CITY OF
GAINESVILLE

**Mayor/Council Meeting Agenda**
**Tuesday, October 6, 2020, 5:30 PM**
**Public Safety Complex, Municipal Court Room**
**701 Queen City Parkway, Gainesville, GA 30501**
**Mayor or Mayor Pro Tem Presides**

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**INVOCATION:**

**PLEDGE OF ALLEGIANCE:**

**PRESENTATIONS / RECOGNITIONS:**

A. Gainesville Fire Department 2019 Recognition Awards

**COUNCIL ANNOUNCEMENTS:**

**PUBLIC COMMENTS: (20 minutes maximum)**

**CONSENT AGENDA:**

**Appointments**

A. Ethics Committee
   - Reappoint William Sanders

B. Gainesville-Hall County Land Bank Authority
   - Reappoint Carlyle Cox

C. Gainesville Non-Profit Development Foundation
   - Reappoint Dick Young, Rebina Warthen, Broughton Cochran and Carlyle Cox

**Minutes**

A. September 10, 2020 Work Session

B. September 15, 2020 Mayor/Council Meeting

**Resolutions**

A. BR-2020-37 City Owned Property to be Used for Early Voting in Conjunction with November 3, 2020 General Election (100 Brenau Avenue NE)

B. BR-2020-38 Adoption of an Intergovernmental Agreement for Maintenance and Improvement of the Highlands to Islands Multi-Use Trail

C. PR-2020-13 Georgia Outdoor Stewardship Program Grant for Highlands to Islands Trail

**GENERAL LEGISLATION:**

A. **Ordinance 2020-30**
**Amend Title 10 as it Pertains to Water Rates**
AN ORDINANCE TO AMEND ARTICLE 2 ENTITLED "WASTEWATER DISPOSAL" AND ARTICLE 3 ENTITLED "WATER" OF CHAPTER 10-1 OF TITLE 10 OF THE CODE OF ORDINANCES OF THE CITY OF GAINESVILLE BY ELIMINATING THEM IN THEIR ENTIRETY AND SUBSTITUTING IN THEIR PLACE THE LANGUAGE SET FORTH BELOW; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**PUBLIC HEARING(S):**

**Annexation/Zoning Items**

A. Request from **Packaging Specialties of GA** to annex a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**) and to establish zoning as Light Industrial (L-I). **Ward Number:** Five. Tax Parcel Number(s): 08-007-003-008J and 030; 08-008-000-040. **Request: Utility improvements.**

- Proposed Annexation Ordinance 2020-31
- Proposed Zoning Ordinance 2020-32

B. Request from **CenterPoint Integrated Solutions** to annex a 7.81± acres tract located on the north side of Browns Bridge Road, east of its intersection with Cherry Hill Drive (a/k/a **2602 Browns Bridge Road**) and to establish zoning as General Business (G-B). **Ward Number: Four.** Tax Parcel Number(s): 08-015-009-021 (Part). **Request: CarMax Auto Superstore.**

- Proposed Annexation Ordinance 2020-33
- Proposed Zoning Ordinance 2020-34

C. Request from **Frank Norton, Jr.** to annex a 2.16± acres tract located on the northeast side of Quarry Street and north side of Highland Street near its intersection (a/k/a **39, 44, 48 and 49 Quarry Street; 4 Highland Street**) and to establish zoning as Planned Unit Development (P-U-D). **Ward Number: Two.** Tax Parcel Number(s): 00-063-009-001, 002, 003, 004 and 012. **Request: Existing and new homes totaling 19 units.**

- Proposed Annexation Ordinance 2020-35
- Proposed Zoning Ordinance 2020-36

D. Request from **Frank Norton, Jr.** to amend the existing Planned Unit Development (P-U-D) zoning on a 14.43± acres tract located east of Lakeview Drive and north of Highland Street, having road frontage on the northwest side of Spring Street (a/k/a **0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE**). **Ward Number: Two.** Tax Parcel Number(s): 00-082-003-002. **Request: 30 residential cottage and townhomes.**

- Proposed Zoning Amendment Ordinance 2020-37

**CITY MANAGER ISSUES:**

A. BR-2020-18 Approval of Exercising Power of Eminent Domain at 628 EE Butler Parkway
(Tabled at the September 15, 2020 Mayor/Council Meeting)

**CITY ATTORNEY ISSUES:**

**CITY CLERK ISSUES:**

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

Final: Friday, October 2, 2020, 2:55 PM

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/15/2020

**Presenter**: Jerome Yarbrough

**Item of Business**: Gainesville Fire Department 2019 Recognition Awards

**Meeting Date**: 10/6/2020

**Purpose of Request**:

The purpose of this request is to recognize the following personnel:

- Rookie of the Year - Karl Schaefer
- Firefighter of the Year - Justin Carpenter
- Fire Officer of the Year - Lt. Jonathan Sutton

**History/Background**:

Each person was selected for the outstanding performance in the suppression division of the Gainesville Fire Department.

**Facts & Issues for Consideration**:

The Gainesville Fire Department feels that each person listed deserves recognition for their outstanding work.

**Department Recommendation**:

The Gainesville Fire Department recommends that these awards are a yearly practice in appreciation for efforts put forth above and beyond the call of duty.

**Department Director**:

Jerome Yarbrough

**If funding is involved, are funds approved within the current budget?**

N/A

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
|---|---|
| Rookie of the Year Certificate | Presentation |
| Firefighter of the Year Certificate | Presentation |
| Fire Officer of the Year Certificate | Presentation |

# GAINESVILLE FIRE DEPARTMENT

## City of Gainesville

# FFI/EMT Karl Schaefer

*HAS BEEN CHOSEN AS*

## Rookie of the Year

The Rookie Firefighter of the Year Award is to honor a well-rounded Firefighter who has exceeded, above and beyond, the duty requirements expected of his/her position and has demonstrated a distinct pattern of community service coupled with professional achievement.

Fire Chief
Jerome Yarbrough
Gainesville Fire Department

9-15-2020
Date

# GAINESVILLE FIRE DEPARTMENT

## City of Gainesville

# FFIII/EMT-P Justin Carpenter

*HAS BEEN CHOSEN AS*

## Firefighter of the Year

This Award is given annually to a well-rounded Firefighter who has exceeded, above and beyond, the duty requirements expected of his/her position and has demonstrated a distinct pattern of community service coupled with professional achievement.

Fire Chief
Jerome Yarbrough
Gainesville Fire Department

9-15-2020
Date

# GAINESVILLE FIRE DEPARTMENT

## City of Gainesville

# Lt./EMT Jonathan Sutton

*HAS BEEN CHOSEN AS*

## Fire Officer of the Year

This Award is given annually to a Firefighter that demonstrates exceptional courage and devotion to duty while acting on behalf of the Department. The Fire Officer of the Year Award is to honor a well-rounded Fire Officer who has exceeded, above and beyond, the duty requirements expected of his/her position and has demonstrated a distinct pattern of Community Service coupled with Professional Achievement.

Fire Chief
Jerome Yarbrough
Gainesville Fire Department

9-15-2020
Date

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 10/1/2020

**Presenter**:

**Item of Business**: Consent Agenda Items

**Meeting Date**: 10/6/2020

**Purpose of Request**:

The following appointments, minutes and/or resolutions are being considered under the Consent Agenda Section. These items were previously distributed for review and/or discussed. Unless otherwise directed by Mayor and Council, they will not be discussed during this meeting.

If you have questions regarding these documents, please feel free to contact the City Clerk's Office during normal business hours (Monday through Friday from 8:00 AM to 5:00 PM) at 770-535-6865 or via email to cityclerk@gainesville.org.

**History/Background**:

**Facts & Issues for Consideration**:

**Department Recommendation**:

**Department Director**:

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/28/2020

**Presenter**: Danny Dunagan

**Item of Business**: Ethics Committee
- Reappoint William Sanders

**Meeting Date**: 10/6/2020

**Purpose of Request**:

The purpose of this request is to address the upcoming expiring term position held by William Sanders.

**History/Background**:

The Ethics Committee follows the guidelines of the City Charter and the Code of Ordinances. Members serve a four-year term.

**Facts & Issues for Consideration**:

William Sanders has confirmed a willingness to serve another term.

The verification process was completed and all appear to be in order.

**Department Recommendation**:

To approve the nomination to reappoint William Sanders as submitted by the Mayor during the October 1, 2020 Work Session.

**Department Director**:

Danny Dunagan

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
| --- | --- |
| Ethics Committee Members | Backup Material |

# ETHICS COMMITTEE

| POST | LAST NAME | FIRST NAME | APPOINTED | REAPPOINTED REELECTED | EXPIRES |
|---|---|---|---|---|---|
| Ward 1 | Nivens | Johnny | 5/1/2012 | 6/21/2016<br>6/16/2020 | 6/21/2024 |
| Ward 2 | Rochester | Darrell | 3/3/20 UE | 6/16/2020 | 6/21/2024 |
| Ward 3 | Hutchens | Linda | 7/5/2016 | 6/16/2020 | 7/5/2024 |
| Ward 4 | Currans | Bill<br>Vacant | 5/1/2012 | 6/21/2016 | 6/21/2020 |
| Ward 5 | Sanders | William (Bill) | 2/18//20 UE | | 10/4/2020 |

TERM: Four year terms
Created via Ordinance 2007-37 adopted 9/4/2007

CONTACT: City Clerk Denise Jordan

UE: Unexpired Term

UPDATED: 6/18/2020

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/28/2020

**Presenter**: Danny Dunagan

**Item of Business**: Gainesville-Hall County Land Bank Authority
- Reappoint Carlyle Cox

**Meeting Date**: 10/6/2020

**Purpose of Request**:

The purpose of this request is to address the upcoming expiring term position held by Carlyle Cox.

**History/Background**:

The Authority was established via an Intergovernmental Agreement between the City of Gainesville and Hall County Government in accordance with the Georgia Land Bank Act. It follows the guidelines of the City Charter, the Code of Ordinances as well as the requirements set forth in Business Resolution 2018-41. Members serve 4 year terms.

**Facts & Issues for Consideration**:

Carlyle Cox agreed to serve another term.

The verification process was completed with no concerns.

**Department Recommendation**:

To approve the nomination to reappoint Carlyle Cox as submitted by the Mayor during the October 1, 2020 Work Session.

**Department Director**:

Danny Dunagan

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
|---|---|
| G-HC Land Bank Authority Members | Backup Material |
| Land Bank Authority Attendance Report | Backup Material |

# GAINESVILLE-HALL COUNTY LAND BANK BOARD

| GOVERNING BODY | LAST NAME | FIRST NAME | APPOINTED | INITIAL TERM | REAPPOINTED | EXPIRES |
|---|---|---|---|---|---|---|
| City | Carter | Doug | 10/2/2018 | 4 yrs | | 10/2/2022 |
| City | Mitchell | Willie | 10/2/2018 | 4 yrs | | 10/2/2022 |
| City | Cox (Chairman) | Carlyle | 10/2/2018 | 2 yrs | | 10/2/2020 |
| County | O'Rouke (Vice Chairman) | Tate | 10/25/2018 | 4 yrs | | 10/25/2022 |
| County | Barnes (Secretary) | Glennis | 10/25/2018 | 2 yrs | | 10/25/2020 |
| Land Bank Ex-Officio | | | | | | |
| City Ex-Officio | Couvillon | Sam | 1/8/2019 | | 1/7/2020 | 1/18/2021 |

TERM: Four-Year Terms
(Initial terms staggered)

NOTES: This committee was established per Resolution BR-2018-41 based on Intergovernmental Agreement

CONTACT: Jessica Tullar, Community & Economic Development Department
jtullar@gainesville.org

Updated: 1/8/2020 ag

# GAINESVILLE-HALL COUNTY LAND BANK AUTHORITY
## ATTENDANCE REPORT

| MEETING | | | BOARD MEMBER | | | | | |
|---|---|---|---|---|---|---|---|---|
| | DATE | TYPE | Doug Carter | Willie Mitchell | Carlyle Cox | Tate O'Rouke (County) | Glennis Barnes (County) | |
| 1 | 1/30/2019 | R | 1 | 1 | 1 | 1 | 1 | |
| 2 | 2/27/2019 | R | 1 | 1 | 1 | 1 | 1 | |
| 3 | 3/27/2019 | R | 1 | 1 | 1 | 1 | 1 | |
| 4 | 8/27/2019 | R | 1 | 1 | 1 | 1 | 1 | |
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| 25 | | | | | | | | |
| | **TOTAL** | **4** | **4** | **4** | **4** | **4** | **4** | |
| | **ATTENDANCE %** | | **100%** | **100%** | **100%** | **100%** | **100%** | |

**TYPE MEETING:** **R** = Regular Scheduled Meeting **C** = Called Meeting
**ATTENDANCE:** **0** = Absent **1** = Attended

**NOTES:**

**Submitted By:** Gwen Fleming **Date:** 9/16/2020
**Recording Secretary**

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/28/2020

**Presenter**: Danny Dunagan

**Item of Business**: Gainesville Non-Profit Development Foundation
- Reappoint Dick Young, Rebina Warthen, Broughton Cochran and Carlyle Cox

**Meeting Date**: 10/6/2020

**Purpose of Request**:

The purpose of this request is to address the upcoming expiring terms for positions held by Dick Young, Regina Warthen, Broughton Cochran and Carlyle Cox.

**History/Background**:

The GNPDF follows the guidelines as set forth by the Charter, Code of Ordinances, Resolution BR-2014-16, BR-1997-48 and the By-Laws of the foundation. Members serve two-year terms.

**Facts & Issues for Consideration**:

Carlyle Cox, Rebina Warthen, Broughton Cochran and Dick Young have confirmed their willingness to serve another term.

The verification process has been completed with no concerns.

**Department Recommendation**:

To approve the nominations to reappoint Dick Young, Rebina Warthen, Broughton Cochran and Carlyle Cox as submitted by the Mayor during the October 1, 2020 Work Session.

**Department Director**:

Danny Dunagan

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
|---|---|
| GNPDF Members | Backup Material |
| GNPDF Attendance Report | Backup Material |

# GAINESVILLE NON-PROFIT DEVELOPMENT FOUNDATION

| POST | LAST NAME | FIRST NAME | APPOINTED | REAPPOINTED | EXPIRE |
|---|---|---|---|---|---|
| Ward 1 | Calkins | Maria | 3/3/2015 UE | 6/7/2016<br>12/5/2017<br>11/5/2019 | 10/7/2021 |
| Ward 2 | Young | Dick | 12/10/2002 | 10/7/2014<br>12/6/2016<br>10/2/2018 | 10/7/2020 |
| Ward 3 | Warthen | Rebina | 05/15/18 UE | 10/2/2018 | 10/7/2020 |
| Ward 4 | Simmons | Audrey | 4/6/1993 | 10/7/2014<br>6/7/2016<br>12/5/2017<br>10/15/2019 | 10/7/2021 |
| Ward 5 | Cochran | Broughton | 5/18/2004 | 10/7/2014<br>12/6/2016<br>10/2/2018 | 10/7/2020 |
| 6 (At-Large) | Cox | Carlyle | 5/6/2003 | 10/7/2014<br>12/6/2016<br>10/2/2018 | 10/7/2020 |
| 7 (At-Large) | Griffin | Joy | 6/7/2016 | 12/5/2017<br>10/15/2019 | 10/7/2021 |
| Ex-Officio | Brooks | Barbara | 1/10/2017 | 1/9/2018<br>1/8/2019<br>1/7/2020 | 1/18/2021 |

TERM: Two year terms

NOTE: The Foundation was reestablished with the adoption of Resolution BR-2014-16 on May 6, 2014. Initial terms were staggered.

CONTACT: Jessica Tullar, Program Manager & Gwen Fleming

UPDATED: 1/8/2020 ag

**GAINESVILLE NON-PROFIT DEVELOPMENT FOUNDATION**
**ATTENDANCE REPORT**

| MEETING | | | BOARD MEMBER | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | DATE | TYPE | Broughton Cochran | Carlyle Cox | Dick Young | Joy Griffin | Maria Calkins | Audrey Simmons | Rebina Warthen | Barbara Brooks |
| 1 | 1/9/2019 | R | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 |
| 2 | 2/6/2019 | C | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 1 |
| 3 | 7/17/2019 | R | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 |
| 4 | 8/21/2019 | C | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 |
| 5 | 10/9/2019 | R | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 1 |
| 6 | 1/15/2020 | C | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0 |
| 7 | 2/19/2020 | R | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 1 |
| 8 | 8/19/2020 | R | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 |
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| | **TOTAL** | **8** | **7** | **6** | **6** | **7** | **8** | **5** | **4** | **6** |
| | **ATTENDANCE %** | | **88%** | **75%** | **75%** | **88%** | **100%** | **63%** | **50%** | **75%** |

**TYPE MEETING:** **R** = Regular Scheduled Meeting **C** = Called Meeting
**ATTENDANCE:** **0** = Absent **1** = Attended

**NOTES:**

**Submitted By:** Gwen Fleming **Date:** 9/16/2020
**Recording Secretary**

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 10/1/2020

**Presenter**: Densie Jordan

**Item of Business**: September 10, 2020 Work Session

**Meeting Date**: 10/6/2020

**Purpose of Request**:

The purpose of this request is to allow the governing body to approve minutes from the referenced meeting.

**History/Background**:

**Facts & Issues for Consideration**:

Draft minutes were distributed to the governing body, City Manager, City Attorney and Department Directors for comments/corrections.

**Department Recommendation**:

Approve the minutes accepting edits as presented.

**Department Director**:

Bryan Lackey

**If funding is involved, are funds approved within the current budget?**

N/A

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
| --- | --- |

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 10/1/2020

**Presenter**: Denise Jordan

**Item of Business**: September 15, 2020 Mayor/Council Meeting

**Meeting Date**: 10/6/2020

**Purpose of Request**:

The purpose of this request is to allow the governing body to approve the referenced meeting minutes.

**History/Background**:

**Facts & Issues for Consideration**:

The referenced draft minutes were distributed to the governing body, City Manager, City Attorney and Department Directors for comments/corrections.

**Department Recommendation**:

Approve the minutes accepting edits as presented.

**Department Director**:

Bryan Lackey

**If funding is involved, are funds approved within the current budget?**

N/A

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
| --- | --- |

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/29/2020

**Presenter**: Bryan Lackey

**Item of Business**: BR-2020-37 City Owned Property to be Used for Early Voting in Conjunction with November 3, 2020 General Election (100 Brenau Avenue NE)

**Meeting Date**: 10/6/2020

**Purpose of Request**:

The purpose of this request is to provide the Hall County Board of Elections with an early voting location.

**History/Background**:

**Facts & Issues for Consideration**:

The Hall County Board of Elections will conduct an election and would like to utilize city owned property located at 100 Brenau Avenue as an early voting location. An agreement has been prepared to define the terms.

**Department Recommendation**:

Approve the resolution as presented.

**Department Director**:

Bryan Lackey

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
|---|---|
| BR-2020-37 City Owned Property to Be Used for Early Voting in Conjunction with November 3, 2020 Election (100 Brenau Avenue NE) | Resolution |
| City Owned Property Used for Early Voting Agreement | Attachments/Exhibits |

**RESOLUTION BR-2020-37**

**CITY OWNED PROPERTY TO BE USED FOR EARLY VOTING IN CONJUNCTION WITH THE NOVEMBER 3, 2020 GENERAL ELECTION (100 BRENAU AVENUE)**

**WHEREAS**, Hall County, through the Board of Elections, conducts elections within Hall County; and

**WHEREAS,** a General Election will occur on November 3, 2020; and

**WHEREAS,** there is a desire to utilize city owned property located at 100 Brenau Avenue for early voting; and

**WHEREAS**, an agreement has been prepared defining the terms associated with allowing Hall County to utilize the referenced space.

**NOW, THEREFORE, BE IT RESOLVED THAT** the governing body for the City of Gainesville does hereby accept the terms of the attached agreement.

**BE IT FURTHER RESOLVED THAT** the governing body for the City of Gainesville authorizes the City Manager and the City Attorney to execute all documents necessary to allow 100 Brenau Avenue to be used as an early voting location.

**Adopted this ____ day of _____, 2020.**

_____

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

_____

**Denise O. Jordan, City Clerk**

STATE OF GEORGIA

COUNTY OF HALL

# AGREEMENT

THIS AGREEMENT (hereinafter referred to as the "Agreement") is made and entered into with an effective date as of this _____ day of October, 2020 by and between **HALL COUNTY, GEORGIA**, 2875 Browns Bridge Road, Gainesville, Georgia 30504 (the "County"), **THE HALL COUNTY BOARD OF ELECTIONS AND REGISTRATIONS,** 2875 Browns Bridge Road, Gainesville, Georgia 30504 (the "Board of Elections"), and **THE CITY OF GAINESVILLE, GEORGIA**, 300 Henry Ward Way, Gainesville, Georgia 30501 (the "City").

WITNESSETH:

WHEREAS, Hall County, through the Board of Elections, presently conducts early voting for primaries, general elections, and special elections at various locations within the jurisdictional boundaries of Hall County, Georgia; and

WHEREAS, the City of Gainesville has agreed to allow Hall County, through the Board of Elections, to use and occupy a building and parking lot located at 100 Brenau Avenue Northeast, Gainesville, Georgia 30501 for early voting purposes associated with the General Election to be held on November 3rd, 2020;

NOW, THEREFORE, for and in consideration of the foregoing recitals, the mutual provisions set forth herein and other good and valuable consideration, said parties hereby agree as follows:

1. Premises Incorporated. The foregoing provisions are incorporated herein and made a part of this Agreement.

2. Location of Early Voting. The City of Gainesville shall permit the Board of Elections to use and occupy the building and parking lot of the City of Gainesville Building at 100 Brenau Avenue Northeast, Gainesville, Georgia 30501, depicted on **Exhibit "A"** attached hereto and made a part hereof consisting of approximately 22,500 +/- square feet (the "City of Gainesville Building"), for any and all purposes related to early voting associated with the General Election to be held on November 3, 2020. The Board of Elections shall take use and occupy the City of Gainesville Building for early voting purposes beginning at 6:00 a.m. on Friday, October 9th, 2020, and continuing through 8:00 p.m. on Saturday, October 31, 2020. The City Building shall not be used for any other purposes.

3. Condition of the Premises upon Conclusion of Occupancy. Prior to vacating the City of Gainesville Building at 8:00 p.m. on Saturday, October 31, 2020, Board of Elections shall remove all equipment and other personal property from the City of Gainesville Building,

and all equipment and furnishings of the City of Gainesville Building shall be placed as they were located prior to the Board of Elections' use and occupancy of the Building.

4. Duty to Pay Utilities. At all times during the use and occupancy of the City of Gainesville Building by the Board of Elections, the Board of Elections shall pay all utilities, including electricity, water, and internet services.

5. Repairs by Tenant. At all times during the use and occupancy of the City of Gainesville Building by the Board of Elections, the Board of Elections shall, at its expense, maintain in good order and, do ordinary maintenance, associated with the use of the facility as a polling place.

6. Duty to Maintain Neat and Clean Facilities. At all times during the use and occupancy of the City of Gainesville Building by the Board of Elections, the Board of Elections shall maintain the premises in a neat and clean condition.

7. Cleaning of Facility upon Termination. Upon the termination of the Board of Elections' use and occupancy of the property, the Board of Elections shall clean the portions of the facility that it utilized for early voting purposes.

8. Insurance. Tenant, at its expense, must maintain public liability insurance including bodily injury and property damages insuring Tenant and Landlord with minimum coverage as follows:

One Million and 00/100ths ($1,000,000.00) Dollars property damage, One Million and 00/100ths ($1,000,000.00) Dollars personal injury for any one claim, and Two Million and 00/100ths ($2,000,000.00) Dollars personal injury in the aggregate.

9. Business Interruption insurance covering a period of not less than one (1) month which will cover all real estate taxes and insurance costs for the same period in addition to at least one (1) month's rent.

10. Tenant must provide Landlord with a Certificate of Insurance showing Landlord as additional insured on a primary and noncontributory basis. The Certificate must provide for a ten (10) day written notice to Landlord in the event of cancellation or material change of coverage. To the maximum extent permitted by insurance policies which may be owned by Landlord or Tenant, Tenant and Landlord, for the benefit of each other, waive any and all rights of subrogation which might otherwise exist.

11. Obligation to Cooperate. Each party agrees to fully cooperate with the other so that each party, in turn, receives the benefits and advantages clearly intended by this Agreement.

12. General.

13. Benefits and Burdens; Assignment. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto, their successors and assigns, and the successors-in-title. This Agreement shall not be assigned without the written consent of the City.

14. Amendments. This Agreement may not be modified or amended, except in a writing signed by the parties.

15. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

16. Execution in Counterparts. This Agreement may be executed in any number of counterparts, all of which together shall constitute a single contract, and each of such counterparts shall for all purposes be deemed to be an original. This Agreement shall become binding when one or more counterparts hereof, individually or taken together, shall bear the signatures of all of the parties reflected hereon as the signatories.

*[SIGNATURES ON FOLLOWING PAGES]*

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and delivered under seal as of the date first above written.

**HALL COUNTY, GEORGIA**

By: _____
Jock Connell, County Administrator

Attest: _____
Lisa Ritchie, County Clerk

(SEAL)

APPROVED AS TO FORM

_____
Van Stephens
County Attorney

*[SIGNATURES CONTINUED ON FOLLOWING PAGES]*

**THE HALL COUNTY BOARD OF ELECTIONS AND REGISTRATIONS**

By: _____
Dr. Tom Smiley, Chairman

ATTEST:

APPROVED AS TO FORM:

_____
Lori, Wurtz, Elections Director

(SEAL)

_____

Van Stephens

County Attorney

*[SIGNATURES CONTINUED ON FOLLOWING PAGES]*

**THE CITY OF GAINESVILLE, GEORGIA**

By: _____
Bryan Lackey, City Manager

ATTEST:

_____
Denise Jordan, City Clerk

(SEAL)

APPROVED AS TO FORM:

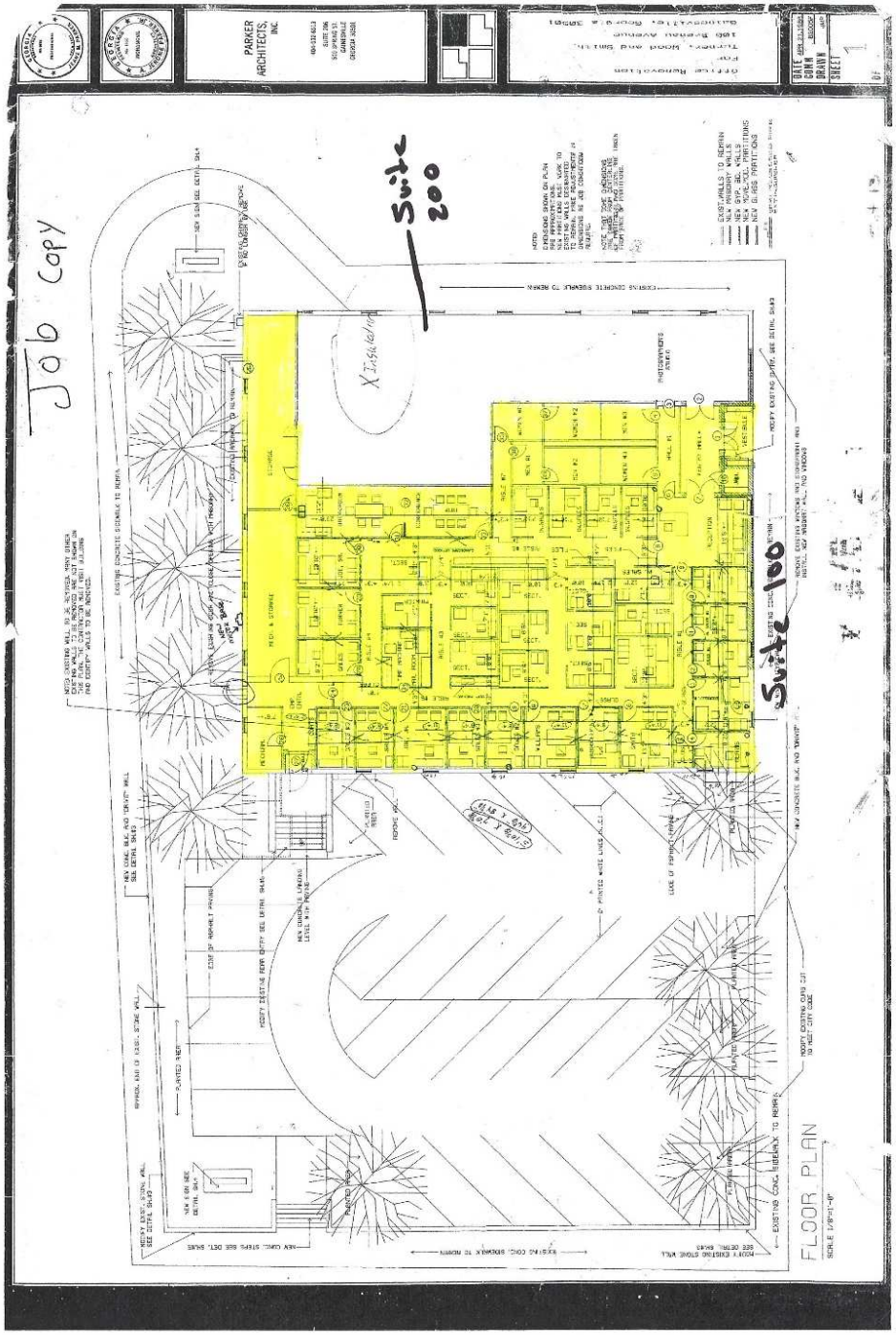
_____

Abbott S. Hayes, Jr.

Attorney for the City of Gainesville, Georgia

**EXHIBIT "A"**

**SITE PLAN AND DIAGRAM OF BUILDING**



# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/29/2020

**Presenter**: Bryan Lackey

**Item of Business**: BR-2020-38 Adoption of an Intergovernmental Agreement for Maintenance and Improvement of the Highlands to Islands
Multi-Use Trail

**Meeting Date**: 10/6/2020

**Purpose of Request**:

To execute an IGA between Gainesville, Hall County, Oakwood and Flowery Branch regarding the maintenance of the Highlands to Islands Trail.

**History/Background**:

The City, Hall County, Oakwood and Flowery Branch are working together to develop the Highlands to Islands Trail jointly using grant funding and SPLOST VIII proceeds.

**Facts & Issues for Consideration**:

**Department Recommendation**:

Adoption of the resolution.

**Department Director**:

Bryan Lackey

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
|---|---|
| BR-2020-38 Adoption of an Intergovernmental Agreement for | Resolution |
| IGA for Maintenance of Highlands to Islands Multi-Use Trail | Contract/Agreement/MOU |

**RESOLUTION BR-2020-38**

**ADOPTION OF AN INTERGOVERNMENTAL AGREEMENT FOR MAINTENANCE AND IMPROVEMENT OF THE HIGHLANDS TO ISLANDS MULTI-USE TRAIL**

**WHEREAS**, Hall County, the City of Gainesville, the City of Oakwood, and the City of Flowery Branch have partnered to plan and develop the Highlands to Islands Multi-Use Trail in Hall County, which will provide recreational opportunities to Hall County residents from Longwood Park in Gainesville to Lake Lanier Islands in South Hall County; and

**WHEREAS**, the Highlands to Islands Multi-Use Trail will also enhance the regional economy through growth in recreational tourism, an increased desire to live or work near a multi-use trail, a reduction in the impacts of traffic and congestion as well as improved health benefits and quality of life; and

**WHEREAS**, Hall County, Gainesville, Oakwood, and Flowery Branch desire to establish certain maintenance and improvement responsibilities with regard to the Highlands to Islands Trail because the governing authorities deem the provision of maintenance and improvements to the Highlands to Islands Trail to be in the best interest of all citizens of their respective jurisdictions; and

**WHEREAS**, the terms of the maintenance and improvement responsibilities have been reduced to writing in the Intergovernmental Agreement for Maintenance and Improvement of the Highlands to Islands Multi-use Trail, which is attached hereto.

**NOW, THEREFORE, BE IT RESOLVED THAT** the governing body for the City of Gainesville authorizes the Mayor to execute the Intergovernmental Agreement in substantially the same form as the Agreement attached hereto to provide for Maintenance and Improvement of the Highlands to Islands Multi-Use Trail.

**Adopted this _____ day of _____, 2020.**

_____

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

_____

**Denise O. Jordan, City Clerk**

**STATE OF GEORGIA**

**COUNTY OF HALL**

# INTERGOVERNMENTAL AGREEMENT FOR MAINTENANCE AND IMPROVEMENT OF THE HIGHLANDS TO ISLANDS MULTI-USE TRAIL

**THIS AGREEMENT** is made and entered this the ____ day of October, 2020, by and between **Hall County**, a political subdivision of the State of Georgia (the "County"), the **City of Gainesville**, Georgia**,** a body corporate and politic and political subdivision of the State of Georgia and a public corporation created under an Act of the General Assembly of Georgia ("Gainesville"), the **City of Oakwood**, Georgia, a body corporate and politic and political subdivision of the State of Georgia and a public corporation created under an Act of the General Assembly of Georgia ("Oakwood"), and the **City of Flowery Branch**, Georgia, a body corporate and politic and political subdivision of the State of Georgia and a public corporation created under an Act of the General Assembly of Georgia ("Flowery Branch").

## WITNESSETH:

**WHEREAS**, Hall County, the City of Gainesville, the City of Oakwood, and the City of Flowery Branch have partnered to plan and develop the Highlands to Islands Multi-Use Trail in Hall County, which will provide recreational opportunities to Hall County residents from Longwood Park in Gainesville to Lake Lanier Islands in South Hall County; and

**WHEREAS**, the Highlands to Islands Multi-Use Trail will also enhance the regional economy through a growth in recreational tourism, an increased desire to live or work near a

multi-use trail, a reduction in the impacts of traffic and congestion as well as improved health benefits and quality of life; and

**WHEREAS**, the Highlands to Islands Trail is funded by the Hall County Special Purpose Local Option Sales tax, the state and federal Transportation Enhancement Grant, the Local Maintenance Improvement Grant as well as local funds; and

**WHEREAS,** Hall County, Gainesville, Oakwood, and Flowery Branch desire to establish certain maintenance and improvement responsibilities with regard to the Highlands to Islands Trail; and

**WHEREAS,** the governing authorities of each of the parties to this Agreement deem the provision of maintenance and improvements to the Highlands to Islands Trail to be in the best interest of all citizens of their respective jurisdictions;

**NOW, THEREFORE**, in consideration of the mutual promises and understandings made in this Agreement, and for other good and valuable consideration, the County, Gainesville, Oakwood, and Flowery Branch consent and agree as follows:

**1.**

Each City which is a party to this Agreement shall be responsible for funding maintenance and improvements necessary to ensure the function and usability of the developed portion of the Highlands to Islands Multi-Use Trail within the geographical limits of its jurisdiction, and Hall County shall bear responsibility for the maintenance and improvements necessary to ensure the function and usability of the developed Trail within unincorporated Hall County.

**2.**

The County Administrator and the City Manager for each party shall designate a representative to serve on a Maintenance and Improvement Committee which shall make recommendations concerning maintenance standards and improvement specifications for the Highlands to Islands Trail. The governing authority of each party will adopt maintenance standards and improvement specifications in substantial conformity with the recommendations of the Maintenance and Improvement Committee.

**3.**

The parties shall cooperate in applying for various federal, state, and local grants which are available, or may become available, to assist in the maintenance and improvement of the Highlands to Islands Trail.

**4.**

All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be deemed properly given when delivered personally or sent by registered or certified United States Mail, postage prepaid, as follows:

| | |
|---|---|
| If to Hall County: | P. O. Box 1435<br>Gainesville, Georgia 30503<br>Attention: Chairman |
| If to the City of Gainesville: | P. O. Box 2496<br>Gainesville, Georgia 30501 |
| If to the City of Oakwood | P. O. Box 99<br>Oakwood, Georgia 30566 |
| If to the City of Flowery Branch | P. O. Box 757<br>Flowery Branch, Georgia 30542 |

**5.**

This Agreement, including any attachments or exhibits, constitutes all of the understandings and agreements existing between the County, Gainesville, Oakwood, and Flowery Branch with respect to maintenance and improvement of the Highlands to Islands Multi-Use Trail. Furthermore, this Agreement supersedes all prior agreements, negotiations and communications of whatever type, whether written or oral, between the parties hereto with respect to maintenance and improvement of the Highlands to Islands Multi-Use Trail.

**6.**

This Agreement shall not be amended or modified except by agreement in writing executed by the governing authorities of the parties or except as otherwise set forth herein.

**7.**

This Agreement shall be deemed to have been made and shall be construed and enforced in accordance with the laws of the State of Georgia.

**8.**

Should any phrase, clause, sentence, or paragraph of this Agreement be held invalid or unconstitutional, the remainder of the Agreement shall remain in full force and effect as if such invalid or unconstitutional provision were not contained in the Agreement unless the elimination of such provision detrimentally reduces the consideration that any party is to receive under this Agreement or materially affects the operation of this Agreement.

**9.**

Hall County, Gainesville, Oakwood, and Flowery Branch shall comply with all applicable local, State, and Federal statutes, ordinances, rules and regulations.

**10.**

No consent or waiver, express or implied, by any party to this Agreement, to any breach of any covenant, condition or duty of another party shall be construed as a consent to or waiver of any future breach of the same.

**11.**

This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

WITNESS WHEREOF, Hall County, Gainesville, Oakwood, and Flowery Branch, acting through their duly authorized agents, have caused this Agreement to be signed, sealed and delivered for final execution on the date indicated herein.

**HALL COUNTY, GEORGIA**

By: _____
Richard Higgins, Chairman
Board of Commissioners
of Hall County

Attest: _____
Lisa A. Ritchie, Clerk
Board of Commissioners of
Hall County

(SEAL)

(Signatures continued on next page)

**CITY OF GAINESVILLE, GEORGIA**

APPROVED AS TO FORM

_____
Abbott S. Hayes, Jr.
Hulsey, Oliver & Mahar, LLP
City Attorney

By: _____
C. Danny Dunagan, Jr.
Mayor

Attest: _____
Denise O. Jordan, City Clerk

(SEAL)

(Signatures continued on next page)

973224-1
64797
8/4/20

**CITY OF OAKWOOD, GEORGIA**

By: _____
Mayor

Attest: _____
City Clerk

(SEAL)

(Signatures continued on next page)

**CITY OF FLOWERY BRANCH, GEORGIA**

By: _____
Mayor

Attest: _____
City Clerk

(SEAL)

973224-1
64797
8/4/20

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/29/2020

**Presenter**: Bryan Lackey

**Item of Business**: PR-2020-13 Georgia Outdoor Stewardship Program Grant for Highlands to Islands Trail

**Meeting Date**: 10/6/2020

**Purpose of Request**:

Resolution to support and authorize submission of a Georgia Outdoor Stewardship Grant and to affirm maintenance and funding of the Trail. The grant funding will be used to construct the Highlands to Islands Trail from Georgia Avenue to Palmour Drive.

**History/Background**:

**Facts & Issues for Consideration**:

**Department Recommendation**:

Approve the resolution.

**Department Director**:

Bryan Lackey

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

GOSP and SPLOST

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
|---|---|
| PR-2020-13 Georgia Outdoor Stewardship Grant | Resolution |
| Exhibit A - Maintenance and Operations Manual | Attachments/Exhibits |
| Exhibit B - Parks and Recreation Policy Manual | Attachments/Exhibits |
| Exhibit C - Certified Minutes Pertaining to the Levy of Annual Tax for P&R | Attachments/Exhibits |
| Exhibit D - Ordinance 2020-12 P&R Tax Levy | Attachments/Exhibits |

**RESOLUTION PR-2020-13**

**GEORGIA OUTDOOR STEWARDSHIP PROGRAM GRANT FOR HIGHLANDS TO ISLANDS TRAIL**

**WHEREAS,** the City of Gainesville has invested millions of dollars to develop a multi-use trail system throughout the City that connects Lake Lanier, Downtown and Midtown; and

**WHEREAS**, the citizens of Hall County have a desire to create a regional trail system throughout Hall County, known as the Highlands to Islands Trail (the "Trail"); and

**WHEREAS,** a critical component of expanding the Trail involves the Gainesville Connector, which will connect two existing segments of the Trail and once completed will provide approximately seven miles of continuous trail throughout Hall County; and

**WHEREAS,** there exists a grant from the Georgia Outdoor Stewardship Program (the "Grant") that, if awarded to the City of Gainesville, would assist the City in constructing the Gainesville Connector, thereby making the essential connection to expand the Trail; and

**WHEREAS,** the City desires to submit an application to the Georgia Outdoor Stewardship Program to receive grant funding for the Gainesville Connector of the Highlands to Islands Trail and commits to securing the required grant matching funds; and

**WHEREAS,** the Grant application sets forth certain requirements for long-term maintenance of the Trail and provisions for the necessary associated funding; and

**WHEREAS,** to satisfy such criteria, the governing body desires to affirm the Gainesville Parks and Recreation "Parks Division Maintenance and Operations Manual" that outlines maintenance of the existing Trail and would apply to the Gainesville Connector segment (attached hereto as Exhibit A); and

**WHEREAS,** to additionally satisfy such criteria, the governing body desires to affirm the Gainesville Parks and Recreation "Policy Manual" that addresses security and the protection of park property and would apply to the Gainesville Connector segment (attached hereto as Exhibit B); and

**WHEREAS,** to satisfy such funding criteria, the governing body desires to affirm the 1924 Special Election and Ordinance (attached hereto as Exhibit C) creating a dedicated millage that is levied annually for parks and recreation in the City, which was most recently levied through Ordinance 2020-12 (attached hereto as Exhibit D) and such funding source would apply to the Gainesville Connector segment; and

**NOW, THEREFORE, BE IT RESOLVED THAT,** the governing body for the City of Gainesville hereby:

1) Authorizes the Mayor and City Manager to execute any documents necessary to apply for, accept (if awarded), and secure matching funds for the Georgia Outdoor Stewardship Program grant for the development of the Gainesville Connector of the Highlands to Islands Trail.
2) Commits to the continued funding of the Gainesville Parks and Recreation system in accordance with the 1924 Special Election.
3) Affirms all documents that are attached as Exhibits to this Resolution.

**RESOLUTION PR-2020-13**

**GEORGIA OUTDOOR STEWARDSHIP PROGRAM GRANT**
**FOR HIGHLANDS TO ISLANDS TRAIL**

**Adopted this _____ day of _____, 2020.**

_____
**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

_____
**Denise O. Jordan, City Clerk**

# GAINESVILLE PARKS AND RECREATION AGENCY

## PARKS DIVISION MAINTENANCE & OPERATIONS MANUAL

**Main Office**
**830 Green Street, NE**
**Gainesville, GA 30501**
**770-531-2680**
**Fax 770-531-2681**

**Maintenance Shop**
**1547 Lee Waldrip Dr.**
**Gainesville, GA 30501**
**770-536-8155**
**Fax 770-538-2438**

## PREFACE

The Gainesville Parks and Recreation Board is responsible for developing and setting guidelines for the Parks and Recreation Agency's Parks Division. All policies of the general operational nature for the Agency are included herein. Certain aspects of the Agency operations are covered in separate manuals and are incorporated into this manual by reference thereof.

This manual is to be reviewed annually and all new and/or revised guidelines are incorporated into this document so it is accurately maintained. Changes, revisions, or additions to this manual or parts herein can only be made by a majority vote of the Gainesville Parks and Recreation Board. There must be a one (1) month waiting period from the date of the presentation of such change for formal adoption by the Parks and Recreation Board.

## OUR MISSION

The Gainesville Parks and Recreation Agency, through a coordinated effort, seeks to enrich the quality of life of the citizens we serve by providing safe and accessible facilities and a diversified program of activities in an effective, efficient, equitable and responsive manner.

## OUR GOAL

Our goal is to provide the total community, regardless of age, race, sex, creed, national origin, religion, handicap, social or economic status, the opportunity to develop new skills, create new interests, and to learn new hobbies that will enhance and expand their physical, mental, and social development.

## BRIEF HISTORY

The Gainesville Parks and Recreation Agency was founded on December 1, 1924 after a special election was held and the petition was approved by the voters and recorded on December 2, 1924. The contents of the petition and ballot set the funding rate at not less than .75 mills and no more than 1.00 mills one each dollar of assessed valuation of all taxable property within the corporate limits of the City.

The Agency is governed by a nine member appointed board with the legal responsibility and authority to provide, establish, maintain and conduct a comprehensive park and recreation program and employ a full-time director.

During the Agency's existence, it has developed into and is recognized as one of the quality agencies in the State.

**GAINESVILLE PARKS AND RECREATION BOARD**

**PARKS DIVISION MAINTENANCE & OPERATIONS MANUAL**

**GAINESVILLE PARKS AND RECREATION DIRECTOR:**

Kate Mattison

**GAINESVILLE PARKS AND RECREATION BOARD MEMBERS:**

Cooper Embry - Chair
Chris Romberg - Vice Chair
Kristin Daniel - Secretary/Treasurer
Jerry Castleberry
Susan J. Daniell
Kingsley Peeples
John Simpson
Robert Washington
Sam W. Richwine, Jr. MD

# GAINESVILLE PARKS & RECREATION AGENCY
# PARKS DIVISION MAINTENANCE AND OPERATIONS MANUAL
# DISTRIBUTION

Distribution of the Parks Division Maintenance and Operations Manual along with any subsequent revisions or updates will be as follows:

- Gainesville Parks and Recreation Board
- Gainesville Parks and Recreation Director
- Gainesville Parks and Recreation Deputy Director
- Parks Division Manager
- Parks Division Maintenance Supervisor
- Parks Division Staff
- Gainesville Parks and Recreation Main Office

This revision of the Parks Division Manual was officially adopted by the Gainesville Parks and Recreation Board on March 9, 2020.

## PARK MAINTENANCE & OPERATIONS MANUAL

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# SECTION 1 - PURPOSE

This manual has been prepared for your information to be used as a guide to the employees of the Parks Division. The manual will serve as general direction for the area and frequency of maintenance for our parks, facilities and equipment. The manual will be complimented with training to assist you in your job of providing safe, clean and esthetic parks.

This manual of park maintenance schedules and operations has been developed in order to conform to the appropriate set of maintenance standards as set forth by the National Recreation and Park Association Park Maintenance Standards.

These standards classify the way of maintaining parks and the frequency of maintenance. Each standard is broken into fourteen elements. All parks or facilities may not contain all elements of each standard.

## SECTION 2 - MAINTENANCE ELEMENTS
## CLASS A, B, C AND D

Each mode contains fourteen elements for maintaining the parks and facilities.

- **Turf Care** — mowing, aeration, reseeding or sodding, weed control
- **Fertilizer** — fertilization of turf, trees, shrubs or floral plantings
- **Irrigation** — automated or manual watering of turf, trees, shrubs or floral plantings
- **Litter Control** — pick-up and disposal of trash, receptacle service and cleaning
- **Pruning** — growth control of trees, shrubs and floral plantings
- **Disease and Insect Control** — prevention, correction and management of disease and/or insects in turf, trees, shrubs, floral plantings or buildings either by chemical or cultural methods
- **Snow Removal** — removal of snow and ice from roadways, parking areas and walkways
- **Lighting** — cleaning, lamp replacement and maintenance of security, field, accent or walkways lights
- **Surfaces** — sweeping, cleaning, washing and maintenance of walkways, floors or play surfaces
- **Repairs** — maintenance required by inspection or schedule to facilities or equipment
- **Inspection** — visual and physical examination of a park, facility, equipment or component of the aforementioned to insure compliance, safety and proper operation
- **Floral Planting** — watering, fertilizing, disease control, pruning, weeding, planting or removal of ornamental or flowering plants
- **Restrooms** — cleaning, sweeping, washing and stocking of rest rooms
- **Special Features** — maintenance of equipment or facilities such as fountains, drinking fountains, sculptures, speaker systems, flag poles, goals, nets, screens, parking devices, tables, benches, play units, signs and any equipment or special facility within a park or building

## SECTION 2A - CLASS A – COMMUNITY/SPECIALTY PARKS

State of the art maintenance applied to high quality diverse landscape, turf and athletic fields. High level maintenance associated with well-developed park areas with high visitation.

- Special Facilities
- Quality Turf
- Athletic Fields

**COMMUNITY/SPECIALTY PARKS**

- City Park
- Lanier Point Athletic Complex
- Longwood Park
- Wilshire Trails Park
- Ivey Terrace Park
- Rock Creek Veterans Park (Adopted)
- Frances Meadows Aquatics & Community Center
- Fair Street Neighborhood Center
- Midtown Greenway
- Lake Lanier Olympic Park
- Allen Creek Soccer Complex

1. A. Athletic Fields - *Tift 419 Bermuda on all fields.

**Turf Care** – Grass height maintained to 1" or lower ¾" during growing season (May – September).

- Turf rye grass cut at .75" to 1 ½" during growing season (September – April).
- Mowed at least twice each week (Three times during June – August) and swept after each mowing if needed.
- Aeration is required, not less than four times a year. High Traffic areas such as Football Team Boxes, Soccer Goal mouths aerated weekly after use. Reseeding or sodding as needed.
- Weed control, insect control – See Turf Maintenance Program.

B. Park Areas and Site Areas

**Turf Care** – Grass cut once per week during the growing season.

- Fescue maintained at 3" to 3-1/2", Bermuda turf areas maintained at 2" to 2-1/2"
- Aeration at least 2 times per year.
- Reseeding/over seeding 2 times per year. Fall and early Spring if bare spots exist.
- Weed control – pre-emerge and post emerge in March – April and in September – October yearly.

2. **Fertilization**

A. Athletic Fields – Refer to Turf Management Program

- Bermuda – April – August
- Rye (Overseed) – September – March

B. Park and Site Areas

- Adequate fertilization applied April and October to all turf (grass) areas.
- Plants, trees and flowerbeds apply pre-emerge and post emerge in spring and fall.
- Application rates and times should ensure an even supply of nutrients for the entire year.
- Follow recommendation from Contractor or local County Extension Agent.

3. **Irrigation**

A. Athletic Fields

- Sprinkler irrigation (electric and hydraulic) automatic, big gun manual.
- Frequency of use follows rainfall, temperature, seasonal length and demands for turf.
- Normal – three times a week – Monday, Wednesday and Friday, 20 to 30 minutes a station. Goal is to maintain 1' to 1-1/2" per week. Adjusted according to rainfall. Mandated water restrictions apply.

B. Park and Site Areas

- Sprinklers irrigation (electric or manual).
- Normal – two to three times a week, 15 to 30 minutes a station. Goal is to maintain 1' to 1-1/2" per week. Mandated water restrictions apply.

4. **Litter Control**

A. & B.

- Minimum of once a day (seven days a week).
- Extremely high visitation may increase the frequency (pavilion rentals or tournaments).

5. **Pruning**

A. & B. – Frequency dictated primarily by species and variety of shrub trees. Usually done at least once per year/season, unless species planted dictate more frequent attention. Timing usually scheduled to coincide with low demand perennials (February).

6. **Disease and Insect Control** – It is anticipated that at Class A, problems will be prevented or observed at a very early stage and corrected immediately. In regards to Athletic Turf – we use a preventative schedule and corrective IPM (integrated pest management). 1.) Preventive; a scheduled chemical or cultural program designed to prevent significant damage. 2.) Correction; application of chemical or mechanical controls designed to eliminate observed problems. 3.) Integrated pest management; withholding any controls until such time as pest demonstrate damage to plant materials (turf) such as grubs, beetles, army worms, etc. (Refer to Turf Management Program).

Park Areas and Sites – Usually done when disease or insects are inflicting noticeable damage, reducing vigor of plant material or could be considered a bother to the public in

the case of flies, mosquitoes, gnats, fire ants, hornets, yellow jackets, etc… At this maintenance level the controlling objective is not to have the public notice any problems.

7. **Snow Removal** – removal starts the same day as accumulations of ½ inch are present. At no time will snow be permitted to cover transportation or parking surfaces longer than noon of the day after the snow stops. Applications of snow melting compound and/or gravel are appropriate to reduce the danger of injury due to falls.

8. **Lighting** – Maintenance should preserve the original design. Damaged systems should be repaired as quickly as they are discovered. Bulb replacement and repair of fixtures should be done immediately when observed or reported as not working.

9. **Surfaces** – Should be cleaned, repaired, repainted or replaced when appearance has noticeably deteriorated. Sweeping, cleaning and washing surfaces needs to be done so that at no time does an accumulation of sand, dirt and leaves distract from the looks or safety of the area. Repainting or re-staining a structure should occur when weather or wear deteriorate the appearance of the covering. Stains to surfaces should be taken off within five days. Graffiti should be washed off or painted over the next working day or as soon as possible.

10. **Repairs** – Should be done **immediately** whenever safety, function or bad appearance is in question. When disruption to the public might be major and the repair not critical, repairs may be postponed to a time period which is least disruptive (Park Project List).

11. **Floral Plantings** – Care cycle usually once per week except watering, which may be more frequently. Mandated water restrictions apply. Health and vigor dictate cycle of fertilization and disease control. Keep beds weeded weekly. Bed edge once each month. Mulch and straw added yearly or often as needed.

12. **Inspection** – Inspection of all Athletic Fields and Park Areas and Sites daily by regularly maintenance staff. Daily inspection to include walk through park and report any safety risk, liability, trash and any repairs needed. Either by Manager or designee or area supervisor.

13. **Restrooms** – Should be maintained at least once daily as long as they are open to public use. High use may dictate one or more additional servicing per day. Servicing period should ensure adequate supply of toilet paper; paper towels and that rest rooms are reasonably clean and sanitary.

14. **Special Features** – Should be maintained for safety, function and high quality appearance as per established design.

## SECTION 2B - CLASS B – NEIGHBORHOOD PARKS

### NEIGHBORHOOD PARKS

Moderate Level Maintenance – Associated with moderate to low levels of development, moderate to high levels of visitation, roads, path ways or trail systems. May contain well developed facilities such as tennis courts, basketball courts, playgrounds in strategic locations throughout the park. Holly Park adopted by landscape contractor.

Neighborhood Parks

| North Side Parks | South Side Parks |
|---|---|
| Riverside Park | Myrtle Park |
| Roper Park | Kenwood Park |
| Wessell Park | Desota Park |
| Holly Park | |

1. **Turf Care** – Cut once every ten working days. Aerated once during over seeding in September. Re-seeding or re-sodding done only when major spots appear. Defined grassed areas and natural areas with bed edger two times a year. Weed control – flowerbeds contracted by Landscape Contractor. Holly Park adopted by Landscape Management.

2. **Fertilization** – Applied two times a year (April and October) or when turf vigor seems to be low.

3. **Irrigation** – None.

4. **Litter Control** – Every visit by contractor and daily by Park Division Staff. Pick up litter, police grounds, check restrooms and re-stock. Can pick up two to three times a week by Park Division Staff and Inmates, based on visitation.

5. **Pruning** – Once a year by Contractor.

6. **Disease and Insect Control** – IPM by Contractor.

7. **Snow Removal** – Same as Class “A”

8. **Lighting** – Replaced on complaint or reported by employee.

9. **Surfaces** – Cleaned on monthly basis or as needed. Tennis courts, playgrounds and pavilions cleaned daily.

10. **Repairs** – Same as Class "A".

11. **Floral Plantings** - Contractor every 10 working days.

12. **Inspection** – Daily by Park Division Staff. Same as Class "A".

13. **Restrooms** – Same as Class "A".

14. **Special Features** – Same as Class "A".

## SECTION 2C - CLASS C

### MINI PARKS – POULTRY PARK, ENGINE 209 PARK

**Turf Care** – Maintenance Contracted – Adopt-A-Park. Poultry Park and Engine 209 adopted by landscape contractor. Mowed once every ten working days.

1. **Fertilization** – Two times a year by contractor – April and October or as needed.

2. **Irrigation** – Poultry Park, Rock Creek & Riverside Garden – as needed, two times a week (Restrictions apply).

3. **Litter Control** – On demand – By Park Division Staff and on Contractor visits.

4. **Pruning** – Contractor - as needed, mainly in February.

5. **Disease Insect Control** – Same as Class "A".

6. **Snow Removal** – Applications of snow melting compound and/or gravel are appropriate to reduce the danger of injury due to falls.

7. **Lighting** – Poultry only.

8. **Surfaces** – Walks only – Blow weekly.

9. **Repairs** – Same as Class "A".

10. **Flower Plantings** – Same as Class "A".

11. **Inspection** – Daily – Same as Class "A".

12. **Restrooms** – None.

13. **Special Features** – Same as Class "A".

**SECTION 2D - CLASS D**

## UNDEVELOPED, NATURAL WOODED AREAS AND OPEN SPACES

Lanier Point – Island, Wooded & Natural Areas – Linwood Nature Preserve

1. **Turf Care** – Not mowed – Natural areas sprayed with post emerge when needed, Island – bush – hogged three times a year.
2. **Fertilization** - Not fertilized.
3. **Irrigation** – No irrigation.
4. **Litter Control** – On demand – at least once a week.
5. **Pruning** – No pruning unless safety is involved. Dead trees in late fall may be cut to avoid accidents.
6. **Disease Insect Control** – No control unless safety situation.
7. **Snow Removal** - None
8. **Lighting** – None.
9. **Surfaces** – Safety consideration.
10. **Repairs** – Should be done when safety or function is in question.
11. **Floral Plantings** - Natural
12. **Inspection** – Daily in natural areas by Parks Division Staff.
13. **Rest rooms** – None.
14. **Special Features** – None.

# SECTION 3 – MAINTENANCE STANDARDS

## SECTION 3A - SERVICE LEVELS:

Visual inspection of the assigned area will be made at least once daily Monday through Friday. This visual inspection will be made to evaluate site conditions and identify potential maintenance needs or safety hazards which may require immediate attention. This inspection will identify excessive litter or debris, graffiti, broken or vandalized amenities which may create a safety hazard. Adjustments in the daily schedule are made based on the findings of these inspections.

- **Litter Removal:**
  Litter and debris are removed from the site daily, Monday through Friday. Inmates/Staff empty all trash containers on Monday and Friday or often as needed during the week. Trash containers are emptied when they are more than half filled or attracting bees or insects at the time of inspection or when park usage indicates that containers may be filled to capacity before the next inspection. Specific areas such as rental pavilions, will be inspected for litter and debris which will be removed prior to the scheduled use. Frequency of litter removal can vary daily to twice a week depending on location, use and time of year.

- **Graffiti Removal:**
  Graffiti will be removed within 24-48 hours from the time it is identified where possible. Park employees will clean, remove or paint over the graffiti. Graffiti which may not be easily removed or painted over by Park employees will be reported to the Parks Division Manager. All graffiti incidents will be documented on a Parks Division Vandalism Report form and to the Police Department. Pictures will be taken for documentation.

- **Vandalism Report**:
  Vandalism that is creating a public safety hazard will be secured immediately upon identification. Depending on the object that is vandalized, securing it for safety reasons may mean removal of the object or placing a barrier around the object to prevent possible access by the public. Necessary repairs will be scheduled based on the urgency of the repair. All vandalism will be documented on a Parks Division Vandalism Report form and reported to the Police Department. Police reports should be picked up no later than one week after incident.

- **Playground Inspection/Repair:**
  Each playground is inspected daily Monday through Friday. Each week the mulched areas are raked and any debris is removed. A formal inspection done monthly will be documented on a Parks Division playground inspection form. Inspections include: Check for proper movement and possible wear of all dynamic elements, lubricate as needed. Inspect all nuts and bolts and ensure they are tight and that all pins, clamps, s-hooks and parts are securely attached in the proper locations. Inspect for pinch points, rough edges and cracks of plastic, metal or wood surfaces. Inspect all posts, handles, decks and play components for

protruding objects that could result in injury. Inspect fall media for proper depth and hard rake to fill in low areas. Inspect the playground and immediate areas for broken glass, trash and debris. All necessary repairs will be scheduled based on safety, potential hazards and availability of parts.

- **Tennis/Basketball Court Inspection/Repair**:
  Inspection of tennis courts and basketball courts will be inspected daily by Parks Division staff. Lights and timers are inspected monthly by Parks Division Staff. Inspections include: Inspection of the court surface for broken glass, litter or debris. Check for tripping hazards such as vertical separation along cracks. Remove any weeds growing in cracks that may exist on the court surface. Inspect all nets for damage and repair or replace as needed. Inspect all posts, goals and backboards for damage or necessary repairs. Inspect gates for proper operation and lubricate as needed. Inspect all fencing and ensure there are no protruding bolts or wire that may create a safety hazard. Inspect all signs to ensure they are not vandalized and are in proper location. Test lights and timers and inspect electrical outlets for proper working order. Flags at Longwood, Wilshire Trails, Civic Center, LLOC, and Poultry Park will be inspected quarterly and changed if needed. Repairs will be scheduled based on importance, potential hazards and availability of parts. All formal inspections and repairs will be documented on Parks Division Hard Surface Court Inspection and Repair Form: Monthly Inspection.

- **Clean Sidewalks and Pavilions:**
  All sidewalks and pavilions will be swept or blown clean of grass clippings after each mowing and during fall leaf season. All walks and pavilions will be cleaned prior to any scheduled pavilion rental and will be inspected after the rental for additional cleaning or repairs if necessary.

- **Clean Restrooms:**
  Restrooms will be unlocked and cleaned daily April 1st through November 15th. Restroom cleaning includes: Removal of all litter and debris, sweep and mop floors, scrub toilets, sinks and urinals with disinfecting cleaner. Refill toilet paper as needed. Inspection/repair of hand dryers. Cleaning may be done more often based on usage particularly at rental and athletic facilities.

- **Activate/Winterize Restrooms:**
  Restrooms will be activated prior to April 1st and winterized on or before November 15th each year. Activation includes: reassemble flush valves, turn on water at meter (take reading) and inspect for leaks. Be sure all drains and cutoffs are back in and are closed and all parts to commodes, sinks and urinals are fitted in its proper place. Winterization includes: clean and disinfect restrooms. Turn off water at the meter and blow water out of all plumbing. Disassemble flush valves to remove all water. Pour one cup of antifreeze in each toilet bowl, urinal and ¼ cup into each sink to prevent freeze damage. Exposed pipe should be wrapped with insulation.

- **Park Lighting Inspection:**

Daily/weekly inspection of park lighting and facility lighting will be performed year round. Inspect lamps, lenses, heads and poles for damage. Needed repairs reported to Parks Division Manager for issue of Division Work Order or securing of Contractor.

- **Gates:**
  Inspect gates and repair as needed. Insure that access gates are secured when leaving. Park hours indicated on signage.

- **Parking Lot Maintenance:**
  Parking lots will be kept clean. Remove litter and debris daily and blow as necessary by Parks Division staff.

- **Mowing and Trimming Turf:**
  Irrigated turf will be mowed two to three times weekly beginning in March/April through October/November. Athletic fields will be mowed to a height of 1" to 2", during the growing season, while all other areas will be mowed to a height of 3" to 4". Mow schedules will be set by the Assistant Parks Maintenance Supervisor and adjusted as needed. All posts, benches, tables, trash containers, fence lines, trees, grills and buildings will be string trimmed as part of the mowing operation. Grass clippings will be removed from ball fields when visible. Roundup will be sprayed in natural areas and along fence lines.

- **Edging Curbs, Sidewalks and Pavilions:**
  All curbs, sidewalks and pavilions will be edged once a month or every visit during the growing season between April 1st and October 31st. All debris and grass clippings will be removed from curbs, gutters, sidewalks and pavilion areas after each edging.

- **Aerate Turf:**
  Aeration of turf will be performed at least twice a year, once in the spring and once in the fall. Athletic fields are aerated in March, May, September and November. High traffic areas will be aerated after each use. A vibratory tine aerator, core aerator or slicer will be used to a depth of 3" to 4" deep, three or four passes in different directions will be made.

- **Overseeding:**
  Park areas will be over seeded with a Turf-type fescue blend with a ratio of 3 to 5 lbs. per 1000sq.ft. in the fall. Athletic fields are over seeded with perennial and/or annual Turf Rye. 7 to 10 lb. /1000 sq.ft. is normal rate for athletic fields. However, other reduced applications are needed if rain and play dictates this additional application.

- **Fertilize Turf: (See Turf Management Program)**
  Turf areas will be fertilized bi-annually at a rate to achieve 1lb. of N per 1000 sq. ft. Athletic fields require an extensive turf program. See Turf Management Program. Fertilizer will be applied according to soil test recommendations. Fertilizer will be applied with a tractor and broadcast spreader and/or push spreader. Lime is applied in late Fall to all areas according to soil sample recommendations.

- **Herbicide Use:**
  Posting and record keeping is required. Non-selective herbicides such as round-up will be used to kill grass and weeds that are growing in cracks, around posts, around trees, along fence lines, along curb and gutters or any areas identified where no vegetation is desired. Pre-emergent herbicides will be used to control the germination and spread of broadleaf weeds in plant beds and turf areas. Post-emergent herbicides are used to control emergent broadleaf weeds that are currently in plant beds or turf areas.

- **Irrigation System Management/Maintenance:**
  Each site has its own plan/requirement. Example: Flowerbeds and non-irrigated sites are watered as needed with a mobile water truck. Equipment used will be a 250 gallon tank of water and a pump and hose. Athletic fields use automatic sprinklers which are set at three times a week at 20 to 30 minutes per station. General rule is to irrigate one inch per week. It is our goal to water between midnight and 8:00 AM. Some systems are automatic and some are manual. All watering should be completed by 10:00 AM (Dew dry time). Mandated water restrictions apply.

- **Activate Irrigation:**
  Slowly turn the water on and begin filling the main line. When the main line is full, proceed to open each zone and check for proper operation and potential breaks or leaks. Bleed each station until all are working correctly. Repair as needed and set operational program in control panel.

- **Winterize Irrigation:**
  Shut water off at the meter. Open drain, if present, unplug control panels and drain the system.

- **Pruning:**
  Pruning will be performed to remove hazardous, broken, and diseased or deadwood from a tree or shrub and or to rejuvenate the shape of the plant.

- **Treat Wood Surfaces:**
  Wood surfaces of sign, posts, tables, benches, pavilions, play equipment, etc. will be repainted as required with original colors and brand products. Required replacement, sanding and routing of letters and logos shall be completed prior to surface treatment. Repairs are made throughout the year as required.

- **Table and Bench Repair:**
  Replace any cracked or broken wood element, sand rough surfaces, tighten nuts and bolts, and repair or replace bent or broken metal surfaces. Repair or replace concrete bases as needed. Repairs are made throughout the year as required.

- **Sodding:**
  Bare spots in turf areas which are located on steep slopes, in drainage areas, on athletic fields or in locations which necessitate immediate turf establishment will be sodded, sprigged or over seeded and hay added. Soil should be slightly moist when the sod is transplanted.

Add starter fertilizer (one pound of nitrogen per 1,000 square feet). Irrigate the new sod frequently enough so that the underlying soil is always moist, but do not saturate.

- **Hand Weeding:**
  Hand weeding of shrubs and flower beds will be performed as required from February through October. Weeds in excess of four inches will be removed by pulling or cultivating.

- **Mulching:**
  Place bark mulch around the base of trees planted in turf to a minimum of two foot radius from the tree. The bark should be below one inch in depth where it contacts the trunk of the tree and three to six inches trough out the remainder of the radius. Mulch will be replaced annually in depleted areas. Mulch may also be placed underneath picnic tables, benches & trash receptacles.

  Mulching in shrub and flower beds with pine straw should be six inches deep and contained within border of the bed. Edge to contain the mulch.

- **Add Infield Mix To Ball fields:**
  Dirt from selected supplier will be added to the infields during the winter months prior to scheduled play in the spring. Infields will be scarified and rotor-tilled to a depth of four inches or deeper. Twenty or more tons will be added to each field. The infields will be raised with a slight crest to meet the outfield turf. All lips will be sod cut and a box scrape used to eliminate this hazard. Occasionally, new sod will be added back to this area. Base anchors, pitchers plates and home plates may need to be reset to level.

- **Safety Drag Infields:**
  Infields will be safety dragged daily beginning in March through November to provide a safe playing surface. The inside perimeter of infields and around each base will be hand raked to fill in holes. Particular attention will be given to batter's box area, around home plate, pitcher's mound and bull pens. The remainder of the field will be dragged with a John Deere Infield Pro.

- **Topdressing:**
  Add sand (river sand or USGA approved) to turf with thatch problems or areas with uneven surfaces. Approximately 15 tons per acre per year. Apply less than ½ inch of material each application in the spring and fall. Top dress turf areas after a heavy aeration and incorporate the material by dragging a steel mat/drag with a utility vehicle.

- **Tilling Playground:**
  All playgrounds now utilize engineered wood mulch, eliminating the need for tilling. They will be hand raked weekly and evaluated for compaction during daily inspections for the need of additional material.

