

5/18/23 - PLANNING COMMISSION
RECOMMENDED APPROVAL AS
PRESENTED

April 17, 2023

Walnut Grove Planning Commission
c/o Mr. Don Cannon, Chairman
2581 Leone Avenue
Walnut Grove, Ga 30052

Re: Proposed Amendments to the 2012 Zoning Ordinance for the City of Walnut Grove related to Article IX (Table of Uses)

Commission Members:

At the last Planning Commission meeting, one of the action items for me to prepare was a text amendment to the Zoning Ordinance that addressed the Bed and Breakfast Use and the allowable zoning districts. The City has received a Business License application for a bed and breakfast use for a property in the AG district. Currently, Bed and Breakfast Uses are not permitted in the AG zoning district per Article IX (Table of Permitted and Conditional Uses). I have included a snippet from the Table of Permitted and Conditional Uses below:

Uses	Supl. Use Sids.	AG	R1	R2	R3	O1	C-1	C-2	M-1
Commercial and Retail Uses									
Automobile Brokerage	Y							C*	P*
Automobile Customization, Modification and Rebuilding								C*	P*
Automobile Parts Store (with Installation)								P	P
Automobile Parts Store (without Installation)								P	P
Automobile Repair Shop, Lubrication and Tire Store							C*	P*	P*
Automobile Sales and Related Service								P*	P*
Accessory Uses and Structures		A	A	A	A	A	A	A	A
Bed and Breakfast Inn	Y				C	C	C	P	
Bicycle Shop								P	

Based upon the discussion at the previous meeting, and based upon a recent meeting with Chairman Cannon and Mayor Moore, I am presenting several changes to Article IX for your consideration:

Note: **Bold, highlighted** text indicates proposed additions to the text. ~~Strikethrough text~~ indicates proposed text to be deleted from the Ordinance.

1. Changes to the Commercial and Retail Uses portion of the Table of Permitted and Conditional Uses relating to Bed and Breakfast Inns:

Uses	Suppl. Use Stds.	AG	R1	R2	R3	O1	C-1	C-2	M-1
Commercial and Retail Uses									
Bed and Breakfast Inn	Y	P			€	C	C	P	

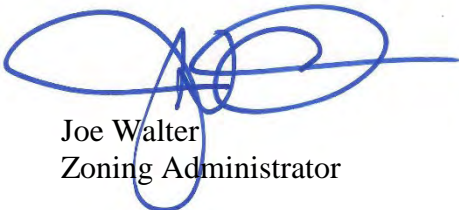
This proposed change would permit Bed and Breakfast Inns as a use by right in the AG district if the use/parcel can meet the supplemental standards. The change would also remove Bed and Breakfast Inns as a Conditional Use from the R3 district, with the reasoning that the only R-3 zoned parcels in the City would not meet the supplemental.

2. Several Housekeeping changes to correct the terminology in Article IX relating to Conditional Uses (i.e., the term Special Use is used incorrectly; it should be Conditional Use).

*Wherever the term “~~Special~~” is listed in relation to a use required and additional zoning review, the term shall be changed to “**Conditional**” to more accurately reflect the correct terms.*

These amendments will be discussed in a public hearing setting and formally recommended to the City Council at your May 18, 2023 meeting. Please let me know if you have any questions.

Sincerely,



Joe Walter
Zoning Administrator

**REQUEST FOR SEALED BID
CITY OF WALNUT GROVE**

May 11, 2023

The City of Walnut Grove (City) is soliciting competitive sealed proposals from qualified vendors to provide engineering services required for the to design a plan for correcting errors caused by the repaving of the Emerald Cove subdivision within the City Limits of Walnut Grove, Georgia pursuant to the terms of a Resolution of city council dated May 11, 2023.

Proposals should be typed or submitted in ink and returned in a sealed envelope marked on the outside with the project identification, bid number and Company Name. Proposals will be received until June 10, 2023 at 5:00 P.M. local time on **[DAY], [DATE]**, at the Walnut Grove City Hall Reception Desk, 2581 Leone Ave, Loganville, GA 30052. Any bid received after this date and time will be marked as "late" and disqualified. After the time for receipt of proposals has passed, each submitted proposal package will be opened by the Mayor and selected staff. An initial bid tabulation documenting the Bid opening and listing Bidders will be available upon request on the next business day following the date of the proposal opening.

Questions regarding proposals should be directed in writing to Jay Crowley at jay@powelledwards.com no later than 5:00 PM on June 1, 2023.

The Proposals shall remain valid for a period of 60 days from bid opening. The City reserves the right to waive any formality and any technicalities, and to reject any or all proposals if it is deemed to be in the best interest of the City to do so.

The general scope of work is to design a cure plan pursuant to the terms of the Resolution dated May 11, 2023 including the process of milling down the roadways of Emerald Drive & Crystal Court, repaving Emerald Drive, Crystal Court and drive leading to the Emerald Cove Clubhouse, placing pavement markings where appropriate, and cleaning up loose asphalt debris on the roadways. Additional information for bidders, scope of work, and how to obtain other related documents may be obtained at the following location:

Mayor Mark Moore
2581 Leone Ave, Loganville, GA 30052
Telephone: 770-787-0046
Email: mayor@cityofwalnutgrove.com

CITY OF WALNUT GROVE, GEORGIA
Mark Moore, Mayor

May 2, 2023

Mayor Moore,

On behalf of the Emerald Cove Neighborhood, we respectfully submit the following information:

Original petition filed with the City of Walnut Grove at the City Council meeting on Thursday, September 8, 2022, at 7:00 p.m.

The Emerald Cove Homeowner's Association Board of Directors have received many concerns, and complaints, from homeowners in Emerald Cove regarding the road paving project in Emerald Cove which was done by the City of Walnut Grove. As a result, a petition has been created to address these concerns, and complaints. It is our hope that enough homeowners sign the petition to be able to bring it to the next Walnut Grove Council meeting on Thursday, September 8th, at 7:00 p.m. in the City's Municipal Building on Park Street. In this petition, the concerns and complaints have been stated, and corrective action has been requested. If you feel strongly about the stated concerns and complaints, and agree with the corrective actions suggested, please join your neighbors by signing this petition.

Concerns & Complaint:

-The transitions from the road going into the homeowner's driveways is over three inches in most locations. This is causing car undercarriages and fenders to scrape on the driveway or roadway. Additionally, since the edges were not smoothed out, these areas will break down over time, more readily than if the edges of the paving had been smoothed out.

-The edges of the road, where it meets the rain gutters, creates a safety hazard. Vehicles driving down the road, if they veer too far to the right-hand side of the road, may catch this edge. In this situation, the driver may react, and overcorrect causing accidents, or going off into a yard. This also creates a road hazard for bicyclists, runners, parents with strollers, walkers, etc. If cars are driving down the street, there is nowhere for these travelers and pedestrians to safely move to. Additionally, this is a complication for anyone in a wheelchair, and a tripping hazard for the elderly, or anyone checking their mailboxes.

-The paving company left behind a mess. There are areas along the roadway, including some grassy areas, where they blew out the tar-like material used to adhere the asphalt to the surface road. The rain gutters are filled with loose asphalt material. We encourage all homeowners to leave the amenity areas in better condition in which they find them, and we believe that this should also stand for any company doing work in Emerald Cove. Currently, the appearance of the road in Emerald Cove and Crystal Court is not what we would like to see in our neighborhood.

-The road has not had any markings painted on it where needed, or where the road turns on to S.R. 81.

-We were told by The Mayor, that the paving company would pave seven (7) feet into the private drive leading to the Emerald Cove Clubhouse, for which we were very thankful. This did not happen.

Requested Corrective Action:

-Please mill down the edges of the roadway, the full length of Emerald Cove & Crystal Court, and repave these areas to create smooth edges along the roads and leading to homeowner driveways.

-Please remove the loose asphalt from the roadway rain gutters and clean up any driveways, curbs, or grassy areas, where the tar-like material was over-sprayed, or where the machine blew out the material.

-Please make the road in Emerald Cove safe for all traffic, whether on wheels or on foot, and beautiful, once again.

-Please pave seven (7) feet into the private drive leading to the Emerald Cove Clubhouse.

-Please place pavement markings in appropriate places.

Many of the homeowners in Emerald Cove have visited the neighborhoods of Magnolia Springs and Cambridge Chase, both repaved in the past 2-3 years by the City of Walnut Grove. In these neighborhoods, the edges of the roads transition smoothly into the rain gutters, which also allows for smooth transition to driveways. We realize that sometimes mistakes are made. But, when a mistake is made, it is important to correct it. Please hear our concerns and take corrective action.

Thank you

Since that petition was filed with the Mayor and City Council, seven months ago, the neighbors have been told that the City will “make it right.” On March 9, 2023, two members of the City Council and five homeowners in Emerald Cove, met with Chad Woods, from Allied Paving, to go over the viable solutions to the resurfacing issues in Emerald Cove. Mr. Woods was the same expert who you met on another occasion to speak of viable solutions for Emerald Cove once the project was completed. It was discussed that the proposed plan of paving in the gutters to reduce the “bump” was not a satisfactory solution. Although it could be done, it was not recommended because the paving in the gutter would deteriorate at a much faster rate than the road and the material would wash into the drainage system, causing further issues. Adherence of the new pavement material in the gutter, to the old, would also be an issue. Additionally, if paving were to happen into the gutter, there are many places along the road, especially at the sewer drains, that the flow of water would be deterred because of the height of the necessary paving to make the road level. And finally, when it was time to pave Emerald Cove again, years down the road, there would be an added expense to the project because the paving material in the gutters would have to be removed, and then the road milled down and repaved.

Also discussed:

-The idea of milling down the edges of the new paving, one foot from the edge, heating the 1’ area and smoothing it out.

-Milling out the road several feet on each side, next to the gutters, and repaving.

Due to either the viability of these ideas, or the aesthetics of the result, these were not good options.

The neighbors asked Mr. Woods, “What is the best solution?” He recommends milling down the road below the gutter line, and repaving, as the best solution.

The issue of cost was also discussed. The members of Council pointed out the difference in costs and what it would mean to The City, and the citizens. It was pointed out that while they could understand what it would mean, it was still stated that if a job is going to be done, it should be done correctly. They did not want to see a quick-fix measure that would not hold up over time because then more money would just have to be spent, again.

What the neighbors in Emerald Cove would like to see for their road:

- A smooth road without hazard for pedestrians, cyclists, and vehicles of all kinds.
- An aesthetically pleasing roadway.

- A roadway that does not cause jolting to passengers and drivers when entering or leaving their driveway.
- A roadway with undeterred drainage.

Thoughts of the Paving Committee:

- An engineer should draft the RFP and be hired to look over the project and any future projects within the city.
- We would like to set a precedence for future developers as we are in the middle of a large development stage. If a developer came in and paved a new road to the current standard of Emerald Drive and Crystal Court City Officials and Citizens would be upset because of aesthetics and safety concerns for pedestrians, bicyclist, and disabled people.
- We recently received a letter from Mr. Bill McMullen, who has been at quite a few council meetings and shared his dissatisfaction of the paving of the neighborhood. He also attended the meeting in the subdivision with the developer. Mr. McMullen is a disabled veteran who served in Vietnam, the only way he was able to attend that meeting was by a battery-operated scooter. Neighbors had to stand on each side of his scooter and pray it did not flip over as he entered and exited any driveway on the road. Previously the driveways did have a hump however, that one hump did not put him in fear of his scooter flipping as he would hit it head on and both wheels would go up the bump at the same time. Now the road is completely unlevel and has two bumps where the wheels of a scooter get stuck and are unlevel. I see this issue as a liability for the city and would like to see the issue fixed this paving season.
- The Paving Committee has also received another letter from an Emerald Cove Homeowner. Please see attached.

CONCEPT PLAN FOR: WALNUT GROVE TOWN CENTER

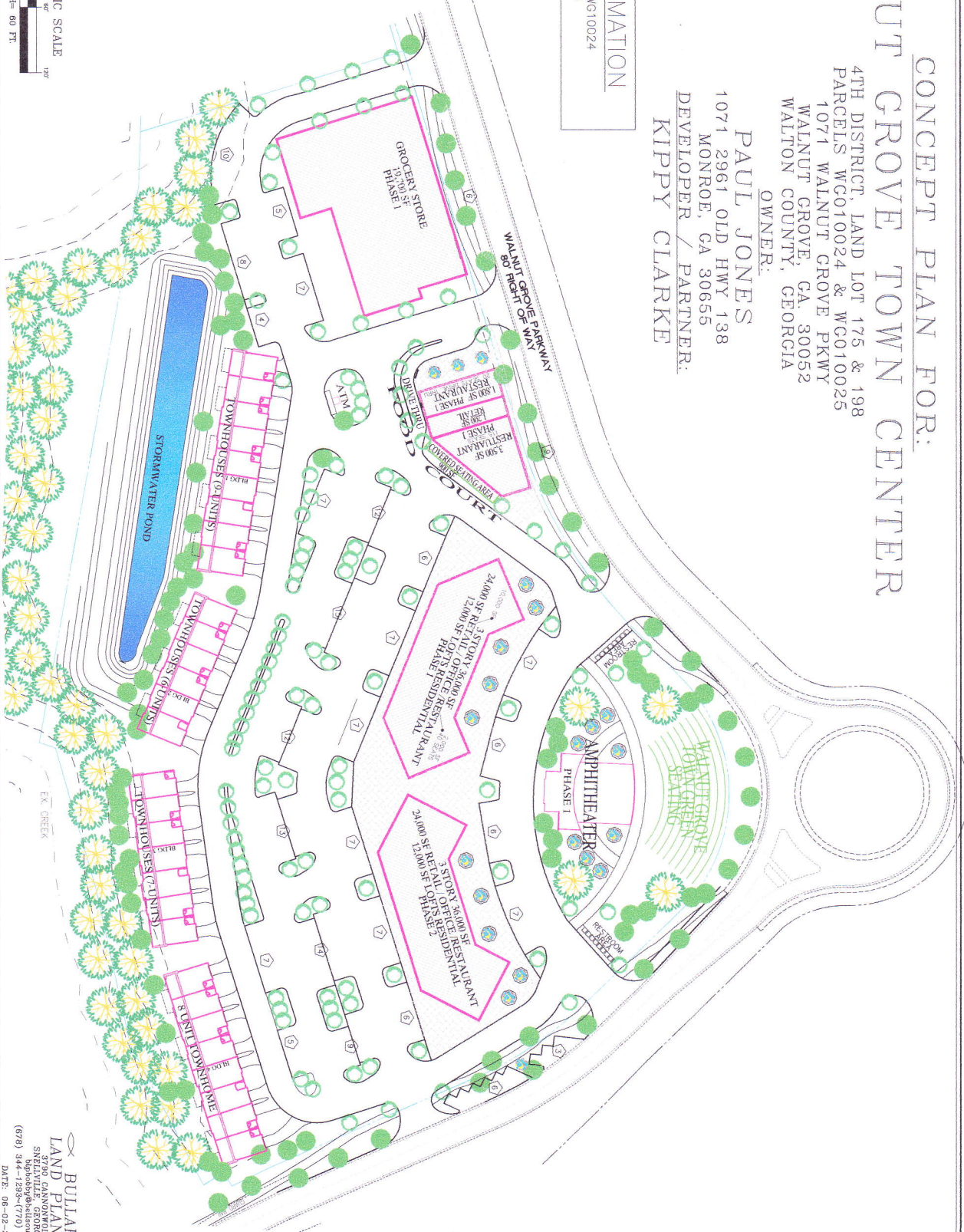
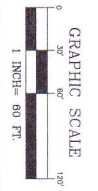
4TH DISTRICT, LAND LOT 175 & 198
PARCELS WC010024 & WC010025

1071 WALNUT GROVE PKWY
WALNUT GROVE, GA 30052
WALTON COUNTY, GEORGIA

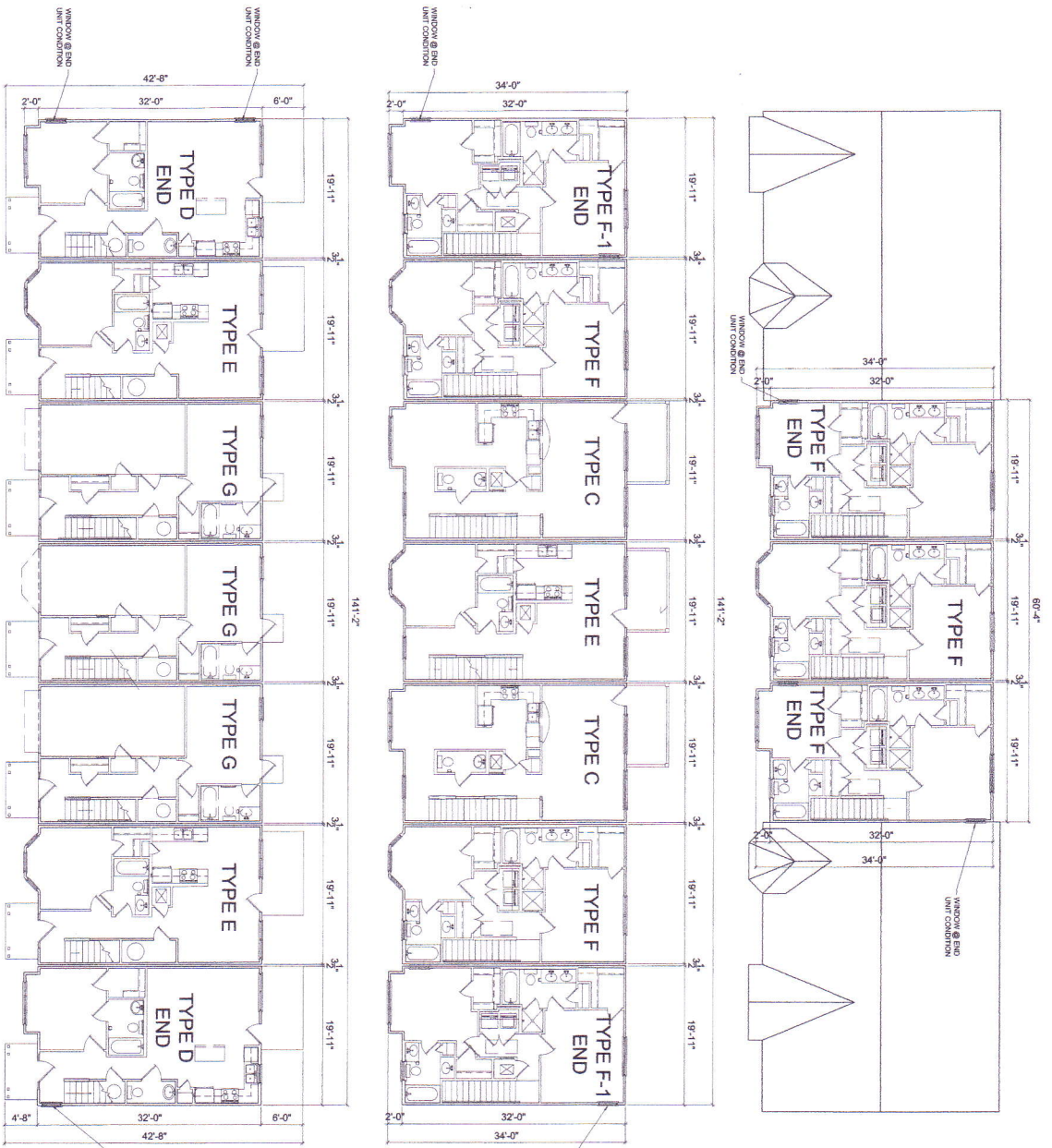
OWNER:

