

CITY OF WALNUT GROVE
December 30, 2025 10:00 AM
1021 PARK STREET MUNICIPAL BUILDING
Called Council Meeting
Agenda

I. Call to Order

II. Invocation

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III. Pledge of Allegiance

IV. Roll Call

V. Agenda Approval

VI. Consent Agenda

1. Minutes

a. December 11, 2025

VII. Public Comment

VIII. Old Business

1. Vote: Resolution 2025-08 – City of Walnut Grove Fee Schedule for 2026

2. Vote: Ordinance 2025-06 – Home Occupation

3. Vote: Ordinance 2025-07 – Rules and Regulations of Filming in the City of Walnut Grove

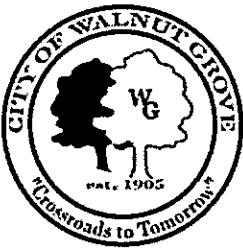
IX. New Business

1. Vote: Bids for Nuisance Action

2. Vote: Budget Amendment (FY July 1, 2024 – June 30, 2025)

X. Town Hall

XI. Council Comments



CITY OF WALNUT GROVE
December 11, 2025 6:00 PM
1021 PARK STREET MUNICIPAL BUILDING
Called Council Meeting
Summary Minutes

- I. Call to Order** – Mayor Moncrief called the meeting to order at 6:05 pm.
- II. Invocation** – Given by Joe Walter.
- III. Pledge of Allegiance** – The pledge was said by all in attendance.
- IV. Roll Call** - Present: Mayor Stephanie Moncrief, City Administrator Joe Morris, Mayor Pro Tem Erica Miles (via virtual) City Clerk Lynn Heard, Council Member Maxine McClanahan, Council Member Linda Pilgrim, Council Member Rachel Davis, City Attorney Jay Crowley and City Engineer Joe Walter.
- V. Agenda Approval** – Council Member Rachel Davis motioned to approve the agenda with changes to New Business items #2 and #5, with both items to be for discussion only and not a vote. Council Member Maxine McClanahan seconded the motion. The motion carried unanimously.
- VI. Consent Agenda** – Council Member Rachel Davis motioned to approve the Consent Agenda. Council Member Maxine McClanahan seconded the motion. Motion carried unanimously.
 1. Minutes
 - a. November 13, 2025
 - b. November 20, 2025
 2. Financials
 - a. July 1, 2025 – November 30, 2025
 3. Invoices Over \$5,000
 - a. Ford Motor Credit \$10,575.37
 - b. Southern Sanitation – Nov. 2025 \$10,768.00

VII. Committee Reports

1. DDA – Council Member Rachel Davis spoke with the DDA Attorney, Andrea Gray. Ms. Gray is getting everything ready for the annual registration with the state. Also, there are three existing members of the DDA that are ready to be reappointed next year.

VIII. Planning & Zoning Commission – Joe Walter – Chapel Woods Presbyterian Church –

Case scheduled to be heard by the Planning Commission on December 17, 2025, at 6:00 PM. **Mike's Tire Depot** – Awaiting agency approvals prior to issuance of the full LDP permit. **Elevation Truck Sales** – Revised site plans have been submitted and are currently under review, awaiting disposition.

IX. Library Report – Dana Segar

X. Public Comment – Jimmy Gilmer, 3081 Habersham Circle, Covington, GA 30014 – Mr. Gilmer expressed concerns about residents having to pay for trash pick up.

XI. Old Business

1. Vote: Resolution 2025-07 - One time salary increases for all City employees – Council Member Maxine McClanahan motioned to approve the one time salary increase. Council Member Rachel Davis seconded. Motion carried unanimously.
2. Vote: Mayor Pro Tem for 2026 – Council Member Maxine McClanahan motioned to approve Rachel Davis as Mayor Pro Tem. Council Member Linda Pilgrim seconded the motion. The motion carried unanimously.

XII. New Business

1. Discussion: Ordinance 2025-06 Home Occupation – This will be voted on at the next council meeting.
2. Discussion: Lead Sewer Technician Designation and Stipend – Presented by Public Works Manager, Tobie Cartledge. Discussed the responsibilities of the proposed Lead Sewer Tech and training additional team members to function the sewer plant operation in the absence of the Lead Tech. A further discussion will be held at a later date.
3. Discussion: Preventative Maintenance for Sewer Pump Station – Presented by Public Works Manager, Tobie Cartledge. Discussed the purpose of winterizing the Sewer Pump Station and recommended preventative maintenance to ensure proper operability of the sewer plant.
4. Discussion: Upgrade and Change Order Proposal – Discussion of diverter valve upgrade for sewer spray field.

5. Discussion: Resolution 2025-08 – City of Walnut Grove Fee Schedule for 2026 – Presented By Joe Morris. A resolution has been written to address the last time the RFP scheduling was updated and when it was voted on. That will also account for its first reading. This will be voted on at the next council meeting.
6. Discussion: Ordinance 2025-07 – Rules and Regulations of Filming in the City of Walnut Grove – Presented By Joe Morris. This will be voted on at the next council meeting.