## SECTION 3B BUILDINGS

*Refer to Facilities Preventative Maintenance Manual

## SECTION 3C TENNIS COURTS

| MAINTENANCE ITEM | CLASS A | CLASS B |
|---|---|---|
| LEVEL OF USE | TOURNAMENT: High quality courts utilized for tournaments, serves local and area schools, USTA leagues, sports camps. Registration fee is required. | RECREATION: Occasional tournament level competition, good quality courts, suitable for recreation play. |
| NETS | *Checked daily.<br>*Replaced when torn or as needed within 48 hours. | *Checked monthly.<br>*Replace as needed. |
| SURFACE | *Inspect weekly.<br>*Swept and blown daily.<br>Resurface every 5 years. | *Monthly inspections.<br>*Swept and blown weekly.<br>Resurface every 5 years if needed. |
| LIGHTS | *Weekly inspections.<br>*Repair as needed.<br>*Timers checked monthly. | *Weekly inspections.<br>*Repair as needed.<br>*Timers checked monthly. |
| LITTER CONTROL | *Daily litter removal.<br>*Empty receptacles twice a week or as needed. | *Daily litter removal.<br>*Empty receptacles twice a week or as needed. |
| WINDSCREENS | *Weekly inspections, replace badly worn units annually. | NONE |
| BACKBOARDS | NONE | *Weekly inspections, repair as needed. |

## SECTION 3D - BASKETBALL COURTS

| MAINTENANCE ITEM | MAINTENANCE STANDARDS |
|---|---|
| | RECREATIONAL:<br>Courts provided for informal play by neighborhood residence. No fee required. |
| BACKBOARDS | *Monthly inspections, annual replacement as needed. |
| GOALS | *Monthly inspections, replace as needed. |
| NETS | *Weekly inspections, replace as needed. |
| LIGHTS | *Monthly inspections, repair as needed. |
| SURFACE | *Monthly inspections. Sweep/blow weekly as needed. |

## SECTION 3E - WALKS AND TRAILS

| MAINTENANCE ITEM | CLASS A | CLASS B |
|---|---|---|
| | ASPHALT, WOOD OR CONCRETE SURFACED TRACKS AND PATHS | NATURAL SURFACED TRACKS AND PATHS |
| SURFACE | *Inspect monthly, report cracks or dangers. *Blow or sweep daily in leaf season, weekly otherwise. | *Inspect monthly. |
| SECURITY LIGHTS | *Inspect monthly. | NONE |
| LITTER REMOVAL | *Daily as needed. | *Daily as needed. |

## SECTION 3F - LANDSCAPED AREAS

| MAINTENANCE ITEM | CLASS A | CLASS B |
|---|---|---|
| | HIGH INTENSITY PARK LANDSCAPES: Emphasis on color and intense maintenance; Some contracted Civic Center, City Park, FMACC, Rock Creek Veterans Park, Ivey Terrace, Wilshire Trails, Longwood Park, Lanier Point Park, Poultry Park, Engine 209 Park | NATURAL PARK LANDSCAPES: Emphasis on native plants, low maintenance Parks; some are contracted : Holly Park, Roper Park, Wessell Park, Riverside Park, Myrtle Park, Kenwood Park, Desota Park, Fair Street NC |
| SELECTION PROCESS | *Choose showy plants, if possible, plants should be drought resistant. Annuals should be considered only in suitable areas (e.g. soil, light, moisture, etc.) | *Choose native plants, drought heat and soil tolerant. Consideration should be given to those plants recognized by the United States Arboretum as being hardy. |
| TRIMMING/PRUNNING | *As plant growth requires, includes shaping at least once a year or as needed. | *Every three years or as needed. |
| WEEDING | *Monthly or as needed. | *Twice per season, mulch. |
| REMOVAL/ REPLACEMENT | *Removed when plant becomes undesirable. *Replaced before the end of next planting season. | *Removed when dead. *Replace only if budget allows. |
| FEEDING | *Once or more per year or as plants require. | *As needed until plants are established. |
| SPRAYING | *According to prevention schedule or as soon as problem is discovered. | *Only when serious damage may occur from insects or disease. |
| IRRIGATION | *3/4" until material establishment, then only during drought conditions. | *3/4" until material establishment, then only during drought conditions. |

**SECTION 3G – PLAYGROUNDS**

| MAINTENANCE ITEMS | CLASS A | CLASS B | CLASS C |
|---|---|---|---|
| INSPECTION | **PLAYSETS:** This includes modular, connected type playsets or individual units. These are inspected every month. | Same as Class A | Same as Class A |
| REPAIRS | *Immediate if safety is a factor or if further damage may occur. *If repair of unsafe conditions will be delayed, the playset is to be made inoperable until repairs can be made. | Same as Class A | Same as Class A |
| SURFACE MATERIAL | Manufactured wood fiber meets ASTMF-1951-99, ASTMF-2075-01 and ASTMF1292-99. **RAKE/SMOOTH WEEKLY.** *All surface material maintained at proper depth according to the critical height of the playground equipment. *Area maintained will be clear of foreign objects and weeds. | Same as Class A | Same as Class A |
| BORDERS | *Cement construction must maintain a minimum distance from equipment in accordance with ASTM standards. | Same as Class A | Same as Class A |
| WASH/WAX | *Yearly as needed. *All fiberglass construction | Same as Class A | Same as Class A |

## SECTION 3H - ROADS & PARKING AREAS

| MAINTENANCE ITEM | CLASS A PAVED ROADWAYS AND LOTS | CLASS B GRAVEL, NATURAL SURFACE ROADWAYS AND LOTS |
|---|---|---|
| LITTER CONTROL | *Daily or as needed. *Empty receptacles twice a week or when half full. | *Daily or as needed. *Empty receptacles twice a week or when half full. |
| SURFACE | *Weekly sweeping/blowing to remove sand and debris, especially at curb lines | *Smooth to allow adequate drainage, replenish material when needed. |
| PAINT STRIPING | *Parking stripes repainted every two to four years. | *None |
| LIGHTING | *Provided | *Provided if possible. |
| CURBS | *Edge at least once during the growing season, then as needed. | *Edge annually if applicable. |
| GUTTERS | *Inspect monthly to ensure proper disposal of water, remove accumulated silt and mud as needed. *Grates should be in place, no openings larger than 8" across on drop inlets. | *Inspected monthly, if applicable. |
| WEED CONTROL | *By chemical application. | *By mowing as needed. |
| SECURITY LIGHTS | *Monthly inspections, report to proper utility within 24 hours, follow-up until completion. | *Same as Class A. |

## SECTION 3 I - PICNIC AREAS

| MAINTENANCE ITEM | CLASS A | CLASS B | CLASS C |
|---|---|---|---|
| | GROUP SHELTER: Picnic areas designed for organized gatherings. Can be reserved. | POPULAR: Areas frequented by park users. Identified by placement of tables. First come, first served basis. | OPEN AREA: Areas generally used by patrons for picnic lunches and unorganized activities. |
| LITTER CONTROL | *Daily litter removal. *Empty receptacles twice a week or when half full. | *Same as Class A. | *Same as Class A. |
| TABLES | *Daily cleaning. *Annual repainting or as needed to remove graffiti. | *Daily cleaning. *Annual repainting or as needed to remove graffiti. | *Weekly cleaning. *Annual repainting or as needed to remove graffiti. |
| GRILLS/FIREPLACES | *Weekly cleaning or as needed. | *Weekly cleaning or as needed. | *Fires not allowed. |
| FLOORS | *Swept daily. *Monthly pressure washing April - October. | *Swept daily. *Pressure washing as needed April - October. | *None |
| SURFACES | *Concrete surfaces. | *Concrete surfaces. | *Grass or mulch surfaces. |
| LIGHTS | *Replaced within 24 hours of report. | *Replaced within 24 hours of report. | *None |
| MOWING | *Weekly. | *Weekly. | *Weekly. |

## SECTION 3 J - ATHLETIC FIELDS

*To determine specific Turf Management specifications regarding fertilization, aeration, etc. refer to Turf Maintenance Program

| MAINTENANCE ITEM | CLASS A | CLASS B | CLASS C |
|---|---|---|---|
| | TOURNAMENT: Fields with 100% stand of bermuda and/or over seeded rye with irrigation available. | LEAGUE: Fields with 100% stand of bermuda and/or over seeded with irrigation available. | RECREATIONAL: Fields with a 25 to 50% stand of bermuda. Irrigation may or may not be present. |
| MOWING | *Refer to Section 2A - 1.A. | *Refer to Section 2A - 1.A. | Mowed 1/month or as needed in growing season |
| LIGHTS | *Monthly inspections, repair when needed. | *Monthly inspections, repair when needed. | *None |
| BLEACHERS/BENCHES | *Monthly inspections, repair or make safe within 8 hours of report. * 2 Benches per field. *3/5/10 Bleachers per field. | *Monthly inspections, repair or make safe within 8 hours of report. * 2 Benches per field. *3/5/10 Bleachers per field. | *Monthly inspections, repair or make safe within 8 hours of report. |
| IRRIGATION | *Provided weekly inspection, repair as needed. *Schedule determined by A.P.M.S. to maintain 1" to 1-1/2"/week *20 - 30 Minutes per head. Three times weekly. | *Provided weekly inspection, repair as needed. *Schedule determined by A.P.M.S. to maintain 1" to 1-1/2"/week *20 - 30 Minutes per head. Three times weekly. | *None |
| INFIELD MAINTENANCE (Baseball & Softball) | *Daily dragging (outer edge to middle). *Remove all rocks and foreign objects. *Homeplate, pitching rubbers and bases are all level with infield. *Surface is free of depressions or humps. *Grass infields well groomed. No greater than 1/4" drop from grass to dirt maintained. *Annual regrading as needed. | *Daily dragging (outer edge to middle). *Remove all rocks and foreign objects. *Homeplate, pitching rubbers and bases are all level with infield. *Surface is free of depressions or humps. *Grass infields well groomed. No greater than 1/4" drop from grass to dirt maintained. *Annual regrading as needed. | *Routine maintenance. |

## SECTION 3K – SIGNS

| MAINTENANCE ITEM | CLASS A | CLASS B | CLASS C | CLASS D |
|---|---|---|---|---|
| | ENTRANCE: Located at the front of every park. | REGULATORY: Primarily signs that state rules, stop signs, speed limit, etc. are included in this class. Must meet D.O.T. regulations. | LOCATION: Gives specific information, field numbers, building numbers, etc. | INSTRUCTIONAL: Most often associated with fitness trails, etc. |
| CONSTRUCTION | FABRICATED 1/8" ALUMINUM CABINET WITH INTERNAL STRUCTURE, PAINTED **P1** WITH INSET REVEAL, PAINTED | 4" SQUARE ALUMINUM POST, PAINTED **P1** FABRICATED 6" SQUARE ALUMINUM BASE, PAINTED **P2** | 1/4" THICK ALUMINUM PANEL, PAINTED **P1** B - APPLIED VINYL, **V3** | Mounted on 4" X 4" PVC Posts, Unless Otherwise Specified, |
| COLOR SCHEME | **P1** PAINT COLOR TO MATCH PMS 423 C **P2** PAINT COLOR TO MATCH PMS COOL GRAY 10 C **P3** PAINT COLOR TO MATCH PMS WHITE **P4** PAINT COLOR TO MATCH PMS 5483 C **P5** PAINT COLOR TO MATCH BLUE PMS 5503 C **P6** PAINT COLOR TO MATCH | D.O.T. Regulation | Same as Class A | Same as Class A |

## SECTION 3L - SITE AMENITIES

| MAINTENANCE ITEM | CLASS A | CLASS B | CLASS C | CLASS D |
|---|---|---|---|---|
| AMENITIES | Picnic tables, pavilions, restrooms, grills, bridges, benches, trash receptacles, scorestands, playgrounds, bench swings, water fountains/faucets. | Same as Class A | Undeveloped natural areas | Adopted Parks - benches, trash receptacles. |
| INSPECTION SCHEDULE | *Daily - pavilions, restrooms, *Weekly - decking railings, bolts, nails, vandalism. *Monthly - support beams and stringers, posts. *Annual - entire structure, pilings, footings, abutments. | *Same as Class A. *Annual winterization. | Monthly | Weekly |
| REPAIRS | *Immediate if safety is a factor or if further damage may occur, otherwise within 48 hours. *Remove any obscene or inappropriate graffiti/vandalism. | *Immediate. | | |
| PAINTING | *Annual painting. | *Annual painting. | *None | *None |

## SECTION 3M - FENCES

| MAINTENANCE ITEMS | CLASS A | CLASS B | CLASS C | CLASS D |
|---|---|---|---|---|
| TYPE | PERMANENT CHAIN LINK: Generally used around athletic fields courts and property lines. | PORTABLE: Widely used to reduce outfield fence distances. Also used as a temporary measure. | WOODEN: Used to provide an aesthetic value or to deter vehicle access into areas. Decorative wood or vinyl. | NONE |
| INSPECTION | *Weekly - check gates for proper function, fabric and post.<br>*Monthly - walk entire fence line, note any discrepancies. | *Daily check fence ties between sections ensure that they are in place.<br>*Annually inspect welds, braces, etc. | *Weekly - check posts and rails. | NONE |
| WEED CONTROL | *Weed Eat or Chemical application as needed.<br>*Maximum height of 4". | *Same as Class A.<br>*Mowing only on multi-use fields. | *Same as Class A. | NONE |
| CONSTRUCTION | *Hot dipped galvanized steel posts, fabric, rails and hardware.<br>*Commercial grade 11 gauge fabric throughout, except backstop overhangs, batting cage tops, or dugout tops, which will be 9 gauge.<br>*Schedule 40 posts set in concrete according to the GA Fencing Standards Manual. | *PVC mesh & post (10ft. Interlocking panels), flexible foot OR Stainless steel frame with PVC panels OR poly mesh fabric with PVC posts | *Split rail type cedar, unless otherwise specified or 6 X 6 rails and post. | NONE |
| REPAIR | *Inspected daily during season<br>*Immediate if safety is factor especially those on athletic fields (e.g. backstops) otherwise within 10 days of report. | *Inspected daily.<br>*Removal immediately after use. | *Inspected daily. Repair as needed. | N/A |

## SECTION 3N - TURF AREAS

| MAINTENANCE ITEM | CLASS A | CLASS B | CLASS C | CLASS D |
|---|---|---|---|---|
| | PREMIUM: Intensive maintenance schedule to include turf maintenance program. High quality aesthetic appearance is required. Tournament and League fields. | HIGH IMPACT: Street medians, around fields, buildings, etc. | PASTORAL EFFECT: Areas where little or no park activities take place. | NATURAL: Includes wooded acreage, wetlands, etc. |
| MOWING | *Two to three times weekly, maximum height not to exceed 1", unless otherwise specified | *Once every 7 to 10 days, not to exceed 4" unless otherwise specified | *Same as Class B | *Weed eating, bush hog unless otherwise specified |
| LITTER REMOVAL | *Daily removal. *Empty receptacles when 1/2 full. | *Same as Class A. | *Same as Class B | *Monthly removal. |
| TURF CARE | *Refer to Turf Maintenance Program. | *Refer to Turf Maintenance Program. | *None | *None |

## SECTION 3O - EQUIPMENT/VEHICLES

| MAINTENANCE ITEM | CLASS A | CLASS B | CLASS C | CLASS D |
|---|---|---|---|---|
| | VEHICLES: Used to transport employees, equipment and supplies. | MOTORIZED: Includes tractors, utility vehicles, riding mowers, weed trimmers, etc. | NON-MOTORIZED: Wheel barrow, field liners, implements, etc. | HAND TOOLS: Rakes, shovels, etc. |
| PREVENTIVE MAINTENANCE | *Check oil daily before cranking, etc.<br>*Vehicle Inspection sheet weekly.<br>* Service (change) oil/transmission fluids every 3000 miles or 6 months. | *Check fluids daily before cranking. Fill to proper level.<br>*Grease all zerk fittings daily or as recommended.<br>*Check blades, tires, belts and other moving parts daily.<br>*Fill out P.M. sheets weekly and submit to Shop Manager.<br>*Turn unit into shop for complete inspection annually.<br>*Equipment should be put away to ensure safety and dependability. | *Check tires, belts and connections daily.<br>*Grease all zerk fittings daily or as recommended.<br>*Store equipment inside when possible. | *Check daily to ensure like new condition.<br>*Organize tools in a manner to eliminate accidental breakage. |
| WASHING | Monthly | Daily at quitting time. | Daily or after each use. | After each use. |
| FLUIDS | Every 3,000 miles | Monthly or as needed | None | None |

## SECTION 3P SAFETY EQUIPMENT/SYSTEMS

| MAINTENANCE ITEM | CLASS A | CLASS B | CLASS C |
|---|---|---|---|
| | CLASS A<br>Fire extinguishers, smoke alarms, fire alarms, locks. | CLASS B<br>Security Lights | CLASS C<br>Chemical Pesticides |
| PREVENTIVE MAINTENANCE | Monthly inspections, replace or repair immediately if safety is a factor. Yearly audit. | Same as Class A | Check equipment before using and clean up after each use. Read all Labels. Post: Sprayed area. Good record keeping. |
| REPAIRS | Immediate if safety is a factor or that working day. | Check monthly to ensure proper operation. | Immediate. |
| BUILDING | Gym, office facilities, scoring towers, press boxes, chemical building. | Same As Class A. Provided if possible. | Must be certified by Georgia Department of Agriculture. |

# SECTION 4 - ANNUAL MAINTENANCE PLAN

The Annual Maintenance Plan on the following pages is a general guideline for Daily, Weekly, Monthly and Yearly maintenance tasks along with Standard Operating Procedures and checklists for specific Parks. Maintenance is constantly changing depending on season, usage, abuse, age, weather conditions, project schedules and many other variables. Staff should remain observant to issues affecting service and safety and report adverse conditions of Park grounds, facilities and amenities promptly through their daily reports. Preventative Maintenance is key is the upkeep of our Parks and facilities to insure efficient operations and quality service to our customers – the Public.

KEY:

- "D" = Daily
- "Y" = Yearly
- "W" = Weekly
- "M" = Monthly

| Maintenance Tasks | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1A. Park Buildings** | | | | | | | | | | | | |
| Floors | D | D | D | D | D | D | D | D | D | D | D | D |
| Restrooms | D | D | D | D | D | D | D | D | D | D | D | D |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Interior Surfaces Painted | | | | | | | | | Y | Y | Y | Y |
| Exterior Surfaces (Painted or PW) | | | | | | | Y | Y | Y | | | |
| Lights | W | W | W | W | W | W | W | W | W | W | W | W |
| Repairs | W | W | W | W | W | W | W | W | W | W | W | W |
| Pest Control | M | M | M | M | M | M | M | M | M | M | M | M |
| **1B. Administrative Offices** | | | | | | | | | | | | |
| Floors | D | D | D | D | D | D | D | D | D | D | D | D |
| Restrooms | D | D | D | D | D | D | D | D | D | D | D | D |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Interior Surfaces (Painted) | | | | | | | | | Y | Y | | |
| Exterior Surfaces (Painted or PW) | | | | | | | | | Y | Y | | |
| Lights | W | W | W | W | W | W | W | W | W | W | W | W |
| Repairs | W | W | W | W | W | W | W | W | W | W | W | W |
| Pest Control | M | M | M | M | M | M | M | M | M | M | M | M |
| **1C. Concession/Restrooms** | D | D | D | D | D | D | D | D | D | D | D | D |
| **1D. Building Supports** | M | | | | | | | | | | | |
| | | | | | | | | | | | | |
| **2. Tennis Courts** | | | | | | | | | | | | |
| **2A. Tournament Courts** | | | | | | | | | | | | |
| Nets - Inspected/Repaired | D | D | D | D | D | D | D | D | D | D | D | D |
| Surface - Inspected/Cleaned | D | D | D | D | D | D | D | D | D | D | D | D |
| Lights - Checked/Replaced | W | W | W | W | W | W | W | W | W | W | W | W |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Windscreens - Checked | W | W | W | W | W | W | W | W | W | W | W | W |
| Backboards - Checked | W | W | W | W | W | W | W | W | W | W | W | W |
| Benches - Checked | W | W | W | W | W | W | W | W | W | W | W | W |

| Maintenance Tasks | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **2B. Recreational Courts** | | | | | | | | | | | | |
| Nets - Inspected/Repaired | W | W | W | W | W | W | W | W | W | W | W | W |
| Surface - Inspected/Cleaned | W | W | W | W | W | W | W | W | W | W | W | W |
| Lights - Checked/Replaced | M | M | M | M | M | M | M | M | M | M | M | M |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Windscreens | NONE | | | | | | | | | | | |
| Backboards - Checked | M | M | M | M | M | M | M | M | M | M | M | M |
| Benches - Checked | M | M | M | M | M | M | M | M | M | M | M | M |
| **3. Hard Surface Courts** | | | | | | | | | | | | |
| Surface (Desota, Myrtle) | W | W | W | W | W | W | W | W | W | W | W | W |
| Security Lights | NONE | | | | | | | | | | | |
| Litter Control | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W |
| **4. Landscaping** | | | | | | | | | | | | |
| **4A. Landscaping - High Intensity** | | | | | | | | | | | | |
| Trimming, Pruning | Y | Y | Y | | | | | | | Y | | |
| Weeding | | | | M | M | M | M | M | M | | | |
| Removal, Replacement | | | Y | Y | | | | | | | | |
| Feeding | | | | M | M | M | DEPENDS ON PLANT DESIGN | | | | | |
| Spraying | AS NEEDED | | | M | M | M | M | M | M | AS NEEDED | | |
| Irrigation | | | W | W | 2/W | 2/W | 2/W | 2/W | 2/W | W | W | |
| **4.B Landscape - Natural Areas** | | | | | | | | | | | | |
| Trimming, Pruning | | Y | | | | | | | | | | |
| Weeding | | | M | | | | | | | | | |
| Removal, Replacement | | | M | | | | | | | | | |
| Feeding | | | M | | | | | | | | | |
| Spraying | | | M | M | | | | | | | | |
| Irrigation | N/A AS NEEDED DURING DROUGHT | | | | | | | | | | | |
| **5. Walks and Trails** | | | | | | | | | | | | |
| **5A. Concrete Surface** | | | | | | | | | | | | |
| Surface - Checked/Cleaned | W | W | W | W | W | W | W | W | W | W | W | W |
| | | | | | | | | | | | | |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Security Lights | M | M | M | M | M | M | M | M | M | M | M | M |
| Clearance Overhead-Side | Y | | | | Y | | | | Y | | | |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |

| Maintenance Tasks | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **5B. Natural Areas** | | | | | | | | | | | | |
| Surface | N/A | | | | | | | | | | | |
| Security Lights | N/A | | | | | | | | | | | |
| Clearance Overhead-Side | N/A | | | | | | | | | | | |
| Litter Control | W | W | W | W | W | W | W | W | W | W | W | W |
| **6. Playgrounds** | | | | | | | | | | | | |
| Inspections | M | M | M | M | M | M | M | M | M | M | M | M |
| Repairs | AS NEEDED | | | | | | | | | | | |
| Surface Materials Raked | W | W | W | W | W | W | W | W | W | W | W | W |
| Borders Checked | M | M | M | M | M | M | M | M | M | M | M | M |
| **7. Roadways** | | | | | | | | | | | | |
| **7A. Paved Roadways and Lots** | | | | | | | | | | | | |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Surface - Cleaned | W | W | W | W | W | W | W | W | W | W | W | W |
| Paint Striping | Y | | | | | | | | | | | |
| Lighting | M | M | M | M | M | M | M | M | M | M | M | M |
| Curbs | M | M | M | M | M | M | M | M | M | M | M | M |
| Gutters | M | M | M | M | M | M | M | M | M | M | M | M |
| Weed Control | | | | M | M | M | M | M | M | M | | |
| Security Lights | M | M | M | M | M | M | M | M | M | M | M | M |
| **7B. Natural Roadways and Lots** | | | | | | | | | | | | |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Surface | W | W | W | W | W | W | W | W | W | W | W | W |
| Paint Striping | N/A | | | | | | | | | | | |
| Lighting | N/A | | | | | | | | | | | |
| Curbs | N/A | | | | | | | | | | | |
| Gutters | N/A | | | | | | | | | | | |
| Weed Control | | | | M | M | M | | | | | | |
| Security Lights | N/A | | | | | | | | | | | |

| Maintenance Tasks | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **8. Picnic Areas** | | | | | | | | | | | | |
| **8A. Group Shelter** | | | | | | | | | | | | |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Tables Cleaned | W | W | W | D | D | D | D | D | D | D | D | D |
| Grills Cleaned | W | W | W | D | D | D | D | D | D | D | W | W |
| Floors Cleaned | W | W | W | D | D | D | D | D | D | D | W | W |
| Surfaces Cleaned | M | M | M | M | M | M | M | M | M | M | M | M |
| Lights | M | M | M | W | W | W | W | W | W | W | M | M |
| **8B. Popular Areas** | | | | | | | | | | | | |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Tables Cleaned | W | W | W | D | D | D | D | D | D | D | W | W |
| Grills Cleaned | W | W | W | D | D | D | D | D | D | D | W | W |
| Floors Cleaned | W | W | W | D | D | D | D | D | D | D | W | W |
| Surfaces Cleaned | M | M | M | M | M | M | M | M | M | M | M | M |
| Lights | M | M | M | W | W | W | W | W | W | W | M | M |
| **8C. Open Areas** | | | | | | | | | | | | |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Tables Cleaned | M | M | M | M | M | M | M | M | M | M | M | M |
| Grills | N/A | | | | | | | | | | | |
| Floors | N/A | | | | | | | | | | | |
| Surfaces | N/A | | | | | | | | | | | |
| Lights | N/A | | | | | | | | | | | |
| **9. Athletic Fields** | | | | | | | | | | | | |
| **9A. Tournament** | | | | | | | | | | | | |
| Mowing | W | W | W | 2/W | 3/W | 3/W | 3/W | 3/W | 2/W | 2/W | W | W |
| Lights | M | M | M | M | M | M | M | M | M | M | M | M |
| Bleachers/Benches | | | W | W | W | W | W | W | W | W | | |
| Irrigation | | | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | W | |
| Infield Maintenance | W | W | D | D | D | D | D | D | D | D | D | W |
| Lining | | W | D | D | D | D | D | D | D | D | D | |

| Maintenance Tasks | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **9B. League** | | | | | | | | | | | | |
| Mowing | W | W | W | 2/W | 3/W | 3/W | 3/W | 3/W | 2/W | 2/W | W | W |
| Lights | M | M | M | M | M | M | M | M | M | M | M | M |
| Bleachers/Benches | | | W | W | W | W | W | W | W | W | | |
| Irrigation | | | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | W | |
| Infield Maintenance | W | W | D | D | D | D | D | D | D | D | D | W |
| Lining | | M | D | D | D | D | D | D | D | D | D | |
| **9C. Recreation** | | | | | | | | | | | | |
| Mowing | M | M | M | W | W | W | W | W | W | W | M | M |
| Lights | N/A | | | | | | | | | | | |
| Infield Maintenance | N/A | | | | | | | | | | | |
| **10. Signage** | | | | | | | | | | | | |
| **10A. Entrance Signs** | | | | | | | | | | | | |
| Inspection | M | M | M | M | M | M | M | M | M | M | M | M |
| **10B. Regulatory Signs** | | | | | | | | | | | | |
| Inspection | M | M | M | M | M | M | M | M | M | M | M | M |
| **10C. Instructional** | | | | | | | | | | | | |
| Inspection | M | M | M | M | M | M | M | M | M | M | M | M |
| **11. Site Amenities** | | | | | | | | | | | | |
| Inspection Schedule | W | W | W | W | W | W | W | W | W | W | W | W |
| Repairs/Painting - As Needed | M | M | M | M | M | M | M | M | M | M | M | M |
| **12. Fencing** | | | | | | | | | | | | |
| **12A. Permanent Chain** | | | | | | | | | | | | |
| Inspection | M | M | M | W | W | W | W | W | W | W | M | M |
| Weed Control | | | M | M | M | M | M | M | M | M | M | |
| **12B. Portable** | | | | | | | | | | | | |
| Inspection | | | | | | D | D | D | | | | |
| Weed Control | N/A | | | | | | | | | | | |
| **12C. Wooden** | | | | | | | | | | | | |
| Inspection | M | M | M | W | W | W | W | W | W | W | M | M |
| Weed Control | N/A | | | | | | | | | | | |

| Maintenance Tasks | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **13. Turf** | | | | | | | | | | | | |
| **13A. Premium** | | | | | | | | | | | | |
| Mowing | 2/W | 2/W | 2/W | 3/W | 3/W | 3/W | 3/W | 3/W | 3/W | 2/W | 2/W | 2/W |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Turf Care - See Turf Program | M | M | M | M | M | M | M | M | M | M | M | M |
| **13B. High Impact** | | | | | | | | | | | | |
| Mowing | W | W | W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | 2/W | W | W |
| Litter Control | D | D | D | D | D | D | D | D | D | D | D | D |
| Turf Care - See Turf Program | M | M | M | M | M | M | M | M | M | M | M | M |
| **13C. Pastoral Effect** | | | | | | | | | | | | |
| Mowing | | | | M | M | M | M | M | M | | | |
| Litter Control | M | M | M | 2/M | 2/M | 2/M | 2/M | 2/M | 2/M | M | M | M |
| Turf Care - See Turf Program | NONE | | | | | | | | | | | |
| **13D. Natural** | | | | | | | | | | | | |
| Mowing | | | | M | M | M | M | M | M | M | | |
| Litter Control | M | M | M | M | M | M | M | M | M | M | M | M |
| Turf Care - See Turf Program | NONE | | | | | | | | | | | |
| **14. Equipment** | | | | | | | | | | | | |
| **14A. Vehicles** | | | | | | | | | | | | |
| Fluids/Tires Checked | D | D | D | D | D | D | D | D | D | D | D | D |
| Serviced | | | 3000 miles or 6months | | | | | | | | | |
| **14B. Motorized** | | | | | | | | | | | | |
| Preventive Maintenance | D | D | D | D | D | D | D | D | D | D | D | D |
| Fluids/Tires Checked | D | D | D | D | D | D | D | D | D | D | D | D |
| **14C. Non-Motorized** | | | | | | | | | | | | |
| Preventive Maintenance | D | D | D | D | D | D | D | D | D | D | D | D |
| Washing | D | D | D | D | D | D | D | D | D | D | D | D |
| **14D. Hand Tools** | | | | | | | | | | | | |
| Preventive Maintenance | D | D | D | D | D | D | D | D | D | D | D | D |
| Washing | | | | | | | | | | | | |
| **15. Safety** | | | | | | | | | | | | |
| **15A. Safety Materials - Fire Extinguishers, etc.** | | | | | | | | | | | | |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Preventive Maintenance | M | M | M | M | M | M | M | M | M | M | M | M |
| Repairs | D | D | D | D | D | D | D | D | D | D | D | D |
| Building | M | M | M | M | M | M | M | M | M | M | M | M |

| Maintenance Tasks | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **15B. Safety Equipment - Security Lights** | | | | | | | | | | | | |
| Preventive Maintenance | M | M | M | M | M | M | M | M | M | M | M | M |
| Repairs | W | W | W | W | W | W | W | W | W | W | W | W |
| Building | M | M | M | M | M | M | M | M | M | M | M | M |
| **15C. Safety Equipment - Chemical** | | | | | | | | | | | | |
| Preventive Maintenance | M | M | M | M | M | M | M | M | M | M | M | M |
| Repairs | D | D | D | D | D | D | D | D | D | D | D | D |
| Building | M | M | M | M | M | M | M | M | M | M | M | M |

**DAILY/SEASONAL**
**STANDARD OPERATING PROCEDURES**
**ROCK CREEK /MIDTOWN GREENWAY**

**PARKS CREW COORDINATOR**
**PARKS MAINTENANCE WORKER**

**LONGWOOD PARK**

- Blow off tennis courts 1-8 as needed, empty net trash containers, check all nets and accessories **– DAILY by FT Staff**
- Blow off tennis court parking lot – **WEEKLY AS NEEDED by FT Staff**
- Blow off Pearl Nix Pkwy in front of main parking lot – **WEEKLY AS NEEDED by FT Staff**
- Blow off main parking lot – **WEEKLY AS NEEDED by FT Staff**
- Blow off Service drive – **WEEKLY AS NEEDED by FT Staff**
- Blow off Dogwood Pavilion floor – wet mop any spills, wipe off picnic tables – **DAILY by FT Staff**
- Clean and stock Dogwood Pavilion restrooms/check for leaks – **DAILY by FT Staff**
- Read & record water meter reading – **WEEKLY by FT Staff**
- Blow off trails end to end – **WEEKLY AS NEEDED by FT Staff**
- Blow off playgrounds, rake mulch if needed to fill any depressions, **CHECK PLAYGROUND EQUIPMENT FOR ANY HAZARDS,** blow off all picnic table pads**,** Lower Pavilion floor – **DAILY by FT Staff**
- Pick up any litter, sticks, limbs along the way as you blow off trails, playgrounds, pavilions, clean out grills if needed – **WEEKLY by FT Staff & Landscape Detail**
- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT staff**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY – by FT Staff.**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**
- Check, clean, stock restrooms again before leaving for the day – **DAILY by FT Staff**
- Blow off tennis courts 1-8 again if needed before leaving for the day (Particularly if there is a Tournament, USTA night match or GHS home match – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff**
- Clean all Park signage – **MONTHLY by FT Staff**
- Common areas mowed by landscape detail per schedule

**WILSHIRE TRAILS PARK**

- Clean and stock Laurel Pavilion Restrooms/check for leaks – **DAILY by FT Staff**
- Read & Record water meter reading – **WEEKLY by FT Staff**
- Blow off Pavilion floor, wet mop any spills, wipe down picnic tables – **DAILY by FT Staff**
- Clean out grills if needed – **DAILY by FT Staff**
- Blow off parking lot – **WEEKLY AS NEEDED by FT Staff**
- Blow off playground, rake mulch if needed to fill any depressions, **CHECK PLAYGROUND EQUIPMENT FOR ANY HAZARDS** – **DAILY by FT STAFF**

- Pick up litter, sticks, rocks in common areas, along trails and in stream – **WEEKLY – by FT Staff, Landscape Detail**
- Blow off all trails, board walks, decks, gazebos – **WEEKLY by FT Staff**
- Check all structures & amenities for graffiti, report and remove ASAP –**DAILY by FT Staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**
- Blow off curb along Wilshire Drive (Park side) – **WEEKLY AS NEEDED by FT Staff/Landscape Detail**
- Check, clean, stock restrooms again before leaving for the day – **DAILY by FT Staff**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary –**WEEKLY by FT Staff if needed**
- Common areas mowed by Landscape detail per schedule

**IVEY-TERRACE PARK**

- Blow off trails, pavilion, gazebo, parking lot – **WEEKLY AS NEEDED by FT Staff**
- Pick up litter, limbs, sticks, rocks along trails & curb (Park side) – **WEEKLY by FT Staff, Landscape Detail**
- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff, Landscape Detail**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff**
- Common areas mowed by Landscape detail per schedule

**ROCK CREEK VETERANS PARK**

- Blow off walk way, pick up litter, check receptacles – **WEEKLY by FT Staff & Landscape Detail**
- Note any issues and report to supervisor – **DAILY by FT Staff**
- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**
- Pick up litter, limbs, sticks, rocks along trails & curb (Park side) – **WEEKLY by FT Staff, Landscape Detail &**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff, Landscape Detail**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff**
- Common areas mowed by Landscape Contractor

**MIDTOWN GREENWAY**

- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**

- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff**
- Pick up litter, sticks, rocks in common areas and around retention pond – **WEEKLY by FT Staff**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff**
- Common areas mowed by Landscape Contractor

**DAILY/SEASONAL**
**STANDARD OPERATING PROCEDURES**
**WESSELL, ROPER, RIVERSIDE, HOLLY, DESOTA, POULTRY, ENGINE 209, KENWOOD, MYRTLE PARKS, and LINWOOD NATURE PRESERVE and ECOLOGY CENTER**

**PARKS CREW COORDINATOR**
**PARKS MAINTENANCE WORKER**

**WESSELL PARK**

- Blow off parking lot, walkways, tennis & basketball courts – **WEEKLY AS NEEDED by FT Staff**
- Check/repair tennis nets, basketball nets – **WEEKLY AS NEEDED by FT Staff**
- Blow off playground, rake mulch if needed to fill any depressions, **CHECK PLAYGROUND FOR ANY HAZARDS** – **DAILY by FT Staff**
- Check all structures & amenities for graffiti, report and remove ASAP – **WEEKLY by FT Staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **WEEKLY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **WEEKLY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff**
- Pick up litter, sticks, rocks in common areas – **WEEKLY by FT Staff**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff**
- Common areas mowed by Landscape Contractor

**ROPER PARK**

- Blow off tennis court, pavilion floor, walkways & around restroom building – **DAILY AS NEEDED by FT Staff**
- Wet mop pavilion floor if needed, wipe down picnic tables, clean out grill – **WEEKLY by FT Staff**
- Check/repair tennis net, accessories – **WEEKLY AS NEEDED by FT Staff**
- Clean and stock restrooms/check for leaks – **DAILY by FT Staff** (winterized Dec.-Feb.)
- Read & Record water meter reading – **WEEKLY by FT Staff**
- Drag ball field **twice weekly during season/monthly out of season by FT Staff**
- Check playground & swings, rake mulch if needed to fill any depressions, **CHECK FOR ANY HAZARDS** – **DAILY by FT Staff**
- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**

- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff**
- Pick up litter, sticks, rocks in common areas – **WEEKLY by FT Staff**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff as needed**
- Common areas and ball field mowed by Landscape Contractor

**HOLLY PARK**

- Blow off both pavilions, wet mop if needed – **WEEKLY AS NEEDED by FT Staff**
- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff**
- Pick up litter, sticks, rocks in common areas – **WEEKLY by FT Staff**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff**
- Common areas mowed by landscape contractor ( Adopt a Park)

**RIVERSIDE PARK**

- Blow off pavilion floor, wet mop if needed, wipe down picnic tables, clean out grill – **WEEKLY by FT Staff**
- Check playground, rake mulch if needed to fill any depressions, **CHECK PLAYGROUND EQUIPMENT FOR HAZARDS** – **DAILY by FT Staff**
- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff & Landscape Detail**
- Pick up litter, sticks, rocks in common areas – **WEEKLY by FT Staff**
- Common areas mowed by Landscape detail per schedule

**DESOTA PARK**

- Blow off pavilion floor, wet mop if needed, wipe down picnic tables, clean out grills – **WEEKLY by FT Staff**
- Blow off tennis and basketball courts, check/repair nets, hardware – **WEEKLY by FT Staff**
- Clean and stock restrooms/check for leaks – **DAILY by FT Staff**
- Read & record water meter reading – **WEEKLY by FT Staff**
- Check playground & swings, rake mulch if needed to fill any depressions, **CHECK PLAYGROUND EQUIPMENT FOR HAZARDS** – **DAILY by FT Staff**

- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**

- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff**
- Pick up litter, sticks, rocks in common areas – DAI**LY by FT Staff**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff**
- Common areas mowed by Landscape Contractor

**POULTRY, ENGINE 209, AND LINWOOD NATURE PRESERVE**

- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff**
- Pick up litter, sticks, rocks in common areas – DAI**LY by FT Staff**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff**
- Poultry and Engine 209 are Adopt a Parks
- Common areas mowed by landscape detail as needed

**DAILY/SEASONAL**
**STANDARD OPERATING PROCEDURES**
**CITY PARK COMPLEX**

**PARKS CREW COORDINATOR**
**PARKS MAINTENANCE WORKER**

**CITY PARK/CANDLER/MHC CABIN**

- Clean & Stock restrooms at CP tennis courts, Candler (winterized Dec.-Feb.), City Park 1 & 2 – **DAILY** (winterized Dec.-Feb.), Check all for leaks.
- Read and record all water meter readings – **WEEKLY**
- Blow off CP tennis courts, empty net trash containers, check nets & hardware – **DAILY as needed**
- Blow off all pavilions, parking lots, walkways, Martha Hope Cabin driveway and gravel apron – **WEEKLY AS NEEDED**
- Check playground, rake mulch if needed to fill any depressions, **CHECK PLAYGROUND EQUIPMENT FOR HAZARDS** – **DAILY**
- Check fences, playing surfaces & bleachers – **WEEKLY**
- Mow athletic fields per seasonal Turf Schedule – **FT Staff** CP 1&2, Candler 1&2,
- Drag & prep baseball/softball fields per seasonal schedule – **DAILY AS NEEDED By FT Staff** (Prep for specific sport or season 1 month prior to season opening/1st Practice - additional infield mix, base settings, mounds, edging, painting, etc.) **NOTE: SEE GAME DAY FIELD PREP/SET-UP**

- Pick up litter, sticks, limbs – **DAILY**
- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY**
- Note any hazardous conditions with dead trees, limbs erosion, etc – **DAILY**
- Check, clean, stock restrooms again before leaving for the day – **DAILY**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY OR AS needed**

**DAILY/SEASONAL**
**STANDARD OPERATING PROCEDURES**
**LANIER POINT ATHLETIC COMPLEX**

**PARKS CREW COORDINATOR**
**PARKS MAINTENANCE WORKER**

**LANIER POINT PARK**

- Clean & Stock restrooms at LPAC – **DAILY by FT Staff**
- Read and record all water meter readings – **WEEKLY by FT Staff**
- Blow off common areas, empty dugout & facility trash containers – **DAILY by FT Staff** in season
- Check batting cages, rake if needed to fill any depressions – **WEEKLY by FT Staff**
- Check fences, playing surfaces & bleachers – **WEEKLY by FT Staff**
- Blow off pavilion, parking lots, walkways – **WEEKLY AS NEEDED by FT Staff**
- Mow athletic fields per seasonal Turf Schedule – LPAC 1-4, **by FT Staff** (Outside complex mowed by Landscape Detail)
- Drag & fields per seasonal schedule – **DAILY AS NEEDED by FT Staff** (Prep for specific sport or season 1 month prior to season opening/1st Practice – additional infield mix, base settings, mounds, edging, painting, etc.) **NOTE: SEE GAME DAY FIELD PREP/SET-UP**
- Pick up litter, sticks, limbs inside and outside complex – **DAILY by FT Staff**
- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc – **DAILY by FT Staff**
- Check, clean, stock restrooms again before leaving for the day – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff, Landscape Detail**
- Insure that all Park trash receptacles outside complex are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff**
- Check Island and Peninsula trails & clear of debris and litter – **WEEKLY by FT Staff**

## GAME DAY PREP/SET-UP

## CITY PARK/CANDLER & LANIER POINT ATHLETIC COMPLEX

- Clean and restock restrooms
- Clean/vacuum press box, empty trash cans
- Check Field lights & scoreboard
- Empty all facility trash cans
- Clean out/sweep dugouts
- Check outside ball field for trash/litter
- Fill any low areas on playing surface by hand (rake)
- Water infield if needed, scarify/add turface if wet
- Rake & tamp mounds (CP) pitching areas (LPAC) & home plate – place portable mounds appropriately (LPAC)
- Paint foul lines – day before if possible
- Mow field per specs
- Sweep infield lips
- Drag & line field
- Sweep off pitching rubber/home plate – paint if needed
- Clean & place bases – check for flush fitting
- Rake edge on infield and remove wheel marks/foot prints from lining
- Chalk batter & catcher boxes
- Lightly wet infield after lining complete when possible

**DAILY/SEASONAL**
**STANDARD OPERATING PROCEDURES**
**SOUTHSIDE PARKS & THOSE UNDER LANDSCAPE CONTRACT**

## PASSIVE PARKS CREW

### MYRTLE STREET PARK

- Blow off basketball court as needed – **WEEKLY by FT Staff**
- Check playground, rake mulch if needed to fill any depressions, **CHECK PLAYGROUND EQUIPMENT FOR HAZARDS** – **DAILY by FT Staff**
- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff**
- Pick up litter, sticks, rocks in common areas – **WEEKLY by FT Staff**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff**
- Common areas mowed by Landscape Contractor

### KENWOOD PARK

- Wipe down picnic tables **– WEEKLY by FT Staff**
- Check all structures & amenities for graffiti, report and remove ASAP – **DAILY by FT Staff**
- Check all structures & amenities for safety issues, report any immediately, repair if possible or close off with caution tape if repair can't be made immediately – **DAILY by FT Staff**
- Note any hazardous conditions with dead trees, limbs erosion, etc. – **DAILY by FT Staff**
- Check all natural areas for fire ants, and other issues and report to Supervisor on a daily basis – **DAILY by FT Staff**
- Pick up litter, sticks, rocks in common areas – **WEEKLY by FT Staff**
- Insure that all trash receptacles are emptied no less than twice weekly or more often as necessary – **WEEKLY by FT Staff**
- Common areas mowed by landscape contractor

### FRANCES MEADOWS AQUATICS & COMMUNITY CENTER

- Check and coordinate irrigation with Landscape Contractor as needed
- Mow, edge, weed eat grounds not included on Landscape Maintenance Contract - Retention Pond, front meadow & back of building (**MONTHLY** during the growing season – typically April – October)
- Maintain trees & beds not included in LMC – inside Splash Zone & around Playground to GMC rock
- Athletic Field mowed twice per week during growing season (April – October)
- Athletic Field turf maintenance per program as determined
- Common areas mowed by landscape contractor

### FAIR STREET NEIGHBORHOOD CENTER

- Mow, weed eat retention pond – **MONTHLY** during growing season

- Check turf, trees & shrubs for issues – communicate with landscape contractor

**PEARL NIX MEDIAN**

- Mowed by landscape contractor

**IVEY TERRACE PARK**

- Mow, edge, weed eat & blow trails along common areas of Park from Adair Street to Ridgewood Terrace
- Tree/Shrub maintenance as needed

**WILSHIRE TRAILS PARK**

- Mow, edge, weed eat & blow trails along common areas of Park from Ridgewood Terrace (Old Pass Property) including shoulder and banks along Wilshire Road down to boardwalk at playground where landscape contractor responsibility ends

**ASSISTANT PARKS MAINTENANCE SUPERVISOR**

- Prep and care of annual beds in – Lanier Point Park, Longwood Park, Ivey Terrace Park, City Park, Civic Center planters, FMACC planters
- Schedule, inspect, supervise & assist mowing/trimming/blowing of grassed areas & shrub/tree maintenance in non-contracted parks & areas with Detail
- Annual turf program – City Park/Candler, LPAC & FMACC Athletic fields
- Communication, coordination with landscape maintenance contractor

**NOTE: IN OFF SEASON (November – March) A.P.M.S. & Detail will work with Projects crew on renovations/repairs**

# SECTION 5 - PARK DESCRIPTIONS

## A. INTRODUCTION:

The City of Gainesville began the creation of its park system in 1924. As a result, it is one of the longest serving recreation systems in the state under the direction of the Gainesville Parks and Recreation Agency.

The Gainesville Parks and Recreation Agency is proud of its parks. Our Parks Division is responsible for maintaining over 547 acres of park land and a total of 21 parks. The city park system is made up of a variety of Mini, Neighborhood, Community and Special Use parks that offer passive and active recreational opportunities for Gainesville and Hall County residents. Many of the parks offer scenic walking trails such as the Rock Creek Greenway, which includes Rock Creek Veterans Park, Ivey Terrace Park, Wilshire Trails Park and Longwood Park. Many of the parks include playgrounds, picnic shelters and areas with gazebos.

Of the 21 parks only Lanier Point Park, Longwood Park and City Park contain all the major athletic facilities which are used for organized sports. The remaining parks are neighborhood parks offering primarily passive uses with limited active recreation facilities. Presently only the Frances Meadows Center offers swimming facilities. Also Lanier Point Park, Holly Park and Linwood Nature Preserve have significant undeveloped acreage.

**MINI-PARK**

The Mini-Park is the smallest of parks and is typically less than 5 acres. The park is designed primarily to attract residents that live within a quarter mile of the park. Since this type park is generally a walk-to park, there are no parking facilities.

**NEIGHBORHOOD PARK**

The Neighborhood Park is typically from 5 to 20 acres and serves a population that lives within a half mile of the park. Neighborhood Parks concentrate recreation activities into a limited amount of space and can include playgrounds, athletic fields, picnic areas and shelters, tennis courts, restrooms and parking facilities.

**COMMUNITY PARKS**

The Community Park is typically larger than 20 acres and is designed to attract users from beyond the local neighborhood. Community Parks provide a full range of recreational activities for the entire population to include passive and active activities. Facilities may include playgrounds, lighted tennis courts, athletic fields, picnic areas and shelters, and restrooms.

**SPECIAL USE PARKS AND GREENWAYS**

Special Use Parks are designed to meet the needs of a specific user group. Greenways serve as a link between parks and may include facilities found in other parks such as restrooms, trail systems, picnic areas and shelters and playgrounds.

## B. INVENTORY OF PARKS

The existing parks inventory includes:

**Mini-Parks**
Engine 209 Park
Poultry Park

**Neighborhood Parks**
Desota Park
Kenwood Park
Myrtle Street Park
Holly Park
Riverside Park
Roper Park
Wessell Park

**Community Parks**
City Park
Lanier Point Park
Longwood Park
Wilshire Trails Park

**Special Use Parks & Greenways**
(Rock Creek Greenway)
Ivey Terrace Park
Rock Creek Veterans Park
Midtown Greenway
Lake Lanier Olympic Park
Allen Creek Soccer Complex
Linwood Nature Preserve & Ecology Center

**Community Centers & Special Facilities**

Frances Meadows Aquatics & Community Center
Fair Street Neighborhood Center

**PARK NAME:** City Park

**PARK DISTRICT:** 1

**PARK CLASSIFICATION:** Community (Class A Maintenance)

**ACREAGE:** 42.6

**DESCRIPTION OF PARK:**

City Park, Candler Street Park, Gainesville Civic Center, Martha Hope Cabin and Green Street Park grounds will be addressed as a single park and referred to as City Park. City Park is without a doubt, the most intensively developed active recreation park and serves as the central office location of the Agency.

The Civic Center serves as a rental facility for Civic Club, business and social meeting and activity space as well as Agency sponsored activities. Approximately 17,000 square feet of space is divided between six meeting rooms and a ballroom.

City Park – located behind the Gainesville Civic Center on Glenwood Drive and Candler Park across from the Martha Hope Cabin on Prior Street includes a playground, stadium (football, soccer, lacrosse), two lighted little league ball fields, four-lighted tennis courts, two picnic shelters, restrooms facilities, and two youth softball fields(1 lighted). The remainder of the City Park site has significant hardwood trees, many of which are a specimen of quality.

Green Street Park is located on the area above the City Park Stadium. The pool closed in 2008 and demolished in 2010. The bath house and picnic area remain. Future plans include a corporate large picnic pavilion and tailgating plaza.

Recent renovations include:

City Park Tennis Courts – 2020- new concession building with restrooms, playground, pavilion and amenities installed. 2004-05 new light poles installed, new fencing and surfacing.
2008 – Resurfacing. 2014 – Resurfacing

[1] Bobby Gruhn Field (City Park Stadium) - 2004-05 complete replacement of the existing playing surface, installation of sand based drainages systems, turf, irrigation system, fencing, home side bleachers, and scoreboard to bring the facility up to the highest of standards.
A new, state of the art field house & concessions was completed in 2012.
As of July 1, 2013, the Stadium and grounds were deeded over to the City of Gainesville Board of Education to maintain.

[1] – City Park Stadium is now owned by Gainesville Board of Education, but P&R has cooperative use

**PARK NAME:** Lanier Point Park

**PARK DISTRICT:** 3

**PARK CLASSIFICATION:** Community (Class A Maintenance)

**ACREAGE:** 96

**DESCRIPTION OF PARK:**
Located at the end of Lanier Valley Road off of Dawsonville Highway. This park has access to Lake Lanier with a boat ramp and also includes a picnic shelter, hiking trails, fishing and a playground. Restroom facilities are available when the Athletic Complex is in use.

Lanier Point Park is the largest park presently in use in the Gainesville City Park System. This park is also the only lake front park to offer softball and baseball facilities.

Included are:
- A 250 car parking lot at the Athletic complex
- [1]A 100 car parking lot at Ivey Watson Baseball Field
- Additional sidewalks for handicapped accessibility and access to the lower parking near the boat launch
- On-going landscaping
- A new ticket booth/entry feature
- Relocation of light poles
- Hillside landscape and overflow parking areas
- Terrace seating and bleachers
- Shade Structures & signage
- Netting and retrofitting for youth baseball

In addition to the items listed above, Lanier Point Park houses the central maintenance facility for all of the parks and recreation system. The maintenance building is located in a very inconspicuous portion of the property. It is in the northeast corner of the back side of a ridge virtually out of view of the park entrance road. There is also a caretaker cabin on the property that houses a full time staff member for park needs.

Of 96 acres, approximately two thirds of the park is undeveloped. The undeveloped property primarily falls on two large peninsulas and one small one. Approximately 80% of the undeveloped land is forested with mixed deciduous and evergreen trees which appear to be less than 25 years old.

The park also contains a four field 300 foot lighted athletic fields and [1]Ivey Watson Baseball Field. These fields are used for League and Tournament play.

[1] Ivey Watson is currently owned by the Gainesville Board of Education

**PARK NAME:** Longwood Park

**PARK DISTRICT:** 4

**PARK CLASSIFICATION:** Community (Class A Maintenance)

**ACREAGE:** 34

**DESCRIPTION OF PARK:**

Longwood Park is a linear lake front community park which is intensively developed with a mixture of active and passive uses. The developed facilities include tennis courts, walking trails, picnic areas and pavilions, gazebos and playgrounds.

Located on Pearl Nix Parkway, across from Gainesville High School. This park includes eight lighted tennis courts, picnic tables, grills, two playgrounds, two gazebos and two picnic pavilions with one providing a kitchen, and restroom facilities. New standardized color vinyl siding and metal roofing has been installed on the main Pavilion and a new septic system has replaced an overloaded 30 year old system.

The Longwood Park Tennis Center serves as the main tennis facility for free play, league & tournament play as well as hosting of the Gainesville High School tennis program. New lighting, fencing and court surfaces were installed in 2006.

The cove along the Park has been dredged to allow for better year round use of the waterfront. A new concrete/steel lake walk with swings and benches and a fishing pier/courtesy dock has been added.

**PARK NAME:** Wilshire Trails Park

**PARK DISTRICT:** 4

**PARK CLASSIFICATION:** Community (Class A Maintenance)

**ACREAGE:** 30

**DESCRIPTION OF PARK:**

Wilshire Trails Park is a relatively new neighborhood park having been constructed in 1983. With its development, Longwood Park, Ivey Terrace Park and Rock Creek Veterans Park were linked together as one linear park beginning at the edge of the central business district and concluding on Lake Lanier. The linear park, which results from the sum of these three parks, creates a unique linear community park.

The park is passive with trails and walks along the stream and up the steep slopes to overlook decks. The stream through the park has a year round flow, which is fed by small springs and seeps as well as the urban runoff from the downtown area.

The park in general is in good shape and has recently received rehabilitation work on the restroom/pavilion and the children's play area.

Wilshire Trails Park is located on Wilshire Road below Gainesville High School. This park is a great place for walking and biking, with trails set along a stream with bridges, boardwalks and a rest area. One steep trail leads to a lookout point, which overlooks the entire area. There is also a playground and a picnic pavilion with a grill and restroom facilities.

Recent renovations include: Standardized color vinyl siding and metal roofing. Buckled concrete sidewalks in pavilion area were replaced. A new playground was added in 2010. Walkways throughout the trail system have been replaced.

**PARK NAME:** Ivey Terrace Park

**PARK DISTRICT:** 4

**PARK CLASSIFICATION:** Neighborhood (Class B Maintenance)

**ACREAGE:** 10

**DESCRIPTION OF PARK:**

Ivey Terrace Park, having been built in 1936, is the second oldest park in the Gainesville city system. Ivey Terrace Park was constructed by the Civilian Conservation Corps. Its initial use was a neighborhood park which offered children's play equipment, trails and picnic facilities. The park was originally focused around two smaller streams which came together to form the stream that presently flows through Wilshire Trails Park and Longwood Park. As previously stated, these three parks along with Rock Creek Veterans Park form a park system that borders the downtown area and continues downstream to Lake Lanier at Longwood Park.

Longtime residents of the neighborhood speak of being able to "step across the stream". However, today not only is the stream six feet and wider, the channel is several feet below the ground elevation at top of the bank. This appears to be the result of the increased urban runoff. The run off has increased proportionately to impervious surface area over the eighty + years since the park was built. The stream valley soils are alluvial and the erosion has cut vertical banks six feet or more tall. This represents a hazard with the possibility that someone could be injured by falling into the stream. Therefore, the stream bank edges should be graded, stabilized and replanted.

Only some stonework remains in the present day park. All of the other structures have been removed some time ago. The site has a deciduous stand of mature trees.

Renovations in 2008 have alleviated the stream erosion concerns and linked Rock Creek Park with Ivey Terrace, Wilshire Trails and Longwood Park via new pervious concrete walkways. Standardized Park signage has been installed. An old wooden picnic pavilion was replaced in 2009 with a 20' x 30' metal pavilion. New picnic tables and trash receptacles have been added.

**PARK NAME**: Linwood Nature Preserve and Ecology Center

**PARK DISTRICT**: 2

**PARK CLASSIFICATION**: Specialty (Class D Maintenance)

**ACREAGE**: 32

**DESCRIPTION OF PARK**:

With the support of local property owners, the City of Gainesville purchased two tracks property now known as Linwood Nature Preserve in 2002. Approximately 15 acres through Public Utilities as an extension of the Linwood Plant and another 14 acres using Georgia Greenspace Funds with the desire to protect and enhance the rich environmental resources of our community. The property would be used for passive recreation in perpetuity with only 5% of the property being developed as required by the Greenspace Funding criteria and as desired by the community.

In 2004, the Vision 2014 Strategic Parks and Recreation Master Plan recommended that Linwood Nature Preserve be developed with walking trails, parking, and minimal park amenities (benches, trash receptacles, restrooms, etc.) in keeping with the environmental conservation of the property.

In 2011, a public-private partnership was formed between Gainesville Parks and Recreation and the Redbud Project to develop Linwood Nature Preserve. The Parks and Recreation Board's vision to protect and enhance the rich environmental natural resources of the Linwood property as a passive recreational park blends well with the Redbud Group's goal of developing a model native preserve that will raise awareness of the unique and bio-diverse natural resources of our community.

In October of 2015, the vision of Linwood Nature Preserve became a reality with a formal trailhead parking lot (2 additional acres acquired) and over 2 miles of nature trails open to the public.

Then in April 2017, the dedication of the Linwood Ecology Center was held. It was the Department of Water Resources that in closing a pump house adjacent to the Linwood Nature Preserve that provided the opportunity for the Ecology Center. It was the continued dedication of the Redbud Project and their partners/supporters to again bring fruition to such a wonderful project. Through impact fees dedicated to Parks and Recreation, the renovations to the facility include: an exterior facelift to include new roof and equipment storage; and inside, a large open meeting space combined with a kitchenette, office area, and restroom. The re-use of the facility will now serve our community through the Redbud Project, the Hall County Extension Service, and Gainesville Parks and Recreation activities year-round.

**PARK NAME:** Desota Park

**PARK DISTRICT:** 1

**PARK CLASSIFICATION:** Mini/Neighborhood (Class A Maintenance)

**ACREAGE:** .75

**DESCRIPTION OF PARK:**

Desota Park is the smallest of the City parks and is located on the south side of Desota Street between the intersections of Mill and Harvey Streets. The park is generally in good condition having had many of its facilities renovated.

Desota Park is well maintained and receives some special attention from the residents in the area. The park has single family housing on three sides and backs up to a railroad tract and industrial plant. The park has a security fence on all sides and it creates an image of being closed in.

The Park includes a playground, restroom facilities, tennis court, picnic pavilion and a basketball court.

2017-2018 had major renovation of the entire park to include – basketball court, tennis court, landscaping, walkways, amenities, fitness equipment and ADA access to the playground.

**PARK NAME:** Fair Street Neighborhood Center

**PARK DISTRICT:** 1

**PARK CLASSIFICATION:** Special Facility (Class A Maintenance)

**ACREAGE:** 1.6

**DESCRIPTION OF PARK:**

Fair Street Neighborhood Center is located in a neighborhood adjacent to the Fair Street Elementary School and in close proximity to the Gainesville/Hall County Boys Club. The facility opened in the winter of 2008. The Center consists of 3,488 square feet of rental or programming space. A catering kitchen makes it perfect for family gatherings, small civic and business meetings and special events. It features and outdoor terrace and garden area with park benches and an ample parking lot.

Fair Street Park formerly consisted of a multi-purpose court, picnic pavilion, playground and swimming pool.

**PARK NAME:** Frances Meadows Aquatic and Community Center

**PARK DISTRICT:** 1

**PARK CLASSIFICATION:** Special Facility (Class A Maintenance)

**ACREAGE:** 18

**DESCRIPTION OF PARK:**

Special use facility which opened in the fall of 2008. Features include:

- 4-Lane, 5,556 square foot Indoor Instructional Pool with a depth range of 3.5 to 6 feet, water temperature range of 84 – 86 degrees, ADA accessible ramp. This pool is utilized for Learn to swim programs, Hydro Therapy, Aqua Aerobics and American Arthritis Foundation programs. It is also available for rentals for private and semi-private therapy sessions and swim lessons, birthday parties or special events.
- 10-Lane, 11,809 square foot Indoor 25 yard by 25 meter Competition Pool with a depth range of 4 to 12 feet, water temperature range of 80 – 82 degrees, two – 1 meter diving boards and spectator seating for 300 in a raised mezzanine level. Lifeguard, first aid and wet rooms surround the pool deck. This pool was designed for the competitive swim environment and is also used for Learn to swim programs, diving, Scuba and public swim. It also is available for rentals for private therapy and semi-private therapy sessions, swim lessons, birthday parties and special events.
- Outdoor Aquatic Features – 34,000 square foot area includes a zero depth entry pool to a maximum depth of 18 inches with a play structure for children including interactive water elements, kiddie slide, happy loops, spray pool and jets, drop buckets and troughs on one side and a zero depth entry pool, drop buckets, swirl pool, current channel and two, 3 story high water slides. Ample deck space surrounds the area and includes restroom/dressing facilities and concession area.
- Community Center – 4,400 square foot meeting room, capable of being divided evenly into two separate rooms for receptions, meeting and seminars, family gatherings and recreation programming. A catering kitchen is available. An elevated balcony overlooks the wooded area behind the facility and a 3,900 square foot Outdoor Patio is located underneath.
- Adequate parking is located in front of the facility with additional parking located at the adjacent new Gainesville Middle School.
- [1]A full size 100 yard football/soccer/lacrosse field is part of the Complex. It is named Cabbell Field. Field lights were installed as well as a new concession building with restrooms, maintenance room, scorers stand and scoreboard. It has an asphalt running track and bleacher seating

[1] Whereas P&R owns & maintains Cabbell Field, there is a cooperative agreement with G.B.O.E. for usage

**PARK NAME:** Holly Park

**PARK DISTRICT:** 4

**PARK CLASSIFICATION:** Community (Class B Maintenance)

**ACREAGE:** 22+

**DESCRIPTION OF PARK:**

Holly Park is a community park which is leased by the Agency from the U.S. Army Corp. of Engineers. The facilities in general are in fair to poor condition. Some elements such as restrooms have been demolished and removed. The park is somewhat isolated and located at the end of Old Thompson Bridge Road. As a result of its location and the widening of Thompson Bridge Road, this park needs a strong entry/directional sign. Where the park entry road meets Old Thompson Bridge Road, there is parking and one of two boat launch ramps. This ramp was simply Old Thompson Bridge road, which was inundated when Lank Lanier was constructed. It is presently so severely eroded that it is unsafe for use and closed with barriers. The other boat launch area is functional needing only the gravel parking lot paved for trailer parking. Shore erosion is by far the most intense problem demanding attention in Holly Park. The shore line erosion has rated a 4' to 6' vertical face which is caused by high pool wave action. Other than the gravel parking lot, there is no developed parking. There are two picnic shelters with grills.

Approximately 50% of the park is presently undeveloped and lies north of the park entrance road from the entrance to the gravel boat parking lot. Of this undeveloped land, approximately 75% is wooded. The land form is moderate to steep side slopes rising to two high points which are +/-65 feet above the lake that commands a 360 degree view of the park and lake. The remainder of this area is best suited for trails and other passive uses.

An Eagle Scout Project in 2007 provided a ¼ mile" Nature Trail".

A concept plan has been approved by the U.S. Corps of Engineers to fully develop this park to include potential restaurant, corporate pavilion, multiple boat ramps, restroom facility, playground, etc.

See Appendix on Adopt-A-Park.

**PARK NAME**: Myrtle and Kenwood Parks

**PARK DISTRICT**: 2

**PARK CLASSIFICATION**: Neighborhood (Class B Maintenance)

**ACREAGE**: 4

DESCRIPTION OF PARK:

Formally known as Pine Street Park, a linear park divided into two parcels by Myrtle Street, which runs in an east and west direction. The park was developed in 1974 as a neighborhood park while also serving as a support facility for Miller Park School. The park complimented the school with a lighted tennis court, baseball field, various play structures, a multipurpose court, community pool and bathhouse, walks and passive uses.

The school and park area was converted into an industrial land use area with Queen City Parkway separating the parkland. A portion of the property was returned to the City and now houses the Department of Water Resources facility, as well as, a city water pumping station and tank.
In the end, a portion of the original property bordering Myrtle and Kenwood Streets remained as two distinct park spaces:

Myrtle Street Park includes a 22-space parking lot, an outdoor basketball court, picnic area, and children's play area.

Kenwood Park is a narrow linear park bisected by a stream (Flat Creek) running through its length. This passive area offers a paved walk and picnic area.
Whereas Flat Creek is a focal point for the park, it has also been a problem. The stream has year-round flow from an urban watershed, which resulted in bank erosion and destruction of one of two pedestrian bridges. However, water quality and protection measures have sustained the area from further degradation.

As part of The Gainesville 2030 Parks, Greenways, and Open Spaces Master Plan, a new concept plan for combining and expanding these parks includes added basketball courts, sports boxes, pavilions, restrooms, community gardens, walks, etc.

**PARK NAME:** Riverside Park

**PARK DISTRICT:** 4

**PARK CLASSIFICATION:** Neighborhood (Class B Maintenance)

**ACREAGE:** 1.5

**DESCRIPTION OF PARK:**

Riverside Park is a triangular piece of land located between Riverside Drive and Yonah Avenue. The adjacent land use is predominately single and multifamily. The interior paved walk system and picnic shelter are in reasonably good shape. The site has several large trees and landscaped plants. This park has the following items:

- New playground equipment – ADA compliant
- New benches
- Re-established grass
- New picnic tables and grill
- New Trash Cans
- New park signage
- New walkways
- Stone pillars at pavilion
- Fitness Equipment

**PARK NAME:** Roper Park

**PARK DISTRICT:** 4

**PARK CLASSIFICATION:** Neighborhood (Class B Maintenance)

**ACREAGE:** 4

**DESCRIPTION OF PARK:**

The park is located on Thompson Bridge Road and Virginia Avenue. This park includes one lighted tennis court, a playground, picnic pavilion, grill, restroom facilities and an athletic/practice field -–200 foot. The park is basically split in half with active recreation occurring in the eastern half and more passive or family oriented activities occurring in the western half. The eastern edge of the park is bordered by Thompson Bridge Road, which has been widened. The widening has moved a 20 foot +/- 2:1 slope into the park. It is assumed that the road widening work will include basic slope re-vegetation/stabilization. This area of the park could also benefit from tree and ornamental shrub plantings. The passive area of the park has a relatively thick tree cove with moderate landscape planting.

Recent renovations include replacement of buckled concrete walks, tennis court resurfacing, fence replacement, trash receptacles, benches and new signage. In 2020, a new walkway and allan block wall was installed around playground as well as new fitness equipment, updated pavilion with stone pillars and retaining wall consistent with new standards, and a restroom and concession building updated with stone and new siding.

**PARK NAME:** Wessell Park

**PARK DISTRICT:** 4

**PARK CLASSIFICATION:** Neighborhood (Class B Maintenance)

**ACREAGE:** 11

**DESCRIPTION OF PARK:**

Wessell Park is a neighborhood park in a single family housing area. The park includes a playground, a tennis court, a basketball court and walking trails. The park is bounded by Holly Drive on the north and Wessell Road on the west. The developed portion of the site occurs on about 40% of the land which interfaces the intersection of both streets. The developed portion of the site sits on top of a ridge that falls off to a stream on the southeast side. The stream flows in a southeasterly direction and bisects the undeveloped two thirds of the property. Since the undeveloped portion of the property is a stream valley, the slopes down to the stream range from 15% near the ridge tops to 25% + on the side slopes. The undeveloped property is primarily covered by deciduous trees. An open area exists along the southeastern edge of the property which borders Wessell Road.

Citizen input meetings were held in 2006 to determine the needs and wishes for potential renovations. A redesign Master plan has been completed awaiting funding. The first phase of the renovation was completed in 2013 with the demolition of the existing tennis and basketball courts and rebuilding of new courts, complete with fencing, drainage, and amenities. In 2016 a new and relocated playground was installed as well as a pavilion, amenities and new park signage. A new restroom facility is planned for 2021.

**PARK NAME:** Midtown Greenway

**PARK DISTRICT:** 2

**PARK CLASSIFICATION:** Special Greenway (Class A Maintenance)

**ACREAGE:** 10.10

DESCRIPTION OF PARK:

The Midtown Greenway was created by efforts to mitigate stormwater runoff from impervious surfaces throughout the downtown Gainesville area which contributed to contamination and flooding of Flat Creek which eventually empties into Lake Lanier. Storm water diversion and retention devices were constructed on land that once served as a railroad maintenance yard. A 12 foot wide, half mile concrete walking trail begins at the site of what was once known as "Mule Camp Springs" and travels along to MLK Boulevard. Future plans will take the trail further and link up with the 12 mile Hall County trail ending in Oakwood. Park amenities include benches and trash cans, and an outdoor theatre area. Many Special Events are held there throughout the year.
Landscape maintenance is contracted by the Agency.

The 2030 Master Plan has a new concept for the area.

**PARK NAME:** Poultry Park

**PARK DISTRICT:** 3

**PARK CLASSIFICATION:** Mini Park (Class B Maintenance)

**ACREAGE: 0.5**

**DESCRIPTION OF PARK:**

This park is located across from the Engine 209 Park and has the Chicken Monument located on its premises. The park is designed as a passive area and amenities include only park benches and trash receptacles.
This park is also under the Adopt-A-Park program of the Greater Hall Chamber of Commerce and maintained by a local landscape maintenance company.

See Appendix on Adopt-A-Park.

**PARK NAME:** Engine 209 Park

**PARK DISTRICT:** 3

**PARK CLASSIFICATION:** Mini Park (Class B Maintenance)

**ACREAGE: 0.3**

**DESCRIPTION OF PARK:**

This park is a Mini Park with a Train Engine, rail car and caboose containing railroad memorabilia located on the premises. Amenities include park benches and trash receptacles.
This park is under the Adopt-A-Park program of the Greater Hall Chamber of Commerce. It is adopted and maintained by a local landscape maintenance company.

See the Appendix for the Adopt-A-Park Guidelines.

**PARK NAME:** Rock Creek Veterans Park

**PARK DISTRICT:** 4

**PARK CLASSIFICATION:** Mini/Special Greenways (Class A Maintenance)

**ACREAGE: 1.5**

**DESCRIPTION OF PARK:**

Rock Creek Veterans Park is the “gateway” to the Rock Creek Greenway, which links the downtown area to Lake Lanier. Through a series of two mile concrete trails, the Rock Creek property connects to Ivey Terrace, Wilshire Trails and Longwood Parks. The original .5 acre of the park is maintained by a local landscape maintenance company under the Adopt-A-Park Program. The newest section is maintained under contract by Parks and Recreation. Included in the park are: World War II and Korean War Veterans Memorial, Vietnam Veterans Memorial, park benches, trash receptacles, memorial trees and a 300 seat amphitheater. Landscape maintenance for this park is contracted.

**PARK NAME**: Allen Creek Soccer Complex

**PARK DISTRICT**: 2

**PARK CLASSIFICATION**: Specialty (Class A Maintenance)

**ACREAGE**: 89

DESCRIPTION OF PARK:

Allen Creek Soccer Complex is an approximately 90-acre special use park that is jointly owned and managed by the City of Gainesville and Hall County.

The park includes:

- 9 Soccer Fields
- Stadium Field with seating for 2,500
- Concession and Restroom Facilities
- Practice Areas
- 800 Parking Spaces
- Maintenance Building and Grounds
- Irrigation Pond

The Soccer Complex hosts youth and adult league and tournament play. Hall County Parks and Leisure maintains management control facilitating all usage of the complex through local soccer service providers. Gainesville Parks and Recreation provides financial support for maintenance operations based on population percentages (i.e. 18% City/82% County).

# SECTION 6 – LANDSCAPE GUIDELINES

## SECTION 6A – LANDSCAPE GUIDELINES (Contracted)

The Agency has contracted with local landscape companies to provide landscape care for several of the parks. These parks are:

| | |
|---|---|
| Roper Park | Wessell Park |
| Desota Park | Myrtle Park |
| Kenwood Park | Fair Street Neighborhood Center |
| City Park | Gainesville Civic Center |
| Frances Meadows Aquatics & Community Center | |
| Midtown Greenway | Pearl Nix Parkway |
| Holly (Adopted) | Engine 209 (Adopted) |
| Rock Creek Veterans Park | Poultry Park (Adopted) |

Contract Agreements and Service Levels with Landscape Contractor are in the Appendix.

## SECTION 6B – LANDSCAPE GUIDELINES FOR PARKS NOT CONTRACTED

The following are guidelines that are to be implemented and carried out relative to the parks for which we are responsible. For further details see Landscape Inmate Detail duties (Section 10 C).

### (1) Inspection Visits

It will be the responsibility of the Parks Division Manager or his designee to make a **daily** inspection of **all park sites**, including those that the Landscape Contractor has responsibility for, to ensure that each park is free of any liabilities and that litter control, i.e., trash receptacles are appropriately emptied and cleaned.

### (2) Turf Care

(A) **Mowing.** Lawn areas will be mowed every visit during the growing season. Mow fescue or mixed grass areas at a three to four inch mowing height. Mower blades are to be sharpened frequently to achieve a quality cut.

(B) **Trimming.** A string trimmer will be utilized to trim grass adjacent to obstacles and other inaccessible areas **every** mowing.

(C) **Edging.** Curbs, drives, walks and paved areas will be edged **every** mowing. Edging gives a freshly mowed lawn a crisp finished appearance.

**(3) Landscape Plants (shrubs, small trees and perennials), Planting Beds and Natural Areas Care:**

(A) **Trimming and Pruning.** Landscape plants (up to 4" caliper and 12' height) will be trimmed and pruned to shape, maintain plant size within its given space, encourage new growth and flower productions and remove deadwood. Debris will be collected and disposed of in accordance with "Organic Debris Disposal' (section #4).

(B) **Weed Control.** Planting beds and natural areas will be treated with herbicides and hand weeded to prevent/remove weeds. Pre-emergent herbicides inhibit weed seed germination and post-emergent herbicides control actively growing weeds. Mechanical means in combination with herbicides will be utilized to control undergrowth in natural areas.

(C) **Limb Pick-up.** Natural areas will be policed for large limbs monthly. Normal dead limb drop will be picked up and placed in on-side disposal area.

**(4) Miscellaneous Tasks**

(A) **Litter Pick-up.** The landscape and paved areas will be policed for litter **every** visit.

(B) **Leaf Collection.** Leaves will be collected from lawn, planting beds and paved areas every visit during the leaf season and placed in designated natural areas as well as disposal areas on site. All other leaves will be neatly wind-rowed at curb side for pick up by the City of Gainesville Solid Waste Division.

(C) **Organic Debris Disposal.** All organic debris will be disposed of on site. The most economical method of disposing of organic debris (grass clippings, leaves, limbs, etc.) is to establish an on-site composting/dump area which is accessible by truck in wet conditions. Local municipal landfills do not accept organic waste.

(D) **Pavement Clean-up.** Paved areas will be blown and/or vacuumed each visit to remove organic debris (grass clippings, leaves, etc.) Weeds growing in cracks in pavement will be removed with a herbicide treatment.

# SECTION 7 – ATHLETIC FIELD TURF MANAGEMENT PROGRAM

The Agency follows the guidelines recommended by the Crop & Soil Sciences Department of the University of Georgia.

A good maintenance program is essential to maintain a desirable athletic field. The following basic turf maintenance practices should produce a vigorous turf that is resistant to wear and weed invasion, and provide a safe playing field.

- **Mowing** – The best cutting height for the hybrid bermuda grasses such as Tifway and Tifway II is one(1) to one and one half (1-1/2) inches; whereas, one and one-half to two inches is preferred for common bermuda grass. Proper mowing height and frequency encourages the development of a healthy plant.

  The grass should be mowed often enough so that no more than one-third of the leaf surface is removed at a mowing. Generally, the field should be cut two to three times a week during the growing season. Begin mowing very low (scalp) in early spring to aid in bermuda grass growth and spread. After this initial cutting, gradually raise the mowing height to that desired. If the mowing frequency is properly followed, clippings may be returned without harming the turf. If clumping of clippings occurs, they should be removed. Reel mowers provide the best cut for bermuda grass turf. However, regardless of whether a reel or rotary mower is used, the blades must be kept sharp.

- **Irrigation** – It is very difficult to maintain an athletic field without irrigation. Irrigation should be scheduled to supplement rainfall. The frequency and duration of irrigation is dependent on many environmental factors and the limitations imposed by the irrigation system. Irrigate long enough to wet the soil to a depth of 6 inches. On medium-textured soils, this usually means applying about one inch of water per week during the growing season. On many fine-textured soils, runoff may occur before the soil is wet to the recommended depth. When runoff occurs, stop irrigating and let the water soak into the field. It may be necessary to repeat this cycle several times to wet the soil to the desired depth.

  Irrigation should begin at the first sign of moisture stress. When a turfgrass is under water stress, it appears dark and dull, the leaf blades begin to fold or roll, and footprints remain after walking over the area. If a turf is irrigated too often, leaf blades stay wet and the turf becomes prone to disease problems and thatch accumulation.

- **Fertilization** – Proper fertilization is a very important part of an athletic field maintenance program. Fertilization should always be based on soil test analysis. If no analysis is conducted, fertilizing with a 3-1-2 or 4-1-2 (N-P-K) ration fertilizer is generally acceptable.

  Most athletic field turf grasses require 3 to 7 pounds of nitrogen per 1,000 sq. ft. per year. The nitrogen is usually applied at a rate of one pound per 1,000 sq. ft. per month of active growth. A typical example of a fertilizer program would be to apply a 3-1-2 or 4-1-2 fertilizer in early spring when green-up begins, and monthly with last application being made four weeks before the average first frost date.

- **Cultivation** – Traffic on athletic fields produces a compacted surface layer in the top 2 to 3 inches of the soil profile. This results in a gradual thinning of the turf due to poor root growth. The centers of football fields, sideline bench areas, near the goals or soccer fields, and baseball diamond infields are good examples of areas that are prone to soil compaction. Even sandy soils are prone to compaction in these areas, especially when the field is used under wet conditions.

  Coring is essential where such traffic occurs. Sometimes referred to as aeration, this operation relieves soil compaction, encourages deep rooting, and improves turf health and quality. Coring is accomplished with a machine that will remove a soil core 5/8 of an inch to one inch in diameter to a depth of 4 to 5 inches. The soil core should be removed from the turf and deposited on the surface, allowing room for expansion in the soil. Fields should be cored a minimum of two times per year. The first coring should be done in the spring just before fertilization and the second in mid-summer. Each coring process should involve a minimum of two passes over the playing fields. If field use is intense or the soil is compacted, coring can be conducted monthly during the growing season. After the soil cores have dried, they can be crumbled and incorporated into the turf by using a flexible steel drag mat.

- **Topdressing** – Parts of the field which are used continuously will tend to subside because of the heavy use. Topdressing may be used to level and smooth these areas. Topdressing with soil of similar texture to the field should be done during periods of active growth. Light, frequent topdressings (1/4 inch layer) to build up low areas are preferred over less frequent, heavier topdressings. The topdressing can be dragged into the turf with a flexible steel mat. Topdressings can be conducted immediately after coring.

- **Management** – There is a limit to the amount of traffic even the best managed turf can stand without excessive injury. Steps which reduce management problems include the following:

  (1) schedule minimum use when the field is wet
  (2) rotate areas of play to permit turf recovery
  (3) avoid or reduce concentrated foot traffic, such as band practice whenever possible
  (4) limit or withhold use of newly planted areas until the turf is mature and developed
  (5) allow the turf to recover from winter dormancy before using it in the spring

- **General Information** – Fertilizer calculations: Pounds of fertilizer to apply one pound of nitrogen.

| Fertilizer | lbs./1000 sq. ft. | lbs./acre |
|---|---|---|
| 34-0-0 | 3 | 130 |
| 12-4-8 | 8 | 350 |
| 16-4-8 | 6 | 260 |
| 10-10-10 | 10 | 450 |

Football Field Dimensions:

Outer dimensions:
360’ x 160’ = 57,600 sq. ft. = 1.3 Acres

Between the hash marks:
300’ x 70’ = 21,000 sq. ft. = 0.5 Acre

Soccer Field Dimensions:

300’ x 165’ = 49,500 sq. ft. = 1.1 Acre
300’ x 195’ = 64,350 sq. ft. = 1.5 Acre
300’ x 225’ = 81,000 sq. ft. = 1.9 Acre

Area within a ¼ mile oval track – 92,000 sq. ft. or 2.1 Acre

Top Dressing quantities:

| Depth (in.) | Quantity per 1000 sq. ft. cu. ft. | cu. yd. |
|---|---|---|
| 1/8 | 10.5 | 0.4 |
| ¼ | 21.0 | 0.8 |

- **Miscellaneous**

In the Appendix is a Record Keeping Requirements form for the Turf Program. These forms are maintained on file at the Parks Division Maintenance Shop.

