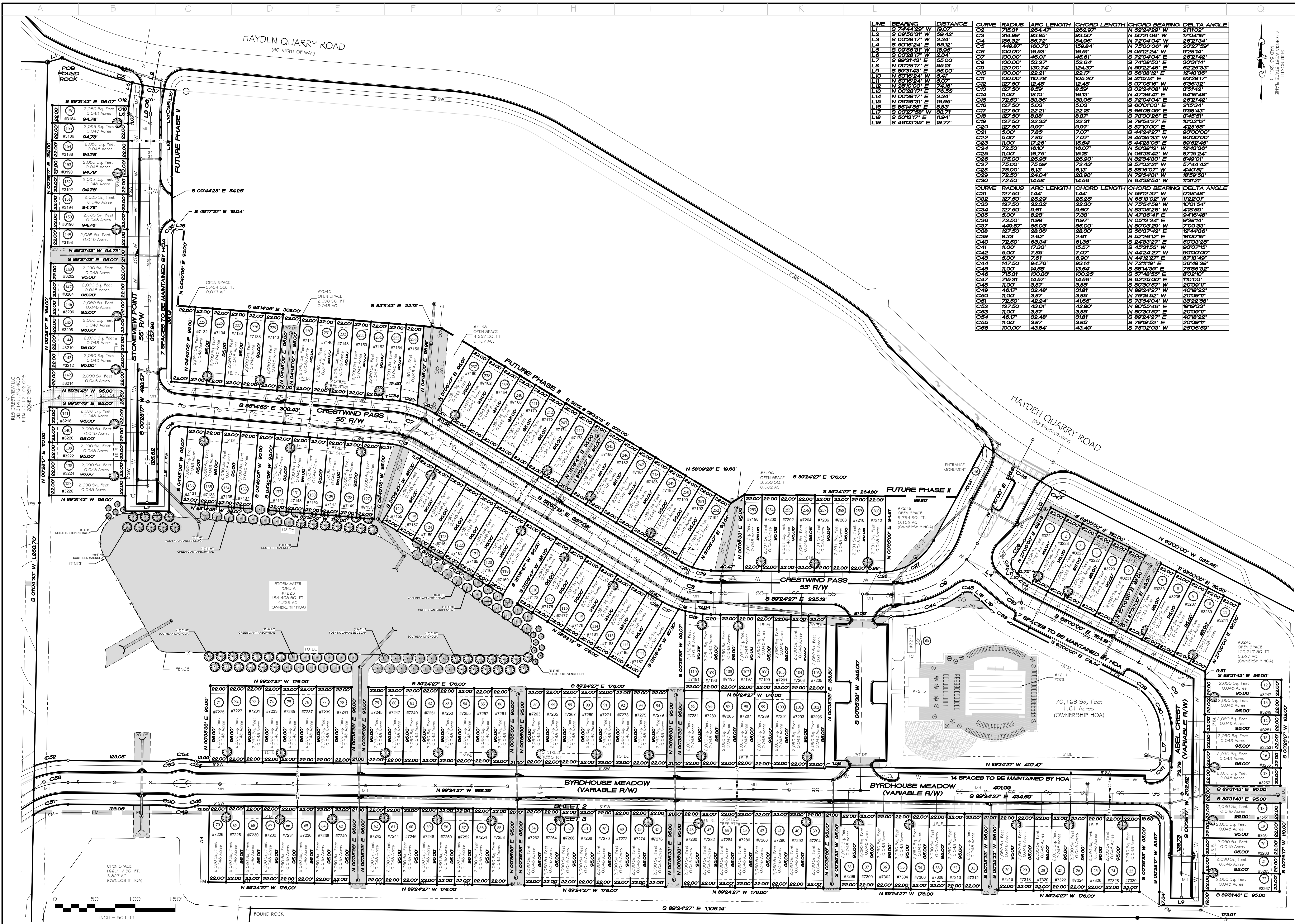
ISSUE:	DATE:	DESCRIPTION:
INITIAL:	REV. 1:	
	REV. 2:	
	REV. 3:	
	REV. 4:	
	REV. 5:	
	REV. 6:	
	REV. 7:	

DRAFTED BY: MSJ
CHECKED BY: MCB
PROJECT #:
GA3293-2402.205



Copyright 2023 LJA Surveying Inc
NO REPRODUCTION SHALL BE MADE
WITHOUT THE PRIOR WRITTEN CONSENT
OF LJA SURVEYING INC.
SHEET NO:
2 OF 4

File Location: \\scc\survey\project\ga3293_brookfield_property_development\microview_plat_1_crestwind06_wmcy_addressed_final_plat_phase_1



LINE	BEARING	DISTANCE	CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
L1	S 74°44'38" W	18.07	C2	715.31	264.47	262.97	N 82°24'29" W	27°10'2"
L2	S 09°56'31" W	59.42	C3	314.93	93.50	93.50	N 67°21'08" W	17°04'16"
L3	S 00°28'17" W	2.34	C4	186.32	85.72	84.96	N 72°04'04" W	26°21'04"
L4	S 50°16'24" E	65.12	C5	449.87	160.70	159.84	N 75°00'06" W	20°27'59"
L5	S 00°56'31" W	16.85	C6	100.00	16.85	16.81	S 05°12'24" E	9°28'14"
L6	S 00°28'17" W	2.34	C7	100.00	46.01	45.61	S 72°04'04" E	26°21'42"
L7	S 89°31'43" E	55.00	C8	100.00	53.27	52.64	S 74°08'50" E	30°31'14"
L8	S 89°31'43" E	55.00	C9	120.00	130.74	124.37	S 89°22'46" E	62°28'39"
L9	N 00°28'17" E	95.18	C10	100.00	95.18	95.18	S 66°08'09" E	12°43'36"
L10	N 50°16'24" W	54.1	C11	100.00	110.78	105.20	S 31°55'51" E	63°28'17"
L11	N 28°10'00" E	74.16	C12	127.50	12.48	12.48	S 07°08'15" W	5°36'32"
L12	N 00°28'17" E	76.55	C13	127.50	28.95	28.95	S 02°34'08" W	5°51'42"
L13	N 00°28'17" E	76.55	C14	110.00	16.81	16.81	S 47°36'41" E	9°41'48"
L14	N 89°31'43" E	16.95	C15	72.50	33.36	33.06	S 72°04'04" E	26°21'42"
L15	N 89°31'43" E	16.95	C16	127.50	5.03	5.03	S 60°10'00" E	21°54'
L16	S 00°28'17" E	33.71	C17	127.50	22.21	22.18	S 66°08'09" E	9°58'43"
L17	S 60°17'58" W	11.84	C18	127.50	6.38	6.37	S 73°00'26" E	5°45'51"
L18	S 46°03'35" E	19.77	C19	127.50	22.33	22.31	S 79°54'27" E	10°02'12"
L19			C20	127.50	9.97	9.97	S 87°10'00" E	4°58'55"
			C21	5.00	7.82	7.07	S 44°24'27" E	8°00'00"
			C22	5.00	7.85	7.07	S 45°35'33" W	8°00'00"
			C23	11.00	17.26	15.54	S 44°28'05" E	8°00'45"
			C24	72.50	16.10	16.07	S 44°24'27" E	8°00'00"
			C25	11.00	16.75	15.18	N 06°38'42" W	8°15'24"
			C26	175.00	26.93	26.90	N 32°34'30" E	8°49'01"
			C27	75.00	75.99	72.43	S 57°02'21" W	57°44'42"
			C28	75.00	6.13	6.13	S 88°10'07" W	4°40'51"
			C29	72.50	24.04	23.93	N 79°54'31" W	18°59'53"
			C30	72.50	14.56	14.56	N 64°38'54" W	11°31'21"

LOCATED IN:
 LAND LOT 17 I
 16TH DISTRICT
 CITY OF STONE CREST
 DEKALB COUNTY, GEORGIA

FINAL PLAT
 CRESTWIND TOWNSHIP PHASE I
 FOR
 BROOKFIELD PROPERTIES DEVELOPMENT, LLC
 ATLANTA, GA 30309

ISSUE: DATE: []
 INITIAL: []
 REV. 1: []
 REV. 2: []
 REV. 3: []
 REV. 4: []
 REV. 5: []
 REV. 6: []
 REV. 7: []

DRAFTED BY: MSJ
 CHECKED BY: MCB

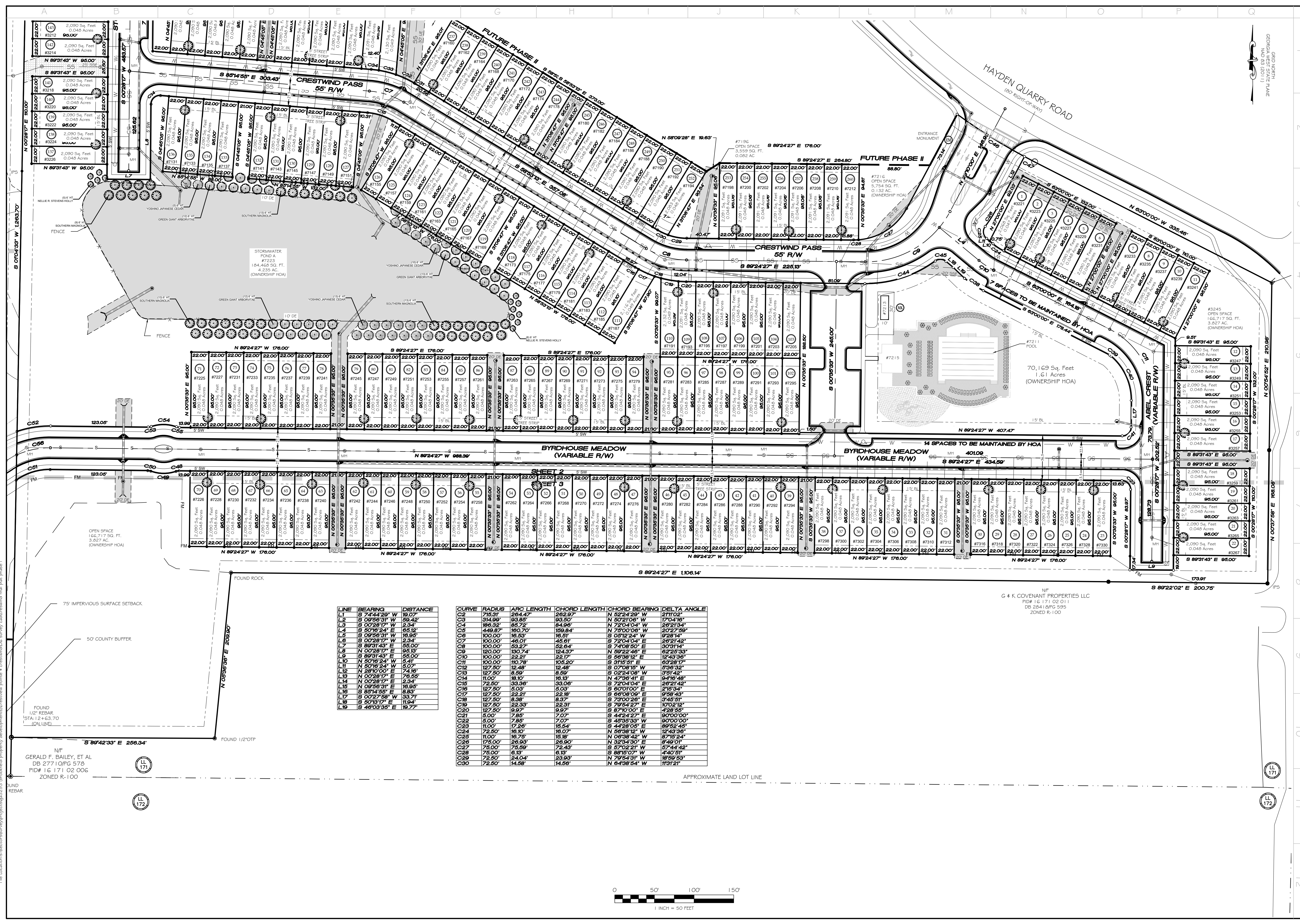
PROJECT #:
 GA3293-2402.205

811
 Know what's below.
 Call before you dig.

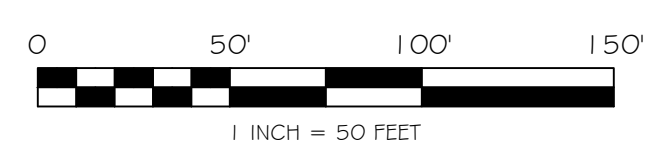
THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

COPYRIGHT © 2023 LJA SURVEYING INC. NO REPRODUCTION SHALL BE MADE WITHOUT THE WRITTEN CONSENT OF LJA SURVEYING INC.