PAUL JONES
1071 2961 OLD HWY 138
MONROE, CA 30655
DEVELOPER / PARTNER:
KIPPY CLARKE

SITE INFORMATION
PARCELS WC010025 & WC010024
TOTAL AREA: 9.40 ACRES



BULLARD
LAND PLANNING
3790 CANNONWOOD DR
SNELLVILLE, GEORGIA 30039
(678) 344-1238 (770) 978-8857 FAX
DATE: 06-02-21



1
AS.2 1/8"=1'-0"
1ST LEVEL
BUILDING TYPE 7-B
BUILDING #S 2, 4, 5, 7, 10

2
AS.2 1/8"=1'-0"
2ND LEVEL
BUILDING TYPE 7-B
BUILDING #S 2, 4, 5, 7, 10

3
AS.2 1/8"=1'-0"
3RD LEVEL
BUILDING TYPE 7-B
BUILDING #S 2, 4, 5, 7, 10

REV.	DATE	NOTES
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2	08/15/10	REVISIONS

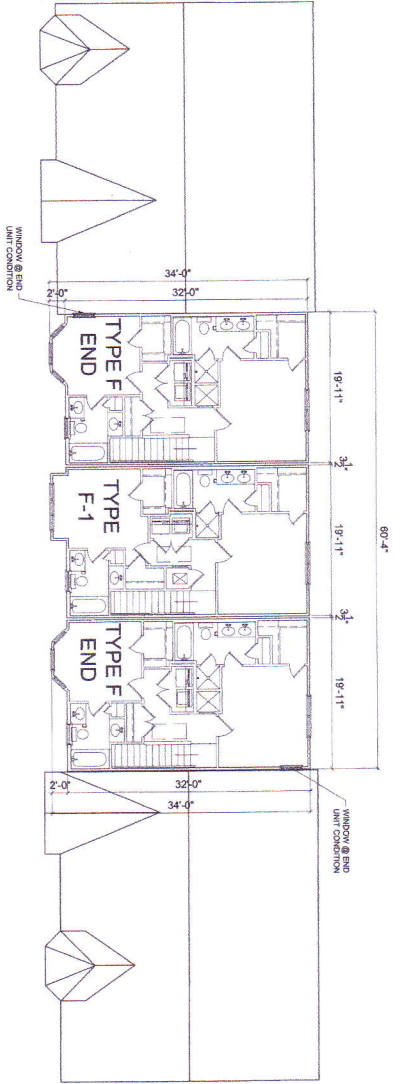
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 CHECKED BY: JMH
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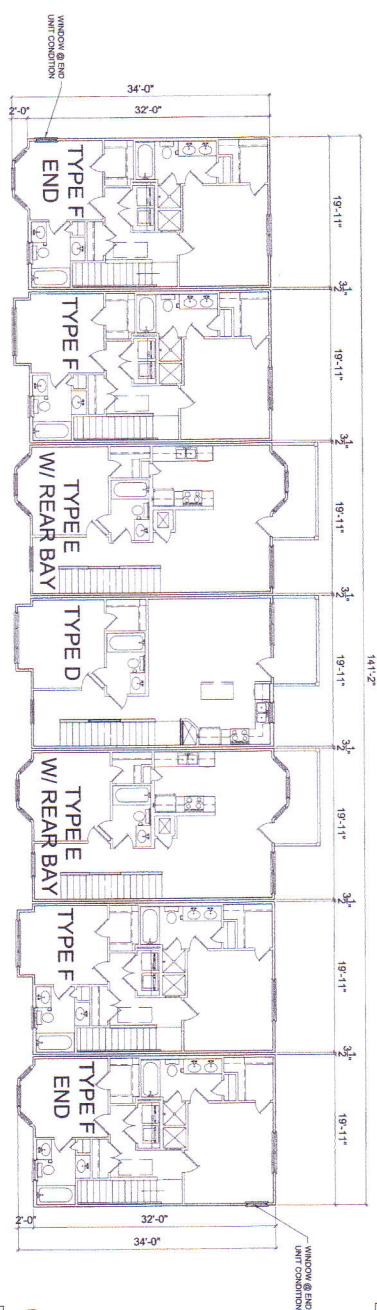


PARK SOUTH @ LAKE
OCONEE- TOWNHOMES
 GREEN COUNTY GEORGIA
 LANDCO PROPERTIES

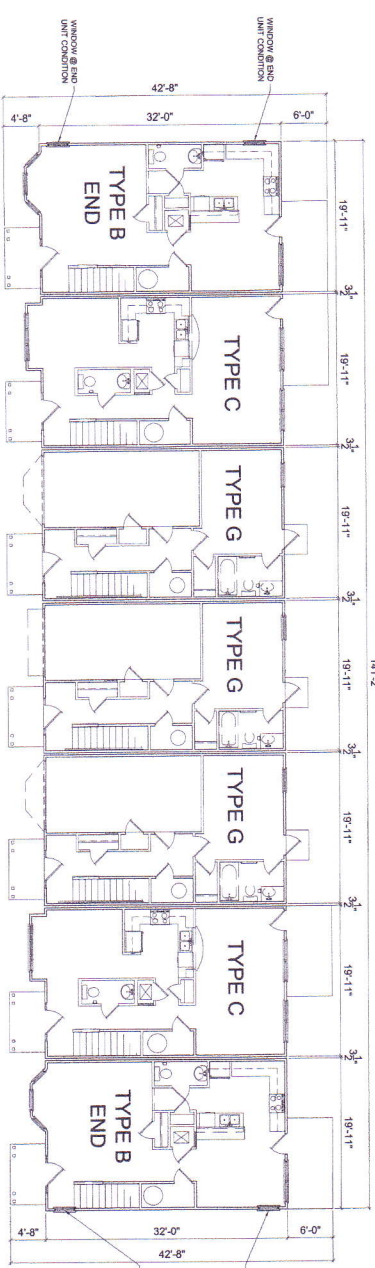




3
3RD LEVEL
BUILDING TYPE 7-A
A-3.1 18"=1'-0"



2
2ND LEVEL
BUILDING TYPE 7-A
A-3.1 18"=1'-0"



1
1ST LEVEL
BUILDING TYPE 7-A
A-3.1 18"=1'-0"



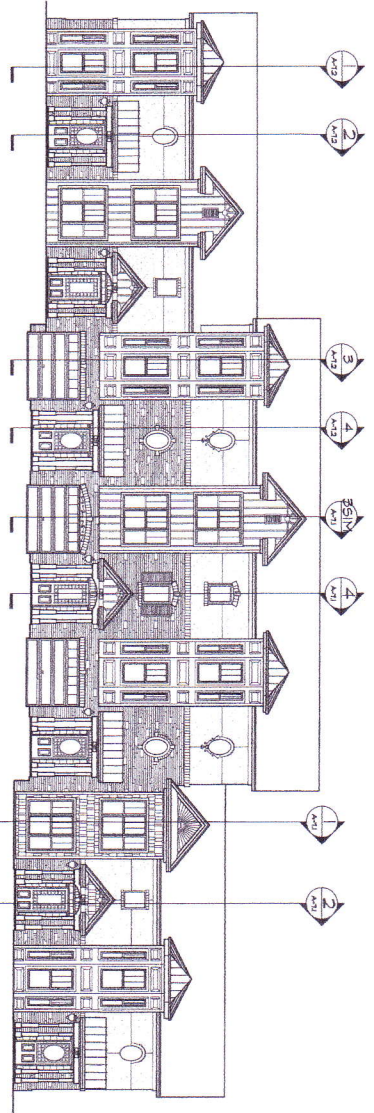
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OCONEE- TOWNHOMES
GREEN COUNTY GEORGIA
LANDCO PROPERTIES



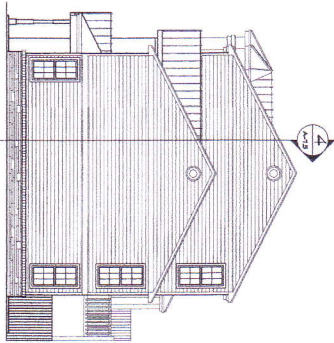
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2	02/15/11	ISSUED FOR CONSTRUCTION

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 CHECKED BY: JWH
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 SHEET: A-3.1
 DATE: 02/15/11
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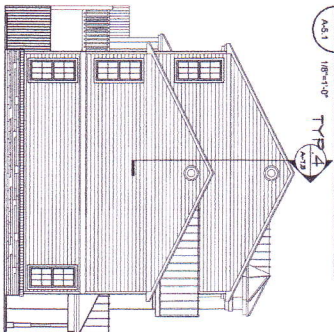
BUILDING TYPE 7A
 A-3.1
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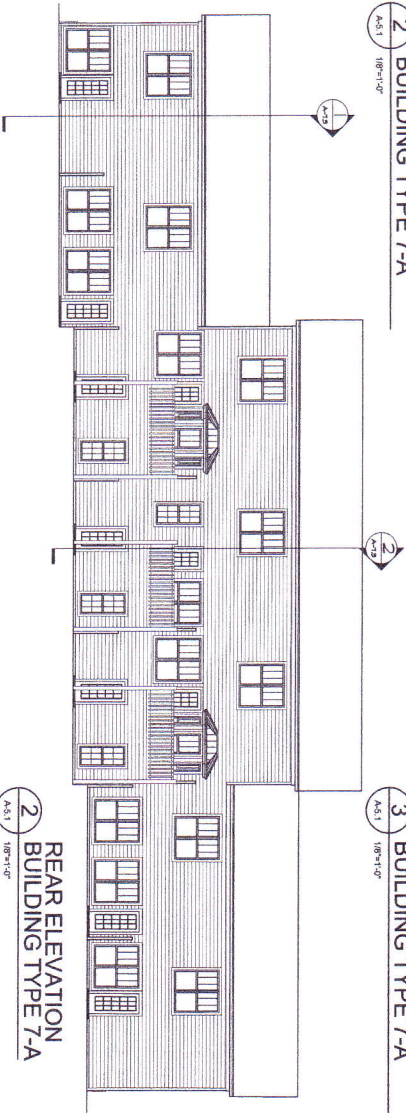
1
A-5.1
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FRONT ELEVATION
BUILDING TYPE 7-A



2
A-5.1
1/8"=1'-0"
RIGHT SIDE ELEVATION
BUILDING TYPE 7-A



3
A-5.1
1/8"=1'-0"
LEFT SIDE ELEVATION
BUILDING TYPE 7-A



2
A-5.1
1/8"=1'-0"
REAR ELEVATION
BUILDING TYPE 7-A



PARK SOUTH @ LAKE
OCONEE- TOWNHOMES
GREEN COUNTY GEORGIA
LANDCO PROPERTIES



REV.	DATE	NOTES
1		PERMITTING
2		REVISIONS

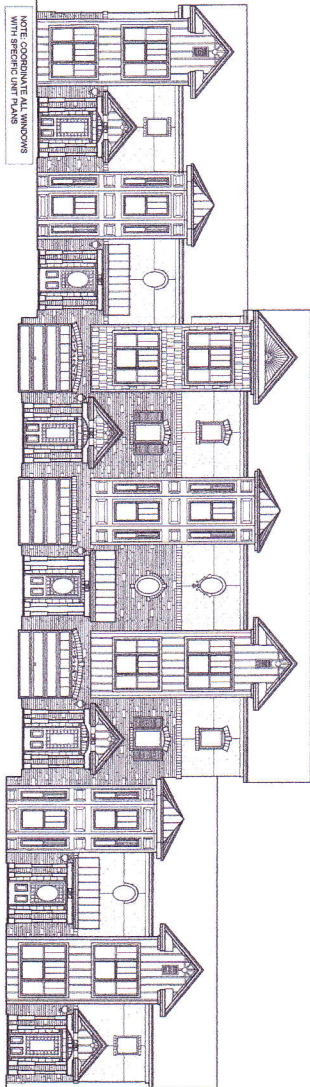
RELEASE DATES

NO.	DATE	DESCRIPTION
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4		
5		
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7		
8		
9		
10		

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 CHECKED BY: JMH
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 SHEET: A-5.1
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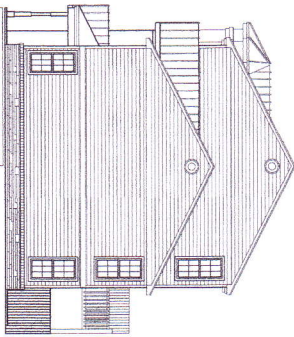
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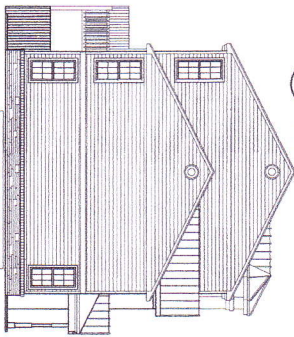
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BUILDING TYPE 7-B
A-5.2 1/8"=1'-0"



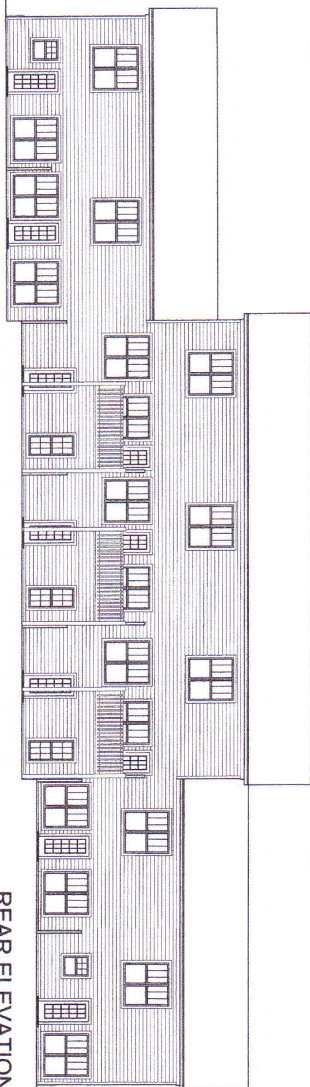
NOTE: OCCUPANT ALL WINDOWS WITH SPECIFIC UNIT PLANS

2 RIGHT SIDE ELEVATION
BUILDING TYPE 7-B
A-5.2 1/8"=1'-0"



NOTE: OCCUPANT ALL WINDOWS WITH SPECIFIC UNIT PLANS

3 LEFT SIDE ELEVATION
BUILDING TYPE 7-B
A-5.2 1/8"=1'-0"



NOTE: OCCUPANT ALL WINDOWS WITH SPECIFIC UNIT PLANS

4 REAR ELEVATION
BUILDING TYPE 7-B
A-5.2 1/8"=1'-0"



PARK SOUTH @ LAKE
OCONEE- TOWNHOMES
GREEN COUNTY GEORGIA
LANDCO PROPERTIES



REV	DATE	NOTES
1	03/25/20	ISSUED FOR PERMITS
2	03/25/20	ISSUED FOR CONSTRUCTION

RELEASE DATES

DATE: 03/25/20

FILE NAME: 0355A3-2

DRAWN BY: JMH

CHECKED BY: JMH

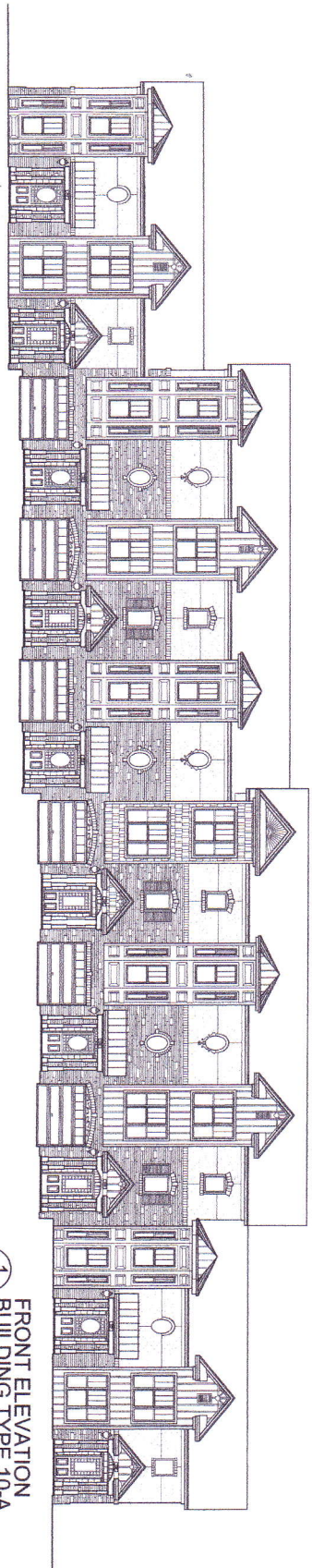
PROJECT: PARK SOUTH @ LAKE OCONEE- TOWNHOMES

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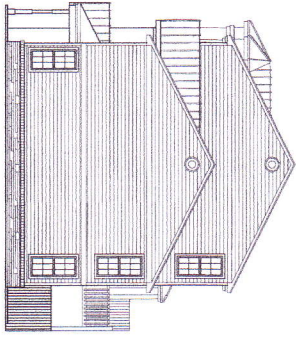
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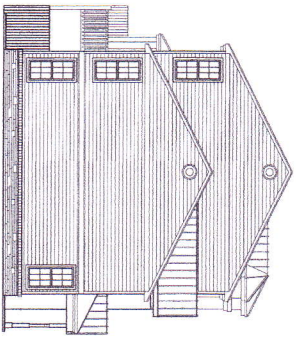
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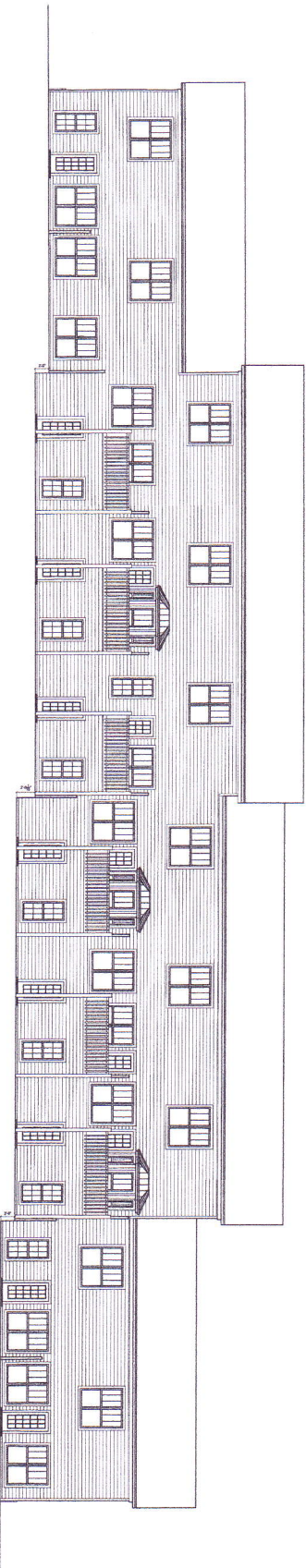
1
A-5.5
1/8"=1'-0"
FRONT ELEVATION
BUILDING TYPE 10-A



2
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RIGHT SIDE ELEVATION
BUILDING TYPE 10-A



3
A-5.1
1/8"=1'-0"
LEFT SIDE ELEVATION
BUILDING TYPE 10-A



4
A-5.1
1/8"=1'-0"
REAR ELEVATION
BUILDING TYPE 10-A

RELEASE DATES			
REV	DATE	NOTES	

DESIGNED BY	JMH
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RELIEF FOR CONSTRUCTION

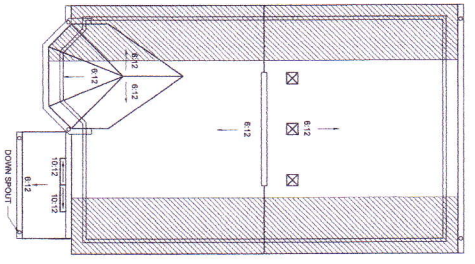
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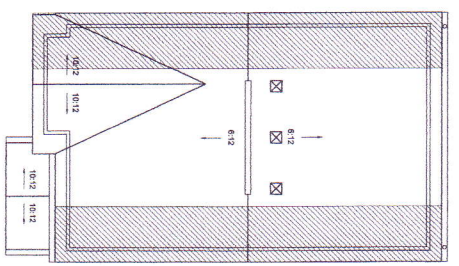
PARK SOUTH @ LAKE
OCONEE- TOWNHOMES
GREEN COUNTY GEORGIA
LANDCO PROPERTIES



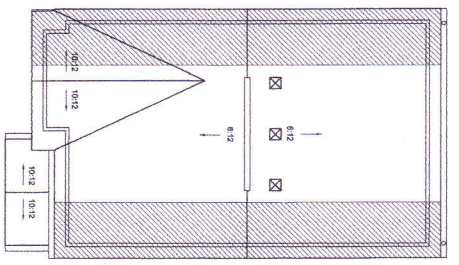
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LOWER VENT = 294 S.F.	LOWER VENT = 294 S.F.	LOWER VENT = 294 S.F.	LOWER VENT = 294 S.F.
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PROVIDED (SQ. FT.)	PROVIDED (SQ. FT.)	PROVIDED (SQ. FT.)	PROVIDED (SQ. FT.)
118 S.F.	148 S.F.	148 S.F.	148 S.F.
294 S.F.	294 S.F.	294 S.F.	294 S.F.
412 S.F.	442 S.F.	442 S.F.	442 S.F.