XIII. Reports

1. Public Works – Greg Chapel
2. City Clerk – Lynn Heard
3. Code Enforcement – Greg Chapel
4. City Administrator – Joe Morris
5. Mayor – Stephanie Moncrief

XIV. Town Hall – No Comments

XV. Council Comments – Council Member Linda Pilgrim spoke about the importance of helping families in need this holiday season. Mayor Pro Tem Erica Miles would like everyone to know about the children's program and WGHS on Sunday, December 14, 2025 at 10AM. Council Member Rachel Davis spoke about coming up with a monthly newsletter to keep the citizens informed about the positive growth coming to the city.

XVI. Executive Session: Personnel, Litigation, Real Estate, or Cyber Security – No Executive Session

XVII. Adjourn - Mayor Moncrief called for a motion to adjourn the meeting. Council Member Maxine McClanahan motioned to adjourn. Council Member Rachel Davis seconded. Motion carried unanimously.

Lynn Heard, City Clerk **Date**

Stephanie Moncrief, Mayor **Date**

COUNCIL MEMBERS:

Erica Miles, Mayor Pro Tem **Date**

Linda Pilgrim **Date**

Rachel Davis **Date**

Maxine McClanahan **Date**

**Budget Resolution
2025-08**

City of Walnut Grove
State of Georgia

A RESOLUTION

**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WALNUT GROVE,
GEORGIA TO ESTABKISH THE FEE SCHEDULE FOR FY2025-2026.**

WHEREAS, The Mayor and City Council of the City of Walnut Grove wish to adopt a Resolution establishing a fee schedule for city services, administrative, and regulatory fees, license fees, permit fees, and user fees which are established for the purposes of financing, in whole or in part, the City's operating expenses for the fiscal year 2025-2026; and

WHEREAS, The Mayor and City Council of the City of Walnut Grove have studied and reviewed the City's cost to provide various services including but not limited to plan review, permitting, building inspections, business and alcohol licensing, sanitation, and public facility rental and have established a fee schedule to cover the cost of services ; and

WHEREAS, the current master fee schedule for the City of Walnut Grove, Georgia was most recently approved in FY2021-2022; and

WHEREAS, The Mayor and City Council adopted a fee schedule for FY2025-2026 at their regularly scheduled meeting on November 13, 2025 ; and

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Walnut Grove, Georgia, as follows:

Section 1. That the fee schedule for fiscal year 2025-2026 is amended per Exhibit A.

Section 2. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

Adopted this 30th day of December 2025.

CITY OF WALNUT GROVE, GEORGIA

Stephanie Moncrief, Mayor

Attest:

(AFFIX SEAL)

Lynn Heard, City Clerk

John, J. Crowley, City Attorney

Powell & Crowley, LLP

Walnut Grove, GA Fee Schedule**Last Amended: 13NOV25****Exhibit A**

Business Licencing	
	Fee
Peddlers & Itinerant Merchant (Per Year)	\$100
Occupational Tax	\$100+\$10 per employee
Home Occupation	\$100
Late Fee	10% of fee or \$25 whichever is greater

Permits	
	Fee
Fence	\$100
Trades Permit (Electrical, Plumbing, and HVAC)	\$100
Deck/siding	\$100
CO	\$100
Permit Renewell (after expiration)	\$100+25% of initial permit
Permit Extention (prior to expiration)	\$100 (additional three months)
Replacement of Permit	\$30
Fee for work done w/o permit	\$250
Temporary Construction Trailer	\$100 (Does not include trades)
Driveway Permit	\$100 Stand Alone
Penalty for accessory structures without authorization	\$250
Demolition Permit Residential	\$200
Demolition Permit Commercial	\$300
Above Ground Pool (non-temporary)	100 (does not include deck, fence, or trades)
Accessory Structure	See Building Permit
Inground Pool	\$300 (includes Electrical and Fence)

Building Inspections and Plan Review	
	Fee
1st Reinspection/Building Plan Resubmittal	\$140
2nd Reinspection/Building Plan Resubmittal	\$180
3rd or more re-inspection/Building Plan Resubmittal	\$200
Special Inspection (not conforming to work schedule)	\$140

Site Development	
	Fee
No Pre-Application Conference	\$50
When Pre-Application Conference is Required	\$250
Boundary Line Plats/Combination Plat Review	\$100
Exemption Plat (See LDO Sec. 300.5)	\$375
Residential Construction Plans	
2-25 lots	\$750
26+ lots	\$750+ \$20 per lot over 25
Residential Final Plat	\$475
Individual Commercial and Industrial Sites	
Less than 1 Acre	\$575
1-5 Acres	\$775
Greater than 5 Acres	\$775+\$25/acre over 5
Land Disturbance Fees	
EPD Land Disturbance Fee (Paid to EDP)	\$40/acre
Residential Development Permit	\$30/unit (first 25 units) \$20 each additional
Commercial Development	\$250/acre (min.)
Industrial Development Permit	\$400/acre (min)