SHEET NO:
 3 OF 4



LINE	BEARING	DISTANCE	CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
L1	S 74°44'29" W	19.07	C2	715.31'	264.47'	262.97'	N 52°24'29" W	211°02'
L2	S 09°56'31" W	59.42'	C3	314.99'	93.85'	93.50'	N 50°10'58" W	170°41'58"
L3	S 00°28'17" W	12.34'	C4	186.32'	65.72'	64.96'	N 72°04'04" W	207°21'34"
L4	S 50°16'24" W	65.12'	C5	449.87'	160.70'	159.84'	N 75°00'08" W	202°27'59"
L5	S 09°56'31" W	16.95'	C6	100.00'	16.53'	16.51'	S 05°12'24" W	92°28'14"
L6	S 00°28'17" W	12.34'	C7	100.00'	46.01'	45.91'	S 72°04'04" E	267°21'42"
L7	S 89°31'43" E	55.00'	C8	100.00'	53.27'	52.64'	S 74°08'50" E	303°11'41"
L8	N 00°28'17" E	95.13'	C9	120.00'	130.74'	124.97'	N 59°22'46" E	62°25'33"
L9	S 89°31'43" E	55.00'	C10	100.00'	22.21'	22.17'	S 56°38'12" E	124°33'36"
L10	N 50°16'24" W	5.41'	C11	100.00'	10.78'	10.520'	S 31°19'51" E	63°28'17"
L11	N 50°16'24" W	5.07'	C12	127.50'	12.48'	12.48'	S 07°08'15" W	53°36'32"
L12	N 29°10'00" E	74.16'	C13	127.50'	8.59'	8.59'	S 02°24'08" W	351°42'
L13	N 00°28'17" E	76.65'	C14	11.00'	18.10'	18.13'	N 47°38'41" E	94°18'48"
L14	N 00°28'17" E	2.34'	C15	72.50'	53.96'	53.06'	S 72°04'04" E	262°21'42"
L15	N 09°56'31" E	16.95'	C16	127.50'	5.03'	5.03'	S 60°01'00" E	215°34'
L16	S 89°14'55" E	8.83'	C17	127.50'	22.21'	22.18'	S 66°08'09" E	95°58'43"
L17	S 00°27'58" W	33.71'	C18	127.50'	6.38'	6.37'	S 70°02'26" E	344°51"
L18	S 50°13'17" E	11.94'	C19	127.50'	22.33'	22.31'	S 78°54'27" E	100°21'21"
L19	S 46°03'35" E	19.77'	C20	127.50'	9.97'	9.97'	S 87°10'00" E	428°55"
			C21	5.00'	7.85'	7.07'	S 44°24'27" E	90°00'00"
			C22	5.00'	7.85'	7.07'	S 45°55'33" W	90°00'00"
			C23	11.00'	17.26'	15.54'	S 44°28'05" E	89°52'45"
			C24	72.50'	16.10'	16.07'	N 56°38'12" W	124°33'36"
			C25	11.00'	16.76'	15.88'	N 05°38'42" W	67°19'24"
			C26	175.00'	26.93'	26.90'	N 32°34'30" E	84°49'01"
			C27	75.00'	75.59'	72.43'	S 57°02'21" W	57°44'42"
			C28	75.00'	6.51'	6.51'	S 89°07'17" W	44°01'57"
			C29	72.50'	24.04'	23.93'	N 78°54'31" W	185°59'53"
			C30	72.50'	14.58'	14.58'	N 64°38'54" W	113°21'



LJA SURVEYING INC.
 15525 SOUTH LEE STREET
 BUFORD, GA 30516
 Phone: 770.953.5200
 Lic. No.: 1990

LOCATED IN:
 LAND LOT 171
 16TH DISTRICT
 CITY OF STONE CREST
 DEKALB COUNTY, GEORGIA

FINAL PLAT
 CRESTWIND TOWNSHIP PHASE I
 FOR
 BROOKFIELD PROPERTIES DEVELOPMENT, LLC
 ATLANTA, GA 30309

ISSUE DATE	DATE	DESCRIPTION
INITIAL	REV. 1	
	REV. 2	
	REV. 3	
	REV. 4	
	REV. 5	
	REV. 6	
	REV. 7	

DRAFTED BY: MSJ
 CHECKED BY: MCB

PROJECT #:
 GA3293-2402.205

Know what's below.
 Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

Copyright © 2023 LJA Surveying Inc. No reproduction shall be made without the prior written consent of LJA Surveying Inc.

SHEET NO:
4 OF 4



CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution for SDL 26-003 Lot Combination 3 Lots @ 1901 Rock Chapel Road

AGENDA SECTION: *(check all that apply)*

PRESENTATION PUBLIC HEARING CONSENT AGENDA OLD BUSINESS
 NEW BUSINESS OTHER, PLEASE STATE: Click or tap here to enter text.

CATEGORY: *(check all that apply)*

ORDINANCE RESOLUTION CONTRACT POLICY STATUS REPORT
 OTHER, PLEASE STATE: Click or tap here to enter text.

ACTION REQUESTED: DECISION DISCUSSION, REVIEW, or UPDATE ONLY

Previously Heard Date(s): Click or tap to enter a date. & Click or tap to enter a date.

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Tuesday, May 26, 2026

SUBMITTED BY: Shawanna Qawiy, Division Director Community Development

PRESENTER: Shawanna Qawiy, Division Director Community Development

PURPOSE: Approval of three (3) lots combined to one (1) tract to be known as 1901 Rock Chapel Road

FACTS: A combination of three (3) separate tracts to one (1) tract.

OPTIONS: Approve, Deny, Defer Approve

RECOMMENDED ACTION: Approve Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 - Resolution
- (2) Attachment 2 - Big Boss Plat
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

**STATE OF GEORGIA
CITY OF STONECREST**

RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA APPROVING THE LOT COMBINATION OF THREE (3) SEPARATE LOTS PARCEL NUMBERS 16 165 03 021, 16 165 03 017, AND 16 165 03 018 INTO ONE (1) DISTINCTIVE TRACT TO BE KNOWN AS 1901 ROCK CHAPEL ROAD; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the governing body of the City of Stonecrest (“City”) is the Mayor and City Council (“City Council”) thereof; and

WHEREAS, Article IX, Section II, Paragraph IV of the 1983 Constitution of the State of Georgia authorizes the City to adopt plans and exercise the power of zoning; and

WHEREAS, the City Council is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs, and local government; and

WHEREAS, Section 14-86 within DIVISION 2 (MAJOR PLAT) Chapter 14 (LAND DEVELOPMENT) allows a major plat to be either a major combination plat (combining three or more lots into one), or a major subdivision plat (dividing one lot into three or more lots); and

WHEREAS, the Director of Community Development has properly reviewed analyzed a request to combine three (3) separate lots parcel numbers 16 165 03 021, 16 165 03 017, and 16 165 03 018 into one (1) distinctive tract to be known as 1901 Rock Chapel Road; (“Major Combination Plat”); and

WHEREAS, the Director of Community Development presents to the City Council the Major Combination Plat for approval, denial, or deferment attached here as EXHIBIT A.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA, HEREBY RESOLVES, that the request approving the lot combination of three (3) separate lots parcel numbers 16 165 03 021, 16 165 03 017, AND 16 165 03 018 into one (1) distinctive tract to be known as 1901 Rock Chapel Road is approved.

BE IT FURTHER RESOLVED, that the major plat and supporting documentation is attached here as EXHIBIT A and shall be considered to be and is hereby incorporated as if fully set out herein.

BE IT FURTHER RESOLVED, to the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.

BE IT FURTHER RESOLVED, all City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.

BE IT FINALLY RESOLVED, this Resolution shall take effect immediately.

SO RESOLVED AND EFFECTIVE this _____ day of _____, 2026.

CITY OF STONECREST, GEORGIA

Jazzmin Cobble, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM BY:

City Attorney

EXHIBIT A

DeKalb County
DEVELOPMENT SERVICES
APPROVED

AP 3182117
DATE 2/20/2020

The Applicant is responsible for providing all information, including but not limited to, surveys, maps, and other documents required for the review and approval of this project.

The issuance or granting of a permit does not constitute a warranty or approval of the accuracy or reliability of the information provided by the applicant, nor does it constitute a guarantee of the accuracy or reliability of the information provided by the applicant. The applicant is responsible for providing all information, including but not limited to, surveys, maps, and other documents required for the review and approval of this project.

Planning, Mechanical, Gas, and Electrical work of this plan shall be reviewed and approved by the respective departments of the County. A set of these approved plans shall be kept on file at all times and shall not be modified without written authorization from the County Development Services.



LRS Surveying, LLC
25 Maple Ridge Dr. Suite 104
Cartersville, GA. 30120
Tel: (770) 235-3610

email: L.Shelton@LRSsurveying.com
GA Land Survey Firm # LSF01008

Client

BIG BOSS 1 STORAGE YARD INC.
SHASHI RAMROOP

REVISIONS		
No.	Revision	Date
1.	County Comments	02/20/20
2.	County Comments (Proposed Sheet)	02/20/20
3.		
4.		
5.		
6.		
7.		
8.		