**GAINESVILLE PARKS AND RECREATION**
**ANNUAL TURF CALENDER**

**JANUARY**
Fertilize over-seeded fields with 18-0-0 Am. Sulfate (1# of N per 1000sq. ft.)
Re-seed any bare spots on athletic fields with rye
Mowing: mow over-seeded fields every other week @ 2 inches

**FEBUARY**
Fertilize fescue at LPAC with 24-5-11 (1# of N per 1000sq. ft.)
Apply pre-emergent to over seeded athletic fields (20-2-20 granular fertilizer w/1% Ronstar-6.7#'s/1000ft2)
Apply pre-emergent to non-over seeded athletic fields ( Stonewall / 1.5# Acre )
Apply pre-emergent to Civic Center front lawn ( Stonewall / 1.5#Acre )
Service all mowers and sharpen blades to be ready for mowing season
Mowing: mow over-seeded fields weekly @ 1 inch

**MARCH**
Take soil samples on athletic fields
Spot spray broadleaf weeds in turf areas (parks only) with 3-way (post emergent)
Apply 3 way liquid post emergent to all athletic fields to target broadleaf weeds
Sharpen blades, and grease machines weekly
Mowing: mow over-seeded fields twice weekly @ 1 inch

**APRIL**
Fertilize Athletic Fields with 16-4-8 ( 1#N/1000ft2)
Spot treat for Fire Ants with Amdro
Dewinterize irrigation systems
Perform irrigation surveys to insure systems are working properly (dust zones also)
Begin irrigating as needed (monitor rainfall to allow 1 to 2 inches of water weekly)
Apply 3 way liquid post emergent to all athletic fields
Sharpen blades, and grease machines weekly
Mowing: mow over-seeded fields twice weekly @ 2 inches
Mow non-over seeded fields @ 1 inch to prepare for green-up

**MAY**
Resod any needed areas
Spot treat for Fire Ants with Amdro
De-winterize pump @ LP and begin watering weekly with big gun
Perform irrigation surveys
Fertilize athletic fields with 29-3-8 + 6%FE (1# of N per 1000sq. ft.)
Sharpen blades, and grease machines weekly
Mowing: mow fields 3 times weekly @ 1 inch

**JUNE**
Aerify with ¾" tines (remove cores) and top dress (1/4" sand) athletic fields
Water LPAC weekly with big gun
Perform irrigation surveys
Fertilize athletic fields with 29-3-8 + 5%FE (1# of N per 1000sq. ft.)
Sharpen blades and grease machines weekly
Mowing: mow fields 3 times weekly @ 1 inch (sweep as needed)

**JULY**
Take soil samples on athletic fields
Water LPAC weekly with big gun
Perform irrigation surveys
Spot treat for Fire Ants with Amdro
De-thatch athletic fields if needed (.5" of thatch or greater)
Sharpen blades and grease machines weekly
Mowing: mow fields 3 times weekly @ 1 inch (sweep as needed)

**AUGUST**
Water LPAC weekly with big gun
Grind reels and bed knives on City Park mower
Perform irrigation surveys
Spot treat for Fire Ants with Amdro
Fertilize fields with 29-3-8 + 5%FE (1# of N per 1000sq. ft.)
Aerate athletic fields (remove cores)
Sharpen blades, and grease machines weekly
Mowing: mow fields 3 times weekly @ 1 inch (sweep as needed)

**SEPTEMBER**
Set irrigation to light frequent times for proper seed germination
Water LPAC with big gun as needed
Stonewall Pre-emergent on LPAC fields (1.5#/acre)
Sharpen blades, adjust reels, and grease machines weekly
Mowing: mow fields 2 times weekly @ 1 inch

**OCTOBER**
Aerate/overseed CP (Intermediate Rye), Candler (Intermediate Rye), and Civic Center (Perennial Rye) with 10#'s per 1000sq. ft.
Fertilize over seeded areas with 18-24-12-starter fertilizer (two weeks after over seeding)
Drain and winterize irrigation systems (rye will need to be watered during cold months when rainfall is not sufficient, monitor temps to prevent freezing)
Mowing: mow fields 2 times weekly @ 1.0 inches

**NOVEMBER**
Water rye as needed to supplement rainfall if needed
Fertilize rye fields with 32-3-8 + 2%FE (1# of N per 1000ft2)
Mowing: mow fields weekly @ 1.0 inches
**DECEMBER**
Mowing: mow fields every other week @ 1.0 inches
Spot spray weeds with 3-way (post emergent)

## SECTION 7C – INSECTICIDE/HERBICIDE/FUNGICIDE DESCRIPTIONS

- **Barricade** – A pre-emergent herbicide. Mix at a rate of 1.5 lbs. per acre. Water in with ¼" water after application.

- **Ronstar** – A pre-emergent herbicide. Apply granules at a rate of 6.7 lbs. per 1000 sq. ft. Water in with ¼" water after application.

- **Daconil** – is a contact fungicide – used for a wide range of fungus including brown patch, large patch & dollar spot. Mix 2-4 oz. per 1000 sq. ft.

- **Heritage** – A systemic fungicide used primarily to prevent "Take all" on Bermuda turf. Mix .2 - .4 oz. per 1000 sq. ft.

- **Propaconazole** – Another systemic fungicide. Mix 2 – 4 oz. per 1000 sq. ft.

- **Round – Up –** Non-selective herbicide to target weeds. Mix 1.5 oz. per gallon or 4.5 oz. per 3 gallon back pack sprayer. Used along fence lines and walkways.

- **Tri-Mec –** A selective herbicide to target broad leaf weeds in Bermuda turf. Mix 1 oz. per 1000 sq. ft.

- **Amdro –** A bait insecticide to treat Fire ants. Sprinkle 1 tablespoon around mound. Do not disturb mound or apply during heat of the day.

- **Sevin –** A contact insecticide for use on a wide range of insects. Ants, yellow jackets, army worms, Japanese beetles, etc. Mix 2 – 6 oz. per 1000 sq. ft.

- **Revolver –** A selective herbicide to target grassy weeds in Bermuda turf. Used to remove over seeded rye grass. Mix .2 - .6 oz. per 1000 sq. ft.

**NOTE: BEFORE USING ANY CHEMICAL – READ THE LABEL THOROUGHLY & CAREFULLY. FOLLOW ALL DIRECTIONS AND RESTRICTIONS. WEAR PROPER PERSONAL PROTECTION EQUIPMENT.**
**STORE & DISPOSE OF EXCESS MIX & CONTAINER PER LABEL INSTRUCTIONS.**

# SECTION 8 – PREVENTATIVE MAINTENANCE PLAN
## Vehicles & Major Equipment

### SECTION 8A – CONCEPT

The maintenance philosophy of the Gainesville Parks and Recreation Agency shall be directed towards the prevention of problems rather than a corrective maintenance approach. Preventative Maintenance will provide the following benefits to the Agency:

1. Prevent major problems compounded by neglect
2. Minimize annual maintenance cost through periodic checks.
3. Supply maintenance history for all Parks and Recreation vehicles and major equipment.
4. Reduce safety hazards through immediate corrections or problems.

### SECTION 8B – INTRODUCTION

A carefully planned Preventative Maintenance program can efficiently use tax dollars and help avoid unnecessary and unexpected expenses. This program is more than a safety program. Although safety is the primary emphasis, an effectively executed program is a cost savings program. In the long run, it can save the Gainesville Parks and Recreation Agency expenses currently paid for vehicle collision damage, lost time in investigation, vehicle/equipment down time and much more. It will justify in practical dollars the additional time and effort it may take to implement and maintain.

### SECTION 8C – OBJECTIVE

Our objective is to maintain all vehicles and equipment of the Agency in a safe, dependable condition at a reasonable operations cost. Through the performance of scheduled preventive maintenance this will deliver maximum availability to the Agency to perform its work with a minimum amount of down time due to breakdown of vehicles and equipment. The preventive maintenance program will also minimize down time and repair costs over the projected use for each vehicle and piece of equipment.

Twice per year, service is performed on all vehicles or every 3,000 miles and recorded by the shop mechanic. Each employee is responsible for a weekly vehicle inspection which is turned in (Vehicle Inspection Form) and are to notify the shop mechanic of service date two weeks prior to needed service. Employees are responsible for notifying shop mechanic of any immediately needed repair and initiate a vehicle repair sheet.

Preventative maintenance of equipment and vehicles is usually done in the winter months. Service includes: belts and hoses, grease, oil change, sharpen or replace with new blades, battery, etc.
Each employee and inmate is properly trained and/or instructed prior to using or operating any equipment. After training, documentation is completed to show proper training was conducted and by whom.

## SECTION 8D - REGULAR INSPECTION AND MAINTENANCE

**1. <u>Preventative Maintenance</u>**

For a vehicle/major equipment to give the most economical service possible, it is essential that the fleet/equipment have a realistic preventative maintenance (P.M.) system. The ground work for a good P.M. system usually starts with the manufacturer's recommendations concerning necessary maintenance and the hours or mileage at which it should be performed. This is then modified by the actual fleet/equipment. Careful consideration must be given to the maintenance which must be performed in order not to void the manufacturer's warranty. Preventative maintenance allows the shop mechanic to schedule its repair work evenly over the course of time so the maintenance staff is not faced with large peaks and valleys in their work flow.

Preventative maintenance differs from demand or crisis maintenance in that it attempts to anticipates problems and plan for their correction before they become serious. P.M. is normally performed on a mileage or hour basis. A well defined, consistently used P.M. program will result in the lowest total maintenance cost.

2. **<u>Demand Maintenance</u>**

Certain maintenance functions are performed only when the demand arrives. Some parts are only replaced on a "when failed" basis, i.e. light bulbs, springs, window glass, wiper blades, wiring, gauges, seat cushions, etc. Other parts will be replaced or repaired when they are worn and this wear is detected by periodic inspections, i.e., tires, engine transmissions, rear end rebuilds, universal joints, bushings, batteries, hydraulic lines etc.

3. **<u>Crisis Maintenance</u>**

If preventative maintenance or demand maintenance is ignored or postponed, the inevitable result will be "crisis" maintenance. Breakdown will occur while the vehicle/equipment is performing its function. The shop mechanic will have to be sent out to repair the vehicle/equipment or another unit may have to be sent to replace the one having problems. In some cases, the mechanical failure could cause, either directly or indirectly, an injury. Often the failure of an item which should have been detected and replaced, will result in demanding other component parts. Crisis maintenance is much more expensive than preventative or demand

maintenance due to the cost of operator down time, phone calls, supervisory time required to organize necessary repair procedures, mechanics time traveling to and from breakdown (or cost of having an outside garage make repairs), inefficiency of mechanic working on the road versus working at the shop and cost of additional parts damaged.

4. **Record Keeping**

Every good maintenance program is supported by an adequate up to date, record keeping program. It is extremely difficult to learn from prior experience without the benefit of maintenance records. In times of high parts prices and tight budgetary demands, management cannot afford the luxury of guessing about maintenance costs and past performance of vehicles and accessories and equipment. To be useful, maintenance records must be kept current, must only record meaningful dates and this date must be reviewed on a periodic basis.

**5. Vehicle and Equipment Inspection Form**

A preventive maintenance program has a schedule that lists vehicle/equipment and the time intervals they are serviced.

One maintenance record which every fleet should use is the drivers vehicle inspection checklist for vehicles and major equipment operation inspection check list for equipment. This is a simple form which gives the operator directions in inspecting his/her vehicle or equipment in a systematic manner, so he/she does not unintentionally overlook any important areas. It also provides a convenient means for the operator to note deficiencies and report them to the shop mechanic. These inspection reports should be completed weekly.

The shop mechanic should retain these forms so they can be referred to if or when problems develop. If a current copy of the vehicle/equipment defect report is carried on the vehicle or equipment, it will be readily apparent that the procedure is being followed and minimize the likelihood of an unexpected mechanical failure. By keeping current copies of the reports, the operator and mechanic are able to ascertain at a glace the known mechanical problems with the vehicle/equipment.

Every vehicle or equipment should have a record of all the repair work and preventative maintenance work which has been performed. Such a record will allow the shop mechanic to develop needed cost data and review the past performance of a specific vehicle/equipment or groups. It allows the shop mechanic to analyze the maintenance work which has been performed on a vehicle/equipment to determine if additional work is necessary or can be expected. It also gives clues to problems which have been overlooked in routine maintenance.

A preventative maintenance program has a schedule that lists vehicle/equipment and the time intervals they are services – such a preventative program should include the following:

A. Regular inspection by the shop mechanic should cover the condition of:
   1. Safety equipment – first aide and emergency equipment
   2. All braking systems.
   3. All lighting and signaling systems
   4. The body, including glass, mirrors, door latches, etc.
   5. Frame, springs and suspension
   6. Tires and wheels, including spares
   7. Other accessories

B. Vehicle/equipment repair. Report systems to be submitted by driver, when reporting vehicle defects.

C. Accurate shop records of work performed on the vehicles

D. A regular system of checking, lubricating, washing and replacing certain parts on either a regular time or mileage basis.

The vehicle inspection form helps to maintain the vehicles in the best operating condition by pointing out deficiencies. This allows for correction to be made in a timely manner before they lead to a potential collision.

As mentioned earlier, a vehicle inspection form or “check list” also provides documentation that verifies that the Agency’s intent to provide reasonable safe vehicles for the public and employees.

The Gainesville Parks and Recreation Agency uses three such forms. One which employees check vehicles weekly and the other is the “Vehicle Maintenance Check List” which is completed, signed and recorded by the shop mechanic. This form is used every time service is performed on a vehicle. This form provides the necessary documentation and frequency of related work/service performed on all vehicles.

# GAINESVILLE PARKS AND RECREATION AGENCY
## PARK SERVICES DIVISION
### *VEHICLE ASSIGNMENT LIST*

| UNIT # | YEAR MODEL | MAKE OF VEHICLE | ASSIGNED TO NOW | LOCATION | TAG NUMBER | ASSET NUMBER | SERIAL NUMBER | |
|---|---|---|---|---|---|---|---|---|
| 2071 | 1991 | Chevrolet Kodiak Dump | Parks | 325 - Parks Div. | 64826 | 9264 | 1GBM7H1P4M2111548 | Jan - July |
| 3728 | 1990 | International Dump 4700 | Parks | 325 - Parks Div. | GV82643 | 7799 | 1HTSCNDL3LH290213 | Jan - July |
| 3676 | 1994 | Ford Pick-up | Maint. Shop | 325 - Parks Div. | 64767 | 13979 | 1FTEF15N9RNB16750 | Jan - July |
| 3679 | 1995 | Ford 15 Pass. Van | Inmate Detail | 325 - Parks | 64769 | 8434 | 1FBJS31H8SHB89168 | Jan - July |
| 4053 | 1998 | Dodge 3500 Dump | Chipper Truck | 325-Parks | GV66019 | 14982 | 3B6MC3667WM291144 | Apr - Oct |
| 4101 | 1999 | Ford E-150 12 Pass Van | FMACC Staff | 382 - FMACC | 66190 | 15815 | 1FMRE1120XHB77119 | Apr - Oct |
| 4237 | 2001 | Ford F150 SupCab | LW/WT Crew | 325 - Parks Div. | 149931 | 19598 | 1FTRX17W81NB32673 | Apr - Oct |
| 4238 | 2001 | Ford F150 SupCab | Lanier Point | 325 - Parks Div. | 149932 | 19599 | 1FTRX17W61NB32672 | Apr - Oct |
| 4248 | 2001 | Ford F150 SupCab | LLOP | 325 - Parks Div. | 149938 | 19597 | 1FT2X17291NB49155 | Apr - Oct |
| 4309 | 2003 | Ford Crown Vic. | Admin. Staff | 310 - Admin. Div. | 157092 | 20651 | 2FAFP73W63X116524 | May - Nov |
| 4311 | 2002 | Ford E-150 12 Pass Van | FMACC Staff | 382 - FMACC | 157094 | 20854 | 1FBNE31L72HB47491 | May - Nov |
| 4393 | 2004 | Ford F-250 Crew Cab | Inmate Detail | 325 - Parks Div. | 170559 | 11490 | 1FTNW20L94EB35660 | May - Nov |
| 4473 | 2005 | Ford F-250 Crew Cab | Water Truck | 325 - Parks Div. | GV66817 | 11910 | 1FTSW20515ED06262 | May - Nov |
| 4471 | 2005 | Ford F-150 Reg Cab | Roving Crew | 325 - Parks Div. | GV66807 | 11911 | 1FTRF12285NB39703 | May - Nov |
| 4533 | 2006 | GMC 1500 Reg. Cab | City Park Crew | 325 - Parks Div. | GV66946 | 12199 | 1GTEC14X972109055 | May - Nov |
| 4534 | 2006 | GMC 1500 Reg. Cab | CC Staff | 380 - Civic Center | GV66947 | 12198 | 1GTEC14X072112748 | Mar - Sept |
| 4536 | 2006 | Ford E-150 8 Pass Van | Rec. Division | 315 - Rec. Div. | GV66949 | 12197 | 1FMRE11W56DA71872 | Mar - Sept |
| 4590 | 2007 | GMC 1500 Reg. Cab | Rec. Division | 315 - Rec. Div. | GV67765 | 12622 | 1GTEC14X772625995 | Feb - Aug |
| 4596 | 2008 | Ford F-250 Super Cab | David Tyre | 325 - Parks Div. | GV67785 | 12624 | 1FTSX20538EB94131 | Mar - Sept |
| 4589 | 2008 | Ford Escape | FMACC Staff | 315 - Rec. Div. | GV67770 | 12625 | 1FMCU02238KA79947 | Feb - Aug |
| 4702 | 2010 | Ford F-150 Reg Cab | Maint. Shop | 325 - Parks Div. | GV13221 | 13208 | 1FTMF1CW5AKB04978 | Feb - Aug |
| 4710 | 2010 | Ford Ranger Reg Cab | CC Staff | 380 - Civic Center | GV82685 | 13207 | 1FTKR1AD0APA49617 | Feb - Aug |
| 4918 | 2015 | Ford Escape | Missy Bailey | 382 - FMACC | GV6230E | 14797 | 1FMCU0F72FUA27817 | Mar - Sept |
| 5157 | 2019 | Ford F-350 Transit Wagon | Rec. Division | 315 - Rec. Div. | GV084A3 | 17552 | 1FBVU4XM8KKB27889 | Feb - Aug |
| 4919 | 2015 | Ford F-250 Super Duty P/U | Parks - Towing | 325 - Parks Div. | GV6231E | 14794 | 1FT7W2A62FEB61506 | Apr - Oct |
| 4472 | 2005 | Ford F-250 Super Cab | Alan Cline | 325 - Parks Div. | GV66816 | 11912 | 1FTSX20575ED06263 | Mar - Sept |
| 4920 | 2014 | Ford F-150 Supercab 4x4 | Michael Williams | 380 - Civic Center | GV6241E | 14795 | 1FTFX1EFXEKF94293 | Mar - Sept |
| 5135 | 2018 | Ford F - 150 Reg. Cab | Eno Slaughter | 325 - Parks Div. | GV5470M | 14795 | 1FTMF1C58JKF95408 | Jan - July |
| 5193 | 2020 | Ford F-150 Reg Cab | Brian Peters | 325 - Parks Div. | GV6422N | 17717 | 1FTMF1CB5LFA28249 | Feb - Aug |
| 4921 | 2014 | Ford F-150 Reg. Cab 4x4 | Ken Rovinelli | 382 - FMACC | GV6242E | 14796 | 1FTMF1EM5EKF94291 | Feb - Aug |
| | | Operational Vehicles | 30 | | | | | |
| | | | | | | | | |
| | | Take Home Vehicles | 5 | | | | | |

# SECTION 9 – SPECIAL FACILITY PREVENTATIVE MAINTENANCE PLAN

## SECTION 9A - CONCEPT:

The philosophy of Gainesville Parks and Recreation shall be directed towards the prevention of problems rather than a corrective maintenance approach. A preventative maintenance approach will address:

- Degradation and neglect of equipment by implementation of periodic checks and service
- Provide a documented history of all repairs and work performed
- Reduce safety hazards and increase efficiency of systems
- Enhance Customer Service and satisfaction

All will benefit the Agency through efficient use of tax dollars, efficient operations and customer services.

## SECTION 9B – FACILITIES & SYSTEMS

- Refer to the Agency's Facilities Preventative Maintenance Manual, hereby incorporated into this manual

**SECTION 9C – Annual Preventative Maintenance Program**

**DAILY**

- Check all HVAC systems – all facilities
- Check all Pool Pac's, water heaters, pumps, sanitation systems in FMACC
- Check all lighting and electrical systems – all facilities

**MONTHLY**

- Check all outdoor lighting – all facilities
- Clean all pool water sanitization equipment (Pulsars) – FMACC
- Inspect all outdoor pool components (FMACC slides & play structures)
- Grease all pumps & motors (FMACC/CC)
- Adjust all belts (HVAC systems/Pool Pacs) – all facilities
- Change all HVAC system filters – all facilities
- Inspect all kitchen equipment – FMACC/CC/FSNC/LPAC
- Inspect and/or test all fire suppression systems/extinguishers/alarms
- Inspect all emergency exits and lighting systems
- Inspect & clean all water fountain filters
- Inspect & grease lift – CC
- Inspect & replace filter, clean coils on all ice makers (FMACC/CC/LPAC/FSNC)
- Inspect all plumbing and fixtures – all facilities
- Inspect all facilities for energy efficiency
- Inspect all facilities for structural damage/vandalism or general wear & tear

**QUARTERLY**

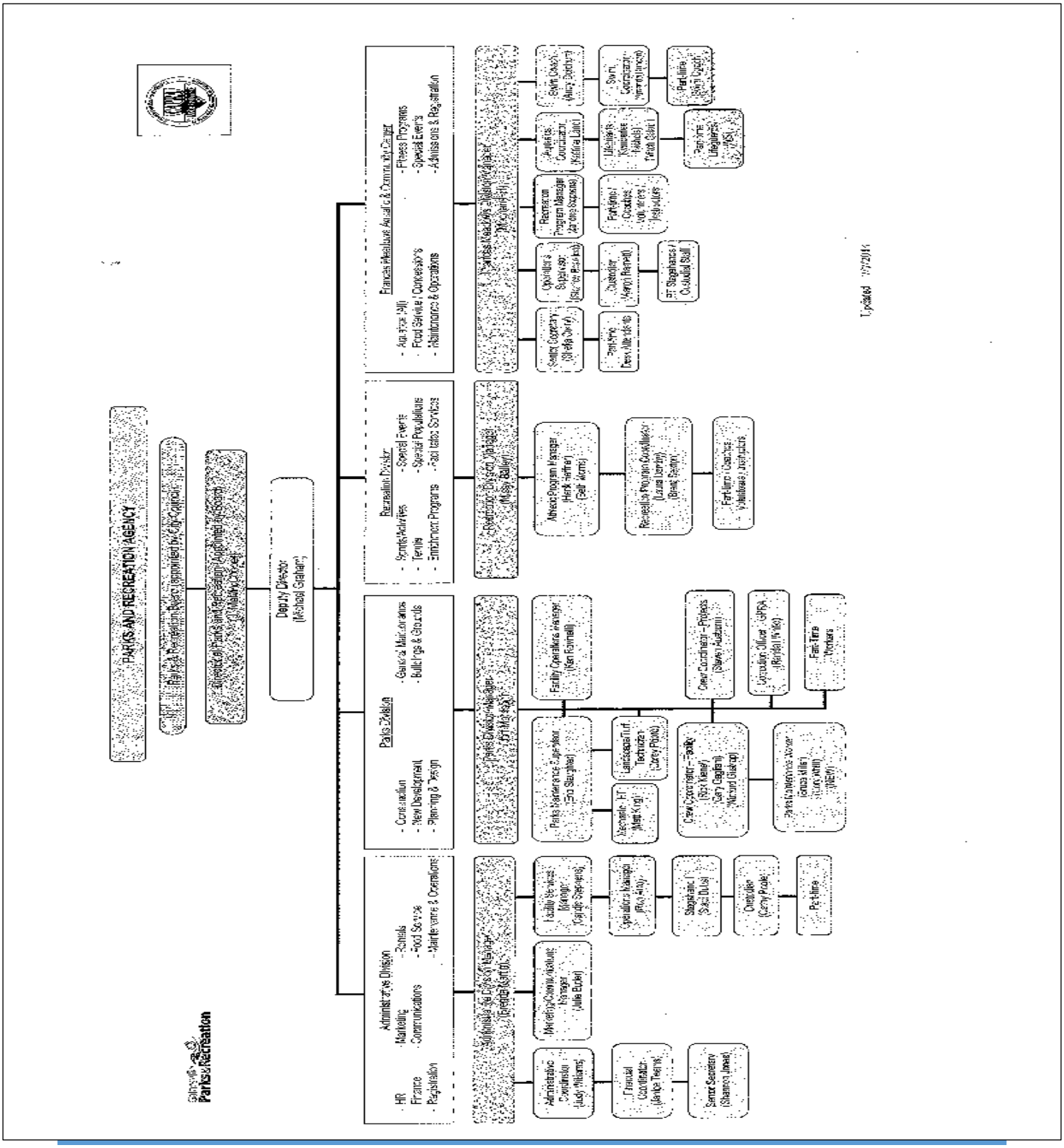
- Inspect/clean all facility rain gutters & roofs
- Inspect HVAC air handler units, grease motors, check belts, change filters – (FMACC,CC, LLOC, FSNC)
- Clean all HVAC system coils – all facilities

**ANNUALLY**

- Check all grease traps and pump as needed – FMACC/CC
- Re-certify all fire suppression systems, alarms and extinguishers – all facilities
- Inspect all boilers (Certification every 2 years) – FMACC/CC
- Inspect and certify elevators and handicap lifts – FMACC/CC
- Inspect and certify all backflow devices
- Clean FMACC Pool Pac coils
- Winterize FMACC outdoor pools & plumbing
- Clean all facility HVAC evaporating units
- Check and amp all electrical components on HVAC, Pool Pacs and chillers
- Check glycol levels in chillers
- Check lightning rods on FMACC roof

# SECTION 10 - MISCELLANEOUS

## ORGANIZATIONAL CHART



## SECTION 10B – STAFF AREA ASSIGNMENTS

Currently the following assignments and work crews are in place:

Lanier Point Park
Ron Portillo – Parks Crew Coordinator
Bailey Goswick – Parks Maintenance Worker

City Park
Chris Bruce – Parks Crew Coordinator
Daniel Ramirez – Parks Maintenance Worker

Rock Creek Greenway Parks (Longwood, Wilshire Trails, Ivey Terrace, Rock Creek Veterans & the Midtown Greenway)
Jason Heffner – Parks Crew Coordinator
Lincoln Riddle - Parks Maintenance Worker
2 – Part-time (Seasonal – March – August)

Special Projects
Eno Slaughter – Parks Maintenance Supervisor
David Tyre – Parks Crew Coordinator
Inmate Detail #44

Landscape and Turf
Alan Cline – Assistant Parks Maintenance Supervisor
Inmate Detail #44

Passive Parks Crew
Jennifer Hill – Parks Crew Coordinator
Steven Drayton – Parks Maintenance Worker

Day to Day General Maintenance
Eno Slaughter – Parks Maintenance Supervisor

Maintenance Shop
Kyle Hewell – Mechanic

## SECTION 10C – HALL COUNTY CORRECTIONAL INSTITUTION DETAILS

The Agency works with the Hall County Correctional Institution to provide Inmate Details to assist in park maintenance. Located in the Appendix are the Policies and Procedures Manual for the Correctional Institution. Public Safety is the first priority of the Inmate Guards and all HCCI Policies and Procedures should be given first priority. Efficient utilization of Detail manpower and completion of assigned tasks are secondary.

When at full staffing level (3 Inmate Details), two Details are assigned to Park Landscaping duties through the growing season of April – October and one to Special Projects and/or trash detail. However, due to work load and special circumstances, Inmate Detail assignments change on an as needed basis.

Details should report to the Parks Maintenance shop by 8:30 AM unless otherwise instructed by Parks Maintenance Supervisor. HCCI Staff meetings and In-Service Training sessions may alter time of arrival. Details should leave worksites by 3:30 PM in order to return to Parks Maintenance shop for drop off of equipment and reports in order to arrive back at HCCI by 4:10 PM for Detail check in. If Detail Guard is to be late arriving at HCCI, they are to notify HCCI by phone or radio.

### 10 D – Inmate Detail Standard Operating Procedures

**Trash Detail**

1. Trash Detail will visit every Park each Monday and Friday in the months of March – October and every Friday in the months of November – February.
2. Inmates will be issued rubber gloves, trash pickers and trash and/or clear recycling bags.
3. All trash and litter should be picked up from the grounds and surrounding areas of all parks, including access roads, walkways and parking lots.
4. All trash cans should be checked upon each visit. Cans with bags that are more than ½ full should be changed out with a new bag. Bags should be secured to the liner or barrel by tying a knot in the bag to tightly wrap around the can or liner. Cans less than half full should be left for the next visit in order to save trash bags.
5. Bags are then loaded onto the trash trailer or truck and disposed of first in one of 8 GPRA dumpsters located in various parks. If dumpsters are full, bags should be taken to the Hall County landfill for disposal. Landfill tickets should be turned in daily to the Parks Maintenance Supervisor.
6. Recycling receptacles are located at City Park athletic facilities, Lanier Point athletic facilities, and the Frances Meadows Aquatics Facility. These receptacles are stocked with clear plastic recycling bags and should be changed out using the same protocol as trash receptacles. These bags should be counted and kept separate from trash bags and taken to the Hall County Recycling Center for disposal. Recycling bag numbers should be reported to Parks Maintenance Supervisor via daily reports.
7. **ROUTE:**

   **NOTE: ALL PARKS WITH PLAYGROUNDS – DETAIL SHOULD HAND RAKE ANY DEPRESSIONS UNDER PLAYGROUND EQUIPMENT OR SWINGS ON EACH VISIT TO THESE PARKS.**

   On the way in to work on designated trash collection days, the Trash Detail should visit first Kenwood and Myrtle Parks and Desota Park. While at Desota Park, restrooms should be cleaned and stocked. After visiting these parks, the Trash Detail

will report to the Parks Division Maintenance Shop to check in with Parks Maintenance Supervisor for any other assignments or information. The trash route then will be as follows:

- Lanier Point Park – Boat ramp area, parking lots, grounds, LPAC. Dumpsters are located in the Parks Maintenance shop lot.
- Longwood Park – end to end including tennis courts, trails, playgrounds, common areas, parking lots, courtesy dock and lake walk. A dumpster is located in the Longwood Park parking lot.
- Rock Creek Greenway - Wilshire Trails Park/Ivey Terrace Park/Rock Creek Park – end to end including parking lots, trails, playground, common areas, curb along Wilshire Road/Ivey Terrace/Adair Street/Northside Drive. A dumpster is located in the Wilshire Trails Parking lot.
- Riverside Park – common areas, Yonah Ave. & Riverside Ave. curbsides, playground, pavilion area, walks.
- Holly Park – common areas, pavilion areas, boat ramp area, access roads, parking lots, beach area, picnic areas.
- Roper Park – common areas, ball field, tennis court, pavilion area, picnic area, playgrounds, walks, curbsides bordering park.
- Wessell Park – common areas, tennis/basketball courts, picnic area, playground, walks and all curbsides bordering park.
- City Park – includes Green Street Park area, wooded area adjacent to GSP, parking lots, ball fields, tennis courts, Martha Hope Cabin grounds, Candler ball fields, restrooms at City Park and Candler. A dumpster is located at the City Park main parking lot.
- Frances Meadows Center – access road curbsides, parking lots, grounds around parking lots.
- Fair Street Neighborhood Center – parking lots, grounds, retention pond, curbsides bordering facility.

**Landscape Detail Standard Operating Procedures**

1. Inmate Details should report to Parks Maintenance shop and proceed to assigned equipment bins to hook up trailers.
2. All equipment should be inspected and inventoried by Inmate Detail Guard and/or Staff mechanic/Assistant Parks Maintenance Supervisor. Any defective equipment should be noted and turned over to mechanic for repair or replacement. This includes the vehicle and trailer assigned to the Detail. **Detail Guard should note any defective or improperly working equipment from the prior day on his report and bring it to the attention of the mechanic on that day.**
3. Detail guard will then receive the day's assignment and any special duties from the Parks Maintenance Supervisor **AND** Assistant Parks Maintenance Supervisor.
4. Detail Guard is responsible to insure that all equipment is operable and safe as well as any and all supplies, fuel, etc. are obtained and kept in an efficient and timely manner. **Your time is valuable and efficiency is a must in order to get the job done. It is the Detail Guard who makes the Detail efficient. Planning and commitment to quality is expected.**
5. When operating in any public park, Detail Guards should place signage assigned to the Detail in the immediate area where they will be working. Signs should be placed

so that park visitors will be aware that an Inmate Detail is in the area. Signs should be moved accordingly as the Detail moves through the park. HCCI Policies and Procedures should be observed at all times.

6. When operating mowers, trimmers and blowers, Inmates should be aware of park visitors' presence and avoid any situation where objects or debris could be thrown or blown from the equipment and cause injury to anyone or any property.
7. Flaps on mowers should be deployed in the down position to deflect objects or debris.
8. Areas should be inspected prior to mowing to insure that any object is removed.
9. **DO NOT** mow so that clippings are blown into streets, onto walkways, playgrounds or plant beds.
10. All walks should be blown after edging and mowing.
11. Use caution and common sense when mowing on banks and inclines and in wet conditions.
12. Always use Personal Protection Equipment issued to each Detail when necessary. It is the responsibility of the Detail Guard to issue and collect the PPE and store for the next day's work.

**10E – Typical Mowing Schedule**

Depending on season and weather conditions, the following is a general schedule for Landscape Details. Schedule may vary for security reasons and depending on conditions and need.

**MONDAYS**

Longwood Park, The Rock

**TUESDAYS**

Wilshire Road curb, Ivey Terrace including curb, Rock Creek including retention pond and curbs

**WEDNESDAYS**

Fair St. Neighborhood Ctr. Retention pond (monthly), Frances Meadows Ctr. Retention pond & common areas between FMACC & GMS, behind building and banks around building & parking lot.

**THURSDAYS**

Lanier Point Park – includes boat ramp area, common areas, bank behind Fields 1, 2, 3, parking lot islands & borders, power line, Ivey-Watson (outside fences), access road.

**FRIDAYS**

Shop area, finish Lanier Point and any other areas not finished, service/clean equipment, and sharpen blades.

Schedule includes weed eating all areas, edging all walkways, blowing clippings from parking lots/trails/pavilions/playgrounds/picnic areas/walkways/roads etc.

## SECTION 10F – PARKS DIVISION STAFF UNIFORM POLICY

The Agency takes pride in the services, facilities and amenities we provide to the public. It is our philosophy that properly identified and well dressed staff presents a positive image to the public which reinforces that pride we have in our work. Therefore, the following Uniform Policy was implemented in 2014 replacing the previous policy of 2009.

**TITLE: CITY OF GAINESVILLE PARKS AND RECREATION DRESS CODE AND UNIFORM POLICY**

## A. SUMMARY:

To insure safe working conditions, reflect acceptable appearance, and to provide ease of recognition and/or identification of employees by the public, while complying with the federal Internal Revenue Service Code regarding taxable fringe benefits, these policies and procedures will set the guidelines for all employees regarding personal appearance and provided uniforms. This document is in keeping with the City of Gainesville Uniform Policy Version 2013, which establishes policies for providing eligible employees of the City of Gainesville Parks and Recreation Agency with work clothing, uniforms and/or safety equipment at the City's expense.

## B. APPLICABLE TO:

All employees should adhere to the Agency Dress Code. Eligible employees shall receive work clothing, uniforms and/or safety equipment to be worn in the workplace as designated in this policy.

## C. DEFINITIONS:

| | |
|---|---|
| Employee: | All full-time and part-time employees hired on with Gainesville Parks and Recreation. |
| Eligible Employee: | An Employee of the City of Gainesville Parks and Recreation Agency who is provided with work clothing, uniforms, and/or safety equipment at the expense of the City as established by the position held and deemed appropriate in order to maximize safe working conditions, reflect appropriate appearance, or provide ease of recognition and/or identification by the public. |
| Work Clothing/Uniform: | As used within this policy, "work clothing" and uniform refer to apparel provided at the City's expense to be worn by an individual employee (in place of or in addition to that individual's personally owed apparel) in connection with particular duties of the position held by that specific employee. |
| Safety Equipment: | As used within this policy, "safety equipment" refers to personal protective equipment provided at the City's expense for the use and protection of an individual employee in connection with particular duties of the position held by that specific employee. |

## D. POLICIES:

To assist City employees in the effective performance of their duties and in support of the City's workplace safety program, City officials may lawfully appropriate and expend for purposes of work related use by eligible employees, subject to provisions of this policy and City purchasing procedures.

1. **Agency Dress Code**

All employees of Gainesville Parks and Recreation will present a professional appearance while on duty. Business casual dress or uniforms as provided will be required unless otherwise specified. Clothing should not be stained, ripped or cut-off. Jeans may be worn as approved by Division Management.

2. **Eligible City Purchases for Uniforms**

It is the intent of the City to provide work clothing, uniforms and/or safety equipment to employees only if the item is exempt from being considered a taxable fringe benefit under the federal Internal Revenue Service code. Any work clothing or uniforms provided at the City's expense for the individual employee's benefit must meet all of the following conditions:

- Work clothing and uniforms must be specifically required as a condition of employment; and
- Work Clothing or uniforms must not be adaptable to general use as ordinary clothing; and
- Work clothing or uniforms must not, in fact, be worn for general use.

If these conditions are not met, the clothing is considered employee compensation and employment taxes and income taxes should be deducted from employee pay.

3. **Work clothing or Uniforms Restricted to Workplace**

Work clothing, uniforms and safety equipment provided at the City's expense shall not be worn or used by employees except in the performance of their duties and in direct travel to and from their place of work for the City. Additionally, employees shall not make them available to any other person to wear or use (except another authorized employee, when appropriate). Any other use of such work clothing, uniforms or safety equipment is strictly prohibited. Employees must remember that when wearing clothing that identifies them as a City employee, they should never behave in a manner that would discredit the City or its staff members.

4. **Maintenance and Care**

Work clothing, uniforms and safety equipment provided at the city's expense shall be used and handled responsibly by the employee, with reasonable caution against damage and theft. In the event of loss, theft or damage, the employee shall promptly report the situation to the supervisor.

5. **Uniform Allowance**

An allowance for uniforms paid directly to employees as a taxable fringe benefit will no longer be approved.

6. **Return of Work Clothing, Uniforms and Safety Equipment**

Employees who separate from employment with the City are required to turn in work clothing, uniforms and/or safety equipment that are the property of the City. If such items are not returned, the City will deduct the cost of the items from the employee's final pay.

7. **Clothing Purchases of De Minimis Value**

On occasion City employees receive clothing items as a gift or reward. Examples are City logo tee-shirts or caps. The items have little value, and similar gifts or rewards are given infrequently. These are allowed and would be exempt from employee taxation under the IRS de minimis rule for taxable fringe benefits. These type purchases require pre-approval by the City's Administrative Services Department on a case-by-case basis. These type purchases are exempt from the administrative requirements of this policy and are not considered property of the City.

**8. Results of Non-compliance**

Disciplinary action may be taken for not wearing and maintaining appropriate clothing and safety equipment as required. Failure to follow proper purchasing procedures may also lead to disciplinary action, and/or the city may decline to pay for related purchases.

**Procedures:**

**1. Dress Code and/or Uniform Descriptions by Division, Area and/or Position**

Attachment A details proper dress code and/or uniform descriptions by divisions, areas and positions as approved by the Management Team. This spreadsheet will be reviewed and updated annually as necessary.

**2. Assignment and/or Issuance of Work Clothing, Uniforms and Safety Equipment**

An inventory of assigned and/or issued work clothing, uniforms and safety equipment shall be maintained by each division. Employees are required to sign for the items (Attachment B), and the items then become the responsibility of the employee for maintenance and care. Work Clothing, uniforms and safety equipment are considered City property, to be returned in the event of replacement or termination of employment

## SECTION 10G – RISK MANAGEMENT

The Parks Division follows the guidelines of the Risk Management Manual and works with the City of Gainesville Risk Manager for safety guidelines and facility audits. A City of Gainesville Risk Management Policies and Procedures Manual is issued to the Parks Division Manager and a copy is placed at the Parks Divisions Maintenance shop and made available to all employees. Additionally, Worker's Compensation Procedures and Physicians List is posted on the Maintenance Shop bulletin board.

**APPENDIX**

Located in the Appendix are the following forms:

1. Map of Park Districts
2. Contracted Parks Landscape Maintenance Specifications
3. Adopt-A-Park Guidelines
4. Annual Turf, Landscape, & Maintenance Calendar
5. Turf Program Fertilization, Pesticide & Fungicide Application Records
6. Monthly Playground Inspection Report
7. Playground Maintenance Report
8. Longwood/Wilshire Trails Park Weekend Part Time Personnel Duties
9. Pavilion/Facility Use Form
10. Sample of Reserved Sign for Park Pavilions
11. Sample of weekly schedule printout on Pavilion Rentals
12. Sample of Weekend Personnel Assignment
13. Vandalism Report
14. Vehicle Inspection/Repair Form

# POLICY MANUAL

830 Green Street, NE
Gainesville, GA 30501
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www.gainesville.org/recreation

APPROVED BY THE GAINESVILLE PARKS & RECREATION BOARD

# PREFACE

The Gainesville Parks and Recreation Board is responsible for developing and setting policy for the Parks and Recreation Agency. All policies of the general operational nature for the Agency are included herein. Certain aspects of the Agency operations and policies are covered in separate manuals and are incorporated into this manual by reference thereof. Other aspects are covered under the City of Gainesville Rules and Regulations and are also incorporated into this manual by reference.

This manual is reviewed annually and all new and/or revised policies are incorporated into this document so it is accurately maintained. Changes, revisions, or additions to this manual or parts herein can only be made by a majority vote of the Gainesville Parks and Recreation Board. Actions that affect policies cannot be taken at the initial presentation of the request. There must be a one (1) month waiting period from the date of the presentation of such policy or change for formal adoption by the Parks and Recreation Board.

## OUR MISSION

The Gainesville Parks and Recreation Agency, through a coordinated effort, seeks to enrich the quality of life of the citizens we serve by providing safe and accessible facilities and a diversified program of activities in an effective, efficient, equitable and responsive manner.

## OUR GOAL

… is to provide the total community, regardless of age, race, sex, creed, national origin, religion, handicap, social or economic status, the opportunity to develop new skills, create new interests, and to learn new hobbies that will enhance and expand their physical, mental, and social development.

## RECREATION SERVICE POLICY

**Fees** – Registration fees help pay for the direct cost of the program with the balance used to help offset the overhead of operating parks, the maintenance of buildings, tennis courts, ball fields, and other recreation facilities.

**Participation Policy** – Participation policies in all programs assure that each youngster who registers to play has the opportunity to play in all scheduled games. The Agency's philosophy is that winning is secondary to learning and experiencing the excitement that comes with playing the game.

**Basic Level of Service** – are those facilities, programs, or services which are available to, and utilized by, the majority of the city's population where there are no user fees charged. These include playgrounds, park areas, and drop-in recreation centers.

**Enhanced Services** – are those programs and services requiring organization, supervision and/or the assistance of specially talented instructors to make them successful. Enhanced services may also include facilities designed and administered to accommodate a special recreation interest orientation. The limited number of people within each interest group to which the service appeals, justified its support from user fees and charges.

BRIEF HISTORY

The Gainesville Parks and Recreation Agency was founded on December 1, 1924 after a special election was held and the petition was approved by the voters and recorded on December 2, 1924. The contents of the petition and ballot set the funding rate at not less than .75 mills and no more than 1.00 mills on each dollar of assessed valuation of all taxable property within the corporate limits of the City.

The Agency is governed by a nine member appointed board who have the legal responsibility to provide, establish, maintain and conduct a comprehensive park and recreation program and employ a full-time director.

During the Agency's existence, it has developed into and is recognized as one of the quality agencies in the State.

## DEFINITIONS

**Agency** – refers to the Gainesville Parks and Recreation Agency under the authority of the Parks and Recreation Citizens Board.

**Basic Services** – refers to those facilities, programs, or services which are available to, and utilized by, the majority of the city's population where there are no user fees charged. These include playgrounds, park areas, and drop-in recreation centers.

**Board** – refers to the nine member citizen Board appointed by the City Council and serves as a legal policy making entity.

**City Council** – refers to the five elected members of the City of Gainesville and the elected Mayor. The Council consists of one Elected Mayor and five elected Council members, all of which represent one of the City's five wards.

**Director** – refers to the chief executive officer and administrator of the Agency as employed and appointed by the Parks and Recreation Board.

**Enhanced Services** – refers to those programs and services requiring organization, supervision and/or the assistance of specially talented instructors to make them

successful. Enhanced services may also include facilities designed and administered to accommodate a special recreation interest orientation. The limited number of people within each interest group to which the service appeals, justifies its support from user fees and charges.

**Facility** - this term refers primarily to indoor facilities within a park, on park property or which is a property within itself such as the Gainesville Civic Center, Fair Street Neighborhood Center, Martha Hope Cabin and the Frances Meadows Aquatics and Community Center.

**Fees** – refers to registration fees to help pay for the direct cost of the program with the balance used to help offset the overhead of operating parks, the maintenance of buildings, tennis courts, ball fields, and other recreation facilities.

**Parks** – this term refers to any park, park property and/or facilities located on any park or park property under the control of the Agency Board.

**Park Use/Facility Use Agreement** – refers to a specific legal agreement that enables user groups to utilize, rent or reserve parks and/or park facilities on a scheduled basis.

**Participation** – refers to participation in all programs to assure that each youngster who registers to play has the opportunity to play in all scheduled games.

**Partnerships** – refers to relationships existing between this Agency and other Agencies, departments, groups, businesses, associated as joint principles in a cooperative enterprise.

**Revenues** – this refers to monies derived through fees and charges for services offered by the Agency which help offset the costs of annual maintenance and operations of the Agency.

**Revenue Producing Facilities** – refers to facilities that are designed and/or operated in such a manner as to maximize revenue potential to cover the cost of the facility's operation.

**User Fee** – this is a charge made by the Agency to a user of a program, service or facility.

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**POLICY MANUAL – APPENDIXES**
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      - Director
      - Deputy Director
      - Administrative Division Manager
      - Marketing/Communications Manager
      - Senior Financial Coordinator
      - Administrative Coordinator
      - Senior Customer Service Representative
    - **b. <u>Recreation Division</u>**
      - Recreation Division Manager
      - Athletic Program Manager
      - Recreation Program Coordinator (3)
    - **c. <u>Parks Division</u>**
      - Parks Division Manager
      - Parks Maintenance Supervisor
      - Assistant Parks Maintenance Supervisor
      - Parks Crew Coordinator (4)
      - Parks Maintenance Worker (4)
      - Corrections Officer (1)
    - **d. <u>Parks Maintenance Shop</u>**
      - Mechanic – P&R
    - **e. <u>Lanier Point Athletic Complex</u>**
      - Athletic Program Manager
    - **f. <u>Facility Services</u>**
      - Facility Services Manager
      - Facility Operations Manager
      - Operations Manager
      - Stagehand (2)

g. **Frances Meadows Aquatic & Community Center**
- FMACC Division Manager
- Assistant FMACC Division Manager
- Facility Operations Manager
- Competitive Swimming Head Coach
- Aquatics Manager
- Senior Customer Service Representative – P&R
- Head Lifeguard (FT)
- Lifeguard (FT)
- Custodian II

h. **Part-Time Positions – Frances Meadows Aquatic & Community Center**
- Assistant Swim Coach
- Birthday Party Attendant
- Concessionaire
- Concessions Coordinator
- Concessions Crew Chief
- Custodian / Stagehand
- Fitness Center Attendant
- Front Desk Attendant
- Head Lifeguard
- Head Water Safety Instructor
- Lifeguard (LG, WSI, LGI)
- Manager on Duty
- Swim Instructor
- Water Safety Instructor
- Water Safety Instructor Aide

i. **Seasonal Part Time Positions – Recreation**
- Bus Driver (2)
- Camp Coordinator (1)
- Lead Counselor (1)
- Camp Counselor (18)
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- Administrative Aide (290-6149-.01)
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27. ADA Transition Plan and Grievance Form
28. Records Retention Policy

**POLICY MANUAL**
**DISTRIBUTION**

## Distribution of the Policy Manual along with any subsequent revisions or updates will be as follows:

- Gainesville Parks and Recreation Board
- Gainesville Parks and Recreation Director
- Gainesville Parks and Recreation Division Managers
- Mayor and Gainesville City Council
- Gainesville City Manager
- City Attorney
- City Clerk
- Main Office

This Policy Manual was officially adopted by the Gainesville Parks and Recreation Board on August 9, 1999.

This Policy Manual was updated and re-adopted by the Gainesville Parks and Recreation Board on March 8, 2010.

This Policy Manual was updated and re-adopted by the Gainesville Parks and Recreation Board on October 8, 2012.

This Policy Manual was updated and re-adopted by the Gainesville Parks and Recreation Board on February 10 , 2020.

# CHAPTER I – AUTHORITY AND INTENT

## SECTION 1:1 – SOURCE OF AUTHORITY

The Gainesville Parks and Recreation Agency was created by the "Special Election of 1924." This election was held pursuant to Georgia Code of 1933, Section 69-6, et seq., now codified as O.C.G.A., Section 36-64-1, et seq. (*Appendix No. 1*)

This Special Election passed and was adopted on the 2nd day of December, 1924.

## SECTION 1:2 – RECREATION BOARD ESTABLISHED

The "Special Election of 1924" and the city government of Gainesville established the "Recreation Board of the City of Gainesville" and empowered said Board to provide, establish, maintain and conduct a supervised recreation system and to levy an annual tax of not less than 0.75 mills and no more than 1.00 mills on each dollar of assessed valuation of all taxable property within the corporate limits of the City.

## SECTION 1:3 – RECREATION BOARD DUTIES AND POWERS

The Board's purpose is to provide, establish, maintain and conduct a city-wide wholesome & cultural program of recreation activities; to participate actively in local, state and national recreational affairs, to educate the citizens of the City of Gainesville by dissemination among them of information concerning the development, growth and continued progress of the recreation movement.

The Board is empowered to provide, establish, maintain and conduct playgrounds, athletic fields, recreation centers and other recreational activities and facilities, to maintain and equip playgrounds, athletic fields, recreation centers, buildings and facilities, authorize employment of play leaders, playground directors, supervisors, recreation directors/administrators or such other officers and employees as it deems necessary and proper. The Board shall also have the power to adopt rules and regulations for the proper conduct of public recreation for the City of Gainesville. Said Board shall have the power to conduct any form of recreation or cultural activity that will employ the leisure time of the people of the community in a constructive and wholesome manner, and for such purposes are empowered to carry on such facilities and activities on any of the properties owned or controlled by said City, with consent of the governing officials, or on any other properties with the consent of the owners thereof. (*Appendix No. 2*)

## SECTION 1:4 – STAFFING/ORGANIZATION

The Parks and Recreation Board shall employ a Director of Parks and Recreation, a person who is trained or properly qualified for the work. The discretion of other personnel hiring is at the discretion of the Director of Parks and Recreation. An organization chart for the Agency is incorporated into this manual. (*Appendix No. 3*)

## SECTION 1:5 – VISION

Our vision strives to inspire and sustain a passion for parks and recreation experiences that enhance our community's quality of life.

## SECTION 1:6 – MISSION STATEMENT

The following shall be the mission statement for the Agency: "The Gainesville Parks and Recreation Agency, through a coordinated effort, seeks to enrich the lives of the citizens we serve by providing safe and accessible facilities and a diversified program of activities in an effective, efficient, equitable, and responsive manner."

## SECTION 1:7 – OUR VALUES

- *Enhancing Stewardship* – We are stewards for a community rich in natural and cultural resources. We will provide leadership to expand awareness, appreciation and protection of this heritage.
- *Fostering Diversity* – We embrace the diversity of our community and see to provide every resident with a wide variety of park experience and recreational opportunities.
- *Developing Partnerships* – We believe seeking and maintaining active partnerships with neighborhood and community organizations and individuals is essential to becoming a vital and treasured component of the community we serve.
- *Providing Quality & Value* – We are committed to providing quality facilities and services that offer superior value and prompt, efficient service to our customers and the community,
- *Communicating Effectively* – We strive for productive two-way communication with residents and our staff to allow each to participate fully in creating quality parks and services.
- *Valuing our Workforce* – We believe our paid and volunteer staff is a key ingredient of our success and commit to creating a dynamic workplace offering career development and meaningful recognition.
- *Demonstrating Fiscal Responsibility* – We are committed to building and preserving a park system that meets the community's needs in a cost effective, fiscally responsible manner.
- *Work smart, Not just harder* – Open communications helps people work smarter. In our push to work smarter, the focus should be on the whole experience rather than just on whether a single element of our operation is functioning as it should be. Transformations in technology are about working smarter rather than harder.

- *Build relationships based on empathy and mutual respect* – When you help a customer with a problem, you're their provider for life. That is something they never forget. Go the extra mile, find out what the customer really wants or needs, offer suggestions, get to know them, find out more about their needs and interests. Build a relationship.

## SECTION 1:8 – POLICY INTENT

Due to the broad scope of overall park and recreation activities, Agency operations have become increasingly complex. It is therefore advisable to bring together, under one "manual," all the policies of the Board. The intent of this manual is to address policy statements and not to include the many procedures, rules, and regulations necessary to implement these policies in the daily operation of the Agency.

Most aspects of the Agency's operations are covered in separate manuals. By reference these manuals are considered part of this Policy Manual.

The ultimate intent of the adoption of these policies is to ensure optimal utilization of all assigned resources by the greatest number of citizens.

# CHAPTER II – RELATIONSHIPS WITH OTHER AGENCIES AND BODIES

## SECTION 2:1 – PRIORITY USAGE OF PARK FACILITIES

All parks, recreational facilities, special use facilities, and other recreation related facilities acquired, developed, operated, maintained, or under the control of the Parks and Recreation Board, are for the explicit purpose of providing a public parks and recreation service to the citizens of the City of Gainesville.

## SECTION 2:2 – PARK AND SCHOOL COOPERATION

A. Recognizing that the joint use of facilities by the school system and the Agency is making the wisest use of the tax dollar, the Board supports and encourages such use. It is the policy of this Board to cooperate with all city schools in making available for their use park facilities at any time said facilities can be scheduled so as not to conflict with activity the Agency deems necessary to provide quality recreational services to the citizens of the City of Gainesville.

B. The following guidelines will be used for the chain of command as of September 2019

1. All use of Parks and Recreation facilities by the Gainesville City School System will come through school personnel wishing to use parks and recreation facilities to GHS Athletic Director, who in turn will review them and forward them to the Director of Gainesville Parks and Recreation for approval. (*Request form – Appendix 4*)
2. Any school facility that Gainesville Parks and Recreation wishes to use of the Gainesville City School System will be handled in the following manner:
   a. Complete the Gainesville City Board of Education Request for Use of School Facilities Form and submit to the Director for approval. A complete spreadsheet should be attached to each request made. Request are made for Spring/Summer Season and the Fall/Winter Season.
   b. The Director will forward the form to the school principal or the Superintendent of Schools, who will review and forward to the school(s) principal for approval.
3. The direct line of communication for any facility usage will be directly through GHS Athletic Director and Director of Gainesville Parks & Recreation.

a. Should the Director be out of town or on vacation, the Deputy Director of Gainesville Parks and Recreation will be the next link in communication.

b. Should the GHS Athletic Director be out of town or on vacation, the Principal of the High School will be the next link in communication.

4. Should any staff member get a call from anyone (Booster Club, Athletic Club, etc.) relative to scheduling a facility relative to an athletic event, please let them know that the request must come through GHS Athletic Director.

## SECTION 2:3 – VOLUNTEERS

It is the policy of the Board to recognize, encourage, and support volunteers as an integral part of the recreation service delivery system of the Agency. Awareness of unique responsibilities of both professionals and volunteers in that delivery system demands clear identification of the role of each entity to ensure the proper assignment and utilization of both.

The Agency has a Volunteer Manual of Policies and Procedures adopted on April 11, 2005 and is incorporated by reference as part of this Policy Manual. Volunteer Manual was reviewed and updated in 2013-2014, and adopted on April 7, 2014. Reviewed and updated again in January 2020.

The Agency has adopted three Youth Sports Handbooks that covers Baseball/Softball; Football/Cheer and Basketball. These handbooks are incorporated by reference as part of this Policy Manual. These handbooks are reviewed annually. Each was last updated in April 2019.

## SECTION 2:4 – PRIVATE SECTOR

It is the policy of the Board to encourage, support, and enter into “public/private partnerships” that expand the scope and enhance the quality of leisure facilities, services, and opportunities provided by the Agency. The general principle making public/private partnerships advantageous to the Agency is one that emphasizes positive benefits to the general public while exerting proper control and constraints over the commercialization of the partnership. Each partnership will be considered on its own merits.

## SECTION 2:5 – DEPARTMENTS OF THE CITY OF GAINESVILLE GOVERNMENT

Recognizing that this Agency is not a line-department of the City of Gainesville Government but, is a part of the total delivery system of general governmental services, it is the policy of the Parks and Recreation Board to assist and cooperate with other City departments. Such assistance and cooperation should not in any way decrease or down-grade the level or quality of leisure services provided by the Agency in carrying out its primary mission.

## SECTION 2:6 – COUNTY PARKS AND RECREATION AGENCIES

It is the policy of the Board to initiate a positive relationship of communication, cooperation, and coordination with the County parks and recreation agencies within Hall County in an effort to maximize productivity within the leisure service delivery system of Hall County.

## SECTION 2:7 – STATE AGENCIES

The Agency will actively seek the support of and assistance from appropriate state agencies whose mission is either compatible with or supportive of the provision of leisure services at the local government level.

## SECTION 2:8 – FEDERAL AGENCIES

It is the policy of the Board to seek available and appropriate assistance from various federal agencies in such areas as technical, financial, and other forms of supportive assistance.

# CHAPTER III – PROTECTION OF PARK PROPERTY

## SECTION 3:1 – PARK SECURITY

The City of Gainesville Police Department has the ultimate authority for the enforcement of all laws of the State of Georgia and all ordinances established by the City Council, within the City of Gainesville park system. Thus, the City of Gainesville Police Officers are responsible for the security of all facilities under the control of the Agency, and are responsible for the safety and well-being of all users of facilities and/or programs of the Agency. The officers may be designated to provide security for special events held at parks, park facilities and rental facilities as determined by the Parks and Recreation Director or their designee.

## SECTION 3:2 – WEAPONS POLICY FOR PARKS

The City of Gainesville Police Department is charged with the security, safety, and general welfare of all citizens using city parks and facilities and the security and protection of all equipment, buildings, and properties of the Agency. Each officer is a certified law enforcement officer in the State of Georgia. Police officers are to be armed with a side arm weapon as part of their standard uniform and equipment.

The Agency works with the Hall County Correctional Institute in providing Inmate Crews to help in the maintenance of city parks. Correctional Officers are assigned to each Inmate Crew and these officers have the option to carry a weapon while on duty with the Inmate Crews. Agency personnel trained to supervise Inmate Crews are not authorized to carry a weapon.

No officer or staff personnel are allowed to carry a weapon until they have been certified in safety procedures and have completed a qualified course as prescribed by the Peace Officer Standards and Training Council. Only then may an Officer or Staff Personnel wear a weapon in their official duties for the Agency.

## SECTION 3:3 – COMPLIANCE WITH ORDERS BY EMPLOYEES

Agency employees are authorized to issue reasonable orders or directives to park users/visitors, when in their opinion an activity being conducted by the visitor constitutes a hazard, endangers the personal safety of the participant or other park visitors, or endangers peace and good order in the parks or in Agency sponsored activities either on or off park property.

## SECTION 3:4 – FAILURE TO OBEY ORDERS BY EMPLOYEES

No person shall refuse to comply with any reasonable request, order, or directive given in the performance of duty by any Agency employee, nor shall any person create a nuisance or obstruction, or use abusive, profane, or insulting language toward said employees of the Agency.

Non-compliance indicates irresponsibility. Therefore, the Board, through the Director or his designee, has authority to suspend or place on probation any person based on such actions.

## SECTION 3:5 – DESTRUCTION OF PUBLIC PROPERTY

It shall be unlawful for any individual to:

A. Cut, remove or destroy any tree, sapling, seedling, brush or shrub whether alive or dead, or chip, blaze, box, girdle, trim or otherwise deface or injure any tree or shrub or break or remove any branch, foliage, flower or any tree or shrub or pick, gather, uproot, remove or destroy any flower, plant or grass. (City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-2-1)

B. Remove or cause to be removed any sod, sand, earth, humus, peat, rocks, boulders or gravel. (City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-2-2)

C. Deface in any way the benches, fences, or other structures in the parks. (City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-2-8)

D. All other prohibited acts as defined in City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-2

## SECTION 3:6 – FIRES IN CITY PARKS

No person shall build, light or maintain any open or outdoor fire at any place within a city park expect in areas or facilities provided and designated for this purpose. (City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-2-3)

## SECTION 3:7 – FIRE ARMS AND DANGEROUS WEAPONS

No person shall have in his or her possession any item considered to be a weapon under state law, excluding firearms; however, no person shall discharge any firearm on or over any public property or public park, unless: in self-defense; or, under a license or permit issued by a governmental entity; or, as part of a reenactment or recreation of an historical event if such reenactment or recreation has been approved, authorized, or sponsored by the city, the state, or the United States of America or a political subdivision of any of them. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-4).

## SECTION 3:8 – PLAYGROUNDS

It shall be the responsibility of the Parks Division to make a monthly inspection of all playground equipment located in the City of Gainesville Park System to ensure that each piece of playground equipment is property maintained as outlined by the Consumer Safety Playground Guidelines (CSPG) and safe for use by the visitors/users of the faciltiies.

It shall also be the responsibility of any Agency Staff to report any damaged and unsafe pieces of playground equipment to the Manager of the Parks Division for the Agency. A formal playground inspection report shall be forwarded to the Director of the Agency.

# CHAPTER IV – PUBLIC USAGE AND OPERATIONS

## SECTION 4:1 – NON-DISCRIMINATORY CLAUSES

The Civil Rights Act of 1964 includes several sections. The particular portion of interest and primary concern is referred to a Title VI [42 U.S.C. 2000 (D)], and states:

> "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity."

The Parks and Recreation Board regularly certifies that the City of Gainesville is in compliance with the above law and further states and agrees that no persons shall be denied participation in any park or program based on race, color, national origin, religious background, sex, age, or disability.

Further, under The Americans With Disabilities Act, Subchapter II - Public Services, Section 12132, Discrimination:

> "Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Inclusion Statement for the Parks and Recreation Agency:

"Through our Agency mission to enrich the quality of life of the citizens we serve, Gainesville Parks & Recreation endeavors to provide recreation opportunities to all citizens regardless of their ethnic origin, sexual orientation, socio-economic level, language or ability. Agency parks, facilities and programs are spaces where everyone belongs and everyone is accepted. The Agency will make every effort to provide support and opportunity to participants with disabilities in order to play and participate alongside peers without disabilities. The Agency recognizes that individual needs and desire for participation are met in ways that are reasonable, safe, and do not fundamentally alter the nature of the recreation program or activity."

## SECTION 4:2 – NON-RESIDENT POLICY

It is the prescribed policy of the Board to provide programs and facilities for the residents of the City of Gainesville. The Board has the authority to establish non-resident fees.

Many participants in the Agency's programs live outside the City of Gainesville. Because the cost of supplying these programs comes exclusively from city tax payers, fairness requires that non-city residents share the burden of expense.

The Agency requires residency verification for first time registrants, i.e. Driver's License, Utility Bill or Tax Bill. The Non-Resident portion of the total registration fee shall be paid directly to the Gainesville Parks and Recreation Agency.

**FACILITY RESERVATIONS**

It is the policy of this Board to maximize utilization of existing facilities of the Agency. Recognizing the need for advanced reservations to ensure for proper publicity, planning, etc. this Board authorizes revenue-producing facility reservations on a first-come, first-serve basis. (*Appendix No. 5*)

**EXCEPTION:** The Gainesville Civic Center is a revenue producing facility and is operated under the Administrative Division of the Agency, under Facility Services. The Facility Services facilities has its own Operating Policy and Procedure Manual. This manual is hereby incorporated into the Agency Policy Manual.

**EXCEPTION**: The Frances Meadows Aquatic and Community Center is a revenue producing facility and is operated as a separate division of the Agency. The Frances Meadows Aquatic and Community Center has an Aquatic Manual that is hereby incorporated into the Agency Policy Manual. The Center has its own Operating Policy and Procedure Manual. This manual is hereby incorporated into the Agency Policy Manual.

## SECTION 4:3 – LEGAL PARK ORDINANCES OF THE CITY OF GAINESVILLE (CHAPTER 1-7)

A. HOURS OF USE OF CITY PARKS

It shall be unlawful for any person, except authorized parks and recreation agency personnel or an authorized agent thereof, to enter, remain within, drive a vehicle in or attempt to park or park a vehicle on any of the streets or parking areas or at any location within the following city neighborhood and community parks from one (1) hour after sunset to 7:00 AM daily: (City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-3-a)

Allen Creek Soccer Complex
Chicopee Woods Nature Park
Clarks Bridge Park
City Park
Civic Center
Desota Park
Engine 209 Park
Fair Street Neighborhood Center
Frances Meadows Aquatic & Community Center
Holly Park
Kenwood Park
Lanier Point Park
Linwood Nature Preserve
Longwood Park
Myrtle Street Park
Midtown Greenway
Poultry Park
Riverside Park
Rock Creek Veterans Park
Roper Park

Ivy Terrace Park
Wilshire Trails Park
Wessell park

**EXCEPTIONS:**

1. All lighted city tennis courts shall close at 11:00 PM daily.
2. Holly Park; Lanier Point Park – launching ramp use will be permitted on a twenty-four hour basis for the express purpose of launching or loading a boat.
3. Lanier Point Park – League games and tournament games.
4. Midtown Greenway – may be used after hours for use of Highlands to Islands Trail once trail is lighted.
5. Shorelines of accessible lake front parks may be used on a twenty-four hour basis for the express purpose of lawful fishing. Fishing areas may be closed at the discretion of the city parks and recreation agency board.

Other than the exceptions noted above, no person shall occupy the parks or facilities listed in subsection (a) for recreation or any other purpose from one (1) hour after sunset to 7:00 AM daily unless for approved scheduled events or permission has been granted in advance by the parks and recreation agency with prior notification to the police department. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-3-c)

B. CATERED ALCOHOLIC BEVERAGES (City of Gainesville Code Ordinance, Chapter 6, Section 6-4-103)

(a) Annual licenses to cater alcoholic beverages by the drink on premises at authorized catered events may be obtained only by those persons, firms or corporations currently licensed by the city for the sale of alcoholic beverages by the drink or for sales of alcohol in the unbroken package.

(b) Any licensee desiring to obtain a license to be an alcoholic beverage caterer in the city shall submit, in person, a written and signed application on forms provided by city. Only a licensed alcoholic beverage caterer may distribute or sell alcoholic beverages by the drink at an authorized catered event, after the application and issuance of a catered event permit.

(c) Before a licensed alcoholic beverage caterer may sell or dispense alcoholic beverages at any authorized catered function, such caterer shall apply for a catered event permit from the city manager or designee at least ten (10) working days prior to the event.

(1) The application for a catered event permit shall include the name of the alcoholic beverage caterer, the caterer's license number, and the date, address and time of the event.

(2) If the catered event permit is granted, it shall be good only for the specific event at the specified address and times set forth in the application, unless otherwise stated by city council by resolution.

(3) The permit shall be kept in the vehicle used to transport alcoholic beverages to the event at all times during which the permit is in effect.

(d) Caterers licensed by the city shall maintain a record of all alcoholic beverages transported for each event, and shall make report and remittance of such taxes with their regular monthly reports to the city.

(e) No alcoholic beverages shall be transported, distributed, or sold to other than licensed locations in the city, except to permitted catered events, unless otherwise authorized by this chapter or by state law.

(f) No licensed alcoholic beverage caterer shall employ any person under twenty-one (21) years of age to dispense, serve, sell or handle alcoholic beverages at authorized catered functions.

(g) No catered event permit will be issued for an event at the Gainesville Civic Center or any location with respect to which any alcohol license has been denied or revoked within the past twelve (12) months; nor for any location with respect to which conduct prohibited in this chapter has previously occurred.

(h) The hours and days of sale or distribution of alcoholic beverages at an authorized catered event, except for private functions, shall be conducted in compliance with section 6-4-81 of this chapter. Except as set forth above in this section, an off-premises permit holder must comply with all other provisions set forth in this chapter.

C. EJECTION FROM PARK OF PERSON(S) CAUSING DISTURBANCE OR VIOLATING LAWS

Any person causing a disturbance or engaging in any activity which shall unreasonably interfere with the use and enjoyment of the park by citizens, including the use of vulgar, profane or abusive language; or who shall violate any ordinance of the City or law of the State, shall leave the park upon notification by any authorized park employee or any law enforcement officer, and he shall not return to said park. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-6)

D. DRIVING VEHICLE ON OTHER THAN ROAD WAYS

It shall be unlawful for any person to drive recklessly or to drive any vehicle upon or across any part of any public park of the city except upon roadways laid out and maintained for vehicular travel. This section shall not apply to park employees, volunteers, and contractors whose duties require them to drive park maintenance equipment over such parks as authorized by the Director or his designee. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-7)

E. PARKING OF VEHICLES

E-1. The parking of automobiles shall be permitted in the public parks of the City as long as such parking is in accordance with the traffic laws, rules, and regulations of the City of Gainesville Parks and Recreation Agency, and the occupants of automobiles do not create a disturbance or violate any law or ordinance of the City or of the State. (City of Gainesville Code Chapter 3-4, Article 5 as to traffic laws, rules, etc.)

E-2. It shall be unlawful for any automobile or truck to be parked on any of the drives, avenues, or parking lots in any public park from one (1) hour after sunset and 7:00 AM, daily except with approval of the Director or his designee. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-3.a)

E-3. It shall be unlawful for any person to park any vehicles upon any of the drives, avenues, or parking lots, or at any other place within any park or any of its related facilities unless using said facilities except with approval of the Director or his designee.

F. COMMERCIAL ACTIVITY

It shall be unlawful for any person to sell goods, articles, or services of any nature on any street, park or other property of the City without first obtaining written permission for the City Manager, or his designee, which permission will not be granted unless the request and proposed use of the property will be in full accordance and compliance with all policies, procedures, guidelines and fees applicable to the property for which the use is being sought, which policies, procedures, guidelines, and fees have been approved by the City Council. (City of Gainesville Code Ordinance, Chapter 6-9, Section 6-9-7)

G. SWIMMING, BATHING, WADING

It shall be unlawful to swim in lakefront parks unless in designated swim areas or unless done at individuals own risk. City Parks and Recreation Board does not operate beach or swim areas on lakefront parks. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-12)

H. MISCELLANEOUS

H-1. It is unlawful to deposit trash or refuse matter of any kind in or on City parks. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-9)

H-2. It is unlawful to loiter within parking areas of the City parks. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-11)

H-3. It is unlawful to camp, unless in a designated camping area. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-13)

H-4. It shall be unlawful to have a dog, which is not controlled by a leash, not exceeding six (6) feet in length. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-15)

H-5. It shall be unlawful for any person previously convicted of any section of the O.C.G.A. Title 16, Chapter 6 entitled sexual offenses or similar offenses of any other state, to enter or remain within a City park. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-16)

I. PENALTY FOR VIOLATION

Any person who shall violate or fail to comply with any provision of this section or any City of Gainesville Code Ordinance and where no specific penalty is provided therefor, the violation of any provision shall be punished by a fine not exceeding one thousand dollars ($1,000.00) or imprisonment for a term not exceeding six (6) months or by both such fine and imprisonment. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-3-d; and Chapter 1-1, Section 1-1-7)

## SECTION 4:4 – PARK USE REGULATIONS OF CITY OF GAINESVILLE, GEORGIA

A. Organizations conducting youth activities on City of Gainesville facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the youngsters arrive until every boy or girl has left the area.

B. Lights on athletic fields should not be in use while it is raining (thunder & lightning storms) and a designated adult must make sure the entire park facility is secure, with lights out, before departing the facility. Lights should only be used when necessary or when activities are going on at the field.

C. An organization shall be responsible for any damage incurred to the facilities while in use by said organization. Persistent damage to the City facilities while in use by the given organization shall result in the officers of said organization being called before the Board to show just cause why said organization should not be barred from using City park facilities.

D. Should spectators, parents, coaches, or officials of an organization display conduct that is unbecoming while said organization is using City facilities, this organization will receive a severe reprimand. The second such misconduct will require that the officers of said organization should be called before the Board to show just cause why said organization should not be barred from using City facilities.

E. Constant bickering between two organizations utilizing any City park facility shall be grounds for calling the officers of both organizations before the Board to show just cause why said organizations should not be barred from using City park facilities.

F. Each organization is responsible for policing up around athletic fields, parking lots, restrooms, and around and in the concession stand. This task must be attended to before leaving the park each night. The Agency shall be responsible for the cutting of the grass, moving bleachers, general maintenance, etc.

G. Organizations shall submit, in writing to the Director, request for permission to move, change, add, or detach any part of any facility. Response shall be in writing from the Director or his designee to organization before any changes are made.

H. Organizations using City facilities must receive permission from the Director or his designee to use organization's locks on buildings, light boxes, and/or gates. When permission is granted, the organization must furnish the Agency a key to each lock, immediately.

I. No individual may be turned away from programs sponsored by the Agency or any organization because of race, sex, age, color, religion, creed, national origin, or disability.

Violation of this will be grounds for immediate withdrawal of facility use privileges.

J. No City vehicles or motorized equipment will be available to any individual or organization for field preparation or other use unless authorized by the Director or his designee.

K. Organizations having usage of a common concession stand during different seasons (i.e. spring/summer – fall/winter) are required to remove all supplies and equipment no later than seven (7) days after the ending date of their contract.

L. Upon negotiating a park-use contract, organizations shall provide the Agency with a list of its league/organization officials, phone numbers, and addresses, along with program registration information to include dates, times, fee, schedule, and length of season, a current financial statement, and a set of by-laws. (This information is helpful in responding to the calls about various programs.)

M. The Agency reserves the right to alter or cancel any scheduled activity on park facilities when it determines that such use would damage facilities and/or would not be in the best interest of users' general health and welfare.

N. The Board at its discretion may charge a fee for use of facilities by organizations outside the umbrella of the Parks and Recreation Board to recoup reasonable fees for supplies, materials, and/or labor.

## SECTION 4:5 – PRIMARY USAGE OF PARK FACILITIES

In order to maximize utilization of City park facilities, the following priorities should prevail:

A. Priority usage of park facilities is for Agency programs and/or activities. Secondary usage is for scheduled or impromptu programs and/or activities, if schedules permit. Third usage is for other events and activities as may be permitted by authorization from the Director.

B. Athletic fields in the City of Gainesville Parks & Recreation are identified in the following terms and priority usage:

**B-1. Youth Athletic Fields** (City Park 1 & 2 and Candler 1 & 2) – These fields are designed for children up to age 12. Primary use of these fields is for Agency youth baseball/softball. Secondary usage is other recreation

programs scheduled outside of baseball/softball season. Third usage is for other special events/activities approved at the discretion of the Director or his designee.

**B-2. Athletic Fields** (Lanier Point Athletic Complex) – Primary usage of these fields is adult and youth activities. Secondary usage is other recreation programs scheduled or special events scheduled at the discretion of the Director or their designee.

**B-3**. **Ivey-Watson Baseball Field –** Management of this facility is under control of the City Board of Education. Use by the Agency is requested as outlined in Chapter II, Section 2.2 – B.

**B-4. City Park Football Field (Bobby Gruhn Field)** – Management of this facility is under control of the City Board of Education. Use by the Agency is requested as outlined in Chapter II, Section 2.2 – B.

**B-5. Cabbel Field at Frances Meadows Aquatic & Community Center** – Primary usage of this field is for youth athletic activities. Secondary usage is other recreation programs scheduled outside of football season. Third usage is for other special events/activities approved at the discretion of the Director or his designee.

**B-6. Roper Park** – Primary usage of this field is for youth activities. Secondary usage is for rental and special events as approved by the Director or their designee.

**B-7. Specialized Use Facilities Class** – See Section 4:6, C-1.

**B-8. Picnic Shelters** – Primary usage of these facilities is for group picnicking, year-round. Secondary usage of the facilities is for individual picnicking.

C. Use of park facilities through public/private agreements, including commercialization, will be considered after all other usage priorities have been taken into account.