Signs	
	Fee
Sign Permit	\$100+\$1 per sq ft
Temporary Sign Permit	\$25 (10-50sq) \$50 (51and up)
Penalty for Signs Erected without Authorization	\$100+Sign Fee
Public Notice Sign	\$25 (city intalls and removes)

Zoning	
Variance	\$500 per article per parcel
Rezone	\$600
Rezone to PUD	\$800
Annexation	\$600
Conditional Use	\$300 Residential/\$350 Commercial
Zoning Certification	\$70
Appeal of Admin Decision	\$200
Land Use Revision	\$250

Residential Sanitation	
	Fee
Residential Single Family	\$20/Mo. (1) 95Gal Bin; (1) 18 Gal Recycle; (3) Yard Bags
Additional Residential 95Gal Bin	\$8/Mo.
65Gal Recycle Bin	\$3/Mo.
Additional Yard Waste Bags (Beyond 3)	\$3 per Bag
Recreation User Fees	
Ballfield Concession Building	\$10R/\$15 (Deposit \$25)
Ballfield	\$25R/\$35
Park Pavillion	\$100R/\$150 (Deposit \$225)
Municipal Building	\$150R/\$200 (Up to 4 hrs) \$25 hr past 4hrs (Deposit \$300)
Administrative User Fees	
	Fee
Notery	\$2 per notarial act
Copies	\$0.10 per page
Standard Administrative Fee (noted on various items)	\$25
Replacement documents (CO, permits, agreements, etc.)	\$30

Regulated Business	Fee
Wholesale Beer	\$100
Wholesale Wine	\$100
Wholesale Beer and Wine	\$150
Malt Beverages Sale (Package or on premises)	\$500
Wine Sale (Packe or on premises)	\$500
Wine and Malt combined	\$1,000
Liquor Sales (Package)	\$5,000
Liquor Sales (on premises)	\$3,000
Temporary License Alcohol (Max. 10 days per Year)	\$25 per day

Building Permit	Fee
Residential (one and two family)	
New Construction	\$0.26/sq.ft. + \$100 Certificate of Occupancy
Remodeling/Additions	\$0.20/sq.ft. +\$100 Certificate of Occupancy
Violation-Building without a Permit	\$250
Non-Residential (including multifamily)	
New Construction	\$5 per \$1000 of construction cost + \$100 CO. Minimum fee \$50+CO
Remodeling/Additions	\$5 per \$1000 of construction cost + \$100 CO. Minimum fee \$50+CO
Other	
Demolition	\$100
New Mobile Home Location	\$250
Contractor Name Change	\$25
Revision (non-residential and multifamily)	\$100
Temporary CO	\$50 per building or structure
Certificate of Completion	\$50 per building or structure
Revision (Residential)	\$50

Filming (Television, motion pictures, graphic productions)	
Application (Low Impact)	\$200
Application (High Impact)	\$1,500
Street Closure (Residential)	\$50 per hr (4 hours minimum)
Street Closure (Commercial)	\$75 per hr (4 hour minimum)
High Impact Filming	\$1,500 per day
Library	\$400 (Half Day) \$700 (Full Day)
Municipal Building/Parking lot	\$500 (Half Day) \$1,000 (Full Day)
Municipal Parks	\$400 (Half Day) \$700 (Full Day)
City Hall	\$1,000 (Half Day) \$1,600 (Full Day)
Public Works Building	\$400 (Half Day) \$750 (Full Day)

STATE OF GEORGIA

CITY OF WALNUT GROVE

ORDINANCE NO. 2025-06

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF WALNUT GROVE, GEORGIA, TO PROVIDE GUIDANCE AND STANDARDS FOR HOME OCCUPATIONS; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

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

WHEREAS, the governing authority of the City of Walnut Grove, Georgia desires to amend its code of ordinances to provide transparent standards and guidelines for home occupations; and

WHEREAS, the City desires to promote entrepreneurship while maintaining quality residential standards for the residents of Walnut Grove; and

WHEREAS, the Mayor and City Council expressly find that this Ordinance and the regulations outlined below strike a proper balance between the rights and interest of private property owners and the public;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walnut Grove, Georgia, and it is hereby ordained by authority of the same, as follows:

Section 1. That Article VI, Section 614, of Code of Ordinances of Walnut Grove, Georgia be hereby deleted in its entirety and replaced with the following under Article VI of Code of Ordinances of Walnut Grove, Georgia:

“Sec. 614- Requirements for Customary Home Occupations”

A. Overview

1. The standards of this article dealing with home occupations are designed to protect and maintain the residential character of a neighborhood while permitting certain limited commercial activities that may be carried out in a home.
2. It shall be unlawful for any person to conduct a home occupation at a residence unless the person has applied for and received a license to do so in compliance with this article. Application for a home occupation permit shall be made in writing on forms provided by the City. Applications shall be reviewed and approved in accordance with Chapter 26, Article II, Sec. 26-34, of the Code of Ordinance of Walnut Grove, Georgia.
3. It shall be unlawful for the property owner or their agent to knowingly allow a person to use real estate for a home occupation in violation of this article.
4. All local and state licenses/permits as well as any necessary licenses/permits from any other agency required for the home occupation must be obtained prior to the business being opened.
5. A home occupation permit shall remain in effect until either it is revoked, the holder ceases the business, or the holder fails to pay any required occupational tax/fee due the City.