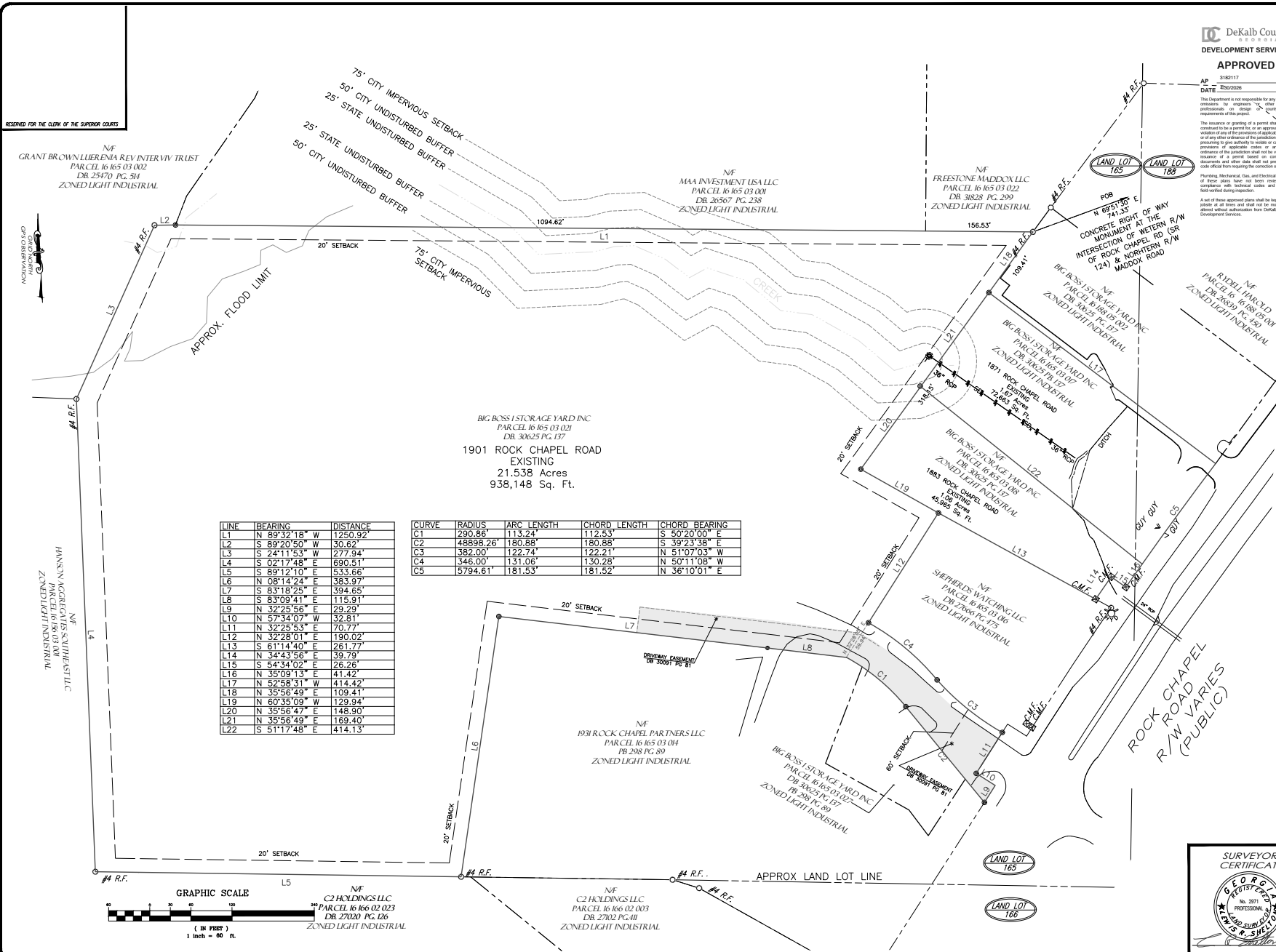
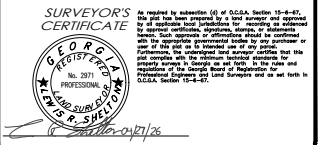
© Copyright 2020 LRS Surveying
This drawing is the property of LRS Surveying, and is intended only for the client's use.

Rock Chapel Road
Lot Combination
EXISTING

Rock Chapel Road,
Lithonia, Ga 30058
PARCEL 16 165 03 021
PARCEL 16 165 03 017
PARCEL 16 165 03 018

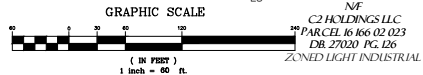
LAND LOT 165
16th District
DeKalb County, Georgia

Date: 12/15/20
Scale: 1"=50'
Surveyed By: S.S.E.V.
Drawn By: C.M.
Checked By: L.S.
Project No: 25-141
DWG. No: 25-141
FBK. No: N.A.
Sheet Number: 2 OF 3



LINE	BEARING	DISTANCE
L1	N 89°32'18" W	1250.92'
L2	S 89°20'50" W	30.62'
L3	S 24°11'53" W	277.94'
L4	S 02°17'48" E	690.51'
L5	S 89°12'10" E	533.66'
L6	N 08°14'24" E	383.97'
L7	S 83°18'25" E	394.65'
L8	S 83°09'41" E	115.91'
L9	N 32°23'56" E	29.29'
L10	N 57°34'07" W	32.81'
L11	N 32°25'53" E	70.77'
L12	N 32°28'01" E	190.02'
L13	S 61°14'40" E	261.77'
L14	N 34°43'56" E	39.79'
L15	S 54°34'02" E	26.26'
L16	N 35°09'13" E	41.42'
L17	N 52°58'31" W	414.42'
L18	N 35°56'49" E	109.41'
L19	N 60°33'09" W	129.94'
L20	N 35°56'47" E	148.90'
L21	N 35°56'49" E	169.40'
L22	S 51°17'48" E	414.13'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	290.86'	113.24'	112.53'	S 50°20'00" E
C2	48898.26'	180.88'	180.88'	S 39°23'38" E
C3	382.00'	122.74'	122.21'	N 51°03'03" W
C4	348.00'	131.06'	130.28'	N 50°11'08" W
C5	5794.61'	181.53'	181.52'	N 36°10'01" E



RESERVED FOR THE CLERK OF THE SUPERIOR COURTS

NF
GRANT BROWN LUERENA REV INTERM V TRUST
PARCEL 16 165 03 002
DB 25470 PG. 5H
ZONED LIGHT INDUSTRIAL



NF
HANSON WOODRIDGE INVESTMENTS LLC
PARCEL 16 165 03 080
ZONED LIGHT INDUSTRIAL

NF
C2 HOLDINGS LLC
PARCEL 16 166 02 023
DB 27020 PG. 126
ZONED LIGHT INDUSTRIAL

NF
C2 HOLDINGS LLC
PARCEL 16 166 02 003
DB 27002 PG. 411
ZONED LIGHT INDUSTRIAL

BIG BOSS 1 STORAGE YARD INC
PARCEL 16 165 03 021
DB 30625 PG. 137
1901 ROCK CHAPEL ROAD
EXISTING
21.538 Acres
938,148 Sq. Ft.

NF
1931 ROCK CHAPEL PARTNERS LLC
PARCEL 16 165 03 014
PB 298 PG. 89
ZONED LIGHT INDUSTRIAL

NF
FREESTONE MADDOX LLC
PARCEL 16 165 03 022
DB 31828 PG. 299
ZONED LIGHT INDUSTRIAL

NF
BIG BOSS 1 STORAGE YARD INC
PARCEL 16 165 03 022
DB 30625 PG. 137
ZONED LIGHT INDUSTRIAL

NF
BIG BOSS 1 STORAGE YARD INC
PARCEL 16 165 03 017
DB 30625 PG. 137
ZONED LIGHT INDUSTRIAL

NF
BIG BOSS 1 STORAGE YARD INC
PARCEL 16 165 03 018
DB 30625 PG. 137
ZONED LIGHT INDUSTRIAL

NF
SHEPHERD WUCHING LLC
PARCEL 16 165 03 016
DB 29616 PG. 75
ZONED LIGHT INDUSTRIAL

NF
RYDILL HURD
PARCEL 16 165 03 019
DB 30625 PG. 137
ZONED LIGHT INDUSTRIAL



CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution for SDP 25-002 Lot Combination (4 Lots) @ 3024 Evans Mill Road

AGENDA SECTION: *(check all that apply)*

- PRESENTATION PUBLIC HEARING CONSENT AGENDA OLD BUSINESS
- NEW BUSINESS OTHER, PLEASE STATE: Click or tap here to enter text.

CATEGORY: *(check all that apply)*

- ORDINANCE RESOLUTION CONTRACT POLICY STATUS REPORT
- OTHER, PLEASE STATE: Click or tap here to enter text.

ACTION REQUESTED: DECISION DISCUSSION, REVIEW, or UPDATE ONLY

Previously Heard Date(s): Click or tap to enter a date. & Click or tap to enter a date.

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Tuesday, May 26, 2026

SUBMITTED BY: Shawanna Qawiy, Division Director Community Development

PRESENTER: Shawanna Qawiy, Division Director Community Development

PURPOSE: The applicant Grant Houston is seeking approval of 4 lots to 1 lot for BRC Land Services, LLC for property owner Daniel Kelly.

FACTS: The request is to combine four (4) separate tracts consisting of 3004 Evan Mill Road, 3024 Evans Mill Road, 2975 Woodrow Drive, 2995 Woodrow Drive into one (1) distinctive tract.

OPTIONS: Approve, Deny, Defer Approve

RECOMMENDED ACTION: Approve Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 - Resolution
- (2) Attachment 2 - Plat
- (3) Attachment 3 - Click or tap here to enter text.



CITY COUNCIL AGENDA ITEM

- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

**STATE OF GEORGIA
CITY OF STONECREST**

RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA APPROVING A LOT COMBINATION FOR FOUR (4) SEPARATE TRACTS LOCATED AT 3004 EVAN MILL ROAD (PARCEL NO. 16 119 01 010), 3024 EVANS MILL ROAD (PARCEL NO. 16 119 01 007), 2975 WOODROW DRIVE (PARCEL NO. 16 119 01 022), 2995 WOODROW DRIVE (PARCEL NO. 16 119 01 011) INTO ONE (1) DISTINCTIVE TRACT; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the governing body of the City of Stonecrest (“City”) is the Mayor and City Council (“City Council”) thereof; and

WHEREAS, Article IX, Section II, Paragraph IV of the 1983 Constitution of the State of Georgia authorizes the City to adopt plans and exercise the power of zoning; and

WHEREAS, the City Council is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs, and local government; and

WHEREAS, Section 14-86 within DIVISION 2 (MAJOR PLAT) Chapter 14 (LAND DEVELOPMENT) allows a major plat to be either a major combination plat (combining three or more lots into one), or a major subdivision plat (dividing one lot into three or more lots).; and

WHEREAS, the Director of Community Development has properly reviewed analyzed a request to combine four (4) separate tracts located at 3004 Evan Mill Road, 3024 Evans Mill Road, 2975 Woodrow Drive, 2995 Woodrow Drive into one (1) distinctive tract (“Major Combination Plat”); and

WHEREAS, the Director of Community Development presents to the City Council the Major Combination Plat for approval, denial, or deferment attached here as EXHIBIT A.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA, HEREBY RESOLVES, that the request to combine four (4) separate tracts LOCATED AT 3004 Evan Mill Road (PARCEL NO. 16 119 01 010), 3024 Evans Mill Road (PARCEL NO. 16 119 01 007), 2975 Woodrow Drive (PARCEL NO. 16 119 01 022), 2995 Woodrow Drive (PARCEL NO. 16 119 01 011) into one (1) distinctive tract is approved.

BE IT FURTHER RESOLVED, that the major plat and supporting documentation is attached here as EXHIBIT A and shall be considered to be and is hereby incorporated as if fully set out herein.

BE IT FURTHER RESOLVED, to the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.

BE IT FURTHER RESOLVED, all City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.

BE IT FINALLY RESOLVED, this Resolution shall take effect immediately.

SO RESOLVED AND EFFECTIVE this _____ day of _____, 2026.

CITY OF STONECREST, GEORGIA

Jazzmin Cobble, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM BY:

City Attorney

EXHIBIT A

FLOOD NOTE:

Said described property is located within an area having a Zone Designation "AE" by the Secretary of Housing and Urban Development, on Flood Insurance Rate Map No. 13089C0178K, with a date of identification of December 08, 2016, in the city of Stonecrest, DeKalb County, State of Georgia, which is the current Flood Insurance Rate Map for the community in which said property is situated.

BASE FLOOD ELEVATION= 831.00'

THIS BLOCK RESERVED FOR THE CLERK OF SUPERIOR COURT

DEKALB COUNTY PROJECTS:
COMBINATION AP# 3173699

CITY OF STONECREST PROJECTS:
FINAL PLAT: SDP25-002

NOTES:
NO DEMOLITION WILL BE TAKING PLACE WITH THIS PROJECT.

CITY OF STONECREST AND DEKALB COUNTY PERSONNEL AND/OR AGENTS HAVE FREE AND TOTAL ACCESS TO AND ACROSS ALL EASEMENTS.

THERE ARE NO HISTORIC RESOURCES ON THE SUBJECT PROPERTY.

ALL STATE WATERS, CEMETERIES, WETLANDS, ROCK OUTCROPPINGS, OR ARCHEOLOGICAL RESOURCES ON THE SUBJECT PROPERTY ARE SHOWN.

THE RECEIVING WATERS FOR THIS SITE ARE POLE BRIDGE CREEK TRIBUTARY H.

THERE ARE NO BURY PITS LOCATED ON THE SUBJECT PROPERTY.