## SECTION 4:6 – CONTRACTING/RESERVATIONS OF PARK FACILITIES

A. TOURNAMENT RESERVATION FOR REVENUE PRODUCING FACILTIES

This Board recognizes the need for non-Agency sponsored activities for youth and adult citizens in parks and/or facilities; also, that this is a viable recreational service for the local citizenry. Therefore, the Board establishes the following policy:

Weekend tournaments may be operated in parks and/or facilities so long as they do not conflict with Agency sponsored programs/activities and with schedule permitting. It shall be the responsibility of the Director or his designee to determine if events conflict.

Rental fees are due to the Gainesville Parks & Recreation Agency, while total tournament fees may be determined by the user/contractor.

B. RECREATION/COMMUNITY CENTER

These facilities shall be open to the general public on a year-round basis. The specific hours of operation shall be determined, or adjusted, by the public usage of the facility. We will open less hours or more hours based upon public demand, as staff resources allow to cover those demands.

C. SPECIALIZED USE FACILITIES

C-1. LANIER POINT ATHLETIC COMPLEX

It is the policy of this Board that the Lanier Point Athletic Complex will be operated for use as an athletic facility. Its primary usage will be for Agency sponsored/co-sponsored adult and youth athletic activities. League Rules for each league are contained in a league booklet. (*Appendix No. 6)*

When available, groups may schedule the facility for commercial use through contract on a fee basis. This use will not be allowed if it conflicts or competes with the existing operation.

C-2. GAINESVILLE CIVIC CENTER

This facility operates under its own Policies and Procedures Manual. The manual is incorporated into this policy manual.

C-3. LAKE LANIER OLYMPIC VENUE AT CLARKS BRIDGE

This facility is operated by the City of Gainesville Convention and Tourism Department. Primary use is by the Lake Lanier Rowing Club and the Lanier Canoe & Kayak Club. Special events are scheduled for this venue. An application form is to be completed for all events and is turned into the Manager of the City Convention and Tourism Department for review. (*Appendix No. 7*)

C-4. AQUATIC FACILITIES

It is the policy of this Board that Aquatic facilities in City parks will be programmed and scheduled so as to maximize usage by the citizenry. Primary usage will be threefold: Programming for lessons, public swimming and competitive swimming. All are scheduled as sufficient public demand and facility time dictate. When available, the pools will be reserved for private pool parties on a fee basis.

There is an Aquatic Manual, which is incorporated into this policy manual.

C-5. TENNIS FACILITIES

It is the policy of this Board that tennis facilities in City parks be programmed and scheduled so as to maximize usage of available courts.

Primary usage will consist of Agency sponsored tennis programming and scheduling of other organized use providing this use does not conflict or compete with existing programs. All courts, when not scheduled with primary use, are available for walk-on play on a first-come, first-serve basis during set operating hours. Non-scheduled use is limited to one hour while others are waiting to play. Courts at tennis facilities may be reserved through the Administrative Offices.

When available, groups may schedule the facility for commercial use through contract on a fee basis. This use will not be allowed if it conflicts or competes with the existing operation.

C-6. CITY PARK BALL FIELDS

It is the policy of this Board that ball fields at City Park will be programmed and scheduled for youth sports and events. Primary usage is for Agency sponsored/co-sponsored youth sports (baseball, football, soccer, softball, etc.).

When available, groups may schedule these facilities for commercial use through contract on a fee basis. This use will not be allowed if it conflicts or competes with the existing operation.

D. COMMERCIAL USE OF CITY PARK FACILITIES

The Board recognizes that public/private agreements involving commercialization may be advantageous to the Agency in providing quality leisure facilities and services to the citizenry. Therefore, the Board establishes the following policy:

Based on priority usage and so long as they do not conflict with Agency sponsored programs/activities and with schedule permitting, commercial services within city parks may be granted or city park facilities themselves for commercial use may be reserved. It shall be the responsibility of the Director or his designee to determine if activities/events conflict.

"Commercial uses" includes, without limitation, all activities designed or intended to result in any financial gain, benefit, or profit, whether monetary or in-kind, to an individual, group, business, corporation or other legal entity and shall include,

without limitation, the payment or collection of any entry fee, admission fee, registration or pre-registration fee, sponsorship payments, concession fee,

instructional fee, or any other form of fee, payment or transfer of money or other thing of value from one party to another party.

Service and/or rental fees are due to the Gainesville Parks & Recreation Agency, while total activity fees may be determined by the user/contractor.

Such agreement will be substantiated by a Facility Lease Agreement (Appendix No. 8). Proof of liability insurance in the amount of, at least $2,000,000.00 in General Liability shall be presented with City of Gainesville and owner listed as additional insured.

## SECTION 4:7 – FISCAL/PHYSICAL ASSISTANCE TO OUTSIDE GROUPS AND FACILITIES NOT OWNED BY THE PARKS & RECREATION BOARD

The Board has authority to conduct activities or assist as necessary in conducting activities on properties under its control, on public properties with the consent of the authorities thereof, and on private properties with the consent of the owners.

## SECTION 4:8 – TEMPORARY CLOSING OF PARKS FACILITIES

The Board, through the Director or their designee, has the authority to close any part or portion thereof if in the best interest of the public and/or general upkeep of the facility.

## SECTION 4:9 – OPERATIONS ON FACILITIES OWNED OR NOT OWNED BY THE PARKS & RECREATION BOARD

The Board has authority to conduct activities or assist as necessary in conducting activities on properties under its control, on public properties with the consent of the authorities thereof, and on private properties with the consent of the owners.

# CHAPTER V – POLICIES GOVERNING PROGRAMS, SPORTS AND OTHER ACTIVITIES

## SECTION 5:1 – BASIC SERVICES

A. LEVEL OF PROGRAMMING

It is the policy of this Board to develop and maintain a leisure services delivery system that provides a comprehensive offering of programs, activities, and events to the general public on a city-wide basis in an effective, efficient, equitable and responsive manner.

Program services include:

A-1. **Participation Policy** – participation policies in all programs assure that each youngster who registers to play has the opportunity to play in all scheduled games. The Agency's philosophy is that winning is secondary to learning and experiencing the excitement that comes with playing the game.

A-2: **Fees** – registration fees help pay for the direct cost of the program with the balance used to help offset the overhead of operating parks, the maintenance of buildings, tennis courts, ball fields, and other recreation facilities. The types of fees and charges are listed in our Chart of Fees (Appendix No. 9) as guided by our Revenue and Pricing Policy (Appendix No. 10)

Service Levels:

A-2.a. - **Service Level 1 – Basic Level of Service** – services include operation and maintenance of parks, open space, trails, greenways, playgrounds, non-reservation amenities and overall agency administrative activities. These services primarily serve individuals and small groups through non-reserved, non-consumptive or non-facility-bases amenities and recreation activities. List of activities included in Revenue and Pricing Policy.

A-2.b – **Service Level 2 – Community/Individual Benefit** – services include basic recreation programs, activities and events which utilize parks, recreation facilities and other Agency spaces, providing benefits to

the entire community or a large group as well as the individuals served. List of activities included in Revenue and Pricing Policy.

A-2.c – **Service Level 3 – Individual Benefit** – services are defined as those activities/processes for which benefits accrue almost entirely to the individual, group or organizational participant/consumer. They may be available to the entire City populations or beyond, but substantial limitations on space, time, consumptive use and cost have the effect of restricting use. The private sector may supply these services or they may be provided through public/private partnerships. List of activities included in Revenue and Pricing Policy.

A-2.d – Service Level 4 – Highly Individual and Enterprise – services are defined as those activities/processes for which benefits accrue entirely to the individual, group or organizational participant/consumer, including private commercial uses. List of activities included in Revenue and Pricing Policy.

Other Services:

A-3. **Coaches Certification and Day Camp Staff Training** – The Agency requires certification of volunteer head coaches. The National Youth Sports coaches Association (NYSCA) program insures that coaches working with our children are aware of psychological and emotional needs of today's youth. In addition, coaches learn the responsibility of teaching proper techniques and conditioning for sports while acting ethically in placing the welfare of a child above personal desires for accomplishment.

Each member of the Day Camp Staff is required to complete a twelve hour orientation prior to working with the children in our Day Camp Program. This orientation stresses the importance of the staff person's responsibilities for the children and the effect of their behavior on the children and fellow staff members. Orientation also encompasses a review of the policies and procedures, emergency procedures, job responsibilities, and program procedures. First Aid and CPR Certifications are required by each staff member working with the children. This training prepares and enables the staff to deliver proper attention of minor first aid needs. Staff training throughout the Day Camp Program insures continual improvement.

B. CODE OF BEHAVIOR IN CITY PARKS PROGRAMS

Recreation users in activities within the boundaries of property under the jurisdiction of the Board must be of a wholesome character, conventional, and not

offensive to accepted ethics and concepts of moral decency, prevalent in the City of Gainesville at any given period of time.

Furthermore, any group or individual failing to live up to these standards is subject to ejection, prohibition, or suspension through the Board and/or Director or his designee.

C. YOUTH SUMMER DAY CAMPS

The Board has established a set of guidelines for providing Summer Day Camps. This manual is hereby incorporated into the Policy Manual.

D. YOUTH ATHLETIC PROGRAMS

Youth athletics is geared to provide an outlet of healthful activity and training under good leadership in the atmosphere of wholesome communication participation. Therefore, the Board has established guidelines for youth athletic programs and/or activities through the adoption of three Youth Sports Handbooks (Baseball/Softball, Football/Cheer and Basketball). These manuals are hereby incorporated into the Policy Manual. Fees and charges for these programs are listed in the Agency Chart of Fees as guided by Revenue and Pricing Policy.

E. REGISTRATION

Each program and/or activity organized by the Agency will establish its own registration requirements to fit the particular program.

Each participant may register at the main administrative offices located at the Gainesville Civic Center, or the Frances Meadows Aquatic and Community Center, through the mail, online registration, by phone or fax through use of their MasterCard or Visa Card.

F. FEES

F-1. **Agency Programmed Activity**

The Board has authority to determine and set fees for programmed activities offered directly by the Agency in City parks and/or special use facilities. The Board has adopted a Chart of Fees and a Revenue and Pricing Policy which establishes the guidelines for fees (Appendix No. 9 and 10)

F-2. **Outside User Groups**

Each group, association, or organization utilizing City parks, under established guidelines, is responsible for determining needs and ultimately for setting necessary fees for programs offered under their administration.

However, this Board retains the right to monitor all fees and charges and ensure that such are not extreme or excessive and that they do not exclude participation based on such.

F-3. **Financial Assistance**

It is the policy of this Board to provide scholarship assistance for citizens with a demonstrated financial need to have access to City-sponsored recreation programs. The Board established a Children At Play Fund that accepts private donations through the North Georgia Community Foundation. The Board has approved $1.00 per registration in youth programs per year to be transferred to the Fund. The following guidelines are established to determine eligibility for financial assistance:

| **DEPENDENTS**<br>**HOUSEHOLD INCOME** | **0** | **1** | **2** | **3** | **4** |
|---|---|---|---|---|---|
| $0 - $9,999 | 25% | 25% | 25% | 25% | 25% |
| $10,000 - $13,999 | 45% | 45% | 40% | 35% | 30% |
| $14,000 - $16,999 | 50% | 50% | 45% | 40% | 35% |
| $17,000 - $19,999 | 60% | 60% | 55% | 50% | 45% |
| $20,000 - $24,999 | 70% | 70% | 65% | 60% | 55% |
| $25,000 - $29,999 | 90% | 90% | 80% | 70% | 60% |
| $30,000 - $34,999 | 95% | 95% | 85% | 75% | 65% |
| $35,000 - $39,999 | 100% | 100% | 90% | 80% | 70% |
| $40,000 - $44,999 | 100% | 100% | 100% | 90% | 80% |
| $45,000 and over | 100% | 100% | 100% | 100% | 90% |

NOTE: Percentage listed indicates amount that applicant would pay.

F-3.a. Assistance is available for Pee Wee and Youth Athletics, Day Camps, Instructional Classes, Summer Community Theatre, Learn to Swim, and Special Events. **Travel and Specialty Camps are excluded. Applications must be received in the Administrative Office at least 7 business days before applicant's first program registration.**

F-3.b. Unless otherwise specified, assistance is limited for programs such as Day Camps which provide child care services. Interested persons will be encouraged to apply to the Hall County Department of Children and Family Services (DFCS) for financial assistance. This procedure is in place to ensure that all potential funding opportunities have been explored and all funds available be dedicated to assisting as many applicants as possible.

F-3.c. Applicants must be 17 years of age or younger and enrolled in school.

F-3.d. Assistance will be available for programs which cost in excess of $25.00.

F-3.e. Eligible to residents of the City of Gainesville and burden of proof is placed on the applicant. Applicant must supply proof of residency by presenting one of the following with application:

Residency Verification

1. Current letter from Housing Authority

2. City of Gainesville property tax receipt
3. Current utility bill with parent or legal guardian's name
4. Current rental lease that lists names of individuals living in household
5. Current letter from a state or federally funded agency
6. Current Section 8 letter

F-3.f. Applicant must supply verification of income by presenting one of the following with application:

Income Verification

1. Current income tax return
2. Current W2 forms
3. Current pay stub(s) – one month
4. Additional documentation that may be submitted with one of the above:
   a. Current statement/letter/card from a local, state or federally funded agency such as: TANF card, Section 8, DFCS, Social Security, Unemployment Office, INS

F-3.g. Applicants must supply proof of dependents by presenting one of the following with application:

Dependency Verification

1. Current notarized letter from school
2. Current income tax return
3. Current legal/notarized credentials stating guardianship/custody of child
4. Current letter from Housing Authority
5. Current DFCS letter
6. Current INS testimonial
7. Current rental lease which lists names of individuals in household
8. Current Section 8 letter
9. Current statement/letter with dependent's name(s) from a local, state or federally funded agency.

F-3.h. No additional discounts, where applicable, are available to recipients

F-3.i. Applicants will be notified of approval or disapproval within 7 business days.

F-3.m Gainesville Parks and Recreation reserves the right to utilize a lottery system for the distribution of funds whereby there are more applicants than funds available.

F-3.n. Applicants will be required to pay remaining fee at the time of registration.

F-3.o. Applicants must submit eligibility documentation one time per calendar year. However it is the applicant's responsibility to notify Gainesville Parks and Recreation should any submitted information change.

G. FINANCIAL ASSISTANCE TO ATHLETIC TEAMS, TRAVEL (i.e. Little League teams to District, State and National Tournaments)

The Board has discretion in allocating funds on an as-needed basis as funds are available.

## SECTION 5:2 – REVENUE AND PRICING POLICY

The Gainesville Parks and Recreation Agency offers a diversified leisure services to its residents. These services have been financed by appropriation of tax dollars from the City of Gainesville. With the growth of Gainesville's population the demand for new, expanded and even more diversified facilities and services has increased. This trend coupled with increased competition for City tax dollars by other departments has resulted in a greater emphasis on generating non-tax revenues.

Therefore a sound and consistent revenue policy provides the framework for the operation and management of revenues and pricing to balance the demand for services with available resources. Pricing is necessary to complement tax revenue in order to provide and sustain quality parks and recreation experiences.

A Revenue and Pricing Policy was adopted by the Board in March 2012 and updated in December 2014 and in April 2018 to provide the guideline for establishing fees for programs and services and is incorporated by reference as part of this Policy Manual. (See Appendix No. 10)

## SECTION 5:3 – SPONSORSHIP POLICY

In March 2012 the Agency adopted a Sponsorship Policy in an effort to utilize and maximize the community's resources by seeking and enhancing sponsorships and partnerships. By providing local, regional, and national commercial businesses, individuals, and non-profit groups the opportunity to become involved in Agency programs, services, parks and facilities, additional revenue can be generated and expenses reduced. The Sponsorship Policy is incorporated by reference as part of this Policy Manual. (See Appendix 11)

## SECTION 5:4 – SPECIAL SERVICES/FACILITIES

It is the policy of the Board "to provide leisure services and facilities to the public through the tax millage allocated while providing special leisure services through user fees and charges."

It is the intent of this Board that all fees and charges collected will be used exclusively for the delivery of special leisure services. This operation requires that standard business

practices be used to properly account, control, and maximize use of all collected funds and resources.

A. USER FEES ESTABLISHED

It is the policy of the Board that the authority to establish all user fees for activities directly programmed by the Agency rests with the Board. It is further the policy of this Board that all user fees be established to allow special services, programs, operations, or facilities to be self-sufficient. (*Appendix No. 9*)

Fees and charges for employees were established by the Board on June 19, 2000 by the adoption of an "Employee Program Fee Policy." This policy was revised on August 12. 2013. (*Appendix No. 9*)

B. GAINESVILLE CIVIC CENTER OPERATIONS

B-1. **Fees and Charges –** Fees and Charges for this facility are set by this Board. All rental information as to reservations, refunds, fees and charges are controlled by the General Operating Policies and Procedures for the Gainesville Civic Center (incorporated into this manual).

B-2. **Parking** – A parking fee may be charged at the discretion of the Board.

B-3. **Insurance** – All requirements for insurance coverage by Lessee and Caterers is contained in the General Operating Policies and Procedures for the Gainesville Civic Center.

B-4 **Commercial Use** - Commercial use of this facility is covered by the General Operating Policies and Procedures for the Gainesville Civic Center.

C. LANIER POINT ATHLETIC COMPLEX

C-1. **Fees and Charges** – It is the policy of this Board in this facility to offset the direct cost of providing facility programming plus programming administrative overhead. Exact fees for league and tournament registration, admission, etc., will be established by the Board.

C-2. **Security** – General security for the facility will be provided through the City of Gainesville Police Department as needed. Special events, tournaments, etc., may require additional security needs which will be scheduled through special request and will be determined by the Director or his designee.

C-3. **Parking** – It is the policy of this Board that no parking fee will be established or charged. However, in the event that a specific activity dictates a need for a parking fee, a fee can be established by this Board and charged for that specific event. The Agency reserves all rights to parking and concessions.

C-4 **Commercial Use** - See Section 4.6 – D Commercial Use of City Park Facilities.

D. LAKE LANIER OLYMPIC PARK AT CLARKS BRIDGE

D-1. **Purpose** – This facility is a legacy from the 1996 Olympic Games and its primary usage is for a public rowing, canoe and kayak activities and to work in cooperation with other groups for the best compatible activities for this venue.

D-2 **Commercial Use** – See Section 4.6 – D Commercial Use of City Park Facilities

E. FRANCES MEADOWS AQUATIC AND COMMUNITY CENTER

E-1 **Fees and Charges** – It is the policy of this Board in this facility to offset the direct cost of providing facility programming plus programming administrative overhead. Exact fees for open swim admission, swim instruction, classes, private parties, etc., will be established by the Board.

E-2. **Security** – General security for the facility will be provided through the City of Gainesville Police Department as needed. Special activities may require additional security needs which will be scheduled through special request and will be determined by the Director or his designee.

E-3. **Parking** – It is the policy of this Board that no parking fee will be established or charged. However, in the event that a specific activity dictates a need for a parking fee, a fee can be established by this Board and charged for that specific event. The Agency reserves all rights to parking and concessions.

E-4 **Commercial Use** - See Section 4.6 – D Commercial Use of City Park Facilities

F. TENNIS FACILITIES

F-1 **Fees and Charges** – It is the policy of this Board in this facility to offset the direct cost of providing facility programming plus programming administrative overhead. Exact fees for public instruction, league play, tournament admission, etc., will be established by the Board.

F-2. **Security** – General security for the facility will be provided through the City of Gainesville Police Department as needed. Special activities may require additional security needs which will be scheduled through special request and will be determined by the Director or his designee.

F-3. **Parking** – It is the policy of this Board that no parking fee will be established or charged. However, in the event that a specific activity dictates a need for a parking fee, a fee can be established by this Board and charged for

that specific event. The Agency reserves all rights to parking and concessions.

F-4 **Commercial Use** - See Section 4.6 –D Commercial Use of City Park Facilities

G. CITY PARK BALL FIELDS

G-1. **Fees and Charges** – It is the policy of this Board in this facility to offset the direct cost of providing facility programming plus programming administrative overhead. Exact fees for league and tournament registration, admission, etc., will be established by the Board.

G-2. **Security** – General security for the facility will be provided through the City of Gainesville Police Department as needed. Special events, tournaments, etc., may require additional security needs which will be scheduled through special request and will be determined by the Director or his designee.

G-3. **Parking** – It is the policy of this Board that no parking fee will be established or charged. However, in the event that a specific activity dictates a need for a parking fee, a fee can be established by this Board and charged for that specific event. The Agency reserves all rights to parking and concessions.

G-4 **Commercial Use** - See Section 4.6 –D Commercial Use of City Park Facilities

H. CONCESSION OPERATIONS

I-1. **Concession Policy** – The policy of this Board is that Gainesville Parks and Recreation will operate all concessions for the Agency activities and events. In the case of special events or activities, the Director or their designee may, for a fee, issue a concession permit to other vendors (private or non-profit). This permit may be issued only if it does not conflict with the above priority usage and may be issued only for a specific event.

I-2. **Fees for Agency Concessions** – It is the policy of this Board that the authority for establishment of all fees rests with the Board itself. Due to the profit oriented nature of the concessions operation, and the rapidly changing costs of products, the Board delegates the authority to set concession operation prices to the Director or their designee.

I-3. **Fees for User Groups Concessions** – It is the policy of this Board that user groups/boards operating in-park concession operations have the authority to set all prices for their operation.

Each group, association, or organization utilizing City parks under established guidelines, is responsible for determining needs and ultimately for setting necessary fees for programs offered under their administration.

I-4. **Hawking, Peddling, Sale from Vehicles** – It is the policy of this Board that the sale of items in City parks not in compliance with the above regulations will be prohibited. Vendors, without written permission, will not be allowed.

## SECTION 6:1 – BILLS, NOTICES, PROHIBITED

No person shall expose, distribute, or place any sign, advertisement circular, notice, or statement, or display any banner, emblem, or design within any park without permission from the Director or his designee.

## SECTION 6:2 – UNIFORM SIGNAGE OF AND IN CITY PARKS

The Agency will establish a uniform park signage system that will provide for consistency throughout the City park system. These signs will include, but not be limited to, such signs as park entrance, speed limit, stop/slow signs, handicapped signs, etc., and shall comply with all laws, codes and ordinances of the State of Georgia and City of Gainesville.

## SECTION 6:3 – MOBILE OR PORTABLE SIGNS PROHIBITED

Mobile or portable signs on park property are prohibited. Emergency use allowance can only be approved by the Board at a regularly scheduled meeting.

EXCEPTION: Organizations using community parks may request a sign permit for the sole purpose of posting registration information. This permit may not exceed 30 days and must be removed within five (5) calendar days of last official registration date.

## SECTION 6:4 – ADVERTISING SIGNS

It is unlawful for any person to post any bills or other advertising upon any permanent or temporary structure or building, pole or tree located in any street, park or other public way or place within the corporate limits of the city. (City of Gainesville Code Ordinance, Chapter 6-3, Section 6-3-3-a.

A. LANIER POINT ATHLETIC COMPLEX: It is the policy of this Board to offer corporate sponsorships to local businesses. Therefore, temporary advertising is approved for display during the time the corporate sponsorship is in effect. These are permitted subject to approval by the Director or their designee. (*Appendix No. 12*)

B. PARKS: Sponsorship signs or banners are not permitted in parks, unless displayed on City approved sponsor boards. Signs must be removed no later than 30 days after the ending of their contract.

C. CIVIC CENTER: Signs within the Civic Center or upon the Civic Center are permitted only during times the facility is rented by appropriate Lessee. Permission is granted by the Director or his designee.

D. TENNIS CENTERS: Signs within the tennis facilities boundaries are permitted during program event only or through sponsorships. Permission is granted by the Director or their designee.

E. AQUATIC CENTERS: Signs within the aquatic center boundaries are permitted during program event only or through sponsorships. Permission is granted by the

Director or their designee.

F. OFFENSIVE SIGNS PROHIBITED: The Director or their designee has the authority to prohibit any signs, banners, etc., based on the signs being offensive or of poor design or construction.

G. BARRICADE SIGNAGE FOR EVENT MARKETING PURPOSES: This promotional tool typically utilized for special events and program registration will be limited to one barricade sign per location with a maximum of four locations in use during the same time period. Barricade signs may be placed no earlier than 10 calendar days prior to the event or registration deadline. At no time will an empty barricade sign be allowed left standing on-site. In order to properly coordinate the timing and usage of barricade signs, the use of this tool will be coordinated through the Marketing/Communications Coordinator. Work orders may be submitted to the Parks Division for assistance in the placement and dismantling of signs. A rotation of signage and event information among the various locations will be used in order to effectively utilize this marketing tool to its fullest potential.

The following locations are approved for barricade signs:

G.1 The Rock
G.2 Roper Park
G.3 Tennis Courts at City Park
G.4 Inside Park Areas
G.5 Corner of Glenwood Avenue and Green Street (Stop sign above City Park).
G.6 Frances Meadows Aquatic & Community Center entrace3.
G.6 Additional sites may be added with Director's approval

**SECTION 6:5 – SCOREBOARDS**

Recognizing the fact that a donation of scoreboards, and annual upkeep of such, are a substantial financial commitment to the Agency and that such items are not mobile nor easily removed after each season, the Board hereby agrees to approve such substantial donations to park properties. These are subject to permission (on new installation) by the Board, Director, or their designee.

# CHAPTER VII – TRAFFIC AND PARKING IN PARKS AND PARKS FACILITIES

**SECTION 7:1 – HANDICAPPED ZONE RESERVED**

Persons who do not have the proper permit or tag shall not be allowed to park in any parking spots designated and properly marked for handicapped persons.

(This section is enforceable under Georgia Law, Section 40-6-221 through 40-6-225, and any violation of this section of Georgia State Law is a misdemeanor and punishable as such.)

**SECTION 7:2 – PARKING AND DRIVING ON PAVED AREAS**

It shall be unlawful for any persons to drive or ride any vehicle upon or across any part of any public park of City of Gainesville except upon roadways laid out and maintained for vehicular travel. (City of Gainesville Code Ordinance, Chapter 3-4, Section 3-4-27)

No person shall park any vehicle on City park property when such person is not a user of the park or any of its related facilities.

EXCEPTIONS: This policy does not apply to authorized emergency vehicles, nor does it apply to park employees, organization volunteers, and/or contractors whose duties require them to drive maintenance equipment over said park as authorized by the Director or his designee. This policy shall not apply to areas, roads, trails, or paths that may be set aside by the Director for the use of specifically designated vehicles.

**SECTION 7:3 – OVERNIGHT PARKING:** Overnight parking in City park facilities will be allowed with the expressed permission of the Director or his designee. This is in reference to groups that utilize City parks as a meeting point for Agency sponsored trips, tours, etc. Parking must be in appropriate spaces when available, shall not conflict with facility use and shall be approved by the Director and Agency representative for managing said facility.

**SECTION 7:4 – REPAIRING/SERVICING OF VEHICLE PROHIBITED**

No person shall drive or park any vehicle on any City Park property for the purpose of making repairs or for servicing of such vehicle.

**SECTION 7:5 – OFF-ROAD VEHICLES**

It is the policy of the Board to abide by the City of Gainesville Code Ordinance Chapter

3-4, Article 7, Section 3-4-117.

## SECTION 7:6 – NON-LICENSED MOTORIZED VEHICLE PROHIBITED

No person shall operate any motorized vehicle upon any property of the Agency without obtaining the proper license for said vehicle as prescribed by law.

No person shall operate any go-cart, mini-bike, or similar non-licensed motorized vehicles on any park property without written permission of the Director.

## SECTION 7:7 – SPEED BREAKERS IN CITY PARKS AS TRAFFIC CONTROL DEVICES

The Director shall recommend to the Board the installation of speed breakers in the parks of City of Gainesville on an as-needed basis for the control of traffic and safety of park users. The speed breakers must conform to all standards as set by the Federal Highway Act, the Georgia Department of Transportation, and any local City of Gainesville ordinance prescribing to height, width, and installation of speed breakers.

# CHAPTER VIII – WILDLIFE/ANIMALS IN CITY PARK FACILITIES

## SECTION 8:1 – WILDLIFE/BIRDS PROTECTED IN CITY PARKS

The Board abides by the City of Gainesville Code Ordinance, Chapter 4-1, Section 4-1-10 wherein the City has been declared a bird sanctuary.

## SECTION 8:2 – CITY LEASH LAW

No person shall bring into, or permit any dog, cat, or other animal to enter any City park unless such animal is securely leashed. Leashes or ties on dogs in the parks shall not exceed six feet in length. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-15)

## SECTION 8:3 – ANIMALS IN INDOOR RECREATION FACILITIES

Dogs, cats, horses, and all other animals are prohibited in any indoor specialized facility. Exception made in cases of service animals.

## SECTION 8:4 – ANIMALS IN OUTDOOR RECREATION FACILITIES

Dogs, cats, horses and all other animals are prohibited at the Lanier Point Athletic Complex and at City Park Stadium. Exception made in cases of service animals and athletic mascots approved by the Director of the Agency.+

# CHAPTER IX – ADMINISTRATION – PERSONNEL/FINANCIAL

## SECTION 9:1 – PERSONNEL RULES & REGULATIONS

It is the policy of this Board to adopt the City of Gainesville Government Rules and Regulations as they are updated. All employees of the Agency are to abide by these Rules and Regulations. The latest Personnel Policies & Procedures adopted by the City of Gainesville in August 2003 and Parks and Recreation Board on December 8, 2003. Personnel Policies for the City were revised in February 2016.

EXCEPTION:

1. The Gainesville Parks & Recreation Board shall serve as the Personnel Committee as it applies to the Rules and Regulations.
2. The Director of the City of Gainesville Parks & Recreation Agency shall serve as City Manager as it relates to the Rules and Regulations.

## SECTION 9:2 – TIMESHEET IDENTIFICATION AND APPROVAL

All employees are required to fill out a timesheet. The following items must be included:

1. The Employee's name as listed on the City's master payroll timesheet
2. The Employee's number under which the payroll check is issued
3. Must be signed by the Employee. In no case should the supervisor or another employee sign in lieu of employee. In an emergency situation where the employee is absent and/or unable to sign, his/her timesheet should be flagged and a signature obtained upon employer's earliest contact with employee. Obtaining a signature at a later day may not be a recurring and normal procedure and should be used only as a last resort.
4. Timesheets must be signed by the Supervisor. The name of the Supervisor may not be typed in lieu of actual signature.
5. Timesheets should include the beginning and ending dates.

## SECTION 9:3 – ORGANIZATIONAL CHART

The Organization Chart as outlined in the Parks and Recreation Annual Budget is the organization chart of record effective July 2019. (Appendix 3)

## SECTION 9:4 – PERSONNEL HIRING

It is the policy of this Board to follow the policies in the City's Personnel Policies and Guidelines. The Agency has an internal hiring process established (Appendix 13). This process is updated as necessary by the Agency's Administrative Coordinator.

A. The Agency encourages all staff to cross train within their Division as well as within the Agency. Whenever it is possible, the Agency will encourage current staff to apply for open positions which may be considered a promotion. Staff members will be assessed to determine the gaps between their current competency levels and the required levels for senior positions.

B. The Agency is committed to sending appropriate staff to leadership workshops and/or seminars to further educational training for staff. These opportunities are made available through GRPA and NRPA Conferences and/or online training as well as training opportunities that may be offered by the City of Gainesville.

C. The Agency also abides by the City of Gainesville Personnel Policies and Procedures as outlined in Section 4.01 – Educational Assistance Program for all staff members.

## SECTION 9:5 – SIGN UP OF NEW EMPLOYEES

The new employee will fill out all payroll paperwork (W-4's, I-9's, etc.) online through the City's NeoGov on boarding system. On the first day of employment, the employee reports to the City's Human Resource Department to process I-9 paperwork. All part-time employee's paperwork is handled through the Agency's Administrative Coordinator.

## SECTION 9:6 – PERSONNEL RECORDS

It is the policy of this Board that all Agency personnel records are maintained in the City of Gainesville's Human Resource Department. Part-time personnel records are maintained in the Administrative Coordinator's Office in a locked file cabinet.

All requests for personnel information must be processed through the Director of the Agency. The release of personnel records is governed under the Georgia Open Records Act (O.C.G.A. 50-18-70):

A. Information requested will be provided within three (3) work days after the request is received.

B. Verbal requests are acceptable for any employee to see his/her own file with three (3) work days advance notice.

C. A written request is required for all others who wish to review any personnel records or files.

D. Requests by anyone other than the employee must be for specific information. General review of one or a number of files is not permissible.

E. Charges for information for the Agency's personnel files will be as established by the City Manager's Office. The prevailing rate will apply to all duplications of records requested.

F. Items not subject to the Georgia Open Records Act (O.C.G.A. 50-18-72(2)-(7) include but are not limited to medical records, similar files or related information and third party evaluations.

## SECTION 9:7 – BENEFITS

Each employee of the Agency is entitled to the following benefits:

D. City of Gainesville Employee Health Benefit Plan as revised January 1, 2020.

E. Short-Term Disability Insurance as provided by the City of Gainesville.

F. Pension Plan B – Defined Benefit Plan through GMA based on years of service and average earnings. Plan coordinates with Social Security. City pays cost.

## SECTION 9:8 – EMPLOYMENT POSITION DESCRIPTIONS

It is recognized that the following is a list of employment positions available through the Agency. Each job description is listed in the Appendix of this Policy Manual. (*Appendix No. 14*)

A. Director
B. Deputy Director
C. Administrative Division Manager
D. Senior Financial Coordinator
E. Administrative Coordinator
F. Senior Customer Service Representative
G. Marketing/Communications Manager
H. Parks Division Manager
I. Parks Maintenance Supervisor
J. Assistant Parks Maintenance Supervisor
K. Parks Crew Coordinator (4)
L. Parks Maintenance Worker (4)
M. Corrections Officer
N. Mechanic
O. Recreation Division Manager
P. Athletic Program Manager
Q. Recreation Program Coordinator (3)
R. FMACC Division Manager
S. Assistant FMACC Division Manager

T. Facility Operations Manager (2)
U. Competitive Swimming Head Coach
V. Aquatics Manager
W. Senior customer Service Representative
X. Head Lifeguard (1)
Y. Lifeguard (1)
Z. Custodian II
AA. Facility Services Manager
BB. Facility Operations Manager
CC. Operations Manager
DD. Stagehand (2)

## SECTION 9:9 – COMPENSATORY TIME – FLEX TIME - OVERTIME

It is the policy of this Board to have a policy to effectively manage staff scheduling for weekend park maintenance work by having a Compensatory Time, Flex Time or Overtime policy for employees. The following Options will be given to employees for hours worked on Saturdays, Sundays or Holidays. Each non-exempt employee will be eligible to choose from the options each year for performing routine park maintenance tasks on weekends and holidays. A copy of the form a non-exempt employee must sign is in the Appendix. (*Appendix No. 15)*

**Options:**

A. **Compensatory Time** – Employees will be allowed to accrue one and one half hours of compensatory time for each hour worked over 40 in the given work week (i.e. 4 hours worked = 6 hours compensatory time earned).

B. **Flex Time** – Employees will take off a minimum of four hours during the week that they are assigned to work a Saturday, Sunday or Holiday.

C. **Overtime** – Employees will be paid one and one-half their hourly rate for each hour worked over the regular 40 hours scheduled.

## SECTION 9:10 – TELE-WORK / REMOTE OFFICE POLICY

It is the policy of this Board to have guidelines for tele-working from a remote location/home. The guidelines address employee accountability for work accomplished outside of the office, meaningful methods to evaluate employee performance, and criteria necessary in order to ensure an equitable standard is applied when deciding which employee is offered tele-working privileges. (*Appendix No. 16)*

## SECTION 9:11 – TECHNOLOGY POLICY

It is the policy of the Board that each employee will follow the Technology Policy as provided in the City of Gainesville's Personnel Policies and Procedures. (*Appendix No. 17)*

It is the policy of the Board that the Director, Deputy Director, Division Managers and Supervisors as well as certain part-time staff during the summer be provided a cell phone

will sign a document with information relating to the specific use of the equipment. The document will serve as an agreement between Parks and Recreation and each employee as to the understanding of the purpose and boundaries of the equipment provided. (*Appendix No.18*)

## SECTION 9:12 – DRESS CODE AND UNIFORM POLICY

To insure safe working conditions, reflect acceptable appearance, and to provide ease of recognition and/or identification of employees by the public, while complying with the federal Internal Revenue Service Code regarding personal appearance and provided uniforms. The Board has adopted a Dress Code and Uniform Policy that is in keeping with the City of Gainesville Uniform Policy Version 2013, which establishes policies for providing eligible employees of the Agency with work clothing, uniforms and/or safety equipment at the Agency's expense.

All employees should adhere to the Agency Dress Code. Eligible employees shall receive work clothing, uniforms and/or safety equipment to be worn in the workplace as designated in the policy (*Appendix No. 19)*

## SECTION 9:13 – PURCHASING PROCEDURES

It is the policy of this Board to adopt the Purchasing Policies of the City of Gainesville. The Purchasing Manual of the City of Gainesville is hereto incorporated into this Policy Manual as set procedures to follow. Revised August 21, 2018.

## SECTION 9:14 – REQUEST FOR BID/PROPOSAL

It is the policy of the Board that each employee will follow the Standard Operating Procedures established in accordance with the Purchasing procedures for the City of Gainesville. (*Appendix No. 20*)

## SECTION 9:15 – FINANCIAL CONTROL PROCEDURES

The objectives of financial control procedures over receipts are to use diligence in collecting funds owed to the City of Gainesville Parks and Recreation Agency, to provide internal control over cash and cash equivalents and to expedite the movement of monies collected into interest bearing accounts. To accomplish these objectives guidelines have been established. Revised August 27, 2019. (*Appendix No. 21*)

## SECTION 9:16 – AGENCY CREDIT CARD

It is the policy of the Board to maintain two credit cards for the Agency. On occasion it may be necessary for use by an employee (i.e., out of town travel, etc.). The credit cards will be maintained in the Financial Coordinator's office. Should an employee need to use a credit card, a "Request for Use of Department Credit Card" must be completed and approved by the Director or Designee.

**SECTION 9:17 – TRAVEL AND PROFESSIONAL DEVELOPMENT POLICY**
**It is the policy of the Board that the following procedures for all out of county travel for meetings, professional development, conferences, etc. be followed:**

A. **Travel Authorization Form:** Used for ALL travel that requires advanced monies, such as registration, lodging, etc. to various companies. Everything affiliated with the trip will need to be entered on this form and backup for everything. All expenses listed on this form will carry over to the Reimbursement form if reimbursement is needed after the trip for unforeseen expenses. Back up required:

1. Registration Forms
2. Lodging receipts/confirmation
3. Mapquest if advanced mileage for personal vehicle
4. Per Diem worksheet with location for meal advance

B. **Travel Reimbursement Form:** Used for any unforeseen expenses such as parking, etc. on trip. Backup: Travel Authorization Form with all backup listed for that form. Plus – all receipts for the unforeseen expenses. (If per diem was not paid in advance and meals are needed you are only reimbursed for the amount of the receipts used up to the per diem amount.

C. **Day Trip Form:** This form is used when there is One Day Travel (no overnight) with no registration or other advanced monies, other than mileage for personal vehicle use.

D. **Meals:** There is no per diem rate. The Per Diem worksheet should be used to calculate your daily allowance based upon the location of your travel. This money is advanced to you and no receipts are required to be turned in.

All of the above forms can be found on the City's "V" Drive under Purchasing/Travel Template. All above forms must be approved by the Director.

**SECTION 9:18 – BUDGET**

The Board shall submit to the governing officials of Gainesville a budget for its approval. Upon approval of said budget, the Board shall be responsible for the administration of the provisions of the same. The Board may receive fees and revenues from the operation of recreation facilities and programs, and may also solicit or receive gifts or bequests of money, personal or real property, or donations which it may apply, either principal or income, for temporary or permanent uses for playgrounds or other recreational purposes.

The Board shall make a full and complete annual report to the governing officials of Gainesville, and make such other reports as may be required from time to time.

**SECTION 9:19 – DEBT COLLECTION POLICY**

It is the policy of this Board to collect account payables due to the agency by following the guidelines listed below:

A. When an account is over 60 days dues, a letter will be sent to the customer stating the account is past due and if the balance is not paid within fifteen (15) days of this letter, the account will be submitted to a collection agency and reported to the credit bureau.
B. The Agency will use a Board approved Collection Agency to collect such debts.

C. Accounts that have been on the Agency's list of Account Payables prior to the adoption of this policy will be submitted directly to the approved Collection Agency without further notice.

## SECTION 9:20 – FUND BALANCE REPORTING POLICY

Fund balance information is used to identify available resources. The City of Gainesville's Parks and Recreation Agency hereby establishes and will maintain classification of fund balance as defined herein in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions.* This policy shall apply to the City's Parks and Recreation Funds and will become effective for each fiscal year ending June 30. Fund balance shall be composed of non-spendable, restricted, committed, assigned, and unassigned amounts, as defined herein.

**DEFINITIONS**

A. **Fund Balance** – The difference between assets and liabilities in a governmental fund is referred to as fund balance or fund equity. Fund balance is used to accumulate resources for use in future periods.

B. **Non-spendable Fund Balance** – Amounts that are not in a spendable form, such as inventory, or will not be converted to cash in the next operating cycle, such as long-term notes receivable. Also, amounts that are legally or contractually required to remain intact, such as the corpus of a permanent fund.

C. **Restricted Fund Balance** – Amounts on which constraints have been placed by an external party, such as grantor, creditor, or laws or regulations of other governments. Also, amounts on which constraints have been placed by law through constitutional provisions or by enabling legislation and are legally enforceable by external parties. Restrictions may be changed or lifted only with the consent of the resource providers.

D. **Committed Fund Balance** – Amounts on which constraints have been placed by the Board of Directors, the City's Parks and Recreation Agency's highest level decision-making authority, through the adoption of a resolution which includes the verbiage "committed for the purpose of". Commitments may only be changed or rescinded through the adoption of a subsequent resolution; the subsequent resolution shall refer to the original resolution by number.

   Resolutions committing amounts must be adopted prior to the end of the fiscal year. However, the amount to commit must be determined within 120 days of the fiscal year-end.

E. **Assigned Fund Balance** – Amounts on which constraints have been placed by the City's Parks and Recreation Agency to use for a special purpose. The Board of Directors may assign amounts through the adoption of a motion made during a public meeting of the Board. The Board of Directors also authorizes the Parks and Recreation Director to assign amounts through a written memorandum.

   Transfers to special revenue, capital projects, debt service, or permanent funds shall constitute assignments and shall be documented through the adoption of the City's operating budgets or subsequent budget amendments.

   Assignments must be adopted prior to the end of the fiscal year; the amount assigned must also be determined prior to fiscal year-end.

   Amounts appropriated to eliminate a projected deficit in the subsequent fiscal year's budget shall constitute assignments and be documented by adoption of the City's operating budgets.

   Equity amounts reported in special revenue, capital projects, debt service, or permanent funds not otherwise classified as non-spendable, restricted, or committed should constitute assignments.

F. **Unassigned Fund Balance** – Equity amounts reported in the General Fund not otherwise classified as non-spendable, restricted, committed, or assigned. Unassigned amounts are the portion of fund balance that is available for any purpose. Governmental funds other than the General Fund shall not report positive unassigned fund balance.

   Governmental funds shall not report assignments of fund balance which result in negative unassigned fund balance.

## HIEARCHY OF SPENDING

For the purpose of fund balance classification, the City's Parks and Recreation Agency considers restricted amounts spent first when an expenditure is incurred for which both restricted and unrestricted fund balance is available. Furthermore, the City's Parks and Recreation Agency considers the following spending order when expenditures are incurred for purposes of which the following unrestricted fund balance classifications are available:

1. Committed
2. Assigned
3. Unassigned

## SPECIAL REVENUE FUNDS

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. GASB Statement No. 54 requires that special revenue

funds have restricted or committed proceeds of specific revenue sources that are expected to continue to comprise a substantial portion of the inflows reported in the fund. For this purpose, the City defines proceeds from significant revenue sources as a single or combination of restricted or committed inflows which are expected to comprise at least 35% of the total revenue and other financing sources of the special revenue fund.

The Chief Financial Officer of the City of Gainesville shall be charged with maintaining a listing of all special revenue funds reported by the City's Parks and Recreational Agency. This listing shall include the purpose of the fund and the significant restricted or committed revenue stream(s) that is (are) the basis for the fund.

**COMPLIANCE**

Compliance with the provisions of this policy shall be reviewed as part of the annual budget process and the amounts of non-spendable, restricted, committed, assigned, and minimum General Fund unassigned amounts shall be determined during this process. Fund balance for all governmental funds shall be reported in accordance to GASB statement No. 54 in the City of Gainesville's Comprehensive Annual Financial Report (CAFR).

The Chief Financial Officer of the City of Gainesville shall be charged with maintaining written records of all restrictions, commitments, and assignments.

**SECTION 9:21– DOCUMENT REVIEW SCHEDULE**

As part of the Agency's CAPRA Accreditation, the Agency will maintain a Document Review Schedule and a Document Approval Entity on a yearly basis. Appropriate staff will review documents when necessary to change or update. Approved entities will be changed when necessary, otherwise they will remain the same from year to year. Changes made in the Approved Entity Schedule will be recorded when changed. Created July, 2015, reviewed annually.

# CHAPTER X – FACILITY ACQUISITION AND DEVELOPMENT

## SECTION 10:1 – MASTER PLAN OF PARK FACILITIES

The Agency shall utilize as a guide a recreational Master Plan that will serve as a guide of the development and improvements of parks and facilities. The plan should be updated on a minimum of 10 year increments as funds are available. It is the policy of the Board, at the discretion of the Director with guidance from the Parks Board, to make necessary changes in the Master Plan.

## SECTION 10:2 – NEW CONSTRUCTION PROJECTS

A. AUTHORITY TO IMPROVE/BEAUTIFY PARKS

Any suggested minor change or non-permanent change that does not affect the integrity or intent of the approved master plan may be acted upon by the Director. Before any change can take place, a detailed plan must be prepared and submitted to the Director and said plan will remain on file to help ensure strict compliance with the intent of any change.

Unauthorized improvements may be removed by the Agency at its discretion.

All permanent construction financed by donations or with public monies must be in keeping with the adopted park master plan.

B. VENDORS/CONTRACTORS

It is the policy of the Board that all vendors, suppliers and contractors possess appropriate and valid business licenses.

It is the policy that all construction, either by staff or contractors, is properly permitted or inspected by the Building Inspection Department or other appropriate regulatory agency.

That a specified staff position be designated to be informed about and responsible for a working knowledge of Life Safety Codes, Fire codes, and Health and Food Service Codes with regards to recreation and public facilities operated by the

Board. This staff position is to assure that all facilities constructed and operated by the Board are in compliance with said code.

C. FIELD/FACILITY DEVELOPMENT

The Board, as a matter of policy, welcomes construction proposals in keeping with the adopted master plan of a park. All such proposals shall be received and acknowledged at a regular meeting of the Board. The acceptance and implementation thereof must be approved by formal vote of the Board before construction may begin.

If a construction proposal does not comply with the adopted master plan, amendment of the master plan must take place before construction may commence.

Unauthorized improvements may be removed by the Agency at its discretion.

It is recognized and thoroughly understood by any group that all structures constructed in whole or in part are the sole property of the Agency. It is further recognized that the public will have general access to the facility during operating hours except for special occasions when the facility has been reserved by a Park-Use Contract or other Agency reservation system.

D. LIGHTING IMPROVEMENTS

The Board adopts a policy that only state-of-the-art, energy-efficient lighting systems will be used in any park. When any lighting renovation takes place in a park, or when fixture replacement is mandatory, the most suitable energy-efficient replacement will be used.

E. ELECTRICAL INSTALLATIONS ON LEASED CORPS OF ENGINEERS PROPERTY

This Board adopts the guidelines for electrical inspection and electrical construction of marinas and other developments on Corps of Engineers leased land in the Mobile District. These guidelines must comply with the electrical requirements of both Hall County and the Corps of Engineers. (*Appendix No. 22*)

F. STORAGE STRUCTURES

All future storage structures constructed on City park properties must be built on a location approved by the Board and must meet design standards established by this Agency which address vandalism and long-term maintenance.

**SECTION 10:3 – PARK NAMES AND SPECIAL DESIGNATIONS**

It is the policy of the Board that the naming of parks and facilities is generally to be avoided. However, the Board, at its discretion, may consider this form of recognition for a substantial donation of land or funds.

## SECTION 10:4 – ACCEPTANCE OF GIFTS OR REAL PROPERTY, REQUESTS AND CONTRIBUTIONS

It is the policy of this Board to accept gifts of land, waters, buildings, monuments, and other real property in the name of City of Gainesville Parks & Recreation Agency, provided that such donations meet location, size, access, topographical, and other requirements consistent with the parks needs for the citizens.

# CHAPTER XI – MISCELLANEOUS OPERATIONS

## SECTION 11:1 – NOISE CONTROL POLICY

No person, association, lessee or organization may cause a public address device, radio, phonograph, tape recorders, musical instructions, noise makers, or other such devices to be used in any park at a volume audible beyond their immediate area, within reason.

Amplification Permits must be obtained from the City of Gainesville Police Department for special events. A copy of this permit must be on file in the Agency's administrative offices for any special event held at a City park facility.

## SECTION 11:2 – MAINTENANCE OF AGENCY PARKS & FACILITIES

The Agency is responsible for the upkeep and maintenance of all City parks and facilities. The Board has adopted an Operations and Maintenance Manual which is incorporated into this Policy Manual for standards and guidelines of park maintenance. The Agency has created a Facilities Preventive Maintenance Manual to be used as a priority in order to protect its facilities and equipment. By reference this manual is incorporated into this Policy Manual.

## SECTION 11:3 – CONTROL OF KEYS, LOCKS, ETC.

The Board recognizes the importance of a physically secure parks system. Therefore, an organized system by which control of keys and locks used in or on park facilities will be established and maintained by the Director or his designee. Deposits and/or fees may be charged in order to maintain said system.

## SECTION 11:4 – COMMUNITY RELATIONS/COMMUNICATIONS/MARKETING POLICIES

The Board is committed to a strong community relations and communications/marketing plan. These areas will be reviewed annually by the Communications/Marketing Manager. The following areas are covered for this section:

*A.* Gainesville Parks and Recreation Customer Service Strategy (*Appendix No. 23)*

If the services provided by the Agency do not meet the quality standards of the citizenry, or if its employees do not demonstrate the appropriate attributes necessary for superior customer relations, the image of the Agency will suffer. Therefore, the Customer Service Strategy is established and compliance on all levels is required by every member of the Agency's staff.

*B.* Communications Policy (*Appendix No. 24)*

The purpose of the Communications Policy is to provide Gainesville Parks and Recreation and Recreation Staff and Board of Directors with proper guidelines and tools necessary for effective internal and external communication. This policy is based on standards set by the City of Gainesville and the Gainesville Parks and Recreation Board of Directors. The following areas are covered:

B.1 *Internal Communications* – In order to facilitate effective internal communication and ensure that all lines of communication remain open and clean, internal stakeholders have been identified, channels have been established, and activities have been implemented.

B.2 *External Communications* – To guarantee that Gainesville Parks and Recreation projects an accurate, consistent and recognizable image, procedures and guidelines have been established for the dissemination of information to external stakeholders.

*C.* Marketing Plan (*Appendix No. 24)*

With direction from its Citizen's Board of Directors, the management and staff of Gainesville Parks and Recreation is committed to the successful implementation of a focused and coordinated marketing plan of action.

The goals, objectives and action items have been developed in direct response to the opportunities, challenges, and key issues that Agency has identified as priorities for the fiscal year 2006. These will be evaluated and updated each year. The strategy outlined is a tactical approach to more integrated marketing; it takes into account trends in the field of parks and recreation, and is consistent with the organization's mission. The plan is to be used as the basis for which all marketing efforts are to be conducted and measured but is subject to updates and revisions as circumstances change and goals are achieved.

## SECTION 11:5 – RELIGIOUS SERVICES, GATHERINGS, PERMITTED IN CITY PARK FACILITIES

City parks or park facilities shall not be made available to churches or other such religious groups for use as their regular worship assembly locations, with a narrow exception. That exception would be that if the Board wished to allow churches and organizations to rent/lease facilities pending the completion of their regular worship facilities.

The closing of facilities open to the public to accommodate religious use would have the effect of advancing religion and would be prohibited. It shall be the duty of the Director or his designee to make a decision based on the above ruling.

Any request for such usage that does not fit into the above ruling will be considered on an individual basis by the Board.

## SECTION 11:6 – VEHICLE POLICY

The Board agrees to adopt the Vehicle Policy of the City of Gainesville. (*Appendix No. 25*).

## SECTION 11:7 – VOLUNTEER LIABILITY

Volunteers are acting as an agent of the City of Gainesville, and as such, cannot be held liable unless a tort occurs. Georgia does have volunteer protection legislation, which is called the "Georgia Volunteer Protection Statute."

A Liability Wavier for Participant of Volunteer Activities is located in the Volunteer Manual.

## SECTION 11:8 – VOLUNTEER / YOUTH WORKER POLICY AS TO YOUTH SPORTS

The intent of this policy is to protect the youth being served by volunteers and contracted staff in youth programs offered by Gainesville Parks and Recreation.

It is the policy of the Gainesville Parks and Recreation Board that all individuals who work with or have any contact with youth under the age of 18, in the capacity of Coach, Sports Official, Volunteer, Instructor, Counselor or Aide with any activity organized by or in conjunction with the City of Gainesville Parks and Recreation must successfully complete an application process which includes a Background Check and be approved or denied by the Director and/or his designee on a final basis. All rules, guidelines and application procedures, disqualification, approval, request for appeal or denial, orientation, etc. are covered in the Youth Sports Handbook. By reference this Manual is included as part of the Policy Manual.

## SECTION 11:9 – RISK/SAFETY MANAGEMENT

The Board has adopted a Risk Management Policy which is contained in the Risk Management Manual incorporated into this policy manual by reference.

Emergency Procedures/Action Plan have also been adopted and are incorporated into this policy manual by reference.

**A. Suspected Child Abuse Reporting:**

A-1 – **Purpose**: To provide guidance to employees and volunteers regarding the reporting of suspected child abuse as mandated by Georgia State Law.

A-2 – **Introduction:** Employees and volunteers in a public organization providing recreational programs to children who have reasonable cause to believe that a

child has been abused are required by Georgia State Law to report or cause reports of that abuse to be made to the proper authorities.

**B. How to Report Child Abuse:**

B-1 – If the child is in immediate danger: Call 911 immediately.

B-1.a – Once the police have been contacted, notify your immediate supervisor.

B-1.b – The immediate supervisor will notify the GPRA Director or, in the absence of the Director, the Deputy Director.

B-1.c – The employee or volunteer who made the initial observation will complete a written *Report of Suspected Child Abuse/Neglect* and submit to DFCS with a copy to the GPRA Administrative Office within 24 hours. (Appendix 26)

B-2 – If the abuse is not actively on-going and the child is not in immediate danger:

B-2.a – Notify your immediate supervisor.

B-2.b – The immediate supervisor will notify the GPRA Director or in the absence of the Director, the Deputy Director.

B-2.c – The employee or volunteer who made the initial observation will contact the Hall County Department of Family & Children Services.

B-2.c-1 – On Monday – Friday between the hours of 8:00 AM and 5:00 PM, contact the Hall County Department of Family and Children Services office at 770-532-5298.

B-2.c-2 – At all other times, contact 911.

B-3.d – The employee or volunteer who made the initial observation will complete a written *Report of Suspected Child Abuse* and submit to DFCS with a copy to the GPRA Administrative Office within 24 hours. (Appendix 26)

**C. Written Report of Suspected Child Abuse:** Employees and volunteers who have reasonable cause to believe that a child has been abused shall complete the *Report of Suspected Child Abuse* (Appendix 26) for submittal to the Department of Family and Children Services within 24 hours of filing an oral report.

**D. Training:** All employees and volunteers who interact closely with children through their work, including but not limited to, camp counselors, class instructors and youth sports coaches will receive training, as a part of their orientation, on the signs of abuse and how to report it.

Such training will include:

D-1 – An overview of the Georgia state law on Mandatory Reporting of Child Abuse.

D-2 – Definitions and indicators of child abuse according to the Georgia Department of Human Resources.

D-3 – Procedures as outlined in this policy for reporting suspected child abuse.

*D-4* – Directions on how to complete and submit the written *Report of Suspected Child Abuse.*

D-5 – All employees and volunteers who interact closely with children through their work are never to be alone with a child for any reason.

## SECTION 11:10 – AMERICAN'S WITH DISABILITY ACT – ADA TRANSITION PLAN

In December 2014 the Agency adopted an ADA Transition Plan to ensure that the citizens of Gainesville are provided full access to the City's recreation programs, services, facilities and activities in as timely a fashion as is reasonably possible. The plan provides for a grievance procedure for any person with a disability or any parent or guardian who represents a minor person with disability, who believes that they have been the subject of disability related discrimination on the basis of the denial of access to facilities, programs or services provided by the Agency.

The ADA Transition Plan is incorporated by reference as part of this Policy Manual. (See Appendix 27)

## SECTION 11:11 – STAFF OFFICE ENTRY POLICIES

A. No one is to enter an office during the week when it is locked except if that Staff person gives permission to other staff members to enter.

B. Civic Center staff cleaning office area will not enter any office that has a closed and/or locked door. Staff members desiring their trash emptied should leave the trash outside the office or empty the trash themselves.

C. Any equipment needed by an Instructor for class should be left at the lobby desk with the night personnel. Night Personnel will leave the equipment in the Civic center Maintenance Shop for return to proper staff person the next day.

D. Money collected by any night personnel at front lobby desk should be placed in the designated area.

E. On weekends, the office area is not to be entered except night/weekend personnel may use the break room to get coffee, use the refrigerator and/or meal breaks.

F. No night/weekend personnel or part-time personnel are to enter any staff member's office when they are locked.

G. Civic center radios and work key sets are to be left in the Civic Center Maintenance shop area. The work key sets on weekends need to be signed out and back in on the logbook by the radios.

H. All personnel should be cautious on weeknights and weekends as to who is allowed to enter the Parks and Recreation office area. Staff personnel should accompany any visitor to the office area outside of normal work hours.

I. In case of any emergency where it is deemed necessary to enter the office of any staff member, the Deputy Director, Civic Center Manager or Civic Center Operations Manager must be called for permission.

**SECTION 11:12 – RECORD RETENTION**

The Board abides by the record retention policy adopted by the City of Gainesville in July 2019. (*Appendix No. 28*)

# CHAPTER XII – ENVIRONMENTAL STEWARDSHIP

## SECTION 12:1 – ENVIRONMENTAL POLICY

Gainesville Parks and Recreation is committed to citizens to ensuring sound environmental stewardship, continuous improvement of environmental performance and preventing pollution. The Agency is committed to establishing the best practices that ensure lasting quality stewardship in our community. Agency staff is considered responsible stakeholders in preserving and protecting our environment.

A. All parks and park facilities will be retrofitted with devices that efficiently use energy and maximize benefits over the long-term as budgets permit.

B. All parks and park facilities will purchase and install water conserving fixtures (i.e. automatic faucets, low flow toilets, and waterless urinals).

C. Parks and park facilities will make use of native plants and xeriscaping when possible for water conserving measures when landscaping. The Agency will also make use of non-potable water sources for the irrigation of sports fields, recreation areas, and landscaped park facilities where available.

D. Future purchase of lands will be prioritized by the environmental nature of the land. The Gainesville Parks and Recreation Agency will develop a scale in which lands may be rated and prioritized so that the sensitivity, location/need, and ultimate cost to the City will be considered.

E. Gainesville Parks and Recreation will work to facilitate and implement these programs and have facilities which are renewable and sustainable in design, construction, and maintenance.

F. The Agency will go “green” in printing of the seasonal leisure guides and promote more e-blasts and e-newsletters to provide the citizens with up-to-date programs and services.

# CERTIFIED COPY OF MINUTES

STATE OF GEORGIA
COUNTY OF HALL

This is to certify that I am City Clerk of the City Council of the City of Gainesville. As such, I keep its official records, including its minutes, and in that capacity do certify that the attached are true and correct copies from the 1924 Minute Book of the City of Gainesville as it pertains to the levying of an annual tax for parks and recreation purposes.

Witness of my official signature and seal this 29th day of September, 2020.

Denise O. Jordan

**Denise O. Jordan, City Clerk**

**(Seal)**

CITY OF GAINESVILLE
GEORGIA
CHARTERED 1821

Gainesville Ga
April 12 1924

Commissioners met in regular session Mayor Pro Tem W G Mealor presiding , Commissioners present were W G Mealor M B Carter.

City Manager W A Mitchell was also present.

Plumbing ordinance for street paving having been read the second time , and published ten days same was on the 12th day of April 1924 read and adopted.

Petition asking for the extension of Candler Street read and on Motion Commissioners voted to decline to extend said Candler Street.

City Manager's Report for the month of March read and adopted.

Confirming actions of the Commissioners of March 29th the following gentlemen are elected as realty assessors;

Geo W Moore 1st ward
J D Whelchel 2nd ward
J M Ellis 3rd ward
were appointed for 1924, also Mr Urben Bowen for receiving personal returns for 1924.

Important Notice to Taxpayers for 1924

The personal returns for 1924 are now due and returnable at the City Hall the assessors for receiving personal returns is now at the City Hall ready to receive same, make your returna as early as possible,

By the Order of The Commission

Attest,
Jas H White,
Secretary.

The following petition signed by 351 citizens was read;

To the Honorable Commissioners of the City of Gainesville;

We,the undersigned qualified and registered voters of the City of Gainesville do hereby petition you to provide establish maintain and conduct a supervised recreation system for said City. to levy an annual tax of not less than seventy-five one hundredths (0.75) of one mill, or more than ome mill on each dollar of assessed valuation of all taxable property within the corporate limits of said city for the conduct and maintenance thereof; to provide for and appoint a play ground and recreation board; and to call a special election at the earliest possible date, after the expiration fo thirty days from the date of the filing of this petition, for the purpose of submitting to the voters of said city, the question of the establishment , maintenance and conduct of such supervised recreation system, as is provided by the Act of August 18, 1923 (Acts of Legislature 1923 Page 109)

Respestfully submitted

The following Petition was read the first time on April 26 1924 , and ordered published the required time by law was read the second time on May 24th 1924 and adopted.

Gainesville Ga April 26th 1924

To the Commission of the City Of Gainesville

Gentlemen ;-

The matter of certain petitions filed by a number of the registered voters of the City of Gainesville asking the establishment of a supervised recreation system for said City; the levy of an annual tax for that purpose; and the calling of a special election for that purpose, having been referred to me for investigation and an opinion as to the power or authority of the City Commissioners , under said Act of the Legislature of August 18,1923, (Acts of 1923 page 109) to call a special election for this purpose , I beg to submit the following opinion.

Under said Act when the petitions set forth in said Act are filed, signed by the required number of registered voters, it is the duty of the Commissioners to appropriate funds for and to provide for the establishment maintenance and conduct of a supervised recreation system.

But before a special tax can be levied the question must be voted upon at the next general or special election of the municipality held not less than thirty days from the date of the filing of said petition or petitions But there is no provision made or authority given in said Act for the Commissioners to call a special election soley for the purpose of submitting this question to the voters .

The Act does not provide for any calling of such special election, but simply states that the matter must be submitted to the voters at the next general or special election to be held after the expiration of thirty days from the date of the filing of the petition.

I do not find elsewhere in the laws governing our City, any authority for calling a special election for this purpose.

Therefore it is my opnion that the City Commissioners have no authority to call a special election for this purpose, but that it is the cuty of the Commissioners to submit the question of a special tax levy for this purpose to the voters at the next general election held in the City, since, as I under stand it, these petitions have now already been filed with the Secretary of the Commission as much as thirty days,

It is my opinion however that the Commissioners now have the right, and it is their duty under the above Act to appropriate funds for and to provide for the establishment , maintenance, and conduct of a supervised recreation system.

Respectfully Submitted.

Hammond Johnson

City Attorney.

Gainesville Ga
November 8th 1924

NOTICE OF ELECTION FOR SPECIAL TAXES,

A petition having been filed with the City Commissioners of Gainesville, signed by ten per cent of the qualified and registered voters of Gainesville requesting that an elcetion be held authorizing the City Commissioners of Gainesville to levy an annual tax of not less than three- fourths of a mill and not more one mill on each dollar of the assessed valuation of all taxable property within the corporate limits of Gainesville (which would amount approximately from $4,500 to $6,000 annually) to provide, maintain, and conduct playgrounds, recreations centers and facilities as provided for in the Acts of the Legislature of 1923, page 106 et,

Therefore said Commission as required by the provisions of said act submits the quwstion of the establishment, maintenance and conduct of such playgrounds and recreation systems to be voted on by the qualified voters of Gainesville at the general election to be held on the first Tuesday in December 1924,

All parties in favor of such special tax shall cast a vote having written or printed thereon the words.

"For special tax of not less than three- fourths of one mill and not more that one mill on each dollar of assessed valuation of all taxable property within the corporate limits of Gainesville to provide for the establishment and maintenance and conduct of supervised playgrounds and recreation systems of Gainesville."

Those opposed to said tax shall have on their ballot either written or printed thereon the words.

"Against a special tax of not less than three- fourths of one mill and not more than one mill on each dollar of assessed valuation of all taxable property within the corporate limits of Gainesville, to provide for the establishment and maintenance and conduct of supervised palygrounds and recreation systems of Gainesville "

By the Order of the Commissioners,

Secretary

Manager

Gainesville Ga

November 22 1924

Commissioners met in regular session Mayor H H Dean presiding, roll called and the following Commissioners were present H H Dean W G Mealor and M B Carter.

The following were elected as Managers to hold the City Election on the First Tuesday in December 1924 for one Commissioners from the Third ward and for or against Special tax levy for the maintenance and estb lishment of playgrounds and recreation systems

E C Brewer First Ward
Mrs E M Montgomery Second Ward
Mrs Clarence Ellis Third Ward

Resolution for paving West Washington Street as heretofore published September 27th 1924 in the official newspapers October 2nd 1924 and Ocotober 8th 1924 was read second time and on motion Commissioners voted the adoption of the same this date.

The Ordinance for paving North Bradford Street read first time October 25th 1924 and published Eagle on October 30th 1924 and news on November 5th 1924 read second time and on motion same was adopted this date.

Ordinance to pave Green Street Circle read first time and ordered published

Ordinance to pave north Green Street read first time and ordered published,

RESOLUTION,

Whereas, An Act was passed by the Georgia Legislature at its 1922 session and duly approved by the Governor, which Act is on pages 834-- 867, Printed Volume, of the 1922 Georgia Laws, authorizing the Commission of the City of Gainesville to do certain paving within said City of Gainesville under what is known as the "Baby Bond" Paving plan, and --

WHEREAS, pursuant to and under said Act, at a regular meeting of the Commission of the City of Gainesville, on the 27th day of September 1924, an Ordinance was reqd the first time and ordered published as provided under Section Thirty - Four (34) of said Act hwerein said Commission of the City of Gainesville declared that they deemed it necessary to grade, pave with either brick, concrete or asphalt, put in water mains with pipes and connections therewith, put in sewers and all pipes and connections therewith, where necessary, and otherwise improve a portion of a certain street in the City of Gainesville, especially describing same as a portion of West Washington Street; and--

Official Ballott for the City Election to be held on the First Tuedsay in December 1924.

For the election of City Commissioner for third ward for term of three years and also election for to levy taxes to provide for recreation and playgrounds

Vote for Commissioner desired ,striking the other

RAFE BANKS
A E ROPER

Vote for or against the tax propostion, striking the other

For special tax of not less than three-fourths of one mill and not more than one mill on each dollar of assessed valuation of all taxable property within the corporate limits of Gainesville to provide for the estab lishment and maintenance and condut of supervised playgrounds and recreation systems of Gainesville

AGAINST special tax of not less than three- fourths of one mill and not more than one mill on each dollar of assessed valuation of all taxable property within the corporate limits of Gainesville to provide for the estalish ment and maintenance and conduct of supervised playgrounds and recreations systmens of Gainesville

The following ordinance was read first time and ordered published,

AN ORDINANCE,

WHEREAS, an Act was passed by the Georgia Legislature at its 1922 session and duly approved by the Governor, where in the City of Gainesville is authorized, thorugh its Commission to do certain paving and other street improvement whithin the City of Gainesville, under what is known as the " Baby Bond " paving plan; and --

WHEREAS, under section "34" of said Act ii is provided that the Commission of the City of Gainesvile shall or may begin on its own initiative such grading paving macadamizing, draining putting in all necessary water mains pipes and connections, and putting all sewers with all necessary pipes and connections therewith, and otherwise improve any street, avenue,lane or alley,or any part of the same in said City by the adoption of an ordiance to that effect; and

Whereas,under said Section "34" of said Act it is provided that before the machinery for said paving and improvement shall be put in motion, it is necessary for such ordinance to provide th t the Commission of the City of Gainesville shall deem it necessary to grade, pave macadamixe, drain, put in all necessary water mains pipes and connections therewith, put in all sewers with all necessary pipes and connections therewith, and otherwise improve said streets, avenues, land and alleys or any part of the same and --

Gainesville Ga

December 6th 1924

Commissioners met in call session Mayor H H Dean presiding Commissioners present H H Dean W G Mealor M B Carter, This meeting was called for the purpose of appointing an auditor to audit the accounts of the City of Gainesville Ga 1924. And to elect a City Manager to take the place of W A Mitchell who has tendered his resignation to take effect December 31st 1924 and for receiving and accepting the report of the Managers of the City election held on the 2nd day of December 1924 for the election of one commissioner from the third ward and special tax for recreation grounds , the following report was read and on Motion adopted;-

| | | | |
|---|---|---|---|
| Mr | A E Roper | Receiving | 352 Votes |
| Mr | R Banks | " | 194 " |

Mr Roper receiving the largest number of votes was declared elected as commissioner from the third ward for 3 years from January 1st 1925,

For Special tax for recreation grounds

| | |
|---|---|
| Received | 402 Votes |
| Against | 131 Votes |

For Special tax for recreation grounds receiving the highest number of votes was declared carried,

Mr G H Purvis having submitted the lowest bid for the auditing the accounts of the City of Gainesville for the year 1924, On Motion Commission voted to accept his bid and awarded the work of auditing to him

City Attorney was authorized to draft paving Sycamore Street from Green Street to Broad Street and Maple street from Oak street to Parker Street.

On Motion Mr E L Prtater was elected City Manager to take effect January 1st 1925 at salary for $250.00 per month in the meantime acting Manager M B Carter authorized to appoint Acting City Manager for balance of Decmber without Compensation

Recreation Playgrounds,

WHEREAS, a petition was duly filed by 10 % of the qualified and registered voters of Gainesville requesting the City Commission to provide, establish maintain and conduct a supervised recreation systen and to levy an annual tax for that purpose, and

WHEREAS an election has been duly called and held in the City of Gainesville to determine such question and whereas said election resulted in a two-thirds majority in favor of such tax and the establishment of such recreation system,

THEREFORE BE IT RESOLVED that the City Commission do establish in the City of Gainesville and do dedicate and set apart sufficient lands located in the city park of Gainesville and upon the grounds of the Main Street School the Washington Street High School, Candler Street School and also upon the grounds of the Colored School, for such recreation purposes and be it further resolved that said City Commissionser establish a Play Ground and Recreation Board, which sahll possess all the powers and be subject to all the responsiblities of Local Authorities under the Acts of 1923 Page 106 et equ,

BE IT FURTHER RESOLVED that such Board shall

consist of five (5) persons serving without pay to be appointed by the Mayor or Presiding Officer of said Municipality.

BE IT FURTHER RESOLVED that the terms of office of such persons shall be for five (5) years, or until their sucessors are appointed and qualified, except that the members of such Board first appointed shall be appointed for such terms that the term of one member shall expire annually thereafter; H. P. Martin Supt Pub School 2 years
Ann J H Pillard athletic Instructor 1 year

IT IS THEREFORE ORDERED that the Board first Appointed undet this resolution and under said Act shall consist of the following named persons and shall hold for the term set opposite their respective names, or until the successor or each is appointed and qualifies,

All of said terms of office beginning January 1st 1925,

| | | | |
|---|---|---|---|
| Mrs J D Miller | FIRST WARD | 3 | YEARS |
| Mrs C. A. Stovall | SECOND WARD | 4 | YEARS |
| Mrs R Banks | THIRD WARD | 5 | YEARS |
| H. P. Martin | CITY AT LARGE | 2 | YEARS |
| J. H. Pillard | CITY AT LARGE | 1. | YEARS |

Parent teachers of each ward shall select the name of one lady from their respective ward for the approval of the Commission and record,

There being no further business the Commission Adjourned,

H. H. Dean
Mayor

Jas Heuleide
Secretary

**Passed:** **06/16/2020**

# AN ORDINANCE

**No. 2020-12**

**AN ORDINANCE BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, TO FIX THE AD VALOREM TAX RATE FOR THE PROVISION OF PARKS AND RECREATION SERVICES; AND FOR OTHER PURPOSES.**

**BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, AS FOLLOWS:**

**WHEREAS**, a budget has been established for the City of Gainesville for Fiscal Year 2021; and

**WHEREAS**, a specified amount of revenue for this budget comes from ad valorem taxes; and

**WHEREAS**, the Governing Body wishes to set the ad valorem tax rate on property for the provision of Parks and Recreation services.

**NOW THEREFORE BE IT ORDAINED** by the Governing Body of the City of Gainesville, Georgia, as follows:

## SECTION I.

The ad valorem tax rate for the special district for provision of Parks and Recreation services within the City of Gainesville, Georgia, for the calendar year on property subject to ad valorem taxation by the City is hereby fixed at $0.750 on each $1,000.00 of property subject to ad valorem taxation by the City, and said ad valorem tax rate shall be levied.

## SECTION II.

The Chief Financial Officer of the City of Gainesville shall pay such amounts collected through ad valorem taxes within the special district for provision of Parks and Recreation services as necessary to fund the Special Fund created for the accrual of tax allocation increment in any and all tax allocation districts created by the Governing Body pursuant to the Georgia Redevelopment Powers Law, O.C.G.A. § 36-44-1 et seq., including but not limited to the following: (1) Tax Allocation District Number One – Midtown, created by City of Gainesville Ordinance No. 2006-53, passed on October 17, 2006; and (2) Tax Allocation District Number Three – Westside, created by City of Gainesville Resolution No. 2018-59, passed on November 20, 2018.

## SECTION III.

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**SECTION IV.**

If any portion of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

**NOW THEREFORE BE IT FURTHER ORDAINED** that the City of Gainesville Tax Office shall bill property taxes in one installment and collect payment of said taxes, which shall be due on or before December 1, 2020.

**NOW THEREFORE BE IT FURTHER ORDAINED** that the City of Gainesville will take appropriate action when the Tax Digest as certified by the State Revenue Commissioner is available and property reassessments are confirmed.

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this ordinance was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

Denise O. Jordan

**Denise O. Jordan, City Clerk**

CITY OF GAINESVILLE
GEORGIA
CHARTERED 1821

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/25/2020

**Presenter**: Linda MacGregor

**Item of Business**: **Ordinance 2020-30**
**Amend Title 10 as it Pertains to Water Rates**
AN ORDINANCE TO AMEND ARTICLE 2 ENTITLED "WASTEWATER DISPOSAL" AND ARTICLE 3 ENTITLED "WATER" OF CHAPTER 10-1 OF TITLE 10 OF THE CODE OF ORDINANCES OF THE CITY OF GAINESVILLE BY ELIMINATING THEM IN THEIR ENTIRETY AND SUBSTITUTING IN THEIR PLACE THE LANGUAGE SET FORTH BELOW; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Meeting Date**: 10/6/2020

**Purpose of Request**:

To update water rates to be affordable, predictable, and to protect Lake Lanier.

**History/Background**:

Water rates are set to be fair and equitable and to recover the costs necessary to provide safe drinking water and to protect the environment through our water reclamation facilities. Gainesville water rates have not been adjusted in more than 6 years.