B. Evaluation Standards

1. The structure or appearance of the exterior of the dwelling shall not be altered or remodeled for home occupational purposes either by color, materials, construction, lighting, or in any other way.
2. The entrance to the home occupation portion of the dwelling shall be from either within the dwelling or through an existing entrance; not through a new outside

entrance.

3. No activities shall be allowed and no equipment or material shall be used that would change the fire safety or occupancy classification of the premises.
4. Not more than 25% of the floor area in the residential unit may be used for a home occupation. This is a maximum amount regardless of the number of occupations at any one residence. Additionally, a home occupation may occupy a maximum of 200 square feet of floor area of any accessory building.
5. Hours of operation. Customer visits shall be limited to the hours of 8:30 a.m. to 6:30 p.m.
6. There shall be no exterior evidence of the home occupation. Signs of any kind are prohibited.
7. The interior of the residence shall maintain an operational kitchen, bathroom, and sleeping area and shall have active utility accounts, including water and electricity.
8. The home occupation shall not generate pedestrian or vehicular traffic beyond what is normal to the neighborhood where it is located.
9. There shall be no outdoor storage of equipment or material used in the home occupation.
10. Occupations that are mobile or dispatch-only may be allowed, provided that any business vehicle used for the home occupation complies with this section, and is limited to one business vehicle per dwelling. **Mobile or dispatch occupations may have employees. However, no employees shall remain at the home during the working period unless they are a member of the homeowners family or domiciled in the home.**

11. A home occupation permit/occupational tax certificate for a home occupation is valid for only the original applicant and is not transferable to any resident, address, or any other occupation. Upon termination of the applicant's residency, the home occupation permit shall become null and void.

12. If there are any changes proposed in the dwelling or in the plumbing or the electrical system, appropriate permits will be required.

C. Restriction on Sales. The home occupation shall involve the sale of only those goods or services produced on the premises, except in the case of mail order or home marketing service.

D. Mail Order or Home Marketing Service. If the home occupation consists of either a mail order business or a home marketing business, the residence will be the mailing address and office only. The business will only take orders at the home and the orders will be filled by direct shipment from factory/warehouse to customer. No inventory beyond samples may be stored on the premises.

E. Catering and Food Sales. A home occupation providing food catering or food sales must meet all of the requirements of O.C.G.A. 40-7-19 Cottage Food Regulations.

F. Beauty Shops and Barber Shops. Beauty shops and barber shops are allowed provided customer visits are by appointment only. The business shall consist of no more than one beauty/barber chair and no more than two customers shall be permitted at one time. Beauty shops and barber shops allowed under these provisions shall be registered with the appropriate licensing and inspection authorities.

G. In-Home Childcare.

1. In-home childcare is limited to six children at a time, including the caregiver's own

preschool-aged children.

2. No other home occupation permit/occupational tax certificate can be combined with an in-home childcare home occupation permit.
3. Home childcare providers and all persons domiciled in the household must also pass a fingerprint check and a preliminary records check to make sure that there is no history of criminal behavior. A background check conducted by the state within 60 days will satisfy this requirement.
4. All local and state licenses as well as any necessary permits from the Walton County Environmental Health Department must be obtained prior to the business being opened.

H. Impact-Related Standards

1. *Noise.* The maximum noise level for a home occupation is 50 dBA. Noise level measurements are taken at the property line. Home occupations that propose to use power tools or music must document in advance that the home occupation will meet the 50 dBA standard. The maximum noise level must be adhered to before, during, and after official business hours.
2. *Deliveries.* Deliveries or pick-ups of supplies or products, associated with the home occupation, are allowed at the home only between 7:00 a.m. and 6:30 p.m. Deliveries must not be made by vehicles over two axles.
3. *Vehicles.* No more than one marked vehicle may be used in association with the home occupation. **The type and size of the vehicle must comply with Sec. 40-7 and parking must comply with Sec. 40-6 of the Code of Ordinances for the City of Walnut Grove.**

4. *Parking*. No on-street parking of business-related vehicles or customers shall be permitted at any time. The home occupation shall have necessary parking needed for both residents and customers without using public roads.
5. *Nuisance*. There shall be no emission of smoke, dust, odor, fumes, glare, vibration, electrical or electronic disturbance detectable at the property line or beyond.
6. *Employee*. The occupation shall be conducted by members of the family who are actively living in the primary residence. Employees not domiciled in the residence are prohibited **unless exempt under Section B. 10.**

I. Uses which are not allowed as home occupations.

1. Motor vehicle and accessory/parts sales, rental, repair, and/or painting.
2. Vehicle detailing, cleaning, or vehicle glass repairs (on-site).
3. Combustion engine repairs or cleaning (on-site).
4. Equipment rentals.
5. The assembly, repair, or reconstruction of major household appliances, including refrigerators, freezers, clothes washers, clothes dryers, dishwashers, stoves, heating equipment, and air conditioning equipment.
6. Consignment sales where items are stored on the property.
7. Medical doctors or any practice of physical and/or medical application, including chiropractors and massage therapists or any other uses which involve medical procedures.
8. Dentists.
9. Funeral Home.
10. Uses that require the handling of any hazardous or toxic materials.