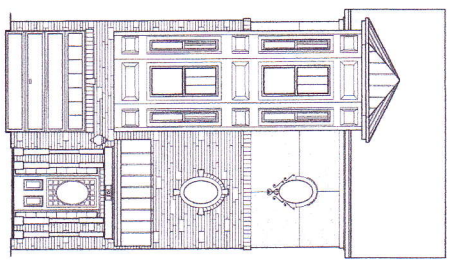
4 ROOF PLAN BUILDING SCHEME 1A



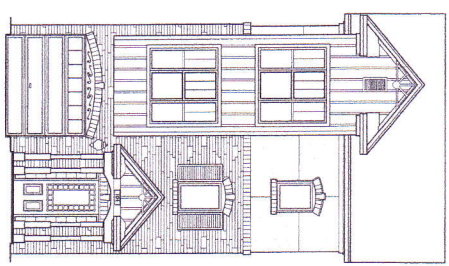
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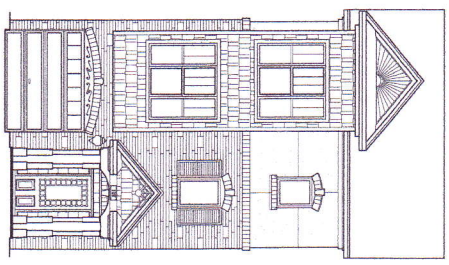
6 ROOF PLAN BUILDING SCHEME 3A



1 FRONT ELEVATION BUILDING SCHEME 1A



2 FRONT ELEVATION BUILDING SCHEME 2A



3 FRONT ELEVATION BUILDING SCHEME 3A



PARK SOUTH @ LAKE
OCONEE- TOWNHOMES
GREEN COUNTY GEORGIA
LANDCO PROPERTIES

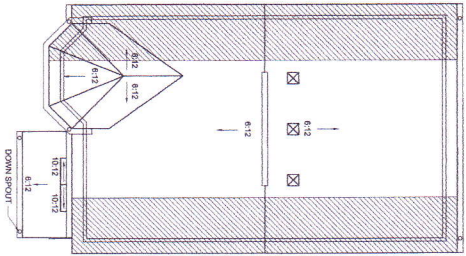


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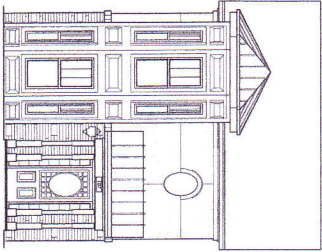
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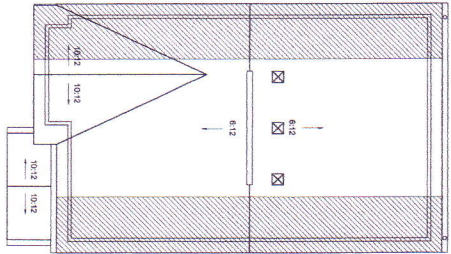
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SCHEME 2A	798 S.F.	REQ. UPPER = 296 S.F. REQ. TOTAL = 779 S.F.	UPPER NAME = 292 S.F. LOWER NAME = 284 S.F. TOTAL = 576 S.F.
SCHEME 3A	798 S.F.	REQ. UPPER = 296 S.F. REQ. TOTAL = 779 S.F.	UPPER NAME = 292 S.F. LOWER NAME = 284 S.F. TOTAL = 576 S.F.



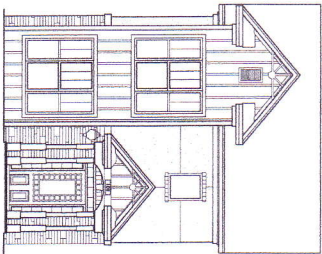
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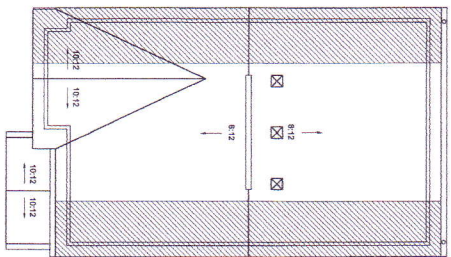
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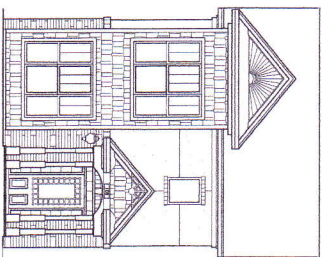
5 ROOF PLAN BUILDING SCHEME 2B



2 FRONT ELEVATION BUILDING SCHEME 2B



6 ROOF PLAN BUILDING SCHEME 3B



3 FRONT ELEVATION BUILDING SCHEME 3B

gla

AGENTS & PARTNERS

Geometric Living Architecture
 1000 Peachtree Street, NE, Suite 1000
 Atlanta, GA 30309
 404.525.1000
 www.geometricliving.com

PARK SOUTH @ LAKE
 OCONEE- TOWNHOMES
 GREEN COUNTY GEORGIA
 LANDCO PROPERTIES



RELEASE DATES	
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 CHECKED BY: JMH
 DATE: 10/01/24
 TITLE: ELEVATION SCHEMES

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A-5.7

ISSUED FOR CONSTRUCTION

RESOLUTION NO. 2023-_____

RESOLUTION TO APPROVE A REQUEST FOR PROPOSALS FROM ENGINEERING FIRMS ON THE REPAVING OF THE EMERALD COVE SUBDIVISION

WHEREAS a committee of council members (the “Committee”) appointed by the mayor in conjunction with a group of residents of Emerald Cove subdivision have submitted a letter report of the errors that need correcting to fix the pavement issues within Emerald Cove which report is attached hereto as exhibit “A;”

WHEREAS, the Committee recommends hiring an road design engineering firm to design an appropriate plan and method for fixing the errors that were the result of the repaving of the roads in the subdivision pursuant to the guidelines established by their letter report;

WHEREAS, the Mayor and City Council of the City of Walnut Grove desire put out a request for proposals for engineering firms to come up with a plan and oversee the repair of the errors and fixing the repaving of Emerald Cove subdivision;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Walnut Grove approve that a Request for Proposal go out to the engineering firms of Precision Planning, Turnipseed, Falcon Design Consultants, and any other engineer firm the mayor deems appropriate. The form of the advertisement for this RFP is attached hereto as exhibit “B.” The general scope of the work to be performed by the engineering company is the design and overseeing of the following work:

- Mill down the edges of the roadway, the full length of Emerald Drive & Crystal Court, and repave these areas to create smooth transition from the paved road to the curb and from the road to each homeowner’s driveway.
- Remove the loose asphalt from the roadway rain gutters and clean up any driveways, curbs, or grassy areas, where the tar-like material was over-sprayed, or where the machine blew out the material.
- Pave seven (7) feet into the private drive leading to the Emerald Cove Clubhouse provided an appropriate city owned easement for this transition is donated by the owner(s).
- Place pavement markings in appropriate places
- This RFP requests that each engineer seeking this work provide a description of the design work recommended and a total cost to complete the design and supervision of this paving project.
- The correction plan should cure all the defects itemized in the letter report attached hereto as Exhibit “A”.

- The RFP should be advertised online and in the appropriate publications for public projects using the advertisement attached hereto as Exhibit “B”.

SO RESOLVED this _____ day of May 2023.

City of Walnut Grove, Georgia

Mark Moore, Mayor

ATTEST:

_____, City Clerk

APPROVED AS TO FORM:

Anthony O. L. Powell, City Attorney
Powell & Edwards, P.C.

EXHIBIT

“A”

EXHIBIT

“B”

**MEETING REPORT – FOR 6/22/2023
COUNCIL WORK SESSION**

**AGENDA
CITY OF WALNUT GROVE
PLANNING COMMISSION
JUNE 15, 2023
7:00 P.M.
MUNICIPAL BUILDING – 1021 PARK ST.**

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF AGENDA**
- V. APPROVAL OF MINUTES – MEETING MAY 18, 2023.**
- VI. PUBLIC COMMENT**
- VII. ZONING ADMINISTRATOR’S REPORT – JOE WALTER**

- VIII. OLD BUSINESS:**
 - A. CASE #WGRZ-23-02; KIPPY CLARK C/O J. ALEXANDER BROCK, APPLICANT; WILLIAM PAUL JONES, JR. AND TOBBY L. JONES, OWNERS PARCELS #WG010024 AND WG010025 – 1071/0 WALNUT GROVE PARKWAY REQUEST TO REZONE 9.4 ACRES FROM AG TO PUD FOR A MIXED-USE DEVELOPMENT.

CASE WGRZ-23-02 IS BEING SENT TO THE COUNCIL WITH A RECOMMENDATION FOR APPROVAL WITH CONDITIONS (SEE ATTACHED) – PUBLIC HEARING AND 1ST READING WILL BE HELD ON JULY 13, 2023.
 - B. HALL CONSULTING, INC. – PROPOSAL
 - C. VISIONING COMMITTEE INITIAL MEETING

- IX. NEW BUSINESS**
- X. DISCUSSION ITEMS:**
- XI. COMMISSIONER’S COMMENTS**
- XII. ADJOURN**



PLANNING COMMISSION REPORT

CASE #WGRZ-23-02	Applicant: Kippy Clark c/o J. Alexander Brock Owner: William Paul Jones, Jr. and Tobey L. Jones Size: 9.40 acres Location: Walnut Grove Parkway Tax Parcels WG010024 &WG0010025
Hearing	Date
Walnut Grove Planning Commission:	May 18, 2023 (deferred); June 15, 2023 (action taken)
Walnut Grove City Council:	July 13, 2023 (1 st Reading); August 10, 2023 (2 nd Reading)

Walnut Grove Planning Commission recommends that Case #WGRZ-23-02 be approved with the following conditions:

1. The owner and the City shall enter into a Development Agreement to formalize all agreed upon conditions, variances and requirements.
2. Development will be designed and constructed in accordance with the Master Plan approved by the Mayor and Council as a part of the rezoning approval. Minor variations due to topography or engineering constraints will be permitted. All site, building, landscaping, lighting and other plans will be approved by the City prior to issuance of any permits.
3. The development will be allowed to vary from the requirements of the *Zoning Ordinance* in the following manner:
 - a. Allow drive through windows, areas and drive up lanes;
 - b. Allow the commercial square footage to exceed the 10,000 square foot limitation of the PUD district;
 - c. Required parking may be reduced upon the submission of a traffic and parking study that indicates that the proposed parking will be sufficient for the mix of uses. Any on street parking proposed must meet the criteria set forth in Section 400.E of the *Land Development Ordinance*;
 - d. Residential density may exceed eight (8) units per acre if there is sufficient parking provided for a higher density;
 - e. The 25 foot transitional buffer may be reduced to 12.5 feet with the construction of a six foot high decorative fence along the property line. If and when the adjoining property is rezoned to a non-residential district, then the buffer requirement would be waived.
4. The stream setbacks, buffers and impervious surface buffers imposed by the Cornish Creek Overlay District shall be reduced only if a study is provided that shows that the watercourse along the southern property line does not meet the perineal stream criteria described in Section 911.4 of the *Zoning Ordinance*.
5. The PUD conditions for common property ownership outlined in Section 906 shall be in force for this PUD.
6. Developer shall extend public water from the current termination along Walnut Grove Parkway along the entire property frontage in accordance with Walton County Water Standards.
7. Developer to phase development to into sufficient phases whereby sewer demand does not exceed 12,000 gallons per day per phase to allow sufficient time for the wastewater treatment plant to be expanded.

Planning Commission Report

Case WGRZ-23-02

June 16, 2023

Developer may reserve capacity for the entire project through purchasing capacity at the equivalent of 1.25 times the connection costs for the development, subject to current City policy.

8. All exterior elevations of all buildings to be submitted to the Mayor and Council for final approval prior to any building permits being requested.
9. Developer to widen Walnut Grove Parkway to install an additional lane along the entire property frontage to accommodate the increased traffic. The layout and configuration of the lane to be agreed upon and included in the Development Agreement if the traffic study, submitted by the applicant, supports the need for widening.
10. Provide inter parcel access point and access easement on the western property line for future development.
11. Install sidewalks along the entire property frontage of Walnut Grove Parkway, to include pedestrian connections to the proposed mixed use buildings, including ADA-compliant curb ramps and crosswalks. Sidewalks shall be a minimum of six (6) feet in width, but may be wider depending upon if on street parking is included. Final sidewalk width will be agreed upon in the Development Agreement.

NOTE – UNDERLINED TEXT INDICATES MODIFICATIONS TO STAFF CONDITIONS MADE BY THE PLANNING COMMISSION

Submitted by:



Joe Walter
Zoning Administrator

CASE #WGV-23-02 CONDITIONS AS RECOMMENDED BY PLANNING COMMISSION - SEE CASE REPORT FOR STAFF CONDITIONS.

CONDITIONS ACCEPTABLE TO APPLICANT

- Applicant agrees to Conditions 1, 2, 3, 6, and 7
- Applicant requests the following updates to Conditions 4 and 5
 - Condition 4: clarify that the Applicant will fund, if necessary, the County ROW improvements (not GDOT improvements)
 - Condition 5: Applicant would like further clarification on the purpose of the 25-foot sewer easement and the proposed location. Applicant is not opposed to granting an easement in a mutually agreeable location.

Proposal to prepare the

Walnut Grove City Master Plan



City of Walnut Grove, Georgia
March 22, 2023
Proposal Presented by:





March 22, 2023

Don Cannon
Walnut Grove Planning Commission
The City of Walnut Grove
2581 Leone Avenue
Loganville, GA 30052

Dear Mr. Cannon

Thank you for working with me to put together this scope for the Walnut Grove's Master Plan. I enjoyed talking with you and learning more about your city. I love working for communities that are close to home. I live and work up the road in Oconee County and greatly enjoy my ongoing work with the City of Monroe as they implement their ambitious work program. Our part of Georgia is experiencing considerable growth pressure and I am honored to be part of helping prepare our communities for growth. As such, I am delighted to submit this qualifications packet to complete the Master Plan for the City of Walnut Grove.

My name is Marilyn Hall. In 2005, I left a large consulting firm and started Hall Consulting, Inc. so that I could focus on planning for a small cities and rural areas. If selected I would be your project manager and primary contact. Bobby Sills, AICP, EIT is the founder of Nelsnick Enterprises, Inc. Mr. Sills specializes in Transportation Planning, Capital Improvements, Public Finance and GIS. The Hall and Nelsnick Team has more than fifteen years of working together creating great plans. In 2008, our plan for Moreland, Georgia won the American Planning Association's John Keller Award for Outstanding Planning Initiative for a Small Town or Rural Area.

We are thrilled to welcome the Maypop Collaborative (Maypop) to our planning team for the City of Walnut Grove's Master Plan. Melinda (Mel) Cochran Davis, founder of Maypop, is excited to bring her experience to the project. She brings a wealth of experience in trails and park planning and innovative public outreach to our team. Our project team offers a wide scope of planning experience in stakeholder engagement, strategic and capital planning, quantitative research and analysis, and mapping.

With the Hall-Nelsnick-Maypop Team you will be working directly with the owners of the companies, providing the highest level of efficiency and accountability. Also, because of our devotion to a smaller number of select clients, your plan would be among our highest priority. We are excited about working with you.

Sincerely,

Marilyn P. Hall
President
Hall Consulting, Inc.



MAYPOP
Collaborative

Contents

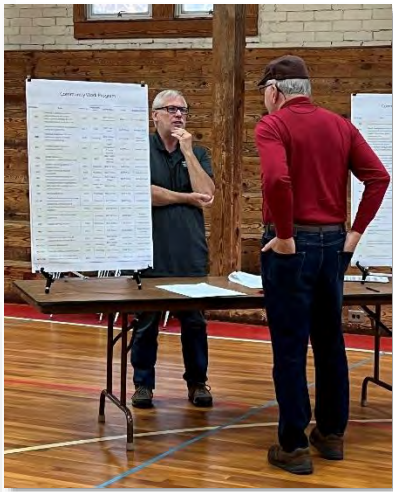
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1. QUALIFICATIONS

Making a plan that works for a local government requires some understanding of how a local government works and what it actually needs. Our team boasts extensive public service across an array of governmental services, including parks and recreation, planning and zoning, and public utilities. We draw upon those professional experiences as we collaborate with municipal clients, ensuring a final plan that is reflective of their unique needs and goals, and creative in its approach to solving problems with often-limited resources.

We have a wide scope of planning experience related to master planning, including stakeholder engagement, capital planning, quantitative research and analysis, policy development, and web-based interactive mapping. With the Hall, Nelsnick, and Maypop Team the City of Walnut Grove will be working directly with the owners of the companies, providing the highest level of efficiency and accountability. Also, because of our devotion to a smaller number of select clients, the City's plan would be among our highest. The combined experience of the three firms is substantial and includes dozens of Comprehensive Plans, multi-use trail network plans, parks and recreation master plans, capital improvements plans, public engagement initiatives, operational assessments, and strategic plans.