**Facts & Issues for Consideration**:

The Department of Water Resources recommends important changes to Title 10 of the Code of Ordinances. These changes include the creation of a "lifeline rate," which is a reduced cost for the first two thousand gallons on residential accounts to provide for basic water needs at a more affordable price. Another change is to provide for additional activities to protect the water quality of Lake Lanier as an integral part of both water and wastewater services. The update includes setting a ten-year rate schedule, allowing customers to plan for the moderate changes in their water bills. The bills will express water consumption in 1,000-gallon units instead of 100 cubic feet (ccf) to allow water bills to be more easily understood. Some miscellaneous fees are updated and miscellaneous edits are included.

**Department Recommendation**:

The Department of Water Resources recommends approval of the proposed ordinance 2020-30 adding a lower lifeline rate for the first 2,000 gallons used by residential customers, providing funding to protect the water quality of Lake Lanier, setting a 10-year rate structure, and other updates.

**Department Director**:

Linda MacGregor

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

N/A

**Source of Funds**:

N/A

**Finance Comments**:

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**Administrative Comments:**

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ATTACHMENTS:

| Description | Type |
| --- | --- |
| 10-Year Water Plan Presentation | Powerpoint Presentation |
| Ordinance 2020-30 Amend Title 10 as it Pertains to Water Rates | Ordinance |

CITY OF
GAINESVILLE

# WATER RESOURCES

October 6, 2020
Council Meeting

# WORLD CLASS UTILITY 10-YEAR PLAN

1. The City is the proud owner of $650+M of water assets.
2. These assets are growing in age, number, value, and complexity.
3. The demands of our customers are also increasing.
4. It is in the City's best interest to be a world class utility in 2025 and 2050.
5. Today we propose a robust management plan as a critical element to prepare the City for the future.

# CHALLENGES

## Operations

- Power – three year rate increases adopted in 2019
- Chemicals
- Solids – $/ton disposal costs doubled

## Aging infrastructure

- Mechanical equipment
- Pipes
- Electrical and controls - $500k/yr replacements

## Regulatory

- Water supply litigation
- Lanier TMDL

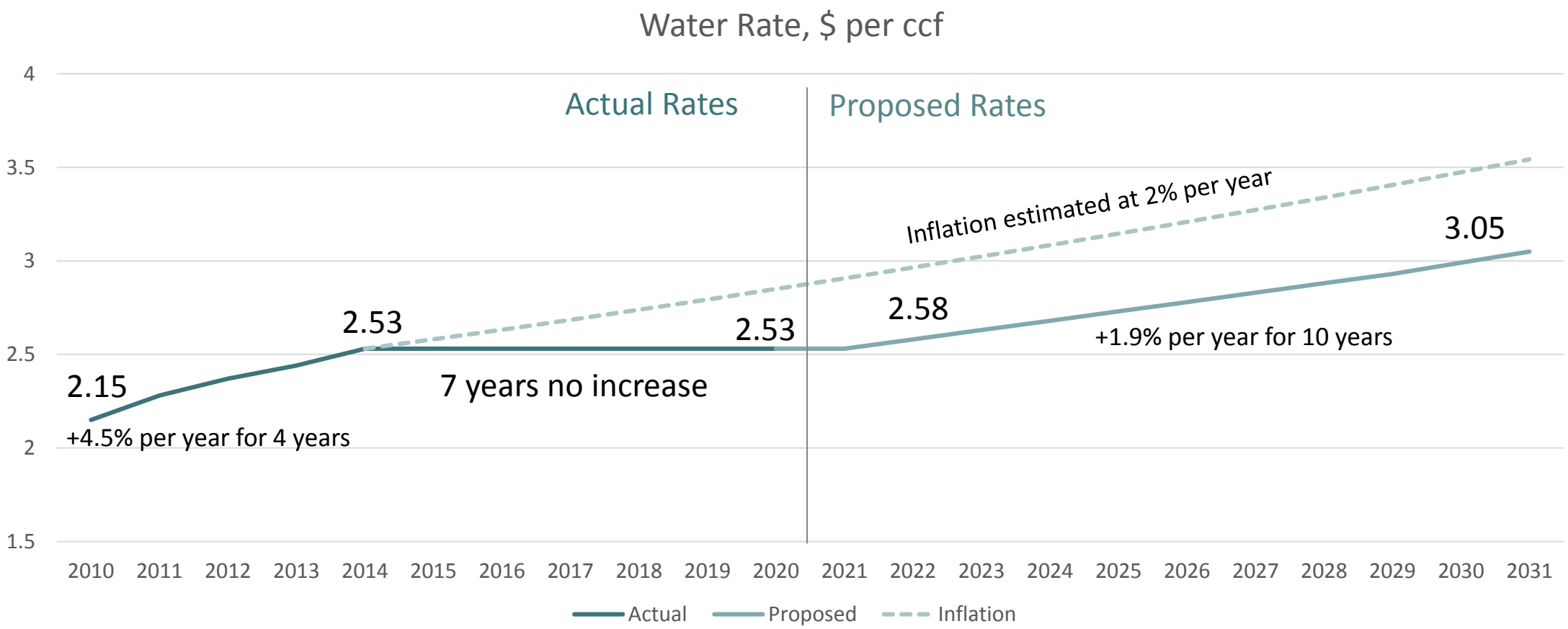
# IMPLEMENT A SUSTAINABLE 10-YEAR WATER RATE STRUCTURE

1. Set predictable rates for all customers
2. Create Lifeline Rate to address affordability for residential customers
3. Focus on Drinking Water and Wastewater Operations and Capital Projects
4. Maintain robust financial and technical stability

# 10-YEAR PLAN DETAILS

1. Ten year structure
   - modest 1.9% increase to water rates, sewer rates, and account services fee
2. Focus on water and wastewater
3. Address affordability and conservation
4. Change from $/ccf to $/1000 gallons
5. Update other fees to more closely reflect real costs
6. Accelerate short-term capital program through low interest loans

# GAINESVILLE WATER RATES



# ASSISTANCE TO CUSTOMERS

## Lifeline rate:

- Establish a lifeline rate for the first 2,000 gallons of water use
- Meets basic needs
- Provides low cost option

## 10-Year Plan:

- Predictable rates
- Modest increase

## Expand Help 2 Others (H2O) Program:

- Change Round-up Program to Opt-Out
- Expand eligible services for funds
  - Bill payment assistance
  - Assist in resolving meter issues
  - Develop program to assist with issues on the customer side of the water meter, such as leaks or water quality
  - Develop program to assist with customer sewer issues
  - Develop program to assist with private water quality issues, including ponds and erosion

# CCF TO GALLONS

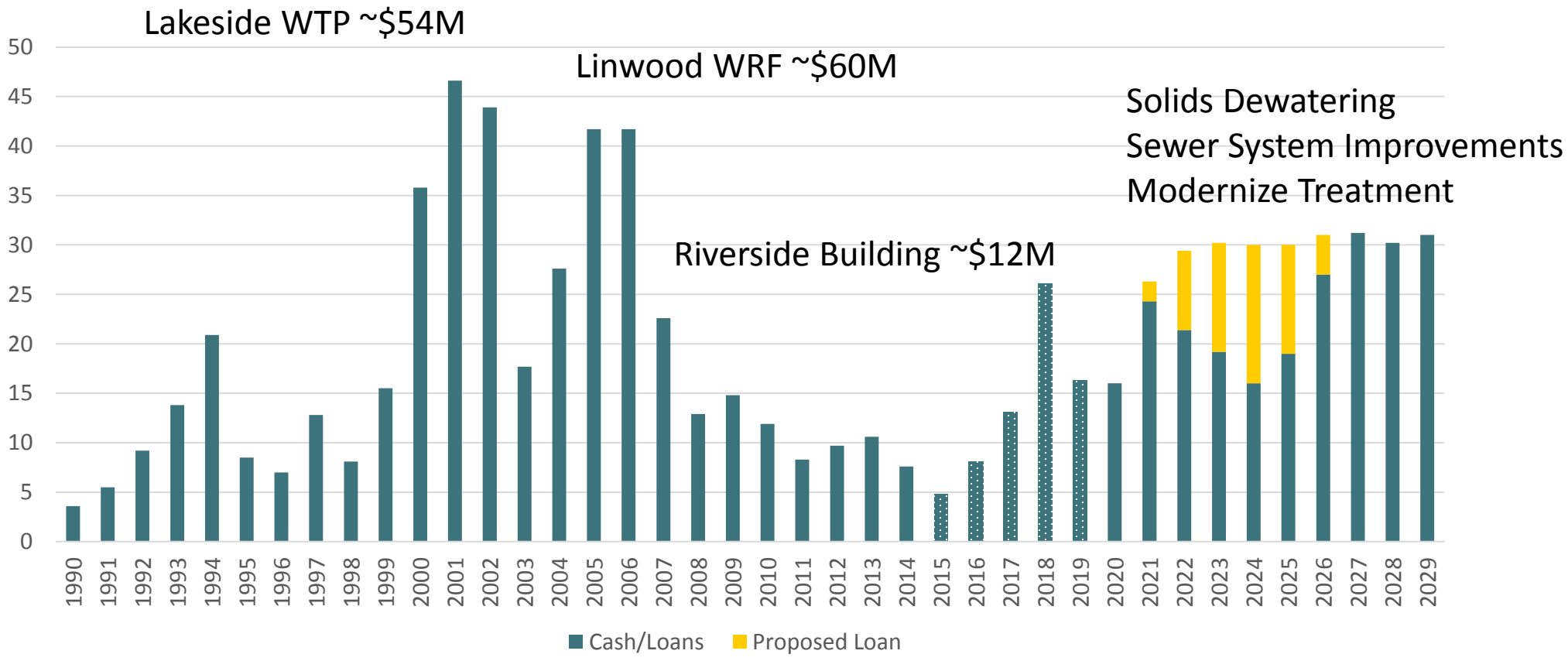
Current:

- Water sold in $/ccf

Proposed:

- Water sold in $/1000 gallons

# CAPITAL PROJECT FUNDING



# CAPITAL PROJECTS – SHORT TERM

## Funded by cash:

- Economic Development Projects
  - Squirrel Creek Lift Station, Phase 1
  - CCC, Gold Creek, Barber Rd Sewer Extensions
  - Water Main Improvements
- Treatment Plant Projects
  - Linwood Water Reclamation Facility
  - Lift Stations improvements
- Other System Maintenance Projects
  - DOT, Meters, IT, water mains, sewers
  - PLC and electrical upgrades ~$500,000 per year

## Funded by low-interest loan:

- Economic Development Projects
  - Athens Highway Sewer Extension
  - Gillsville Highway Sewer Extension
- Treatment Plant Projects
  - Flat Creek Water Reclamation Facility
  - Riverside and Lakeside Water Treatment Plants

# CAPITAL PROJECTS – LONGER TERM

## Economic Development Projects:

- Extend water and sewer service to new customers
- Expand water and wastewater treatment capacity

## System Maintenance Projects

- Improve solids handling for future disposal options
- Convert Flat Creek WRF to membrane technology
- Maintain and upgrade IT equipment for operations and cyber security

## Other projects

- DOT utility relocations

# 10-YEAR PLAN DETAILS

1. Ten year structure
   - modest 1.9% increase to water rates, sewer rates, and account services fee
2. Focus on water and wastewater
3. Address affordability and conservation
4. Change from $/ccf to $/1000 gallons
5. Update other fees to more closely reflect real costs
6. Accelerate short-term capital program through low interest loans

CITY OF
GAINESVILLE

# WATER RESOURCES

October 6, 2020
Council Meeting

**Passed:** _____

**AN ORDINANCE**

**No. 2020-30**

**AN ORDINANCE TO AMEND ARTICLE 2 ENTITLED "WASTEWATER DISPOSAL" AND ARTICLE 3 ENTITLED "WATER" OF CHAPTER 10-1 OF TITLE 10 OF THE CODE OF ORDINANCES OF THE CITY OF GAINESVILLE BY ELIMINATING THEM IN THEIR ENTIRETY AND SUBSTITUTING IN THEIR PLACE THE LANGUAGE SET FORTH BELOW; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, AS FOLLOWS:**

**SECTION I.**

Articles 2 and 3 of Chapter 10-1 of Title 10 of the Code of Ordinances of the City of Gainesville, Georgia are hereby amended to read as follows:

**ARTICLE 2. – WASTEWATER DISPOSAL**

**Sec. 10-1-16. - Classification of users.**

For the purpose of establishing wastewater service charges under chapter 5-1, users are classified as follows effective July 1, 2005:

(1) Residential;

(2) Multi-family;

(3) Commercial;

(4) General industry.

**Sec. 10-1-17. - Wastewater service fees.**

(a) Monthly account service fees and monthly per unit (one thousand gallons) wastewater service fees:

(1) Account service fees. All classes of wastewater users inside or outside the corporate limits of the city who purchase water from the city shall pay no monthly account service fee on the wastewater portion of the utility bill when billed with the water service.

(2) All classes of wastewater users, whether located inside or outside the corporate limits of the city, whose wastewater flow is metered and billed separately from their water meters shall pay a monthly account service fee in accordance with fees established in subsection 10-1-41(b).

(3) Monthly per unit (one thousand gallons) wastewater service fees for all classes of users by district:

(i) Effective January 1, 2022 through December 31, 2022:

| Wastewater District | Fee per 1,000 gallons |
|---|---|
| Inside city limits | $10.07 |
| Outside city limits with the sole exception of property located in the city of Oakwood | $10.07 |
| Oakwood wastewater | $10.27 |

(ii) Effective January 1, 2023 through December 31, 2023:

| Wastewater District | Fee per 1,000 gallons |
|---|---|
| Inside city limits | $10.26 |
| Outside city limits with the sole exception of property located in the city of Oakwood | $10.26 |
| Oakwood wastewater | $10.47 |

(iii) Effective January 1, 2024 through December 31, 2024:

| Wastewater District | Fee per 1,000 gallons |
|---|---|
| Inside city limits | $10.45 |
| Outside city limits with the sole exception of property located in the city of Oakwood | $10.45 |
| Oakwood wastewater | $10.66 |

(iv) Effective January 1, 2025 through December 31, 2025:

| Wastewater District | Fee per 1,000 gallons |
|---|---|
| Inside city limits | $10.65 |
| Outside city limits with the sole exception of property located in the city of Oakwood | $10.65 |
| Oakwood wastewater | $10.86 |

(v) Effective January 1, 2026 through December 31, 2026:

| Wastewater District | Fee per 1,000 gallons |
|---|---|
| Inside city limits | $10.85 |
| Outside city limits with the sole exception of property located in the city of Oakwood | $10.85 |
| Oakwood wastewater | $11.07 |

(vi) Effective January 1, 2027 through December 31, 2027

| Wastewater District | Fee per 1,000 gallons |
|---|---|
| Inside city limits | $11.06 |
| Outside city limits with the sole exception of property located in the city of Oakwood | $11.06 |
| Oakwood wastewater | $11.28 |

(vii) Effective January 1, 2028 through December 31, 2028

| Wastewater District | Fee per 1,000 gallons |
|---|---|
| Inside city limits | $11.27 |
| Outside city limits with the sole exception of property located in the city of Oakwood | $11.27 |
| Oakwood wastewater | $11.50 |

(viii) Effective January 1, 2029 through December 31, 2029

| Wastewater District | Fee per 1,000 gallons |
|---|---|
| Inside city limits | $11.48 |
| Outside city limits with the sole exception of property located in the city of Oakwood | $11.48 |
| Oakwood wastewater | $11.71 |

(ix) Effective January 1, 2030 through December 31, 2030

| Wastewater District | Fee per 1,000 gallons |
|---|---|
| Inside city limits | $11.70 |
| Outside city limits with the sole exception of property located in the city of Oakwood | $11.70 |
| Oakwood wastewater | $11.93 |

(x) Effective January 1, 2031

| Wastewater District | Fee per 1,000 gallons |
|---|---|
| Inside city limits | $11.92 |
| Outside city limits with the sole exception of property located in the city of Oakwood | $11.92 |
| Oakwood wastewater | $12.16 |

(b) In addition to the above, all classes of users except residential and multifamily shall be billed, as a surcharge, a fee based upon their pollutant load in excess of that found in the maximum residential waste effluent. The Director of the city Department of Water Resources, or his/her delegate, in accordance with the standard practice for sample taking and sample analysis, shall compute monthly for each class of user, the amount of waste pollutants in mg/l/1,000 gallons (milligrams per liter per one thousand gallons) introduced in the wastewater system in excess of the residential criteria hereafter established. Computation shall be based on sample(s) taken in a water service period. In the event there are no samples taken in a service period, the most recent sample shall be used for the monthly computation for up to four (4) consecutive monthly computations.

(c) In addition to surcharges, all classes of users except residential and multifamily shall be billed, as a penalty, a fee based upon their pollutant load of oil and grease in excess of that found in the maximum residential waste effluent. The Director of the city Department of Water Resources, or his/her delegate, in accordance with the standard practice for sample taking and sample analysis, shall compute monthly for each class of user, the amount of waste pollutants in mg/l/1,000 gallons (milligrams per liter per one thousand gallons) introduced in the wastewater system in excess of residential criteria hereafter established. Computation shall be based on sample(s) taken in a water service period. In the event there are no samples taken in a service period, the most recent sample shall be used for the monthly computation for up to four (4) consecutive monthly computations.

(d) Waste effluent contaminants to be analyzed and measured for surcharge and penalty are:

(1) Biochemical oxygen demand;

(2) Suspended solids;

(3) Oil and grease;

(4) Phosphorus;

(5) Total Kjeldahl nitrogen.

(e) The criteria hereby established for maximum or upper limit residential waste is:

(1) Biochemical oxygen demand, 250 mg/l;

(2) Suspended solids, 250 mg/l;

(3) Oil and grease, 100 mg/l;

(4) Phosphorus, 7 mg/l;

(5) Total Kjeldahl nitrogen, 40 mg/l.

(f) The surcharge to industrial and commercial users for excess pollutants over the maximum residential criteria each month will be computed as follows:

(1) *Biochemical oxygen demand.* 0.00254011 of one (1) cent per milligram per liter (mg/l) of biochemical oxygen demand (BOD) for each one thousand (1,000) gallons in excess of residential criteria up to five hundred (500) milligrams per liter (mg/l).

(2) *Total suspended solids.* 0.00187166 of one (1) cent per milligram per liter (mg/l) of total suspended solids (TSS) for each one thousand (1,000) gallons in excess of residential criteria up to five hundred (500) milligrams per liter (mg/l).

(3) *Phosphorus.* 0.02941176 of one (1) cent per milligram per liter (mg/l) of total phosphorus (P) for each one thousand (1,000) gallons in excess of residential criteria up to eleven (11) milligrams per liter (mg/l).

(4) *Total Kjeldahl nitrogen.* 0.00668449 of one (1) cent per milligram per liter (mg/l) of total Kjeldahl nitrogen (TKN) for each one thousand (1,000) gallons in excess of residential criteria up to seventy-five (75) milligrams per liter (mg/l).

(g) The penalty to industrial and commercial users for excess pollutants over the maximum residential criteria each month will be computed as follows:

*Fats, oil, and grease.* 0.00668449 of one (1) cent per milligram per liter (mg/l) of total fat, oil and grease (FOG) for each one thousand (1,000) gallons in excess of residential criteria up to one hundred twenty-five (125) milligrams per liter (mg/l).

(h) A minimum fee of four hundred dollars ($400.00) shall be charged for monitoring waters of the state due to a wastewater spill of zero (0) to ten thousand (10,000) gallons, or the actual cost of such monitoring, whichever is higher. The actual costs incurred shall be charged for monitoring a spill greater than ten thousand (10,000) gallons.

(i) Fees for testing private water samples for contaminates are as follows:

Biochemical Oxygen Demand ($BOD_5$).... $23.00

Chemical Oxygen Demand ..... $23.00

Coliform, fecal ..... $35.00

Coliform, total .....$35.00

Nitrogen, ammonia ..... $19.00

Nitrogen, nitrate ..... $17.00

Nitrogen, total Kjeldahl ..... $22.00

Oil and grease ..... $37.00

pH ..... $9.00

Orthophosphate, total ..... $19.00

Phosphorus, total ..... $20.00

Solids, total ..... $11.00

Solids, total suspended ..... $13.00

Well testing fee ……$50.00

**Sec. 10-1-18. - Calculation of charges.**

(a) The monthly wastewater charge for residential users who are located both inside and outside the city limits shall be calculated based on a percentage of the usage calculated from the monthly water meter readings. Effective January 1, 2022, the percentage used for calculation of the monthly bill shall be ninety-five (95) percent of the metered water usage. Wastewater billed to residential users each month will be capped at 8,000 gallons.

(b) The wastewater charge for all other classes of users who are located both inside and outside the city limits of the city shall be calculated on each month's water usage as shown by the water meter. In the event that any user receives a water supply from sources other than the city's system, such additional sources shall be metered, and the wastewater charge shall be based upon the monthly total of all metered water supplied.

(c) In the event a portion of the water supply can be shown, to the satisfaction of the Director of the city Department of Water Resources, or his/her delegate, not to be discharged into the city's wastewater system, credit may be allowed by the city for that portion not discharged.

**Sec. 10-1-19. - Excess contaminated waste.**

Wastewater acceptable for treatment without violating the provisions of this chapter is wastewater with:

a. BOD of five hundred (500) mg per liter or less.

b. Total suspended solids of five hundred (500) mg per liter or less.

c. Total phosphorus of eleven (11) mg per liter or less.

d. Total Kjeldahl nitrogen (TKN) of seventy-five (75) mg per liter or less.

e. Fats, oil and grease of one hundred twenty-five (125) mg per liter or less.

f. Any wastewater accepted with effluent contaminants in excess of the limits of subsections (a) through (d) of this section shall be charged a surcharge to be computed as follows:

1. *Biochemical oxygen demand (BOD).*

i. 0.00668449 of one (1) cent per milligram per liter (mg/l) of biochemical oxygen demand (BOD) for each one thousand (1,000) gallons in excess of five hundred (500) milligrams per liter (mg/l) up to seven hundred (700) milligrams per liter (mg/l).

ii. 0.00762032 of one (1) cent per milligram per liter (mg/l) of biochemical oxygen demand (BOD) for each one thousand (1,000) gallons in excess of seven hundred (700) milligrams per liter (mg/l) to nine hundred (900) milligrams per liter (mg/l).

iii. 0.01497326 of one (1) cent per milligram per liter (mg/l) of biochemical oxygen demand (BOD) for each one thousand (1,000) gallons in excess of nine hundred (900) milligrams per liter (mg/l).

2. *Suspended solids.*

i. 0.00467914 of one (1) cent per milligram per liter (mg/l) of total suspended solids (TSS) for each one thousand (1,000) gallons, in excess of five hundred (500) milligrams per liter up to seven hundred (700) milligrams per liter (mg/l).

ii. 0.0052139 of one (1) cent per milligram per liter (mg/l) of total suspended solids (TSS) for each one thousand (1,000) gallons in excess of seven hundred (700) milligrams per liter (mg/l) up to nine hundred (900) milligrams per liter (mg/l).

iii. 0.00962567 of one (1) cent per milligram per liter (mg/l) of total suspended solids (TSS) for each one thousand (1,000) gallons in excess of nine hundred (900) milligrams per liter (mg/l).

3. *Phosphorus.*

i. 0.06550802 of one (1) cent per milligram per liter (mg/l) of total phosphorus (P) for each one thousand (1,000) gallons in excess of eleven (11) milligrams per liter (mg/l) up to fifteen (15) milligrams per liter (mg/l).

ii. 0.07754011 of one (1) cent per milligrams per liter (mg/l) of total phosphorus (P) for each one thousand (1,000) gallons in excess of fifteen (15) milligrams per liter (mg/l) up to twenty (20) milligrams per liter (mg/l).

iii. 0.14973262 of one (1) cent per milligram per liter (mg/l) of total phosphorus (P) for each one thousand (1,000) gallons in excess of twenty (20) milligrams per liter (mg/1).

4. *Total Kjeldahl nitrogen.*

i. 0.01737968 of one (1) cent per milligram per liter (mg/l) of total Kjeldahl nitrogen (TKN) for each one thousand (1,000) gallons in excess of seventy-five (75) milligrams per liter (mg/l) up to one hundred (100) milligrams per liter (mg/l).

ii. 0.02139037 of one (1) cent per milligram per liter (mg/l) of total Kjeldahl nitrogen (TKN) for each one thousand (1,000) gallons in excess of one hundred (100) milligrams per liter (mg/l) up to one hundred thirty-five (135) milligrams per liter (mg/1).

iii. 0.04278075 of one (1) cent per milligram per liter (mg/l) of total Kjeldahl nitrogen (TKN) for each one thousand (1,000) gallons in excess of one hundred thirty-five (135) milligrams per liter (mg/l).

g. Any wastewater accepted with effluent contaminants in excess of the limits of subsection e of this section shall be charged a surcharge to be computed as follows:

1. 0.01604278 of one (1) cent per milligram per liter (mg/l) of total fats, oil and grease (FOG) for each one thousand (1,000) gallons in excess of one hundred twenty-five (125) milligrams per liter (mg/l) up to one hundred fifty (150) milligrams per liter (mg/l).

2. 0.01871658 of one (1) cent per milligram per liter (mg/l) of total fats, oil and grease (FOG) for each one thousand (1,000) gallons in excess of one hundred fifty (150) milligrams per liter (mg/l) up to one hundred seventy-five (175) milligrams per liter (mg/l).

3. 0.03743316 of one (1) cent per milligram per liter (mg/l) of total fats, oil and grease (FOG) for each one thousand (1,000) gallons in excess of one hundred seventy-five (175) milligrams per liter (mg/l).

Provided, however, that payment of the surcharge as provided in this section shall not excuse the violator from any other penalty, termination of service or legal or equitable relief pursued by the city to terminate such violation.

**Sec. 10-1-20. - Tapping and other fees.**

The following fees are hereby established for tapping into the wastewater system of the city:

(1) For a six-inch service line serving a single dwelling or commercial unit, connecting a trunk, or collecting wastewater main, the fee shall be nine hundred dollars ($900.00) for both inside city and outside city customers.

(2) In all cases the city shall make the final determination as to the size of the service line to be provided.

(3) Wastewater service lines larger than six (6) inches installed shall be charged an additional fee based on the city's actual cost for each additional inch of diameter above six inches.

**Sec. 10-1-21. - Wastewater system connection fee.**

(a) *Users subject to fee.* Users of the wastewater system shall pay a wastewater connection fee before new or additional service will be made available. Applications for new or additional wastewater service must include the street address for a specific lot or lots where the service is to be provided. Wastewater service approved for a specific lot shall not be transferred to any other lot or property. Existing users shall be subject to the fee when their existing water service tap is inadequate to deliver the volume of water desired and requires an increase in the water service tap and meter size. New users will be subject to the fee at the time new service is requested. All users shall be subject to the wastewater connection fee regardless of location (inside or outside city corporate limits) of the service tap.

(b) *Determination of wastewater connection fee.*

(1) The wastewater connection fee shall be imposed according to the following schedule:

| Size of Water Meter (inches) | Hydraulic Equivalency Ratio | Wastewater Connection Fee |
|---|---|---|
| ¾ | 1.0 | $3,570.00 |
| 1 | 2.5 | $9,683.00 |
| 2 | 8.0 | $30,984.00 |
| 3 | 16.0 | $61,968.00 |
| 4 | 25.0 | $96,825.00 |
| 6 | 50.0 | $193,650.00 |
| 8 | 80.0 | $309,840.00 |

The wastewater connection fee shall be paid at the time of application for wastewater service and in addition to the meter and wastewater system tapping fees.

(2) The minimum wastewater connection fee for any new wastewater service, regardless of the meter size, shall be three thousand five hundred seventy dollars ($3,570.00).

(c) *Changing tap and meter size.*

(1) After the original wastewater connection fee has been paid and installation made, any customer requesting a change in water tap size resulting in a smaller water meter shall make proper application at the Department of Water Resources for this change. Such change shall be made without cost to the customer. No credit shall be given for wastewater connection fees or water meter costs paid on the existing larger water meter. The water meter removed shall remain the property of the city and shall be returned to the city.

(2) After the original wastewater connection fee has been paid and installation made, any customer requesting a change in water tap size resulting in a larger water meter shall make proper application at the Department of Water Resources for this change. The customer shall pay a wastewater connection fee equal to the difference between the current applicable wastewater connection fee for the existing water meter size and the current applicable wastewater connection fee for the requested water meter size. The water meter removed shall remain the property of the city and shall be returned to the city.

(d) *Payment of fee.*

(1) Existing users shall pay the wastewater connection fee at the time the application is made with the Department of Water Resources to increase the size of the existing water service tap on meter.

(2) New users shall pay the wastewater connection fee at the time the application is made with the Department of Water Resources for wastewater service.

(e) *Revenue restrictions.*

(1) All revenues received from each wastewater connection fees shall be accounted for separately and distinctly from any other system revenues. Available wastewater connection fee balances shall be invested and all interest earned on these investments shall be accounted for as part of the wastewater connection fee revenues. The accounting system shall be established so that wastewater connection fee collections, interest earned, and expenses can be clearly tracked on a monthly basis and so that connection fees are properly deposited, accounted for and expended in accordance with section 10-1-21(e) of the City Code.

(2) Wastewater connection fee funds shall be expended only for system improvement costs, as defined in O.C.G.A § 36-71-2(19), as amended, that provide capacity to serve new connections to the wastewater system. All costs permitted under the Georgia Development Impact Fee Act, as amended, shall be permitted under this section. Such costs include, but are not limited to, planning, design, engineering, land acquisition, land improvement, surveying, and construction or reconstruction costs as well as principal, interest and other financing costs on contracts, bonds, notes or other obligations issued by the city to finance such system improvements. Wastewater connection fee funds shall not be expended for maintenance or repair of system improvements nor for operational expenses.

(f) *Applicant contributions of system improvements; credits/reimbursements.*

(1) Project improvements are the responsibility of the developer or property owner and no credits against connection fees shall be made for project improvements. Project improvements include all lot or building improvements necessary to provide service (including for example the building wastewater service line and cleanout and pre-stubs if required) and main extensions of eight (8) inches in diameter as required to connect to the nearest main. Project improvements also include any other wastewater system facilities, including but not limited to pump stations and larger diameter lines, that are planned, designed and are necessary to provide service to a particular development project as defined in O.C.G.A. § 36-17-2(15), as amended. Tap costs are covered by the tapping fee imposed pursuant to section 10-1-20 of the Code of Ordinances of the City of Gainesville.

(2) Upon application for new or increased wastewater service, the wastewater connection fee otherwise due shall be reduced by any applicable credits for the contribution of money or dedication of land for or the construction of system improvements, as defined in O.C.G.A. § 36-17-2(20), as amended, within the service area where the new connection is located and serving the new connection and required or accepted by the city from the applicant or his predecessor in title or interest. In the event that the amount of credit due exceeds the total wastewater connection fees due, an agreement between the applicant and the Department of Water Resources shall govern the amount and timing of reimbursement payments to the applicant. The city shall have the option of reimbursing an applicant by a lump sum payment or periodic payments and from existing funds or from wastewater connection fees collected in the future.

(3) The amount of applicable credit/reimbursement, if any, shall be determined based on credible evidence submitted by the applicant on forms provided by the city Department of Water Resources which: (a) describes the contribution for which

credit/reimbursement is claimed, (b) establishes the original cost and date of the construction, contribution or dedication, (c) identifies the specific development project for which the construction, contribution or dedication was made, including the location, land use, size, number of buildings or number of dwelling units in the original development project, and (d) describes the development project for which the credit/reimbursement against wastewater connection fees is requested, if different from the project described in subsection (c). Credits/reimbursements may not be transferred from one development project to another project. All costs related to submitting the credit/reimbursement application and any additional information requested by the Director of the Department of Water Resources are the responsibility of the applicant.

(4) The Director of the Department of Water Resources shall determine the amount of credit/reimbursement due per connection, if any, based on consideration of the original and current or depreciated value of the contribution or dedication, the facilities required to serve the development project, the ability of the contribution or dedication to provide service to other development, and, if the contribution or dedication is determined to be a system improvement which is eligible for credit/reimbursement, the per connection share of the present value of the construction, contribution and dedication. System improvements shall be determined based on accepted engineering principles and data produced by a registered engineer. The burden of establishing eligibility for a credit/reimbursement is on the applicant claiming the credit/reimbursement. All costs incurred by the Department or Water Resources, including the value of staff time and/or consultant fees as well as expenses, related to applications for credit/reimbursement shall be the responsibility of and charged to the applicant. Regardless of the results of any appeal of a determination of the Director of the Department of Water Resources by the applicant, the Department of Water Resources' costs billed to and paid by the applicant shall not be refunded.

(g) *Administrative fee.*

Users of the wastewater system shall pay an administrative fee in the amount of three percent (3%) of the wastewater connection fee before new or additional service will be made available. The administrative fee shall be paid at the time of application for new or changed wastewater service and shall be paid in addition to the cost of the meter, wastewater connection fees and wastewater system tapping fees. The administrative fee is non-refundable and covers the costs incurred by the Department of Water Resources in fee calculation, data collection, data storage, and customer service related to the new or additional services provided.

**Sec. 10-1-22. - Fund to cover costs of wastewater line installation; connection and tapping fees to be paid into funds.**

All fees for tapping into the wastewater system lines shall be paid into the water and wastewater operational fund. All revenues received from the wastewater connection fees shall only be used for debt service payments, for capital improvements or deposited into the water and wastewater construction fund for construction and purchase of capital improvements. All wastewater lines installed in the city shall be paid from moneys of the water and wastewater construction fund.

**Sec. 10-1-23. - Fees where the water discharged into the city's wastewater system is not purchased from the city.**

(a) *Meter requirement.* All classes of wastewater users located inside or outside the corporate limits of the city who do not purchase water from the city that is discharged into the wastewater of the city, shall cause all such water to pass through a meter that is approved by the city and is set at a location that is approved by the city. The meter shall be read each month and a sum computed and paid monthly by the owner of the water as set forth in section 10-1-18 of the Code of Ordinances of the City of Gainesville.

(b) *Account service fees.* All classes of wastewater users, whether located inside or outside the corporate limits of the city, who do not purchase water from the city, shall pay a monthly account service fee in accordance with fees established in subsection 10-1-41(e) of the Code of Ordinances of the City of Gainesville.

(c) *Monthly per unit (one thousand (1,000) gallons) wastewater service fees.* In addition to the monthly account servicing fee all classes of wastewater users whether located inside or outside the corporate limits of the city who do not purchase water from the city, shall pay a monthly per unit wastewater fee as established in subsection 10-1-17(a)(3).

## Sec. 10-1-24. - Disposition on discontinuance of service.

(a) In the event of failure of any person to pay any charge herein provided, execution therefor may be issued by the city council, and the same may be enforced by levy and sale of any property with which the city wastewater system is connected and to which such water is supplied.

(b) In the event of failure of any person to pay any charge herein provided, the city may discontinue wastewater service to the property at which the water was used and may not reinstate wastewater service to such property until the amount owing has been paid.

(c) Upon failure to pay the monthly fees prescribed, the city shall have the right after five (5) days' notice to the party in default to discontinue water service to the party in default, if using city water, and to disconnect the wastewater system from such party's property, or both, until all wastewater charges have been paid in full.

**Sec. 10-1-25. - Service outside city; application, fees, costs.**

Any person located outside the city limits desiring to connect wastewater collection systems with the wastewater lines of the city shall be permitted to do so only after compliance with the following conditions:

(a) Application for permission to connect a wastewater collection system to the city wastewater line shall be made on forms to be furnished by the city.

(b) All costs of construction, including materials, shall be paid by the property owner(s) Original construction shall be done under supervision of the city and shall be done in accordance with the specifications of the plumbing code of the city. The plumbing inspector shall approve by inspection all connections and tap-ons before being completed.

(c) Fees prescribed in the plumbing code of the city for service inside the city for connections, inspections, etc., shall be paid as though the work was being done inside the city.

**Sec. 10-1-26. - User charge system for operation and maintenance costs.**

(a) *Basis for user charge.* The wastewater characteristics which are used to determine user charge are:

(1) BOD,

(2) Suspended solids,

(3) Flow volume,

(4) Oil and grease and

(5) Phosphorus.

Normal wastewater dischargers and industrial wastewater dischargers of normal strength wastewaters, shall be charged a basic user charge in which flow volume is the wastewater characteristic for determining the charge.

(b) *Basic user charge.* The formula for determining basic user charge which applies to normal strength discharges shall be as follows:

| | | |
|---|---|---|
| R | = | $V_m C_t$ |
| R | = | Monthly user charge |
| $V_m$ | = | Volume contribution in accordance with City Code section 10-1-18 from a user in units of 1,000 gallons |
| $C_t$ | = | Basic unit charge to user (dollar per 1,000 gallons for operation and maintenance). |

(c) *Surcharged wastewater.* When BOD, suspended solids, oil and grease or phosphorus concentrations in a user's wastewater discharge is in excess of the range of concentration in normal strength wastewater, a surcharge shall be added to the basic user charge.

(d) *Surcharge determination.* When BOD, suspended solids, oil and grease and phosphorus exceed the range of concentration of those pollutants in normal strength wastewater, a surcharge shall be added in the basic user charge. The surcharge shall be determined as follows:

| | | |
|---|---|---|
| $C_s$ | = | $(B_c X B + S_c x S + G_c X G + P_c X P)V_u$ |
| $C_s$ | = | Surcharge for wastewater (dollar per month) |
| $B_c$ | = | Operation, maintenance and replacement costs for treatment of one mg/l of BOD in 1,000 gallons |

| | | |
|---|---|---|
| B | = | Concentration of BOD from a user above base load (mg/l) |
| $S_c$ | = | Operation, maintenance and replacement costs for treatment of one mg/l of suspended solids in 1,000 gallons |
| $V_u$ | = | Flow volume in units of 1,000 gallons per month |
| S | = | Concentration of suspended solids from a user above base level (mg/l) |
| $G_c$ | = | Operation, maintenance and replacement costs for treatment of one mg/l of oil and grease in 1,000 gallons |
| G | = | Concentration of grease from a user above base level (mg/l) |
| $P_c$ | = | Operation, maintenance and replacement costs for treatment of one mg/l of phosphorus in 1,000 gallons |
| P | = | Concentration of phosphorus from a user above base level (mg/l) |

(e) *Unit value determination.* The basic unit, $C_t$, which shall be revised not less frequently than biennially, shall be determined as follows:

| | | |
|---|---|---|
| $C_t$ | = | $B_d B_c + S_d S_c + G_d G_c + P_d P_c + V_c$ |
| $B_d$ | = | Average mg/l of BOD of normal strength wastewater contributed |
| $S_d$ | = | Average mg/l of suspended solids of normal strength wastewater contributed |
| $G_d$ | = | Average mg/l of oil and grease of normal strength wastewater contributed |
| $P_d$ | = | Average mg/l of phosphorus of normal strength wastewater contributed |
| $V_c$ | = | Operation and maintenance cost for treatment of flow volume in units of 1,000 gallons |

$C_t$, $B_c$, $S_c$, $G_c$ and $P_c$ are as defined in subsections (b) and (d). $B_d$, $S_d$, $G_d$ and $P_d$ shall be revised not less frequently than biennially and shall be determined by dividing actual wastewater treatment plant loading less total surcharged loading by total annual volume contribution by domestic waste water dischargers.

$V_c$, $B_c$, $S_c$, $G_c$ and $P_c$ shall be revised not less often than every two (2) years by dividing their respective annual maintenance and operation costs by their respective annual loadings. Wastewater discharge volume ($V_m$) for dischargers of normal strength wastewater shall be one hundred (100) percent of the amount of water metered. For industrial waste- water dischargers which discharge surcharged waste, the wastewater discharge volume ($V_u$) shall be one hundred (100) percent of the amount of water metered, unless it can be shown that the volume of wastewater discharge is less.

(f) *Biennial review.* The total cost of operation and maintenance of the treatment works, its approved user charge system and the contribution of the users shall be reviewed not less than every two (2) years. Charges for users shall be revised to maintain the distribution of operation and maintenance costs among users and to generate sufficient revenue to pay the total operation and maintenance cost necessary to the proper operation and maintenance of treatment works equipment.

(g) *Inconsistent agreements.* The user charge system shall take precedence over any terms, conditions of agreements or contracts between the city and the user, including industrial users, districts, other municipalities or federal agencies which are inconsistent with the requirements of Section 204(b)(1)(a) of the Clean Water Act and these regulations.

(h) *Excess revenue.* Revenues collected in excess of revenues used to defray operation, maintenance and renewal and extension costs in any year shall be applied to the costs of operation and maintenance for the next year, and the user charge adjusted to absorb the excess.

(i) *Toxic pollutants.* Each user which discharges any toxic substance to the publicly owned wastewater, which causes an increase in the costs of managing the effluent or the sludge of the treatment works, shall pay for the increased costs.

(j) *Extraneous flows.* Maintenance and operation costs for all flows not attributable to users shall be distributed among all users in proportion of flow volume of the user discharge.

(k) *Notification.* Each user shall be notified no less than annually with a regular bill, of the rate and that portion of the user charges which are attributable to wastewater treatment services.

(l) *Records.* The city shall document the various waste treatment plant loading categories and the operation and maintenance costs attributable to each category, record user charge revenues and demonstrate that the user charge derived is a proportional distribution of operation and maintenance costs.

**Sec. 10-1-27. - Private wastewater disposal.**

(a) The application fee to start service related to discharging private wastewater into the publicly owned treatment works shall be ten dollars ($10.00).

(b) The cash bond required for discharging wastewater into the publicly owned treatment works or storage facility shall be in the amount of one thousand dollars ($1,000.00).

(c) The fee for discharging private wastewater into the publicly owned treatment works or storage facility shall be two hundred ninety-two dollars ($292.00) per one thousand (1,000) gallons or a portion thereof.

**Sec. 10-1-28. - Commercial waste transporter permit fee.**

A commercial waste transporter permit fee will be assessed on an annual basis at a rate of two hundred fifty dollars ($250.00) for the first truck and one hundred dollars ($100.00) for each additional truck owned by the same company for tank trucks inspected and permitted by the city to haul commercial waste.

**Secs. 10-1-29—10-1-40. - Reserved.**

**ARTICLE 3. - WATER**

**Sec. 10-1-41. - Classification of users and rate schedule.**

(a) *Classification of users.* For the purpose of establishing water service fees under chapter 5-2, users are classified as follows effective July 1, 2007:

(1) Residential;

(2) Multi-family;

(3) Commercial;

(4) General industry;

(5) Irrigation (commercial and residential).

(b) *Account service fees.* Effective January 1, 2010, all classes of water users whether located inside or outside the corporate limits of the city shall pay a monthly account service fee as set forth in subsection 10-1-41(e) of the City Code.

(c) *Meter requirement.* All classes of water users whether inside or outside the corporate limits of the city shall have a water meter installed by the city or its designated contractor and be charged an account service fee and monthly per unit water service fees as provided for in this chapter. Units are measured by each one thousand (1,000) gallons of water used.

It shall be unlawful to obstruct access to any water meter connected to the city's water system. Meters must not be obstructed by any method including, but not limited to, landscaping, debris or vehicles. If the customer fails to correct the violation after receiving notification, the Department of Water Resources may take action to remedy the situation. Any expenses incurred by the Department of Water Resources will be the responsibility of the customer.

(d) *Conservation pricing.* The city hereby implements water conservation pricing. All classes of water users whether inside or outside the corporate limits of the city shall be charged for the water they use in gallons. The structure of the water conservation rates is as follows:

(1) Residential classes of customers whether inside or outside the corporate limits of the city shall be charged for their consumption in tiers based on specific consumption amounts.

| Tier | Consumption |
|---|---|
| Lifeline | 0-2,000 gallons |
| 1 | 2,001-5,000 gallons |
| 2 | 5,001-8,000 gallons |
| 3 | >8,000 gallons |

(2) Commercial and multi-family classes of customers whether inside or outside the corporate limits of the city shall be charged for their consumption in tiers based on winter averaging. The winter average is determined by averaging the volume of water consumed from the immediately preceding November thru April. Winter averages are set each May. New customers in the commercial and multi-family classes after winter averages are set for the year, whether inside or outside the corporate limits of the city, shall be charged for their consumption at the tier 1 water service fee until winter averages are set again the next year in May.

| Tier | Consumption |
|---|---|
| 1 | ≤ 125% of average |
| 2 | > 125%—180% of average |
| 3 | > 180% of average |

(3) General industry classes of customers will not be subject to a conservation rate and shall be charged for their consumption at the tier 1 water service fee.

(4) Irrigation classes of customers whether inside or outside the corporate limits of the city shall be charged for their use at the tier 3 water service fee.

(e) *Fees charged.*

(1) Effective January 1, 2022 through December 31, 2022:

| | *Fee per Month* | |
|---|---|---|
| | *Inside City* | *Outside City* |
| Account Service Fee | $6.29 | $6.29 |
| Quantity Used Per Month in Units of 1,000 gallons | | |
| Lifeline | $2.72 | $5.17 |
| Tier 1 Unit Fee | $3.44 | $6.54 |
| Tier 2 Unit Fee | $4.30 | $8.17 |
| Tier 3 Unit Fee | $6.88 | $13.07 |

(2) Effective January 1, 2023 through December 31, 2023:

| | *Fee per Month* | |
|---|---|---|
| | *Inside City* | *Outside City* |
| Account Service Fee | $6.41 | $6.41 |
| Quantity Used Per Month in Units of 1,000 gallons | | |
| Lifeline | $2.77 | $5.26 |
| Tier 1 Unit Fee | $3.51 | $6.67 |
| Tier 2 Unit Fee | $4.39 | $8.34 |
| Tier 3 Unit Fee | $7.02 | $13.34 |

(3) Effective January 1, 2024 through December 31, 2024:

| | *Fee per Month* | |
|---|---|---|
| | *Inside City* | *Outside City* |
| Account Service Fee | $6.53 | $6.53 |
| Quantity Used Per Month in Units of 1,000 gallons | | |
| Lifeline | $2.82 | $5.36 |
| Tier 1 Unit Fee | $3.58 | $6.80 |
| Tier 2 Unit Fee | $4.48 | $8.51 |
| Tier 3 Unit Fee | $7.16 | $13.60 |

(4) Effective January 1, 2025 through December 31, 2025:

| | *Fee per Month* | |
|---|---|---|
| | *Inside City* | *Outside City* |
| Account Service Fee | $6.65 | $6.65 |
| Quantity Used Per Month in Units of 1,000 gallons | | |
| Lifeline | $2.87 | $5.45 |
| Tier 1 Unit Fee | $3.65 | $6.94 |
| Tier 2 Unit Fee | $4.56 | $8.66 |
| Tier 3 Unit Fee | $7.30 | $13.87 |

(5) Effective January 1, 2026 through December 31, 2026:

| | *Fee per Month* | |
|---|---|---|
| | *Inside City* | *Outside City* |
| Account Service Fee | $6.78 | $6.78 |
| Quantity Used Per Month in Units of 1,000 gallons | | |
| Lifeline | $2.92 | $5.55 |
| Tier 1 Unit Fee | $3.72 | $7.07 |
| Tier 2 Unit Fee | $4.65 | $8.84 |
| Tier 3 Unit Fee | $7.44 | $14.14 |

(6) Effective January 1, 2027 through December 31, 2027:

| | *Fee per Month* | |
|---|---|---|
| | *Inside City* | *Outside City* |
| Account Service Fee | $6.91 | $6.91 |
| Quantity Used Per Month in Units of 1,000 gallons | | |
| Lifeline | $2.98 | $5.66 |
| Tier 1 Unit Fee | $3.79 | $7.20 |
| Tier 2 Unit Fee | $4.74 | $9.01 |
| Tier 3 Unit Fee | $7.58 | $14.40 |

(7) Effective January 1, 2028 through December 31, 2028:

| | *Fee per Month* | |
|---|---|---|
| | *Inside City* | *Outside City* |
| Account Service Fee | $7.04 | $7.04 |
| Quantity Used Per Month in Units of 1,000 gallons | | |
| Lifeline | $3.04 | $5.78 |
| Tier 1 Unit Fee | $3.86 | $7.33 |
| Tier 2 Unit Fee | $4.83 | $9.18 |
| Tier 3 Unit Fee | $7.72 | $14.67 |

(8) Effective January 1, 2029 through December 31, 2029:

| | *Fee per Month* | |
|---|---|---|
| | *Inside City* | *Outside City* |
| Account Service Fee | $7.17 | $7.17 |
| Quantity Used Per Month in Units of 1,000 gallons | | |
| Lifeline | $3.10 | $5.89 |
| Tier 1 Unit Fee | $3.93 | $7.47 |
| Tier 2 Unit Fee | $4.91 | $9.33 |
| Tier 3 Unit Fee | $7.86 | $14.93 |

(9) Effective January 1, 2030 through December 31, 2030:

| | *Fee per month* | |
|---|---|---|
| | *Inside City* | *Outside City* |
| Account Service Fee | $7.31 | $7.31 |
| Quantity Used Per Month in Units of 1,000 gallons | | |
| Lifeline | $3.16 | $6.00 |
| Tier 1 Unit Fee | $4.00 | $7.60 |
| Tier 2 Unit Fee | $5.00 | $9.50 |
| Tier 3 Unit Fee | $8.00 | $15.20 |

(10) Effective January 1, 2031:

| | *Fee per month* | |
|---|---|---|
| | *Inside City* | *Outside City* |
| Account Service Fee | $7.45 | $7.45 |
| Quantity Used Per Month in Units of 1,000 gallons | | |
| Lifeline | $3.22 | $6.12 |
| Tier 1 Unit Fee | $4.08 | $7.75 |
| Tier 2 Unit Fee | $5.10 | $9.69 |
| Tier 3 Unit Fee | $8.16 | $15.50 |

**Sec. 10-1-42. - Tapping fees.**

(a) For making taps into the city water mains or water lines, the city shall charge according to the following schedule:

| Size of Tap | Fee |
|---|---|
| ¾-inch tap including meter | $1,073.00 |
| 1-inch tap including meter | 1,600.00 |
| 2-inch tap including meter | 3,600.00 |
| Over 2-inch tap including meter | Actual cost |

(b) The foregoing charges shall include not more than one hundred (100) feet of pipe to convey water to property line. If additional pipe is used to convey water to customer's property line, the cost of such additional pipe and installation thereof shall be paid by customer in addition to the foregoing charges at actual cost of such additional footage.

(c) After the original tapping fee has been paid and installation made, should the customer request a change in tap size resulting in a smaller meter, the customer shall make proper application at the Department of Water Resources for this change, and such change shall be made without cost to the customer. The meter removed shall remain the property of the city, shall be returned to the city and no credit given for tapping fees paid on the existing larger meter.

(d) After the original tapping fee has been paid and installation made, should the customer request a change in tap size resulting in a larger meter, the customer shall make proper application at the Department or Water Resources. A credit of sixty (60) percent of the tapping fee applicable to the existing meter in use will be deducted from the applicable tapping fee on the increased meter size, and the customer shall pay the net difference due in advance. The meter removed shall remain the property of the city and shall be returned to the city.

(e) Each water customer shall reimburse to the city all fees and costs paid by the city to any other governing body or authority relating to the provision of water to such customer.

(f) *Deposit of tapping fees.* All fees for tapping into the water system mains or lines shall be paid into the water and wastewater operation fund.

**Sec. 10-1-43. - Deposit fees; disposition of deposit on discontinuance of service; discontinuance and late fee charges for nonpayment of bill; discontinuance for nonpayment of bill to provide deposit fees; to provide for deposits from all customers based on meter size.**

(a) *Premises where water and/or wastewater service are provided.* Customers applying for service to premises where water and/or wastewater are provided by the city shall be required to make the following cash deposits with the city before water and/or wastewater service is begun, based on the meter size at said premise:

¾″ inside or outside city limits ..... $160.00

1″ inside or outside city limits ..... 360.00

1½″, 2″ or 3″ inside or outside city limits ..... 400.00

4″ or larger inside or outside city limits ..... 500.00

Upon failure to pay the monthly fees prescribed in subsections 10-1-17(a) and 10-1-41(b) of the City Code, the city shall require additional deposit(s) according to the following schedule:

First cutoff for nonpayment within a continuous twenty-four-month period: deposit increased to the current deposit rate established for that customer meter size classification.

Subsequent cutoffs for nonpayment within a continuous twenty-four-month period: deposit increased by fifty (50) percent of the current deposit rate established for the customer meter size classification.

(b) *Disposition of deposit on discontinuation of service.* Upon discontinuation of water service to a customer having made a deposit, such deposit shall be applied to unpaid water bills of the customer, and/or to the cut-off service fee charged the customer, with the balance, if any, to be applied to any other indebtedness due the city, and the balance remaining, if any, to be refunded to the customer.

(c) *Due date established, nonpayment or partial payment of bills grounds for discontinuing service, late payment fee.*

(1) A due date of twenty (20) days from the billing date for the monthly fees prescribed in section 10-1-17(a) and 10-1-41(b) is hereby established for all classes of water and wastewater customers.

(2) Utility services to a customer shall be discontinued when one (1) month's bill is ten (10) days past due or when partial payment is made on accounts over thirty (30) days past due.

(3) A fee of ten (10) percent of the total monthly bill shall be assessed as a late payment fee for payments received after twenty (20) days of the billing date.

(4) No classes of customers shall be exempt from late payment fees, including federal institutions, without the approval of the city manager or designated representative.

**Sec. 10-1-44. - Connection fee.**

(a) *Users subject to fee.* Users of the water system shall pay a water connection fee before new or additional service will be made available. Applications for new or additional water service must include the street address for a specific lot or lots where the service is to be provided. Water meters shall be installed by the city at the address specified in the application for water service no later than forty (40) days after payment of all fees due by the applicant. Existing users shall be subject to the fee when their existing water service tap is inadequate to deliver the volume of water needed and requires an increase in the water service tap. New users will be subject to the fee at the time new water service is requested through the purchase of a water meter. All users shall be subject to the water connection fee regardless of location (inside or outside city corporate limits) of the water meter.

(b) *Determination of connection fee.*

(1) The water connection fee shall be imposed according to the following schedule:

| Size of Water Meter (inches) | Hydraulic Equivalency Ratio | Water Connection Fee |
|---|---|---|
| ¾ | 1.0 | $1,726.00 |
| 1 | 2.5 | 4,765.00 |
| 2 | 8.0 | 15,248.00 |
| 3 | 16.0 | 30,496.00 |
| 4 | 25.0 | 47,650.00 |
| 6 | 50.0 | 95,300.00 |
| 8 | 80.0 | 152,480.00 |

The water connection fee shall be paid at the time of application in addition to the cost of the meter and water system tapping fees.

(2) The minimum water connection fee for any new water service, regardless of the meter size, shall be one thousand seven hundred twenty-six dollars ($1,726.00).

(c) *Changing tap and meter size.*

(1) After the original water connection fee has been paid and installation made, any customer requesting a change in the tap size resulting in a smaller meter at the same location shall make proper application at the Department of Water Resources for this change. Such change shall be made without cost to the customer. No credit shall be given for water connection fees or water meter costs paid on the existing larger meter. The meter removed shall remain the property of the city and shall be returned to the city.

(2) After the original water connection fee has been paid and installation made, any customer requesting a change in tap size resulting in a larger meter at the same location shall make proper application at the Department of Water Resources for this change. The customer shall pay a water connection fee equal to the difference between the current applicable water connection fee for the existing water meter size and the current applicable water connection fee for the requested water meter size. A credit of sixty (60) percent of the tap and meter cost applicable to the existing meter in use will be deducted from the tap and meter cost of the increased tap and meter size.

The meter removed shall remain the property of the city and shall be returned to the city.

(d) *Payment of fee.*

(1) Existing users shall pay the water connection fee at the time the application is made with the Department of Water Resources to increase or decrease the size of the existing water service tap or meter size.

(2) New users shall pay the water connection fee at the time the application is made with the Department of Water Resources for a water meter.

(e) *Revenue restrictions.*

(1) All revenues received from the water connection fees shall be accounted for separately and distinctly from any other system revenues. Available water connection fee balances shall be invested and all interest earned on these investments shall be accounted for as part of the water connection fee revenues. The accounting system shall be established so that water connection fee collections, interest earned, and expenses can be clearly tracked on a monthly basis and so that connection fees are properly deposited, accounted for and expended in accordance with section 10-1-44(e) of the City Code.

(2) Water connection fee funds shall be expended only for system improvement costs, as defined in O.C.G.A § 36-71-2(19), as amended, that provide capacity to serve new connections to the water system. All costs permitted under the Georgia Development Impact Fee Act, as amended, shall be permitted under this section. Such costs include, but are not limited to, planning, design, engineering, land acquisition, land improvement, surveying, and construction or reconstruction costs as well as principal, interest and other financing costs on contracts, bonds, notes or other obligations issued by the city to finance such system improvements. Water connection fee funds shall not be expended for maintenance or repair of system improvements nor for operational expenses.

(f) *Applicant contributions of system improvements; credits/reimbursements.*

(1) Project improvements are the responsibility of the developer or property owner and no credits against connection fees shall be made for project improvements. Project improvements include all lot or building improvements necessary to provide service (including for example the building water service line and cleanout and pre-stubs if required) and main extensions of eight-inch diameter or project boundary as required to connect to the nearest main. Smaller mains of two (2) inches to six (6) inches in diameter may be allowed where the main will permanently terminate within a particular property or project. Project improvements also include any other water system facilities, including but not limited to larger diameter mains extensions, that are planned, designed and are necessary to provide service to a particular development project as defined in O.C.G.A. § 36-17-2(15), as amended. Tap and meter costs are covered by the tapping fee imposed pursuant to section 10-1-42 of the City Code.

(2) Upon application for new or increased water service, the water connection fee otherwise due shall be reduced by any applicable credits for the contribution of money or dedication of land for or the construction of system improvements, as defined in O.C.G.A. § 36-17-2(20), as amended, serving the new connection and required or accepted by the city from the applicant or his predecessor in title or interest. System improvements shall be determined based on accepted engineering principles and data

produced by a registered engineer. Analysis of the water distribution system shall be performed using the Hardy Cross hydraulic mathematical model. In the event that the amount of credit due exceeds the total water connection fees due, an agreement between the applicant and the Department of Water Resources shall govern the amount and timing of reimbursement payments to the applicant. The city shall have the option of reimbursing an applicant by a lump sum payment or periodic payments and from existing funds or from water connection fees collected in the future.

(3) The amount of applicable credit/reimbursement, if any, shall be determined based on credible evidence submitted by the applicant on forms provided by the Department of Water Resources, which: (a) describes the contribution for which credit/reimbursement is claimed, (b) establishes the original cost and date of the construction, contribution or dedication, (c) identifies the specific development project for which the construction, contribution or dedication was made, including the location, land use, size, number of buildings or number of dwelling units in the original development project, and (d) describes the development project for which the credit/reimbursement against water connection fees is requested, if different from the project described in subsection (c). Credits/reimbursements may not be transferred from one development project to another project. All costs related to submitting the credit/reimbursement application and any additional information requested by the Director of the Department of Water Resources are the responsibility of the applicant.

(4) The Director of the Department of Water Resources shall determine the amount of credit/reimbursement due per connection, if any, based on consideration of the original and current or depreciated value of the contribution or dedication, the facilities required to serve the development project, the ability of the contribution or dedication to provide service to other development, and, if the contribution or dedication is determined to be a system improvement which is eligible for credit/reimbursement, the per connection share of the present value of the construction, contribution and dedication. The burden of establishing eligibility for a credit/reimbursement is on the applicant claiming the credit/reimbursement. All costs incurred by the Department of Water Resources department, including the value of staff time and/or consultant fees as well as expenses, related to applications for credit/reimbursement shall be the responsibility of and charged to the applicant. Regardless of the results of any appeal of a determination of the Director of the Department of Water Resources by the applicant, Department of Water Resources' department costs billed to and paid by the applicant shall not be refunded.

(g) *Administrative fee.*

Users of the water system shall pay an administrative fee in the amount of three percent (3%) of the water connection fee before new or additional service will be made available. The administrative fee shall be paid at the time of application for new or changed water service and shall be paid in addition to the cost of the meter, water connection fees and water system tapping fees. The administrative fee is non-refundable and covers the costs incurred by the Department of Water Resources in fee calculation, data collection, data storage, and customer service related to the new or additional services provided.

**Section 10-1-45. Rate schedule for water service for fire protection purposes; private fire fees.**

(a) Installations inside the corporate city limits will be charged a one-time application fee and a minimum monthly fee per fire line tap based on the size of the fire line tap as listed below:

| Application Fee | Fire Line Tap Size | Monthly Fee |
|---|---|---|
| $ 20.00 | 1.5" | $ 1.00 |
| | 2" | $ 2.00 |
| | 3" | $ 6.00 |
| | 4" | $ 12.00 |
| | 6" | $ 35.00 |
| | 8" | $ 74.00 |
| | 10" | $ 134.00 |

Installations outside the corporate city limits will be charged a one-time application fee and a minimum monthly fee per fire line tap based on the size of the fire line tap as listed below:

| Application Fee | Fire Line Tap Size | Monthly Fee |
|---|---|---|
| $ 20.00 | 1.5" | $ 1.90 |
| | 2" | $ 3.80 |
| | 3" | $ 11.40 |
| | 4" | $ 22.80 |
| | 6" | $ 66.50 |
| | 8" | $ 140.60 |
| | 10" | $ 254.60 |

All water consumed through the detector meter for inside/outside corporate limits will be charged at the current Tier 3 unit fee.

(b) *Fire hydrant meter rental service:* An application fee and a deposit, based on meter size, shall be charged for rental of fire hydrant meters, in addition to charges for the water consumed. A late read fee shall be charged for any meter not returned for reading by the scheduled deadline. Charges for the water consumed each month will be calculated using the tier 3 unit fee. The deposit shall be refunded upon return of the undamaged meter. Should a meter be returned damaged, the repair cost shall be deducted from the deposit. Deposits will not be refunded for lost or stolen meters. The application fee, deposit, and late read fee shall be as follows:

| Meter Size (inches) | Application Fee | Deposit | Late Read Fee |
|---|---|---|---|
| ¾" | $45.00 | $375.00 | $150.00 |
| 3" | 45.00 | 2,450.00 | 150.00 |

(c) *Fire hydrant flow testing fee:* A fee shall be charged by the utility for work performed for purposes of testing fire hydrants for adequate flow and pressure, and to meet fire flow requirements. This fee shall be one hundred ten dollars ($110.00) per flow test

(d) *Damaged Fire Hydrant Fee*: In the event that any person damages a fire hydrant, a fee shall be charged for the cost of supplies, equipment used, and personnel hours that it takes to repair the damages.

(e) *Install New Fire Hydrant Fee*. In the event that a new fire hydrant is installed at the request of a user, a fee shall be charged for the cost of supplies, equipment used, and personnel hours to install the new fire hydrant.

## Sec. 10-1-46. - Charges for discontinuance and resumption of service.

A fee of fifteen dollars ($15.00) shall be charged to each customer discontinuing use of city water. A fee of twenty dollars ($20.00) shall be charged to each water customer resuming use of, or applying for new service from the city system.

## Sec. 10-1-47. - Charges for reconnection after nonpayment of bill; charges for returned checks.

(a) When water has been cut off for the nonpayment of a water bill, or if it is necessary for the service worker to go to the premises for the purpose of cutting water off for nonpayment of bill, the consumer or owner shall pay a charge of forty dollars ($40.00). In cases where customers have vacated premises leaving unpaid water bills, they will not be furnished with water elsewhere until such bill has been paid.

(b) When payment of a water bill occurs with a check which is subsequently returned by the bank or other financial institution upon which it is written, the customer shall pay a returned check charge as provided in section 2-2-1 of the City Code. Such charge shall be considered part of the water bill in determining nonpayment under subsection (a) of this section.

**Sec. 10-1-48.- Cost of extending water service-Reserved.**

**Sec. 10-1-49. - Water shortage management surcharges.**

(a) *For first violation of water shortage management restrictions.* For the first violation of water shortage management restrictions, water customers in noncompliance with article 3 of chapter 5-2 of the City Code shall be assessed a surcharge of fifty dollars ($50.00).

(b) *For second and subsequent violation of water shortage management restrictions.* For a second and subsequent violation of water shortage management restrictions, water customers determined to be in noncompliance shall have water supply terminated and be assessed a surcharge of two hundred dollars ($200.00). Water supply shall not be restored until payment of the surcharge and a reconnection fee as described in section 10-1-47 of the City Code.

(c) *For egregious violation of water shortage management restrictions.* For egregious violation of water shortage management restrictions as set forth in article 3, chapter 5-2 of the City Code, water customers shall have water supply terminated and, upon authorization of the

Director of the Department of Water Resources, be assessed a surcharge of up to twenty-five hundred dollars ($2,500.00). Water supply shall not be restored until payment of the surcharge and a reconnection fee as described in section 10-1-47 of the City Code.

(d) *Procedures.*

(1) The city manager shall have the authority to enforce the provisions of this section by discontinuance of water service in the event any person violated the provisions of this section after receiving oral or written notice of the violation from the city.

(2) Whenever the city manager determines that a person is violating, or has violated any provision of this section and determines that the violation of this section endangers the public health, safety or general welfare of the community, the city manager shall have the power and authority to immediately terminate that person's water service, which termination shall be in writing.

(3) Any person aggrieved by having the water supply terminated by the city manager shall have the right to appeal the termination to the administrative hearing officer as provided in section 1-8-1 of the City Code within ten (10) days of the date of termination by the city manager.

(4) If an appeal is made, then the city manager shall have the power and authority to reinstate the water supply until the administrative hearing officer renders a decision in order to avoid undue hardship, if the city manager is reasonably assured that the violation(s) for which the water supply was terminated will not continue.

**Sec. 10-1-50. - Miscellaneous water fees.**

(a) *Water main and wastewater permitting/inspection fees.* For all installations of water mains and wastewater lines not constructed or contracted by the Department of Water Resources, both inside and outside the corporate city limits, a fee shall be charged for permitting/inspection of the installations to ensure that they meet Department of Water Resources specifications. The permitting/inspection fee shall be one dollar and ninety-six cents ($1.96) per linear foot for water mains, and four dollars and nineteen cents ($4.19) per linear foot for wastewater lines.

(b) *Backflow inspection fee.* For an installation of a backflow device on private water service lines connected to the Department of Water Resources water mains, a fee of seventy dollars ($70.00) shall be charged for permitting/inspection of the installation to meet Department of Water Resources' specifications.

(c) *Commercial wastewater inspection fee.* For an installation of a wastewater sample station for grease traps and oil-water separators, a fee of seventy dollars ($70.00) shall be charged for permitting/inspection of the installation to meet Department of Water Resources specifications.

(d) *Relocation Fees:*

(1) *Meter Relocation*: The fee charged for relocating a ¾" and/or 1" meters less than 10 feet, which require no retap, shall be $375. The fee to relocate a meter more than 10 feet shall be $925, provided that the relocation is on the same side of the road as the meter being relocated. The fee to relocate a meter more than 10 feet shall be $1,100, in the event that the relocation is not on the same side of the road as the meter being relocated. The fee to temporarily relocate a meter shall be $1,120.

(2) *Water Line Relocation*. In the event that a water line is relocated, a fee shall be charged for the cost of supplies, equipment used, and personnel hours to relocate the water line.

(3) *Valve Relocation*. In the event that a valve is relocated, a fee shall be charged for the cost of supplies, equipment used, and personnel hours to relocate the valve.

(4) *Wastewater service relocation.* In the event that wastewater service is relocated with a new tap and termination of existing service, a fee shall be charged in the amount of $1,750.

(e) *Damage Fees.* In the event that a person damages any equipment related to water and/or wastewater services provided in conjunction with the Department of Water Resources, a fee shall be charged for all damages incurred, including the cost of supplies, equipment used, and personnel hours to repair the damages.

(f) *Wastewater service locating fee.* In the event that the Department of Water Resources locates wastewater service, a fee shall be charged in the amount of $250.

(g) *Raise/lower meter box fee*. In the event that a meter box is raised or lowered, a fee shall be charged in the amount of $325.

(h) *Tampering Fee.* In the event that a person tampers with a meter to such an extent that the Department of Water Resources removes the meter, a tampering fee shall be charged in the amount of $100. If additional tampering occurs, including but not limited to placing a straight pipe in place of the meter, an additional tampering fee of $100 shall be charged, and the service line shall be cut off at the main. In order for service to be restored, an additional fee shall be charged in the amount of $175, and all other amounts due, including but not limited to tampering fees, past due amounts, and deposits, shall be paid prior to the restoration of service.

**Secs. 10-1-51—10-1-60. - Reserved.**

**SECTION II.**

All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**SECTION III.**

If any portion of this ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional

**SECTION IV.**

The ordinance is enacted as an amendment to Title 10 of the Code of Ordinances of the City of Gainesville, Georgia.

**SECTION V.**

The effective date of this ordinance shall be January 1, 2022.

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this ordinance was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

**Denise O. Jordan, City Clerk**

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/15/2020

**Presenter**: Abb Hayes

**Item of Business**: Request from **Packaging Specialties of GA** to annex a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**) and to establish zoning as Light Industrial (L-I). **Ward Number:** Five. Tax Parcel Number(s): 08-007-003-008J and 030; 08-008-000-040. **Request: Utility improvements.**

- Proposed Annexation Ordinance 2020-31
- Proposed Zoning Ordinance 2020-32

**Meeting Date**: 10/6/2020

**Purpose of Request**:

To conduct a public hearing pertaining to the following annexation/zoning request as presented at the September 8, 2020 Planning and Appeals Board Meeting:

The applicant is proposing to annex the subject property for a water meter upgrade. There is no other change in use proposed. The property is adjacent to the city limits to the south and west and is zoned Light Industrial (I-I) within unincorporated Hall County. The subject property consists of three tracts for the Packaging Specialties of Georgia industrial business. Access is on Murphy Boulevard which is a County maintained road. Adjacent uses include industrial uses and undeveloped land within the City and County.

**History/Background**:

**Facts & Issues for Consideration**:

**Department Recommendation**:

Staff and PAB recommended approval. See the PAB Recommendation report for details and excerpts from the meeting minutes.

SAMPLE MOTIONS

Approval of Ordinance 2020-31
I move to approve the ordinance to annex the subject property for utility improvements as presented.

Approval of Ordinance 2020-32
I move to approve the ordinance to establish zoning as Light Industrial (L-I) for the subject property as presented.

Denial of the Request:
I move to deny this request.

**Department Director**:

Rusty Ligon

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
| --- | --- |
| Legal Ad | Legal Ad |
| PAB Recommendation Report | Report |
| Proposed Annexation Ordinance 2020-31 | Ordinance |
| Proposed Zoning Ordinance 2020-32 | Ordinance |
| Location Maps | Backup Material |
| Narrative | Backup Material |
| Survey | Backup Material |
| Site Plan | Backup Material |
| Picture | Backup Material |

**COMBINED LEGAL AD**
**Gainesville Planning and Appeals Board**
**Gainesville City Council**

**Publish Saturday, August 22, 2020**
THE TIMES

## NOTICE OF PLANNING AND APPEALS BOARD PUBLIC HEARING

Notice is hereby given that the **Gainesville Planning and Appeals Board** will conduct a public hearing on **Tuesday, September 8, 2020 at 5:30 p.m.** in the **Gainesville Justice Center** (Municipal Courtroom at the Public Safety Complex), 701 Queen City Parkway in midtown Gainesville on the following requests:

1) Request from **Packaging Specialties of GA** to annex a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**) and to establish zoning as Light Industrial (L-I).
   Ward Number: Five
   Tax Parcel Number(s): 08-007-003-008J and 030; 08-008-000-040
   Request: Utility improvements

2) Request from **CenterPoint Integrated Solutions** to annex a 7.81± acres tract located on the north side of Browns Bridge Road, east of its intersection with Cherry Hill Drive (a/k/a **2602 Browns Bridge Road**) and to establish zoning as General Business (G-B).
   Ward Number: Four
   Tax Parcel Number(s): 08-015-009-021 (Part)
   Request: CarMax Auto Superstore

3) Request from **Frank Norton, Jr.** to annex a 2.16± acres tract located on the northeast side of Quarry Street and north side of Highland Street near its intersection (a/k/a **39, 44, 48 and 49 Quarry Street; 4 Highland Street**) and to establish zoning as Planned Unit Development (P-U-D).
   Ward Number: Two
   Tax Parcel Number(s): 00-063-009-001, 002, 003, 004 and 012
   Request: Existing and new homes totaling 19 units

4) Request from **Frank Norton, Jr.** to amend the existing Planned Unit Development (P-U-D) zoning on a 14.43± acres tract located east of Lakeview Drive and north of Highland Street, having road frontage on the northwest side of Spring Street (a/k/a **0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE).**
   Ward Number: Two
   Tax Parcel Number(s): 00-082-003-002
   Request: 30 residential cottage and townhomes

## NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENTS TO THE GAINESVILLE ZONING MAP

Notice is hereby given that the **Gainesville City Council** will conduct a public hearing on **Tuesday, October 6, 2020 at 5:30 p.m.** in the **Gainesville Justice Center** (Municipal Courtroom at the Public Safety Complex), 701 Queen City Parkway in midtown Gainesville on the following requests:

1) Request from **Packaging Specialties of GA** to annex a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**) and to establish zoning as Light Industrial (L-I).
   Ward Number: Five
   Tax Parcel Number(s): 08-007-003-008J and 030; 08-008-000-040
   Request: Utility improvements

2) Request from **CenterPoint Integrated Solutions** to annex a 7.81± acres tract located on the north side of Browns Bridge Road, east of its intersection with Cherry Hill Drive (a/k/a **2602 Browns Bridge Road**) and to establish zoning as General Business (G-B).
   Ward Number: Four
   Tax Parcel Number(s): 08-015-009-021 (Part)
   Request: CarMax Auto Superstore

3) Request from **Frank Norton, Jr.** to annex a 2.16± acres tract located on the northeast side of Quarry Street and north side of Highland Street near its intersection (a/k/a **39, 44, 48 and 49 Quarry Street; 4 Highland Street**) and to establish zoning as Planned Unit Development (P-U-D).
   Ward Number: Two
   Tax Parcel Number(s): 00-063-009-001, 002, 003, 004 and 012
   Request: Existing and new homes totaling 19 units

4) Request from **Frank Norton, Jr.** to amend the existing Planned Unit Development (P-U-D) zoning on a 14.43± acres tract located east of Lakeview Drive and north of Highland Street, having road frontage on the northwest side of Spring Street (a/k/a **0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE).**
   Ward Number: Two
   Tax Parcel Number(s): 00-082-003-002
   Request: 30 residential cottage and townhomes

Additional information is available from the Community and Economic Development Department, Planning Division, by calling 770-531-6570.

NOTE: In accordance with Georgia law, anyone who wishes to express opposition to the proposed zoning action, and has made, within two years immediately preceding the filing of the proposed zoning action, campaign contributions aggregating $250 or more to a local government official who will consider the application, shall file a disclosure of contribution(s) with the Planning Division at least five (5) days prior to the first reading of the proposed zoning action by the City Council. (OCGA § 36-67A-3 3 {c})

**GAINESVILLE PLANNING and APPEALS BOARD**
**RECOMMENDATION**

**Applicant and Property Owner**..... Packaging Specialties of GA
**Location**..... 0, 2390 and 2400 Murphy Boulevard
**Request**..... Annex with L-I zoning
**Total Acres** ..... 4.16± acres
**Ward**..... Five
**Proposed Use**..... Utility improvements
**Planning Division Staff Recommendation** ..... **Approval**
**Planning & Appeals Board Recommendation**..... **Approval**
**Date**..... September 8, 2020

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- ***Applicant's Proposal and Background Information***

The applicant is proposing to annex the subject property for a water meter upgrade. There is no other change in use proposed. The property is adjacent to the city limits to the south and west and is zoned Light Industrial (I-I) within unincorporated Hall County. The subject property consists of three tracts and is the location of Packaging Specialties of Georgia which produces flexographic printing and packaging for commercial products. According to tax records the building is now 68,500 square feet in size and has been expanded three times since it was originally built in 1980. Access is on Murphy Boulevard which is a County maintained road. Adjacent uses include industrial uses and undeveloped land within the City and County.