11. No home occupation shall include the manufacture, repair, sale or storage of firearms, ammunition, or other items which are regulated by the Bureau of Alcohol, Tobacco, and Firearms, at the site of the home occupation.

12. Dismantling, junk, scrap, or recycling materials.

~~13. Outdoor recreation or sporting clinics or activities.~~

14. Commercial cabinet or furniture making.

15. Restaurant.

16. Occupation involving explosive materials.

17. Breeding or selling of animals other than domestic animals typically weighing less than 150 pounds at maturity. Breeding and selling of animals of any weight is not permitted as a home occupation except in AG district.

18. Animal hospitals, veterinary clinics; animal day cares or kennels of any size.

J. Consent to Inspection. The signature of the applicant upon the application shall grant the consent by the applicant to an inspection of the home occupation premises by the City of Walnut Grove. The dwelling in which the home occupation is being conducted shall be open for inspection to City personnel during reasonable hours. Failure by the applicant to allow for the inspection of the premises by the code enforcement officer or positions(s) designated by the City Administrator shall be grounds for refusal to grant the permit or to revoke any current permit.

K. Revocation of a home occupation permit/occupational tax certificate. The City Administrator or their designee has the authority to revoke a home occupation permit/occupational tax certificate, upon determining that the use as operated or maintained creates one or more of the following conditions:

1. A nuisance or other undesirable condition interfering with the public health, safety, or general welfare.
2. A violation of the provisions of this article or any other applicable law or ordinance, or a violation of the conditions imposed upon the home occupation permit.
3. Failure to allow the City to inspect the property during hours of operation.
4. Before revoking a home occupation permit, the City shall give a 10 day written notice to the permit holder addressed or delivered to the premises. The permit holder may appeal the revocation to the City Council by filing a written notice of appeal with the City Clerk within said ten-day period. The revocation shall be stayed pending the council's decision on the appeal.

Section 2. Except as provided otherwise herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3. Pursuant to the Section 3.14 of the City Charter, authority is hereby delegated to the City Clerk to cause this Ordinance to be numbered and codified in the City Code of Walnut Grove, Georgia, in such a way as to place this Ordinance in the Code in an organized and orderly sequence to maximize the organization of the Code. The City Clerk is authorized to designate to the City Attorney or to such other Mayor and Council approved contractors to assist in the effort to codify this provision provided the decision of the City Clerk is final as to the placement of this Ordinance within the City Code of Walnut Grove, Georgia. The goal of this authorization is to codify and number this Ordinance in the Code in such a way as to be clear and orderly.

Section 4. This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Walnut Grove, Georgia.

Section 5. 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.

SO ORDAINED this 30th day of December 2025.

City of Walnut Grove, Georgia

Stephanie Moncrief, Mayor

ATTEST:

Lynn Heard, City Clerk

APPROVED AS TO FORM:

**John J Crowley, City Attorney
Powell & Crowley, LLP**

STATE OF GEORGIA

CITY OF WALNUT GROVE

ORDINANCE NO. 2025-07

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF WALNUT GROVE, GEORGIA, TO PROVIDE GUIDANCE AND STANDARDS FOR FILM PRODUCTION; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

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

WHEREAS, the governing authority of the City of Walnut Grove, Georgia desires to amend its code of ordinances to encourage film production within city boundaries; and

WHEREAS, the City invites film production utilizing City property provided: the City of Walnut Grove's primary responsibility to provide service to the general public is not impaired; City of Walnut Grove is compensated for the time, labor, and other costs associated with permitting the utilization of City property and facilities, and the City of Walnut Grove is indemnified from any responsibility arising from any injury, accident, destruction of property or other occurrence associated with the project.; and

WHEREAS, the City of Walnut Grove reserves the right to refuse access to City property on grounds of prior reference examination, and portrayal of the City in the content of the project;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walnut Grove, Georgia, and it is hereby ordained by authority of the same, as follows:

Section 1. That Chapter 26 of Code of Ordinances of Walnut Grove, Georgia be amended with the following addition under Article III, Section 26-44 of Code of Ordinances of Walnut Grove, Georgia:

“Sec. 26-44- Motion picture, television and photographic productions”

A. Definitions- For the purpose of this chapter, the following terms, phrases, words and their derivations shall have the meaning given herein:

1. Applicant shall mean the individual, organization, corporation, or any other entity that is ultimately responsible for the filming that is the subject of a permit application.
2. City shall mean City of Walnut Grove.
3. Motion picture, television and photographic production shall mean all activity attendant to staging or shooting (videotaping or filming) commercial motion pictures, television shows, programs or commercials, and to the taking of single or multiple photographs for sale or use for a commercial purpose where the photographer sets up stationary equipment on public or private property or the public right-of-way in any one location for longer than five (5) consecutive minutes.