TREE SAMPLE AREA #1 **TREE SAMPLE AREA #2**

OAK	PINE	SWEETGUM	POPLAR	OAK	PINE	SWEETGUM	BAY
5"	22"	5"	13"	27"	6"	6"	5"
9"	20"	19"/18"	11"	18"	16"	5"	
9"	18"	6"	8"	19"	7"	7"	
7"	17"	5"	8"	7"	8"	8"	
7"	18"	6"	6"	32"	7"	7"	
7"	16"	6"	10"				
15"	18"	6"	10"				
8"	14"	13"	8"				
9"	24"		8"				
	16"						
	19"						
	20"						

NOTE:
ALL EASEMENTS, STRUCTURES, UTILITIES, ETC. THAT ARE UNDERGROUND ARE NOT SHOWN ON THIS PLAT. THE OWNER, HIS EMPLOYEES, HIS CONSULTANTS, AND/OR HIS CONTRACTORS SHALL HEREBY DISTINCTLY UNDERSTAND THAT THE SURVEYOR IS NOT RESPONSIBLE FOR ANY EASEMENTS, STRUCTURES, UTILITIES, ETC. THAT ARE UNDERGROUND WHICH MAY BE ENCOUNTERED
THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED. USE DOES NOT EXTEND TO ANY UNNAMED PARTY WITHOUT EXPRESS CONSENT BY THE SURVEYOR NAMING SAID PARTY.



SURVEYORS CERTIFICATION:
AS REQUIRED BY SUBSECTION (d) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. 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.

GRANT A. HOUSTON, LS003340 1-16-2026 DATE

Owner's acknowledgment.

I, Daniel Kelly, the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value the sufficiency of which is hereby acknowledged, do hereby convey all streets and rights-of-way, water mains and sewer lines shown hereon in fee simple to City of Stonecrest, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless City of Stonecrest from any and all claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams.
And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that the City of Stonecrest shall not be liable to him/her, his/her heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, curbs or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of this present.

The owner of record of the land shown on this plat and whose name is subscribed thereto in person or through a duly authorized agent, hereby acknowledges that this plat was made from an actual survey, and dedicates to the use of the public forever the following:
Public Right-of-Way 0.2150 acres (9,367 sq. ft.)
Drainage Easements 0 acres
Public Access/ Pedestrian Easements 0 acres
Public Water/Sewer Easements to DeKalb county 0 acres

Daniel Kelly
DANIEL H. KELLY (OWNER)
In witness whereof, I have hereunto set my hand this 16th day of January 2025.
Witness: Lindsey S. Houston
LINDSEY S. HOUSTON
NOTARY PUBLIC
JAN 17 2025
DEKALB COUNTY, GEORGIA

SURVEYOR'S ACKNOWLEDGEMENT:

In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.

GRANT A. HOUSTON R.L.S. No.: 3340

PLAT APPROVAL:

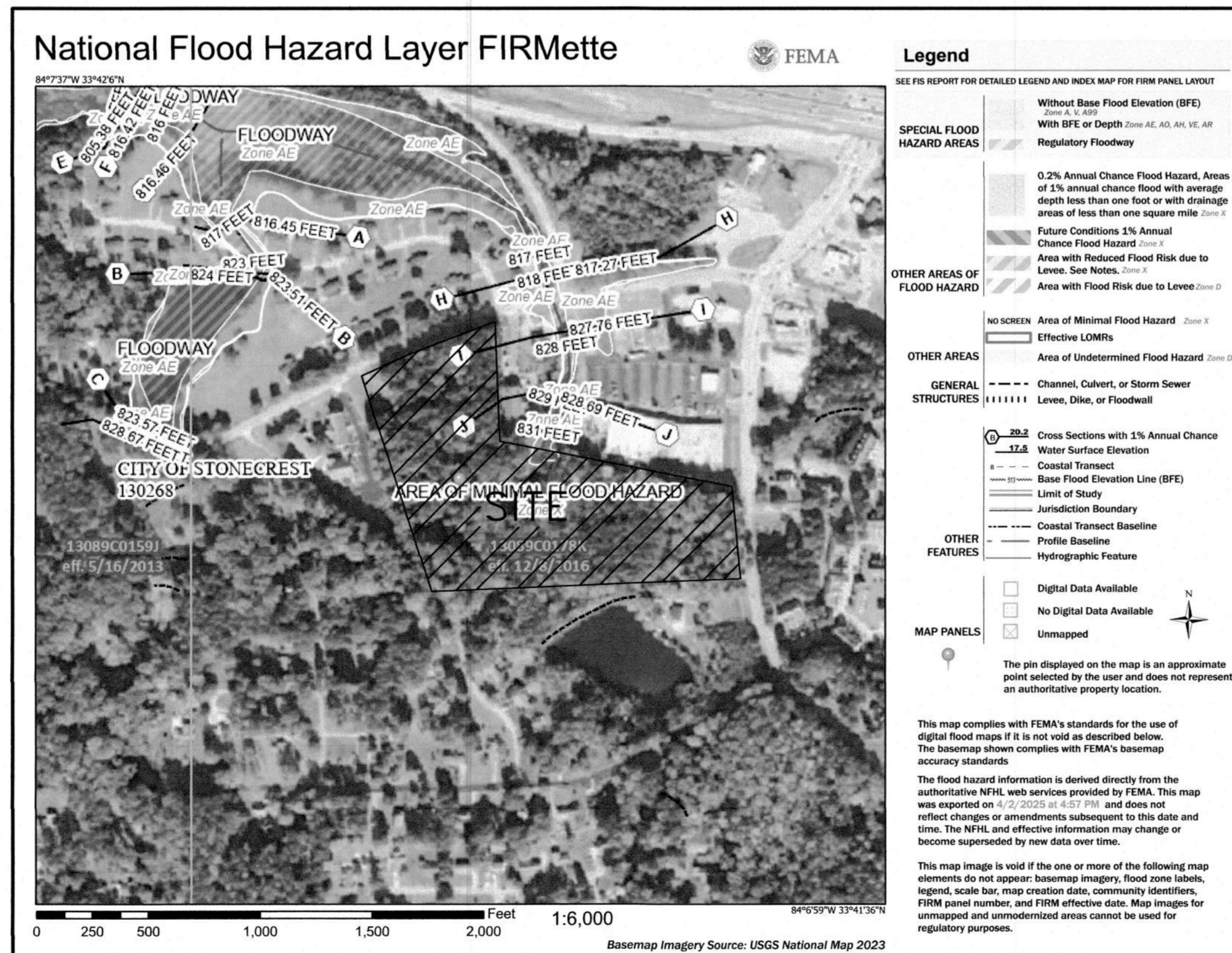
This plat has been submitted to and accepted by the Community Development Department for the City of Stonecrest, GA and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit.

Director, Department of Planning and Zoning	Date
Mayor, City of Stonecrest	Date
City Engineer, City of Stonecrest	Date

OWNER'S AUTHORIZATION TO GIS:

I, Daniel Kelly, the owner of the land shown on this plat and whose name is subscribed hereto, warrants that I own fee simple title to the property, that this plat was made from an actual survey, and I do hereby acknowledge and authorize the combination as shown hereon.

Daniel Kelly 1-16-2026
Owner's Signature Date
Daniel Kelly 1-16-2026
Printed Name of Owner Date



FEMA MAP-NOT TO SCALE

ZONING NOTES:

3004 EVANS MILL ROAD
PARCEL: 16 119 01 010
ZONED: "R-100"
SETBACKS: FRONT=50'
REAR= 40'
SIDE= 10'

3024 EVANS MILL ROAD
PARCEL: 16 119 01 007
ZONED: "R-100"
SETBACKS: FRONT=50'
REAR= 40'
SIDE= 10'

2975 WOODROW DRIVE
PARCEL: 16 119 01 022
ZONED: "R-100"
SETBACKS: FRONT=50'
REAR= 40'
SIDE= 10'

2995 WOODROW DRIVE
PARCEL: 16 119 01 011
ZONED: "R-100"
SETBACKS: FRONT=50'
REAR= 40'
SIDE= 10'

ALL PARCELS ARE WITHIN THE STONECREST AREA OVERLAY TIER IV AND ARE SUBJECT TO THE REQUIREMENTS THEREOF

STONECREST AREA OVERLAY TIER IV

MIXED USE DEVELOPMENTS:

SETBACKS: FRONT- MIN. 0'/MAX. 20'
SIDE- MIN. 0'/MAX. 20'
REAR- MIN. 20'
MINIMUM LOT AREA- 1 ACRE
MINIMUM LOT WIDTH- 100' ALONG PUBLIC STREET

SINGLE-FAMILY DETACHED UNITS

SETBACKS: FRONT- MIN. 10'/MAX. 20'
SIDE- MIN. 10'
SIDE(INTERIOR)- 5'
REAR- MIN. 30'
MINIMUM LOT AREA- 5,000 SQ. FT.
MINIMUM LOT WIDTH- 50' ALONG PUBLIC STREET

SINGLE-FAMILY ATTACHED UNITS

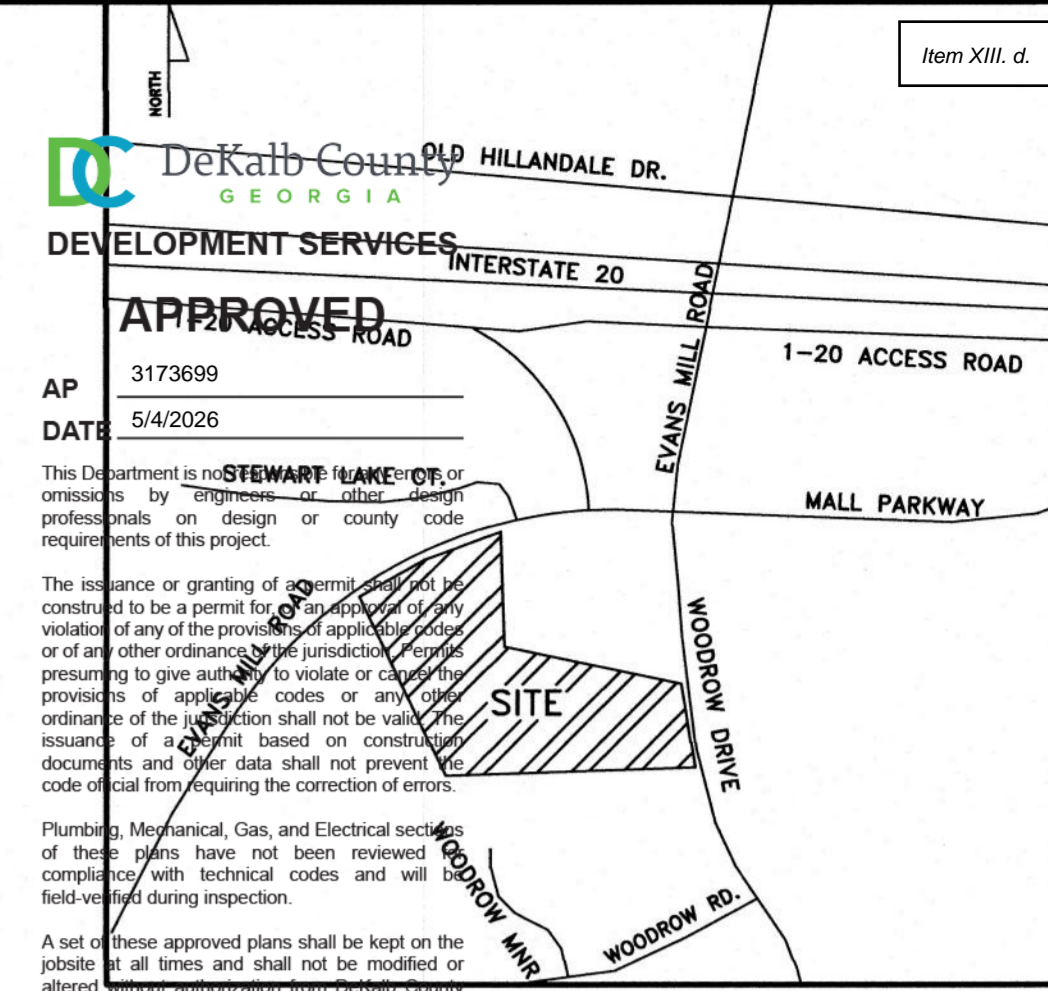
SETBACKS: FRONT- MIN. 5'/MAX. 20'
SIDE- MIN. 10' BETWEEN BUILDINGS
REAR- MIN. 10'
MINIMUM LOT AREA- 3,000 SQ. FT.
MINIMUM LOT WIDTH- 30' ALONG PUBLIC STREET