Members of the Hall, Maypop, and Nelsnick Team began developing plans together in the early 2000s. Hall and Nelsnick developed the nationally award-winning Comprehensive Plan for the City of Moreland, winning the 2008 John Keller Award for Outstanding Planning Initiative for a Small Town or Rural Area. Maypop's Mel Cochran Davis and Marilyn Hall worked together for more than a decade on capital planning, collaborative project implementation, community engagement, and SPLOST project proposal development for Athens-Clarke County.





CONTACT:

HALL CONSULTING, INC

Ms. Marilyn Hall
Owner & President
1051 Windbrooke Ct., Suite 4
Watkinsville, GA 30677
706.621.2036
Mhall@hallplanning.com

Years in business: 18

Demonstrating a commitment to a small number of select clients, Hall Consulting has helped 7 clients make great plans in the last 5 years.

SAMPLE LIST OF FORMER AND/OR CURRENT MUNICIPAL & COUNTY CLIENTS:

Madison County, GA
City of Monroe, GA
City of Columbus/Muscogee County, GA
City of Albany, GA
City of Dothan, AL
Athens-Clarke County, GA
Morgan County, GA
Cities of Jefferson, Talmo, and Arcade, GA
Ware County and the City of Waycross, GA
City of Moreland, GA
City of Sharpsburg, GA

HALL CONSULTING, INC.

Incorporated in the State of Georgia in 2005, Hall Consulting delivers expert planning and analysis, customized strategic plans, and award-winning comprehensive plans to municipal and county leaders in search of lasting community improvements on behalf of the families they serve. Hall Consulting's experience includes working in rural, suburban, and urban settings, with single jurisdictions, consolidated governments, and multi-jurisdictional bodies.

Hall Consulting offers a variety of products and services to government and utility professionals including urban planning studies and assessments, comprehensive planning services, master planning, capital improvements planning, and expert stakeholder engagement and community involvement activities. Our consulting engagements have included comprehensive plans, housing studies, expert witness testimony, annexation studies, conservation subdivision policies, strategic plans, and ordinance review designed to guide local jurisdictions with decision making.

Hall Consulting has a track record of building successful consulting teams. Team-members are specifically selected to meet the needs of individual clients. The team will be expertly managed. About our team one of our clients proclaimed, "This was the best handled and managed project the Town has contracted for the five years I have been here." (Robin Spradlin, Town of Sharpsburg, GA)

KEY LEADERSHIP:

Marilyn P. Hall, AICP

Ms. Hall has worked in comprehensive and environmental planning since 1997. She developed the award-winning Comprehensive Plan for the City of Moreland, GA. and has been recognized by the American Planning Association as an expert in drought planning and management. Her recent efforts have focused on project management, Comprehensive Planning, capital improvements, ensuring local policies and ordinances are consistent with State and federal requirements, and public engagement and outreach.

As Water Resources Planner for Athens-Clarke County, GA she created and implemented a new innovative water reuse program and helped negotiate the purchase of the Rock Hill Quarry as a future water storage reservoir. She also prepared the utility's long-term capital improvements program totaling \$400M.



CONTACT:

Maypop Collaborative
Mel Cochran Davis
PO Box 1453
Commerce, GA
706-658-7778

mel@Maypopcollaborative
Maypopcollaborative.com



PROJECT HIGHLIGHTS

Athens-Clarke County Leisure Services 2021-2025 Strategic Plan

Leisure Services Listens – A comprehensive online engagement tool.

Developed Athens-Community Corps job readiness program

Secured over \$675,000 in grant funds from state and foundation based grant agencies

MAYPOP COLLABORATIVE

Maypop Collaborative is committed to serving local governments. Our team consists of talented local government veterans who understand its day-to-day challenges: staffing shortages, tough decisions, budget constraints, public outcries, operational challenges, and whatever other obstacles the day brings. In addition, we realize how much influence consultants hold over long-term community decisions, and we are here to make sure you and your community are heard. We approach projects with flexibility and adaptability. We have been there, we understand the value of a community-informed product with longevity, and we are eager to put our knowledge into service. Together, we can do better.

As a boutique consulting firm, we build customized project teams to fit the needs of the work at hand. Our principal and founder, Mel C. Davis has an established reputation for building “dream teams” of high achievers driven by strong public service motivation and long histories of community engagement, collaboration, and problem solving. The Maypop model allows each member to work to their strengths and provide superior deliverables to our clients. As others that have collaborated with us in the past have said “Where there’s a Mel, there’s a way.”

KEY LEADERSHIP:

Melinda Cochran Davis is a "Double Dawg" with a bachelor’s degree in Landscape Architecture and a master’s degree in Public Administration from the University of Georgia. While a part of the Athens-Clarke County Unified Government (ACCGov), Melinda directed the Planning, Project Management, Budgeting, Maintenance, Marketing, and Development functions of the Leisure Services Department, a multi-year winner of Georgia Recreation and Park Association’s Agency of the Year award. During her tenure with Leisure Services, she led multiple planning efforts, including the department’s first Strategic Plan, Greenway Network Plan, Park Improvements Plan, and multiple Park Master Plans. She also led the development of new enhanced digital in person community engagement initiatives that became the model for the rest of ACCGov. Her leadership and collaboration with community members and local appointed boards resulted in Leisure Services securing over \$69 Million of SPLOST funds for improvements and expansion of parks, facilities, and multi-use trails.



NELSNICK ENTERPRISES
Mr. Robert Sills, AICP
196 Alps Road, Suite 2-232
Athens, GA 30606
706.340.5479 (p)

bsills@nelsnick.com
www.nelsnick.com

Years in business: 18

**SAMPLE LIST OF FORMER
AND/OR CURRENT MUNICIPAL
CLIENTS:**

City of Gainesville, GA
Roane County, TN
Athens-Clarke County, GA
City of Winder, GA

*Collaborative work with
Hall Consulting:*

City of Monroe, GA
Madison County, GA
Morgan County and the
Cities of Buckhead, Bostwick,
and Rutledge, GA
State of Texas General Land
Office
Ware County and the City of
Waycross, GA
Cities of Talmo, Arcade and
Jefferson in Jackson County, GA
City of Moreland, GA
City of Sharpsburg, GA
Sandy Springs, GA

NELSNICK ENTERPRISES

Incorporated in the State of Georgia in 2003, Nelsnick Enterprises is a woman-owned small business that provides planning services and instructional solutions for local governments and educational institutions. Nelsnick Enterprises provides consultation services for comprehensive, capital improvement, and financial planning; specific products include comprehensive plans, cost of service and connection fee studies, and cost allocation and rate studies. Nelsnick Enterprises also offers services related to instructional design and is adept at developing public participation plans that educate the community about the comprehensive planning process while gathering meaningful input from residents. It is headquartered in Athens, Georgia and there are no regional offices. Nelsnick Enterprises is comprised of two full time employees, Mr. Robert W. Sills, AICP and Ms. Natasha Barreto, both located in Athens, Georgia and a part-time engineer who works out of a home office in Gainesville.

KEY LEADERSHIP:

Ms. Natasha Barreto, President

Ms. Barreto has served as the President of Nelsnick Enterprises since 2009. Ms. Barreto has extensive experience in analysis of learning needs and systematic development of instruction. She has developed over 100 courses in the areas of criminal justice, healthcare, college accounting, business, psychology, and general education. Ms. Barreto has a strong background in Web-based instructional delivery. Ms. Barreto is the majority owner of the firm and has a master's degree in Instructional Design from the University of Georgia.

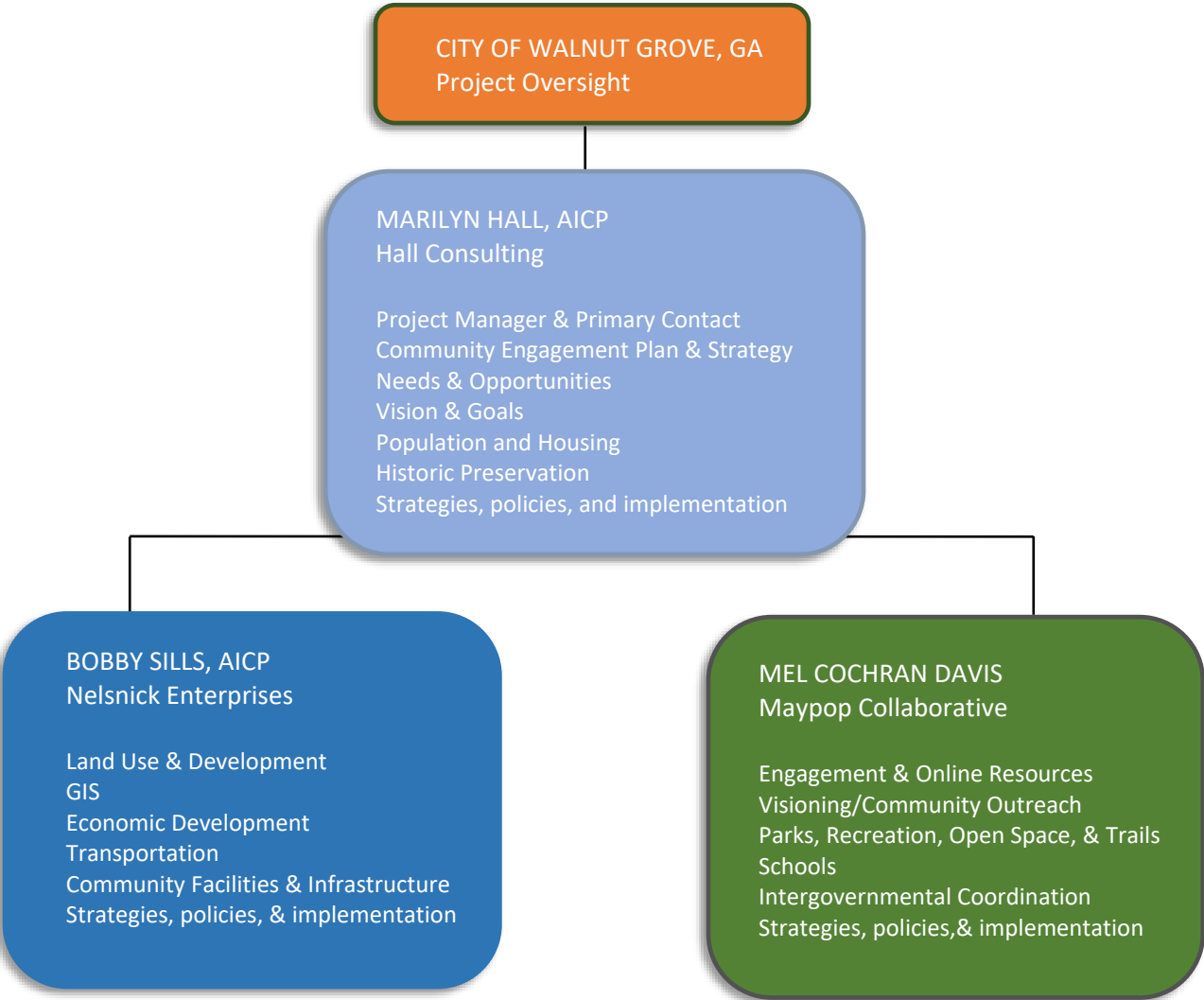
Mr. Robert W. Sills, AICP, Principal Planning Consultant

Mr. Sills has 26 years of professional planning experience, which includes collection and analysis of data for various city and public utility planning studies. These include comprehensive plans, storm water, water and sewer rate studies, capital improvements planning, impact fees calculations, revenue sufficiency analysis, water system business plans, connection fee calculations and development of financial planning models. Mr. Sills is a minority owner of the firm, is a certified planner from the American Institute of Certified Planners (AICP) with a master's degree from the School of Architecture and a master's degree from the School of Civil Engineering both from the Georgia Institute of Technology.

2. KEY TEAM MEMBERS AND THEIR ROLES

The Consulting Team consists of three firms that have successfully worked together on a variety of plans in Georgia. Marilyn Hall, AICP of Hall Consulting, Inc. would serve as the team’s primary point of contact and project manager. She has more than 20 years of planning and utilities experience throughout Georgia. Bobby Sills, AICP, EIT is the founder of Nelsnick Enterprises, Inc. Bobby specializes in transportation planning, capital improvements, public finance, and GIS. Mel Cochran Davis, with the Maypop Collaborative rounds out the team, bringing experience in planning and digital transformation.

With the Hall, Nelsnick, & Maypop Team we will provide a balanced, focused approach to delivering an implementable Master Plan to Walnut Grove. Our experts will review current conditions in Walnut Grove, Walton County, and the region utilizing their individual professional expertise to recommend strategies, policies, and implementation measures. Their expertise and expected roles are shown below.





MARILYN P. HALL, AICP

Owner and Principal, Hall Consulting, Inc.

marilynphall@hallplanning.com

NATIONAL AWARDS

Comprehensive Plan for Moreland, GA won the John Keller Award for Outstanding Planning Initiative for a Small Town or Rural Area (American Planning Association, 2008)

US EPA WaterSense Program 2013-2020 Sustained Excellence Award

City-County Communications & Marketing Association, 3CMA Savvy Awards in 2018 & 2019

EDUCATION

Master of City Planning with emphasis in Environmental Planning Georgia Institute of Technology, Atlanta, Georgia, 1997

Bachelor of Arts in Economics Northwestern University, Evanston, Illinois, 1991

Ms. Hall will serve as project manager for Walnut Grove's Master Plan. She has worked in city and environmental planning since 1997. She is passionate about helping small cities and rural areas maintain their unique charm as they prepare for regional change and growth. Her recent efforts have focused on project management, comprehensive planning, environmental compliance, capital improvements, and public information and engagement. The following is a sampling of projects she has completed that demonstrate her planning expertise.

Projects

- Historic Overlay District Plan, City of Bainbridge, GA
- Parks and Recreation Master Plan, Dublin, GA
- Principal consultant and project manager working on the Joint Comprehensive Plan for Madison County and the cities of Carlton, Colber, Comer, Danielsville, Hull, and Ila, Georgia.
- Form Based Codes Education, Monroe, GA
- Principal consultant and project manager working the Comprehensive Plan Monroe, GA.
- Completed \$400M Capital Improvements Plan for Athens, GA.
- Collaborated with Nelsnick Enterprises on the Comprehensive Plans for Morgan County and the cities of Bostwick, Buckhead, and Rutledge, Georgia.
- Completed the East Albany Neighborhood Revitalization Strategy Area Plan for the City of Albany, GA.
- Principal consultant and project manager working on the Comprehensive Plans for the Cities of Arcade, Jefferson, and Talmo in Jackson County, Georgia.
- Completed the South Columbus Revitalization Strategy for the City of Columbus, GA.
- Principal consultant and project manager for the Comprehensive Plans for the City of Waycross and Ware County, Georgia.
- Responsible for the Community Facilities Element of the Comprehensive Plan for the City of Columbus/Muscogee County, Georgia, and facilitation of several components of the Community Participation Program. (Under subcontract with another firm)
- Served as principal consultant and project manager for the Comprehensive Plan and Capital Improvements Program for the Sharpsburg, Georgia.

Marilyn P. Hall, AICP (cont.)

- Served as principal consultant and project manager for the Comprehensive Plan for the Town of Moreland, Georgia.
- Worked with Jordan, Jones, and Goulding, Inc. on the Comprehensive Plans for Newton County, Georgia and the Cities of Covington, Buford, and Snellville, Georgia.
- Worked with Jordan, Jones, and Goulding, Inc. to assist with the One Henry Comprehensive Plan in Henry County, Georgia. Responsible for writing population, community facilities, and natural and cultural resources components of Community Assessment. Also assisted with visioning and other elements of the Community Participation Program.



Employment History

HALL CONSULTING, INC., Watkinsville, GA

Owner and principal planner. Planning project management, City master plans, comprehensive planning, urban and utility plans, housing studies, watershed planning, ordinance writing, demographic analysis, environmental program development and management, and outreach and public involvement. (2005 – Present)

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY

Senior Water Resources Planner. Long-term strategist ensuring adequate water supplies: create and manage ACC’s innovative, new water reuse program, guide the utility's long term capital improvements program, manage research projects, assist with negotiations, manage the Water Conservation Office team, coordinate interdepartmental efforts, and implement special projects. (2017 – 2021)

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY

Water Conservation Coordinator. Developed the nationally recognized ACC Water Conservation Office team. Created the WCO Internship Program. Planned and evaluated conservation programs. Coordinated efficiency efforts within the Utility and responsible for the Water Loss Program, the Watershed Protection Plan, and special projects. (2009 – 2017)

JORDAN, JONES, & GOULDING

City Planner and Water Utility Consultant Athens, GA
(1997-2004)

LEADERSHIP

BOARD MEMBER | GA Planning Association | 2014 - Present

CLIMATE CHAMPION | American Planning Association | 2020 - Present

CHAIR | Integrated Master Planning Committee | Georgia Association of Water Professionals | July 2020 - Present

BOARD MEMBER | National Water Reuse Association | 2018 - 2021

FEATURE PUBLICATIONS

“Promoting Drought Resilience Through Plans and Codes”, Zoning Practice, American Planning Association April 2014

Planning and Drought (PAS 547) American Planning Association (contributor) October 2013

“The Cost of Apathy” The Georgia Operator, GAWP, Winter 2019, pg. 24-28



MELINDA (MEL) COCHRAN DAVIS

Principal and Founder, MayPop Collaborative
mel@Maypopcollaborative.com



YEARS OF EXPERIENCE
19

EDUCATION
Master of Public Administration
University of Georgia
Athens, Georgia, 2018

Bachelor of Landscape
Architecture University of
Georgia
Athens, Georgia, 2003

CERTIFICATIONS
Registered Landscape Architect
Georgia LA 001541

Certified Inclusivity Assessor
Inclusive Recreation Resource
Center

Strategy Expert
Engaging Local Government
Leaders

COMMUNITY LEADERSHIP
City of Commerce Planning
Commission, Member 2017-
Present

Cubmaster, Pack 35
2020 -Present

Chair, Commerce Middle School
Parent Teacher Organization
2022-2023

Mel is an accomplished executive level leader, with extensive local government knowledge and experience. She will utilize her strong expertise in navigating government processes to help strategize a Master Plan that is implementable. She leads multi-disciplinary teams made up of government officials, residents, and stakeholders to positive outcomes. Highly organized and skilled at developing strategic approaches to resolving challenges to local governments with transparency and in a streamlined fashion. A proven relationship builder across diverse groups of public and private entities, establishing trust through collaboration.

Principal, Maypop Collaborative, Commerce, GA June 2022-Present

Leading project teams for community planning and engagement efforts, including strategic plans master plans, accessibility transition plans, parks and recreation plans, digital transformation, and inclusive community engagement.

Assistant Director, Athens Clarke County Unified Government, Athens, GA, 2018-2022

Leading a department of 74 full time, 95 part time, 147 seasonal, and 103 contract staff with a focus on leading administrative functions of the department with a team of 24 staff covering software administration, project management, planning, maintenance, safety and risk, contracts, management analysis, budgeting, community outreach, public relations, and marketing.