B. Summary of Procedures

1. All requests for filming on City property will be directed to the City Administrator. All contacts and arrangements will be made through the administrative department. The film maker/production company is not to be directed to any other office of the City.
2. The designated City representative will forward a Film Request Package to the applicant for completion. The Package should include: Price List, Administrative Policies and Procedures for filming, and Permit Form.
3. The City representative will review the request upon receipt of the completed Package and required fee. If necessary, a meeting and tour will be arranged with

the Production Location Scout for a suitable location for filming.

4. The City representative will communicate approval or denial to the applicant. If the request is approved, the City representative will notify the applicant and bill them for any additional fees. All fees must be paid to the City before the actual permit is issued
5. If the application is denied, the applicant may initiate an appeals process by writing the City Council within five (5) days of receipt of denial. The City Council will respond to the appeal within fourteen (14) days of receipt of the appeal.
6. Once the filming/shoot is completed, the affected Department(s) will make an assessment of damages and refund any unused damage deposit. Allow thirty (30) days for processing.
7. If subcontractors, vendors, or caterers are used during the term of agreement, the parties are subject to City guidelines on use of City facilities and terms embodied in the Ordinance

C. Administrative Policies and Procedures.

- 1. PERMIT REQUIRED FOR USE OF PUBLIC RIGHT OF WAY:** A permit is required for any commercial film activity which involves the use of public or private property or the public right-of-way in any one location for longer than five (5) consecutive minutes, or impacts the public right of way beyond normal traffic. (Examples: on-street parking; interruption of vehicular or pedestrian traffic flow; placement of flats, cameras, lights or other equipment on public property. Application will be made on the City's standard form (attached) and presented to

the City representative or his/her duly appointed representative for review. Early application is recommended as permits are issued on a first come first served basis, and time may be needed to work out any difficulties associated with the planned activity. Requirements may vary depending on the impact of the activity as defined below:

- 2. NOTIFICATION OF AFFECTED BUSINESS AND RESIDENTS:** The Production Company will notify all businesses and residents affected by the activity. Notification should take place following the City's review of the application, and no less than three (3) business days prior to the planned activity. Earlier notification may be required in cases where planned activities may have a significant impact on normal activities of the area. Exceptions may be made in special situations. The area to be covered by notification may vary depending on the impact of the planned activity but will be a minimum of all businesses or residents in the linear block in which the activity is to occur.
- 3. TRAFFIC CONTROL AND STREET CLOSURES:** Approval must be obtained prior to any film activity which would disrupt the normal flow of traffic. Traffic control, if needed, must be handled by off-duty police officers hired by the Production Company through Walton County Sheriff's Department. The City retains the right to determine the number of Deputies needed. Intermittent holding of traffic shall not exceed three-minute intervals except when specifically approved by permit. Street closures are discouraged in most instances. Requests for street closures or diverting of traffic should be made well in advance to allow for planning of alternate routes and proper notification.

Interruption of traffic on state routes or closure of state routes requires prior approval from the Georgia Department of Transportation (GDOT), as well as the City.

4. **SPECIAL EFFECTS, EXPLOSIVES, AND SIMILAR DEVICES:** No film activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Walton County Fire Marshal.
5. **REMOVAL OF VEGETATION:** Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by permit.

6. FILM IMPACT

- i. **LOW IMPACT FILM ACTIVITIES:** In general, low impact activities are defined as those which:

- Allow uninterrupted flow of pedestrian traffic;
- Hold vehicular traffic for no more than one-minute intervals;
- Utilize no more than four (4) on-street parking spaces in any linear block containing businesses dependent on on-street parking;
- Have minimal impact on normal business activities;
- Take place in the downtown business district outside normal business hours;
- Utilize no more than fifty percent (50%) of the on-street parking spaces in any linear block containing business not dependent on on-street parking;

- Utilize no on-street parking where there are no marked on-street parking spaces;
- Provide parking for cast, crew, extras and other nonessential vehicles in off-street lots, as well as alternate parking for those displaced from these lots;
- Provide a private holding area for extras; and
- Conduct prep and wrap activities in accordance with the above.

ii. **HIGH IMPACT FILM ACTIVITIES:** In general, high impact film activities are those that fall outside two or more of the criteria for a low impact activity. Additional criteria that classify a film activity as high impact include:

- High speed chases or crashes;
- Use of pyrotechnics or explosives; or
- Use of aircraft
- Film activity that exceeds more than five (5) continuous film working days at one location.
- Activity which interrupts pedestrian traffic and/or restricts access to residential and business activity

7. Residential Areas

- i. In areas zoned residential, film activities will not begin prior to 7:30 a.m., and will end by 10:00 p.m., except with special advance permission by the City and the affected neighborhood.
- ii. Affected residents in an area not less than two blocks in either direction

must be notified by letter or in person not less than three (3) days in advance. Notification should include information concerning the location and duration of the filming activity in question, as well as specifics regarding lights, noise, or any special effects.