OWNER/DEVELOPER:

3024 EVANS MILL ROAD LLC
DANIEL KELLY
P.O. BOX 993
LITHONIA, GA 30058
PHONE: (770) 313-2654
EMAIL: daniel82647@gmail.com

SURVEYOR:

BRC LAND SERVICES INC
GRANT A HOUSTON, PLS
255 RACETRACK ROAD, SUITE 33
MCDONOUGH, GA 30252
PHONE: (770) 483-8471
EMAIL: grant@brclandservices.com



3004 EVANS MILL ROAD

LITHONIA, GEORGIA 30038
AREA=2.9022 ACRES
CURRENT OWNER: 3024 EVANS MILL ROAD LLC
P.O. BOX 993
LITHONIA, GA 30058
DEED REFERENCE: DB. 31722, PG. 737
PARCEL: 16 119 01 010

3024 EVANS MILL ROAD

LITHONIA, GEORGIA 30038
AREA=7.2706 ACRES
CURRENT OWNER: 3024 EVANS MILL ROAD LLC
P.O. BOX 993
LITHONIA, GA 30058
DEED REFERENCE: DB. 31722, PG. 746
PARCEL: 16 119 01 007

2975 WOODROW DRIVE

LITHONIA, GEORGIA 30038
AREA=4.8459 ACRES
CURRENT OWNER: 3024 EVANS MILL ROAD LLC
P.O. BOX 993
LITHONIA, GA 30058
DEED REFERENCE: DB. 31722, PG. 746

2995 WOODROW DRIVE

LITHONIA, GEORGIA 30038
AREA=1.9545 ACRES
CURRENT OWNER: 3024 EVANS MILL ROAD LLC
P.O. BOX 993
LITHONIA, GA 30058
DEED REFERENCE: DB. 31722, PG. 746

P.O. BOX 993
LITHONIA, GA 30058

PARCEL: 16 119 01 011

TOTAL AREA
16.9732 ACRES
(739,355 SQ. FT.)

SCOPE OF WORK

THE INTENT OF THIS PLAT IS TO COMBINE PARCELS 16 119 01 007, 16 119 01 010, 16 119 01 022 & 16 119 01 011 INTO ONE PARCEL.

COVER SHEET

3024 EVANS MILL ROAD LLC COMBINATION

LAND LOT 119	16th DISTRICT
DEKALB COUNTY	STONECREST, GEORGIA
	DATE 02/18/2025

REVISIONS: ADDRESS CITY COMMENTS- 04/04/2025
REVISIONS: ADDRESS CITY COMMENTS- 06/13/2025



255 RACETRACK ROAD, SUITE 33
MCDONOUGH, GA 30252
PH (770) 483-8471
GRANT@BRCLANDSERVICES.COM

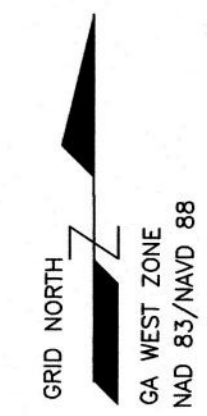
APPROVED

AP 3173699
DATE 5/4/2026

This Department is not responsible for any errors or omissions by engineers or other design professionals on design or county code requirements of this project.

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of applicable codes or of any other ordinance of the jurisdiction. Permits are issued on the basis of the information provided by the applicant and the applicant shall be responsible for the correction of errors.

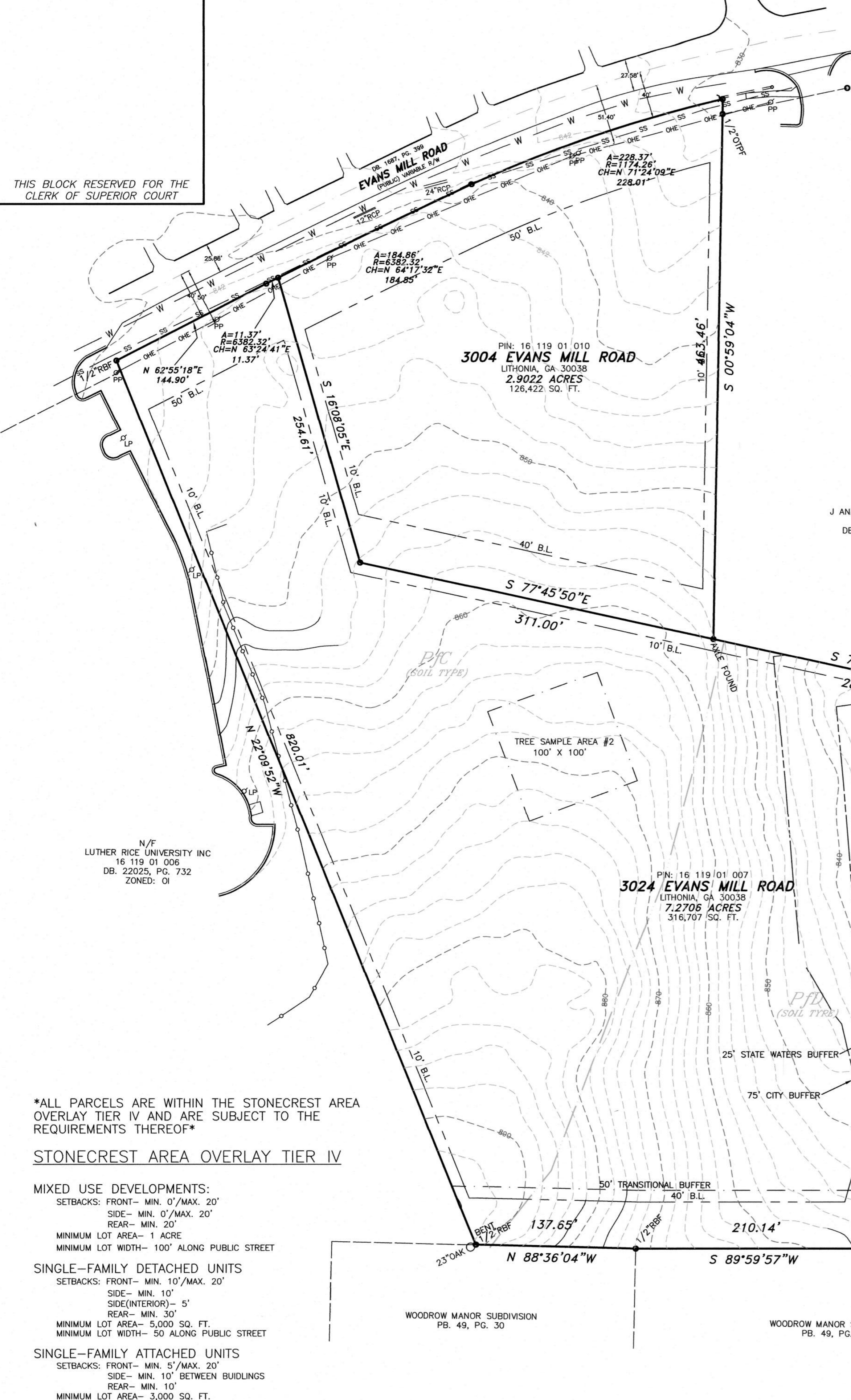
A set of these approved plans shall be kept on the premises at all times and shall not be modified or altered without authorization from DeKalb County Development Services.



THIS BLOCK RESERVED FOR THE CLERK OF SUPERIOR COURT

NOTES:
THE FIELD DATA USED TO CALCULATE THIS PLAT HAS A POSITIONAL TOLERANCE OF LESS THAN 0.07 FEET.
100% OF THE FIELD DATA WAS GATHERED USING GNSS.
THE EQUIPMENT USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS WAS A LEICA GS18T ROVER UNIT & A LEICA GS16 BASE UNIT.
THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND WAS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 151,020 FEET.

- LEGEND**
- I.P.F.=IRON PIN FOUND
 - I.P.S.=IRON PIN SET
 - R.B.F.=RE-BAR FOUND
 - O.T.=OPEN TOP
 - C.T.=CRIMPED TOP
 - FND.=FOUND
 - R/W.=RIGHT-OF-WAY
 - P.L.=PROPERTY LINE
 - C.L.=CENTER LINE
 - B.L.=BUILDING LINE
 - L.L.=LAND LOT
 - L.L.L.=LAND LOT LINE
 - W.=WATER LINE
 - SS.=SEWER LINE
 - G.=GAS LINE
 - F.=FENCE LINE
 - P.=POWER LINE
 - A.V.=OVERHEAD LINES
 - P.P.=POWER POLE
 - U.P.=UTILITY POLE
 - G.A.=GUY ANCHOR
 - A.=ARC
 - CH.=CHORD
 - R.=RADIUS
 - TAN.=TANGENT
 - BOL.=BOLLARD
 - OCS.=OUTLET CONTROL STRUCTURE
 - CP.=CALCULATED POINT
 - PIV.=POST INDICATOR VALVE
 - OHE.=OVER HEAD ELECTRIC WIRES
 - OHT.=OVER HEAD TELEPHONE WIRES
 - C.B.=CATCH BASIN
 - SWCB.=SINGLE WING CATCH BASIN
 - DWCB.=DOUBLE WING CATCH BASIN
 - J.B.=JUNCTION BOX
 - D.I.=DRAIN INLET
 - C.I.=CURB INLET
 - Y.I.=YARD INLET
 - H.W.=HEAD WALL
 - C.M.P.=CORRUGATED METAL PIPE
 - R.C.P.=REINFORCED CONCRETE PIPE
 - D.I.P.=DUCTILE IRON PIPE
 - D.E.=DRAINAGE EASEMENT
 - SSMH.=SANITARY SEWER MANHOLE
 - S.S.E.=SANITARY SEWER EASEMENT
 - F.H.=FIRE HYDRANT
 - W.V.=WATER VALVE
 - W.M.=WATER METER
 - G.V.=GAS VALVE
 - G.M.=GAS METER
 - N/F.=NOW OR FORMERLY
 - D.B.=DEED BOOK
 - P.B.=PLAT BOOK
 - PC.=PAGE
 - C.M.F.=CONCRETE MONUMENT FOUND
 - UGE.=UNDERGROUND ELECTRIC LINE
 - UGT.=UNDERGROUND COMMUNICATIONS LINE
 - HDPE.=HIGH DENSITY POLYETHYLENE PIPE
 - L.P.=LIGHT POLE(UG POWER FEED)
 - B.F.=BACK FLOW PREVENTER
 - NTS.=NOT TO SCALE



N/F LUTHER RICE UNIVERSITY INC
16 119 01 006
DB. 22025, PG. 732
ZONED: OI

N/F J AND H HOSPITALITY INC
16 119 01 053
DB. 31207, PG. 388
ZONED: C1

N/F VISHAL EVANSWOOD LLC
16 119 01 046
DB. 29580, PG. 205
ZONED: C1

PIN: 16 119 01 007
LITHONIA, GA 30038
7.2706 ACRES
316,707 SQ. FT.

PIN: 16 119 01 022
LITHONIA, GA 30038
4.8459 ACRES
211,086 SQ. FT.

PIN: 16 119 01 011
LITHONIA, GA 30038
1.9545 ACRES
85,140 SQ. FT.