Division Administrator, Athens Clarke County Unified Government, Athens, GA, 2013-2018

Leading the Park Services Division, including planning, maintenance, and project management. Responsible for streamlining operations, increasing transparency, and leading change while maintaining the foundation of department functions and operations.

Facility Supervisor, Athens-Clarke County Unified Government, Athens, GA 2008-2013

Leading daily operations and guiding future development of Greenways and Riverside Parks within the Athens-Clarke County Leisure Services Department. Ensuring proper management and safety of trail and park facilities through collaboration with Athens-Clarke County agencies and community non-profits

Mel Cochran Davis (cont.)

Planner II, Athens Clarke County Unified Government, Athens, GA 2006-2008

Guiding architects, engineers, developers, and residents of Athens-Clarke County through plans review and permitting processes. Reviewing design submittals for conformance with zoning codes and ordinances. Providing written commentary and reports related to planning issues. Assisted Comprehensive Plan updates and zoning code revisions.

Developed and implemented ACCGov public engagement processes and tools for the SPLOST and TSPLOST programs

Responsible for Online Engagement for Leisure Services activities for ACCGov. See example below.

Landscape Architect, USDA Forest Service, Gainesville, GA 2003-2006

Developing and implementing professional designs for recreation areas and trails, including bid packages, construction observation, and final inspections. Assisted with development of the Forest Comprehensive Plan for health, accessibility, and recreation chapters. Served as a Type II Wildland Firefighter

Online Engagement

Current Projects

- Bishop Park Improvements
- Firefly Trail Expansion
- Greenway Expansion
- Leisure Services 2030
- Macon Highway Boat Launch
- Memorial Park Improvements
- Sandy Creek Nature Center Exhibit Hall
- Sandy Creek Park Improvements
- Teen Initiatives
- Trail Improvements at Southeast Clarke Park

Leisure Services Listens is a web based communications hub for the Athens-Clarke County Leisure Services Department. Maypop principal, Mel led the team that brought her vision to life. Project pages share information like project descriptions, timelines, budgets, and input opportunities. Storymaps, surveys, and other online engagement tools are available as they go live. Mel has brought this information sharing model to Maypop's community engagement toolbox.

Project Overview:

Memorial Park is one of Athens' most beloved parks and requires necessary stormwater infrastructure updates to ensure future generations are able to enjoy this community park. A recent engineering report on the state of the stormwater system in the park indicates the dire situation the park faces. The increase in development around the park has resulted with increased stormwater flow into the park, overloading the pond's capacity. The pond and forebay are now in a critical situation that requires dredging, re-engineering, and significant repairs. In order to prevent failure of these stormwater mitigation components, the ancillary stormwater pipes, inlets, basins, and other features are either silted in, washed out, or have completely failed. As part of the improvements these ancillary stormwater infrastructure will be replaced as specified by engineers.

Athens-Clarke County residents are invited to be part of the process. Stay connected and learn about project updates, public input opportunities, and timelines.

What's Next for the Project?

Public input will be received from June 13 - July 10, 2022 to prioritize funding for these proposed projects.

Public Meetings:

- Saturday, June 18, 2022 - 11am - 2pm at West Broad Farmers Market
- Saturday, June 18, 2022 - 5pm - 8pm at 19th is the New 4th event at Holland Youth Sports Complex
- Thursday, June 23, 2022 - 6:00 - 7:30 pm at Memorial Park Picnic Shelter #2
- Saturday, June 25, 2022 - 4pm - 4:45pm - 11:00 a.m. to 12:30 p.m. at AH-Fest

Each meeting is drop-in and staff will be available to discuss the proposed elements of the project.



ROBERT W. SILLS, AICP

Principal Planner, Nelsnick Enterprises

bsills@nelsnick.com



EDUCATION

Master of Science
School of Civil Engineering
Georgia Institute of
Technology
Atlanta, Georgia, 1995

Master of City Planning
School of Architecture
Georgia Institute of
Technology
Atlanta, Georgia, 1995

Bachelor of Arts – Geography
Minor Computer Science
Rutgers College
New Brunswick, New Jersey,
1987

CERTIFICATIONS/ AFFILIATIONS

- American Institute of Certified Planners
- Engineer-in-Training,
- American Planning Association,
- Georgia Planning Association,
- Georgia Association of Water Professionals

Mr. Sills has 26 years of professional experience, which includes collection and analysis of data for various city and public utility planning studies. He will lead the Capital Improvements and Infrastructure aspects of the Master Plan. These include comprehensive plans, storm water, water and sewer rate studies, capital improvements planning, impact fees calculations, revenue sufficiency analysis, water system business plans, connection fee calculations and development of financial planning models.

Employment History

Nelsnick Enterprises Incorporated

Senior Planner
September 2003 - Present

Jordan, Jones & Goulding Inc.

Urban Planner/Engineer/Project Manager
July 1995 – September 2003

Relevant Projects

- Comprehensive Plan for Monroe, Georgia – Project include attending public meetings, development of plan elements per DCA specifications and relevant mapping.
- Comprehensive Plan for Morgan County, Georgia – Project include separate stand-alone plans for the City of Rutledge, Bostwick and Buckhead. Project included complete planning process from Community Participation Program to adoption of plans.
- Developed Comprehensive Plans for the Quad City Planning Authority which included City of Talmo, City of Jefferson and City of Arcade, Georgia. Project included complete planning process from Community Participation Program to adoption of plans.
- Prepared Comprehensive Plan for the Town of Sharpsburg, Georgia and the Town of Moreland, Georgia.
- Developed a methodology for calculating school, water and sewer, and road impact fees, York County, South Carolina.

Bobby Sills – Continued

- Prepared population projections, water and sewer consumption projections, and cost estimates for various water supply options for the Long-Term Water Resource Plan, Glynn County, Georgia.
- Completed a Concept Report for the City of Cartersville,
- Georgia Main Street Transportation Enhancement.
- Updated the Land Use element of the Cartersville Comprehensive Plan for the City of Cartersville, Georgia.
- Wrote ordinances and created a Land Use Plan for Roane County, Tennessee.
- Managed the data entry of over 50 miles of surveyed sewer trunk line. Developed data entry forms in Microsoft Access, converted data, created scripts in ArcView GIS Avenue for manipulation of graphic and attribute data, and provided reports and maps. Survey included a surface reconnaissance for delineating wetlands, stream crossing, general conditions of manholes, clearing requirements, and manhole raising requirements, Fulton County, Georgia.

CONFERENCE/WORKSHOP
SESSIONS

“Water Stewardship Act,”
Valdosta, Georgia

“Rural Highway Bypass:
Impacts and Mediation,”
Savannah, Georgia

“Water Conservation
Pricing,” Gwinnett County,
Georgia

“Righteous Rate Making,”
Tifton and Savannah,
Georgia

“Water and Sewer Rate
Setting,” Marietta, Georgia

“Capital Improvements
Planning,” Madison,
Wisconsin



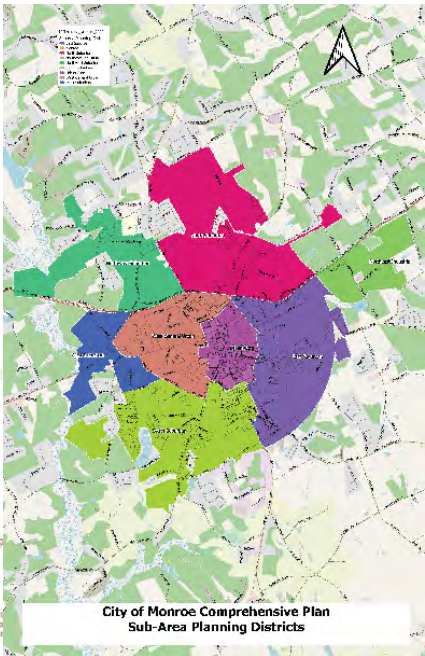
EXPERIENCE WITH MUNICIPAL PLANS

Comprehensive Plan for the City of Monroe, GA, Adopted June 2022

Contact: Logan Propes, City Administrator
Phone: 770-267-7536
Email: lpropes@monroega.gov

The Hall and Nelsnick team recently completed the Comprehensive Plan for the City of Monroe, GA. The City of Monroe is located in Walton County, approximately 40 miles east of Atlanta along US 78. Walton County is a historically rural area that has experienced significant growth pressure from metropolitan Atlanta in recent years. As its county seat and its largest city, these pressures have begun to be felt in Monroe, especially along the city’s western side. Over the last decade the City of Monroe has developed and implemented a variety of plans. This Comprehensive Plan Update built upon those plans. Many of the plans being implemented by the city focus on downtown and adjacent areas. The *Town Center LCI* is perhaps the most important. It serves as the starting point for most of the City’s efforts to preserve and redevelop its central business district.

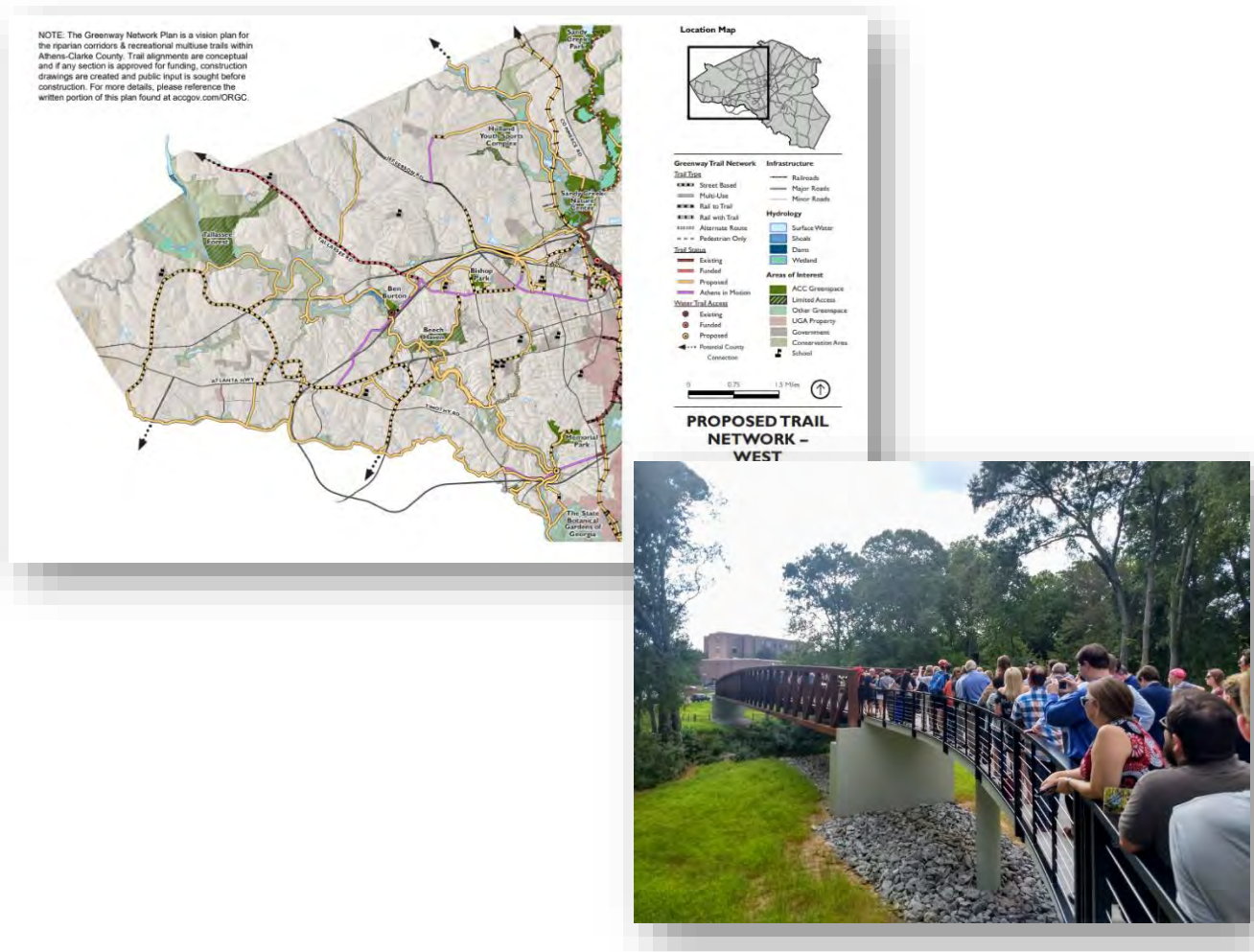
Public engagement and input were the cornerstone of the successful comprehensive planning process in Monroe. The City kicked off the process by laying out the foundation in a Community Engagement Plan. The plan was introduced to the City Council at a work session on December 7, 2021. The project website was launched at the project kick off and provided meeting content and planning documents to the public throughout the life of the project. The website housed the online survey, visual preference survey, and meeting materials. The online survey asked a series of questions about the community and the vision for the future. Almost 300 people completed the online survey. The Steering Committee distributed flyers for public meetings and the Consultant team provided social media content for the City to utilize.



*Oconee Rivers Greenway Network Plan
Athens-Clarke County, GA (2013-2022)*

Following years of incremental planning of segments of the Oconee Rivers Greenway system, Maypop’s Mel Cochran Davis initiated a comprehensive update to those plans, drawing them together into a single vision for the county’s trail system. The new plan resulted in a consistent approach to identifying corridors of interest in the watershed and prioritizing land acquisition and multi-use trail development. This framework has informed the construction of several miles of new trails, establishment of the first water trails on the Middle and North Oconee Rivers. To date, the plan has generated over \$45 million in SPLOST and TSPLOST funding as well as over \$300,000 in operational funds.

As Greenway Coordinator, and later Administrator for the Leisure Service Department’s Park Services Division, Mel Cochran Davis led public engagement for the effort, which involved numerous public engagement sessions with citizens and landowners throughout the county, and consultation with local interest groups. The team also provided project management and design guidance on detailed development of various elements of the trail system and supporting park spaces.



Proposal to prepare the City Master Plan
Walnut Grove, Georgia

*Madison County Joint Comprehensive Plan
with the Cities of Carlton, Colbert, Danielsville, and Ila, Transmitted January, 2023*
Contact: Todd Higdon, County Chairman
Phone: 706-795-6300
Email: thigdon@madisonco.us

In January of this year, the Hall Consulting Team completed the Joint Comprehensive Plan for Madison County and four of its cities. Madison County is experiencing considerable growth pressure from Athens to the south and from I-85 to the west. In addition to this pressure, the county is struggling to balance the needs of agriculture, multi-generational landowners, business owners, environmentalists, and new residents. The Hall team addressed these challenges through robust public engagement that included more than a dozen public engagement opportunities, a website, surveys, a citizen stakeholder committee, a dozen stakeholder interviews, presentations at public events, and civic group engagements.



Comprehensive Plan for

Morgan County and the Cities of Buckhead, Bostwick, and Rutledge, adopted July 2017

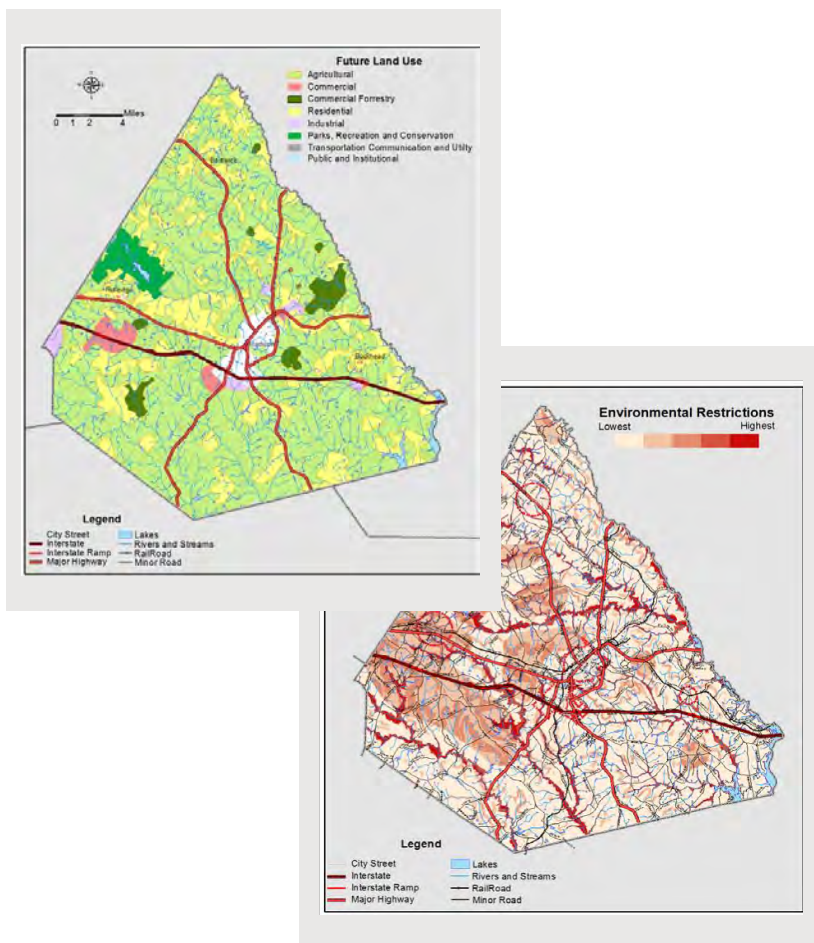
Contact: Chuck Jarrell, Planning & Development Director

Phone: 706-342-4373

Email address: cjarrell@morganga.org

Hall Consulting, Nelsnick Enterprises, and another firm collaborated to produce the Comprehensive Plan for Morgan County, Georgia, including the Cities of Rutledge, Bostwick, and Buckhead. The team developed a community participation plan that included four public kickoff meetings (one per jurisdiction), four visioning workshops, public presentations of drafts, a community-wide survey, stakeholder interviews and informal interviews with the public, steering committee meetings, and assistance with the adoption process in each jurisdiction.

The Consultant Team took an innovative approach for this Comprehensive Plan. Rather than look at the functions, the Plan evaluates the issues. Thus, when the citizens provide concern for retaining the rural beauty of the County or the small-town character of their city, the plan addressed solutions based on land use, community facilities, housing, and intergovernmental cooperation.



The Hall Team goes to where the people are. This photo is of Marilyn Hall gathering public input at a 4th of July event in Madison, GA.

REFERENCES

Reference 1

Name: City of Monroe, GA
Website: <https://www.monroega.com/>
Client contact person and title: Logan Propes
Phone: 770-267-7536
Email address: lpropes@monroega.gov

Reference 2

Name: Cities of Jefferson, Arcade, and Talmo, Georgia
Website: <https://www.cityofjeffersonga.com/>
Client contact person and title: John Ward, Former City Manager for the City of Jefferson, GA
Phone: 828-268-6200
Email address: John.ward@townofboone.net

Reference 3

Name: City of Albany, Georgia
Website: <https://www.albanyga.gov/>
Client contact person and title: Paul Forgey, Director of Planning & Development Services
Phone: 229-302-1848
Email address: pforgey@albanyga.gov

Reference 4

Name: Columbus/Muscogee County, Georgia
Website: <https://www.columbusga.gov/planning/>
Client contact person and title: Rick Jones, Planning Director
Phone: 706-225-3936
Email address: rjones@columbusga.org

Reference 5

Name: Morgan County, Georgia
Website: <https://www.morganga.org/413/Comprehensive-Plan>
Client contact person and title: Chuck Jarrell, Planning & Development Director
Phone: 706-342-4373
Email address: cjarrell@morganga.org

3. PROJECT UNDERSTANDING

The City of Walnut Grove is a small town located in Walton County with a population of around 1,500 people, covering an area of approximately 1.5 square miles. It lies at the crossroads of State Routes 138 and 81. There is significant development pressure for a variety of reasons and there are many changes in the works. The purpose of the Master Plan is to help the city prepare for these changes. The following are three examples of upcoming changes that the plan must address.