- iii. All equipment and support vehicles not in immediate use shall be parked so as not to cause any interference to pedestrians or vehicular traffic.
- iv. When filming on residential streets which experience traffic congestion as a result of schools opening and closing or the morning and evening "rush" hours, neither pedestrian nor vehicular traffic may be held during these "rush" times, which will be agreed upon in advance by the City Administrator and the locations' manager.
- v. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the City or property owner. Ten (10) feet of clearance should be left on either side of affected driveways, unless otherwise authorized.
- vi. Production vehicles must be parked in such a way as to not impede safe lines of vision at intersections.
- vii. Lighting for filming, both during the day and night, should be oriented away from neighboring residences wherever possible, and should not interfere with the safe movement of traffic.
- viii. Production companies are responsible for cleaning and restoring locations used, including public and private lands, with a minimum amount of noise and disruption.

- ix. Production companies blocking off or holding traffic on streets scheduled for garbage pick-up are responsible for:
 - moving trash cans to a location accessible to sanitation vehicles, and then returning them to their proper owners; or...
 - coordinating, in advance, a time when sanitation vehicles may access the area affected.
- x. Residents may not charge production companies for use of the public right-of-way in front of their homes, nor prohibit use without justifiable cause, but may reasonably expect the right-of-way to be restored to its' original condition by the production company.
- xi. Special effects involving sirens, gunshots, speeding cars, or other loud noises are limited to the hours before 9:00 p.m., unless cleared in advance with the City and the neighbors affected.
- xii. Wherever possible, base camps and dressing room trailers should be parked away from neighboring residences, and/or take steps to control noise from generators, slamming doors, engines, etc., in the early morning before 7:30 a.m. and after 9:00 p.m. in the evening.

8. Permit Fees Each applicant will pay the required fees as established by resolution of the City Council. Where set fees are established, Production Companies pay the same fee as the general public for the service or facility. Services for which a fee has not been established will be charged on the basis of time, equipment, and material. All fees are subject to change.

- i. There will be a standard processing charge for a film permit to reimburse

the City for the staff time required to evaluate the application and establish conditions of approval. Process fees may be waived at the discretion of the City Administrator for charitable and nonprofit organizations which qualify under Section 501c(3) of the United States Internal Revenue Code, and City sanctioned organizations if substantial benefits will inure to the City of Walnut Grove.

ii. There are charges associated with use of certain City services or facilities. The facilities charges and in certain circumstances, the service fees, may be waived at the discretion of the City Administrator for the following, if substantial benefits will inure to the City of Walnut Grove:

- Productions conducted by a cable television company operating under a franchise granted by the City which are not conducted on public property, do not interfere with public rights-of-way, and which involve fewer than two (2) motor vehicles;
- Productions for wholly charitable or educational purposes and from which no profit is derived, either directly or indirectly; and
- Student Filming.

Section 2. Except as provided otherwise herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3. Pursuant to the Section 3.14 of the City Charter, authority is hereby delegated to the City Clerk to cause this Ordinance to be numbered and codified in the City Code of Walnut Grove,

Georgia, in such a way as to place this Ordinance in the Code in an organized and orderly sequence to maximize the organization of the Code. The City Clerk is authorized to designate to the City Attorney or to such other Mayor and Council approved contractors to assist in the effort to codify this provision provided the decision of the City Clerk is final as to the placement of this Ordinance within the City Code of Walnut Grove, Georgia. The goal of this authorization is to codify and number this Ordinance in the Code in such a way as to be clear and orderly.

Section 4. This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Walnut Grove, Georgia.

Section 5. 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.

SO ORDAINED this 30th day of December 2025.

City of Walnut Grove, Georgia

Stephanie Moncrief, Mayor

ATTEST:

Lynn Heard, City Clerk

APPROVED AS TO FORM:



ESTIMATE

#25

Date 29-11-2025

Valid Until 29-12-2025

Taut line tree service

Jvandrford312@gmail.com

Jake Vandeford

(770) 733-5359

Walnut grove

Leslie@wtp.legal
+1 (404) 805-1632

Item(s) Name	Rate (\$)	Quantity	Amount (\$)
Landscaping Cutting all grass weeds and volunteer plants in front and side yard, leaving only and definitely shrubbery cut back to normal height. Remove debris	1,200.00	1	1,200.00
Subtotal			\$1,200.00
Total			\$1,200.00