- ***Adjacent Land Use and Zoning***

| Location | Use | Zoning |
|---|---|---|
| North | Georgia Truss Company | Light Industrial (I-I) County |
| South | Undeveloped Land | Light Industrial (L-I) City |
| East | MP Equipment Industrial Equipment Supplier<br>Amp / EFI Engine & Powertrain control systems | Light Industrial (I-I) County |
| West | Undeveloped Land | Light Industrial (L-I) City |

- ***Other Departmental Comments***

There were no departmental comments for this request.

- ***Zoning History***

*The following zoning actions have taken place in the immediate area during the last ten years:*

**2013 –** A request by B & L Bowling Center, LLC for a special use within Light Industrial (L-I) zoning on a 2.44± acres tract located at 2317 Browns Bridge Road was conditionally approved for an outdoor electric go-cart track.

**2013 –** A request by Foote & Miller Properties, LLC to annex a 2.72± acres tract located at 2420 Browns Bridge Road was approved with General Business (G-B) zoning for sewer for an existing auto dealership.

***Analysis***

**(1) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?**

The subject property is adjacent to industrial uses. The existing use will remain unchanged and is suitable in light of the surrounding industrial zoning and uses.

**(2) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?**

The operations of the existing use will remain the same and should have no adverse impacts to the adjacent or nearby property.

**(3) Is the proposed use compatible with the purpose and intent of the Comprehensive Plan?**

It is staff's opinion that the proposal is consistent with the Comprehensive Plan. The Future Development Map for the City of Gainesville places the subject property within the *Industrial* land use category. This category includes areas containing or planned for a wide range of office, business, light industrial, manufacturing, research and development uses.

According to the Character Area map for the City of Gainesville, the subject property is located within the *Browns Bridge Corridor* Character Area. Existing industrial parks provide venues for businesses in line with Gainesville's traditional light manufacturing. Land uses allowed may include medium density residential, multi-family residential, mixed-use, commercial, light industrial, and parks / recreation / conservation.

**(4) Are there substantial reasons why the property cannot or should not be used as currently zoned?**

The subject property is currently zoned Light Industrial (I-I) within Hall County and currently utilizes City of Gainesville water and sewer services. The purpose of the request is to increase the water meter size serving the existing Packaging Specialties industrial use.

**(5) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?**

The existing use should have minimal additional impacts to public facilities and services. Water, sewer and public safety services are currently provided to the property. Gainesville Fire Station #4 is located off of Memorial Park Drive and is 1.9± miles from the proposed access. The proposal if approved will have no impact to the City school system.

**(6) Is the proposed use supported by new or changing conditions not anticipated by the Comprehensive Plan or reflected in the existing zoning on the property or surrounding properties?**

It is staff's opinion the proposed use is consistent with the Comprehensive Plan. The existing and future uses off of Murphy Boulevard are anticipated to remain light industrial.

**(7) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?**

Given the subject property's proximity to/within the city limits and the adjacent industrial uses, the proposal appears to reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare, and the right to unrestricted use of property.

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- ***Staff Recommendation***

The Planning Division staff is recommending **approval** of this annexation request with a zoning of **Light Industrial (L-I)** based on the Comprehensive Plan and the adjacent industrial uses.

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**Excerpts from the September 8, 2020 PAB Meeting Minutes**

**Applicant Presentation: Tony Gilleland,** 2400 Murphy Boulevard, stated he is the plant manager and wants to expand the water usage and output. He is very appreciative of the help from Mr. Tate and ready to get started.

**FAVOR:** None

**OPPOSE:** None

**Planning and Appeals Board Comments:** None

**There was a motion to recommend approval of the annexation request and to establish zoning as Light Industrial (L-I).**

Motion made by Board Member Martin
Motion seconded by Board Member Delgado
**Vote – 6 favor, 1 absent (Thompson)**

**Passed:** _____

**AN ORDINANCE**

**No. 2020-31**

**AN ORDINANCE ANNEXING A 4.16± ACRES TRACT LOCATED ON THE SOUTHWEST SIDE OF MURPHY BOULEVARD AT ITS TERMINUS (A/K/A 0, 2390 AND 2400 MURPHY BOULEVARD); ADJACENT TO BUT NOT NOW WITHIN THE CORPORATE LIMITS OF THE CITY OF GAINESVILLE, GEORGIA; REPEALING CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**(Amendment to City Limit Boundary)**

**WHEREAS**, a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**), lies within the unincorporated lands of Hall County and adjoins the existing corporate limits of the City of Gainesville; and

**WHEREAS**, the hereinafter described lands be incorporated and annexed into the City of Gainesville.

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, AS FOLLOWS:**

**SECTION I.**

That from and after the passage of this Ordinance the following described lands are and shall be annexed into the existing corporate limits of the City of Gainesville, Georgia, so that said lands shall constitute a part of the land within the corporate limits of the City of Gainesville, Georgia, as fully and completely as if the limits had been so defined by the General Assembly of Georgia.

**Legal Description**

All that tract or parcel of land lying and being in Land Lot 8, 8th District, Hall County, Georgia and being more particularly described as follows:

COMMENCING at a point 2605.56' southeast of the centerline intersection of Murphy Boulevard and Browns Bridge Road being the POINT OF BEGINNING; THENCE, S25°10'58"E a distance of 210.01 along the west side of the Murphy Boulevard right-of-way to a 1/2" iron pin set; THENCE, S24°51'41"E a distance of 162.10 along the west side of the Murphy Boulevard right-of-way to a 1/2" iron nail set in concrete; THENCE, S10°00"W a distance of 52.66 along the west side of Murphy Boulevard cul-de-sac to a 1/2" iron pin set; THENCE, S65°20'00"W a distance of 396.51 to a 1/2" iron pin set; THENCE, N27°44'55"W a distance of 201.17 to a 3/8" iron pin found; THENCE, N29°30'00"W a distance of 210.00 to a 3/8" iron pin found; THENCE, N60°46'53"E a distance of 224.30 to a 3/8" iron pin found; said 3/8" iron pin found; THENCE, N65°16'00"E a distance of 224.82 to a 1/2" iron pin found; said 3/8" iron pin found being the POINT OF BEGINNING.

Said property containing 4.16 acres.

**SECTION II.**

The Community and Economic Development Department of the City of Gainesville is directed to make and file with the Department of Community Affairs of the State of Georgia a certified copy of this Ordinance together with a plat describing lands annexed to the City of Gainesville by this Ordinance.

**SECTION III.**

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**SECTION IV.**

If any portion of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

**SECTION V.**

The effective date of this Ordinance shall be the first day of the month following approval by the governing body of the City of Gainesville, Georgia.

_____

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this ordinance was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

_____

**Denise O. Jordan, City Clerk**

**Passed:** _____

**AN ORDINANCE**

**No. 2020-32**

**AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF GAINESVILLE, GEORGIA BY ESTABLISHING THE ZONING ON A 4.16± ACRES TRACT LOCATED ON THE SOUTHWEST SIDE OF MURPHY BOULEVARD AT ITS TERMINUS (A/K/A 0, 2390 AND 2400 MURPHY BOULEVARD) AT THE TIME OF ANNEXATION AS LIGHT INDUSTRIAL (L-I); REPEALING CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**(Amendment to Zoning Map)**

**BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, AS FOLLOWS:**

**SECTION I.**

That from and after the passage of this Ordinance the following described lands shall be zoned and so designated on the Zoning Map of the City of Gainesville as **Light Industrial (L-I).**

**Legal Description**

All that tract or parcel of land lying and being in Land Lot 8, 8th District, Hall County, Georgia and being more particularly described as follows:

COMMENCING at a point 2605.56' southeast of the centerline intersection of Murphy Boulevard and Browns Bridge Road being the POINT OF BEGINNING; THENCE, S25°10'58"E a distance of 210.01 along the west side of the Murphy Boulevard right-of-way to a 1/2" iron pin set; THENCE, S24°51'41"E a distance of 162.10 along the west side of the Murphy Boulevard right-of-way to a 1/2" iron nail set in concrete; THENCE, S10°00"W a distance of 52.66 along the west side of Murphy Boulevard cul-de-sac to a 1/2" iron pin set; THENCE, S65°20'00"W a distance of 396.51 to a 1/2" iron pin set; THENCE, N27°44'55"W a distance of 201.17 to a 3/8" iron pin found; THENCE, N29°30'00"W a distance of 210.00 to a 3/8" iron pin found; THENCE, N60°46'53"E a distance of 224.30 to a 3/8" iron pin found; said 3/8" iron pin found; THENCE, N65°16'00"E a distance of 224.82 to a 1/2" iron pin found; said 3/8" iron pin found being the POINT OF BEGINNING.

Said property containing 4.16 acres.

**SECTION II.**

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**SECTION III.**

If any portion of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

**SECTION IV.**

This Ordinance is enacted as an amendment to the Code of the City of Gainesville, Georgia, and is to be codified as a part of Section 9-1-1-5.

**SECTION V.**

The effective date of this Ordinance shall be the first day of the month following approval by the governing body of the City of Gainesville, Georgia.

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this ordinance was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

**Denise O. Jordan, City Clerk**

**Applicant:**

# PACKAGING SPECIALTIES OF GA

## ANNEXATION REQUEST

**Request:**

Annex 4.16+/- acres and establish zoning as Light Industrial (L-I) for water meter upgrades

| **Subject Property Address:** | **Tax Parcel:** |
|---|---|
| 0, 2390 & 2400 Murphy Boulevard | 08-007-003-008J and 030; 08-008-000-040 |

**Meeting Date:** 09/08/2020 **Map Prepared:** 08/04/2020

Subject Property

N

0 120 240 360 480 Feet

1 " = 200 '

CITY OF GAINESVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT

**Applicant:**

# PACKAGING SPECIALTIES OF GA

# ANNEXATION REQUEST

**Request:**

Annex 4.16+/- acres and establish zoning as Light Industrial (L-I) for water meter upgrades

| **Subject Property Address:** | **Tax Parcel:** |
|---|---|
| 0, 2390 & 2400 Murphy Boulevard | 08-007-003-008J and 030; 08-008-000-040 |

**Meeting Date:** 09/08/2020 **Map Prepared:** 08/04/2020

Subject Property

Aerial from 2018

N

0 120 240 360 480 Feet

1 " = 200 '

CITY OF GAINESVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT

PACKAGING SPECIALTIES

2400 Murphy Blvd., Gainesville, GA 30504 | Office: 770-534-2200 | Fax: 770-534-0638

July 30, 2020

**City of Gainesville Community Department**
311 Henry Ward Way
Gainesville, GA 30503

RE: **Packaging Specialties**
2390 Murphy Blvd.
2400 Murphy Blvd.
Gainesville, GA 30504

Tax Parcels: 08007 003008J, 08007 003030 and 08008 000040

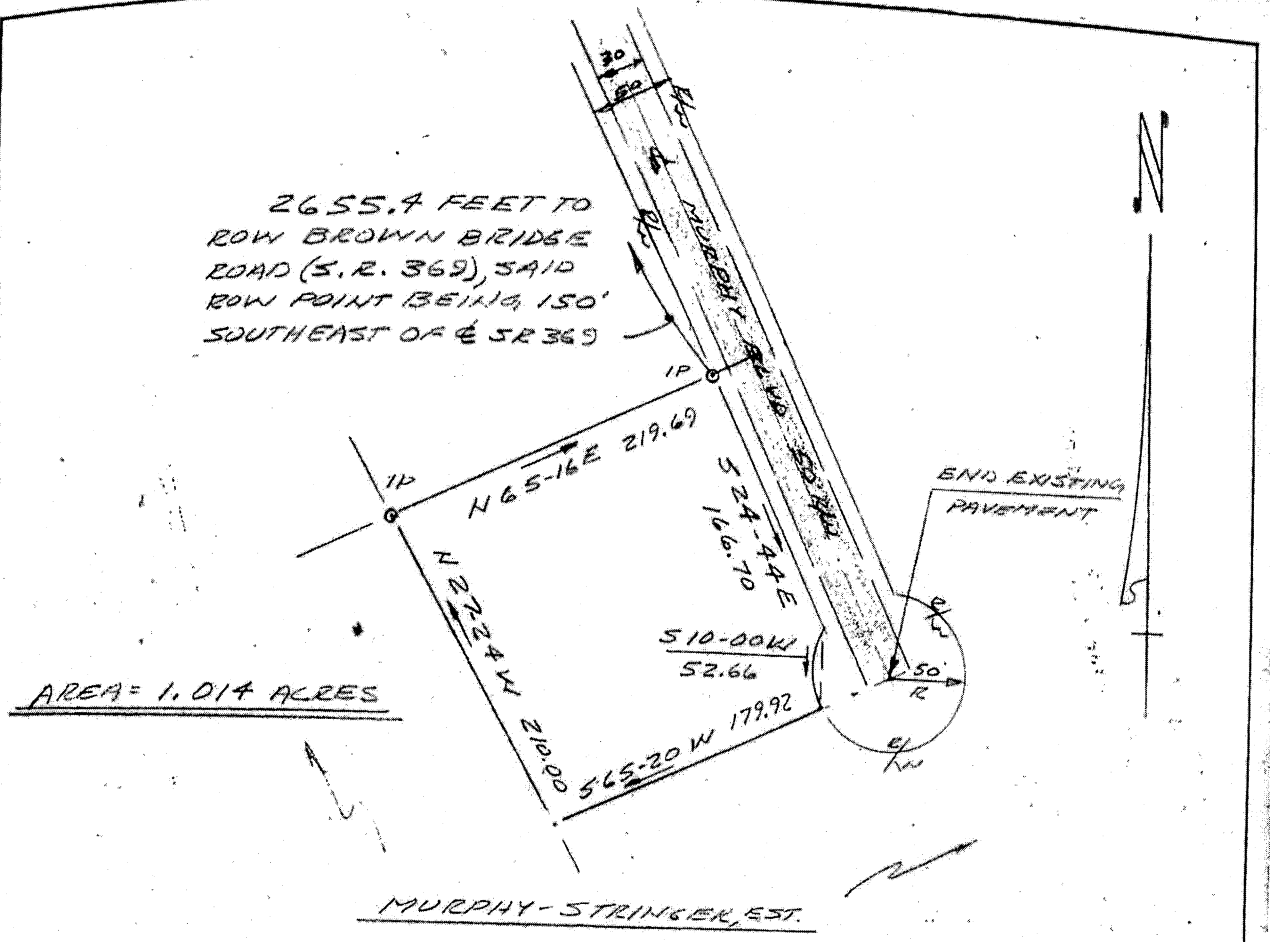
To Whom It May Concern,

We, Packaging Specialties of Georgia (Applicant), are requesting Annexation into the City of Gainesville 4.16± Acres of property currently within Hall County jurisdiction. This also comes at the recommendation of your Department and Gainesville Public Utilities. The application is to make improvements, including to increase our ¾" water meter to 11/2". We're currently having pressure drops with the meter we have. Annexation would allow us to increase the pipe size to our facility.

If you should have any questions, please do not hesitate to contact me at 770-534-2200.

Thank you for your time and assistance!

Tony Gilleland
tgilleland@psi-ga.com




RECORDING PERMIT

By Vera J. Cope 9/6/84

HALL COUNTY PLANNING COMMISSION

GEORGIA REGISTERED [redacted] LAND SURVEYOR WILLIAM H. COLLINS

GEORGIA REGISTERED [redacted] LAND SURVEYOR N. P. FARLEY, JR.

OFFICE ONLY

N. P. Farley

Jas R Collins

FARLEY-COLLINS ASSOC.
P.O. BOX 731 532-1001
1201 THOMPSON BRIDGE ROAD
GAINSVILLE, GA.

SCALE: 1" = 100
DATE: 5-27-83

PROPERTY OF
DAVID & DANNY SCROGGS
LAND LOT 8 ~ 8TH DISTRICT
HALL COUNTY, GA.

F-2
WSW-NT

Recorded September 7, 1984 H. Grady Watson, Clerk

## REFERENCES:

REFERENCE PLATS BY FARLEY-COLLINS ASSOC. G.R.L.S. FOR:

A: WAYNE MOODY, DATED 12-02-80, 1.06 AC.

B: DENNIS JORDAN, DATED 6-17-87, 1.10 AC.

C: MURPHY-STRINGER TRUST DEPT. 1ST NAT. BANK, DATED 2-16-88, 1.063 AC.

D: " " " " " " " , 15.194 AC.

E: W.J. MURPHY & GLENN STRINGER, EST., (SUBDIVISION SKETCH) DATED JAN. 1977.

NOTES:

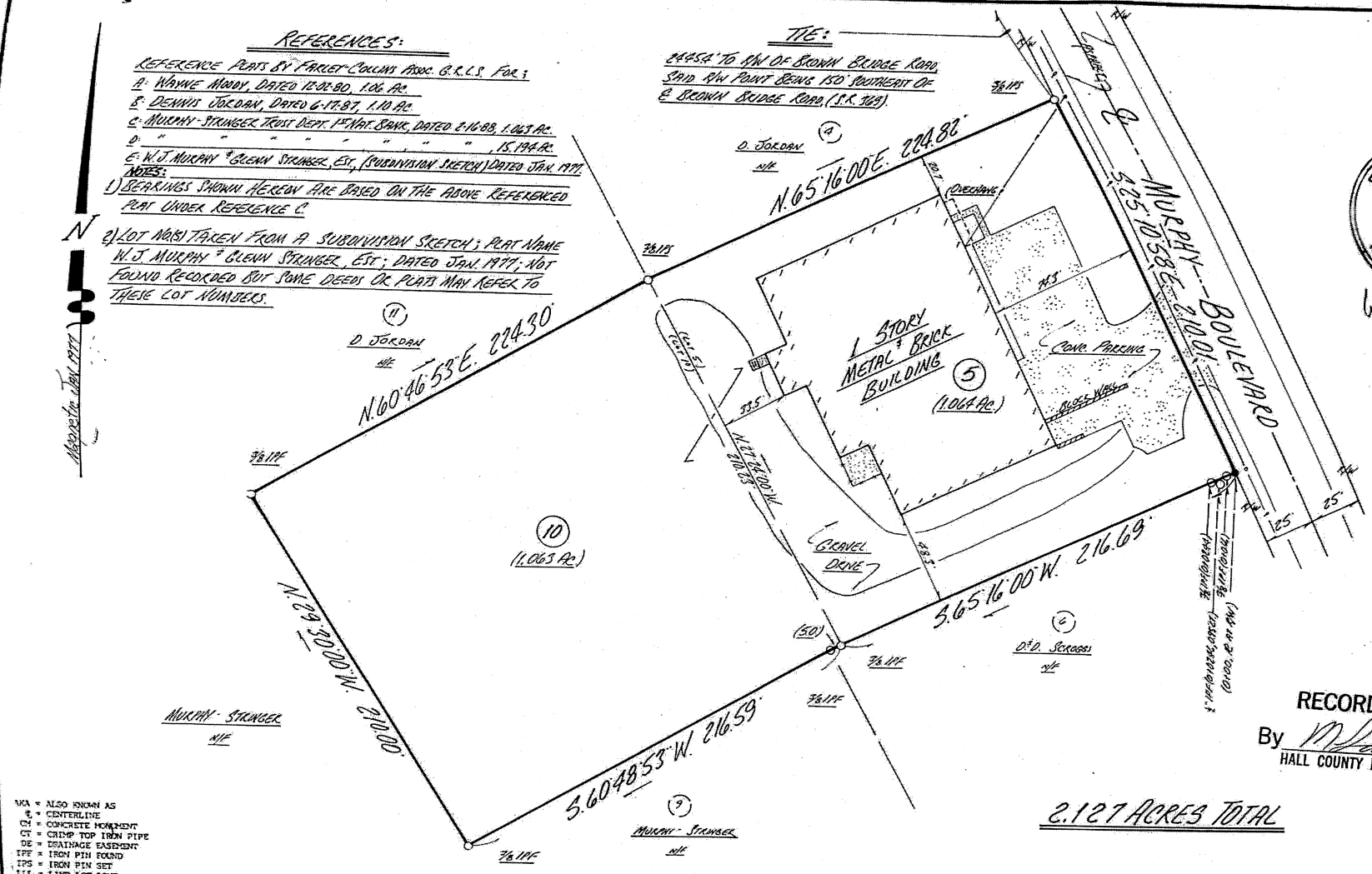
1) BEARINGS SHOWN HEREON ARE BASED ON THE ABOVE REFERENCED PLAT UNDER REFERENCE C.

2) LOT NO(S) TAKEN FROM A SUBDIVISION SKETCH; PLAT NAME W.J. MURPHY & GLENN STRINGER, EST.; DATED JAN. 1977; NOT FOUND RECORDED BUT SOME DEEDS OR PLATS MAY REFER TO THESE LOT NUMBERS.

## TIE:

24454' TO R/W OF BROWN BRIDGE ROAD, SAID R/W POINT BEING 150' SOUTHEAST OF ℄ BROWN BRIDGE ROAD (S.R. 369).

FIELD SURVEY ERROR OF CLOSURE: 1/18,558
ANGULAR ERROR PER ANGLE POINT: 00:00:01
ADJUSTED BY: COMPASS RULE
PLAT ERROR OF CLOSURE: 1:100,000+
INSTRUMENT USED: TOPCON GTS 2




GEORGIA REGISTERED No. 1435 LAND SURVEYOR WILLIAM H. COLLINS

GEORGIA REGISTERED No. 1301 LAND SURVEYOR H. P. FARLEY, JR.

RECORDING PERMIT
By [signature] 7/26/90
HALL COUNTY PLANNING COMMISSION

2.127 ACRES TOTAL

WA = ALSO KNOWN AS
℄ = CENTERLINE
CM = CONCRETE MONUMENT
CT = CRIMP TOP IRON PIPE
DE = DRAINAGE EASEMENT
IPF = IRON PIN FOUND
IPS = IRON PIN SET
LLL = LAND LOT LINE
N/F = NOW OR FORMERLY
R = PROPERTY LINE
R/W = RIGHT-OF-WAY
SS = SANITARY SEWER
S/B = SETBACK LINE
-X- = FENCE
-G- = GAS
-P- = POWER
-T- = TELEPHONE
-W- = WATER

"I HAVE CONSULTED THE F.I.R.M. FLOOD INSURANCE RATE MAP COMMUNITY-PANEL NO. 130466 0070 B DATED NOVEMBER 2, 1983 AND IN MY OPINION THIS PROPERTY DOES NOT LIE IN A SPECIAL FLOOD HAZARD AREA."

[signature]

FARLEY-COLLINS ASSOCIATES
P.O. BOX 731 532-1001
1201 THOMPSON BRIDGE ROAD
GAINESVILLE, GA 30503

SCALE: 1" = 50'
DATE: 7-18-1990

JOB NO. 5755

PROPERTY OF:
PACKAGING SPECIALTIES OF GEORGIA, INC.
LAND LOT 8 ~ 8TH DISTRICT
HALL COUNTY, GA.

Recorded July 26, 1990

Dwight S. Wood, Clerk

85

**Packaging Specialties Existing Building**

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/15/2020

**Presenter**: Abb Hayes

**Item of Business**: Request from **CenterPoint Integrated Solutions** to annex a 7.81± acres tract located on the north side of Browns Bridge Road, east of its intersection with Cherry Hill Drive (a/k/a **2602 Browns Bridge Road**) and to establish zoning as General Business (G-B). **Ward Number: Four.** Tax Parcel Number(s): 08-015-009-021 (Part). **Request: CarMax Auto Superstore.**

- Proposed Annexation Ordinance 2020-33
- Proposed Zoning Ordinance 2020-34

**Meeting Date**: 10/6/2020

**Purpose of Request**:

To conduct a public hearing pertaining to the following annexation/zoning request as presented at the September 8, 2020 Planning and Appeals Board Meeting:

The applicant is proposing to annex the subject property to develop a CarMax pre-owned automobile dealership. The property is adjacent to the city limits to the east and west and is currently zoned Agricultural Residential-III (AR-III) within unincorporated Hall County. The property is partially wooded and contains an older home and various out buildings that will be demolished. The proposal includes a 7,590 square foot dealership building, a detached 936 square foot carwash facility with associated parking for customers, employees and inventory. Access is proposed from an existing shared driveway fronting Browns Bridge Road located at the western edge of the property. Adjacent uses include undeveloped land, Horton Trailers sales lot, Mission Catholic San Juan Pablo II Church and single-family homes located across Browns Bridge Road.

**History/Background**:

**Facts & Issues for Consideration**:

**Department Recommendation**:

Staff and PAB recommended approval with three conditions. See the PAB Recommendation report for details and excerpts from the meeting minutes.

SAMPLE MOTIONS

Approval of Ordinance 2020-33
I move to approve the ordinance to annex the subject property for a CarMax Auto Superstore.

Approval of Ordinance 2020-34
I move to approve the ordinance to establish zoning as General Business (G-B) for the subject property with three conditions as presented.

Denial of the Request:
I move to deny the request.

**Department Director**:

Rusty Ligon

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
|---|---|
| Legal Ad | Legal Ad |
| PAB Recommendation Report | Report |
| Proposed Annexation Ordinance 2020-33 | Ordinance |
| Proposed Zoning Ordinance 2020-34 | Ordinance |
| Location Maps | Backup Material |
| Narrative | Backup Material |
| Site Plan | Backup Material |
| Floor Plan | Backup Material |
| Landscape Plan | Backup Material |
| Architectural Elevation | Cover Memo |

**COMBINED LEGAL AD**
**Gainesville Planning and Appeals Board**
**Gainesville City Council**

**Publish Saturday, August 22, 2020**
THE TIMES

## NOTICE OF PLANNING AND APPEALS BOARD PUBLIC HEARING

Notice is hereby given that the **Gainesville Planning and Appeals Board** will conduct a public hearing on **Tuesday, September 8, 2020 at 5:30 p.m.** in the **Gainesville Justice Center** (Municipal Courtroom at the Public Safety Complex), 701 Queen City Parkway in midtown Gainesville on the following requests:

1) Request from **Packaging Specialties of GA** to annex a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**) and to establish zoning as Light Industrial (L-I).
   Ward Number: Five
   Tax Parcel Number(s): 08-007-003-008J and 030; 08-008-000-040
   Request: Utility improvements

2) Request from **CenterPoint Integrated Solutions** to annex a 7.81± acres tract located on the north side of Browns Bridge Road, east of its intersection with Cherry Hill Drive (a/k/a **2602 Browns Bridge Road**) and to establish zoning as General Business (G-B).
   Ward Number: Four
   Tax Parcel Number(s): 08-015-009-021 (Part)
   Request: CarMax Auto Superstore

3) Request from **Frank Norton, Jr.** to annex a 2.16± acres tract located on the northeast side of Quarry Street and north side of Highland Street near its intersection (a/k/a **39, 44, 48 and 49 Quarry Street; 4 Highland Street**) and to establish zoning as Planned Unit Development (P-U-D).
   Ward Number: Two
   Tax Parcel Number(s): 00-063-009-001, 002, 003, 004 and 012
   Request: Existing and new homes totaling 19 units

4) Request from **Frank Norton, Jr.** to amend the existing Planned Unit Development (P-U-D) zoning on a 14.43± acres tract located east of Lakeview Drive and north of Highland Street, having road frontage on the northwest side of Spring Street (a/k/a **0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE).**
   Ward Number: Two
   Tax Parcel Number(s): 00-082-003-002
   Request: 30 residential cottage and townhomes

## NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENTS TO THE GAINESVILLE ZONING MAP

Notice is hereby given that the **Gainesville City Council** will conduct a public hearing on **Tuesday, October 6, 2020 at 5:30 p.m.** in the **Gainesville Justice Center** (Municipal Courtroom at the Public Safety Complex), 701 Queen City Parkway in midtown Gainesville on the following requests:

1) Request from **Packaging Specialties of GA** to annex a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**) and to establish zoning as Light Industrial (L-I).
   Ward Number: Five
   Tax Parcel Number(s): 08-007-003-008J and 030; 08-008-000-040
   Request: Utility improvements

2) Request from **CenterPoint Integrated Solutions** to annex a 7.81± acres tract located on the north side of Browns Bridge Road, east of its intersection with Cherry Hill Drive (a/k/a **2602 Browns Bridge Road**) and to establish zoning as General Business (G-B).
   Ward Number: Four
   Tax Parcel Number(s): 08-015-009-021 (Part)
   Request: CarMax Auto Superstore

3) Request from **Frank Norton, Jr.** to annex a 2.16± acres tract located on the northeast side of Quarry Street and north side of Highland Street near its intersection (a/k/a **39, 44, 48 and 49 Quarry Street; 4 Highland Street**) and to establish zoning as Planned Unit Development (P-U-D).
   Ward Number: Two
   Tax Parcel Number(s): 00-063-009-001, 002, 003, 004 and 012
   Request: Existing and new homes totaling 19 units

4) Request from **Frank Norton, Jr.** to amend the existing Planned Unit Development (P-U-D) zoning on a 14.43± acres tract located east of Lakeview Drive and north of Highland Street, having road frontage on the northwest side of Spring Street (a/k/a **0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE).**
   Ward Number: Two
   Tax Parcel Number(s): 00-082-003-002
   Request: 30 residential cottage and townhomes

Additional information is available from the Community and Economic Development Department, Planning Division, by calling 770-531-6570.

NOTE: In accordance with Georgia law, anyone who wishes to express opposition to the proposed zoning action, and has made, within two years immediately preceding the filing of the proposed zoning action, campaign contributions aggregating $250 or more to a local government official who will consider the application, shall file a disclosure of contribution(s) with the Planning Division at least five (5) days prior to the first reading of the proposed zoning action by the City Council. (OCGA § 36-67A-3 3 {c})

**GAINESVILLE PLANNING and APPEALS BOARD**
**RECOMMENDATION**

**Applicant** ..... CenterPoint Integrated Solutions
**Location**..... 2602 Browns Bridge Road
**Request**..... Annex with G-B zoning
**Total Acres** ..... 7.81± acres
**Ward**..... Four
**Proposed Use**..... CarMax Auto Superstore
**Planning Division Staff Recommendation** ..... **Approval, with conditions**
**Planning & Appeals Board Recommendation**..... **Approval, with conditions**
**Date**..... September 8, 2020

---

- ***Applicant's Proposal and Background Information***

The applicant is proposing to annex the subject property to develop a CarMax Auto Superstore which sells pre-owned vehicles. The zoning of the property is Agricultural Residential-III (AR-III) within unincorporated Hall County and the city limits boundary is located to the east and west. The property is located within the Gateway Corridor Overlay Zone and contains an older home and various out buildings that will be demolished.

The proposal includes a 7,590 square foot dealership building, a detached 936 square foot carwash facility with associated parking for customers, employees and inventory. An above ground fuel storage tank will be located within the secured sales staging area to fuel inventory vehicles. A total of 400± parking spaces will be provided which will include the sales lot, services area and parking for customers and employees. Exterior finishes to the building include mostly painted split faced block material with accent EIFS material and standing seam metal roofs. Stormwater detention will be provided behind the building and the development intends to utilized City of Gainesville water and sewer service. Access is proposed from an existing shared driveway fronting Browns Bridge Road located at the western edge of the property. The hours of operation are Monday through Friday 7:30 a.m. to 6:00 p.m. and Saturday from 9:00 a.m. to 9:00 p.m.

- ***Adjacent Land Use and Zoning***

| Location | Use | Zoning |
|---|---|---|
| North | Undeveloped land | Agricultural Residential-III (AR-III) County<br>Residential-I (R-I) City |
| South | Residential Homes | Residential-I (R-I) County |
| East | Undeveloped Land | Residential-I-A (R-I-A) City |
| West | Catholic Church; Absolute Trailers; Pine straw and mulch lot | Planned Unit Development (P-U-D) City<br>General Business (G-B) City |

- ***Other Departmental Comments***

Coordination will be required with the Georgia Department of Transportation (GDOT). There were no departmental comments for this request.

- ***Zoning History***

*The following zoning actions have taken place in the immediate area during the last ten years:*

**2020 –** A request by Gainesville City Board of Education to rezone a 16.67± acres tract located at 1263 and 1279 McEver Road, SW from Residential-I (R-I) to Office and Institutional (O-I) was conditionally approved for a new middle school.

**2020 –** A request by Gainesville City Board of Education to annex a 5.931± acres tract located at 2550 and 2560 Gould Drive with Office and Institutional (O-I) zoning with a special use was conditionally approved for a new middle school and existing single-family home.

**2020 –** A request by Mauricio Ortega to annex a 0.51± acre tract located at 23 Cherrywood Drive with Residential-I (R-I) zoning was approved for sewer for a single-family home.

**2018 –** A request by Tyler Land Holdings to amend a 2.98± acres tract located at 1209 and 1229 Hillside Gardens Lane zoned Planned Unit Development (P-U-D) was conditionally approved for a boat sales dealership.

**2017 –** A request by Pro Building Systems to annex a 0.516± acre tract located at 2431 S Smith Road was approved with conditional General Business (G-B) zoning for an auto collision center.

**2017 –** A request by Manor Lake Development, LLC for a special use on a 9.24± acres tract located at 2900 McEver Road was approved with conditional Office and Institutional (O-I) zoning for an assisted living facility.

**2015 –** A request by the Roman Catholic Archdiocese of Atlanta to amend a 14.233± acres tract located at 2436 S Smith Road zoned Planned Unit Development (P-U-D) was conditionally approved for a church.

**2015 –** A request by the Roman Catholic Archdiocese of Atlanta to amend and rezone a 4.899± acres tract located at 0 S Smith Road from Residential-I (R-I) to Planned Unit Development (P-U-D) was conditionally approved for a church.

**2013 –** A request by Foote & Miller Properties, LLC to annex a 2.72± acres tract located at 2420 Browns Bridge Road was approved with General Business (G-B) zoning for sewer for an existing auto dealership.

**2012 –** A request by Rescate 2000, Inc. for a special use on an 8.19± acres tract located at 2920 Florence Drive was approved with conditional Office and Institutional (O-I) zoning for a daycare center.

**2010 –** A request by Jose Delagarza to annex a 0.33± acre tract located at 3 Cherry Circle was approved with conditional Residential-I (R-I) zoning for sewer for an existing single-family residence.

***Staff Analysis***

**(1) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?**

The proposed use appears to be suitable. The subject property is located along an established commercial corridor consisting of a mixture of commercial and residential uses. Many of the commercial uses fronting Browns Bridge Road include auto sales, service and repair businesses. Adjacent and nearby properties are zoned General Business (G-B), Planned Unit Development (P-U-D) and Residential-I-A (R-I-A) in the City and Highway Business (H-B), Residential-I (R-I) and Agricultural Residential-III (AR-III) within the County.

**(2) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?**

The adjacent and nearby property should not be adversely affected as the proposed use will function in the same manner as many of the nearby commercial auto-related uses. The property contains an older single-family home which generated no measurable traffic. The proposed CarMax Auto Superstore will increase traffic and turning movements to the site. However, an existing shared driveway and dedicated right tun lane is in place which will eliminate the need for another curb cut.

**(3) Is the proposed use compatible with the purpose and intent of the Comprehensive Plan?**

It is staff's opinion that the proposal is consistent with the Comprehensive Plan. The Gainesville 2030 Future Development Map places the front half of the subject property within the *Retail/Commercial* land use category and the rear half of the property within the *Mixed-Use General* land use category. The *Retail/Commercial* land use category includes commercial service activities such as grocery stores, banks, restaurants, theatres, hotels, and automotive related businesses. The *Mixed-Use General* land use category includes areas containing or planned for a mixture of land uses including office, neighborhood retail, and residential.

According to the Character Area map for the City of Gainesville, the subject property is located both within the *Suburban Residential* Character Area and within the *Browns Bridge Corridor* Character Area. The *Suburban Residential* Character Area includes low-density residential, medium-density residential, multi-family residential, public / institutional, commercial, and parks / recreation / conservation and mixed-use. The *Browns Bridge Corridor* Character Area includes medium-density residential, multi-family residential, mixed-use, commercial, light industrial, and parks / recreation / conservation uses.

**(4) Are there substantial reasons why the property cannot or should not be used as currently zoned?**

The property is zoned for agricultural and residential purposes and could continue to be used as such. Given the development pattern of properties fronting Browns Bridge Road, developing the property for residential purposes seems unlikely.

**(5) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?**

Public facilities and services are adequate. The Gainesville Fire and Police Departments currently respond to the property. Gainesville Fire Station #4 is located off of Memorial Park Drive and is 1.25± miles from the proposed access. The proposal is non-residential and will have no impact to the City school system.

**(6) Is the proposed use supported by new or changing conditions not anticipated by the Comprehensive Plan or reflected in the existing zoning on the property or surrounding properties?**

It is staff's opinion the proposed use is consistent with the Comprehensive Plan. The majority of the property is located along a segment of Browns Bridge Road which consists of non-residential uses including numerous auto-related uses. It is expected non-residential growth will continue in this area.

**(7) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?**

Given the subject property's proximity to/within the city limits and surrounding mixture of uses, the proposal, with the zoning conditions recommended by staff, appears to reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare, and the right to unrestricted use of property.

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- ***Staff Recommendation***

The Planning Division staff is recommending **conditional approval** of this annexation request with a zoning of **General Business (G-B)** based on the Comprehensive Plan and the adjacent and nearby mixture of uses.

**Conditions**

1. **The proposed buildings shall meet the exterior building material requirements of the Gateway Corridor Overlay Zone.**
2. **An electronic message board sign shall not be permitted for the subject property.**
3. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County and the Georgia Department of Transportation (GDOT). The approval of said design shall be required prior to issuance of a building permit. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the owner/developer.**

---

**Excerpts from the September 8, 2020 PAB Meeting Minutes**

**Applicant Presentation: Brad Lauth**, 355 Union Boulevard Suite 301, Lakewood CO, stated he is the project manager with CenterPoint Integrated Solutions. Also in attendance was the development team, a representative from CarMax, attorney and civil engineer. He also said they are available to answer any questions on the request. He wanted to clarify the operating hours in the staff report and are for general operating purposes. He stated the operating hours appear to be for service and not for sales. He said sales hours are Monday through Friday 10 am to 9 pm, Saturday 9 am to 9 pm and Sunday 12 pm to 7 pm. He stated these hours are subject to the business model of CarMax and things may change in the future and may not always be the operating hours.

**FAVOR:** None

**OPPOSE:** None

**Planning and Appeals Board Comments:** Chairman Carter asked Mr. Tate if the Board needed to address the change of hours mentioned by Mr. Lauth. Mr. Tate stated there was no need since it is not a condition of zoning and he was aware the hours might change.

**There was a motion to recommend conditional approval of the annexation request with a zoning of General Business (G-B) with the following conditions:**

**Conditions**

1. **The proposed buildings shall meet the exterior building material requirements of the Gateway Corridor Overlay Zone.**
2. **An electronic message board sign shall not be permitted for the subject property.**
3. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County and the Georgia Department of Transportation (GDOT). The approval of said design shall be required prior to issuance of a building permit. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the owner/developer.**

Motion made by Board Member White
Motion seconded by Board Member Simmons
**Vote – 6 favor, 1 absent (Thompson)**

**Passed:** _____

**AN ORDINANCE**

**No. 2020-33**

**AN ORDINANCE ANNEXING A 7.81± ACRES TRACT LOCATED ON THE NORTH SIDE OF BROWNS BRIDGE ROAD, EAST OF ITS INTERSECTION WITH CHERRY HILL DRIVE (A/K/A 2602 BROWNS BRIDGE ROAD); ADJACENT TO BUT NOT NOW WITHIN THE CORPORATE LIMITS OF THE CITY OF GAINESVILLE, GEORGIA; REPEALING CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**(Amendment to City Limit Boundary)**

**WHEREAS**, a 7.81± acres tract located on the north side of Browns Bridge Road, east of its intersection with Cherry Hill Drive (a/k/a **2602 Browns Bridge Road**), lies within the unincorporated lands of Hall County and adjoins the existing corporate limits of the City of Gainesville; and

**WHEREAS**, the hereinafter described lands be incorporated and annexed into the City of Gainesville.

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, AS FOLLOWS:**

**SECTION I.**

That from and after the passage of this Ordinance the following described lands are and shall be annexed into the existing corporate limits of the City of Gainesville, Georgia, so that said lands shall constitute a part of the land within the corporate limits of the City of Gainesville, Georgia, as fully and completely as if the limits had been so defined by the General Assembly of Georgia.

**Legal Description**

Being all that tract or parcel of land lying and being in Land Lots 6 & 15, 8th District, Hall County, Georgia, totaling 7.81± acres and being more particularly described as follows:

To find the Pont of Beginning, commence at a ½ inch rebar found at the intersection of the southeast line of aforesaid Land Lot 15 and the Northeasterly Right-of-Way Line of Browns Bridge Road, also known as Georgia State Route 369, (a variable width right of way) as per GDOT Right-of-Way Plans – Project No. F-012-1(41), and subsequent deeds; thence, leaving said point and running with the said line of Browns Bridge Road, North 63° 28' 38" West, 318.16 feet to a ½ inch rebar found; thence, North 42° 18' 17" East, 5.66 feet to the True Point of Beginning of the herein described tract or parcel of land; thence, leaving the said Point of Beginning and continuing with the said line of Browns Bridge Road. North 55° 30' 05" West, 97.58 feet to a ½ inch rebar found; thence, North 63° 43' 53" West, 225.90 feet; thence, leaving the aforesaid line of Browns Bridge Road and running adjacent to the property now or formerly owned by Robert P. Watson, Sr., as described in a deed recorded among the Land Records of

Hall County, Georgia in Deed Book 6629, Page 586 North 26° 23' 08" East, 371.31 feet to a ½ inch rebar found; thence, running adjacent to the property now or formerly owned by AOA Properties Holding, Inc., as described in a deed recorded among the aforesaid Land Records in Deed Book 7593, Page 98 North 26° 25' 32" East, 420.38 feet to a ½ inch capped rebar found (Patton PLS 2647); thence, running adjacent to the property now or formerly owned by America's Home Place, Inc., as described in a deed recorded among the aforesaid Land Records in Deed Book 7422, Page 53 South 63° 43' 53" East, 552.13 feet to a ½ inch capped rebar found (Patton PLS 2647); thence, running adjacent to the property now or formerly owned by Adventures Real Estate, LLC, as described in a deed recorded among the aforesaid Land Records in Deed Book 7503, Page 85 South 42° 18' 17" West, 838.28 feet to the Point of Beginning, containing 348,555 square feet or 8.0017 acres of land, more or less.

**LESS AND EXCEPT**

A strip or parcel of land lying northwesterly of the entirety of Line 6 above and being ten (10) feet wide, adjacent, contiguous and parallel thereto said Line 6, containing 8,375 square feet or 0.1923 of an acre of land more or less.

Property is subject to all easements and rights of way recorded and unrecorded.

**SECTION II.**

The Community and Economic Development Department of the City of Gainesville is directed to make and file with the Department of Community Affairs of the State of Georgia a certified copy of this Ordinance together with a plat describing lands annexed to the City of Gainesville by this Ordinance.

**SECTION III.**

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**SECTION IV.**

If any portion of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

**SECTION V.**

The effective date of this Ordinance shall be the first day of the month following approval by the governing body of the City of Gainesville, Georgia.

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this ordinance was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

**Denise O. Jordan, City Clerk**

**Passed:** _____

**AN ORDINANCE**

**No. 2020-34**

**AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF GAINESVILLE, GEORGIA BY ESTABLISHING THE ZONING ON A 7.81± ACRES TRACT LOCATED ON THE NORTH SIDE OF BROWNS BRIDGE ROAD, EAST OF ITS INTERSECTION WITH CHERRY HILL DRIVE (A/K/A 2602 BROWNS BRIDGE ROAD) AT THE TIME OF ANNEXATION AS GENERAL BUSINESS, WITH CONDITIONS (G-B-c); REPEALING CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**(Amendment to Zoning Map)**

**BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, AS FOLLOWS:**

**SECTION I.**

That from and after the passage of this Ordinance the following described lands shall be zoned and so designated on the Zoning Map of the City of Gainesville as **General Business, with conditions (G-B-c).**

**Conditions**

1. **The proposed buildings shall meet the exterior building material requirements of the Gateway Corridor Overlay Zone.**
2. **An electronic message board sign shall not be permitted for the subject property.**
3. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County and the Georgia Department of Transportation (GDOT). The approval of said design shall be required prior to issuance of a building permit. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the owner/developer.**

**Legal Description**

Being all that tract or parcel of land lying and being in Land Lots 6 & 15, 8th District, Hall County, Georgia, totaling 7.81± acres and being more particularly described as follows:

To find the Pont of Beginning, commence at a ½ inch rebar found at the intersection of the southeast line of aforesaid Land Lot 15 and the Northeasterly Right-of-Way Line of Browns Bridge Road, also known as Georgia State Route 369, (a variable width right of way) as per GDOT Right-of-Way Plans – Project No. F-012-1(41), and subsequent deeds; thence, leaving said point and running with the said line of Browns Bridge Road, North 63° 28' 38" West, 318.16 feet to a ½ inch rebar found; thence, North 42° 18' 17" East, 5.66 feet to the True Point of Beginning of the herein described tract or parcel of land; thence, leaving the said Point of

Beginning and continuing with the said line of Browns Bridge Road. North 55° 30' 05" West, 97.58 feet to a ½ inch rebar found; thence, North 63° 43' 53" West, 225.90 feet; thence, leaving the aforesaid line of Browns Bridge Road and running adjacent to the property now or formerly owned by Robert P. Watson, Sr., as described in a deed recorded among the Land Records of Hall County, Georgia in Deed Book 6629, Page 586 North 26° 23' 08" East, 371.31 feet to a ½ inch rebar found; thence, running adjacent to the property now or formerly owned by AOA Properties Holding, Inc., as described in a deed recorded among the aforesaid Land Records in Deed Book 7593, Page 98 North 26° 25' 32" East, 420.38 feet to a ½ inch capped rebar found (Patton PLS 2647); thence, running adjacent to the property now or formerly owned by America's Home Place, Inc., as described in a deed recorded among the aforesaid Land Records in Deed Book 7422, Page 53 South 63° 43' 53" East, 552.13 feet to a ½ inch capped rebar found (Patton PLS 2647); thence, running adjacent to the property now or formerly owned by Adventures Real Estate, LLC, as described in a deed recorded among the aforesaid Land Records in Deed Book 7503, Page 85 South 42° 18' 17" West, 838.28 feet to the Point of Beginning, containing 348,555 square feet or 8.0017 acres of land, more or less.

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A strip or parcel of land lying northwesterly of the entirety of Line 6 above and being ten (10) feet wide, adjacent, contiguous and parallel thereto said Line 6, containing 8,375 square feet or 0.1923 of an acre of land more or less.

Property is subject to all easements and rights of way recorded and unrecorded.

**SECTION II.**

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**SECTION III.**

If any portion of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

**SECTION IV.**

This Ordinance is enacted as an amendment to the Code of the City of Gainesville, Georgia, and is to be codified as a part of Section 9-1-1-5.

**SECTION V.**

The effective date of this Ordinance shall be the first day of the month following approval by the governing body of the City of Gainesville, Georgia.

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this ordinance was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

**Denise O. Jordan, City Clerk**

**Applicant:** **CENTERPOINT INTEGRATED SOLUTIONS**

## ANNEXATION REQUEST

**Request:**
Annex 7.81+/- acres and establish zoning as General Business (G-B) for CarMax Auto Superstore

| **Subject Property Address:** | **Tax Parcel:** |
|---|---|
| 2602 Browns Bridge Road | 08-015-009-021 (Part) |

**Meeting Date:** 09/08/2020 **Map Prepared:** 08/04/2020

Subject Property

N

0 100 200 300 400 Feet

1 " = 181 '

CITY OF GAINESVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT

**Applicant:** **CENTERPOINT INTEGRATED SOLUTIONS**

# ANNEXATION REQUEST

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Annex 7.81+/- acres and establish zoning as General Business (G-B) for CarMax Auto Superstore

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|---|---|
| 2602 Browns Bridge Road | 08-015-009-021 (Part) |

**Meeting Date:** 09/08/2020 **Map Prepared:** 08/04/2020

Subject Property

Aerial from 2018

N

0 100 200 300 400 Feet

1 " = 181 '

CITY OF GAINESVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT

CENTERPOINT
INTEGRATED SOLUTIONS
Project Management | Civil Design | Real Estate Development

355 Union Boulevard, Suite 301
Lakewood, CO 80228
T 303.679.6978
CenterPoint-is.com

**Subject: CarMax Auto Superstore – Gainesville, GA Project Narrative**

The purpose of this letter is to outline the development and operation of the proposed CarMax Auto Superstore to be constructed in the City of Gainesville. CarMax is requesting a rezone from the existing AR-III zoning district to the General Business (GB) zoning district to allow for used auto sales. CarMax is also requesting that the property to be annexed into the City of Gainesville from Hall County.

CarMax, the nation's largest retailer of used cars, revolutionized the automotive retail industry by driving integrity, honesty, and transparency in every interaction. CarMax continues to innovate and is currently rolling out an omni-channel experience, providing customers the option to complete transactions entirely from home, in store, or in a seamless combination of both. CarMax has more than 200 stores nationwide, and during the latest fiscal year sold more than 830,000 used cars and 460,000 wholesale vehicles at its in-store auctions. With more than 25,000 associates, CarMax is proud to have been recognized for 16 consecutive years as one of the Fortune 100 Best Companies to Work For.

Proposed Development:

The proposed development will consist of a 7,590 sf CarMax pre-owned automobile dealership consisting of a sales and service building with a presentation lane, a detached 936 SF private carwash facility, associated access drive lanes, parking areas, security features, and landscaped areas. The property is located at 2602 Browns Bridge Road in Gainesville, GA and consists of an approximate 8-acre parcel. CarMax will pursue all necessary approvals through the City of Gainesville for this project.

Site Layout

The site will be broken up into three distinct parking areas. The sales display area will be in front of the building on Browns Bridge Road, the customer and employee parking lot will be in the rear of the site to the West, and the sales staging area will be the rear of the site to the East. The sales staging area will be surrounded by a six-foot high masonry wall for screening and security purposes. The sales and service building with attached presentation lanes will be located at the center of the site with customer access from the customer parking lot on the East side of the building. There will be two embassy-style security gates; one leading into the sales display area, and one behind the presentation lanes into the sales staging area.

Access to the site will be through the one main shared entrance on Browns Bridge Road that leads back to the customer and employee parking lot. The side entrance on this private road will be the access into and out of the sales display area for test drives only. The car carriers that deliver vehicles to the site will also use the main entrance and will have designated unloading spaces at the rear of the site.

The following information outlines the proposed operations based on similarly operating CarMax facilities.

Hours of Operation

Store management will set operating hours closer to the opening date; however, the showroom (sales) areas are typically open to the public Monday through Saturday from 9:00 a.m. to 9:00 p.m. with limited hours on Sundays, if permitted by local law. The retail service areas are typically open to the public

Monday through Friday from 7:30 a.m. to 6:00 p.m. Associates will be present at the store several hours before and after the public operating hours.

Deliveries

Deliveries of vehicles, parts and supplies will be made on-site, and will typically require the presence of an associate to receive the delivery. Vehicle carriers will enter the site through the main access to load and unload vehicles in the designated area in the back of the site. Unloaded vehicles will be driven by associates from the unloading area into the sales staging area to await preparation for resale.

Sales & Marketing

CarMax operates differently from traditional car dealerships in that it physically separates its sales display area from its customer and employee parking. This is both for loss prevention control as well as operational efficiency and safety. The sales display area will be separated from the general public by means of a standard highway guardrail, gates and fencing. Ornamental black aluminum fencing will be used to separate the customer and employee parking lot from the sales display area.

Vehicular access to the sales display area will be controlled by embassy-style security gates through the use of a secured key-card. Only associates will be permitted to drive cars within the sales display area. Emergency access will be provided within the sales staging and sales display areas as required by the local fire department.

CarMax's business model is to promote a high-end retail experience, and a welcoming environment to their customers and associates. As such, CarMax does not use outdoor loudspeakers as associates carry pagers and/or cell phones for communications. In addition, CarMax does not use flags, balloons, inflatables, placards in open car hoods, painted window lettering or the like in its marketing.

Service Operations

CarMax currently offers limited retail vehicle service (routine maintenance, tires, diagnostic, and mileage services, etc.) and provides repairs of vehicles covered by their extended service plans. All service work will be performed inside fully conditioned buildings equipped with rollup doors, providing the associates with a great work environment and eliminating the need to conduct operations with open bay doors.

Retail service vehicles, and vehicles awaiting disposition off-site are stored in the secured non-public sales staging area on a temporary basis. As a visual screen and to provide security for these vehicles, the sales staging area is surrounded by a six-foot-high masonry wall. Vehicular access to that area will be strictly controlled through the use of embassy-style security gates. Because the staging of vehicles within this area will be changing on a daily basis, parking spaces will not be designated on the plan.

An above ground fuel storage tank with a non-public fuel pump is proposed for this site. The tank and fuel pump will be located within the secured sales staging area to fuel inventory vehicles as needed.

Site Lighting & Security

CarMax will use LED lighting fixtures mounted on 26-foot tall light poles for visibility and security. Fixtures will be full cut off and downcast to reduce light spill onto adjacent properties. Exterior lighting will be reduced after operating hours.

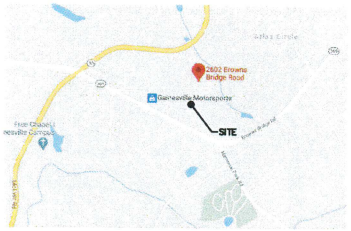
CarMax will not use on-site security guards, but instead will use interior and exterior security cameras that are monitored by associates at the Home Office for safety and inventory protection.

In summary, CarMax looks forward to partnering with the City of Gainesville and its residents in constructing and operating a successful new store.

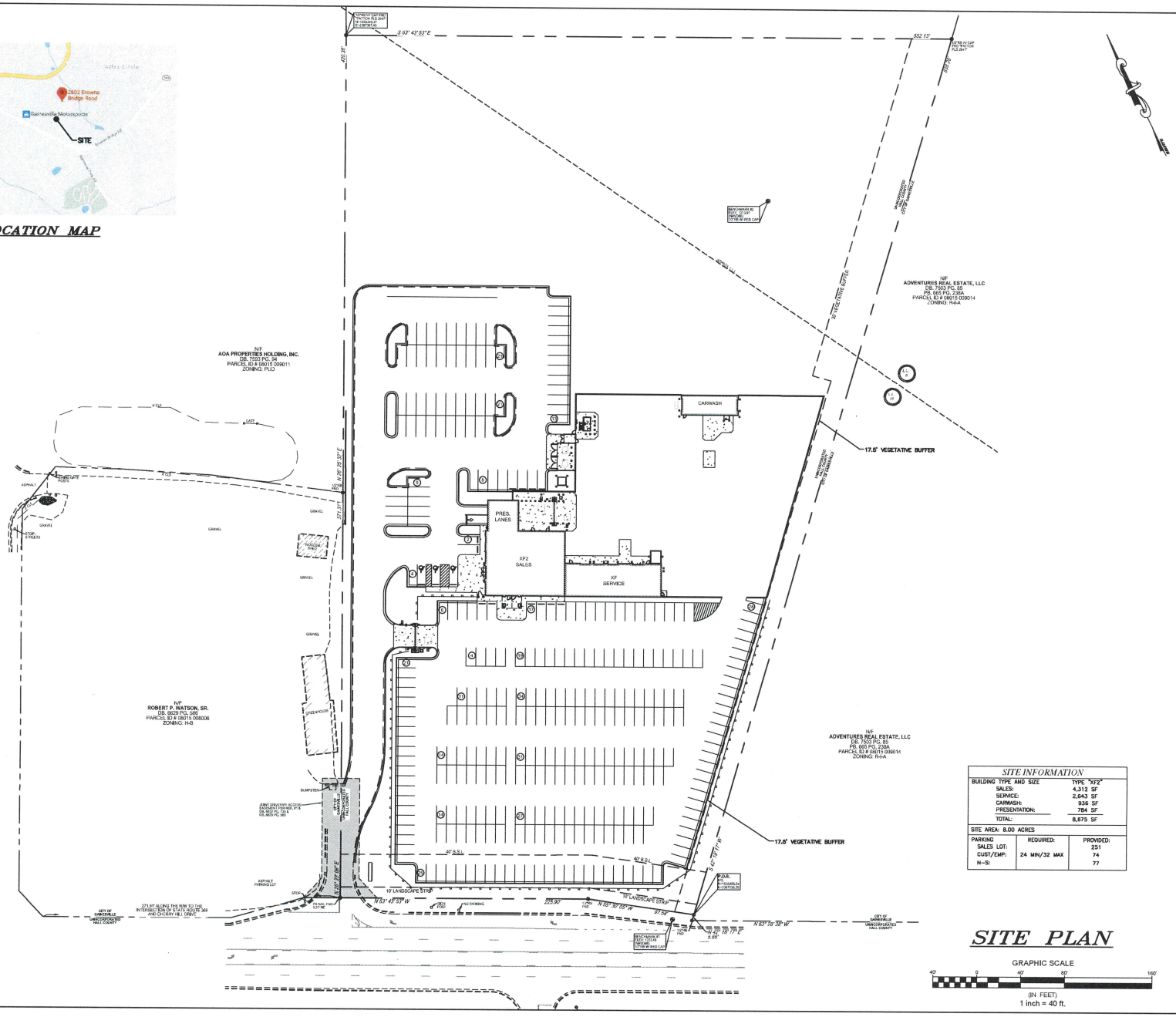
If you have any questions, or need additional information, please feel free to give me a call at (720) 735-0442.

Thank you,

Brad Lauth
Development Manager




**LOCATION MAP**




| SITE INFORMATION | | |
|---|---|---|
| BUILDING TYPE AND SIZE | | TYPE "XF2" |
| SALES: | | 4,312 SF |
| SERVICE: | | 2,643 SF |
| CARWASH: | | 936 SF |
| PRESENTATION: | | 784 SF |
| TOTAL: | | 8,675 SF |
| SITE AREA: 8.00 ACRES | | |
| PARKING | REQUIRED: | PROVIDED: |
| SALES LOT: | | 251 |
| CUST/EMP: | 24 MIN/32 MAX | 74 |
| N-S: | | 77 |

**SITE PLAN**

GRAPHIC SCALE

40' 0 40' 80' 160'

(IN FEET)
1 inch = 40 ft.

HGA
HAINES GIPSON & ASSOCIATES
Civil • Structural • Bridge

PERMIT SET

XF2

NOT RELEASED FOR CONSTRUCTION

LATEST DAIPC

DRAWN BY: JCM

CHECKED BY: RCL

REVISIONS

| REV # | DATE | DESCRIPTION | BY |
|---|---|---|---|
| | | | |

CARmax
THE AUTO SUPERSTORE
CARMAX THE AUTO SUPERSTORE, WEST COAST INC.
12800 WILLOW CENTRE DRIVE, SHAWNEE MISSION, KS 66213
(816) 74-CMAX

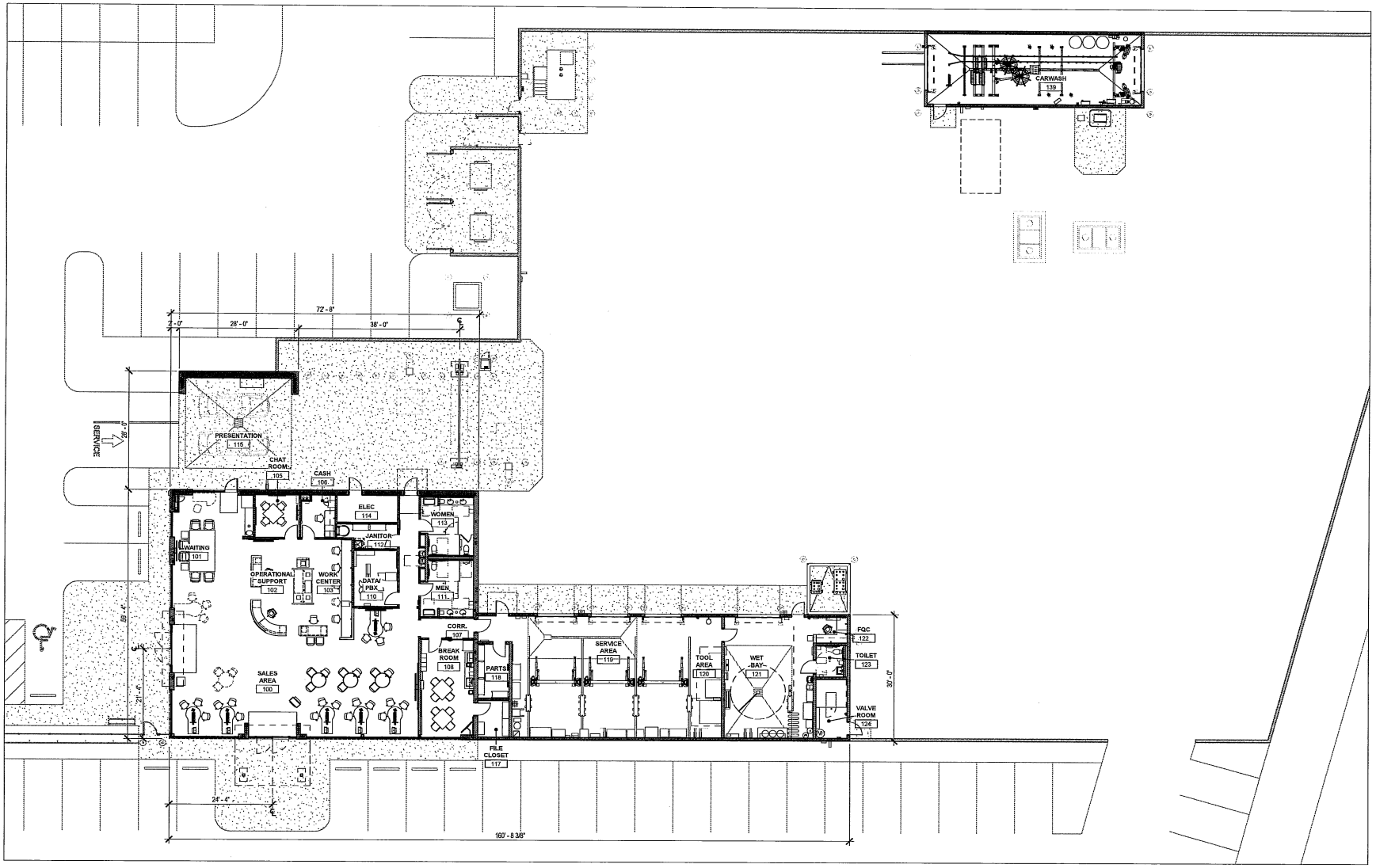
STORE NO. 6178
2602 BROWNS BRIDGE RD
GAINESVILLE, GA

PROJECT NO

DATE 07/24/20

SHEET TITLE SITE PLAN

SHEET NO C1.0




1 A 2.0 SALES & SERVICE PLAN
3/32" = 1'-0"

0 4 8 16 32

PIEPER O'BRIEN HERR ARCHITECTS

CARmax
THE AUTO SUPERSTORE
CARMAX AUTO SUPERSTORES, INC., A VIRGINIA CORPORATION
12800 TUCKAHOE CREEK PKWY, RICHMOND, VA 23238 (804) 747-0422

ENTITLEMENT
NOT RELEASED FOR CONSTRUCTION

**GAINESVILLE (HALL), GA**

20-20029.00

STORE NO. 6178 - 2602 BROWNS BRIDGE ROAD

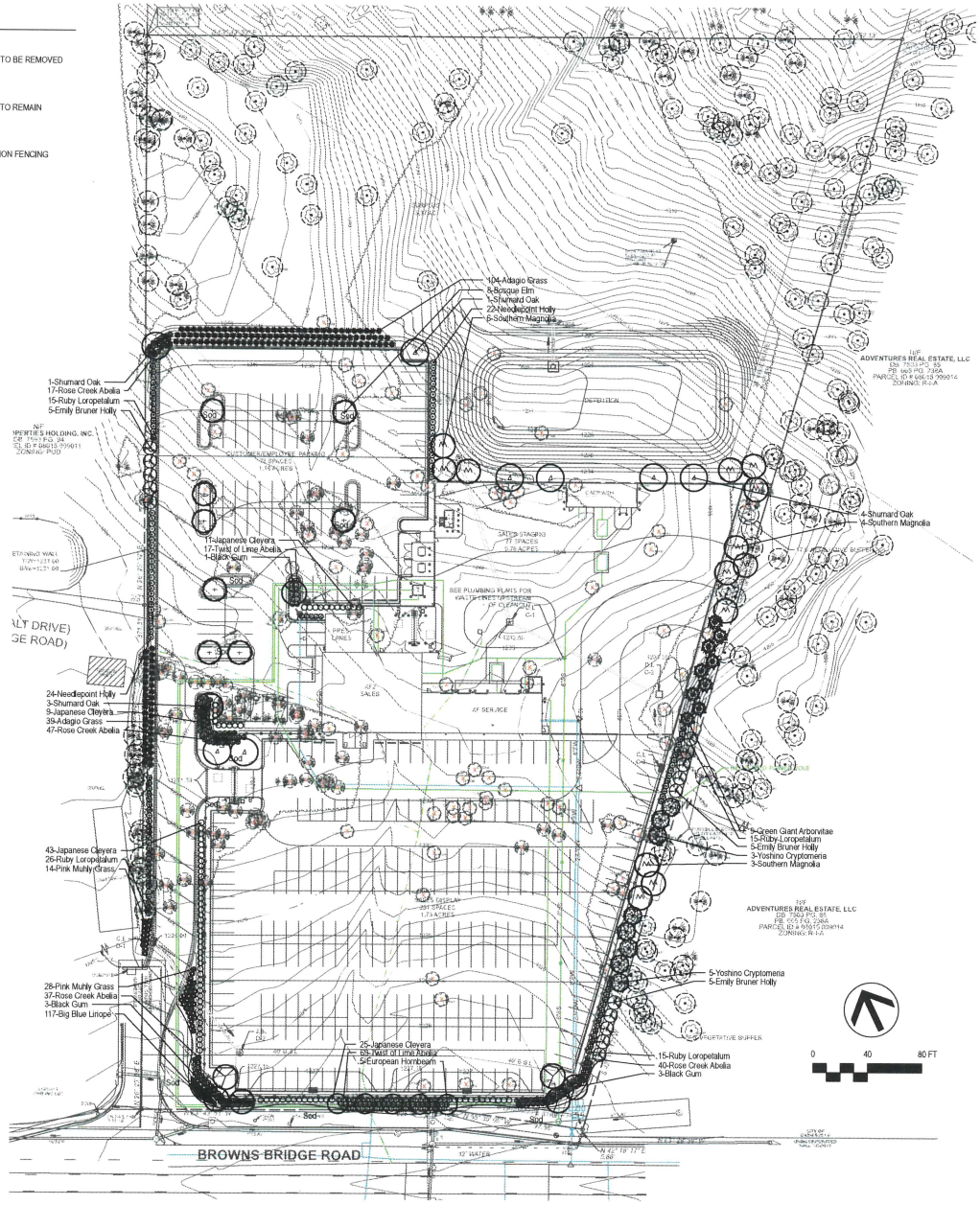
CONCEPTUAL FLOOR PLANS

SP-04

**A 2.0**
08 JUL 2020

## LEGEND

- EXISTING TREE TO BE REMOVED
- EXISTING TREE TO REMAIN
- TREE PROTECTION FENCING




## GENERAL LANDSCAPE NOTES

1. Landscape Contractor to read and understand the Landscape Details and Specifications (sheet L-101) prior to finalizing bids. The Landscape Specifications shall be adhered to throughout the construction process.
2. Contractor is responsible for locating and protecting all underground utilities prior to digging.
3. Contractor is responsible for protecting existing trees from damage during construction.
4. Contractor is responsible for understanding and adhearing to all constraints and limits of the site ie: Code requirements as stated on the landscape plan, minimum plant sizes in the plant list, property boundaries, limits of disturbance, easements and buffers.
5. All tree protection devices to be installed prior to the start of land disturbance, and maintained until final landscaping.
6. All tree protection areas to be protected from sedimentation.
7. All tree protection fencing to be inspected daily, and repaired or replaced as needed.
8. No parking, storage or other construction activities are to occur within tree protection areas.
9. All planting areas shall be cleaned of construction debris (ie. concrete, rock, rubble, building materials, etc) prior to adding and spreading of the topsoil.
10. Minimum 4" depth of topsoil shall be added to all planting and sodded areas. Graded areas shall be held down the appropriate elevation to account for topsoil depth. See Landscape Specifications for required topsoil characteristics.
11. Remove debris from all parking lot islands, fracture/loosen subgrade to a min. 24" depth and add topsoil to a 6"-8" bermed height above island curbing; refer to sheet L-101 for landscape specifications and landscape island detail.
12. Prior to beginning work, the Landscape Contractor shall inspect the subgrade, general site conditions, verify elevations, utility locations, irrigation, approve topsoil provided by the General Contractor and observe the site conditions under which the work is to be done. Notify the General Contractor of any unsatisfactory conditions; work shall not proceed until such conditions have been corrected and are acceptable to the Landscape Contractor.
13. Any deviations from the approved set of plans are to be approved by the Landscape Architect.
14. Landscaping shall be installed in conformance with ANSI Z60.1 the "American Standard for Nursery Stock" and the accepted standards of the American Association of Nurserymen.
15. Existing grass in proposed planting areas shall be killed and removed. Hand rake to remove all rocks and debris larger than 1 inch in diameter, prior to adding topsoil and planting shrubs.
16. Sod to be delivered fresh (Cut less than 24 hours prior to arriving on site), laid immediately, rolled, and watered thoroughly immediately after planting. Edge of sod at planting beds are to be "V" trenched; see Landscape Details.
17. Any existing grass disturbed during construction to be fully removed, regraded and replaced. All tire marks and indentions to be repaired.
18. Soil to be tested to determine fertilizer and lime requirements prior to laying sod.
19. Annual and perennial beds: add min. 4 inch layer of organic material and till to a min. depth of 12 inches. Mulch annual and perennial beds with 3 inch depth of mini nuggets.
20. All shrubs beds (existing and new) to be mulched with a min. 3 inch layer of mulch (double shredded hardwood mulch).
21. Planting holes to be dug a minimum of twice the width of the root ball, for both shrubs and trees. Set plant material 2-3" above finish grade. Backfill planting pit with planting mix as specified in the Landscape Specifications.
22. Water thoroughly twice in first 24 hours and apply mulch immediately.
23. The Landscape Contractor shall guarantee all plants installed for one full year from date of acceptance by the owner. All plants shall be alive and at a vigorous rate of growth at the end of the guarantee period. The Landscape Contractor shall not be responsible for acts of God or vandalism, See Landscape Specifications for Warranty requirements/expectations.
24. Any plant that is determined dead, in an unhealthy, unsightly condition, lost its shape due to dead branches, or other symptoms of poor, non-vigorous growth, shall be replaced by the Landscape Contractor. See Landscape Specifications for warranty requirements/expectations.
25. Stake all evergreen and deciduous trees as shown in the planting detail and as per the Landscape Specifications.
26. Remove stakes and guying from all trees after one year from planting.