First, the Georgia Department of Transportation is expected to install a roundabout aimed at improving traffic flow, reducing congestion, and enhancing safety in the area. Roundabouts are becoming more common in Georgia as a way to manage traffic and reduce the severity of accidents. The roundabout will displace several businesses that provide a significant tax base for the city.



Second, Walton County is building a very large park adjacent to the City. The new park includes plans for a senior center, community center, tennis courts, skate park, etc. It will draw families from through Walton County.

Thirdly, the city has plans to develop a Town Center on some large parcels of land in the northeast corner of the Route 138 and 81 intersection. This is planned to be a new downtown with a mix of commercial uses and retail with multifamily residential and offices. Plans for the Town Center are being refined by the Northeast Georgia Regional Commission.



The new planned downtown, roundabout, and mega park will have a significant impact on the overall development and growth of the city. To prepare for the impact the Master Plan should address the following:

Land Use: The Master Plan must identify areas for residential, commercial, industrial, and recreational use. The DDA and city can work with developers to ensure that the land is used optimally and in accordance with the city's goals.

Transportation: The Georgia Department of Transportation has plans that will dramatically impact the city. The Master Plan will need to work with the GDOT changes and strive to improve mobility, reduce congestion and pollution, and enhance safety. The Plan could include improving public transportation in partnership with Walton County, pedestrian and bike paths, and roads.

Housing: Housing needs should be determined during the public engagement process. The Downtown Walnut Grove Concept Plan (2006) includes more than a thousand residential units. If the public engagement process calls for it, the Master Plan could focus on creating affordable housing options for low and middle-income residents. The DDA could work with developers to incentivize the construction of such housing.

Economic Development: The Plan must identify economic development opportunities, such as attracting new businesses, encouraging entrepreneurship, and creating jobs. The City and DDA can offer incentives to businesses that contribute to the city's growth and development.

Infrastructure: Walnut Grove must have the infrastructure to support the upcoming changes in land use and population growth. A primary purpose of this Master Plan is to prioritize capital improvements to accommodate change. The master plan can identify areas that require infrastructure improvements, such as water and sewage systems, public facilities, and green spaces.

Community Engagement: Engaging the community in the planning process is essential to ensure that their needs and priorities are addressed and the plan is implemented. The draft scope presented in the following pages elaborates the community engagement process.



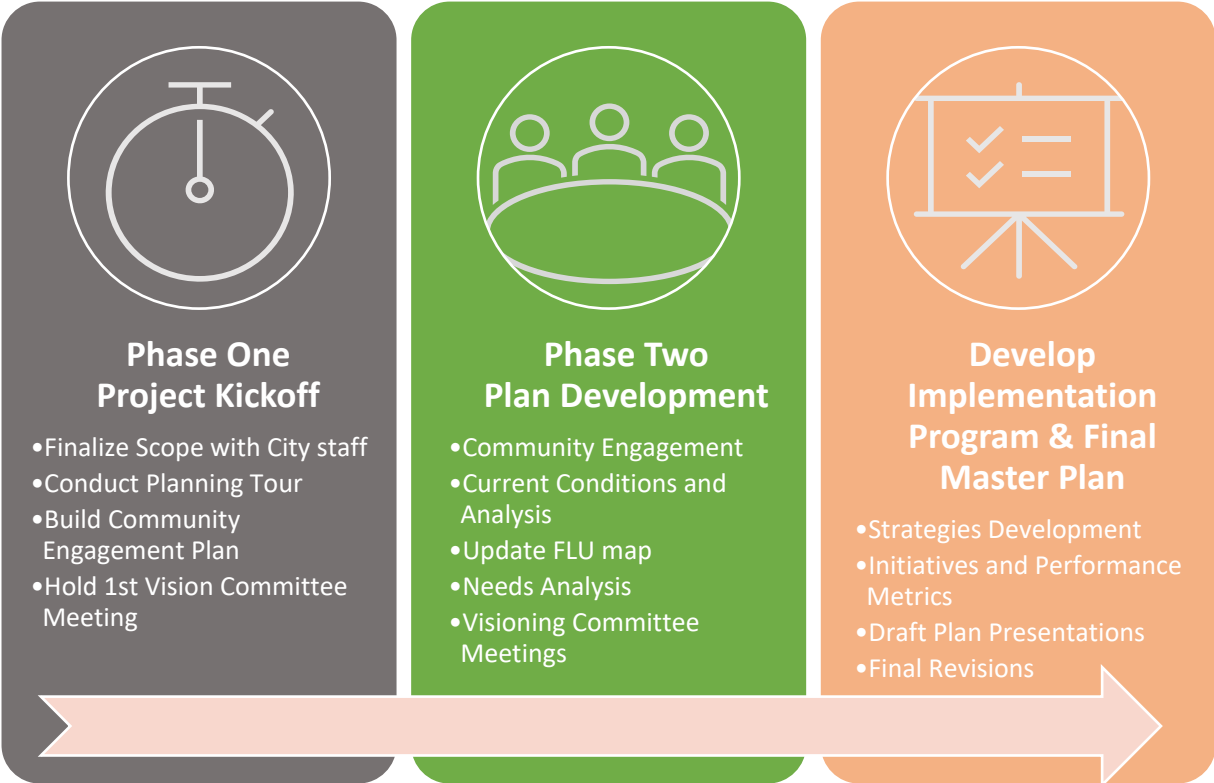
4. PROJECT APPROACH AND PROPOSED SCOPE OF WORK

The Walnut Grove City Master Plan must be a partnership with Planning Commission, City Council, Downtown Development Authority (DDA), residents, business owners and other stakeholders. The most important aspect of a community vision is that it originates from the residents, business owners and elected leaders of the community. The consultant team’s role is to listen, provide educational opportunities of the process, listen more, present what we hear, and listen again. It is an extremely iterative process requiring significant public participation.

“ *Hall Consulting helped us achieve our goal of making our Comprehensive Plan viable and informative to our citizens. The professionalism of the planning team provided the confidence our plan needed for formulating future goals for our community.*”

– *Rick Jones, Planning Director, Columbus, Georgia*

The final approach and scope of work will be created in collaboration with the City of Walnut Grove. The proposed approach and scope of work on the following pages should be considered a recommended or draft scope.



PHASE ONE: PROJECT KICKOFF

Task 1.1 Initial Meeting:

The Hall team will meet with the local project team, including staff from the City of Walnut Grove, to finalize project expectations, scope of work, and timeline. During this meeting, we will also review and finalize the list of data needs.

Task 1.1 Deliverables: **1) Final Data Needs List**
2) Final Scope of Work and Timeline

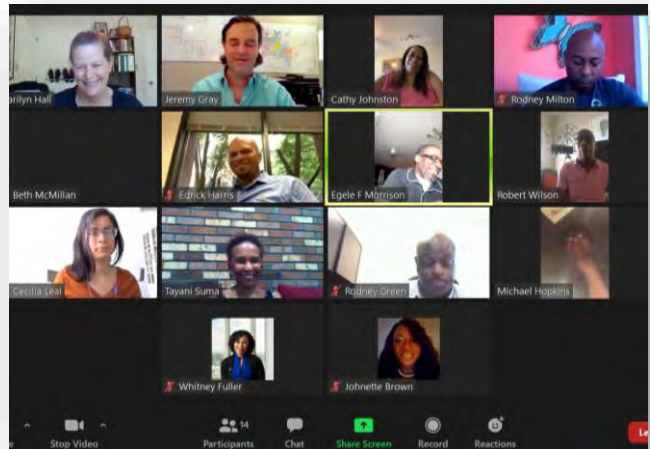
Task 1.2 Community Tour:

The Hall team will tour the City with a local host to get further acquainted with the city and the local planning environment. This will include discussion with planning staff regarding existing local plans for the city, Walton County, and other entities, institutions, regional agencies, and significant public and private authorities with an impact on the larger planning effort.

Task 1.2 Deliverables: **1) Final Stakeholder List & Contact Information developed in collaboration with the city**

Task 1.3 Community Engagement Plan:

The consulting team will develop a Community Engagement Plan (CEP) that outlines techniques and processes that will be used to gather public input. The CEP will include development of a visioning committee, key stakeholders to be contacted, number and schedule for community meetings/public hearings, and other key components for outreach throughout the project. The CEP will include a detailed schedule that includes dates, times, and locations for all participation opportunities, notification methods for outreach, engagement methods to reach diverse constituency, staffing plan, information collection and coordination methodology, steering committee role and strategy, and draft marketing and public presentation materials.



Although the Hall Consulting Team prefers to meet stakeholders in person, meetings can be virtual if needed. (Photo: Marilyn Hall hosts a virtual steering committee meeting in Atlanta, GA)

While specific elements of the CEP will be developed in coordination with the client, the consulting team anticipates a plan that includes the following public engagement opportunities:

- One (1) public project kick-off meeting/event outlining public engagement process;
- Two (2) public workshops to include identification of community vision, reformulation of community character area map and narrative, and strategic framework for implementation;
- Three (3) Visioning Committee meetings to be held early the project;
- One (1) Final presentation to the City Planning Commissioners
- One (1) Final presentation to City Council
- Virtual online engagement opportunities, and

To maximize the effect of public engagement we will combine innovative, industry-leading techniques from multiple disciplines into a methodology uniquely suited to the master planning process in Walnut Grove. The details of the public engagement strategy will be developed in collaboration with city staff. The CEP will be developed according to the principles of our Public Engagement Philosophy outlined on the following page.

Task 1.3 Deliverables 1) Community Engagement Plan that includes education strategies, outreach strategies, workshop details, and timeline of all workshops and meetings.



Public Engagement Philosophy

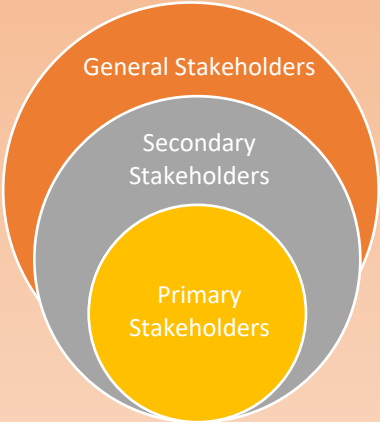
Identify the Stakeholders

For a successful plan, one must have the right stakeholders at the table from the start, which is why one of our first steps in any client engagement is the identification of stakeholder groups. The stakeholders identified through this exercise are categorized as either primary, secondary, or general, which then determines their level of participation and the means used to reach out to them.

Primary Stakeholders – Essentially the project’s steering committee, this group includes all key decision-makers

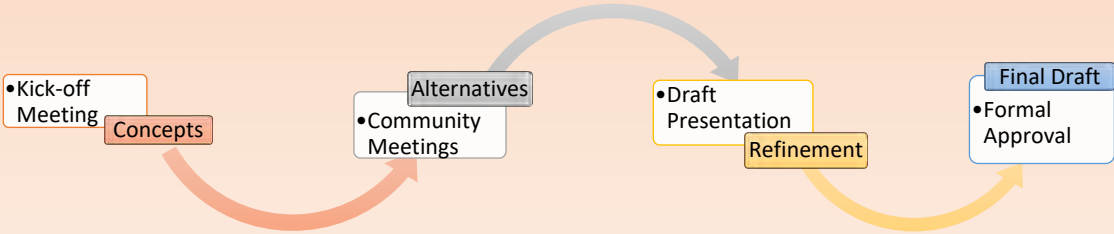
Secondary Stakeholders – Persons or organizations with experience or perspectives that will provide crucial input into or feedback on the plans

General Stakeholders – Members of the public with a general interest in the project



Public Participation

We understand some stakeholders may need education and other support to be able to participate fully and in a meaningful way. We tailor our public outreach and engagement in a way that facilitates informed discussion and that allows all voices to be heard. Because our process uses three feedback loops, there are opportunities for refinement and course correction throughout the process, rather than a single opening during the public comment period.



Active Listening

When interacting with the public, our team employs active listening techniques to ensure greater accuracy and accountability in the collection of residents’ perceptions and comments. Active listening techniques also hold potential for conflict resolution and consensus-building.

Collaborative Review

Before a draft is published for public comment, it is internally reviewed in a collaborative process involving certain key stakeholders. Verification of facts and research ensures the legitimacy of conclusions and findings and provides opportunities for corrections prior to public review.

PHASE TWO: PLAN DEVELOPMENT

Task 2.1 Community Engagement Process: Based on the Community Engagement Plan, the consulting team will gather public input through in person workshops and online. Additional engagement opportunities may include written surveys administered online or in hard copy, focus groups, one-on-one interviews, and any other forms of outreach identified in the CEP. The consulting team will also hold Visioning Committee meetings as part of this Task. The Hall Team will prepare all materials for these meetings, including notices, flyers, and other advertisements, facilitate the meeting process and compile a written summary of each meeting for submission to the City.

Task 2.1 Deliverables:

- 1) All materials used in meetings**
- 2) Detailed notes from all meetings**

Task 2.2 Current Conditions and Analysis and FLU Update: Concurrently with Task 2.1, the consulting team will undertake a technical review of existing plans including the city’s Comprehensive Plan, water and sewer master plans, transportation plans, park plans, other local plans, and other relevant national, regional, and local data sources. This information will provide a background for the community visioning workshops and other public outreach efforts and may consider the following:

- Population and Demographics
- Land Use and Development Character
- Parks & Recreation, including trails
- Community Facilities and Services
- Health and Wellness
- Schools
- Economic Development
- Transportation
- Historic Preservation
- Intergovernmental Coordination
- Broadband Service
- Water and Sewer Service
- Housing

“

This was the best handled and managed project the Town has contracted for the five years I have been here.”

- Hall and Nelsnick Planning Team Client

An important part of this task will be to update the Future Land Use Map (FLU) so it is consistent with the plans for the new roundabout and other recent changes. The FLU update will be based on public engagement results, input from the Visioning Committee, review of current conditions, and future projections.

Task 2.3 Needs Analysis

The consultant will combine the needs and concerns identified during the public engagement program and the results of Task 2.2. The Visioning Committee, the City, DDA, and others will assist the consultant in prioritizing the needs and concerns based on the vision and values articulated during the public engagement process. From this task, goals and strategies will be developed in Phase 3.

Task 2.3 Deliverable: Community Snapshot and Context of Change Presentation

- Analysis of data and information

- Summary of relevant existing plans
- Prioritization needs to be addressed

PHASE 3: DEVELOP IMPLEMENTATION PLAN

Strategies, initiatives, and performance metrics for the goals articulated thus far will be developed in this task as defined below.

Task 3.1 Strategic Goal Setting

The consulting team will develop *Strategic Goals* for the community based on the needs prioritized in Task 2.3, community input, tours and site visits, quantitative research, and other findings. Evaluating and developing these goals will be an important assignment of the Visioning Committee.

Strategic Goals are results oriented, focused on desired outcomes, quantitative with numbers and percentages, easy to interpret, and credible.

Task 3.2 Initiatives and performance measures

The consultant will develop action statements that allocate resources to address goals and strategies from Task 3.1. Initiatives will include a scope, budget, timeline, and *Performance Metrics*. Performance metrics are quantitative indicators put in place to track the progress against stated strategies and initiatives. They are a useful tool for evaluating the success and effectiveness of the city's master plan. The specific measures that Walnut Grove will use will depend on the goals and objectives outlined in previous tasks. (See sidebar for examples)

Task 3.2 Deliverables: Draft documentation of goals, initiatives, and performance metrics.

Task 3.3 Draft Master Plan: The consulting team will hold a public workshop or event and will provide identical content online to present the content of the Draft Plan to residents, business owners, Planning Commission, City Council, and other stakeholders and solicit comments and feedback.

**Task 3.3 Deliverables: 1) PPT of Draft Plan Presentation
2) All meeting materials**

Task 3.4 Approval and Adoption: After revising the Plan per the input received in Task 3.2, the consulting team will attend a meeting of the Walnut Grove City Council to present the final plan and respond to any questions.

EXAMPLES OF COMMON PERFORMANCE METRICS

Economic indicators

job growth, business retention, and new business development

Environmental indicators

air quality, water quality, and the amount of open space or green infrastructure

Social indicators

public safety, health outcomes, and access to affordable housing

Transportation indicators

traffic congestion, public transit ridership, and the number of bike lanes or pedestrian paths.

Land use indicators

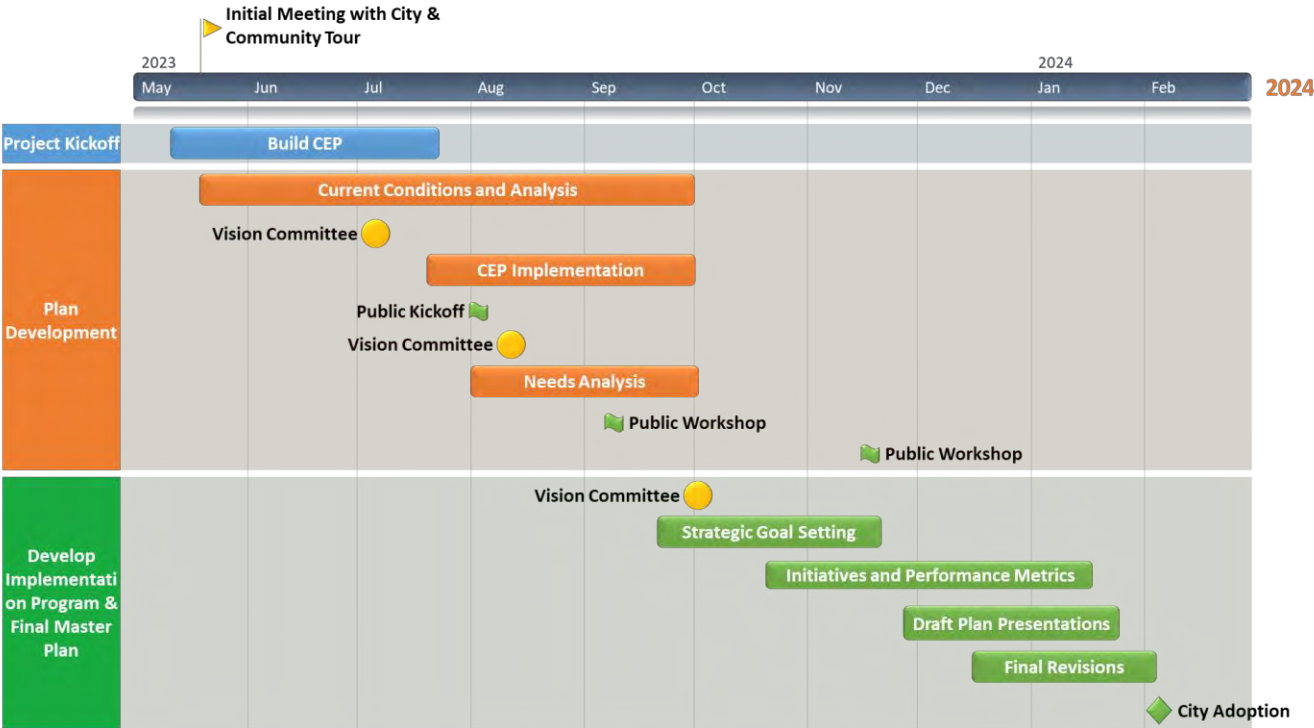
amount of land used for residential, commercial, or industrial purposes, as well as the availability of affordable housing.