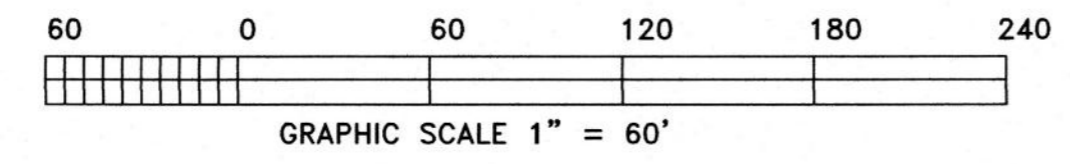
ALL PARCELS ARE WITHIN THE STONECREST AREA OVERLAY TIER IV AND ARE SUBJECT TO THE REQUIREMENTS THEREOF

STONECREST AREA OVERLAY TIER IV

- MIXED USE DEVELOPMENTS:**
SETBACKS: FRONT- MIN. 0'/MAX. 20'
SIDE- MIN. 0'/MAX. 20'
REAR- MIN. 20'
MINIMUM LOT AREA- 1 ACRE
MINIMUM LOT WIDTH- 100' ALONG PUBLIC STREET
- SINGLE-FAMILY DETACHED UNITS**
SETBACKS: FRONT- MIN. 10'/MAX. 20'
SIDE- MIN. 10'
SIDE(INTERIOR)- 5'
REAR- MIN. 30'
MINIMUM LOT AREA- 5,000 SQ. FT.
MINIMUM LOT WIDTH- 50' ALONG PUBLIC STREET
- SINGLE-FAMILY ATTACHED UNITS**
SETBACKS: FRONT- MIN. 5'/MAX. 20'
SIDE- MIN. 10' BETWEEN BUILDINGS
REAR- MIN. 10'
MINIMUM LOT AREA- 3,000 SQ. FT.
MINIMUM LOT WIDTH- 30' ALONG PUBLIC STREET



255 RACETRACK ROAD, SUITE 33
MCDONOUGH, GA 30252
PH (770) 483-8471
GRANT@BRCLANDSERVICES.COM



N/F RICKNAL RHODEN
16 119 01 024
DB. 24654, PG. 317
ZONED: R100

A=303.51'
R=761.81'
CH=S 21°19'22"E
301.51'

NORTH MITER POINT
AT INTERSECTION OF
WOODROW DRIVE AND
WOODROW ROAD.

3004 EVANS MILL ROAD

LITHONIA, GEORGIA 30038
AREA=2.9022 ACRES
CURRENT OWNER: 3024 EVANS MILL ROAD LLC
P.O. BOX 993
LITHONIA, GA 30058
PARCEL: 16 119 01 010
ZONED: "R-100"
SETBACKS: FRONT=50'
REAR= 40'
SIDE= 10'

3024 EVANS MILL ROAD

LITHONIA, GEORGIA 30038
AREA=7.2706 ACRES
CURRENT OWNER: 3024 EVANS MILL ROAD LLC
P.O. BOX 993
LITHONIA, GA 30058
PARCEL: 16 119 01 007
ZONED: "R-100"
SETBACKS: FRONT=50'
REAR= 40'
SIDE= 10'

2975 WOODROW DRIVE

LITHONIA, GEORGIA 30038
AREA=4.8459 ACRES
CURRENT OWNER: 3024 EVANS MILL ROAD LLC
P.O. BOX 993
LITHONIA, GA 30058
PARCEL: 16 119 01 022
ZONED: "R-100"
SETBACKS: FRONT=50'
REAR= 40'
SIDE= 10'

2995 WOODROW DRIVE

LITHONIA, GEORGIA 30038
AREA=1.9545 ACRES
CURRENT OWNER: 3024 EVANS MILL ROAD LLC
P.O. BOX 993
LITHONIA, GA 30058
PARCEL: 16 119 01 011
ZONED: "R-100"
SETBACKS: FRONT=50'
REAR= 40'
SIDE= 10'

TOTAL AREA
16.9732 ACRES
(739,355 SQ. FT.)

EXISTING CONDITIONS SHEET

3024 EVANS MILL ROAD LLC	
LAND LOT 119	16TH DISTRICT
DEKALB, COUNTY	STONECREST, GEORGIA
SCALE 1" = 60'	DATE 02/18/2025
REVISIONS: ADDRESS CITY COMMENTS- 04/04/2025 ADDRESS CITY COMMENTS- 06/13/2025 ADDRESS DEKALB GIS COMMENTS- 01/16/2026	



CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution for SDP 25-004 Amended Preliminary Plat for Crestwind @ 7259 Hayden Quarry

AGENDA SECTION: *(check all that apply)*

- PRESENTATION PUBLIC HEARING CONSENT AGENDA OLD BUSINESS
 NEW BUSINESS OTHER, PLEASE STATE: Click or tap here to enter text.
-

CATEGORY: *(check all that apply)*

- ORDINANCE RESOLUTION CONTRACT POLICY STATUS REPORT
 OTHER, PLEASE STATE: Click or tap here to enter text.
-

ACTION REQUESTED: DECISION DISCUSSION, REVIEW, or UPDATE ONLY

Previously Heard Date(s): Click or tap to enter a date. & Click or tap to enter a date.

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Tuesday, May 26, 2026

SUBMITTED BY: Shawanna Qawiy, Division Director Community Development

PRESENTER: Shawanna Qawiy, Division Director Community Development

PURPOSE: Approval of Phase I (Amended) Preliminary Plat for Crestwind Township Subdivision.

FACTS: A request to approve the amended preliminary plat for Phase I of the Crestwind Township Subdivision located at 7259 Hayden Quarry Road to grant approval to build 192 of the 260 (total) townhomes.

OPTIONS: Approve, Approve with Modifications, Table, Deny, or Defer Approval

RECOMMENDED ACTION: Approve Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 - Resolution
- (2) Attachment 2 - Crestwind Preliminary Plat Phase I
- (3) Attachment 3 - Click or tap here to enter text.



CITY COUNCIL AGENDA ITEM

- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

**STATE OF GEORGIA
CITY OF STONECREST**

RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA TO APPROVE THE AMENDED PRELIMINARY PLAT FOR PHASE I OF CRESTWIND TOWNSHIP SUBDIVISION LOCATED AT 7259 HAYDEN QUARY ROAD TO GRANT APPROVAL TO BUILD 192 OF THE 260 (TOTAL) TOWNHOMES; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the governing body of the City of Stonecrest (“City”) is the Mayor and City Council (“City Council”) thereof; and

WHEREAS, Article IX, Section II, Paragraph IV of the 1983 Constitution of the State of Georgia authorizes the City to adopt plans and exercise the power of zoning; and

WHEREAS, the City Council is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs, and local government; and

WHEREAS, Section 14-88 within DIVISION 2 (PLAT APPROVAL PROCEDURE) Chapter 14 (LAND DEVELOPMENT) requires owners of the land or authorized agents where proposed development is to occur to file a preliminary plat with the Director of Community Development along with an application for approval; and

WHEREAS, preliminary plats and applications must contain required information that include existing conditions and proposed features in accordance with Section 14-89; and

WHEREAS, in accordance with Section 14-87 the Director of Community Development shall review the preliminary plat within 90 days of a complete application and preliminary plat; and

WHEREAS, the preliminary plat shall not be forwarded to the mayor and council until such time that the Director of Community Development certifies that preliminary plat complies with all city zoning, environmental, and subdivision ordinances and regulations and all applicable state and federal laws; and

WHEREAS, the City Council shall vote to approve, deny, or defer the preliminary plat based on its compliance with chapter 14 LAND DEVELOPMENT; and

WHEREAS, the Director of Community Development has properly reviewed analyzed the application and preliminary plat submitted for Phase I of Crestwind Township Subdivision; and

WHEREAS, Phase I of Crestwind Township Subdivision (“Subdivision”) was approved by the City Council on December 18, 2025 (“Preliminary Plat”); and

WHEREAS, the owners of the Subdivision have requested an amendment to the Preliminary Plat; and

WHEREAS, the Director of Community Development certifies that the amended Preliminary Plat complies with all city zoning, environmental, and subdivision ordinances and regulations and all applicable state and federal laws; and

WHEREAS, the Director of Community Development presents to the City Council the amended Preliminary Plat for approval, denial, or deferment attached here as EXHIBIT A.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA, HEREBY RESOLVES, that the Mayor, on behalf of the City, hereby approves the

amended preliminary plat submitted for **PHASE I OF CRESTWIND TOWNSHIP LOCATED AT 7259 HAYDEN QUARY ROAD TO GRANT APPROVAL TO BUILD 192 OF THE 260 (TOTAL) TOWNHOMES.**

BE IT FURTHER RESOLVED, that the preliminary plat and supporting documentation are attached here as EXHIBIT A and shall be considered to be and is hereby incorporated as if fully set out herein.

BE IT FURTHER RESOLVED, that the Director of Community Development or her designee shall submit a final plat for final approval and certification following adherence to all applicable laws.

BE IT FURTHER RESOLVED, to the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.

BE IT FURTHER RESOLVED, all City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.

BE IT FINALLY RESOLVED, this Resolution shall take effect immediately.

SO RESOLVED AND EFFECTIVE this _____ day of _____, 2026.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF STONECREST, GEORGIA

Jazzmin Cobble, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM BY:

City Attorney

EXHIBIT A

APPLICANT/AUTHORIZED AGENT

LJA SURVEYING
CONTACT NAME: CHAYCE BELL
ADDRESS: 4525 SOUTH LEE STREET,
BUFORD, GA 30518
PHONE: 770-540-9688

SITE DESIGNER/ENGINEER

LJA ENGINEERING
ALPHARETTA, GA 30009
CONTACT NAME: TYLER MARCHMAN
PHONE: 770-855-2430

SITE SURVEYOR

LJA SURVEYING
BUFORD, GA 30518
CONTACT NAME: CHAYCE BELL
PHONE: 770-540-9688

SITE OWNER

RLS CRESTVIEW LLC
250 VESEY STREET 15TH FLOOR
NEW YORK, NEW YORK 10281

SITE DEVELOPER

BROOKFIELD PROPERTIES
1180 PEACHTREE ST. NE.
ATLANTA GA 30309

NOTES

843-214-3893
DEREK HARRIS

- 1. NO LOTS PLATTED ARE NONCONFORMING OR WILL RESULT IN ANY NONCONFORMING LOTS.
2. ELECTRICAL SERVICE WILL BE UNDERGROUND.
3. ACCORDING TO THE FLOOD INSURANCE RATE MAP (FIRM) FOR DEKALB COUNTY, GEORGIA, (COMMUNITY-PANEL NUMBER 13089C0178K DATED 1/20/2016 & 13089C0186J DATED 05/16/2013), ALL OF THE SUBJECT PROPERTY LIES WITHIN ZONE X, DEFINED AS "AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN."
4. THIS DEVELOPMENT SHARES AN INTER-PARCEL ACCESS ON BYRDHOUSE FARM ROAD WITH CRESTVIEW POINTE.
5. ALL OWNERS AND RESIDENTS OF PROPERTY WITHIN THE CRESTVIEW/CRESTWIND MASTER DEVELOPMENT THAT ARE IN GOOD STANDING WITH THE HOMEOWNERS ASSOCIATION SHALL HAVE ACCESS TO THE AMENITIES AND COMMON AREAS.

CONTOUR DATA NOTE

- 1. TOPOGRAPHIC DATA SHOWN HEREON IS BASED ON LIDAR DRONE TOPO.

Owner's Acknowledgement

I, RLS CRESTVIEW LLC, the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets indicated as public streets and rights-of-way, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless City of Stonecrest from any claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams. And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that City of Stonecrest shall not be liable to him/her, his/hers, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these presents. The owner of record of the land shown on this plat and whose name is subscribed thereto in person or through a duly authorized agent, hereby acknowledges that this plat was made from an actual survey, and dedicates to City of Stonecrest, as noted below, the complete ownership and use of all improvements constructed or to be constructed in accordance with this plat, and dedicates to the use of the public forever the following:

Public Street Right-of-Way 4.85 acres
Drainage Easement 2.47 acres
Public Water/Sewer Easements to DeKalb County 0.12 acres

In witness whereof, I have hereto set my hand this 19th day of September, 2025.