## PLANT LIST

| Qty | Botanical Name | Common Name | Scheduled Size | Remarks |
|---|---|---|---|---|
| | **Trees** | | | |
| 5 | Carpinus betulus 'Columaris' | European Hornbeam | 2" Cal. | B & B; single straight leader |
| 8 | Cryptomeria japonica 'Yoshino' | Yoshino Cryptomeria | 7'-8' Hgt. x 4' Spr. | Full to Ground |
| 15 | Ilex x Emily Bruner | Emily Bruner Holly | 7'-8' Hgt. x 4' Spr. | B & B; single straight leader |
| 13 | Magnolia grandiflora | Southern Magnolia | 2" Cal. | Full to ground |
| 7 | Nyssa sylvatica | Black Gum | 3" Cal; 10' Hgt. | B & B; single straight leader |
| 9 | Quercus shumardii | Shumard Oak | 3" Cal; 10' Hgt. | B & B; single straight leader |
| 9 | Thuja x plicata 'Green Giant' | Green Giant Arborvitae | 7'-8' Hgt. x 4' Spr. | |
| 8 | Ulmus parvifolia 'Bosque' | Bosque Elm | 2" Cal; 10' Hgt. | B & B |
| | **Shrubs** | | | |
| 141 | Abelia x chinensis 'Rose Creek' | Rose Creek Abelia | 3 Gal. | |
| 86 | Abelia x grandiflora 'Hopley' | Twist of Lime Abelia | 3 Gal. | |
| 88 | Cleyera japonica | Japanese Cleyera | 3 Gal. | |
| 46 | Ilex cornuta 'Needlepoint' | Needlepoint Holly | 3 Gal. | |
| 71 | Loropetalum chinense 'Ruby' | Ruby Loropetalum | 3 Gal. | |
| 143 | Miscanthus sinensis 'Adagio' | Adagio Grass | 3 Gal. | |
| 42 | Muhlenbergia capillaris | Pink Muhly Grass | 3 Gal. | |
| | **Groundcovers** | | | |
| 117 | Liriope muscari 'Big Blue' | Big Blue Liriope | 1 Gal. | Plant 18" O.C. |
| | **Other** | | | |


manley LAND DESIGN
Landscape Architecture
770.442.8171 tel
770.442.1123 fax
Manley Land Design, Inc.
51 Old Canton Street
Alpharetta, Georgia 30009
manleylanddesign.com


PERMIT SET

XF2

**NOT RELEASED FOR CONSTRUCTION**

| | |
|---|---|
| LATEST DA/PC | |
| DRAWN BY | SLM |
| CHECKED BY | SLM |

REVISIONS

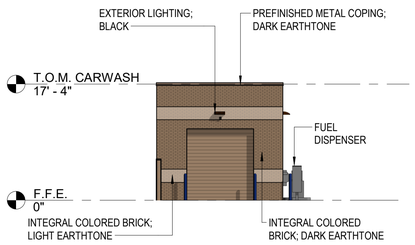
| REV # | DATE | DESCRIPTION | BY |
|---|---|---|---|
| | | | |

CARmax THE AUTO SUPERSTORE

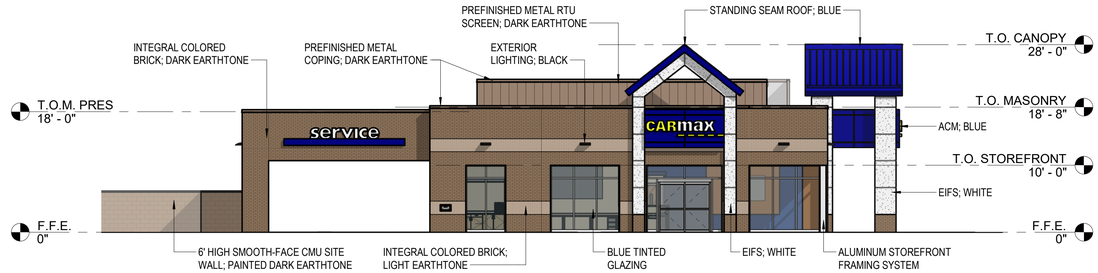
CARMAX THE AUTO SUPERSTORE WEST COAST INC.
12601 TUSTAGE CREEK PARKWAY, RICHMOND, VA 23238
804.747.0422

**STORE NO. 6178**
**2602 BROWNS BRIDGE RD**
**GAINESVILLE, GA**

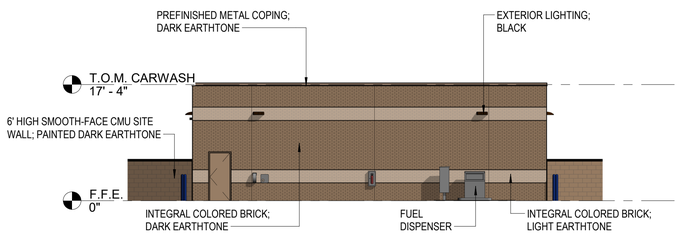
| | |
|---|---|
| PROJECT NO | |
| DATE | 07/27/20 |
| SHEET TITLE | PRELIMINARY LANDSCAPE PLAN |
| SHEET NO | L-100 |




5 A 3.0 NORTHWEST ELEVATION - CARWASH
3/32" = 1'-0"




1 A 3.0 NORTHWEST ELEVATION - SALES/SERVICE
3/32" = 1'-0"




6 A 3.0 SOUTHWEST ELEVATION - CARWASH
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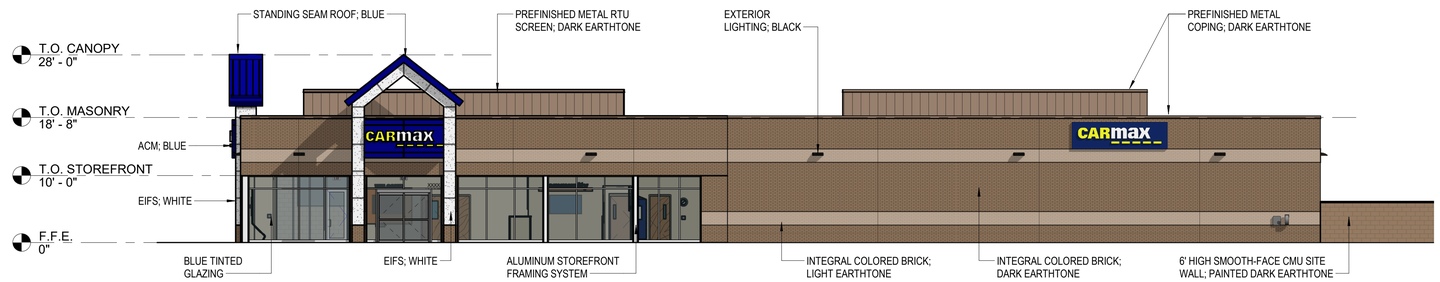


2 A 3.0 SOUTHWEST ELEVATION - SALES/SERVICE
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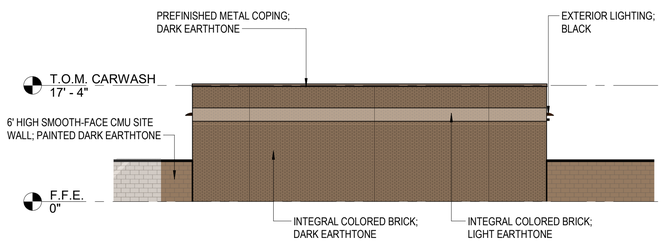


7 A 3.0 NORTHEAST ELEVATION - CARWASH
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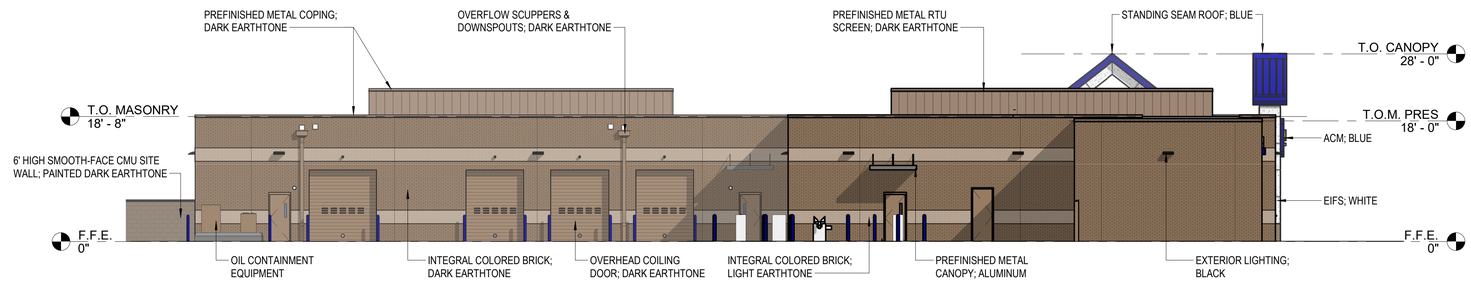


3 A 3.0 NORTHEAST ELEVATION - SALES/SERVICE
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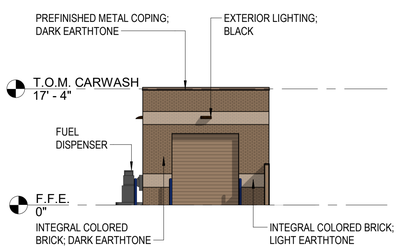
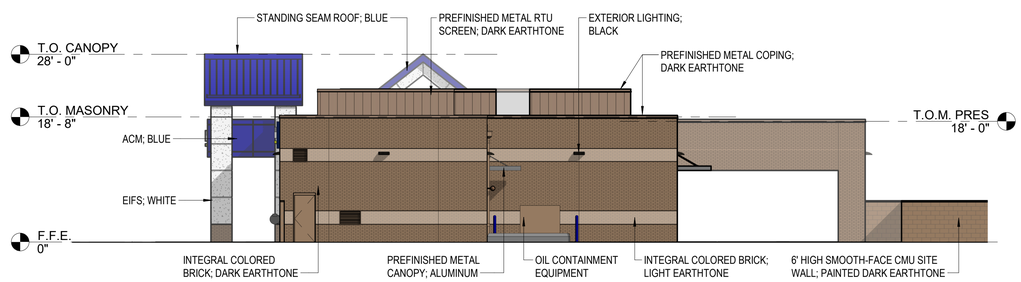



8 A 3.0 SOUTHEAST ELEVATION - CARWASH
3/32" = 1'-0"




4 A 3.0 SOUTHEAST ELEVATION - SALES/SERVICE
3/32" = 1'-0"

0 4 8 16 32

CARmax
THE AUTO SUPERSTORE
CARMAX AUTO SUPERSTORES, INC., A VIRGINIA CORPORATION
12800 TUCKAHOE CREEK PKWY. RICHMOND, VA 23238 (804) 747-0422

ENTITLEMENT

**NOT RELEASED FOR CONSTRUCTION**

# GAINESVILLE (HALL), GA

20-20029.00

STORE NO. 6178 - 2602 BROWNS BRIDGE ROAD

CONCEPTUAL ELEVATIONS

SP-04

PIEPER O'BRIEN HERR ARCHITECTS

THIS DRAWING IS THE PROPERTY OF PIEPER O'BRIEN HERR ARCHITECTS. TO AND IS NOT TO BE REPRODUCED IN WHOLE OR IN PART, OR TO BE USED FOR ANY PURPOSE OTHER THAN THE ABOVE NAMED PROJECT, WITHOUT THE WRITTEN AUTHORIZATION OF PIEPER O'BRIEN HERR ARCHITECTS.

NOT VALID UNLESS SIGNED AND SEALED

**A 3.0**
27 AUG 2020

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/15/2020

**Presenter**: Abb Hayes

**Item of Business**: Request from **Frank Norton, Jr.** to annex a 2.16± acres tract located on the northeast side of Quarry Street and north side of Highland Street near its intersection (a/k/a **39, 44, 48 and 49 Quarry Street; 4 Highland Street**) and to establish zoning as Planned Unit Development (P-U-D). **Ward Number: Two.** Tax Parcel Number(s): 00-063-009-001, 002, 003, 004 and 012. **Request: Existing and new homes totaling 19 units.**

- Proposed Annexation Ordinance 2020-35
- Proposed Zoning Ordinance 2020-36

**Meeting Date**: 10/6/2020

**Purpose of Request**:

To conduct a public hearing pertaining to the following annexation/zoning request as presented at the September 8, 2020 Planning and Appeals Board Meeting:

The applicant is proposing to annex five parcels with a zoning of Planned Unit Development (P-U-D) for 7 existing units consisting of 1 single-family home and 3 duplex homes. In addition, the applicant is proposing 12 additional homes consisting of a mix of 1, 2 and 3-bedroom cottages and townhomes for a total of 19 residential units. Some of the existing driveways will be improved or combined for a total of 3 curb cuts on Quarry Street and 1 on Highland Street. A total of 26 parking spaces will be provided. The proposal is intended to compliment the adjacent Liberty Lakeview development which is 14.43± acres in size. Other adjacent and nearby uses include single-family homes and duplex homes in the County within the New Holland Mill Village as well as the Gainesville Middle School and Frances Meadows Aquatic Center.

**History/Background**:

**Facts & Issues for Consideration**:

**Department Recommendation**:

Staff and PAB recommended approval with four conditions. See the PAB Recommendation report for details and excerpts from the meeting minutes.

SAMPLE MOTIONS

Approval of Ordinance 2020-35
I move to approve the ordinance to annex the subject property for existing and new homes totaling 19 units.

Approval of Ordinance 2020-36
I move to approve the ordinance to establish zoning as Planned Unit Development (P-U-D) for the subject property with four conditions.

Denial of the Request:
I move to deny the request.

**Department Director**:

Rusty Ligon

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
|---|---|
| Legal Ad | Legal Ad |
| PAB Recommendation Report | Report |
| Proposed Annexation Ordinance 2020-35 | Ordinance |
| Proposed Zoning Ordinance 2020-36 | Ordinance |
| Location Maps | Backup Material |
| Location Map Overall | Backup Material |
| Narrative | Backup Material |
| Survey | Backup Material |
| Overall Site Plan | Backup Material |
| COG Annexation Plan | Backup Material |
| Architectural Renderings | Backup Material |

**COMBINED LEGAL AD**
**Gainesville Planning and Appeals Board**
**Gainesville City Council**

**Publish Saturday, August 22, 2020**
THE TIMES

## NOTICE OF PLANNING AND APPEALS BOARD PUBLIC HEARING

Notice is hereby given that the **Gainesville Planning and Appeals Board** will conduct a public hearing on **Tuesday, September 8, 2020 at 5:30 p.m.** in the **Gainesville Justice Center** (Municipal Courtroom at the Public Safety Complex), 701 Queen City Parkway in midtown Gainesville on the following requests:

1) Request from **Packaging Specialties of GA** to annex a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**) and to establish zoning as Light Industrial (L-I).
   Ward Number: Five
   Tax Parcel Number(s): 08-007-003-008J and 030; 08-008-000-040
   Request: Utility improvements

2) Request from **CenterPoint Integrated Solutions** to annex a 7.81± acres tract located on the north side of Browns Bridge Road, east of its intersection with Cherry Hill Drive (a/k/a **2602 Browns Bridge Road**) and to establish zoning as General Business (G-B).
   Ward Number: Four
   Tax Parcel Number(s): 08-015-009-021 (Part)
   Request: CarMax Auto Superstore

3) Request from **Frank Norton, Jr.** to annex a 2.16± acres tract located on the northeast side of Quarry Street and north side of Highland Street near its intersection (a/k/a **39, 44, 48 and 49 Quarry Street; 4 Highland Street**) and to establish zoning as Planned Unit Development (P-U-D).
   Ward Number: Two
   Tax Parcel Number(s): 00-063-009-001, 002, 003, 004 and 012
   Request: Existing and new homes totaling 19 units

4) Request from **Frank Norton, Jr.** to amend the existing Planned Unit Development (P-U-D) zoning on a 14.43± acres tract located east of Lakeview Drive and north of Highland Street, having road frontage on the northwest side of Spring Street (a/k/a **0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE).**
   Ward Number: Two
   Tax Parcel Number(s): 00-082-003-002
   Request: 30 residential cottage and townhomes

## NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENTS TO THE GAINESVILLE ZONING MAP

Notice is hereby given that the **Gainesville City Council** will conduct a public hearing on **Tuesday, October 6, 2020 at 5:30 p.m.** in the **Gainesville Justice Center** (Municipal Courtroom at the Public Safety Complex), 701 Queen City Parkway in midtown Gainesville on the following requests:

1) Request from **Packaging Specialties of GA** to annex a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**) and to establish zoning as Light Industrial (L-I).
   Ward Number: Five
   Tax Parcel Number(s): 08-007-003-008J and 030; 08-008-000-040
   Request: Utility improvements

2) Request from **CenterPoint Integrated Solutions** to annex a 7.81± acres tract located on the north side of Browns Bridge Road, east of its intersection with Cherry Hill Drive (a/k/a **2602 Browns Bridge Road**) and to establish zoning as General Business (G-B).
   Ward Number: Four
   Tax Parcel Number(s): 08-015-009-021 (Part)
   Request: CarMax Auto Superstore

3) Request from **Frank Norton, Jr.** to annex a 2.16± acres tract located on the northeast side of Quarry Street and north side of Highland Street near its intersection (a/k/a **39, 44, 48 and 49 Quarry Street; 4 Highland Street**) and to establish zoning as Planned Unit Development (P-U-D).
   Ward Number: Two
   Tax Parcel Number(s): 00-063-009-001, 002, 003, 004 and 012
   Request: Existing and new homes totaling 19 units

4) Request from **Frank Norton, Jr.** to amend the existing Planned Unit Development (P-U-D) zoning on a 14.43± acres tract located east of Lakeview Drive and north of Highland Street, having road frontage on the northwest side of Spring Street (a/k/a **0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE).**
   Ward Number: Two
   Tax Parcel Number(s): 00-082-003-002
   Request: 30 residential cottage and townhomes

Additional information is available from the Community and Economic Development Department, Planning Division, by calling 770-531-6570.

NOTE: In accordance with Georgia law, anyone who wishes to express opposition to the proposed zoning action, and has made, within two years immediately preceding the filing of the proposed zoning action, campaign contributions aggregating $250 or more to a local government official who will consider the application, shall file a disclosure of contribution(s) with the Planning Division at least five (5) days prior to the first reading of the proposed zoning action by the City Council. (OCGA § 36-67A-3 3 {c})

**GAINESVILLE PLANNING and APPEALS BOARD**
**RECOMMENDATION**

| | |
|---|---|
| **Applicant and Property Owner** | Frank Norton, Jr. |
| **Location** | Annexation: 39, 44, 48 and 49 Quarry Street; 4 Highland Street |
| | Zoning Amendment: 0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE |
| **Request** | Annex with PUD zoning<br>Amend existing PUD zoning |
| **Total Acres** | Annexation: 2.16± acres<br>Zoning Amendment: 14.43± acres |
| **Ward** | Two |
| **Proposed Use** | Existing and new homes totaling 19 units; 30 residential cottage and townhomes |
| **Planning Division Staff Recommendation** | **Approval, with conditions** |
| **Planning & Appeals Board Recommendation** | **Approval, with conditions** |
| **Date** | September 8, 2020 |

- ***Applicant's Proposal and Background Information***

The proposed annexation and zoning amendment total 16.59± acres and 49 residential units. Below is a description of both requests.

Annexation

The proposed annexation with a zoning of Planned Unit Development (P-U-D) includes five parcels totaling 2.16± acres and is adjacent to the city limits to the north, east and west. The property is zoned Residential-II (R-II) within unincorporated Hall County and consists of 7 existing residential units (1 single-family home and 3 duplex homes). The renovation of these homes is nearly completed some of which includes new vinyl siding, asphalt shingles and tin roofs, front porches, modern granite kitchens, luxury vinyl plank floors, some with fire places and outdoor spaces. The home located at 39 Quarry Street was demolished as part of the redevelopment process.

In addition to the existing 7 homes, the applicant is proposing 12 new townhome-style rental homes for a total of 19 residential units (existing and new). The 12 new homes will mostly be located behind the existing homes fronting Quarry Street and Highland Street. Two of the proposed homes will front Quarry Street where the previous home was demolished. The homes will be constructed as two-story, townhouse style units, each with 2 bedroom and 2.5 bathrooms. The exterior of the homes will consist of hardie-plank siding and rear covered private decks or porches. A 6-foot tall privacy fence is planned between the Liberty Lakeview development and neighboring properties and each home will be setback 20-feet from the nearest property line. The existing driveways will be improved or combined for a total of 3 curb cuts on Quarry Street and 1 on Highland Street. A total of 26 parking spaces will be provided for a minimum of 2 spaces per unit. The proposal is intended to compliment the adjacent 14.43± acres Liberty Lakeview development zoned P-U-D.

Zoning Amendment

The proposed zoning amendment includes a 14.43± acres tract zoned Planned Unit Development (P-U-D) known as Liberty Lakeview. A permit was issued for the subject property to develop the Liberty Lakeview subdivision. Three of the homes are under construction which will have temporary access to Quarry Street but will eventually access the future subdivision road off of Lakeview Drive.

The property was previously annexed and zoned P-U-D with conditions as part of a 75.12± acres mixed-use development tract in 2018. The current zoning of the property allowed up to 33 residential homes and required the homes to provide three-bedrooms and two-bathrooms within a minimum of 1,100 square feet of heated floor space. The proposed amendment will include 30 homes, reducing the development by 3 homes. The amendment will provide the option to build homes with two-bedrooms and two-bathrooms within the same 1,100 square feet of heated floor space. There are no other changes proposed.

Below is a list of the single-family home development standards previously approved for the 14.43± acres tract.

**Single Family Home Development and Architectural Guidelines**

- Heated floor space shall be no less than 1,100 square feet.
- Primary exterior building materials shall include, fiber cement lap siding and fiber cement board and batten siding on all elevations. Accent material application shall include fiber cement shake siding, brick and cultured stone accents shall be utilized on front and visual elevations of the buildings. Masonry block or concrete retaining walls shall be finished with stucco.
- It is the intent for the individual homes to be developed on one common property boundary with no individual property lines, and each home separated by a minimum of 10 feet. The developer reserves the right to develop as a (A) condominium subdivision, fee simple subdivision or (B) traditional subdivision with the following minimum lot standards for each, (lot size, lot width, road frontage).
- (A) Building Setbacks shall be as follows (at a minimum):
    - Front Setback: (proposed main road - 15 feet)
    - Front Setback: (Lakeview Drive - 30 feet)
    - Front Setback: (Highland Street – 30 feet)
    - Side/Building Separation: 5 feet
    - Rear Setback/Buffer (Historical Mill Homes): 25 feet
- (B) Lot Size / Building Setbacks shall be as follows (at a minimum):
    - Front Setback: (proposed main road - 20 feet)
    - Front Setback: (Lakeview Drive - 30 feet)
    - Front Setback: (Highland Street – 30 feet)
    - Side/Building Separation: 0-10 feet between buildings
    - Rear Setback/Buffer (Historical Mill Homes): 25 feet or 10’ from internal (newly created) property line
- Minimum lot size: 6,300 sq. ft.
- Minimum lot width/road frontage: 60’ or (30’ cul-de-sac)

- ***Adjacent Land Use and Zoning***

| Location | Use | Zoning |
|---|---|---|
| North | Limestone Greenway mixed-use development;<br>Undeveloped land | Planned Unit Development (PUD) -City<br>Residential-II (R-II) -City |
| South | New Holland Village single-family and duplex homes; Church; | Residential-II (R-II) -County |
| East | Limestone Greenway mixed-use development; Single-family and duplex homes | Planned Unit Development (PUD) -City<br>Residential-II (R-II) -County |
| West | Single-family and duplex homes; Gainesville Middle School; Frances Meadows Aquatic Center | Residential-II (R-II) -City/County<br>Office and Institutional (O-I) -City |

The property is located within the Limestone Corridor Overlay Zone. Significant uses within the surrounding area include the Brenau University Sports Complex, Lakeview Academy, Northeast Georgia Medical Center and Atlanta Botanical Garden.

- ***Other Departmental Comments***

Coordination will be required with the City of Gainesville Public Works Department and Hall County Engineering regarding the proposed driveway locations. There were no departmental comments for this request.

- ***Zoning History***

*The following zoning actions have taken place in the immediate area during the last ten years:*

**2020 –** A request by Capstone Acquisitions, LLC to annex a 6.148± acres tract with a zoning of Light Industrial (L-I) located at 0 Jesse Jewell Parkway was conditionally approved for a climate-controlled self-storage and office/warehouse.

**2018 –** A request by Limestone Greenway, LLC to annex a 75.12± acres tract with a zoning of Planned Unit Development (P-U-D) located at 0 and 2065 Limestone Parkway was conditionally approved for a mixed-use development.

**2017 –** A request by Keel Property Management, LLC to annex a 6.32± acres tract with a zoning of General Business (G-B) located at 0 White Sulphur Road Drive was conditionally approved for restaurant, retail and a carwash.

**2017 –** A request by the City of Gainesville to rezone 53.177± acres located at 1514, 1515, 1545, 1560 and 1581 Community Way from Residential-II (R-II) to Office and Institutional (O-I) zoning was approved for existing uses and for future professional office purposes.

**2012 –** A request by Pacolet Milliken Enterprises, Inc. to annex a 68.223± acres tract located at 601 White Sulphur Road was approved with conditional Planned Unit Development (P-U-D) zoning for a mixed-use development.

***Staff Analysis***

**(1) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?**

The proposal consists of existing and new detached residential uses. The adjacent and nearby properties include a mixture of single-family and duplex homes within the historic New Holland Mill community. Residential uses are suitable but are different in design than the existing homes fronting Quarry Street and Highland Street. The applicant has proposed to locate most of the homes behind the existing homes fronting Quarry Street and Highland Street in order to utilize existing driveways and to help maintain the historic look. The homes proposed on the 39 Quarry Street lot will be more visible as the existing home was removed. The renovated homes and new homes will provide reinvestment into the community.

**(2) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?**

The proposal will add vehicular trips to Quarry Street and Highland Street which are County roads approximately 18 feet in width. While parking will be provided for the proposed homes, street parking should be discouraged due to the narrow width of the existing roads. The homes will add traffic to the neighborhood which experiences cut-through traffic from Jesse Jewell Parkway and Lakeview Drive.

Given the rolling topography and the location of nearby Limestone Creek, environmental impacts should be properly mitigated through improved storm water measures. Open space, buffers, water quality and erosion measures will be required by code to help protect Limestone Creek.

**(3) Is the proposed use compatible with the purpose and intent of the Comprehensive Plan?**

The Gainesville Future Development Map places the subject property within the *Low-Medium Density Residential* land use category which includes areas containing or planned for single-family detached or semi-detached housing at densities up to 4.0 dwelling units per acre. The proposal seeks an overall gross residential density of 2.95± dwelling units per acre which includes both the 2.16± acres annexation and 14.43± acres zoning amendment tracts totaling 49 units. It is the intent of the applicant that both tracts share the same zoning of P-U-D and provide many of the same standards as part of the overall Liberty Lakeview development.

The subject property is located within the *Historic Mill Villages* Character Area. The vision for this character area is to include historic preservation and incremental restoration as a priority for the mill village area. New development should be designed to incorporate green technologies and practices as well as architecture consistent with the forms and materials of the mill and housing. Greenfield sites should be carefully planned and controlled to protect Limestone Creek. New mixed-income development is acceptable as new construction on adequately sized lots or a reuse of the property. Opportunities may exist for future adaptive reuse for mixed-use development and neighborhood serving commercial. Land uses allowed within this character area include medium density residential, mixed-use, commercial, public / institutional, and parks / recreation / conservation.

**(4) Are there substantial reasons why the property cannot or should not be used as currently zoned?**

The 2.16± acres annexation is currently zoned Residential-II (R-II) within Hall County and is approved for single-family purposes. The additional homes require the property to be annexed and rezoned for public water and sewer services. The existing homes are now adjacent to the city limits and should be annexed.

The 14.43± acres P-U-D amendment was previously approved for 33 single-family, three bedrooms/ two bathrooms homes. The applicant desires to reduce the homes to 30 but desires the option to construct the homes with two bedrooms/ two bathrooms within the same square footage which requires a zoning amendment.

**(5) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?**

Surrounding developments currently utilizes City water and sewer services and there is sufficient capacity to serve the development.

Existing public safety services respond to the adjacent and nearby properties. Gainesville Fire Station #1 off of Queen City Parkway is located approximately 2.4 miles away. As well, Hall County Fire Station #7 off of East Crescent Drive is located approximately 1.2 miles away. The amount of proposed single-family homes will put additional strain on police and fire services.

According to the Institute of Transportation Engineers (ITE) Trip Generation Handbook (9th Edition), the 49 residential units are expected to generate 466± new trips per weekday and 38± A.M. and 50± P.M. peak hour trips during the weekday.

The proposal will add more children to the Gainesville City School System as the housing is not age restricted. It's unknown as this time how many of the 49 units will include school age children that are not already living within the Gainesville City school district. According to the applicant, the homes will be marketed toward the Northeast Georgia Medical residency students which may have less school age children than traditional market rate housing.

**(6) Is the proposed use supported by new or changing conditions not anticipated by the Comprehensive Plan or reflected in the existing zoning on the property or surrounding properties?**

The surrounding and nearby properties have been impacted by residential and non-residential growth along the Jesse Jewell Parkway and Limestone Parkway. Much of this is due to the proximity of Exit 24/I-985 and Northeast Georgia Medical Center.

Both the 2.16± acres and 14.43± acres properties are expected to remain residential. Nearby office and commercial uses will continue to develop along nearby Jesse Jewell Parkway and Limestone Parkway which will provide shopping and service needs for the proposed residential homes.

**(7) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?**

Given the subject property's proximity to/within the city limits and the adjacent residential uses, the proposal, with the zoning conditions recommended by staff, appears to reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare, and the right to unrestricted use of property.

- ***Staff Recommendation***

The Planning Division staff is recommending **conditional approval** of this annexation and zoning amendment request with a zoning of **Planned Unit Development (P-U-D)** based on the Comprehensive Plan and the adjacent and nearby residential uses.

**Conditions**

1. **All of the front yards of the existing and new residential units shall be sodded with grass. In addition, the rear of the proposed single-family homes fronting Lakeview Drive, Quarry Street and Highland Street shall be designed with exterior architectural features to resemble a front facade.**

2. **In addition to the proposed 6-foot tall privacy fence, the owner/developer shall plant vegetation consisting of evergreen and deciduous trees between the subject property and the adjacent neighboring residential homes fronting Quarry Street and Highland Street. The location, spacing, size and type of trees planted shall be subject to the approval of the Director of the Community and Economic Development Department.**

3. **The exterior of the proposed homes shall be constructed with hardie-plank siding and pitched roofs similar to the existing two-story structures located along Quarry Street and Highland Street.**

4. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the developer/property owner. As determined by the Public Works Director, the proposed sidewalk network shall connect with the future proposed sidewalks along Lakeview Drive, Quarry Street, Highland Street and within proposed Liberty Lakeview subdivision road.**

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**Excerpts from the September 8, 2020 PAB Meeting Minutes**

**Applicant Presentation: Frank Norton, Jr.**, 687 East Lake Drive, stated he represents Sanctum, the owner of Liberty Lakeview, a zoned 14.43± acres, 30 unit gated residential community currently under construction. He stated as they began creating Liberty Lakeview, the investors became interested in improving the character and appearance of the homes along Quarry Street and Highland. He stated they have purchased five properties adjacent to their fourteen acres. New Holland itself is an island within the County and are proposing to annex houses that physically touch their property although their firm is involved in purchasing other properties and restoring other assets in the New Holland community. He said they could redevelop the houses under the current county codes, they felt the need for unity, control, standards throughout the entire community. This is the original Wendell Stark Development and they were designed as a historical buffer with lower intensity than the retail proposed to transition the historic homes of New Holland with his major impact development which is currently underway on Limestone. They have discovered several things one being the site of the original water tower for New Holland and have been moved for sewer issues. He also pointed out that this use to be the cattle range in late 1800's and stables that were built in the community park and are incorporated some of those ruins in the amenity area. There is a historic cottage section, some townhome sections and a tower section. The

development is to be environmentally sensitive and are trying to save as many trees as possible. Gibbs Construction has been hired to tag major trees, realign the roads and to try to build the houses especially on the Tower hill in between the trees with the tree and four floor plans available. The entire property will be fenced, secured parking element off Quarry Street as well as a gated entrance off Lakeview. There will be four product types, two historic product types and two-story townhouse which were originally built as a duplex with one bedroom and a study for the residents. He stated they have also purchased one of the three bedroom/two bath houses on Highland and are converting the townhouses to a duplex residence. Also, a new product with single interns and a strong demand for a roommate plan. They are asking for modifications to build 24 two-and-a-half bath townhouses, 18 single family two-bedroom cottages which are 1400 square feet, the two bedroom/two bath are roughly 1200 square feet. Also, a sidewalk has been added along Quarry with grass and a picket fence much like New Holland use to be to try to keep the historical character. They are using antique fixtures and added another full bath upstairs for a one bedroom study plus 2 baths. Also, tenants will be provided with private rear patios and a charcoal grill anchored for safety and insurance purposes. There is also a cottage product similar to Enota with three bedroom/two bath houses with an extra feature of a study carol, working fireplaces with firewood stations throughout. Everything has laminate floor and granite counter tops including the historical units and all with standard stainless steel appliances furnished with an alarm system included in the rent. The townhouse product is similar in concept to the four houses built on Forest Avenue and the 14 houses under construction in Midland which are 75 square feet bigger. The third space oramenity space was originally planned across the power line but for social distancing and other issues, it was moved closer to the overall development. It fronts Highland and uses the original foundation of the stables as decking, multiple station playground and will be building the first outside gym in Hall County with a fitness station, a small library, central Amazon box station and some guest parking overflow and it's in place with about 90 percent complete.

**FAVOR:** None

**OPPOSE:** Odis Sisk, 31 Quarry Street, stated he directly attaches to this piece of property as well. He stated after living at this location through the entire process staring back since 2018, coming to multiple City Council meetings he's seen the ball has been slowly rolling, change this a little bit, come back next time change a little until now it is exactly what they intended for this to be. But the words that are important to think about are control, fencing, security, for those parts and pieces being in that one little area now that is still the county, and everything else that is going to be annexed into the city, they have segregated the entire neighborhood. He purchased a 120 year old neighborhood. Annexing these particular properties into the city destroys a lot of things. For one thing technically it does not meet PUD standard which means it would have to be 1.5 acres. These are individual plots of land as where a PUD status normally are one large piece of land that are planned as units and then developed as units. Integrating these historic homes into this other unit, it's not feasible. He stated these are individual homes so that does not meet the 1.5 acres as individual homes. They are bundling multiple properties together to try to get them to go together into this property. He stated if you took two of the townhomes which they are planning on building, that's the exact same footprint of one historic home. But putting 3 other townhomes behind the other one and compares to three 30 foot RV's. So Gainesville has a Historic Preservation Manual and Design Guideline. So if this is annexed into the city it should meet historic preservation codes or guidelines. In doing so the placement of those individual houses which his neighbor owns the next house over now he has 6 properties looking into his neighbor's house and has lived there many years. Mr. Sisk's house was purchased by family in 1953 and was renovated over the years. The homes purchased by Mr. Norton belonged to Hall County residents and have been given two options which is either pay a rent increase or 30 to 60 days to get out. Also he stated concern for his neighbors having two other homes built close behind them along

with the children having to change schools from East Hall to Gainesville. He stated this annexation is separating their community. He stated this is a historic community and he did not leave it alone but branded it with a huge star on the side of it and have done it to all the homes they own through the process. He stated as a county resident he does not get any benefit of the 26 parking areas. With the addition 400 people going back and forth and Mr. Norton said these individuals they are targeting have odd hours and coming at all times of the night. So the kind of people they are targeting inside the gated community are not to mingle with lower individuals on the outside and this is creating a social problem in the neighborhood. The neighbors are seventy plus years old during the pandemic and have been given 60 days to get out and that in itself is so unethical. The homes being built on the back side are not cottages and the townhomes they plan to build does not look historical at all. It looks like two modular homes stacked on top of each other. Mr. Sisk major concern is breaking the property line issues because being a county resident, he values having property line. By putting these properties into the city and into this zoning then those property lines are dissolved. So then surrounding his property could be two to four townhomes. There have been many issues with the street only being 18 feet wide and a telephone pole has been hit many times because two cars can't pass at the same time. It is not making it any better by adding more and more homes into this area. Also, Gainesville has tree ordinance, PUD zoning. According to Angela Sheppard, from an email sent to her says PUD Zone developments are designed to meet the tree and landscape standards and are a part of PUD zoning. There has been no tree preservation. Also, as of April 14th a report was sent to Mr. Eddie Hughes, a Norton representative about the pine trees near the water tower which has a seventy year old property line variance and the fence has been moved. He has been asking for someone to come out and Mr. Hughes came out on January 6th and a report on April 14th and there is nothing. The other issue is the temporary driveway has not been approved yet and according to the email from the City on May 1st was only to be used as a temporary access point to get cars into those houses until the other driveways are built. Currently utilities are installed already for every one five homes on the site. So it's already planned and he seems to know that at some point in time the City is going to allow them. Mr. Sisk asked the Board the question "Have you come through this area in New Holland during the construction process – has anyone driven a vehicle through the neighborhood" and requested that before the next meeting the Board come and chat with him and meet his neighbors, see what New Holland has to offer without the annexation. He stated it looks like greed not need. He stated there are three historic mills in Gainesville and this one is still active and it has a community. His neighbor talked with him about being evicted but also the playground can be seen from the side street and the kids can't enter and if so, it's a trespassing issue. He believes this is not a neighborhood but a compound. He would like to see a neighborhood built and be able to walk all around and not an exclusionary zone. He stated if it is that nice then leave it the way it is and appreciate the houses being restored. The neighbors do not appreciate the big blue and red stars all over the houses and would request it to be removed because in 1901 that was not a part of it. Also, his neighbor pays six hundred dollars for rent and has been told to pay eight hundred or move out. His neighbors approached him and asked to help so that's the reason for being at the meeting. He would like to meet face to face before this is allowed to take place.

**Oppose: Tony Rolland, and** his fiancé lives at 18 Quarry Street, at the corner of Highland and Quarry. They are wanting to add on to their historic home, make it bigger and will not look modernized on the outside. He does appreciate the historic aspects of New Holland community. There are good things Mr. Norton is doing and there are bad things but Quarry Street is a speed way with people traveling 50 to 55 mph on the side street. He stated the idea of building a community is great but townhomes and those in particular look like trailers stacked on top along with the red and blue stars are hideous. He stated he appreciates the investment in the community but turning it into a high-density location with very cheap looking townhomes does not meet architectural standards of the historic neighborhood and also the narrow streets will be a challenge with the school area.

**Oppose: Otis Sisk,** said the request from the original traffic survey suggest that the gate at middle school be open to help deflect some of the traffic to a red light. He requested the Board to consider for it to occur for safety reasons.

**Chairman Carter** stated the road that runs through the middle school, the Board does not have any authority to give an order to the city school about the gate but would need to be taken up with the city school board. Chairman Carter stated there was five minutes of rebuttal time remaining for Mr. Norton.

**Rebuttal: Mr. Norton**, stated New Holland is a special place with 98 houses on northern side and only about 15 percent are owner occupied and others are rental houses and in decay. An investment group affiliated with their firm purchased nine properties last week with termite issues, two with structural issues and are moving tenants out to repair and bring those houses back up to standards. Their firm is proud of its historic preservation legacy and still own twenty-eight historic homes over a hundred years old throughout Northeast Georgia. They recognize the inherit value to the fabric of the community. They are trying to build a community to serve northeast Georgia Medical Center and to serve the needs of all our community. He stated it is a temporary parking lot and if the zoning doesn't happen the temporary parking lot on Quarry does have to disappear so they can then access the three houses they built through the main road.

**Planning and Appeals Board Comments:** Board Member Simmons asked about clarification from Mr. Norton regarding the number of houses purchased by an investment group/local investor and were accumulated over a period of time. Mr. Norton confirmed that nine rental homes were recently purchased. Board Member Martin stated he has owned several of the homes in the New Holland community over the years but no longer has any of them.

**There was a motion to recommend conditional approval of the annexation request with a zoning of Planned Unit Development (P-U-D) with the following conditions:**

**<u>Conditions</u>**

1. **All of the front yards of the existing and new residential units shall be sodded with grass. In addition, the rear of the proposed single-family homes fronting Lakeview Drive, Quarry Street and Highland Street shall be designed with exterior architectural features to resemble a front facade.**

2. **In addition to the proposed 6-foot tall privacy fence, the owner/developer shall plant vegetation consisting of evergreen and deciduous trees between the subject property and the adjacent neighboring residential homes fronting Quarry Street and Highland Street. The location, spacing, size and type of trees planted shall be subject to the approval of the Director of the Community and Economic Development Department.**

3. **The exterior of the proposed homes shall be constructed with hardie-plank siding and pitched roofs similar to the existing two-story structures located along Quarry Street and Highland Street.**

4. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the developer/property owner. As determined by the Public Works Director, the proposed sidewalk network shall connect with the future proposed**

**sidewalks along Lakeview Drive, Quarry Street, Highland Street and within proposed Liberty Lakeview subdivision road.**

Motion made by Board Member Martin
Motion seconded by Board Member White
**Vote – 5 favor, 1 recusal, 1 absent (Thompson)**

**There was a motion to recommend conditional approval of the zoning amendment request to allow 30 residential cottage and townhomes within Planned Unit Development (P-U-D) with the following conditions:**

**Conditions**

1. **All of the front yards of the existing and new residential units shall be sodded with grass. In addition, the rear of the proposed single-family homes fronting Lakeview Drive, Quarry Street and Highland Street shall be designed with exterior architectural features to resemble a front facade.**

2. **In addition to the proposed 6-foot tall privacy fence, the owner/developer shall plant vegetation consisting of evergreen and deciduous trees between the subject property and the adjacent neighboring residential homes fronting Quarry Street and Highland Street. The location, spacing, size and type of trees planted shall be subject to the approval of the Director of the Community and Economic Development Department.**

3. **The exterior of the proposed homes shall be constructed with hardie-plank siding and pitched roofs similar to the existing two-story structures located along Quarry Street and Highland Street.**

4. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the developer/property owner. As determined by the Public Works Director, the proposed sidewalk network shall connect with the future proposed sidewalks along Lakeview Drive, Quarry Street, Highland Street and within proposed Liberty Lakeview subdivision road.**

Motion made by Board Member Martin
Motion seconded by Board Member White
**Vote – 5 favor, 1 recusal, 1 absent (Thompson)**

**Passed:** _____

**AN ORDINANCE**

**No. 2020-35**

**AN ORDINANCE ANNEXING A 2.16± ACRES TRACT LOCATED ON THE NORTHEAST SIDE OF QUARRY STREET AND NORTH SIDE OF HIGHLAND STREET NEAR ITS INTERSECTION (A/K/A 39, 44, 48 AND 49 QUARRY STREET; 4 HIGHLAND STREET); ADJACENT TO BUT NOT NOW WITHIN THE CORPORATE LIMITS OF THE CITY OF GAINESVILLE, GEORGIA; REPEALING CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**(Amendment to City Limit Boundary)**

**WHEREAS**, a 2.16± acres tract located on the northeast side of Quarry Street and north side of Highland Street near its intersection (a/k/a **39, 44, 48 and 49 Quarry Street; 4 Highland Street**), lies within the unincorporated lands of Hall County and adjoins the existing corporate limits of the City of Gainesville; and

**WHEREAS**, the hereinafter described lands be incorporated and annexed into the City of Gainesville.

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, AS FOLLOWS:**

**SECTION I.**

That from and after the passage of this Ordinance the following described lands are and shall be annexed into the existing corporate limits of the City of Gainesville, Georgia, so that said lands shall constitute a part of the land within the corporate limits of the City of Gainesville, Georgia, as fully and completely as if the limits had been so defined by the General Assembly of Georgia.

**Legal Description**

**Lot 128**
All that tract or parcel of land lying and being in Land Lot 133, 9th District, Hall County, Georgia and being more particularly described as follows:

COMMENCING at a point at the center line intersection of Highland Street (variable right-of-way) & Quarry Street (30' right-of-way); THENCE, N54°10'23"E a distance of 418.36' to a 3/4" rebar found at the northwesterly right-of-way of Highland Street & the southwest corner of the property; said 3/4" rebar found being the POINT OF BEGINNING; THENCE, leaving the northwesterly right-of-way of Highland Street, N33°54'37"W a distance of 214.32' to a 2-1/2" open top pipe found; THENCE, N54°39'24"W a distance of 99.70' to a 2-1/2" open top pipe found; THENCE, S35°12'19"E a distance of 218.27' to a 1/2" rebar in a 2"open top pipe found at the northwesterly right-of-way of Highland Street; THENCE, along the northwesterly right-of-way of Highland Street, S56°51'41"W a distance of 104.61' to a 3/4" rebar found; said 3/4" rebar found being the POINT OF BEGINNING.

Said property containing 0.51 acre.

**Lots 117 thru 120**

All that tract or parcel of land lying and being in Land Lot 133, 9th District, Hall County, Georgia and being more particularly described as follows:

COMMENCING at a point at the center line intersection of Highland Street (variable right-of-way) & Quarry Street (30' right-of-way); THENCE, N31°04'49"W a distance of 424.93' to a 1/2" rebar found at the northeasterly right-of-way of Quarry Street & the southernmost corner of the property; said 1/2" rebar found being the POINT OF BEGINNING; THENCE, along the northeasterly right-of-way of Quarry Street, the following courses & distances: N33°44'11"W a distance of 99.96' to a 1/2" open top pipe found; N32°43'25"W a distance of 100.06' to a 1/2" rebar found; N33°29'00"W a distance of 99.92' to a 3/8" rebar found; N33°41'45"W a distance of 99.99' to a 1/2" point; THENCE, leaving the northeasterly right-of-way, N56°21'19"E a distance of 180.00' to a 2" open top pipe found at a 1-1/2" rod found; THENCE, S33°18'13"E a distance of 99.99' to a 1-1/2" open top pipe found; THENCE, S33°34'07"E a distance of 100.62' to a 1-1/2" open top pipe found; THENCE, S34°02'21"E a distance of 99.03' to a 1-1/2" open top pipe found; THENCE, S33°12'22"E a distance of 100.42' to a 2-1/2" open top pipe found; THENCE, S56°23'40"W a distance of 180.83' to a 1" open top pipe found; said 1" open top pipe found being the POINT OF BEGINNING.

Said property containing 1.65 acre.

The annexation is to include all that portion of right-of-way known as Quarry Street as shown on the location map.

**SECTION II.**

The Community and Economic Development Department of the City of Gainesville is directed to make and file with the Department of Community Affairs of the State of Georgia a certified copy of this Ordinance together with a plat describing lands annexed to the City of Gainesville by this Ordinance.

**SECTION III.**

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**SECTION IV.**

If any portion of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

**SECTION V.**

The effective date of this Ordinance shall be the first day of the month following approval by the governing body of the City of Gainesville, Georgia.

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this ordinance was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

**Denise O. Jordan, City Clerk**

**Passed:** _____

**AN ORDINANCE**

**No. 2020-36**

**AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF GAINESVILLE, GEORGIA BY ESTABLISHING THE ZONING ON A 2.16± ACRES TRACT LOCATED ON THE NORTHEAST SIDE OF QUARRY STREET AND NORTH SIDE OF HIGHLAND STREET NEAR ITS INTERSECTION (A/K/A 39, 44, 48 AND 49 QUARRY STREET; 4 HIGHLAND STREET) AT THE TIME OF ANNEXATION AS PLANNED UNIT DEVELOPMENT, WITH CONDITIONS (P-U-D-c); REPEALING CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**(Amendment to Zoning Map)**

**BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, AS FOLLOWS:**

**SECTION I.**

That from and after the passage of this Ordinance the following described lands shall be zoned and so designated on the Zoning Map of the City of Gainesville as **Planned Unit Development, with conditions (P-U-D-c).**

**Conditions**

1. **All of the front yards of the existing and new residential units shall be sodded with grass. In addition, the rear of the proposed single-family homes fronting Lakeview Drive, Quarry Street and Highland Street shall be designed with exterior architectural features to resemble a front facade.**

2. **In addition to the proposed 6-foot tall privacy fence, the owner/developer shall plant vegetation consisting of evergreen and deciduous trees between the subject property and the adjacent neighboring residential homes fronting Quarry Street and Highland Street. The location, spacing, size and type of trees planted shall be subject to the approval of the Director of the Community and Economic Development Department.**

3. **The exterior of the proposed homes shall be constructed with hardie-plank siding and pitched roofs similar to the existing two-story structures located along Quarry Street and Highland Street.**

4. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the developer/property owner. As determined by the Public Works Director, the proposed sidewalk network shall connect with the future proposed sidewalks along Lakeview Drive, Quarry Street, Highland Street and within proposed Liberty Lakeview subdivision road.**

**Legal Description**

**Lot 128**
All that tract or parcel of land lying and being in Land Lot 133, 9th District, Hall County, Georgia and being more particularly described as follows:

COMMENCING at a point at the center line intersection of Highland Street (variable right-of-way) & Quarry Street (30' right-of-way); THENCE, N54°10'23"E a distance of 418.36' to a 3/4" rebar found at the northwesterly right-of-way of Highland Street & the southwest corner of the property; said 3/4" rebar found being the POINT OF BEGINNING; THENCE, leaving the northwesterly right-of-way of Highland Street, N33°54'37"W a distance of 214.32' to a 2-1/2" open top pipe found; THENCE, N54°39'24"W a distance of 99.70' to a 2-1/2" open top pipe found; THENCE, S35°12'19"E a distance of 218.27' to a 1/2" rebar in a 2"open top pipe found at the northwesterly right-of-way of Highland Street; THENCE, along the northwesterly right-of-way of Highland Street, S56°51'41"W a distance of 104.61' to a 3/4" rebar found; said 3/4" rebar found being the POINT OF BEGINNING.

Said property containing 0.51 acre.

**Lots 117 thru 120**
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Said property containing 1.65 acre.

The annexation is to include all that portion of right-of-way known as Quarry Street as shown on the location map.

**SECTION II.**

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**SECTION III.**

If any portion of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

**SECTION IV.**

This Ordinance is enacted as an amendment to the Code of the City of Gainesville, Georgia, and is to be codified as a part of Section 9-1-1-5.

**SECTION V.**

The effective date of this Ordinance shall be the first day of the month following approval by the governing body of the City of Gainesville, Georgia.

_____

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this ordinance was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

_____

**Denise O. Jordan, City Clerk**

**Applicant:**

## FRANK NORTON, JR

## ANNEXATION REQUEST

**Request:**
Annex 2.16+/- acres and establish zoning as Planned Unit Development (P-U-D) for existing & new homes totaling 19 units

| **Subject Property Address:** | **Tax Parcel:** |
|---|---|
| 39, 44, 48 & 49 Quarry Street; and 4 Highland Street | 00-063-009-001, 002, 003, 004 & 012 |

**Meeting Date:** 09/08/2020 **Map Prepared:** 08/04/2020

Subject Property

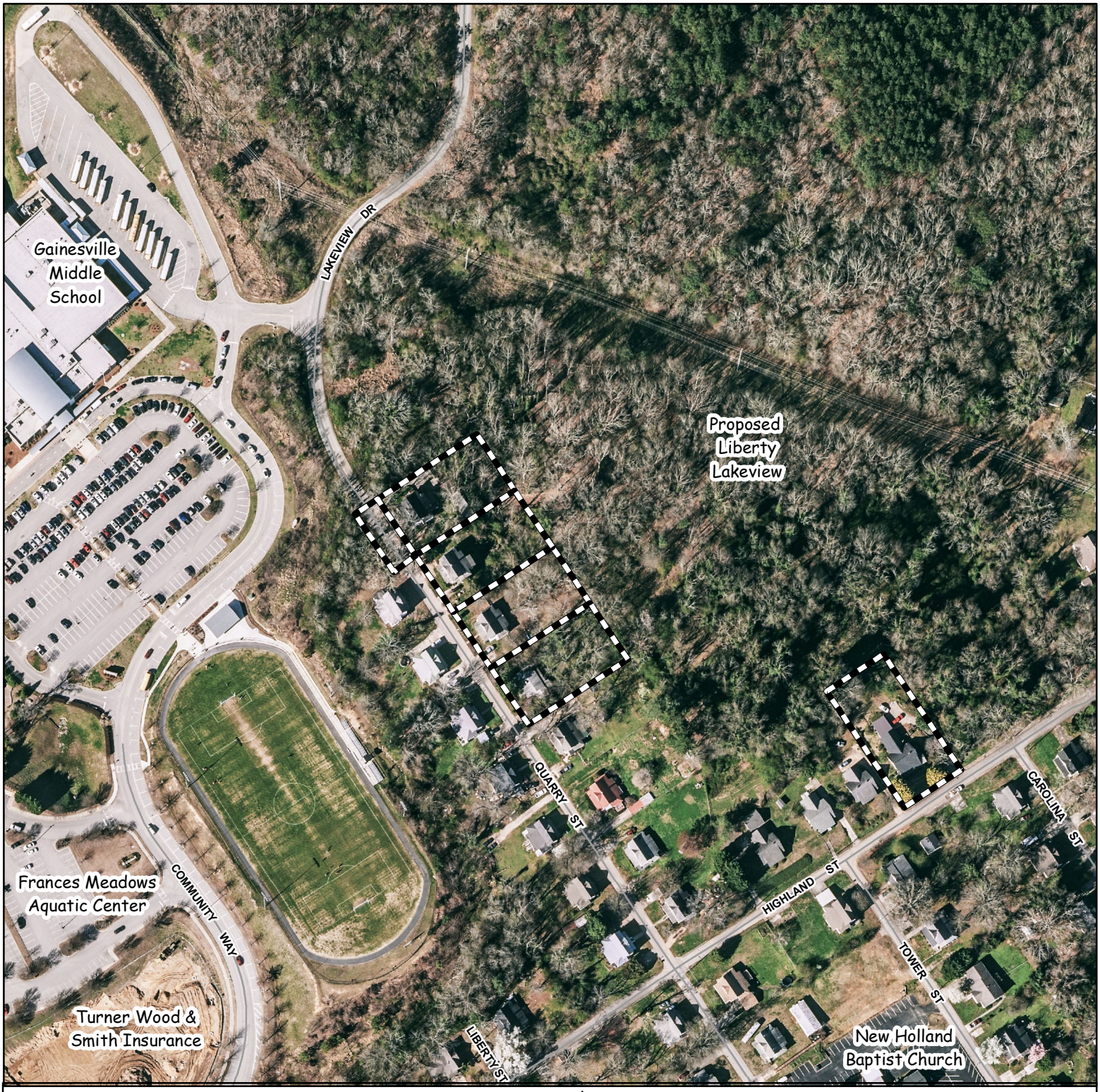
Right-of-Way to be Annexed

N

0 120 240 360 480 Feet

1 " = 200 '

CITY OF GAINESVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT




**Applicant:**

## FRANK NORTON, JR

## ANNEXATION REQUEST

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| 39, 44, 48 & 49 Quarry Street; and 4 Highland Street | 00-063-009-001, 002, 003, 004 & 012 |

**Meeting Date:** 09/08/2020 **Map Prepared:** 08/04/2020

Subject Property and Right-of-Way to be Annexed

Aerial from 2018

N

0 120 240 360 480 Feet

1 " = 200 '

CITY OF GAINESVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT

**Applicant:**

## FRANK NORTON, JR

## ANNEXATION & ZONING AMENDMENT

**Request:**
Annex 2.16+/- acres and establish zoning as Planned Unit Development (P-U-D) for existing & new homes totaling 19 units & amend existing P-U-D for 30 residential cottage & townhomes

| **Subject Property Address:** | **Tax Parcel:** |
|---|---|
| 39, 44, 48, 49, 52, 54 & 56 Quarry St; 4 Highland St & 0 Lakeview Drive | 00-063-009-001, 002, 003, 004 & 012; 00-082-003-002 |

**Meeting Date:** 09/08/2020 **Map Prepared:** 09/01/2020

Zoning Amendment Portion

Annexation Portion

Right-of-Way to be Annexed

N

0 150 300 450 600 Feet

1 " = 250 '

CITY OF GAINESVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT

**LIBERTY LAKEVIEW ENHANCED VISION**

The original Liberty Lakeview Community was part of a larger comprehensive annexation and rezoning prepared by Wendall Starke for his Limestone Greenway project. Liberty Lakeview was to be a private gated single-family community of 3 bedroom/2 bath, 1100 SF minimum homes catering to the Medical Resident Marketplace. Sanctum is the owner of the property with The Norton Agency as the developer and the general partner. The homes were to be built on raised foundations with hardiplank siding and were envisioned with "living" porches, outdoor spaces, fireplaces, luxury vinyl plank flooring and internal sanctuary study areas. The project was to be no more than 30 units with pervious drives to preserve many of the specimen trees and architectural artifacts (water tower foundations, pumps and original sistern. The project vision was to incorporate an extensive private playground and picnic amenity.

Once planning was complete, Sanctum recognized the need to upgrade the existing Historical duplexes adjacent to Liberty Lakeview and to date have acquired five homes, (3) one-bedroom duplexes and 2 three-bedroom cottages. One was demolished because of termites. Because of insurance coverage due to vacating building types, Sanctum who is the sole owner, created a subsidiary called "New Holland Historical" to hold these assets.

This request is to annex and rezone these five properties, 2.16 total acreage as a separate PUD incorporating many of the same design features across both tracts, all controlled by the parent Sanctum. Liberty Lakeview would ultimately be a mix of 2 and 3-bedroom cottages and townhomes all free standing (except the 3 duplexes) for a total of 49 rental units. This would require an amendment to the existing PUD to allow 2 bedroom units that would consist of the same square footage.

The Historic renovations now nearing completion have vinyl siding, asphalt shingle and tin roofs, some with fireplaces, modern granite kitchens, luxury vinyl plank floors, front porches, and outdoor spaces. Parking is concentrated where possible. There are picket fences, star elements, and painted foundations. With the new holdings, there will be 12 new 2-story townhouses with hardiplank siding, 2 bedroom, 2.5 baths, freestanding homes would be constructed. Each with rear covered private decks or porches, most overlooking one of Liberty Lakeview's green space. Proposed setbacks for the new homes would be 20 feet from the nearest property line or neighboring home and a 6' tall privacy fence is planned to separate Liberty Lakeview from adjacent properties. Two parking spaces are provided for each unit.

This Historical Phase of Liberty Lakeview would have access via an internal network of soft material paths to the community green space park, playground, fire pit and picnic areas.

It is Sanctum Liberty's goal to set a benchmark for intown quality affordable residential rental communities all geared to the growing medical and medical service sector. Our goal is to provide a safe and quiet sanctuary between rigorous work hours within an environmental envelope and historic character.

Norton is proud of its Ncredible Properties. Ncredible Communities that you can't wait to call home.

CURRENT LIBERTY LAKEVIEW

| | |
|---|---|
| 3 BEDROOM HOMES | 18 |
| 2 BEDROOM TOWNHOMES | 12 |

EXISTING HISTORIC HOMES TO BE ANNEXED

| | |
|---|---|
| 39 QUARRY STREET | DEMOLISHED HOME |
| 43/44 QUARRY STREET | RENOVATED DUPLEX |
| 47/48 QUARRY STREET | RENOVATED DUPLEX |
| 49/50 QUARRY STREET | RENOVATED DUPLEX |
| 4 HIGHLAND STREET | RENOVATED 3 BEDROOM HOME |

PROPOSED NEW HOMES TO BE BUILT ON ANNEXED PROPERTIES

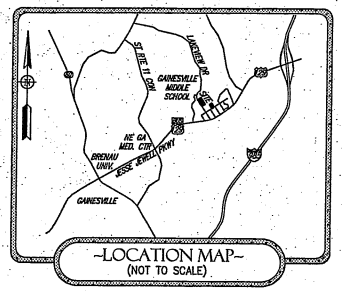
| | |
|---|---|
| 39 QUARRY STREET | 5 |
| 43/44 QUARRY STREET | 2 |
| 47/48 QUARRY STREET | 2 |
| 49/50 QUARRY STREET | 1 |
| 4 HIGHLAND STREET | 2 |

LIBERTY LAKEVIEW ENHANCED VISION

| | |
|---|---|
| 3 BEDROOM HOMES | 19 |
| 2 BEDROOM TOWNHOMES (2 story) | 24 |
| HISTORIC DUPLEXES | 3 |

THIS BLOCK RESERVED FOR THE CLERK OF THE SUPERIOR COURT

GRID NORTH
SPC - GA WEST ZONE




~LOCATION MAP~
(NOT TO SCALE)

## ~SURVEY NOTES~

FIELD MEASUREMENTS WERE TAKEN WITH A TRIMBLE S6 ROBOTIC INSTRUMENT.

FIELD DATA FOUND TO HAVE A CLOSURE PRECISION OF 1 FOOT IN 29,808 FEET, AND AN ANGULAR ERROR OF 9 SECONDS PER ANGLE.

FIELD DATA ADJUSTED USING THE LEAST SQUARES METHOD

THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO HAVE A PRECISION OF 1 FOOT IN 84,829 FEET.

THIS PLAT DOES NOT CONSTITUTE AND SHALL NOT BE CONSTRUED AS A TITLE SEARCH OR REPORT, AND THUS MAY BE SUBJECT TO ANY EASEMENTS, RIGHT OF WAY OR RESTRICTIONS ONE MAY FIND.

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED ON THIS PLAT.

THIS DOES NOT EXTEND TO ANY UNNAMED THIRD PARTY WITHOUT AN EXPRESSED RESTATEMENT BY THE SURVEYOR.

TYPE OF SURVEY: RETRACEMENT

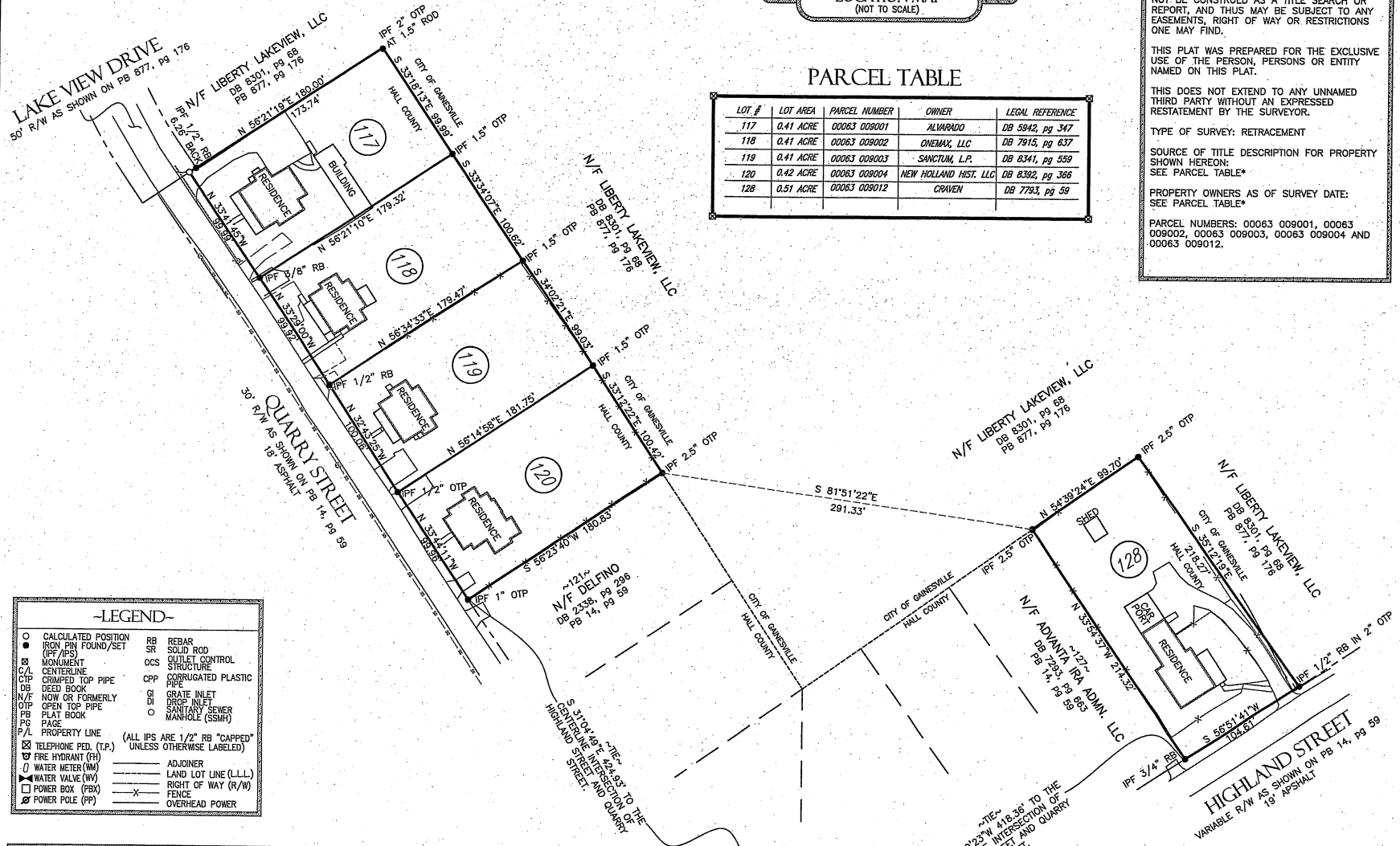
SOURCE OF TITLE DESCRIPTION FOR PROPERTY SHOWN HEREON:
SEE PARCEL TABLE*

PROPERTY OWNERS AS OF SURVEY DATE:
SEE PARCEL TABLE*

PARCEL NUMBERS: 00063 009001, 00063 009002, 00063 009003, 00063 009004 AND 00063 009012.

## PARCEL TABLE

| LOT # | LOT AREA | PARCEL NUMBER | OWNER | LEGAL REFERENCE |
|---|---|---|---|---|
| 117 | 0.41 ACRE | 00063 009001 | ALVARADO | DB 5942, pg 347 |
| 118 | 0.41 ACRE | 00063 009002 | ONEMAX, LLC | DB 7915, pg 637 |
| 119 | 0.41 ACRE | 00063 009003 | SANCTUM, L.P. | DB 8341, pg 559 |
| 120 | 0.42 ACRE | 00063 009004 | NEW HOLLAND HIST. LLC | DB 8392, pg 366 |
| 128 | 0.51 ACRE | 00063 009012 | CRAVEN | DB 7793, pg 59 |




## ~LEGEND~

| | | | |
|---|---|---|---|
| ○ | CALCULATED POSITION | RB | REBAR |
| ● | IRON PIN FOUND/SET (IPF/IPS) | SR | SOLID ROD |
| ⊠ | MONUMENT | OCS | OUTLET CONTROL STRUCTURE |
| C/L | CENTERLINE | | |
| CTP | CRIMPED TOP PIPE | CPP | CORRUGATED PLASTIC PIPE |
| DB | DEED BOOK | | |
| N/F | NOW OR FORMERLY | GI | GRATE INLET |
| OTP | OPEN TOP PIPE | DI | DROP INLET |
| PB | PLAT BOOK | ○ | SANITARY SEWER MANHOLE (SSMH) |
| PG | PAGE | | |
| P/L | PROPERTY LINE | | |
| ⊠ | TELEPHONE PED. (T.P.) | | (ALL IPS ARE 1/2" RB "CAPPED" UNLESS OTHERWISE LABELED) |
| | FIRE HYDRANT (FH) | | |
| | WATER METER (WM) | | ADJOINER |
| | WATER VALVE (WV) | | LAND LOT LINE (L.L.L.) |
| | POWER BOX (PBX) | | RIGHT OF WAY (R/W) |
| | POWER POLE (PP) | —x— | FENCE |
| | | | OVERHEAD POWER |

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

DUSTY L. LOWMAN PLS# 3216

~SURVEYOR CERTIFICATION~

GEORGIA PROFESSIONAL NO. 3216 LAND SURVEYOR DUSTY L. LOWMAN

GRAPHIC SCALE
0 60 120 180
( IN FEET )
1 inch = 60 ft.

CERTIFICATE OF AUTHORIZATION NUMBER: LSF 001057


PREPARED BY
DES DAVIS
ENGINEERING & SURVEYING
133 PROMINENCE COURT
SUITE 210
DAWSONVILLE, GA 30534
PHONE: (706) 265-1234
DAVISENGINEERS.COM


# SURVEY FOR:

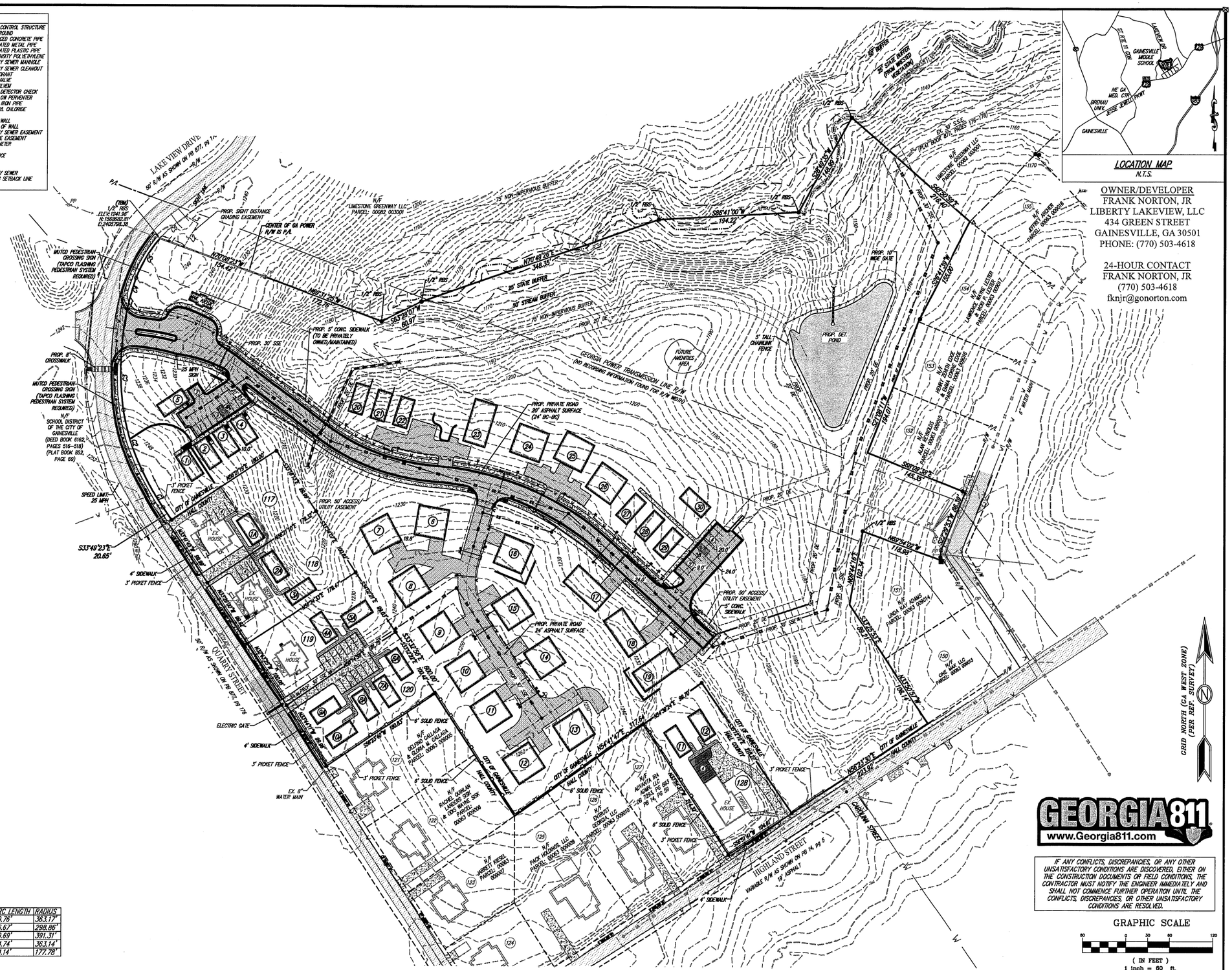
FRANK NORTON
LOTS 117, 118, 119, 120 & 128 OF SUBDIVISION.
FOR PACOLET MFG. COMPANY (PB 14, PG. 57-60)
LAND LOT 133, 9TH DISTRICT,
HALL COUNTY, GEORGIA

| | |
|---|---|
| DRAWN BY: | DL |
| FIELD CREW: | AM, BM |
| PLAT DATE: | 2-20-2020 |
| FIELD DATE: | 2-15-2020 |

SHEET NO.
1 OF 1

PROJECT NO.
19-270

| LEGEND | | | |
|---|---|---|---|
| -O- | UTILITY POLE | OCS | OUTLET CONTROL STRUCTURE |
| IPF | IRON PIN FOUND | UG | UNDERGROUND |
| N/F | NOW OR FORMERLY | RCP | REINFORCED CONCRETE PIPE |
| RB | REBAR | CMP | CORRUGATED METAL PIPE |
| L.L. | LAND LOT | CPP | CORRUGATED PLASTIC PIPE |
| L.L.L. | LAND LOT LINE | HDPE | HIGH DENSITY POLYETHYLENE |
| N.T.S. | NOT TO SCALE | SSMH | SANITARY SEWER MANHOLE |
| B.S.L. | BUILDING SETBACK LINE | SS C/O | SANITARY SEWER CLEANOUT |
| TBM | TEMPORARY BENCH MARK | FH | FIRE HYDRANT |
| PB. | PLAT BOOK | WV | WATER VALVE |
| PG. | PAGE | GV | GATE VALVEM |
| R/W | RIGHT OF WAY | DDC | DOUBLE DETECTOR CHECK |
| C&G | CURB AND GUTTER | BFP | BACK FLOW PERVENTER |
| BC | BACK OF CURB | DIP | DUCTILE IRON PIPE |
| FC | FACE OF CURB | PVC | POLYVINYL CHLORIDE |
| CONC. | CONCRETE | INV | INVERT |
| EX. | EXISTING | TW | TOP OF WALL |
| PROP. | PROPOSED | BW | BOTTOM OF WALL |
| FFE | FINISHED FLOOR | S.S.E. | SANITARY SEWER EASEMENT |
| ELEV. | ELEVATION | D.E. | DRAINAGE EASEMENT |
| MIN. | MINIMUM | WM | WATER METER |
| L.F. | LINEAR FEET | | FENCE |
| S.F. | S.F. SQUARE FEET | | SILT FENCE |
| TYP. | TYPICAL | | POWER |
| GI | GRATE INLET | | WATER |
| HGI | HOODED GRATE INLET | | SANITARY SEWER |
| PI | PEDESTAL INLET | | BUILDING SETBACK LINE |
| JB | JUNCTION BOX | | |







LOCATION MAP
N.T.S.


OWNER/DEVELOPER
FRANK NORTON, JR
LIBERTY LAKEVIEW, LLC
434 GREEN STREET
GAINESVILLE, GA 30501
PHONE: (770) 503-4618

24-HOUR CONTACT
FRANK NORTON, JR
(770) 503-4618
fknjr@gonorton.com


| CURVE | CHORD BEARING | CHORD LENGTH | ARC LENGTH | RADIUS |
|---|---|---|---|---|
| C1 | S29°38'57"E | 59.69' | 59.76' | 363.17' |
| C2 | S17°23'19"E | 86.37' | 86.67' | 298.86' |
| C3 | S01°19'47"E | 89.49' | 89.69' | 391.31' |
| C4 | S11°33'53"W | 94.47' | 94.74' | 363.14' |
| C5 | N31°01'03"E | 63.80' | 64.14' | 177.78' |

GEORGIA811
www.Georgia811.com

IF ANY CONFLICTS, DISCREPANCIES, OR ANY OTHER UNSATISFACTORY CONDITIONS ARE DISCOVERED, EITHER ON THE CONSTRUCTION DOCUMENTS OR FIELD CONDITIONS, THE CONTRACTOR MUST NOTIFY THE ENGINEER IMMEDIATELY AND SHALL NOT COMMENCE FURTHER OPERATION UNTIL THE CONFLICTS, DISCREPANCIES, OR OTHER UNSATISFACTORY CONDITIONS ARE RESOLVED.

GRAPHIC SCALE
( IN FEET )
1 inch = 60 ft.


DES DAVIS
ENGINEERING & SURVEYING
133 PROMINENCE COURT
SUITE 210
DAWSONVILLE, GA 30534
PHONE: (706) 265-1234
DAVISENGINEERS.COM


| REVISION | DATE | DESCRIPTION |
|---|---|---|
| | | |

# OVERALL SITE

LIBERTY AT LAKEVIEW & ANNEXED LOTS
CITY OF GAINESVILLE
HALL COUNTY, GA
LAND LOT 133, 9TH DISTRICT

| | |
|---|---|
| DRAWN BY: | GRJ |
| CHECKED BY: | JKD |
| LAND LOT: | 133 |
| DISTRICT: | 9 |
| SECTION: | – |
| CITY: | GAINESVILLE |
| COUNTY: | HALL |
| DATE: | 5/15/19 |

SHEET NO.
1 OF 1

PROJECT NO.
2019-270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# PARCEL TABLE

| LOT # | LOT AREA | PARCEL NUMBER | OWNER | LEGAL REFERENCE |
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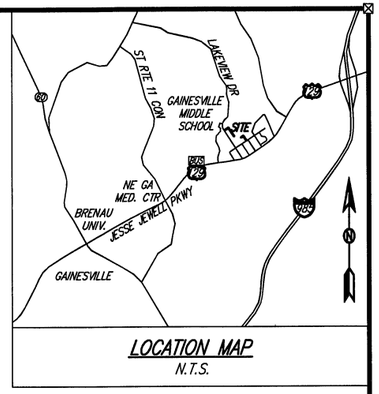
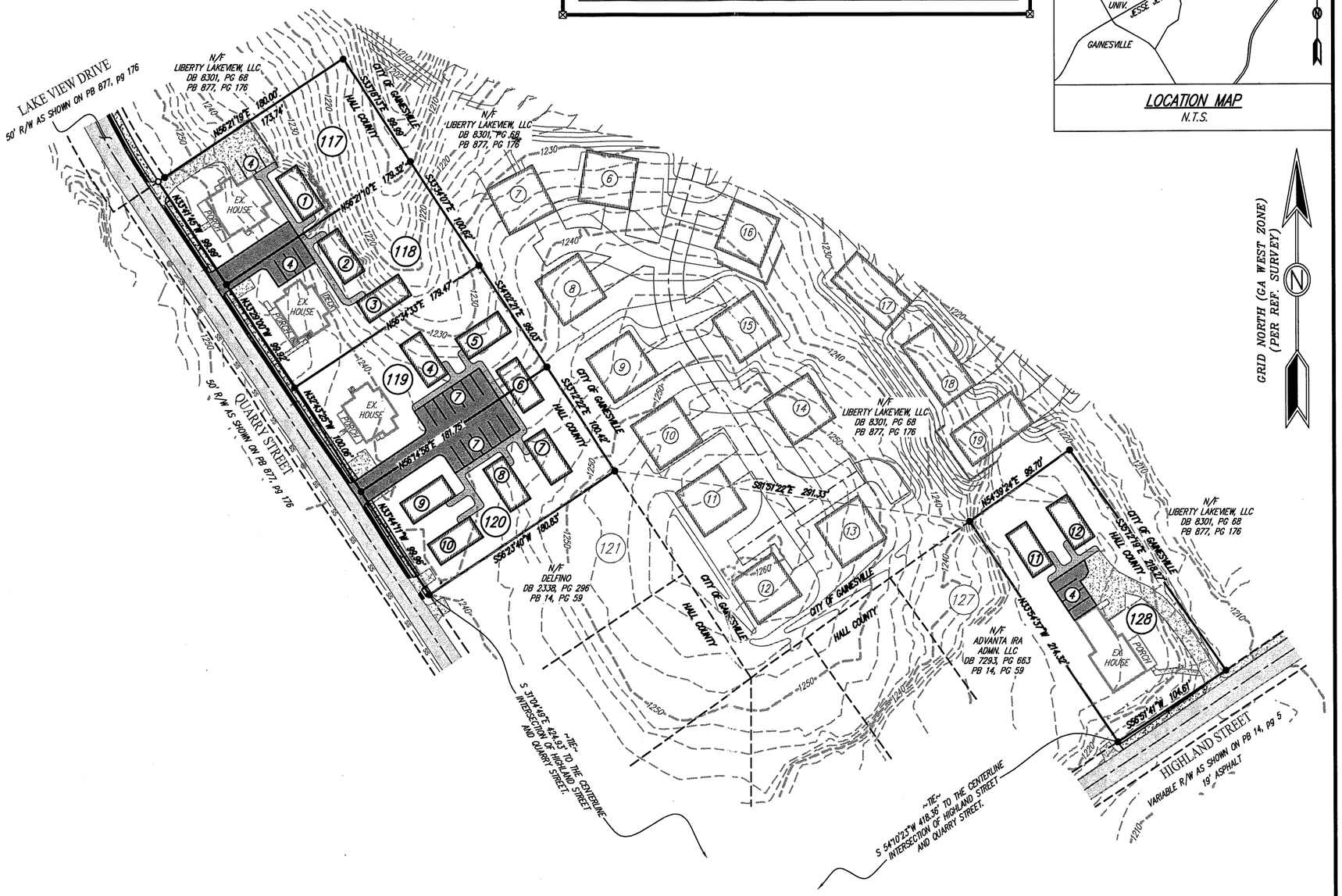
| 118 | 0.41 ACRE | 00063 009002 | NEW HOLLAND HISTORIC, LLC | DB 7915, pg 637 |
| 119 | 0.41 ACRE | 00063 009003 | NEW HOLLAND HISTORIC, LLC | DB 8341, pg 559 |
| 120 | 0.42 ACRE | 00063 009004 | NEW HOLLAND HISTORIC, LLC | DB 8392, pg 366 |
| 128 | 0.51 ACRE | 00063 009012 | NEW HOLLAND HISTORIC, LLC | DB 7793, pg 59 |




LOCATION MAP
N.T.S.