Civic engagement indicators

voter turnout, participation in public meetings and forums, and the amount of community input gathered during the planning process.

Task 3.5 Submission of Documents: The consulting team will provide digital copies, in both editable format and pdf, and one loose reproducible original of the final plan and all other final printed materials including maps, charts, tables, and photographs.

5. PROJECT SCHEDULE



6. FEE PROPOSAL

The Hall Team proposes to complete the tasks presented above for a total of \$39,551. We propose two Add-Ons to the master plan. The first is a full update to the *Downtown Walnut Grove Master Concept Plan*. The second are detailed, small area character plans that include drawings and descriptions. These would help answer questions like, “What should the entrances to our new downtown look like?” and “How should we transition from the County’s mega park to our town?” The Add-On fees assume utilization of the public engagement efforts from Phases 1 and 2 of the Master Plan.

Phase 1	Project Kickoff	\$6,980
Phase 2	Plan Development	\$24,290
Phase 3	Implementation Plan	\$5,700
	Project Management	\$2,081
	Printing and Meeting Supplies	\$500
	Total	\$39,551
	Add-Ons	
	Full update to 2006 Walnut Grove Downtown Concept Plan	\$6,000
	Detail Character Studies with drawings	\$2,000 each

RESOLUTION NO. 2023-XX

A RESOLUTION TO DESIGNATE AN OPEN RECORDS OFFICER FOR THE CITY OF WALNUT GROVE, GEORGIA.

WHEREAS, the City of Social Circle is a Municipal Corporation of the State of Georgia;
and

WHEREAS, the Walnut Grove is an agency subject to the Open Records Act of the State of Georgia; and

WHEREAS, the Walnut Grove is comprised of various departments, boards, authorities and commissions; and

WHEREAS, the Open Records Act of the State of Georgia permits an agency to designate Open Records Officers to receive requests for the inspection or copying of records; and

WHEREAS, the Mayor and Council of the Walnut Grove believe that designating an Open Records Officers will centralize the open records process and will permit the City to more effectively and efficiently track and complete responses to open records requests;

IT IS HEREBY RESOLVED that the Mayor and Council of the Walnut Grove, in accordance with the provisions of the Open Records Act found in O.C.G.A. 55-18-71 designate the following Open Records Officers to receive requests on behalf of the City and all of its departments:

- (1) City Clerk
- (2) In the absence of the City Clerk, the Mayor

shall serve as the Open Records Officers.

IT IS FURTHER RESOLVED that the City requires that all written requests under the Open Records Act shall be made upon the Open Records Officers designated in this Resolution, and that a copy of the Request be sent by the Open Records Officer to the City Attorney.

IT IS FURTHER RESOLVED that the City Clerk shall notify the Walton County Tribune and the Covington News, as the legal organs of the City and Walton County, that the City has so designated the Open Records Officers contained herein.

IT IS FURTHER RESOLVED that the City Clerk shall ensure that the designated Open Records Officers and their contact information are prominently displayed on the City's website.

IT IS SO RESOLVED this _____ day of _____, 2023.

Mark Moore, Mayor

_____, Mayor Pro Tem

ATTEST:

_____, Council Member

Kimberly Whitlow, City Clerk
Member

_____, Council

APPROVED AS TO FORM:

_____, Council Member

Anthony O. L. Powell, City Attorney
Powell & Edwards, P.C.

ORDINANCE NO. 2023-_____

A ORDINANCE OF THE CITY OF WALNUT GROVE TO DECLARE A RECORDS CUSTODIAN AND AMEND THE CITY CLERKS DUTIES; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the governing authority of the City of Walnut Grove, Georgia is the Mayor and Council thereof; and

WHEREAS, the Georgia Records Act and the regulations thereto mandate certain record keeping practices; and

WHEREAS, record keeping is a duty of the City Clerk; and

WHEREAS, the Mayor and Council of the City of Walnut Grove believes it in the best interest of the public to amend its ordinances to reflect the laws of this State.

NOW THEREFORE BE IT AND IT IS HEREBY ORDAINED:

Section 1. That the Code of Ordinances of the City of Walnut Grove, Georgia is hereby amended by deleting Section 3-404 and Section 3-1301 of the City Ordinances and replacing it with the following:

“Section 3-404 Duties of City Clerk

The City Clerk shall have the following duties in his capacity as City Clerk:

1. To attend all meetings of the City Council;
2. To keep correct and full minutes of the proceedings of City Council together with all ordinances and resolutions passed by it, in a properly indexed book or register kept for that purpose;
3. To receive all applications or petitions made to the City and to place them before the Mayor and City Council at the meeting of the City Council next succeeding the receipt thereof;

4. To issue all licenses, and keep a record thereof, and all badges and permits authorized by the City Council;
5. To attend all sessions of the Municipal Court;
6. To keep an execution docket, in which he shall enter the names of all persons tried and fined by the Municipal Court, the nature of the offense, date of trial, amount of fine, and return of the police officer thereon;
7. To issue all summonses, processes, and subpoenas to witnesses that may be necessary in the enforcement of this code or other rules, regulations, and ordinances of the City Council;
8. To be the custodian of the City seal and affix its impression on documents whenever required, and;
9. To be the custodian of records and carefully preserve the records and documents belonging to the City which are not assigned to the custody of some other office in accordance with the Georgia Records act and the regulations thereto, and to maintain a proper index to all such records and documents so that ready access thereto and use thereof may be had.
10. To receive all money due the City Council, including taxes, licenses, fees, and other moneys belonging to the City and pay out the same only upon orders passed by the City Council and signed by the Mayor, or in his absence, the Mayor pro tempore;
11. To keep a book of accounts showing all money received on behalf of the City and the source and disposition thereof, which book shall be open for inspection by the public and members of the City Council;
12. To maintain a uniform system of accounts and keep such other records and accounts as may be required by statute or ordinance;

13. To furnish the City Council with quarterly statements detailing all receipts and payments of funds for the quarter; and

14. To enforce all laws of Georgia relating to the collection of delinquent taxes and sale or foreclosure for nonpayment of taxes to the City.

Section 3-1301 City Records

City records shall be maintained in accordance with the Georgia Records Act (O.C.G.A. §50-18-91 et seq)) and the regulations thereto including the Local Government Records Retention Schedules of the Georgia Archives composed by the University System of Georgia. All minutes shall be kept in physical notebooks. All other records may be digitalized as the City Clerk sees fit, so long as it is in compliance with the Georgia Records Act and the regulations thereto.”

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

Section 3. It is hereby declared that if any phrase, sentence, or paragraph hereof shall be found or declared unconstitutional or invalid by a court of competent jurisdiction, the remaining phrases, sentences and paragraphs hereof shall remain in full force and effect as if enacted without the phrase, sentence, or paragraph declared unconstitutional or invalid.

Section 4. The effective date of this Resolution shall be August ____, 2023.

It is so ordained on this ____ day of August, 2023.

City of Walnut Grove, Georgia

Mark Moore, Mayor

ATTEST:

Kimberly Whitlow, City Clerk

APPROVED AS TO FORM:

**Anthony O. L. Powell, City Attorney
Powell & Edwards, Attorneys at Law, P.C.**



EXTERIOR ELEVATION OF WALNUT GROVE GAS
STATION - MAYOR AND COUNCIL APPROVAL NEEDED
TO SATISFY CONDITION #7 OF ZONING #RZ-18-03

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2023

COUNTY: **WALTON** TAXING JURISDICTION: **WALNUT GROVE**

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2022 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2023 DIGEST
REAL	50,986,704	8,502,659	8,019,941	67,509,304
PERSONAL	2,757,827		236,306	2,994,133
MOTOR VEHICLES	429,150		60,580	489,730
MOBILE HOMES	200,059		(9,736)	190,323
TIMBER -100%			0	
HEAVY DUTY EQUIP			0	
GROSS DIGEST	54,373,740	8,502,659	8,307,091	71,183,490
EXEMPTIONS	1,696,040	4,941,691	(4,226,039)	2,411,692
NET DIGEST	52,677,700	3,560,968	12,533,130	68,771,798
	(PYD)	(RVA)	(NAG)	(CYD)

2022 MILLAGE RATE: 5.197

2023 MILLAGE RATE: 4.928

CALCULATION OF ROLLBACK RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2022 Net Digest	PYD	52,677,700	
Net Value Added-Reassessment of Existing Real Property	RVA	3,560,968	
Other Net Changes to Taxable Digest	NAG	12,533,130	
2023 Net Digest	CYD	68,771,798	
2022 Millage Rate	PYM	5.197	PYM
Millage Equivalent of Reassessed Value Added	ME	0.269	(RVA/CYD) * PYM
Rollback Millage Rate for 2023	RR - ROLLBACK RATE	4.928	PYM - ME

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2023 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)	Rollback Millage Rate	4.928
	2023 Millage Rate	4.928
	Percentage Tax Increase	0.00%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2023 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2023 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2023 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2023 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

Responsible Party Title Date

NOTICE

The City of Walnut Grove will tentatively adopt a millage rate of 4.928 which will require no increase in property taxes. The City Council will discuss the proposed Millage Rate Rollback on our next scheduled work session on August 1, 2023 at 10:00 a.m. at the Walnut Grove Municipal Building located at 1021 Park Street, Walnut Grove, Georgia 30052. Citizens are invited to attend.

All concerned citizens are also invited to the public hearing on this millage rate rollback to be held at the Walnut Grove Municipal Building located at 1021 Park Street, Walnut Grove, Georgia 30052 on Thursday August 10, 2023. The meeting time is at 7:00 p.m. and pursuant to the requirements of O.C.G.A. §48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CURRENT 2023 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

			2018	2019	2020	2021	2022	2023
C o u n t y w i d e A r e a	COUNTY WIDE							
	V A L U E	Real & Personal	30,156,638	33,674,820	35,930,445	38,879,960	50,986,704	67,509,304
		Motor Vehicles	1,698,442	2,735,925	2,725,057	2,506,342	2,757,827	2,994,133
		Mobile Homes	60	17,280	586,920	509,620	429,150	489,730
		Timber - 100%	203,506	198,710	211,800	208,933	200,059	190,323
		Heavy Duty Equipment						
		Gross Digest	32,058,646	36,626,735	39,454,222	42,104,855	54,373,740	71,183,490
		Less Exemptions	341,674	339,686	449,459	648,986	1,696,040	2,411,692
		NET DIGEST VALUE	31,716,972	36,287,049	39,004,763	41,455,869	52,677,700	68,771,798
	R A T E	Gross Maintenance & Operation Millage	11.345	10.955	11.283	11.616	10.736	9.8270
		Less Rollback (Local Option Sales Tax)	5.345	5.203	5.679	6.197	5.539	4.8990
		NET M&O MILLAGE RATE	6.0000	5.7520	5.6040	5.4190	5.1970	4.9280
	TAX	TOTAL M&O TAXES LEVIED	\$190,302	\$208,723	\$218,583	\$224,649	\$273,766	\$338,907
		Net Tax \$ Increase		\$18,421	\$9,860	\$6,067	\$49,117	\$65,141
Net Tax % Increase			9.68%	4.72%	2.78%	21.86%	23.79%	

ORDINANCE NO. 2022-_____

A ORDINANCE OF THE CITY OF WALNUT GROVE TO AMEND AND ESTABLISH PARLIMETARY PROCURE AND PROCEDURES OF MEETINGS; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the governing authority of the City of Walnut Grove, Georgia is the Mayor and Council thereof; and

WHERAS, Section 2.18 of the City Charter authorizes Mayor and Council to adopt its own rules of procedure and order of business; and

WHEREAS, the governing authority deems it essential to clarify and update the procedures surrounding the conducting of meetings within the City.

NOW THEREFORE BE IT AND IT IS HEREBY ORDAINED:

Section 1. That the Code of Ordinances of the City of Walnut Grove, Georgia is hereby amended by deleting it Section 3-203 through Section 3-207 of the City Ordinances and replacing it with the following:

“DIVISION 1- GENERAL

Sec. 3-203. - Vacancies.

In case of a vacancy in the office of mayor or council member from failure to elect, death, removal or from any cause whatsoever, such vacancy shall be filled for the remainder of the unexpired term, if any, by appointment by the mayor with confirmation by the city council, if less than 24 months remain in the unexpired term. Otherwise, a special election shall be ordered by the mayor or city council to fill the balance of the unexpired term of such official. The city clerk shall cause the special election to be held and conducted in accordance with the Georgia Election Code (O.C.G.A. § 21-2-1 et seq.).

Sec. 3-204. - Chairman.

The mayor shall act as chairman of the city council and is responsible for the orderly conduct of meetings of the city council. In order to fulfill such duty, the mayor shall enforce the rules of procedure that are adopted by the city council. The chairman shall be impartial and conduct the meetings in a fair manner. The chairman may not introduce motions or second a motion. The chairman may only vote in the event of a tie of council members.

Sec. 3-205. - Vice-chairman.

(a) The city council shall select a mayor pro tem from the council members at the beginning of each calendar year who shall serve as the vice-chairman. The vice-chairman shall fulfill the duties of the chairman if the chairman is not in attendance.

(b) If the chairman and the vice-chairman are absent and a quorum is present, the remaining council members shall select a council member to serve as temporary chairman of the meeting until either the chairman or vice-chairman is present at the meeting.

Sec. 3-206. - Committees.

The chairman and city council may create committees to study any issue before the city council. Any such committees may make recommendations to the city council, but no committee shall be empowered to make any final decision on any matter before such committee for consideration. In addition to council members, committees may include other city officials, staff or citizens at-large. Whenever a committee is created, its duties, any limitation on the scope of such duties and the times, places and periods of time for which the committee may operate shall be determined by the chairman and city council. The chairman shall serve as an ex-officio member of all committees.

Sec. 3-207. - Open meetings; work sessions; regular meetings; public hearings.

(a) All meetings of the city council, where a quorum is present and decisions affecting official business are contemplated, shall be held in accordance with the provisions of O.C.G.A. § 50-14-1 et seq.

(b) The city council shall hold regular work sessions on the Thursday two weeks prior to the Regular Meeting,

(c) All regular meetings public hearings conducted by the mayor and council shall be held on the Second Thursday of the month, unless otherwise established by Mayor and Council.

Sec. 3-208. - Organizational meetings.

The city council shall hold an organizational meeting on or before the first regular meeting day following any election. The meeting shall be called to order by the city clerk, and the oath of office shall be administered to the newly elected council members whose terms of office shall begin the day and hour of taking such oath of office.

Sec. 3-209. - Special meetings; rescheduled regular meetings.

A regular meeting of the city council may be canceled, rescheduled or moved to a new location within the city by the chairman for any reason. Other special meetings may be called as provided in the Charter. Whenever a rescheduled regular meeting of the city council or any other special meeting is to be held at a time or place other than the regularly scheduled time or place, written notice of such change shall be posted for at least 24 hours at the place of the regular meeting. In addition, written or oral notice shall be given by the city clerk at least 24 hours in advance of the meeting to either the legal organ of the city or a newspaper having a general circulation at least equal to that of the legal organ and to each council member.

Sec. 3-210. - Emergency meetings.

When emergency circumstances occur, the city council may hold a meeting with less than 24 hours' notice to the public. When such emergency meetings are to be held, the city clerk shall provide notice to the legal organ of the city or a newspaper with a general circulation at least equal to that of the legal organ and to each council member as soon as possible. The notice shall include the subjects expected to be considered at the emergency meeting. In addition, the minutes shall reflect the reason for the emergency meeting and the nature of the notice given to the media.

Sec. 3-211. - Executive sessions.

(a) Executive sessions of the city council may be held for the purpose of conducting business excepted from public access requirements as authorized by O.C.G.A. §§ 50-14-2 and 50-14-3. Where a meeting of the city council is devoted in part to matters within the authorized exceptions to public access requirements, any portion of the meeting not subject to any such exceptions shall be open to the public. No executive session shall be held, except pursuant to a majority affirmative vote of the city council taken in a public meeting.

(b) The minutes of the public meeting shall reflect the names of the council members present, those voting for the executive session and the specific reasons for the executive session. Minutes of the executive session may be maintained by the city clerk at the direction of the chairman. Any such minutes shall be maintained in a

confidential file and shall not be subject to disclosure, except that disclosures of such portions of the minutes identifying real estate to be acquired by the city council may only be delayed until such time as the acquisition of the real estate has been completed, terminated or abandoned, or court proceedings have been initiated.

Sec. 3-212. - Quorum.

A quorum of the city council must be present for the conducting of meetings. The mayor, or mayor pro tem, and two council members shall constitute a quorum and shall be authorized to transact business of the city council. It is the duty of the chairman to enforce this rule. Any council member may raise a point of order directed to the chairman if the council member believes that a quorum is not present. Once a quorum is established, the quorum cannot be defeated by the subsequent departure of the mayor or a council member. If a quorum is not attained within 30 minutes, the meeting will be rescheduled by the chairman with the approval of the council members present.

Sec. 3-213. - Voting; majority.

Passage of a motion shall require the affirmative vote of a majority of the council members present and voting at a meeting at which a quorum is present. Unless otherwise specified in this division, a majority shall mean more than one-half of the council members present. Where a two-thirds majority is specified, a majority vote shall mean at least two-thirds of the council members present.

Sec. 3-213. - Abstentions.

An abstention shall be counted as an affirmative vote.

Sec. 3-214. - Agenda.

(a) The city clerk, with the advice of the chairman and the council members, shall prepare an agenda of subjects to be acted on for each meeting. In conjunction with the regular work session of the Mayor and City Council, an agenda work session shall be held by the city clerk to finalize the agenda. The chairman and all council members may participate in the work session. Whenever a quorum of the city council is present for an agenda work session, the meeting shall be open to the public, and all notice and record keeping requirements applicable to an open meeting must be met. The final agenda shall be made available to the council members at least three business day before every city council meeting.

(b) Members of the public may request that a particular subject be placed on the agenda for the following meeting. To be considered, the item must be submitted to the Clerk by 1 p.m. on the Friday preceding the scheduled regular monthly meeting. All agenda items must be sponsored by a member of council or the mayor and be so indicated on the agenda by that item.

(c) The order of the agenda may be changed during a meeting by a majority vote of the city council.

(d) A copy of the agenda and a list of those council members present shall be made available to the public for inspection within two business days of the adjournment of any meeting.

Sec. 3-215. - Consent agenda.

(a) A consent agenda may be prepared by the city clerk for the city council to unanimously adopt motions on routine items. Any items of business that are expected to receive unanimous approval and where no debate is expected may be placed on a consent agenda.

(b) At the appropriate time of the meeting, the chairman shall read all of the items on the consent agenda. If a council member objects to an item being on the consent agenda, the chairman shall move that particular item to the regular agenda. Following the reading of the consent agenda, the chairman will ask for unanimous approval of the items on the consent agenda. If there are no objections, all of the items on the consent agenda will be adopted by unanimous consent.