(SEAL) Owner: Chayce Bell
Witness: Kathleen M Sepulveda II

Notary Public Kathleen M Sepulveda II

KATHLEEN M. SEPULVEDA, II
Notary Public, State of Texas
Comm. Expires 02-11-2026
Notary ID 133585119

SITE DATA

EXISTING ZONING: C-1 (STONECREST OVD TIER 3 OVERLAY)
SITE AREA: +/- 24.22 ACRES
TOTAL LOTS: 192 TOWNHOMES
LOT DENSITY: 8.61 HOMES/ACRE
TOWNHOME MIN. LOT WIDTH: 20 MIN.
TOWNHOME MIN. LOT SIZE: 1,000 SF
SFA SETBACKS AND INFO:
FRONT YARD: 15 FT.
SIDE SETBACK(SF): 0 FT
REAR YARD: 10 FT
BUILDING HEIGHT: 3 STORY / 45' MAX
MIN. PARKING REQUIRED: 2 SPACES PER UNIT
MIN. PARKING PROVIDED: 2 SPACES PER UNIT (1 GARAGE + 1 DRIVEWAY)

OVERFLOW PARKING PROVIDED: 67 SPACES

NOTE: TOPOGRAPHY IS LIDAR FROM DRONE SURVEY

TYPICAL STREET LAYOUT
PUBLIC / PRIVATE STREETS : PUBLIC STREETS

STREET WIDTH : 26' F.C. - F.C.

RIGHT OF WAY WIDTH : 55' TYPICAL

SIDEWALKS / GRASS STRIP: 5' SIDEWALKS, 8' GRASS STRIP

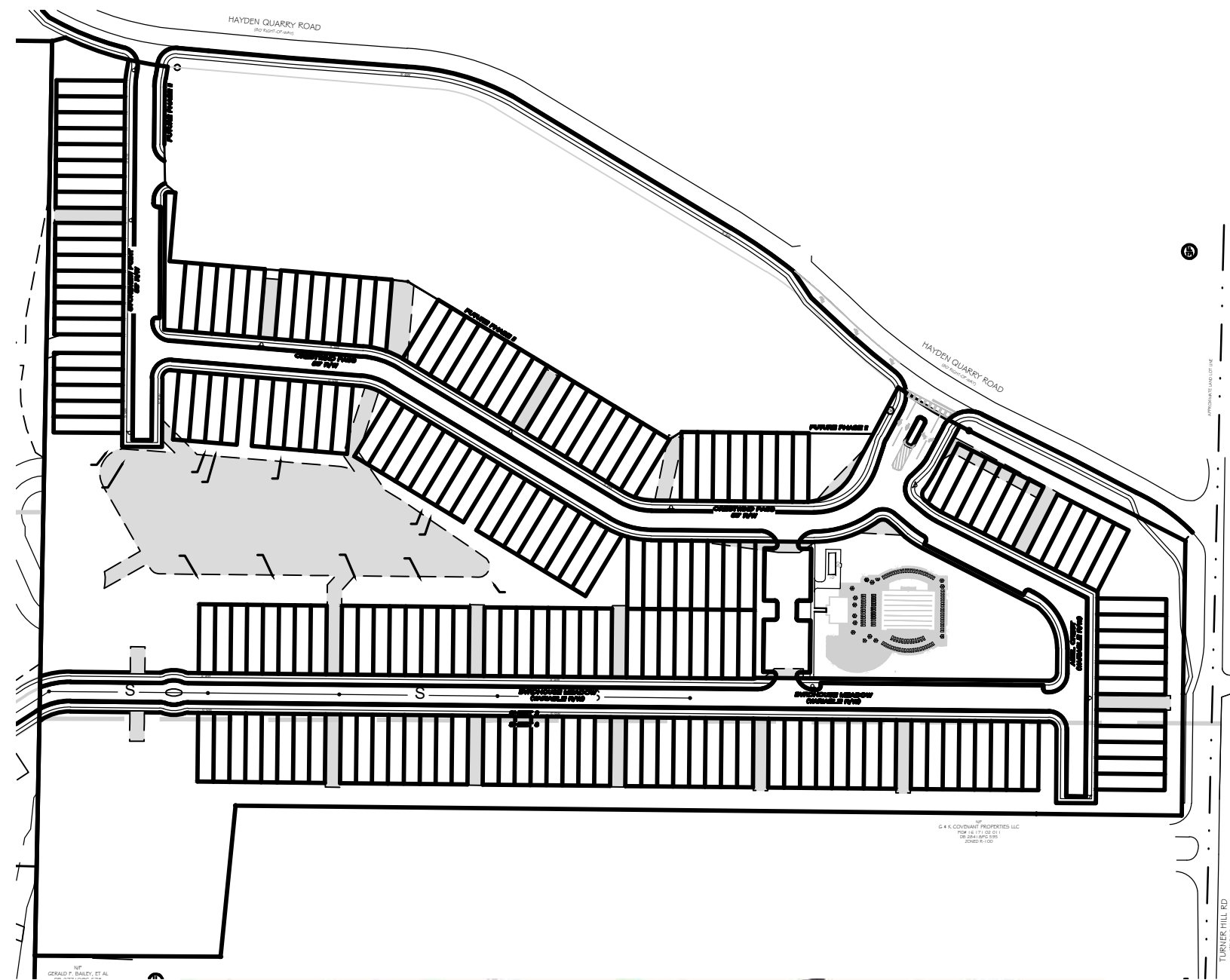
LEGEND table with symbols for SIGN, FIRE HYDRANT, GRATE INLET, STORM SEWER MANHOLE, SANITARY SEWER MANHOLE, IRON PIN FOUND, COMPUTED POINT, IRON PIN SET, RW MARKER, CTP, OTP, CMP, DIP, PVC, KCP, OCS, HW, RW, POC, POB, BOC, STORM SEWER LINE, SANITARY SEWER, WATER LINE, PROPERTY LINE, ADJACENT PROPERTY LINE, FENCE.

WETLANDS (HATCH)

PRELIMINARY PLAT FOR:
CRESTWIND TOWNSHIP
PHASE I
192 TOWNHOMES

DEKALB AP #3092023
#7259 HAYDEN QUARRY ROAD
LITHONIA, GA, 30038
PARCEL ID #16 171 02 005

#3261 TURNER HILL ROAD
LITHONIA, GA, 30038
PARCEL # 16 171 02 012

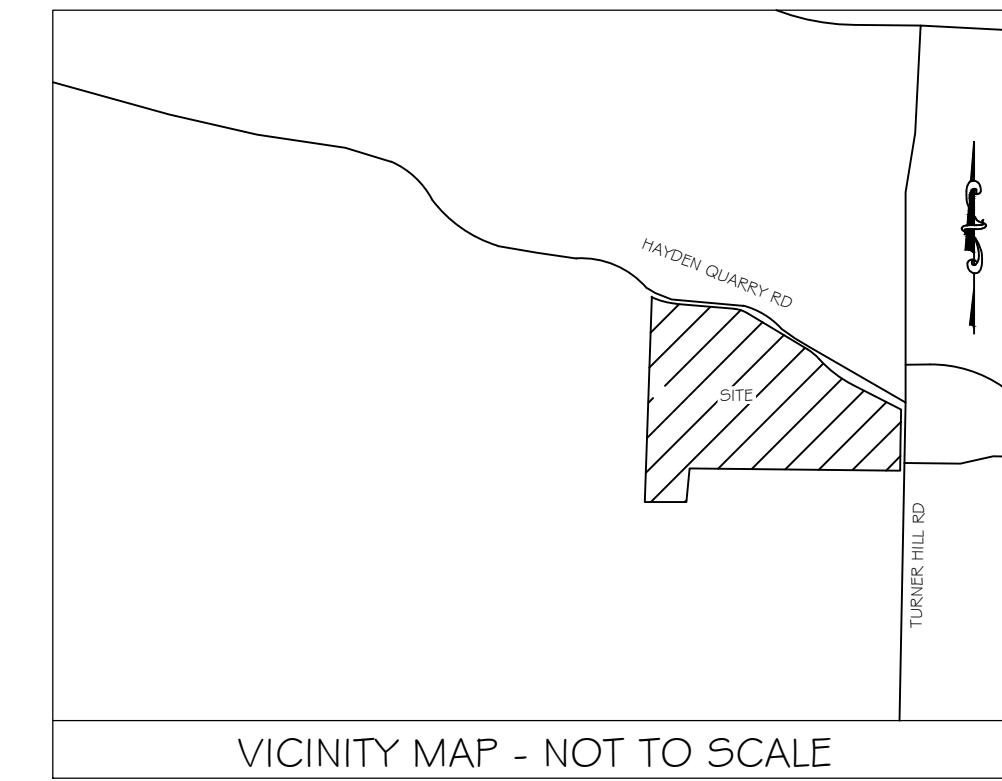


FOUNDATION LOCATION CERTIFICATE

A FOUNDATION LOCATION CERTIFICATE MUST BE SUBMITTED TO CITY OF STONECREST PRIOR TO FOOTING INSPECTION FOR THE FOLLOWING LOTS. ALL EASEMENTS, BUFFERS, AND FLOOD LIMITS ON THESE LOTS MUST BE CLEARLY IDENTIFIED ON SITE AT THE TIME OF FOOTING INSPECTION. LOTS: ALL LOTS

AS-BUILT ELEVATION CERTIFICATE

AN AS-BUILT ELEVATION CERTIFICATE IS REQUIRED PRIOR TO FRAMING ON THE FOLLOWING LOTS. LOTS: ALL LOTS



Department of Watershed Management

I certify that the developer has complied with the potable water requirements and the sanitary sewer requirements of the County. This ___ day of ___, 2024.

Director, Department of Watershed Management

City of Stonecrest/City Engineer

I certify that this plat has been approved by all affected departments and complies with all County Zoning, Environmental and Subdivision requirements. This ___ day of ___, 2024.

City of Stonecrest/City Engineer

City of Stonecrest/Planning and Zoning Director

This plat has been submitted to and accepted by the City of Stonecrest/Planning and Zoning, Georgia and has been approved as required by state law and county codes as meeting all conditions precedent to recording in the superior court of this circuit. This ___ day of ___, 2024.

City of Stonecrest Planning and Zoning Director

Mayor's Certification

This plat has been submitted to and accepted by the mayor and council of the City of Stonecrest, Georgia, and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit. Dated this ___ day of ___, 2024.

By: Mayor as designee of governing authority

GENERAL NOTES

- 1. Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in ___ feet."
2. "According to the F.I.R.M. of DeKalb County, panel number 13089C0179K, dated December 8, 2016, this property not located in a Special Flood Hazard Area."

PLAT APPROVAL

This plat has been submitted to and accepted by the Community Development Department for the City of Stonecrest, GA and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit.

Director, Department of Community Development Date

FLOOD HAZARD

The Special Flood Hazard Areas (SFHA) shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Stonecrest does not, by approving this plat, warrant their accuracy, and does not imply that land outside the areas of flood hazard shown will be free from flooding or flood damage. Further, the City of Stonecrest does not by approving this plat nor accepting the public improvements thereon, assume maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner(s) of the land upon which they exist. The owner of a lot or parcel that contains a flood hazard area is required to submit a site plan to the City of Stonecrest prior to the installation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the SFHA within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of Stonecrest is required prior to the issuance of a building permit.

DRAINAGE

The owner of record on behalf of himself (self) and all successors in interest specifically releases the City of Stonecrest from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers, or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by city regulations. The City may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of staff and Director, is potentially injurious to life, property, or the public road or utility system. Such emergency maintenance conducted for the common good shall not be construed as constituting a continuing maintenance obligation on the part of the City of Stonecrest nor abrogation of the City of Stonecrest's right to seek reimbursement for expenses from the owner(s) of the property (lot) on the lands that generated the conditions. NOTE: Stream Buffers are to remain in a natural and undisturbed condition. NOTE: Structures, other than approved storm structures, are not allowed in drainage easements.