GRID NORTH (GA WEST ZONE)
(PER REF. SURVEY)

GRAPHIC SCALE
0 60 120 180
( IN FEET )
1 inch = 60 ft.


DES DAVIS
ENGINEERING & SURVEYING
133 PROMINENCE COURT
SUITE 210
DAWSONVILLE, GA 30534
PHONE: (706) 265-1234
DAVISENGINEERS.COM


# CITY OF GAINESVILLE ANNEXATION PLAN

FRANK NORTON
LOTS 117, 118, 119, 120 & 128 OF SUBDIVISION
FOR PACOLET MFG. COMPANY (PB 14, PG. 57-60)
LAND LOT 133, 9TH DISTRICT,
HALL COUNTY, GEORGIA

| | |
|---|---|
| DRAWN BY: | TJB |
| CHECKED BY: | JKD |
| LAND LOT: | 133 |
| DISTRICT: | 9 |
| SECTION: | – |
| CITY: | GAINESVILLE |
| COUNTY: | HALL |
| DATE: | 4/20/20 |

SHEET NO.
1 OF 1

PROJECT NO.
2019-270

# CREATING
# A SENSE OF PLACE

- LIBERTY LAKE HAS BEEN DESIGNED AS A SANCTUARY FIRST AND OUTWARDLY FROM THE CORE ACTIVITY CENTERS, GATHERING SPACES, THEN A COMFORTABLE SECURE RESIDENTIAL COMMUNITY WITHIN THE GREAT BIG WORLD BEYOND, THE COMMUNITY IS DIVIDED INTO COMPOUNDS OF ONE TWO AND THREE BEDROOM ONE STORY, TOWNHOUSES AND DUPLEXES SOME WITH MAIN FLOOR CARPORTS AND ABUNDANT VISITOR PARKING.
- EACH HOME HAS A REAR PRIVATE OUTDOOR SPACES,PATIOS, PORCH, SOME WITH UPPER STORY BALCONY'S OVERLOOKING THE MATURE TREE COVER AND SHIELDED THOUGH LANDSCAPE SCREENING AND CUSTOM DESIGNED FENCING

NORTON SINCE 1928 ™ BUILDING COMMUNITY

LIBERTY

# DESIGN FEATURES

- URBAN FARMHOUSE ARCHITECTURE
- USE OF GREEN SPACE SAVE TREES MINIMUM GRADING PERVIOUS PAVING
- SENSE OF CUSTOMIZATION BUT STANDARD COLORS & MECHANICAL FEATURES
- INDIVIDUAL UNIT CHARACTER THROUGH USE OF DETAILS, BAY WINDOWS, SUN SHADES, SHUTTERS & WINDOW CONFIGURATION
- STANDING SEAMLESS 100 YEAR ROOFS
- PRIVATE OUTDOOR SPACES HIGHLY DETAILED
  - USABLE PORCHES WIITH CEILING FANS
  - EXTERIOR LIGHTS SHINE AWAY FROM NEIGHBORS
  - LOW MAINTENANCE LANDSCAPING
  - EXTRA STORAGE BUILDINGS FOR LEASE
- BEDROOMS
  - LIGHT FAN KITS USB ELECTRICAL OUTLETS AT BED SIDE TABLES
- TILE BATHS
  - KOHLER SHOWER HEADS CURVED SHOWER RODS HOOKS VS COAT CLOSETS & TOWEL RACKS
- SMART KITCHEN ISLANDS/ WORKSPACES WITH USB PORTS GRANITE COUNTER TOPS, STAINLESS STEEL APPLIANCES
- NEST THERMOSTATS SMART DOORBELLS
- LED LIGHTING AMBIENT EXTERIOR LIGHTING
- LVT & TILE FLOORS
- PORTHOLE SIDE WINDOWS
- WORKING FIREPLACES
- MULTIPLE FIRE PIT AREAS & GRILLING STATION
- COMMUNITY FIREWOOD STATIONS
- SECURITY CAMERAS FOR ENTRY AND PARKING ZONES
- MOTION CONTROLLED SECURITY LIGHTS BETWEEN UNITS
- PET FRIENDLY

NORTON SINCE 1926 ™

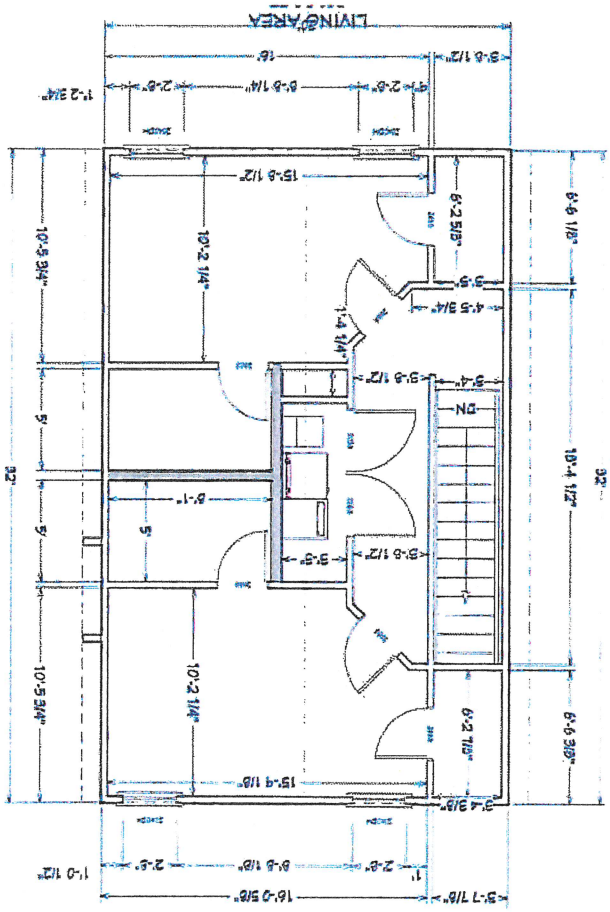
BUILDING COMMUNITY

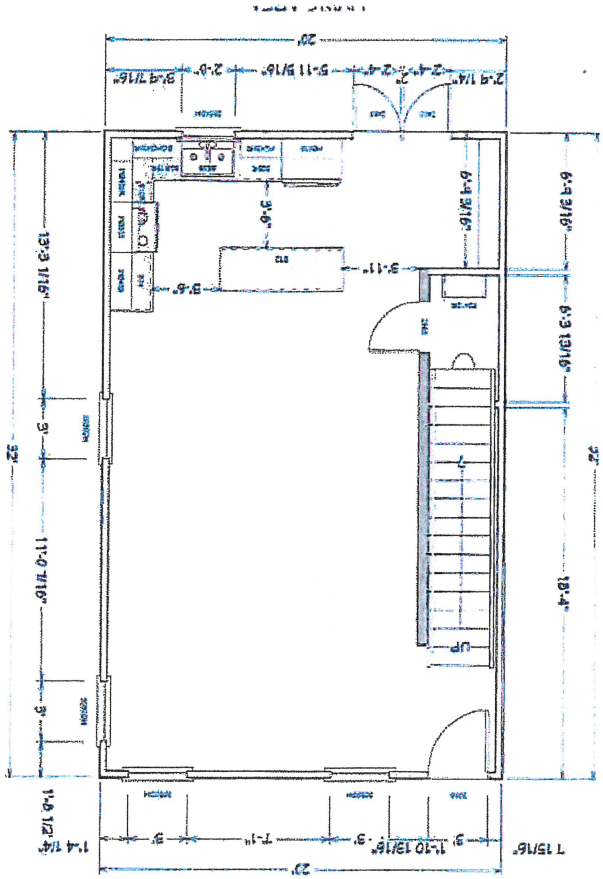
# TOWN HOUSE PLAN

LIBERTY

# TOWN HOUSE PLAN

LIBERTY



- LIVING & KITCHEN

LIBERTY

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 9/15/2020

**Presenter**: Abb Hayes

**Item of Business**: Request from **Frank Norton, Jr.** to amend the existing Planned Unit Development (P-U-D) zoning on a 14.43± acres tract located east of Lakeview Drive and north of Highland Street, having road frontage on the northwest side of Spring Street (a/k/a **0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE**) . **Ward Number: Two.** Tax Parcel Number(s): 00-082-003-002. **Request: 30 residential cottage and townhomes.**

- Proposed Zoning Amendment Ordinance 2020-37

**Meeting Date**: 10/6/2020

**Purpose of Request**:

To conduct a public hearing pertaining to the following zoning request as presented at the September 8, 2020 Planning and Appeals Board Meeting:

The applicant is proposing to amend an existing Planned Unit Development (P-U-D) for 30 residential homes. The property was previously annexed and zoned Planned Unit Development (P-U-D-c) with 15 zoning conditions as part of a larger 75.12± acres tract in 2018. The current zoning allowed up to 33 residential homes and required the homes to provide three-bedrooms and two-bathrooms within a minimum of 1,100 square feet of heated floor space. The proposed amendment would reduce the development by 3 homes but would give the option to build homes with two-bedrooms and two-bathrooms within the same 1,100 square feet of heated floor space. There are no other changes proposed. Access is proposed from a new road that will be constructed off of Lakeview Drive which was approved as part of the previous zoning. Adjacent and nearby uses include single-family homes and duplex homes in the County within the New Holland Mill Village as well as the Gainesville Middle School and Frances Meadows Aquatic Center.

**History/Background**:

**Facts & Issues for Consideration**:

**Department Recommendation**:

Staff and PAB recommended approval with four conditions. See the PAB Recommendation report for details and excerpts from the meeting minutes.

SAMPLE MOTIONS

Approval of Ordinance 2020-37
I move to approve the ordinance to amend the existing Planned Unit Development (P-U-D) for the subject property for 30 residential cottage and townhomes.

Denial of the Request:
I move to deny this request.

**Department Director**:

Rusty Ligon

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**: **Source of Funds**:

**Finance Comments**:

---

**Administrative Comments:**

---

ATTACHMENTS:

| Description | Type |
|---|---|
| Legal Ad | Legal Ad |
| PAB Recommendation Report | Report |
| Proposed Zoning Amendment Ordinance 2020-37 | Ordinance |
| Location Maps | Backup Material |
| Location Map Overall | Cover Memo |
| Narrative | Backup Material |
| Overall Site Plan | Backup Material |
| Architectural Renderings | Backup Material |

**COMBINED LEGAL AD**
**Gainesville Planning and Appeals Board**
**Gainesville City Council**

**Publish Saturday, August 22, 2020**
THE TIMES

## NOTICE OF PLANNING AND APPEALS BOARD PUBLIC HEARING

Notice is hereby given that the **Gainesville Planning and Appeals Board** will conduct a public hearing on **Tuesday, September 8, 2020 at 5:30 p.m.** in the **Gainesville Justice Center** (Municipal Courtroom at the Public Safety Complex), 701 Queen City Parkway in midtown Gainesville on the following requests:

1) Request from **Packaging Specialties of GA** to annex a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**) and to establish zoning as Light Industrial (L-I).
   Ward Number: Five
   Tax Parcel Number(s): 08-007-003-008J and 030; 08-008-000-040
   Request: Utility improvements

2) Request from **CenterPoint Integrated Solutions** to annex a 7.81± acres tract located on the north side of Browns Bridge Road, east of its intersection with Cherry Hill Drive (a/k/a **2602 Browns Bridge Road**) and to establish zoning as General Business (G-B).
   Ward Number: Four
   Tax Parcel Number(s): 08-015-009-021 (Part)
   Request: CarMax Auto Superstore

3) Request from **Frank Norton, Jr.** to annex a 2.16± acres tract located on the northeast side of Quarry Street and north side of Highland Street near its intersection (a/k/a **39, 44, 48 and 49 Quarry Street; 4 Highland Street**) and to establish zoning as Planned Unit Development (P-U-D).
   Ward Number: Two
   Tax Parcel Number(s): 00-063-009-001, 002, 003, 004 and 012
   Request: Existing and new homes totaling 19 units

4) Request from **Frank Norton, Jr.** to amend the existing Planned Unit Development (P-U-D) zoning on a 14.43± acres tract located east of Lakeview Drive and north of Highland Street, having road frontage on the northwest side of Spring Street (a/k/a **0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE).**
   Ward Number: Two
   Tax Parcel Number(s): 00-082-003-002
   Request: 30 residential cottage and townhomes

## NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENTS TO THE GAINESVILLE ZONING MAP

Notice is hereby given that the **Gainesville City Council** will conduct a public hearing on **Tuesday, October 6, 2020 at 5:30 p.m.** in the **Gainesville Justice Center** (Municipal Courtroom at the Public Safety Complex), 701 Queen City Parkway in midtown Gainesville on the following requests:

1) Request from **Packaging Specialties of GA** to annex a 4.16± acres tract located on the southwest side of Murphy Boulevard at its terminus (a/k/a **0, 2390 and 2400 Murphy Boulevard**) and to establish zoning as Light Industrial (L-I).
   Ward Number: Five
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   Request: Utility improvements

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   Ward Number: Two
   Tax Parcel Number(s): 00-082-003-002
   Request: 30 residential cottage and townhomes

Additional information is available from the Community and Economic Development Department, Planning Division, by calling 770-531-6570.

NOTE: In accordance with Georgia law, anyone who wishes to express opposition to the proposed zoning action, and has made, within two years immediately preceding the filing of the proposed zoning action, campaign contributions aggregating $250 or more to a local government official who will consider the application, shall file a disclosure of contribution(s) with the Planning Division at least five (5) days prior to the first reading of the proposed zoning action by the City Council. (OCGA § 36-67A-3 3 {c})

**GAINESVILLE PLANNING and APPEALS BOARD**
**RECOMMENDATION**

| | |
|---|---|
| **Applicant and Property Owner** | Frank Norton, Jr. |
| **Location** | Annexation: 39, 44, 48 and 49 Quarry Street; 4 Highland Street |
| | Zoning Amendment: 0 Lakeview Drive NE; 52, 54 and 56 Quarry Street NE |
| **Request** | Annex with PUD zoning<br>Amend existing PUD zoning |
| **Total Acres** | Annexation: 2.16± acres<br>Zoning Amendment: 14.43± acres |
| **Ward** | Two |
| **Proposed Use** | Existing and new homes totaling 19 units; 30 residential cottage and townhomes |
| **Planning Division Staff Recommendation** | **Approval, with conditions** |
| **Planning & Appeals Board Recommendation** | **Approval, with conditions** |
| **Date** | September 8, 2020 |

- ***Applicant's Proposal and Background Information***

The proposed annexation and zoning amendment total 16.59± acres and 49 residential units. Below is a description of both requests.

Annexation

The proposed annexation with a zoning of Planned Unit Development (P-U-D) includes five parcels totaling 2.16± acres and is adjacent to the city limits to the north, east and west. The property is zoned Residential-II (R-II) within unincorporated Hall County and consists of 7 existing residential units (1 single-family home and 3 duplex homes). The renovation of these homes is nearly completed some of which includes new vinyl siding, asphalt shingles and tin roofs, front porches, modern granite kitchens, luxury vinyl plank floors, some with fire places and outdoor spaces. The home located at 39 Quarry Street was demolished as part of the redevelopment process.

In addition to the existing 7 homes, the applicant is proposing 12 new townhome-style rental homes for a total of 19 residential units (existing and new). The 12 new homes will mostly be located behind the existing homes fronting Quarry Street and Highland Street. Two of the proposed homes will front Quarry Street where the previous home was demolished. The homes will be constructed as two-story, townhouse style units, each with 2 bedroom and 2.5 bathrooms. The exterior of the homes will consist of hardie-plank siding and rear covered private decks or porches. A 6-foot tall privacy fence is planned between the Liberty Lakeview development and neighboring properties and each home will be setback 20-feet from the nearest property line. The existing driveways will be improved or combined for a total of 3 curb cuts on Quarry Street and 1 on Highland Street. A total of 26 parking spaces will be provided for a minimum of 2 spaces per unit. The proposal is intended to compliment the adjacent 14.43± acres Liberty Lakeview development zoned P-U-D.

Zoning Amendment

The proposed zoning amendment includes a 14.43± acres tract zoned Planned Unit Development (P-U-D) known as Liberty Lakeview. A permit was issued for the subject property to develop the Liberty Lakeview subdivision. Three of the homes are under construction which will have temporary access to Quarry Street but will eventually access the future subdivision road off of Lakeview Drive.

The property was previously annexed and zoned P-U-D with conditions as part of a 75.12± acres mixed-use development tract in 2018. The current zoning of the property allowed up to 33 residential homes and required the homes to provide three-bedrooms and two-bathrooms within a minimum of 1,100 square feet of heated floor space. The proposed amendment will include 30 homes, reducing the development by 3 homes. The amendment will provide the option to build homes with two-bedrooms and two-bathrooms within the same 1,100 square feet of heated floor space. There are no other changes proposed.

Below is a list of the single-family home development standards previously approved for the 14.43± acres tract.

**Single Family Home Development and Architectural Guidelines**

- Heated floor space shall be no less than 1,100 square feet.
- Primary exterior building materials shall include, fiber cement lap siding and fiber cement board and batten siding on all elevations. Accent material application shall include fiber cement shake siding, brick and cultured stone accents shall be utilized on front and visual elevations of the buildings. Masonry block or concrete retaining walls shall be finished with stucco.
- It is the intent for the individual homes to be developed on one common property boundary with no individual property lines, and each home separated by a minimum of 10 feet. The developer reserves the right to develop as a (A) condominium subdivision, fee simple subdivision or (B) traditional subdivision with the following minimum lot standards for each, (lot size, lot width, road frontage).
- (A) Building Setbacks shall be as follows (at a minimum):
    - Front Setback: (proposed main road - 15 feet)
    - Front Setback: (Lakeview Drive - 30 feet)
    - Front Setback: (Highland Street – 30 feet)
    - Side/Building Separation: 5 feet
    - Rear Setback/Buffer (Historical Mill Homes): 25 feet
- (B) Lot Size / Building Setbacks shall be as follows (at a minimum):
    - Front Setback: (proposed main road - 20 feet)
    - Front Setback: (Lakeview Drive - 30 feet)
    - Front Setback: (Highland Street – 30 feet)
    - Side/Building Separation: 0-10 feet between buildings
    - Rear Setback/Buffer (Historical Mill Homes): 25 feet or 10’ from internal (newly created) property line
- Minimum lot size: 6,300 sq. ft.
- Minimum lot width/road frontage: 60’ or (30’ cul-de-sac)

- ***Adjacent Land Use and Zoning***

| Location | Use | Zoning |
|---|---|---|
| North | Limestone Greenway mixed-use development;<br>Undeveloped land | Planned Unit Development (PUD) -City<br>Residential-II (R-II) -City |
| South | New Holland Village single-family and duplex homes; Church; | Residential-II (R-II) -County |
| East | Limestone Greenway mixed-use development; Single-family and duplex homes | Planned Unit Development (PUD) -City<br>Residential-II (R-II) -County |
| West | Single-family and duplex homes; Gainesville Middle School; Frances Meadows Aquatic Center | Residential-II (R-II) -City/County<br>Office and Institutional (O-I) -City |

The property is located within the Limestone Corridor Overlay Zone. Significant uses within the surrounding area include the Brenau University Sports Complex, Lakeview Academy, Northeast Georgia Medical Center and Atlanta Botanical Garden.

- ***Other Departmental Comments***

Coordination will be required with the City of Gainesville Public Works Department and Hall County Engineering regarding the proposed driveway locations. There were no departmental comments for this request.

- ***Zoning History***

*The following zoning actions have taken place in the immediate area during the last ten years:*

**2020 –** A request by Capstone Acquisitions, LLC to annex a 6.148± acres tract with a zoning of Light Industrial (L-I) located at 0 Jesse Jewell Parkway was conditionally approved for a climate-controlled self-storage and office/warehouse.

**2018 –** A request by Limestone Greenway, LLC to annex a 75.12± acres tract with a zoning of Planned Unit Development (P-U-D) located at 0 and 2065 Limestone Parkway was conditionally approved for a mixed-use development.

**2017 –** A request by Keel Property Management, LLC to annex a 6.32± acres tract with a zoning of General Business (G-B) located at 0 White Sulphur Road Drive was conditionally approved for restaurant, retail and a carwash.

**2017 –** A request by the City of Gainesville to rezone 53.177± acres located at 1514, 1515, 1545, 1560 and 1581 Community Way from Residential-II (R-II) to Office and Institutional (O-I) zoning was approved for existing uses and for future professional office purposes.

**2012 –** A request by Pacolet Milliken Enterprises, Inc. to annex a 68.223± acres tract located at 601 White Sulphur Road was approved with conditional Planned Unit Development (P-U-D) zoning for a mixed-use development.

***Staff Analysis***

**(1) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?**

The proposal consists of existing and new detached residential uses. The adjacent and nearby properties include a mixture of single-family and duplex homes within the historic New Holland Mill community. Residential uses are suitable but are different in design than the existing homes fronting Quarry Street and Highland Street. The applicant has proposed to locate most of the homes behind the existing homes fronting Quarry Street and Highland Street in order to utilize existing driveways and to help maintain the historic look. The homes proposed on the 39 Quarry Street lot will be more visible as the existing home was removed. The renovated homes and new homes will provide reinvestment into the community.

**(2) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?**

The proposal will add vehicular trips to Quarry Street and Highland Street which are County roads approximately 18 feet in width. While parking will be provided for the proposed homes, street parking should be discouraged due to the narrow width of the existing roads. The homes will add traffic to the neighborhood which experiences cut-through traffic from Jesse Jewell Parkway and Lakeview Drive.

Given the rolling topography and the location of nearby Limestone Creek, environmental impacts should be properly mitigated through improved storm water measures. Open space, buffers, water quality and erosion measures will be required by code to help protect Limestone Creek.

**(3) Is the proposed use compatible with the purpose and intent of the Comprehensive Plan?**

The Gainesville Future Development Map places the subject property within the *Low-Medium Density Residential* land use category which includes areas containing or planned for single-family detached or semi-detached housing at densities up to 4.0 dwelling units per acre. The proposal seeks an overall gross residential density of 2.95± dwelling units per acre which includes both the 2.16± acres annexation and 14.43± acres zoning amendment tracts totaling 49 units. It is the intent of the applicant that both tracts share the same zoning of P-U-D and provide many of the same standards as part of the overall Liberty Lakeview development.

The subject property is located within the *Historic Mill Villages* Character Area. The vision for this character area is to include historic preservation and incremental restoration as a priority for the mill village area. New development should be designed to incorporate green technologies and practices as well as architecture consistent with the forms and materials of the mill and housing. Greenfield sites should be carefully planned and controlled to protect Limestone Creek. New mixed-income development is acceptable as new construction on adequately sized lots or a reuse of the property. Opportunities may exist for future adaptive reuse for mixed-use development and neighborhood serving commercial. Land uses allowed within this character area include medium density residential, mixed-use, commercial, public / institutional, and parks / recreation / conservation.

**(4) Are there substantial reasons why the property cannot or should not be used as currently zoned?**

The 2.16± acres annexation is currently zoned Residential-II (R-II) within Hall County and is approved for single-family purposes. The additional homes require the property to be annexed and rezoned for public water and sewer services. The existing homes are now adjacent to the city limits and should be annexed.

The 14.43± acres P-U-D amendment was previously approved for 33 single-family, three bedrooms/ two bathrooms homes. The applicant desires to reduce the homes to 30 but desires the option to construct the homes with two bedrooms/ two bathrooms within the same square footage which requires a zoning amendment.

**(5) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?**

Surrounding developments currently utilizes City water and sewer services and there is sufficient capacity to serve the development.

Existing public safety services respond to the adjacent and nearby properties. Gainesville Fire Station #1 off of Queen City Parkway is located approximately 2.4 miles away. As well, Hall County Fire Station #7 off of East Crescent Drive is located approximately 1.2 miles away. The amount of proposed single-family homes will put additional strain on police and fire services.

According to the Institute of Transportation Engineers (ITE) Trip Generation Handbook (9th Edition), the 49 residential units are expected to generate 466± new trips per weekday and 38± A.M. and 50± P.M. peak hour trips during the weekday.

The proposal will add more children to the Gainesville City School System as the housing is not age restricted. It's unknown as this time how many of the 49 units will include school age children that are not already living within the Gainesville City school district. According to the applicant, the homes will be marketed toward the Northeast Georgia Medical residency students which may have less school age children than traditional market rate housing.

**(6) Is the proposed use supported by new or changing conditions not anticipated by the Comprehensive Plan or reflected in the existing zoning on the property or surrounding properties?**

The surrounding and nearby properties have been impacted by residential and non-residential growth along the Jesse Jewell Parkway and Limestone Parkway. Much of this is due to the proximity of Exit 24/I-985 and Northeast Georgia Medical Center.

Both the 2.16± acres and 14.43± acres properties are expected to remain residential. Nearby office and commercial uses will continue to develop along nearby Jesse Jewell Parkway and Limestone Parkway which will provide shopping and service needs for the proposed residential homes.

**(7) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?**

Given the subject property's proximity to/within the city limits and the adjacent residential uses, the proposal, with the zoning conditions recommended by staff, appears to reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare, and the right to unrestricted use of property.

- ***Staff Recommendation***

The Planning Division staff is recommending **conditional approval** of this annexation and zoning amendment request with a zoning of **Planned Unit Development (P-U-D)** based on the Comprehensive Plan and the adjacent and nearby residential uses.

**Conditions**

1. **All of the front yards of the existing and new residential units shall be sodded with grass. In addition, the rear of the proposed single-family homes fronting Lakeview Drive, Quarry Street and Highland Street shall be designed with exterior architectural features to resemble a front facade.**

2. **In addition to the proposed 6-foot tall privacy fence, the owner/developer shall plant vegetation consisting of evergreen and deciduous trees between the subject property and the adjacent neighboring residential homes fronting Quarry Street and Highland Street. The location, spacing, size and type of trees planted shall be subject to the approval of the Director of the Community and Economic Development Department.**

3. **The exterior of the proposed homes shall be constructed with hardie-plank siding and pitched roofs similar to the existing two-story structures located along Quarry Street and Highland Street.**

4. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the developer/property owner. As determined by the Public Works Director, the proposed sidewalk network shall connect with the future proposed sidewalks along Lakeview Drive, Quarry Street, Highland Street and within proposed Liberty Lakeview subdivision road.**

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**Excerpts from the September 8, 2020 PAB Meeting Minutes**

**Applicant Presentation: Frank Norton, Jr.**, 687 East Lake Drive, stated he represents Sanctum, the owner of Liberty Lakeview, a zoned 14.43± acres, 30 unit gated residential community currently under construction. He stated as they began creating Liberty Lakeview, the investors became interested in improving the character and appearance of the homes along Quarry Street and Highland. He stated they have purchased five properties adjacent to their fourteen acres. New Holland itself is an island within the County and are proposing to annex houses that physically touch their property although their firm is involved in purchasing other properties and restoring other assets in the New Holland community. He said they could redevelop the houses under the current county codes, they felt the need for unity, control, standards throughout the entire community. This is the original Wendell Stark Development and they were designed as a historical buffer with lower intensity than the retail proposed to transition the historic homes of New Holland with his major impact development which is currently underway on Limestone. They have discovered several things one being the site of the original water tower for New Holland and have been moved for sewer issues. He also pointed out that this use to be the cattle range in late 1800's and stables that were built in the community park and are incorporated some of those ruins in the amenity area. There is a historic cottage section, some townhome sections and a tower section. The

development is to be environmentally sensitive and are trying to save as many trees as possible. Gibbs Construction has been hired to tag major trees, realign the roads and to try to build the houses especially on the Tower hill in between the trees with the tree and four floor plans available. The entire property will be fenced, secured parking element off Quarry Street as well as a gated entrance off Lakeview. There will be four product types, two historic product types and two-story townhouse which were originally built as a duplex with one bedroom and a study for the residents. He stated they have also purchased one of the three bedroom/two bath houses on Highland and are converting the townhouses to a duplex residence. Also, a new product with single interns and a strong demand for a roommate plan. They are asking for modifications to build 24 two-and-a-half bath townhouses, 18 single family two-bedroom cottages which are 1400 square feet, the two bedroom/two bath are roughly 1200 square feet. Also, a sidewalk has been added along Quarry with grass and a picket fence much like New Holland use to be to try to keep the historical character. They are using antique fixtures and added another full bath upstairs for a one bedroom study plus 2 baths. Also, tenants will be provided with private rear patios and a charcoal grill anchored for safety and insurance purposes. There is also a cottage product similar to Enota with three bedroom/two bath houses with an extra feature of a study carol, working fireplaces with firewood stations throughout. Everything has laminate floor and granite counter tops including the historical units and all with standard stainless steel appliances furnished with an alarm system included in the rent. The townhouse product is similar in concept to the four houses built on Forest Avenue and the 14 houses under construction in Midland which are 75 square feet bigger. The third space oramenity space was originally planned across the power line but for social distancing and other issues, it was moved closer to the overall development. It fronts Highland and uses the original foundation of the stables as decking, multiple station playground and will be building the first outside gym in Hall County with a fitness station, a small library, central Amazon box station and some guest parking overflow and it's in place with about 90 percent complete.

**FAVOR:** None

**OPPOSE:** Odis Sisk, 31 Quarry Street, stated he directly attaches to this piece of property as well. He stated after living at this location through the entire process staring back since 2018, coming to multiple City Council meetings he's seen the ball has been slowly rolling, change this a little bit, come back next time change a little until now it is exactly what they intended for this to be. But the words that are important to think about are control, fencing, security, for those parts and pieces being in that one little area now that is still the county, and everything else that is going to be annexed into the city, they have segregated the entire neighborhood. He purchased a 120 year old neighborhood. Annexing these particular properties into the city destroys a lot of things. For one thing technically it does not meet PUD standard which means it would have to be 1.5 acres. These are individual plots of land as where a PUD status normally are one large piece of land that are planned as units and then developed as units. Integrating these historic homes into this other unit, it's not feasible. He stated these are individual homes so that does not meet the 1.5 acres as individual homes. They are bundling multiple properties together to try to get them to go together into this property. He stated if you took two of the townhomes which they are planning on building, that's the exact same footprint of one historic home. But putting 3 other townhomes behind the other one and compares to three 30 foot RV's. So Gainesville has a Historic Preservation Manual and Design Guideline. So if this is annexed into the city it should meet historic preservation codes or guidelines. In doing so the placement of those individual houses which his neighbor owns the next house over now he has 6 properties looking into his neighbor's house and has lived there many years. Mr. Sisk's house was purchased by family in 1953 and was renovated over the years. The homes purchased by Mr. Norton belonged to Hall County residents and have been given two options which is either pay a rent increase or 30 to 60 days to get out. Also he stated concern for his neighbors having two other homes built close behind them along

with the children having to change schools from East Hall to Gainesville. He stated this annexation is separating their community. He stated this is a historic community and he did not leave it alone but branded it with a huge star on the side of it and have done it to all the homes they own through the process. He stated as a county resident he does not get any benefit of the 26 parking areas. With the addition 400 people going back and forth and Mr. Norton said these individuals they are targeting have odd hours and coming at all times of the night. So the kind of people they are targeting inside the gated community are not to mingle with lower individuals on the outside and this is creating a social problem in the neighborhood. The neighbors are seventy plus years old during the pandemic and have been given 60 days to get out and that in itself is so unethical. The homes being built on the back side are not cottages and the townhomes they plan to build does not look historical at all. It looks like two modular homes stacked on top of each other. Mr. Sisk major concern is breaking the property line issues because being a county resident, he values having property line. By putting these properties into the city and into this zoning then those property lines are dissolved. So then surrounding his property could be two to four townhomes. There have been many issues with the street only being 18 feet wide and a telephone pole has been hit many times because two cars can't pass at the same time. It is not making it any better by adding more and more homes into this area. Also, Gainesville has tree ordinance, PUD zoning. According to Angela Sheppard, from an email sent to her says PUD Zone developments are designed to meet the tree and landscape standards and are a part of PUD zoning. There has been no tree preservation. Also, as of April 14th a report was sent to Mr. Eddie Hughes, a Norton representative about the pine trees near the water tower which has a seventy year old property line variance and the fence has been moved. He has been asking for someone to come out and Mr. Hughes came out on January 6th and a report on April 14th and there is nothing. The other issue is the temporary driveway has not been approved yet and according to the email from the City on May 1st was only to be used as a temporary access point to get cars into those houses until the other driveways are built. Currently utilities are installed already for every one five homes on the site. So it's already planned and he seems to know that at some point in time the City is going to allow them. Mr. Sisk asked the Board the question "Have you come through this area in New Holland during the construction process – has anyone driven a vehicle through the neighborhood" and requested that before the next meeting the Board come and chat with him and meet his neighbors, see what New Holland has to offer without the annexation. He stated it looks like greed not need. He stated there are three historic mills in Gainesville and this one is still active and it has a community. His neighbor talked with him about being evicted but also the playground can be seen from the side street and the kids can't enter and if so, it's a trespassing issue. He believes this is not a neighborhood but a compound. He would like to see a neighborhood built and be able to walk all around and not an exclusionary zone. He stated if it is that nice then leave it the way it is and appreciate the houses being restored. The neighbors do not appreciate the big blue and red stars all over the houses and would request it to be removed because in 1901 that was not a part of it. Also, his neighbor pays six hundred dollars for rent and has been told to pay eight hundred or move out. His neighbors approached him and asked to help so that's the reason for being at the meeting. He would like to meet face to face before this is allowed to take place.

**Oppose: Tony Rolland, and** his fiancé lives at 18 Quarry Street, at the corner of Highland and Quarry. They are wanting to add on to their historic home, make it bigger and will not look modernized on the outside. He does appreciate the historic aspects of New Holland community. There are good things Mr. Norton is doing and there are bad things but Quarry Street is a speed way with people traveling 50 to 55 mph on the side street. He stated the idea of building a community is great but townhomes and those in particular look like trailers stacked on top along with the red and blue stars are hideous. He stated he appreciates the investment in the community but turning it into a high-density location with very cheap looking townhomes does not meet architectural standards of the historic neighborhood and also the narrow streets will be a challenge with the school area.

**Oppose: Otis Sisk,** said the request from the original traffic survey suggest that the gate at middle school be open to help deflect some of the traffic to a red light. He requested the Board to consider for it to occur for safety reasons.

**Chairman Carter** stated the road that runs through the middle school, the Board does not have any authority to give an order to the city school about the gate but would need to be taken up with the city school board. Chairman Carter stated there was five minutes of rebuttal time remaining for Mr. Norton.

**Rebuttal: Mr. Norton**, stated New Holland is a special place with 98 houses on northern side and only about 15 percent are owner occupied and others are rental houses and in decay. An investment group affiliated with their firm purchased nine properties last week with termite issues, two with structural issues and are moving tenants out to repair and bring those houses back up to standards. Their firm is proud of its historic preservation legacy and still own twenty-eight historic homes over a hundred years old throughout Northeast Georgia. They recognize the inherit value to the fabric of the community. They are trying to build a community to serve northeast Georgia Medical Center and to serve the needs of all our community. He stated it is a temporary parking lot and if the zoning doesn't happen the temporary parking lot on Quarry does have to disappear so they can then access the three houses they built through the main road.

**Planning and Appeals Board Comments:** Board Member Simmons asked about clarification from Mr. Norton regarding the number of houses purchased by an investment group/local investor and were accumulated over a period of time. Mr. Norton confirmed that nine rental homes were recently purchased. Board Member Martin stated he has owned several of the homes in the New Holland community over the years but no longer has any of them.

**There was a motion to recommend conditional approval of the annexation request with a zoning of Planned Unit Development (P-U-D) with the following conditions:**

**<u>Conditions</u>**

1. **All of the front yards of the existing and new residential units shall be sodded with grass. In addition, the rear of the proposed single-family homes fronting Lakeview Drive, Quarry Street and Highland Street shall be designed with exterior architectural features to resemble a front facade.**

2. **In addition to the proposed 6-foot tall privacy fence, the owner/developer shall plant vegetation consisting of evergreen and deciduous trees between the subject property and the adjacent neighboring residential homes fronting Quarry Street and Highland Street. The location, spacing, size and type of trees planted shall be subject to the approval of the Director of the Community and Economic Development Department.**

3. **The exterior of the proposed homes shall be constructed with hardie-plank siding and pitched roofs similar to the existing two-story structures located along Quarry Street and Highland Street.**

4. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the developer/property owner. As determined by the Public Works Director, the proposed sidewalk network shall connect with the future proposed**

**sidewalks along Lakeview Drive, Quarry Street, Highland Street and within proposed Liberty Lakeview subdivision road.**

Motion made by Board Member Martin
Motion seconded by Board Member White
**Vote – 5 favor, 1 recusal, 1 absent (Thompson)**

**There was a motion to recommend conditional approval of the zoning amendment request to allow 30 residential cottage and townhomes within Planned Unit Development (P-U-D) with the following conditions:**

**Conditions**

1. **All of the front yards of the existing and new residential units shall be sodded with grass. In addition, the rear of the proposed single-family homes fronting Lakeview Drive, Quarry Street and Highland Street shall be designed with exterior architectural features to resemble a front facade.**

2. **In addition to the proposed 6-foot tall privacy fence, the owner/developer shall plant vegetation consisting of evergreen and deciduous trees between the subject property and the adjacent neighboring residential homes fronting Quarry Street and Highland Street. The location, spacing, size and type of trees planted shall be subject to the approval of the Director of the Community and Economic Development Department.**

3. **The exterior of the proposed homes shall be constructed with hardie-plank siding and pitched roofs similar to the existing two-story structures located along Quarry Street and Highland Street.**

4. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the developer/property owner. As determined by the Public Works Director, the proposed sidewalk network shall connect with the future proposed sidewalks along Lakeview Drive, Quarry Street, Highland Street and within proposed Liberty Lakeview subdivision road.**

Motion made by Board Member Martin
Motion seconded by Board Member White
**Vote – 5 favor, 1 recusal, 1 absent (Thompson)**

**Passed:** _____

**AN ORDINANCE**

**No. 2020-37**

**AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF GAINESVILLE, GEORGIA, BY AMENDING THE EXISTING PLANNED UNIT DEVELOPMENT, WITH CONDITIONS (P-U-D-c) ZONING ON A 14.43± ACRES TRACT LOCATED EAST OF LAKEVIEW DRIVE AND NORTH OF HIGHLAND STREET, HAVING ROAD FRONTAGE ON THE NORTHWEST SIDE OF SPRING STREET (A/K/A 0 LAKEVIEW DRIVE, NE; 52, 54 AND 56 QUARRY STREET, NE); REPEALING CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**(Amendment to Zoning Map)**

**BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, AS FOLLOWS:**

**SECTION I.**

That from and after the passage of this Ordinance, the subject property containing 14.43± acres with **Planned Unit Development, with conditions (P-U-D-c)** zoning is hereby amended as follows:

**Conditions**

1. **All of the front yards of the existing and new residential units shall be sodded with grass. In addition, the rear of the proposed single-family homes fronting Lakeview Drive, Quarry Street and Highland Street shall be designed with exterior architectural features to resemble a front facade.**

2. **In addition to the proposed 6-foot tall privacy fence, the owner/developer shall plant vegetation consisting of evergreen and deciduous trees between the subject property and the adjacent neighboring residential homes fronting Quarry Street and Highland Street. The location, spacing, size and type of trees planted shall be subject to the approval of the Director of the Community and Economic Development Department.**

3. **The exterior of the proposed homes shall be constructed with hardie-plank siding and pitched roofs similar to the existing two-story structures located along Quarry Street and Highland Street.**

4. **All access point design for the subject property shall be submitted for review by the Gainesville Public Works Director in coordination with Hall County. All required access/traffic/sidewalk improvements associated with the proposed development shall be at the full expense of the developer/property owner. As determined by the Public Works Director, the proposed sidewalk network shall connect with the future proposed sidewalks along Lakeview Drive, Quarry Street, Highland Street and within proposed Liberty Lakeview subdivision road.**

**Legal Description**

All that tract or parcel of land lying and being in Land Lot 133, 9th District, Hall County, City of Gainesville, Georgia and being more particularly described as follows:

BEGINNING at a 1/2” rebar found at the City of Gainesville/Hall County line and the easterly right-of-way of Quarry Street (30’ right-of-way); THENCE, along the easterly right-of-way of Lake View Drive (50’ right-of-way), with a compound curve to the left, having an arc length of 59.76' and a radius of 363.17', with a chord bearing of S29°38'57"E and a chord length of 59.69' to a point; THENCE, continuing along the easterly right-of-way of Lake View Drive, with a compound curve to the left, having an arc length of 86.67' and a radius of 298.86', with a chord bearing of S17°23'19"E and a chord length of 86.37' to a point; THENCE, continuing along the easterly right-of-way of Lake View Drive, with a compound curve to the left, having an arc length of 89.69' and a radius of 391.31', with a chord bearing of S01°19'47"E and a chord length of 89.49' to a point; THENCE, continuing along the easterly right-of-way of Lake View Drive, with a compound curve to the left, having an arc length of 94.74' and a radius of 363.14', with a chord bearing of S11°33'53"W and a chord length of 94.47' to a point; THENCE, continuing along the easterly right-of-way of Lake View Drive, with a curve to the left, having an arc length of 64.14' and a radius of 177.78', with a chord bearing of S31°01'03"W and a chord length of 63.80' to a 1/2” rebar set; THENCE, leaving the easterly right-of-way of Lake View Drive, N70°08'23"W a distance of 154.42' to a point; THENCE, N69°31'25"W a distance of 172.76' to a 1/2" rebar set; THENCE, S63°28'07"W a distance of 60.97' to a 1/2" rebar set; THENCE, S70°49'26"W a distance of 348.35' to a 1/2" rebar set; THENCE, S86°41'00"W a distance of 194.22' to a 1/2" rebar set; THENCE, S28°49'35"W a distance of 148.99' to a 1/2” rebar set; THENCE, N48°50'59"W a distance of 216.40' to a 2” open top pipe found; THENCE, N26°41'39"E a distance of 155.00' to a 2” open top pipe found; THENCE, S21°08'11"W a distance of 194.01' to a 2" solid rod found; THENCE, S68°09'38"E a distance of 145.35’ to a 2” solid rod found at the northwesterly right-of-way of Spring Street; THENCE, along the northwesterly right-of-way of Spring Street, S22°29'53"W a distance of 86.39' to a 2”solid rod found; THENCE, leaving the northwesterly right-of-way of Spring Street, N69°54'02"W a distance of 118.98' to a 1/2" rebar set; THENCE, S09°44'16"W a distance of 102.34' to a 2” open top pipe found; THENCE, S33°25'53"E a distance of 89.21' to a 1” solid rod found; THENCE, S33°50'57"E a distance of 106.14' to a 2” open top pipe found at the northwesterly right-of-way of Highland Street; THENCE, along the northwesterly right-of-way of Highland Street, S56°23'30"W a distance of 223.92' to a 1/2" rebar set; THENCE, leaving the northwesterly right-of-way of Highland Street, N35°13'12"W a distance of 218.12' to a 2” open top pipe found; THENCE, S54°41'47"W a distance of 317.64' to a 2” open top pipe found; THENCE, N33°32'56"W a distance of 600.00' to a 2” concrete monument found; THENCE, S56°27'04"W a distance of 173.36' to a 1/2" rebar found; said 1/2" rebar set being the POINT OF BEGINNING.

Said property containing 14.43± acres.

**SECTION II.**

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**SECTION III.**

If any portion of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

**SECTION IV.**

This Ordinance is enacted as an amendment to the Code of the City of Gainesville, Georgia, and is to be codified as a part of Section 9-1-1-5.

**SECTION V.**

The effective date of this Ordinance shall be upon approval by the governing body of the City of Gainesville, Georgia.

_____

**C. Danny Dunagan, Jr., Mayor**

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this ordinance was adopted as stated and will be recorded in the official minutes.

**ATTEST:**

_____

**Denise O. Jordan, City Clerk**

**Applicant:**

## FRANK NORTON, JR

## ZONING AMENDMENT REQUEST

**Request:**

Amend existing Planned Unit Development (P-U-D) on 14.43+/- acres for 30 residential cottages and townhomes

| **Subject Property Address:** | **Tax Parcel:** |
|---|---|
| 0 Lakeview Drive, NE; and<br>52, 54 & 56 Quarry Street, NE | 00-082-003-002 |

**Meeting Date:** 09/08/2020 **Map Prepared:** 08/05/2020

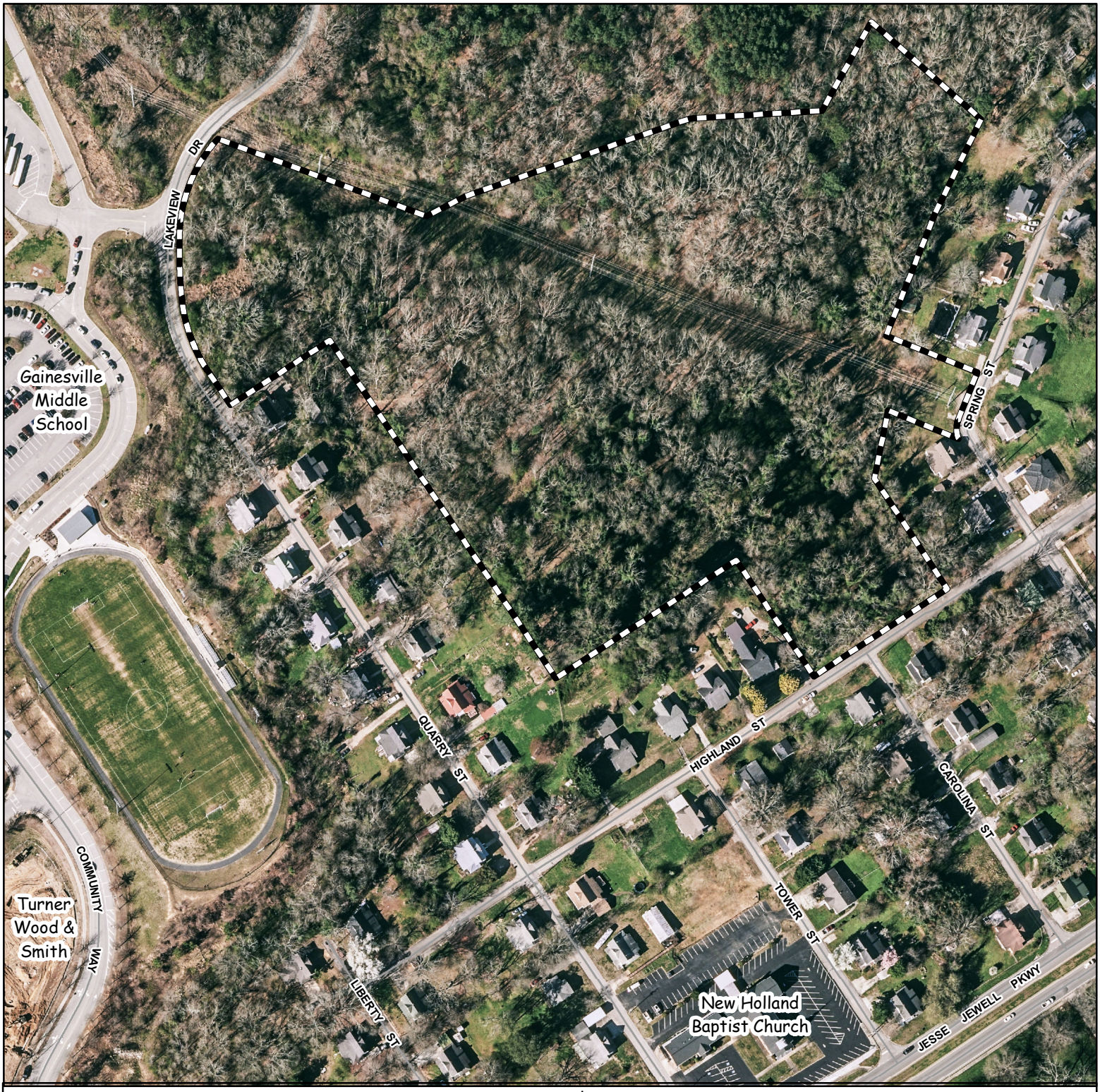
Subject Property

N

0 120 240 360 480 Feet

1 " = 200 '

CITY OF GAINESVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT




**Applicant:**

## FRANK NORTON, JR

## ZONING AMENDMENT REQUEST

**Request:**

Amend existing Planned Unit Development (P-U-D) on 14.43+/- acres for 30 residential cottages and townhomes

| **Subject Property Address:** | **Tax Parcel:** |
|---|---|
| 0 Lakeview Drive, NE; and<br>52, 54 & 56 Quarry Street, NE | 00-082-003-002 |

**Meeting Date:** 09/08/2020 **Map Prepared:** 08/05/2020

Subject Property

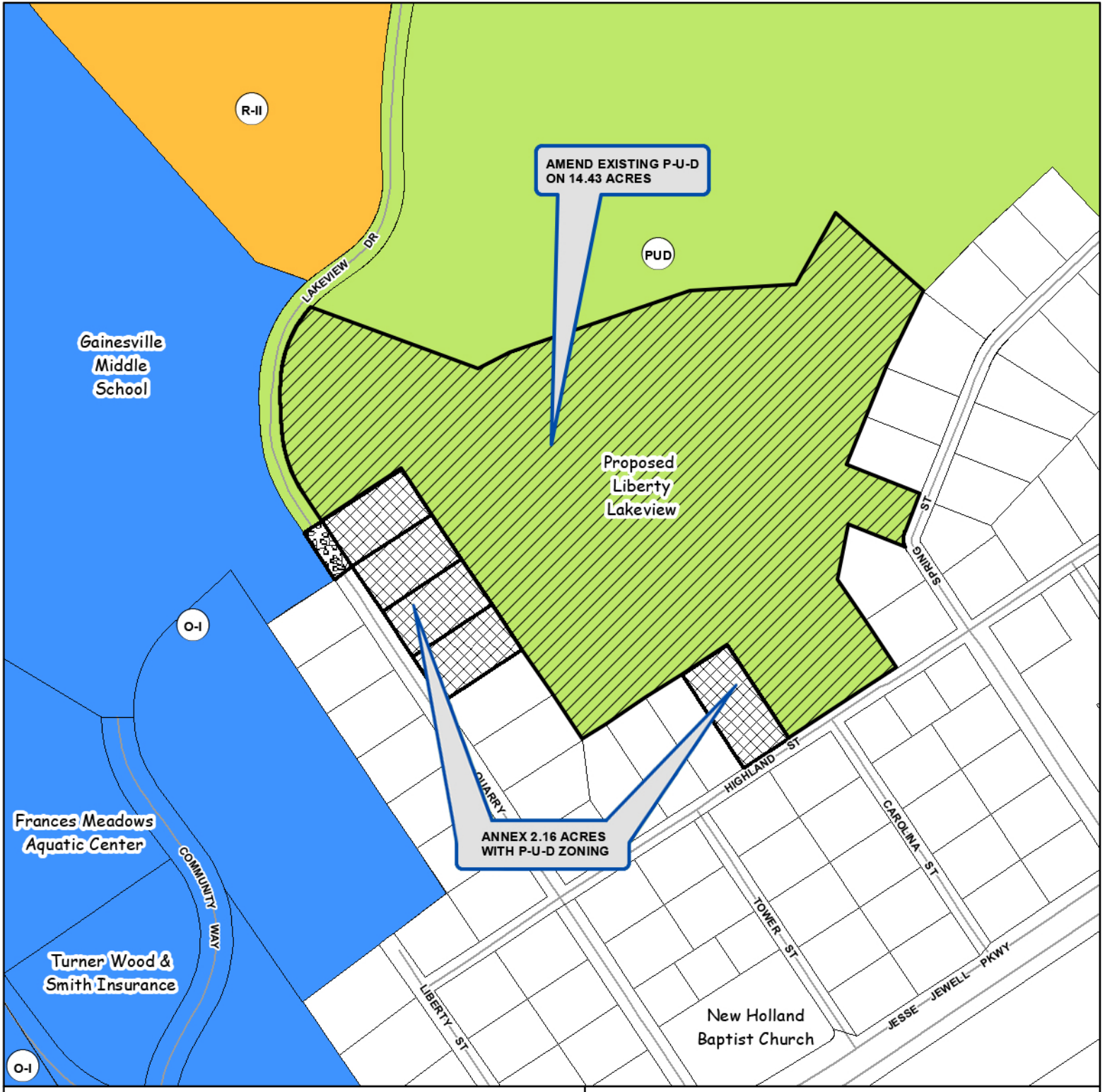
Aerial from 2018

N

0 120 240 360 480 Feet

1 " = 200 '

CITY OF GAINESVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT




**Applicant:**

## FRANK NORTON, JR

## ANNEXATION & ZONING AMENDMENT

**Request:**
Annex 2.16+/- acres and establish zoning as Planned Unit Development (P-U-D) for existing & new homes totaling 19 units & amend existing P-U-D for 30 residential cottage & townhomes

| **Subject Property Address:** | **Tax Parcel:** |
|---|---|
| 39, 44, 48, 49, 52, 54 & 56 Quarry St; 4 Highland St & 0 Lakeview Drive | 00-063-009-001, 002, 003, 004 & 012; 00-082-003-002 |

**Meeting Date:** 09/08/2020 **Map Prepared:** 09/01/2020

Zoning Amendment Portion

Annexation Portion

Right-of-Way to be Annexed

N

0 150 300 450 600 Feet

1 " = 250 '

CITY OF GAINESVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT

**LIBERTY LAKEVIEW ENHANCED VISION**

The original Liberty Lakeview Community was part of a larger comprehensive annexation and rezoning prepared by Wendall Starke for his Limestone Greenway project. Liberty Lakeview was to be a private gated single-family community of 3 bedroom/2 bath, 1100 SF minimum homes catering to the Medical Resident Marketplace. Sanctum is the owner of the property with The Norton Agency as the developer and the general partner. The homes were to be built on raised foundations with hardiplank siding and were envisioned with "living" porches, outdoor spaces, fireplaces, luxury vinyl plank flooring and internal sanctuary study areas. The project was to be no more than 30 units with pervious drives to preserve many of the specimen trees and architectural artifacts (water tower foundations, pumps and original sistern. The project vision was to incorporate an extensive private playground and picnic amenity.

Once planning was complete, Sanctum recognized the need to upgrade the existing Historical duplexes adjacent to Liberty Lakeview and to date have acquired five homes, (3) one-bedroom duplexes and 2 three-bedroom cottages. One was demolished because of termites. Because of insurance coverage due to vacating building types, Sanctum who is the sole owner, created a subsidiary called "New Holland Historical" to hold these assets.

This request is to annex and rezone these five properties, 2.16 total acreage as a separate PUD incorporating many of the same design features across both tracts, all controlled by the parent Sanctum. Liberty Lakeview would ultimately be a mix of 2 and 3-bedroom cottages and townhomes all free standing (except the 3 duplexes) for a total of 49 rental units. This would require an amendment to the existing PUD to allow 2 bedroom units that would consist of the same square footage.

The Historic renovations now nearing completion have vinyl siding, asphalt shingle and tin roofs, some with fireplaces, modern granite kitchens, luxury vinyl plank floors, front porches, and outdoor spaces. Parking is concentrated where possible. There are picket fences, star elements, and painted foundations. With the new holdings, there will be 12 new 2-story townhouses with hardiplank siding, 2 bedroom, 2.5 baths, freestanding homes would be constructed. Each with rear covered private decks or porches, most overlooking one of Liberty Lakeview's green space. Proposed setbacks for the new homes would be 20 feet from the nearest property line or neighboring home and a 6' tall privacy fence is planned to separate Liberty Lakeview from adjacent properties. Two parking spaces are provided for each unit.

This Historical Phase of Liberty Lakeview would have access via an internal network of soft material paths to the community green space park, playground, fire pit and picnic areas.

It is Sanctum Liberty's goal to set a benchmark for intown quality affordable residential rental communities all geared to the growing medical and medical service sector. Our goal is to provide a safe and quiet sanctuary between rigorous work hours within an environmental envelope and historic character.

Norton is proud of its Ncredible Properties. Ncredible Communities that you can't wait to call home.

CURRENT LIBERTY LAKEVIEW

| | |
|---|---|
| 3 BEDROOM HOMES | 18 |
| 2 BEDROOM TOWNHOMES | 12 |

EXISTING HISTORIC HOMES TO BE ANNEXED

| | |
|---|---|
| 39 QUARRY STREET | DEMOLISHED HOME |
| 43/44 QUARRY STREET | RENOVATED DUPLEX |
| 47/48 QUARRY STREET | RENOVATED DUPLEX |
| 49/50 QUARRY STREET | RENOVATED DUPLEX |
| 4 HIGHLAND STREET | RENOVATED 3 BEDROOM HOME |

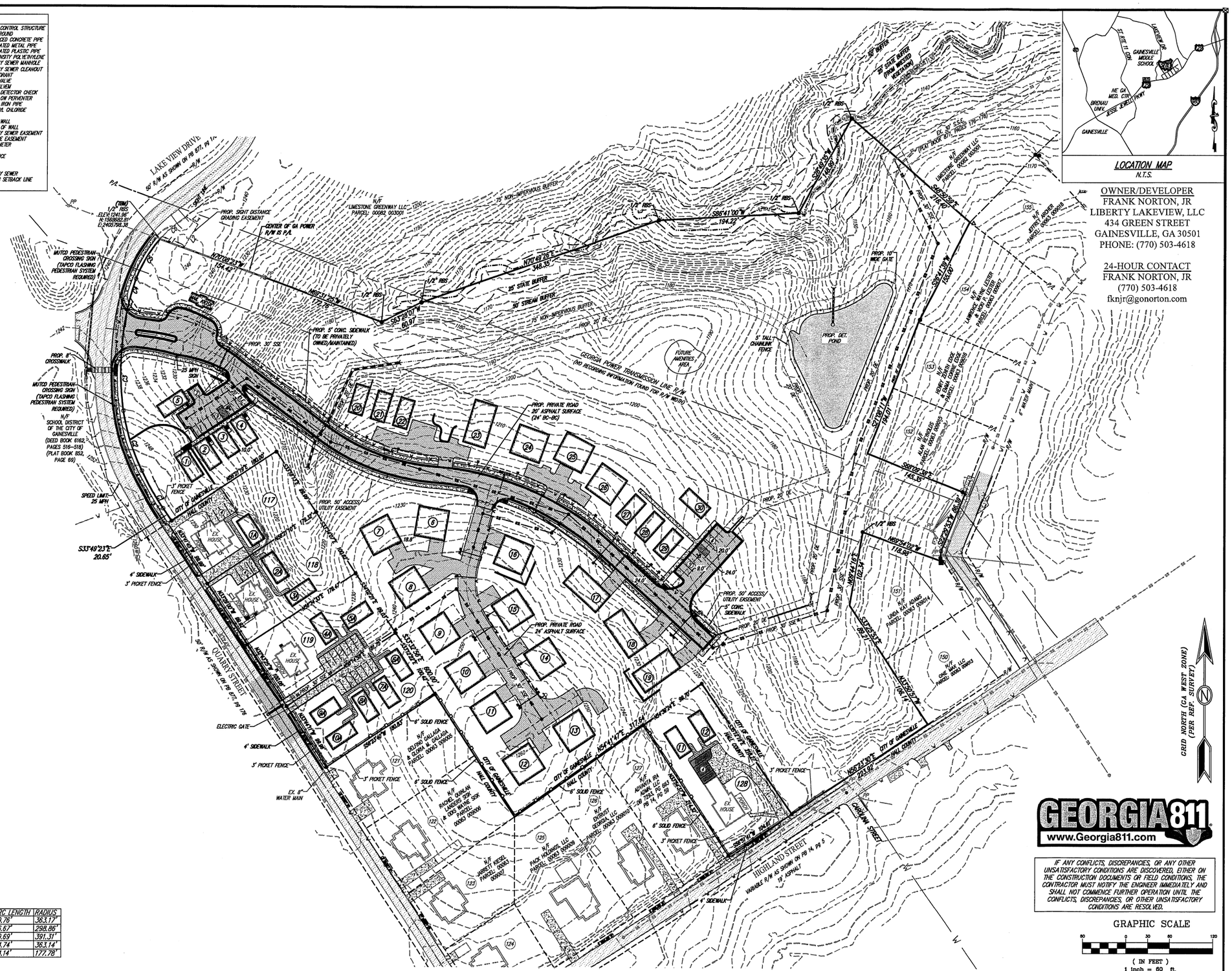
PROPOSED NEW HOMES TO BE BUILT ON ANNEXED PROPERTIES

| | |
|---|---|
| 39 QUARRY STREET | 5 |
| 43/44 QUARRY STREET | 2 |
| 47/48 QUARRY STREET | 2 |
| 49/50 QUARRY STREET | 1 |
| 4 HIGHLAND STREET | 2 |

LIBERTY LAKEVIEW ENHANCED VISION

| | |
|---|---|
| 3 BEDROOM HOMES | 19 |
| 2 BEDROOM TOWNHOMES (2 story) | 24 |
| HISTORIC DUPLEXES | 3 |

| LEGEND | | | |
|---|---|---|---|
| -O- | UTILITY POLE | OCS | OUTLET CONTROL STRUCTURE |
| IPF | IRON PIN FOUND | UG | UNDERGROUND |
| N/F | NOW OR FORMERLY | RCP | REINFORCED CONCRETE PIPE |
| RB | REBAR | CMP | CORRUGATED METAL PIPE |
| L.L. | LAND LOT | CPP | CORRUGATED PLASTIC PIPE |
| L.L.L. | LAND LOT LINE | HDPE | HIGH DENSITY POLYETHYLENE |
| N.T.S. | NOT TO SCALE | SSMH | SANITARY SEWER MANHOLE |
| B.S.L. | BUILDING SETBACK LINE | SS C/O | SANITARY SEWER CLEANOUT |
| TBM | TEMPORARY BENCH MARK | FH | FIRE HYDRANT |
| PB. | PLAT BOOK | WV | WATER VALVE |
| PG. | PAGE | GV | GATE VALVEM |
| R/W | RIGHT OF WAY | DDC | DOUBLE DETECTOR CHECK |
| C&G | CURB AND GUTTER | BFP | BACK FLOW PERVENTER |
| BC | BACK OF CURB | DIP | DUCTILE IRON PIPE |
| FC | FACE OF CURB | PVC | POLYVINYL CHLORIDE |
| CONC. | CONCRETE | INV | INVERT |
| EX. | EXISTING | TW | TOP OF WALL |
| PROP. | PROPOSED | BW | BOTTOM OF WALL |
| FFE | FINISHED FLOOR | S.S.E. | SANITARY SEWER EASEMENT |
| ELEV. | ELEVATION | D.E. | DRAINAGE EASEMENT |
| MIN. | MINIMUM | WM | WATER METER |
| L.F. | LINEAR FEET | | FENCE |
| S.F. | S.F. SQUARE FEET | | SILT FENCE |
| TYP. | TYPICAL | | POWER |
| GI | GRATE INLET | | WATER |
| HGI | HOODED GRATE INLET | | SANITARY SEWER |
| PI | PEDESTAL INLET | | BUILDING SETBACK LINE |
| JB | JUNCTION BOX | | |







LOCATION MAP
N.T.S.

OWNER/DEVELOPER
FRANK NORTON, JR
LIBERTY LAKEVIEW, LLC
434 GREEN STREET
GAINESVILLE, GA 30501
PHONE: (770) 503-4618

24-HOUR CONTACT
FRANK NORTON, JR
(770) 503-4618
fknjr@gonorton.com

| CURVE | CHORD BEARING | CHORD LENGTH | ARC LENGTH | RADIUS |
|---|---|---|---|---|
| C1 | S29°38'57"E | 59.69' | 59.76' | 363.17' |
| C2 | S17°23'19"E | 86.37' | 86.67' | 298.86' |
| C3 | S01°19'47"E | 89.49' | 89.69' | 391.31' |
| C4 | S11°33'53"W | 94.47' | 94.74' | 363.14' |
| C5 | N31°01'03"E | 63.80' | 64.14' | 177.78' |

GEORGIA811
www.Georgia811.com

IF ANY CONFLICTS, DISCREPANCIES, OR ANY OTHER UNSATISFACTORY CONDITIONS ARE DISCOVERED, EITHER ON THE CONSTRUCTION DOCUMENTS OR FIELD CONDITIONS, THE CONTRACTOR MUST NOTIFY THE ENGINEER IMMEDIATELY AND SHALL NOT COMMENCE FURTHER OPERATION UNTIL THE CONFLICTS, DISCREPANCIES, OR OTHER UNSATISFACTORY CONDITIONS ARE RESOLVED.

GRAPHIC SCALE
80 0 30 60 120
( IN FEET )
1 inch = 60 ft.

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DES DAVIS
ENGINEERING & SURVEYING
133 PROMINENCE COURT
SUITE 210
DAWSONVILLE, GA 30534
PHONE: (706) 265-1234
DAVISENGINEERS.COM

| REVISION | DATE | DESCRIPTION |
|---|---|---|
| | | |

# OVERALL SITE

LIBERTY AT LAKEVIEW & ANNEXED LOTS
CITY OF GAINESVILLE
HALL COUNTY, GA
LAND LOT 133, 9TH DISTRICT

| | |
|---|---|
| DRAWN BY: | GRJ |
| CHECKED BY: | JKD |
| LAND LOT: | 133 |
| DISTRICT: | 9 |
| SECTION: | – |
| CITY: | GAINESVILLE |
| COUNTY: | HALL |
| DATE: | 5/15/19 |

SHEET NO.
1 OF 1

PROJECT NO.
2019-270

# CREATING
# A SENSE OF PLACE

- LIBERTY LAKE HAS BEEN DESIGNED AS A SANCTUARY FIRST AND OUTWARDLY FROM THE CORE ACTIVITY CENTERS, GATHERING SPACES, THEN A COMFORTABLE SECURE RESIDENTIAL COMMUNITY WITHIN THE GREAT BIG WORLD BEYOND, THE COMMUNITY IS DIVIDED INTO COMPOUNDS OF ONE TWO AND THREE BEDROOM ONE STORY, TOWNHOUSES AND DUPLEXES SOME WITH MAIN FLOOR CARPORTS AND ABUNDANT VISITOR PARKING.
- EACH HOME HAS A REAR PRIVATE OUTDOOR SPACES,PATIOS, PORCH, SOME WITH UPPER STORY BALCONY'S OVERLOOKING THE MATURE TREE COVER AND SHIELDED THOUGH LANDSCAPE SCREENING AND CUSTOM DESIGNED FENCING

NORTON SINCE 1928 ™ BUILDING COMMUNITY

LIBERTY

# DESIGN FEATURES

- URBAN FARMHOUSE ARCHITECTURE
- USE OF GREEN SPACE SAVE TREES MINIMUM GRADING PERVIOUS PAVING
- SENSE OF CUSTOMIZATION BUT STANDARD COLORS & MECHANICAL FEATURES
- INDIVIDUAL UNIT CHARACTER THROUGH USE OF DETAILS, BAY WINDOWS, SUN SHADES, SHUTTERS & WINDOW CONFIGURATION
- STANDING SEAMLESS 100 YEAR ROOFS
- PRIVATE OUTDOOR SPACES HIGHLY DETAILED
  - USABLE PORCHES WIITH CEILING FANS
  - EXTERIOR LIGHTS SHINE AWAY FROM NEIGHBORS
  - LOW MAINTENANCE LANDSCAPING
  - EXTRA STORAGE BUILDINGS FOR LEASE
- BEDROOMS
  - LIGHT FAN KITS USB ELECTRICAL OUTLETS AT BED SIDE TABLES
- TILE BATHS
  - KOHLER SHOWER HEADS CURVED SHOWER RODS HOOKS VS COAT CLOSETS & TOWEL RACKS
- SMART KITCHEN ISLANDS/ WORKSPACES WITH USB PORTS GRANITE COUNTER TOPS, STAINLESS STEEL APPLIANCES
- NEST THERMOSTATS SMART DOORBELLS
- LED LIGHTING AMBIENT EXTERIOR LIGHTING
- LVT & TILE FLOORS
- PORTHOLE SIDE WINDOWS
- WORKING FIREPLACES
- MULTIPLE FIRE PIT AREAS & GRILLING STATION
- COMMUNITY FIREWOOD STATIONS
- SECURITY CAMERAS FOR ENTRY AND PARKING ZONES
- MOTION CONTROLLED SECURITY LIGHTS BETWEEN UNITS
- PET FRIENDLY

NORTON SINCE 1926 ™

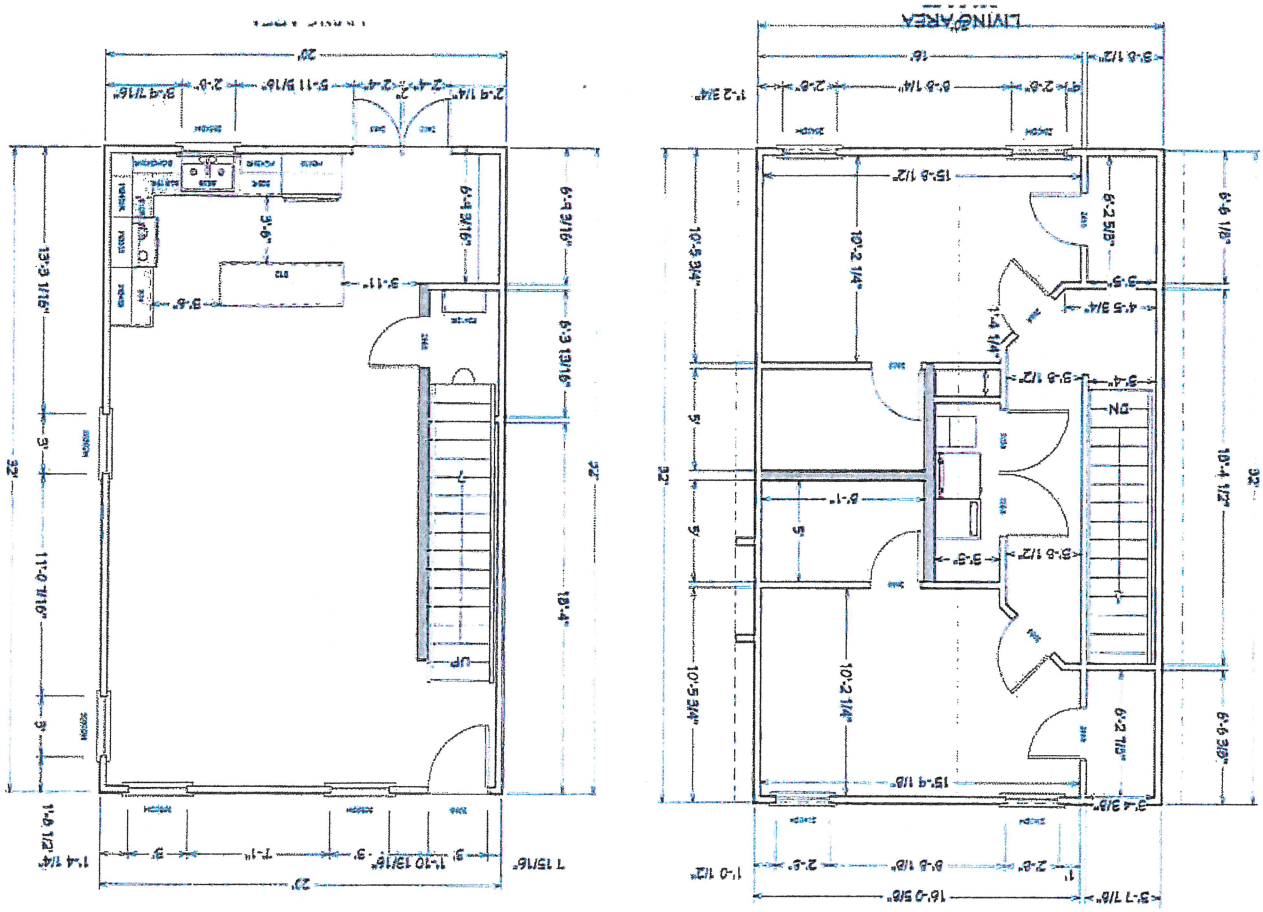
BUILDING COMMUNITY

# TOWN HOUSE PLAN

LIBERTY

# TOWN HOUSE PLAN

LIBERTY



- LIVING & KITCHEN

LIBERTY

# CITY OF GAINESVILLE

## COUNCIL AGENDA REQUEST

**Date Submitted**: 4/15/2020

**Presenter**: Bryan Lackey

**Item of Business**: BR-2020-18 Approval of Exercising Power of Eminent Domain at 628 EE Butler Parkway
(Tabled at the September 15, 2020 Mayor/Council Meeting)

**Meeting Date**: 10/6/2020

**Purpose of Request**:

The purpose of this request is to approve utilizing eminent domain to acquire the property at 628 EE Butler Parkway for a public purpose.

**History/Background**:

**Facts & Issues for Consideration**:

A sign was placed on the property on April 3, 2020. Public Notice appeared in the weekend edition of the Gainesville Times dated April 4-5 and April 11-12, 2020.

The resolution was tabled at the April 21, 2020, May 19, 2020, June 16, 2020, July 21, 2020, August 4, 2020, August 18, 2020 and September 15, 2020 Mayor/Council Meetings.

**Department Recommendation**:

**Department Director**:

Bryan Lackey

**If funding is involved, are funds approved within the current budget?**

**Amount Requested**:

**Source of Funds**:

**Finance Comments**:

**Administrative Comments:**

ATTACHMENTS:

| Description | Type |
| --- | --- |
| Public Notice in Gainesville Times | Legal Ad |

| | |
|---|---|
| **Legal Organ:** | **The Times** |
| **Published:** | **April 4-5, 2020 Edition** |
| **Published:** | **April 11-12, 2020 Edition** |

## PUBLIC NOTICE

The Governing Authority of the City of Gainesville will consider whether to exercise the power of eminent domain to acquire the property located at 628 S.E. E. E. Butler Parkway, Gainesville, Georgia for a public purpose. The consideration of this question will come before the City of Gainesville Governing Authority on April 21, 2020, at 6:15 PM at the Gainesville Justice Center, Municipal Court Room, 701 Queen City Parkway, Gainesville, Georgia 30501.

**Bill to City of Gainesville, City Clerk's Office, P. O. Box 2496, Gainesville, Georgia 30503**