Sec. 3-216. - Minutes.

(a) The city clerk shall promptly record summary minutes for each city council meeting. The minutes serve as the official written record of the city council meeting and shall be open for public inspection once approved as official by the city council, but in no case later than immediately following the second regular meeting of the city council following the meeting being recorded in the minutes. The minutes shall specify the names of the council members present at the meeting, a description of each motion or other proposal made at the meeting, the council member who proposed each motion, the council member who seconded each motion, and a record of all votes. In the case of a roll call vote, the name of each council member voting for or against a proposal shall be recorded. It shall be presumed that a council member has voted in the affirmative unless the minutes show otherwise. More detailed information may be included in the minutes at the request of the city council. The City Clerk shall preserve the recordings of the meetings as required by law.

(b) The city council must approve the minutes before the minutes can be considered as an official record of the city council. A copy of the minutes from the previous meeting shall be distributed to the council members at least three business day before the following meeting. The minutes of the previous meeting shall be corrected and approved by the city council at the beginning of each meeting. A majority vote is required for approval of the minutes. Conflicts about the content of the minutes shall be decided by majority vote of the city council. Upon being approved, the minutes shall be signed by the chairman and attested to by the city clerk.

Sec. 3-217. - Order of business.

All regular city council meetings shall follow an established order of business as follows:

- (1) Call to order.
- (2) invocation
- (3) Pledge of Allegiance
- (4) Agenda Approval
- (5) Consent agenda.
- (6) Committee Reports
- (7) Old Business
- (8) New Business
- (9) Reports.
- (10) Public Comment
- (11) Council comments
- (12) Adjournment

Sec. 3-218. - Decorum.

(a) All council members must conduct themselves in a professional and respectful manner. All remarks should be directed to the chairman and not to individual council members, staff or citizens in attendance. Personal remarks are inappropriate. A council member is not allowed to speak at a meeting until he has been recognized by

the chairman. All comments made by a council member shall address the motion that is being discussed.

(b) The chairman shall enforce the rules of decorum set forth in subsection (a) of this section. If a council member believes that a rule has been broken, he can raise a point of order. A second is not required. The chairman may rule on the question or he may allow the city council to debate the issue and decide the issue by majority vote.

Sec. 3-219. - Public participation.

Public participation in meetings of the city council is encouraged and shall be permitted in accordance with the following provisions:

(1) *Public comments.* The final agenda item of the city council meeting shall be reserved for comments from the public. Each member of the public who wishes to address the city council must submit his name, address and the topic of his comments to the city clerk prior to making such comments. Such individual will be allotted five minutes to make his comments, and such comments must be limited to the chosen topic. These limits can be waived by a majority vote of the city council.

(2) *Public participation on agenda items.* By a majority vote, the city council may limit public comment on an agenda item at the time the item is being considered by the city council. Permitted comments must be limited to the subject that is being debated. Members of the public may speak for five minutes and may only speak once. These limits may be waived by a majority vote of the city council. Anyone wishing to speak at any city council meeting must be recognized by the chairman before addressing the city council.

(3) *Decorum.* Members of the public shall not make inappropriate or offensive comments at a city council meeting and are expected to comply with the rules of decorum that are established for council members in Section 3-218. Individuals who violate any rules of the city council may be ruled out of order by the chairman or on a point of order made by a council member. A majority vote of the city council will rule on the point of order. An individual who violates the rules of decorum may be removed from the meeting at the direction of the chairman.

(4) *Public hearings.* The city council may schedule public hearings for the purpose of soliciting public comment on any subject of interest to the city council. Hearings may be held immediately prior to or following a meeting of the city council or at such other places and times as the city council may determine.

Sec. 3-220. - Amendments to rules.

Any amendment to the rules of order must be submitted by a council member in writing to the city clerk by Friday of the week prior a regular meeting of the city council. The proposed amendment shall be included in the agenda for that meeting and distributed to all council members. All amendments require a majority vote of the city council in order to be adopted.

Sec. 3-221. - Suspending the rules of order.

Rules of order may be suspended in the case of an emergency. A motion to suspend the rules requires a second, is debatable and requires a majority vote of the city council. Rules governing quorum, voting methods and requirements, the notification to council members of meetings, and rules necessary for compliance with state law cannot be suspended.

Sec. 3-222. - Visual and sound recordings.

Visual and/or sound recordings shall be permitted for all public meetings.

Secs. 3-223—3-240. - Reserved.

DIVISION 2. - PARLIAMENTARY PROCEDURE

Sec. 3-241. - Rules of procedure.

Unless otherwise provided in this Code, procedures for meetings of the city council shall follow an edition of Robert's Rules of Order prescribed by the mayor.

Sec. 3-242. - Parliamentarian.

The city council shall select a parliamentarian at the beginning of each calendar year who shall serve a one-year term. The designated parliamentarian may seek the assistance of legal counsel for resolving any parliamentary issues.

Sec. 3-243. - Main motion.

In order for the city council to take any official action on any subject, a council member must propose a main motion. A proposed main motion will not be recognized by the chairman until another council member agrees to second the motion. A second does not require the council member seconding the motion to support the motion. A

council member may withdraw a main motion that he has made at any time before the city council has voted on that motion.

Sec. 3-244. - Debate.

(a) After the main motion is recognized by the chairman, the city council shall debate the motion. The debate shall be managed by the chairman in a manner that is fair to all council members. Council members may participate in the debate only when they are recognized by the chairman.

(b) During the course of a debate, council members may introduce subsidiary motions that propose that the city council take a particular action on a motion. There are two classes of subsidiary motions: Debatable subsidiary motions and undebatable subsidiary motions. Debatable subsidiary motions consist of motions to postpone indefinitely, amend, refer to the committee and postpone to a time certain. Debatable subsidiary motions require a second before they can be voted on or debated. There are three undebatable subsidiary motions: Limit debate, vote immediately, and lay on the table. Such motions require a second and cannot be debated.

(c) Council members may also introduce privileged motions. Privileged motions facilitate the running of the meeting and can be introduced during the course of debate. Privileged motions consist of a motion to raise a question of privilege and motions to recess and adjourn. The motions to recess and adjourn require a second. Debate is not allowed on privileged motions.

Sec. 3-245. - Voting; procedure.

Voting on debatable motions and undebatable motions shall take place in accordance with the following provisions:

(1) *Debatable motions.* In the case of debatable motions, the vote can be proposed in one of the following two ways:

a. If debate has been completed and no other council member wishes to speak, the chairman may call for the vote; if there are no objections then the chairman may proceed with the vote.

b. If the chairman calls for the vote and there is an objection, a council member may move to vote immediately (move the previous question). If this motion is seconded and approved by a majority vote, debate will stop. The chairman will then read the proposed motion to the city council and ask for the votes of the council members.

(2) *Undebatable motions.* In the case of undebatable motions, the vote shall occur immediately after the motion is recognized by the chairman. The chairman shall read the proposed motion to the city council and then call for the vote.

Sec. 3-246. - Ranking of motions.

(a) Each subsidiary and privileged motion is assigned a specific rank. A motion of higher precedence can interrupt a motion of lower precedence. The higher motion must be decided before the city council returns to consider the motion of lower precedence.

(b) A main motion has the lowest rank and does not take precedence over any other motion. A motion to adjourn has the highest rank and will take precedence over all other subsidiary and privileged motions. The order of precedence of motions shall be in accordance with this section. Motions at the bottom of the following list take precedence over motions at the top of the list:

(1) Main motion (lowest rank).

(2) Subsidiary motions (debatable):

- a. Postpone indefinitely.
- b. Amend.
- c. Refer to committee (commit).
- d. Postpone to a time certain (postpone definitely).

(3) Subsidiary motions (undebatable):

- a. Limit debate or extend limits.
- b. Vote immediately (previous question).
- c. Lay on the table (postpone temporarily).

(4) Privileged motions (undebatable):

- a. Question of privilege.
- b. Recess.
- c. Adjourn (highest rank).

Sec. 3-247. - Subsidiary motions.

During the course of debate, council members may introduce motions which propose that the city council take a particular action on a main motion. These motions are called subsidiary motions and they allow the city council to reach a conclusion on the main motion. Subsidiary motions require a second before they can be voted on or debated. Three subsidiary motions (amend, limit debate and vote immediately) also may apply to other subsidiary motions.

(1) *Postpone indefinitely.* If a council member believes that the main motion should not be considered by the city council, such council member may move to postpone the consideration of the main motion indefinitely. If the motion is successful, consideration of the main motion stops and the main motion is tabled. A motion to postpone indefinitely may be debated, but it cannot be amended. A majority vote is required for the motion to pass.

(2) *Amend.* If a council member believes that a main motion that is on the table should be changed in order to make it more acceptable, he can move to amend the motion.

- a. Amendments must be closely related to the original motion and must not change the nature of the motion that they amend.
- b. Motions to refer, amend, postpone to a time certain and the motion to recess can also be amended.
- c. A motion shall not be amended more than two times.
- d. Debate is allowed on a motion to amend only if the original motion is debatable.
- e. A majority vote is required for the city council to adopt an amendment.
- f. If the amendment is adopted, the city council shall consider the amended version of the motion.

(3) *Refer to a committee (commit).* If a council member believes that further information is needed before the city council can act on a main motion, he may propose that the motion be referred to a specific committee or department for further study. If an appropriate committee does not already exist, then a committee may be formed as a part of the motion. A motion to refer should specify the date that the committee or department will report back to the city council. This motion is debatable and amendable. A majority vote is required for the motion to pass.

(4) *Postpone to a time certain (postpone definitely).* A motion to postpone to a certain time may be proposed if a council member believes that the main motion should not be considered until a future time. This motion shall set a particular time for the main motion to be considered again. Such motion is debatable and may be amended. If this motion is passed,

the chairman will bring the original motion back to the city council for consideration at the specified time. A majority vote of the city council is required for the motion to pass.

(5) *Limit or extend limits of debate.* A motion to limit debate places a time constraint on the length of debate. The details of such a motion are to be decided by the council member who makes the motion. This motion can also be used to extend the limits of debate if a limit on debate already exists. Debate is not allowed on this motion, and a majority vote of the city council is required for the motion to pass.

(6) *Vote immediately (previous question).* If a council member believes that the motion that is being considered should be voted on, the council member may move to vote immediately. The motion is undebatable, and a vote of majority of the city council is required for the motion to pass.

(7) *Lay on the table (postpone temporarily).* A motion to lay on the table proposes that the consideration of a main motion be postponed until a later time in the meeting. The motion can be brought up for consideration only if a motion to resume consideration is accepted by the city council during the same meeting. The motion will die if it is not taken up during the meeting. Debate is not allowed on this motion, and the motion is not amendable. A majority vote of the city council is required for the motion to pass.

Sec. 3-248. - Privileged motions.

Privileged motions facilitate the running of the city council meeting. Such motions do not address or relate to a main motion and can be introduced whether or not there is a main motion under consideration. Privileged motions take precedence over all subsidiary motions. Debate is not allowed on such motions.

(1) *Question of privilege.* A formal question addressed to the chairman concerning the rights of a council member or of the city council as a whole is referred to as a question of privilege. It does not require a second and cannot be debated or amended. The chairman is required to make a ruling on the question.

(2) *Recess.* A motion to recess proposes that the meeting be suspended for a particular amount of time. The motion must specify the length of the recess. The motion must also be seconded. Debate is not allowed on such motion, but the motion can be amended. A majority vote of the city council is required for the motion to pass.

(3) *Adjourn.* In order for a meeting to come to a close, a council member must make a motion to adjourn. The motion to adjourn has the highest rank of any motion, and as a result, it can be introduced at any time. The motion requires a second, but is not debatable or amendable. A majority vote of the city council is required for the motion to pass.

Sec. 3-249. - Incidental motions.

Incidental motions allow council members to exert their rights as a member of the city council. Incidental motions may be introduced at any time during a meeting.

(1) *Appeal*. If a council member disagrees with a decision that is made by the chairman, such council member may appeal the decision. If the appeal is seconded, the appeal will be considered by the city council. The chairman has the opportunity to explain the ruling that has been challenged. The city council may then debate the appeal. The city council shall decide by majority vote if the chairman's decision is to be upheld or overturned. An appeal is high in precedence and may only be interrupted by a privileged motion or by a motion to lay on the table.

(2) *Parliamentary inquiry*. If a council member has a question about the rules of order, he may ask the chairman to give an opinion on that question. Such question should take the form of a parliamentary inquiry and should relate to the current business of the city council. Such motion takes precedence over all motions except privileged motions. Such motion does not require a second and is not debatable or amendable.

(3) *Point of order (question of order)*. If a council member believes that a violation of the rules of parliamentary procedure has occurred, he can raise a point of order. A second is not required. The chairman may make a ruling on the question or may allow the city council to debate and then rule on the question by majority vote. A point of order may only be interrupted by a privileged motion or a motion to lay on the table.

(4) *Point of information (request for information)*. If a council member has a question about the facts of a particular issue that is being considered, he may ask a point of information. This motion is addressed first to the chairman and then to the appropriate person. A second is not required and the motion is not debatable or amendable.

Sec. 3-250. - Supplementary main motions.

Three motions allow the city council to act on a main motion that has either been passed or tabled by the city council. These motions are considered to be main motions but differ from usual main motions in the following ways:

(1) *Reconsider*. The motion to reconsider allows the city council to debate whether or not to overturn a decision made at the meeting that is in progress. Such motion allows the city council to consider new information that may affect the decision that has already been made. Any council member may make a motion to reconsider, and any council member may second the motion. The motion is debatable, but it cannot be amended. A majority vote of the city council is required for the motion to pass. If a motion to reconsider is passed, the original decision will be voided and the city council will return to debate and revote the original motion.

(2) *Rescind.* A motion to rescind proposes that the city council overturn a motion passed at a previous meeting. A motion to rescind can be made by any council member. Such motion is in order as long as the original motion has not been implemented. An announcement of the intention to rescind a motion may be made at the meeting where the decision was made, or the council member seeking to rescind may place the matter on the agenda for the next meeting pursuant to section 2-48. The motion to rescind will then be placed on the agenda for the next meeting. At the next meeting, the motion to rescind will formally be made. If such motion is seconded, then the city council shall debate and vote on rescission. A majority vote of the city council is required for the motion to pass. If a motion to rescind is passed, the original decision will be voided.

(3) *Resume consideration.* The motion to resume consideration allows the city council to consider a motion that has been temporarily postponed. Such motion requires a second and is not debatable or amendable. Such motion is a main motion, but ranks higher than any debatable motion. A majority vote of the city council is required for the motion to pass.

Secs. 3-251—3-260. - Reserved.

DIVISION 3. - LEGISLATION

Sec. 3-261. - Legislative authority generally.

The city council shall exercise the legislative functions of the city and may pass any ordinance or resolution that it deems best for the government of the city; however, such ordinance or resolution shall not be in conflict with the Charter, the constitution or laws of the state or the Constitution or laws of the United States.

Sec. 3-262. - Ordinances, resolutions, contracts and interlocal agreements.

Unless otherwise provided in this Code, all ordinances, resolutions, contracts and interlocal agreements of the city shall be prepared, approved, introduced and adopted in the manner provided in this division.

Sec. 3-263. - Preparation of ordinances.

Whenever possible, all ordinances shall be prepared by the city attorney.

Sec. 3-264. - Required elements of ordinances.

All ordinances passed by the city council shall contain the following items, which shall be set forth in the ordinance in the following order:

- (1) Ordinance number.
- (2) Title and purpose.
- (3) Enacting clause.
- (4) Body of ordinance by sections.
- (5) Severability clause.
- (6) Penalty clause.
- (7) Repealing clause.
- (8) Adoption date.
- (9) Effective date.
- (10) Authentication of city clerk.

Sec. 3-265. - Introduction of ordinances, resolutions and other matters.

Ordinances, resolutions and other matters or subjects requiring action by the city council must be introduced and sponsored by a council member.

Sec. 3-266. - Consideration of Code amendments.

Where an amendment to this Code is proposed and any council member or the mayor has been given fewer than 48 hours' notice, including a copy of the proposal, of the intent to introduce such amendment to be adopted at a city council meeting, any council member or the mayor may require, by his own request alone, that consideration of such proposed amendment be postponed until the next regular meeting of the city council. Pursuant to this section, such request to postpone shall not require a second or a vote and shall not be subject to debate; provided, however, that no proposed amendment to this Code shall be the subject of a request to postpone under this section more than once.

Sec. 3-267. - Action restricted; emergencies.

No ordinance shall be put on its final passage on the same day on which it is introduced; except that where an emergency exists and public health and safety require it, an ordinance containing a full statement of the facts and reasons for the emergency may be made effective upon its adoption if approved by the city council.

An ordinance shall be introduced at the work session proceeding the regular meeting that it is being considered for final adoption.

Sec. 3-268. - Presenting of ordinances.

Each ordinance except for a zoning ordinance amendment shall be presented at two consecutive meetings of the mayor and city council. A zoning ordinance amendment may be approved at the first meeting after the requirements of the Zoning Procedures Act has been satisfied. An ordinance being introduced at the work session proceeding the regular meeting that it is being considered for final adoption shall qualify under this Section.

Sec. 3-269. - Subject matter of ordinances.

No ordinance shall relate to more than one subject, which shall be clearly expressed in the title of the ordinance. No ordinance, or section of such ordinance, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed. When practicable, all ordinances shall be introduced as amendments to this Code.

Sec. 3-270. - Adoption of ordinances, resolutions, contracts.

An ordinance, resolution or contract shall be deemed adopted or approved and effective when it receives an affirmative vote of the majority of the city council.

Secs. 3-270—3-299. - Reserved.”

Section 3. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 4. It is hereby declared that if any phrase, sentence, or paragraph hereof shall be found or declared unconstitutional or invalid by a court of competent jurisdiction, the remaining phrases, sentences and paragraphs hereof shall remain in full force and effect as if enacted without the phrase, sentence, or paragraph declared unconstitutional or invalid.

Section 5. The effective date of this Resolution shall be January ____, 2023.

It is so ordained on this ____ day of January, 2023.

City of Walnut Grove, Georgia

Mark Moore, Mayor

ATTEST:

Kimberly Whitlow, City Clerk

APPROVED AS TO FORM:

**Anthony O. L. Powell, City Attorney
Powell & Edwards, Attorneys at Law, P.C.**

PUBLIC NOTICE

STATE OF GEORGIA CITY OF WALNUT GROVE

Georgia Code Section §21-2-131 provides that the governing authority of each municipality shall every year in which there is a general election, fix and publish the qualifying fees for the offices that will be up for election.

Further, it appears that the General Election in and for the City of Walnut Grove is scheduled to be held on Tuesday, November 7, 2023.

Then, in that event, the Mayor, and Council Members of the City of Walnut Grove have resolved that the qualifying fees in the upcoming General Election shall be for set at \$36.00 for the two offices of Council Members and \$108.00 for the office of Mayor.

Qualifying shall begin in the office of the Walnut Grove City Hall on Monday, August 21, 2023, at 9:30 A.M. and shall end on Wednesday, August 23, 2023, at 4:00 P.M. The Walnut Grove City Hall is located at 2581 Leone Avenue in Walnut Grove.

This 20 day of January 2023.

Dawn Lummus
City Clerk