City of Stonecrest and DeKalb County personnel and/or agents shall have free and total access to and across all easements.

Surveyor's Acknowledgement

In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.

M. CHAYCE BELL G.A. R.L.S. #3465



NOTE: VERTICAL ALIGNMENTS MEET AASHTO DESIGN STANDARDS FOR 25 MPH DESIGN SPEED
NOTE: HORIZONTAL ALIGNMENTS MEET AASHTO DESIGN STANDARDS FOR 25 MPH DESIGN SPEED

I, RLS CRESTVIEW LLC., CERTIFY THAT NO LOTS PLATTED ARE NONCONFORMING OR WILL RESULT IN ANY NONCONFORMING LOTS.

Item XIII. e.



Phone: 770.955.5200
LJA No. 1390
4525 SOUTH LEE STREET
BUFORD, GA 30518

LOCATED IN:
LAND LOT 171
16TH DISTRICT
CITY OF STONE CREST
DEKALB COUNTY, GEORGIA

PRELIMINARY PLAT
CRESTWIND TOWNSHIP PHASE I
FOR
BROOKFIELD PROPERTIES DEVELOPMENT, LLC
ATLANTA, GA 30309

Table with columns: ISSUE, DATE, INITIAL, REV. 1, REV. 2, REV. 3, REV. 4, REV. 5, REV. 6, REV. 7.

DRAFTED BY: MSJ
CHECKED BY: MCB

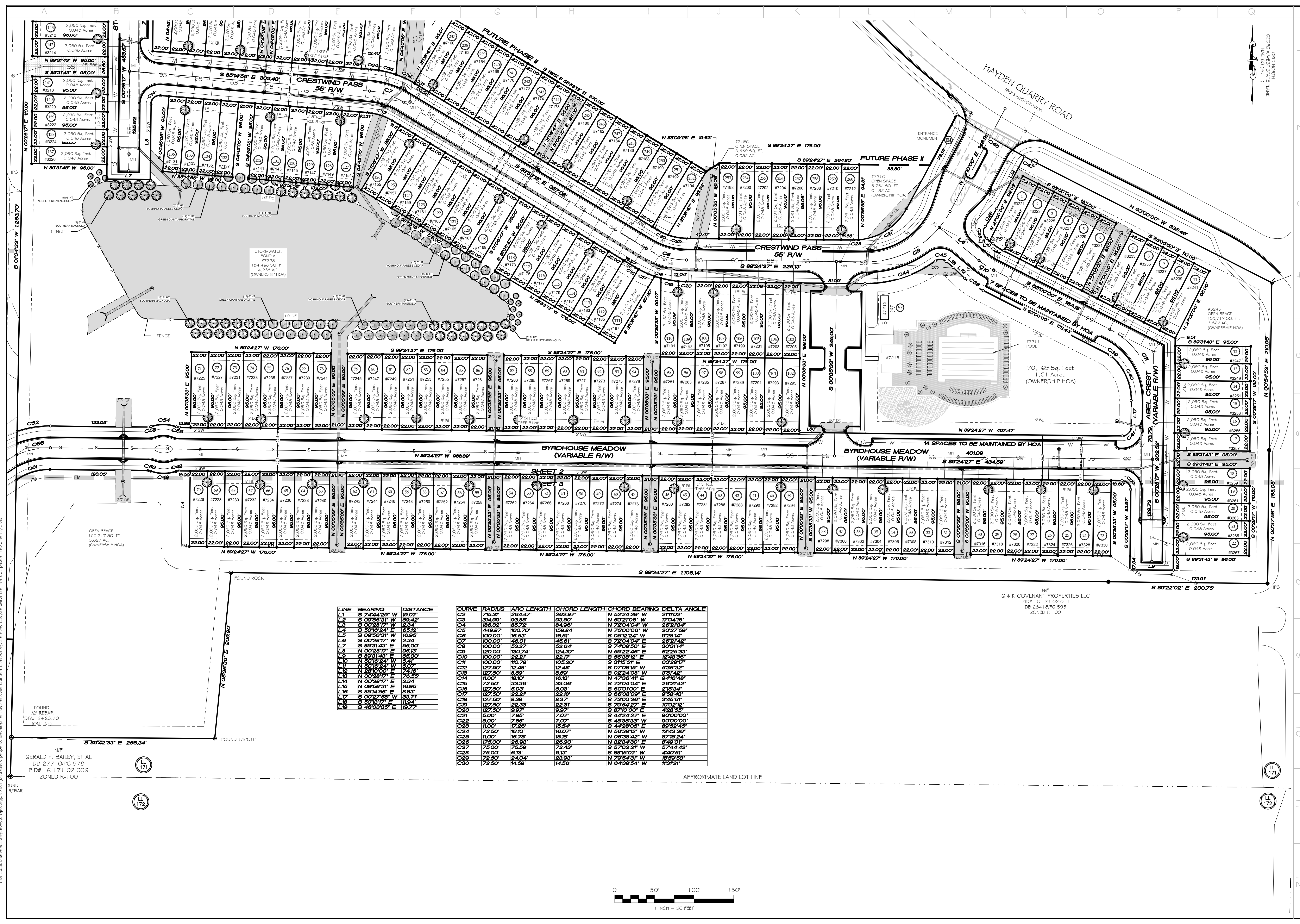
PROJECT #: GA3293-2402.205



Know what's below. Call before you dig.

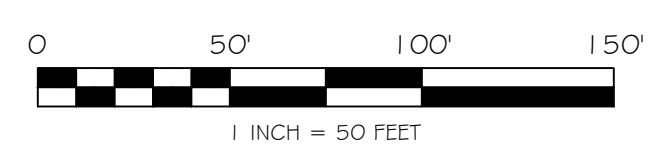
THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE ANY WORK BEGINS. CONTRACTORS SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES INCURRED BY THEM OR THEIR EMPLOYEES. CONTRACTORS SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES INCURRED BY THEM OR THEIR EMPLOYEES. CONTRACTORS SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES INCURRED BY THEM OR THEIR EMPLOYEES. CONTRACTORS SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES INCURRED BY THEM OR THEIR EMPLOYEES.

SHEET NO: 1 OF 4



A B C D E F G H I J K L M N O P Q
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

LINE	BEARING	DISTANCE	CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
L1	S 74°44'29" W	19.07	C2	715.31	264.47	262.97	N 52°24'29" W	211°02'
L2	S 09°56'31" W	59.42	C3	314.99	93.85	93.50	N 50°21'08" W	170°41'6"
L3	S 00°28'17" W	12.34	C4	186.32	65.72	64.96	N 72°04'04" W	207°21'34"
L4	S 50°16'24" E	65.12	C5	449.87	160.70	159.84	N 75°00'08" W	202°27'59"
L5	S 09°56'31" W	16.95	C6	100.00	16.53	16.51	S 05°12'24" W	92°28'14"
L6	S 00°28'17" W	12.34	C7	100.00	46.01	45.91	S 72°04'04" E	267°21'34"
L7	S 89°31'43" E	55.00	C8	100.00	53.27	52.64	S 74°08'50" E	303°11'4"
L8	N 00°28'17" E	95.13	C9	120.00	130.74	124.37	N 59°22'46" E	62°25'33"
L9	S 89°31'43" E	55.00	C10	100.00	22.21	22.17	S 56°38'12" E	124°33'36"
L10	N 50°16'24" W	5.41	C11	100.00	10.78	10.520	S 31°19'51" E	63°28'17"
L11	N 50°16'24" W	5.07	C12	127.50	12.48	12.48	S 07°08'15" W	53°36'32"
L12	N 29°10'00" E	74.16	C13	127.50	8.59	8.59	S 02°24'08" W	351°42'
L13	N 00°28'17" E	76.65	C14	11.00	18.10	18.13	N 47°38'41" E	94°18'48"
L14	N 00°28'17" E	2.34	C15	72.50	53.36	53.06	S 74°04'04" E	262°21'42"
L15	N 09°56'31" E	16.95	C16	127.50	5.03	5.03	S 60°01'00" E	215°34'
L16	S 89°31'43" E	8.83	C17	127.50	22.21	22.18	S 66°08'09" E	95°58'43"
L17	S 00°27'58" W	33.71	C18	127.50	8.38	8.37	S 70°02'26" E	344°51'
L18	S 50°13'17" E	11.94	C19	127.50	22.33	22.31	S 78°54'27" E	100°21'2"
L19	S 46°03'35" E	19.77	C20	127.50	9.97	9.97	S 87°10'00" E	428°55'
			C21	5.00	7.85	7.07	S 44°24'27" E	90°00'00"
			C22	5.00	7.85	7.07	S 45°55'33" W	90°00'00"
			C23	11.00	17.26	15.54	S 44°28'05" E	89°52'45"
			C24	72.50	16.10	16.07	N 56°38'12" W	124°33'36"
			C25	11.00	16.76	16.88	N 06°38'42" W	67°19'24"
			C26	175.00	26.93	26.90	N 32°34'30" E	84°48'01"
			C27	75.00	75.59	72.43	S 57°02'21" W	57°44'42"
			C28	75.00	6.83	6.83	S 89°03'07" W	44°03'57"
			C29	72.50	24.04	23.93	N 78°54'31" W	18°59'53"
			C30	72.50	14.58	14.58	N 64°38'54" W	113°21'



Item XIII. e.
 Phone: 770.953.5200
 LSP No.: 1390

LJA SURVEYING INC.
 4525 SOUTH LEE STREET
 BUFORD, GA 30516

LOCATED IN:
 LAND LOT 171
 16TH DISTRICT
 CITY OF STONE CREST
 DEKALB COUNTY, GEORGIA

PRELIMINARY PLAT
 CRESTWIND TOWNSHIP PHASE I
 FOR
 BROOKFIELD PROPERTIES DEVELOPMENT, LLC
 ATLANTA, GA 30309

ISSUE DATE	DATE	DESCRIPTION
INITIAL	REV. 1	
	REV. 2	
	REV. 3	
	REV. 4	
	REV. 5	
	REV. 6	
	REV. 7	

DRAFTED BY: MSJ
 CHECKED BY: MCB

PROJECT #:
 GA3293-2402.205

Know what's below.
 Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

COPYRIGHT © 2023 LJA SURVEYING INC. NO REPRODUCTION SHALL BE MADE WITHOUT THE WRITTEN CONSENT OF LJA SURVEYING INC.

SHEET NO:
4 OF 4



CITY COUNCIL AGENDA ITEM

SUBJECT: Appointment of the CID Board Members

AGENDA SECTION: *(check all that apply)*

- PRESENTATION PUBLIC HEARING CONSENT AGENDA OLD BUSINESS
 NEW BUSINESS OTHER, PLEASE STATE: Click or tap here to enter text.
-

CATEGORY: *(check all that apply)*

- ORDINANCE RESOLUTION CONTRACT POLICY STATUS REPORT
 OTHER, PLEASE STATE: **Appointment**
-

ACTION REQUESTED: DECISION DISCUSSION, REVIEW, or UPDATE ONLY

Previously Heard Date(s): Click or tap to enter a date. & Click or tap to enter a date.

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Tuesday, May 26, 2026

SUBMITTED BY: George Turner, District 4 Councilmember

PRESENTER: George Turner, District 4 Councilmember

PURPOSE: Selection of 2 committee members for the South Lithonia Industrial Park Community Improvement District Members.

FACTS: Selection of 2 committee members for the South Lithonia Industrial Park Community Improvement District Members.

OPTIONS: Approve, Deny, Defer

RECOMMENDED ACTION: Approve Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 - Click or tap here to enter text.
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.



CITY COUNCIL AGENDA ITEM

(5) Attachment 5 - Click or tap here to enter text.