Balance Due
\$1,200.00



ESTIMATE

#26

Date 29-11-2025

Valid Until 29-12-2025

Taut line tree service

Jvandirford312@gmail.com

Jake Vandeford

(770) 733-5359

Walnut grove

Leslie@wtp.legal
+1 (404) 805-1632

Item(s) Name	Rate (\$)	Quantity	Amount (\$)
Tree removal Removal of three medium size volunteer trees on house one small volunteer tree on house .	700.00	1	700.00

Subtotal	\$700.00
Total	\$700.00

Balance Due
\$700.00



ESTIMATE

#27

Date 29-11-2025

Valid Until 29-12-2025

Taut line tree service

Jvandrford312@gmail.com
Jake Vandeford
(770) 733-5359

Walnut grove

Leslie@wtp.legal
+1 (404) 805-1632

Item(s) Name	Rate (\$)	Quantity	Amount (\$)
Trimming Trimming all trees in front yard side yards and backyard and anything near the house 6 feet from the ground and up to good level to look good for city of walnut grove .	1,600.00	1	1,600.00

Subtotal \$1,600.00
Total **\$1,600.00**

Balance Due
\$1,600.00



ESTIMATE

#28

Date 29-11-2025

Valid Until 29-12-2025

Taut line tree service

Jvandrford312@gmail.com
Jake Vandeford
(770) 733-5359

Walnut grove

Leslie@wtp.legal
+1 (404) 805-1632

Item(s) Name	Rate (\$)	Quantity	Amount (\$)
Trash removal Removal of all trash in yard and on grounds and disposing at the dump.	1,700.00	1	1,700.00
			Subtotal \$1,700.00
			Total \$1,700.00

Balance Due
\$1,700.00



ESTIMATE

#29

Date 29-11-2025

Valid Until 29-12-2025

Taut line tree service

Jvandrford312@gmail.com
Jake Vandeford
(770) 733-5359

Walnut grove

Leslie@wtp.legal
+1 (404) 805-1632

Item(s) Name	Rate (\$)	Quantity	Amount (\$)
Positioning cars Move every car and driveway and position neatly in driveway for county ordinances .	500.00	1	500.00

Subtotal	\$500.00
Total	\$500.00

Balance Due
\$500.00

City Clerk

From: Stephanie Moncrief
Sent: Tuesday, December 23, 2025 2:41 PM
To: City Clerk; Joseph Morris
Subject: Fw: Nuisance Action- Friend
Attachments: Taut Line Tree Service Estimate Totals.xlsx; Estimate- Taut Line Tree Service.pdf; Estimate 1694 -Copper Ridge Landscaping Group LLC.pdf

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From: Leslie Trimmer <leslie@wtp.legal>
Sent: Tuesday, December 9, 2025 4:50:50 PM
To: Stephanie Moncrief <mayor@cityofwalnutgrove.com>; Joseph Morris <jmorris@cityofwalnutgrove.com>
Cc: Tony Powell <tony@wtp.legal>; Jay Crowley <jay@wtp.legal>
Subject: Nuisance Action- Friend

Mayor and Joe,

Attached are the two bids received for the clean-up of Mr. Friend's property. Please let me know if you have any questions.



Leslie Trimmer, Contract Paralegal
Phone: (770) 963-3423
Direct: (770) 236-9447 | Cell: (770) 654-8614
Leslie@wtp.legal

SUBTOTAL	2,800.00
TAX	0.00
TOTAL	\$2,800.00

Accepted By

Accepted Date

Copper Ridge Landscaping Group LLC
416 Copper Ridge Dr
Loganville, GA 30052
+14049367449
aprilque@hotmail.com



ADDRESS

City of Walnut Grove
c/o Stephanie Moncrief
2581 Leone Avenue
Walnut Grove, Ga 30052

Estimate 1694

DATE 12/03/2025

ACTIVITY	QTY	RATE	AMOUNT
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ACTIVITY	QTY	RATE	AMOUNT
Service: Clean up/clearing Address: 949 Hwy 81 South, Loganville, GA 30052	1	2,800.00	2,800.00
Scope of Work – Front & Side Yard Cleanup and Vegetation Management			
1. Vegetation Removal			
<p>Remove all unwanted vegetation from the front and side yards, including grass overgrowth, weeds, and volunteer plants.</p> <p>Clear vegetation down to soil level to achieve a clean and uniform surface.</p>			
2. Shrub Identification & Preservation			
<p>Identify all intentional and desirable shrubs within the work areas.</p> <p>Preserve selected shrubs while removing surrounding unwanted growth.</p>			
3. Shrub Pruning & Height Management			
<p>Prune all retained shrubs to an appropriate, healthy, and uniform maintenance height.</p> <p>Shape shrubs to encourage proper growth and improve overall landscape appearance.</p>			
4. Tree Limb Trimming			
<p>Trim lower branches of larger trees to a consistent height of 6 feet above ground level to improve clearance, visibility, and aesthetic balance.</p>			
5. Personal Property Removal			
<p>Remove and dispose of all personal property items located outside, including items on vehicles, on the front porch, and on the ground.</p> <p>Exclusions: Yard chairs, ladders, tools, and typical decorative outdoor items will remain in place.</p>			